

DISTRICT 7770 ROTARY CLUB TRAINING MANUAL



**ROTARY:
MAKING A
DIFFERENCE**

Gary Bradham, District Governor, 2017-18

ROTARY CLUB TRAINING MANUAL

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Dear Presidents Elect:

Welcome to the 2017 President Elect Training Seminar! The purpose of this seminar is to provide you with the training and resources to help guide and support your clubs during your year as President. Collectively, as members of Rotary, we need to “**GEAR Up**” - **Get Excited About Rotary**” in the year ahead. As District Governor, I look forward to leading the way and working with each of you to support and strengthen our clubs and District; focus and increase humanitarian service; and enhance Rotary’s public image and awareness.

What is Rotary? In 2017-2018, we will answer this question with incoming Rotary International President Ian H.S. Riseley’s theme, **Rotary: Making A Difference**. According to President Riseley, “whether we’re building a new playground or a new school, improving medical care or sanitation, training conflict mediators or mid-wives, we know the work we do will change people’s lives – in ways large and small – for the better.” Rotary is “People of Action” – doing good things – “to make a difference in our communities, and the world.” Each club member determines the best way to answer the question “What is Rotary.” In short, we answer the question “What is Rotary?” with our actions, by making a difference through our service.

This manual is a framework to assist you in leading your club and developing your plans to take action. The content is formulated around the Club Leadership Citation, found on the next page. In my view, there are five overarching actions, which you as President, should consider, in order to have a successful, fun filled year:

- **Service:** Establish, publicize and execute a calendar with a wide variety of service projects and initiatives to increase participation and keep members engaged. The club should use this calendar to generate participation in service projects as well as demonstrate to the community “What is Rotary?”
- **Membership:** Develop a multifaceted plan to retain our members, attract new members, and grow the club’s membership by + 1 with active and engaged members – People of Action.
- **Rotary Foundation:** Ensure a robust program to allow members to give back through The Rotary Foundation - making the Foundation the “charity of choice” to deliver critical programs needed by the communities we serve. Strive to increase Foundation giving by 10% over 2016-2017 giving.
- **Leadership Development:** Offer the opportunity for your team to gather the needed skills to be more productive in their roles to support and strengthen clubs and to full-fill the programs within your club. Capture and report the funding and the volunteer hours of each program to quantify support provided.
- **Communications / PR:** Use every avenue possible to showcase what is happening in your club to the community and leaders so they can “plug-in” to the activities of your club.

You will have many choices on how you want to address the job at hand. Rotary: Making A Difference -- through the actions and service of our members. Strive to get every member to “GEAR-up for Rotary” -- making a difference. Please let me know how I can help you in this endeavor.

Yours in Rotary Service,

Gary Bradham
District Governor, 2017-2018

2017-2018 CLUB LEADERSHIP CITATION FORM

To receive the Club Leadership Citation, a club must develop plans and achieve certain tasks identified below and then complete and submit this form to your Assistant Governor no later than February 14, 2018 (AG will send to Gayle Bowen by February 16, 2018)

CLUB NAME _____

1. AVENUES OF SERVICE (minimum of 5 points required)

- Club utilizes a Service project / initiative calendar offering a wide variety of service opportunities to members. **This earns two points.**
- Club participates in a literacy project (dictionary project, Imagination Library, Reading Mentor, etc.).
- Club participates in community service project (District Grant funding available).
- Club participates in a Rotary Youth Program (Interact, Rotaract, RYLA, Young Professional Summit, Youth Exchange, Ambassadorial Global Scholar, etc.).
- Club makes CART buckets available at all meetings and makes donation to CART by 12/31/17.
- Club has at least one program on Polio and one program on dementia/Alzheimer's related disease.
- Club recites the Four Way Test at every meeting and operates club business based upon the Four Way test.
- Club creates, promotes, and executes a Rotary Day event.

2. MEMBERSHIP (minimum of 6 points required)

- Club President leads-by-example and sponsors at least 1 new member within the first quarter of the Rotary year.
- Club achieves a net + 1 increase for the year. **One bonus point for 2% increase (min. net +2 in membership growth).**
- Club conducts or participates in a member recruitment drive in 1st Qtr. **One bonus point if a second drive also held in last Qtr.**
- Club increases diversity by recruiting at least 2 members of under-represented demographic group.
- Club initiates/continues a written Membership Plan which includes a new member orientation program.
- 25% of Club members bring a membership candidate to a club meeting.
- Club enters at least three membership goals in Rotary Club Central.
- Club Representative attends District Membership Training Seminar.
- Club uses effective membership retention plan & retains 90% of prior year's members on July 1, 2017. **One bonus point if 93% retained.**
- Club uses the Membership Moment program at each meeting to keep the focus on Membership growth.

3. ROTARY FOUNDATION (minimum of 6 points required)

- Club will meet its Annual Programs Fund goal. **One Bonus Point for meeting the Challenge Goal.**
- Club submits 50% of its Annual Programs Fund goal by December 31, 2017.
- Club achieves EREY status. **One bonus point for achieving 100% Sustaining Member status.**
- Club sends two representatives to attend District Foundation Training Seminar and club completes MOU qualification.
- Club secures at least one new Paul Harris Society member.
- Club meets their End Polio Now Goal.
- Club qualifies and completes a District Grant Project.
- Club secures 5 new Benefactors or 1 new Bequest Society member.
- Club secures 1 new major donor or one member steps up to the next level.

4. LEADERSHIP DEVELOPMENT (minimum of 5 points required)

- Club President attends one training seminar (excludes PETS) and the District Conference.
- Club President-elect attends 2017 PETS and District Assembly. **(Required for individual to hold the Club President position).**
- Incoming new Secretary, Treasurer, Foundation Chair, Membership Chair, and Public Image Chair attend District Assembly and Fall Training Seminar or have a representative attend if they are unable to do so.
- Club appoints the President-Elect to monitor and update the Club Leadership, RI Presidential Citation, and Club Leadership Plan.
- At least one member attends the 2018 RI Convention.
- Club appoints a Database Manager, who updates club and member information including photos, on the District database by October 1, 2017.
- At least 1 member per 35, including a new member (<1 yr.), attends at least one of the following: 2017 District Assembly, 2017 Foundation/Membership Seminar, or 2018 District Conference.
- Club sends at least one member to Rotary Leadership Institute (RLI).
- Club updates Rotary Club Central Goals & establishes at least 10 goals within the areas by August 1, 2017.

5. COMMUNICATIONS/PR (minimum of 2 points required)

- Club appoints a PR Chair who publicizes club activities in the community and submits info to the District media, website and newsletters at least quarterly.
- Club presents copy of Four Way Test to all members for proper display in offices or businesses.
- Club Public Image Chair arranges for Club activities to be published in a local newspaper.
- Club submits a Public Image Video for the Zone Public Image Contest by 9-15-17.

6. Required completion

- Incoming President and Club Protection Chair complete Child Protection Memorandum of Compliance No later than June 30, 2017.

Signature of Club President

Signature of Club President – Elect

Signature of Assistant Governor

ROTARY CLUB TRAINING MANUAL

SECTION I--SERVICE

Citation Items

- Club utilizes a Service project / initiative calendar offering a wide variety of service opportunities for the members.
- Club participates in a literacy project (dictionary project, Imagination Library, Reading Mentor, etc.).
- Club participates in community service project (District Grant funding available).
- Club participates in a Rotary Youth Program (Interact, Rotaract, RYLA, Young Professional Summit, Youth Exchange, Ambassadorial Global Scholar, etc.).
- Club makes CART buckets available at all meetings and makes donation to CART by 12/31/17.
- Club has at least one program on Polio and one program on dementia/Alzheimer's related disease.
- Club recites the Four Way Test at every meeting and operates club business based upon the Four Way test.
- Club creates, promotes, and executes a Rotary Day event.

Service is the cornerstone of Rotary and we need to incorporate service into our routine club activities and club discussions. Each club should review its service plan and make the opportunities touch as many lives as possible. We need to encourage members to participate in service opportunities so that we as Rotarians can truly make a difference in the world.

Rationale

- Clubs should use a Service project / initiative calendar so that members can look ahead and select the service projects from a wide variety of projects to get involved with during the year.
- There are numerous ways in which clubs can participate in improving the literacy of our communities. Projects can include giving out dictionaries, setting up libraries, and helping people learn to read. Projects are only limited by the imagination of the clubs. Assess the needs of the community and create a project to fit the need.
- Community service projects are usually chosen based on the interests of club members. Each club has the latitude to choose areas of need and decide how best to serve these needs. The purpose of this section is to encourage participation among club members in service and service related ventures.
- When clubs complete service projects, the results of those projects should be published in print media, on websites, on social media or in other means of communication to inform the community about what the club is doing in and for the community.
- Community can be defined as a local community or an international community. Clubs are encouraged to consider participating in international projects. When a club is involved in an international service project, club members need to be continually informed of the progress of that project.
- Rotary Youth programs span a wide range of age groups. Earlyact, Interact and Rotaract are service clubs for young people sponsored by a local Rotary club. Earlyact clubs are open to students age 5-13 within a school setting. Interact clubs are open to students age 14-18 within a school setting. Rotaract organizations are available to young adults age 18-30 either in a post high school academic setting or as a community group. Young Professional summits allow clubs to gather input from younger people and “young at heart” on how to adjust Rotary programs to attract a new generation of Rotarians. Youth Exchange students live with a host family in a different country for a year and must be sponsored by a Rotary club. RYLA is an opportunity for high school students to receive leadership training. Each participant must be sponsored by a Rotary club. Global Grant Scholar students must be sponsored by a

- Rotary club in order to participate in one-year abroad graduate study.
- Polio eradication is Rotary’s number one international priority. Polio is within three countries of eradication. We must stay the course until the job is completed.
 - The purpose of the CART (Coins for Alzheimer’s Research Trust) Fund is to collect and provide dollars for leading edge research for the cure and prevention of Alzheimer’s disease. It started with Rotarians voluntarily emptying their pockets and purses of change at weekly meetings.
 - Clubs are encouraged to put Polio and CART on the program list to educate members about these two worthy causes. Alzheimer’s disease is the most common type of dementia, accounting for an estimated 60-80% of all dementia cases. Although polio is very close to being eradicated, we must finish the job.
 - The Four-Way Test is the framework for instilling integrity in everything we do. Clubs are encouraged to recite the Four-Way Test at every meeting and conduct club business based on the principles of the Four-Way Test.

Resources

Earlyact Chair – Paul Walter

Phone 843-686-1540

Email pwalter@bncbanksc.com

Interact Chair – Paul Heitmann

Phone 843-298-4140

Email paulheitmannrotary@gmail.com

Rotaract Chair – Brandon Lutes

Phone – 843-906-6551

Email brandon@lutespropertyservices.com

RYLA Chair – Akil Ross

Phone 803-479-7190

Email aross@lexrich5.org

Youth Exchange Chair – Lou Mello

Phone – 843-437-9084

Email loumello9@gmail.com

Youth Exchange Co-chair – Vicki Tatum

Phone 843-577-6112

Email dentistt@aol.com

Youth Exchange Community Co-chair – Allison Ford

Phone 803-917-0108

Email aford@burkettcpas.com

Global Scholarships Chair – Ann- Marie Quinn

Phone – 843-720-3782

Email: quinna@charleston-sc.gov

Global Scholarships Vice Chair - Beth Wingard
Phone 803-251-1706
Email bethwngrd@gmail.com

Global Scholarships Vice-Chair – Mary English
Phone 516-635-6788
Email northportpt@aol.com

Global Scholarships Vice-Chair – Lou Mello
Phone – 843-437-9084
Email loumello9@gmail.com

Peace Scholar Chair – Tiffany Burkett
Phone 803-451-5110
Email tiffany@burkettlawsc.com

Public Image Committee Chair – Mary Gasque
Phone 803-553-0020
Email mary@gasque.com

District Website / Newsletter – Patrick Quilter
Phone 843-945-4598
Email patrick@quilmont.com via yahoo.co

Literacy Committee Chair – Pat Richards
Phone 843-637-6683
Email p Richards8@gmail.com

CART Chair – Rod Funderburk
Phone 803-760-5275
Email rfundrebuk@sc.rr.com

End Polio Now Chair – Jane Sentivan
Phone 843-655-4589
Email janesentivan@gmail.com

District Protection Officer – Brett Camp
Phone 843-563-3643
Email brett.camp@aol.com

ROTARY CLUB TRAINING MANUAL

SECTION II---MEMBERSHIP

Citation Items

- Club President leads-by-example and sponsors at least 1 new member within the first quarter of the Rotary year.
- Club achieves a net + 1 increase for the year.
- Club conducts or participates in a member recruitment drive in 1st Qtr.
- Club increases diversity by recruiting at least 2 members of under-represented demographic group.
- Club initiates/continues a written Membership Plan which includes a new member orientation program.
- 25% of Club members bring a membership candidate to a club meeting.
- Club enters at least three membership goals in Rotary Club Central.
- Club Representative attends District Membership Training Seminar.
- Club uses effective membership retention plan & retains 90% of prior year's members on July 1, 2017.
- Club uses the Membership Moment program at weekly meetings to keep a focus on Membership growth.

Members are Rotary's essential resource. To maximize Rotary's humanitarian efforts throughout the world, it is important for clubs to identify and induct quality new members. We need to make our clubs attractive to our existing members as well as attractive to potential new members. Review your "attractiveness" throughout the year and take action to enhance it as needed. We need to practice service and integrity in all that we do and tell our communities what Rotary is doing. Share your calendar of events with community leaders and others.

Rationale

- Attracting new members is Rotary's number one internal priority and is every Rotarians responsibility. It is extremely important to retain current members by continually making our clubs vibrant and attractive to both the current membership and to potential new members.
- Member growth starts with Club leadership. Club presidents should "lead-by-example" and bring in at least one new member to the club within the first quarter of the Rotary year. Club members will follow suit. The joy of Rotary is offering Rotary membership to qualified community members and leaders.
- The average annual attrition rate is 10%. We need to grow by a minimum of net 1%, by seeking potential new members who are focused on service to others.
- Use an effective membership retention plan and retain 90% of current members. This is essential to being a vibrant Rotary Club.
- Social events organized for the purpose of introducing Rotary in an informal atmosphere are an excellent means of identifying membership prospects prior to their participating in a formal meeting. It is also a great way for clubs to advertise what Rotary does in the community.
- When a club presents copies of the Four-Way Test to all new members for display in their offices or businesses, the club extends the practice of integrity to many beyond the Rotary family.
- Diversity provides a club with new ideas and a broader perspective. Each club should seek to expand its diversity by seeking potential members from under-represented demographic groups and classifications.
- A Club Representative should attend the District Membership Training Seminar which is part of the Fall Training Seminar to learn new and different ways to increase the membership of the Club.
- Rotary should be about providing service while having fun. Clubs are encouraged to make projects fun, make the club's atmosphere more attractive, as well as provide fellowship opportunities.
- The District's Member Moment program, presented at weekly meetings as part of the agenda, provides the club membership with information on classifications and other membership strategies to keep the focus on membership growth during the year.

Resources

Membership Committee Chair – Johnny Moore

Phone 803-345-0142

Email jmoore@southmedinc.com

Membership Administration Co-Chair – Terry Moore

Phone 843-297-6691

Email tr_moore@bellsouth.net

Membership Attraction Co-Chair – Alison Hamilton

Phone 843-907-3084

Email alison.hamilton@raymondjames.com

New Club Development Chair – Paula Matthews

Phone 803-261-1757

Email pajmatt2@bellsouth.net

Rotaract Chair – Brandon Lutes

Phone – 843-906-6551

Email brandon@lutespropertyservices.com

Global Scholarships Chair – Ann-Marie Quinn

Phone 843-720-3782

Email: quinna@charleston-sc.gov

Peace Scholar Chair – Tiffany Burkett

Phone 803-451-5110

Email tiffany@burkettlawsc.com

Public Image Committee Chair – Mary Gasque

Phone 803-553-0020

Email mary@gasque.com

District Website / Newsletter – Patrick Quilter

Phone 843-945-4598

Email patrick@quilmont.com via yahoo.co

ROTARY CLUB TRAINING MANUAL SECTION III---FOUNDATION

Citation Items

- Club will meet its Annual Programs Fund goal.
- Club submits 50% of its Annual Programs Fund goal by December 31, 2016.
- Club achieves EREY Status.
- Club sends two members to attend District Foundation Training and completes MOU qualifications
- Club secures at least one new Paul Harris Society member or a PHS renewal.
- Club meets its End Polio Now goal.
- Club qualifies for and completes a District Grant project.
- Club secures 5 new Benefactors or 1 new Bequest Society member.
- Club secures 1 new Major Donor, or 1 Major Donor steps up to the next level.

The Rotary Foundation is our charity. By supporting the Rotary Foundation, we can accomplish more than any of us can as individuals. We need to encourage our members to give by telling them where the money goes and what can be accomplished through giving.

Rationale

- Each year we need to focus on “doing good” in the world by giving generously to The Foundation and executing needed projects with the funds given. Money given to the Annual Program Fund comes back to the district in the form of District Designated Funds each year. This is the source of funding for District and Global Grants used by clubs to support critical programs and to provide service projects.
- We are asking clubs to consider continuing to increase contributions to the Annual Program Fund for 2017-2018.
- Although polio is very close to being eradicated, Polio remains in three countries. We must finish the job of eradication from the face of the world. We are asking clubs to meet or exceed their prior year’s polio contribution.
- District Grant funds are available for local service projects. Clubs are encouraged to qualify for these funds and submit applications for worthwhile projects.
- New Benefactors, Bequest Society and Major Donors will help your clubs meet their Foundation goals as well as show our support of The Rotary Foundation Programs.
- November is Foundation month. Clubs are encouraged to have a speaker for at least one program during this month and throughout the year to educate members on the Rotary Foundation.

Resources

Foundation Chair – Sandee Brooks

Phone 843- 290-3054

Email brooksrambo@gmail.com

Annual Giving Chair - Alice Howard

Phone 843-271-0550

Email howardag@hargray.com

Paul Harris Society Chair – Kathleen Mahoney

Phone 803-713-7977

Email kmahoney@truvista.net

Major Gifts Chair – Anne Walker

Phone 803-606-4943

Email annewalker@aws1962.org

Foundation Grants Committee Chair – Bernie Riedel

Phone 843-689-2439

Email Bernie@RiedelComputers.com

Foundation Stewardship Chair – Jeff Mense

Phone 843-236-1613

Email jmense@sccoast.net

Global Grants Committee Chair – Rick Moore

Phone 843.696.5795

Email Rick@Keelforce.com

District Grants Committee Chair - Bob Gross

Phone 843-321-0196

Email bob@beaufortgroup.net

District Grants Closing Committee Chair – Pauline Levesque

Phone 843-286-7039

Email Pauline.area10@gmail.com

End Polio Now Chair – Jane Sentivan

Phone 843-655-4589

Email janesentivan@gmail.com

Public Image Committee Chair – Mary Gasque

Phone 803-553-0020

Email mary@gasque.com

District Website / Newsletter – Patrick Quilter

Phone 843-945-4598

Email patrick@quilmont.com via yahoo.co

ROTARY CLUB TRAINING MANUAL

SECTION IV---LEADERSHIP DEVELOPMENT

Citation Items

- Club President attends one training seminar (excludes PETS) and the District Conference.
- Club President-elect attends 2017 PETS and District Assembly. **(Required for individual to hold the Club President position).**
- Incoming new Secretary, Treasurer, Foundation Chair, Membership Chair, and Public Image Chair attend District Assembly and Fall Training Seminars or have a representative attend if they are unable to.
- Club appoints the President-Elect to monitor and update the Club Leadership Citation, input information and completion of projects and programs for the RI Presidential Citation, and manage the Club Leadership Plan.
- At least one member attends the 2018 RI Convention.
- Club appoints a Database Manager, who updates club and member information including photos, on the District database.
- At least 1 member per 35, including a new member (<1 yr.), attends at least one of the following: 2017 District Assembly, 2017 Fall Training Seminar on Foundation/Membership/ Public Image, or 2018 District Conference.
- Club sends members to the Rotary Leadership Institute (RLI) and has at least one graduate for the year.
- Club updates Rotary Club Central Goals & establishes at least 1 goal in each area by August 1, 2017.

Leaders are our future. We must prepare our leaders for the future and provide training opportunities for potential leaders to learn needed skills. The district provides multiple opportunities for training, and it is incumbent on clubs to take advantage of these trainings. Clubs need an updated succession and strategic plan.

Rationale

- We need to prepare leaders to lead. Club Presidents for 2017 – 2018 should attend the 2017 District Assembly, the 2017 Foundation / Membership Seminar and the 2018 District Conference.
- Club leadership other than the President needs training as well. Incoming club Secretary, Treasurer, Foundation Chair, Membership Chair, Public Image Chair and members of the club board should attend the 2017 District Assembly. If these individuals are unable to do so, someone should attend for them.
- The 2017 District Assembly, 2017 Fall Training Seminar, and 2018 District Conference are excellent training opportunities. Clubs should encourage members to attend. The information presented will help the clubs become more dynamic and attractive. It is important for the clubs to have accurate records.
- The Club should prepare a Club Leadership Plan that will ensure that all the leaders know their roles and are properly trained to perform those roles.
- Clubs are encouraged to appoint a Database Manager to update club and member information on the District database, including photos.
- The Club should have 1 additional member per 35 including a new member attends at least one of the Leadership Training sessions. This will help to ensure membership retention as well as develop upcoming leaders.
- RLI (Rotary Leadership Institute) provides a unique training opportunity through an interactive class setting. Clubs are encouraged to advertise these classes to the membership and help members attend the classes during the Rotary year.
- Rotary International Conventions help attendees to see the Rotary big picture. Encourage club members to attend the convention each year. When appropriate offer funds to offset some of the attendance cost.
- It is essential to update club information in Rotary Club Central Goals by July 1, 2017. This must be done by the President or Secretary. Clubs should invest in a succession plan.

Resources

District Training Chair – Rod Funderburk

Phone 803-760-5275

Email rfundrebuk@sc.rr.com

Assistant Governor Training Site Chair – Pauline Levesque

Phone 843-286-7039

Email Pauline.area10@gmail.com

PETS Training Site Chair – Pauline Levesque

Phone 843-286-7039

Email Pauline.area10@gmail.com

District Assembly Training Site Chair – Lou Mello

Phone 843-437-9084

Email loumello9@gmail.com

District Foundation / Membership / Public Image Training Chair – Sandee Brooks

Phone 843- 290-3054

Email brooksrambo@gmail.com

Fall Training Seminar Site Chair - Lou Mello

Phone 843-437-9084

Email loumello9@gmail.com

District RLI Chair – Joan Grayson

Phone 301-526-3782

Email lowcountrylady1@gmail.com

2018 District Conference Chair – Jaime and Terry Moore

Phone 843-408-5419

Email jaime_moore@bellsouth.net

2017 District Conference Chair – Mike Jukofsky

Phone 843-684-0074

Email mjukofsky@hargray.com

Public Image / Communication Committee Chair – Mary Gasque

Phone 803-553-0020

Email mary@gasque.com

District Website / Newsletter – Patrick Quilter

Phone 843-945-4598

Email patrick@quilmont.com via yahoo.com

International Convention Chairs:

Atlanta, Georgia:

Gary Bradham

Phone 843-458-0947

Email sgcb@earthlink.net

Toronto, Canada:

David Tirard

Phone 843-247-0115

Email davidtirard@aol.com

ROTARY CLUB TRAINING MANUAL

Section V - COMMUNICATION / PR PLAN

Citation items:

- Club appoints a PR Chair who publicizes club activities in the community and submits info to the District media, website and newsletters at least quarterly.
- Club presents copy of Four Way Test to all members for proper display in offices or businesses.
- Club Public Image Chair arranges for Club activities to be published in a local newspaper.
- Club submits a Public Image Video for the Zone Public Image Contest by 9-15-17.

In 2017-2018, we want to increase the communication efforts from the club to the club's membership, to the community served by the club, and to the district's website in order to make information about the club and its projects more accessible to a larger audience. We also want to increase the public image awareness of the clubs and help clubs recognize how to best project what they do in their communities. We want to provide information to the clubs about the tools offered by the District and RI in the area of communication and public image.

Rationale

- Clubs should find every way possible to share their Rotary story throughout the community.
- Clubs should use a Service and Initiative Calendar to keep the membership updated on events and how they can plug into the activities. The calendar will provide a framework for advertising the Rotary Club and all it accomplishes throughout the community and around the world.
- RI has the Rotary Showcase where projects, fundraisers, fellowship events are “showcased” for all of Rotary to see. Share your own with your community and Rotary around the world.
- It is easy to submit items to the District website or newsletter. Use: rotary7770news@gmail.com.
- District 7770 has a five year-old website that functions extremely well. Club projects, club speakers, local Rotarians who have been honored in some way, non-Rotarians who have been recognized by the local Rotary club, and club fund raiser events are all posted on the front page of the website as they are submitted by the clubs.
- The district weekly newsletter containing submitted material is automatically published to the district's membership via email.
- Providing copies of the Four Way Test to members for proper display in their offices and businesses will enhance Rotary awareness within the community.

Telling the Rotary story should be in the forefront of what we do each and every day. We need every member and every club to take an active role and help in this venture to increase our efforts to “tell the story”.

Resources

Communication / Public Image Committee Chair – Mary Gasque

Phone 803-553-0020

Email mary@gasque.com

District Website / Newsletter – Patrick Quilter

Phone 843-945-4598

Email patrick@quilmont.com via yahoo.co

ROTARY CLUB TRAINING MANUAL SECTION VI---REQUIRED COMPLETION

Citation Item

- Incoming President and Club Protection Chair complete Child Protection Memorandum of Compliance

Rotary International is committed to creating and maintaining the safest possible environment for all participants in Rotary activities. It is the duty of all Rotarians, Rotarians' spouses, and other volunteers to safeguard to the best of their ability the welfare of and to prevent the physical, sexual, or emotional abuse of children and young people with whom they come in contact.

Rationale

District 7770 requires clubs to conduct background checks of all Rotarians and prospective members in the clubs and other volunteers. All Rotarian members have a duty to immediately report any suspected abuse to the District Governor and the District Protection Officer, who will immediately notify the appropriate law enforcement authorities in cases of abuse. All clubs are required to complete the process and sign the Memorandum of Compliance no later than June 30, 2017 prior to the beginning of the Rotary year.

Resources

District Protection Officer – **Brett Camp**
Phone 843-636-4194
Email brett.camp@aol.com

Role & Responsibilities

Your role as Club President is to lead your club, ensuring it functions effectively. An effective Rotary club is able to:

- Sustain or increase its membership base
- Implement successful projects that address the needs of its community and communities in other countries
- Support The Rotary Foundation through both program participation and financial contributions
- Develop leaders capable of serving in Rotary beyond the club level

The elements of an effective club can help clubs increase their ability to meet their goals in each Avenue of Service. Implementing successful service projects affects Vocational, Community, and International Service. Increased membership gives a club a greater pool of Rotarians working in each avenue. Supporting The Rotary Foundation affects both Community and International Service. Streamlined processes, better communication, strategic planning, and increased member involvement will improve Club Service. With efficient operations in place, your club can become more effective in conducting its service activities.

As you prepare to help lead your club, remember that your Rotary club is a member of Rotary International. Through this membership, it is linked to more than 34,000 Rotary clubs worldwide and granted access to the organization's services and resources, including publications in nine languages, information at www.rotary.org, grants from The Rotary Foundation, and staff support at world headquarters and the seven international offices.

Club President Responsibilities

Your responsibilities as Club President are summarized below and explained further throughout this manual. Go to the Rotary website for additional information.

<https://www.rotary.org/myrotary/en/learning-reference/document-center>

Note: An asterisk (*) indicates a responsibility outlined in the Recommended Rotary Club Bylaws and Standard Rotary Club Constitution.

- Registering for Member Access at www.rotary.org to obtain your club's administrative data from RI
- Ensuring that your secretary and treasurer have registered for Member Access in order to keep membership and club data current
- Implementing and continually evaluating your club's goals for your year in office, ensuring that all club members are involved and informed
- Ensuring that each committee has defined goals*
 - Encouraging communication between club and district committee chairs
 - Conducting periodic reviews of all committee activities, goals, and expenditures*
- Presiding at all meetings of the club*
 - Ensuring that all meetings are carefully planned
 - Communicating important information to club members

- Providing regular fellowship opportunities for members
- Preparing for and encouraging participation in club and district meetings
 - Planning for all monthly board meetings*
 - Ensuring the club is represented at the district conference and other district meetings
 - Promoting attendance at the annual RI Convention and district meetings
- Working with your club and district leaders
 - Developing, approving, and monitoring the club budget while working closely with the club treasurer*
 - Working with district leadership to achieve club and district goals
 - Using information and resources from the district, RI Secretariat, and www.rotary.org
- Preparing for the governor’s official visit
- Ensuring continuity in leadership and service projects*
 - Submitting an annual report to your club on the club’s status before leaving office
 - Conferring with your successor before leaving office and ensuring a smooth transition of leadership
 - Arranging for joint meeting(s) of the incoming board of directors with the outgoing board
- Ensuring that a comprehensive training program is implemented by the club, and appointing a club trainer(s) to carry out the training, if needed
- Ensuring that RI youth protection policies are followed
 - Ensuring that Rotarians in your club are familiar with the Statement of Conduct for Working with Youth
 - Terminating or not admitting to membership any person who admits to, is convicted of, or is otherwise found to have engaged in sexual abuse or harassment
 - Prohibiting non-Rotarians who admit to, are convicted of, or otherwise found to have engaged in sexual abuse or harassment from working with youth in a Rotary context
 - Supporting the volunteer selection, screening, and training requirements outlined for the Youth Exchange program
 - Planning for youth protection in all club service activities that involve young people

Use the Club President’s Monthly Checklist (also available at www.rotary.org) when planning your year as president and reviewing your responsibilities as president-elect and president.

The Secretariat is Rotary International’s general secretary, RI and Foundation staff at RI World Headquarters in Evanston, Illinois, USA, and seven international offices (their locations are listed on the inside front cover of the *Official Directory* and at www.rotary.org).

Club President-Elect Responsibilities

Your responsibilities as Club President-elect are summarized below and explained throughout this manual:

Note: An asterisk (*) indicates a responsibility outlined in the Recommended Rotary Club Bylaws or Standard Rotary Club Constitution.

- Reviewing this *Club President's Manual* and preparing for the presidents-elect training seminar
- Serving as a director of your club's board, performing responsibilities prescribed by the president or the board*
- Reviewing your club's long-range goals, using the elements of an effective club as a guide
 - Setting your club's annual goals, which support long-range goals, using the: [Be a Vibrant Club: Your Club Leadership Plan - North America \[245EN-A\]](#)
 - Assessing your club's membership situation
 - Discussing and organizing service projects
 - Identifying ways to support The Rotary Foundation
 - Developing future leaders
 - Developing a public relations plan
 - Planning action steps to carry out your club's administrative responsibilities
- Working with your club and district leaders
 - Holding one or more meetings with your board of directors; reviewing the provisions of your club's constitution and bylaws
 - Serving as an ex officio member of all club committees*
 - Supervising preparation of the club budget*
 - Meeting with your assistant governor at PETS and your district assembly
- Ensuring continuity in leadership and service projects*
 - Appointing committee chairs*
 - Appointing committee members to the same committee for three years to ensure continuity, when possible*
 - Conferring with your predecessor*
 - Arranging a joint meeting of the incoming board of directors with the retiring board
- Ensuring regular and consistent training
 - Attending your presidents-elect training seminar and district assembly*
 - Encouraging all club leaders to attend the district assembly
 - Holding a club assembly immediately following the district assembly
 - Attending the district conference

Club Leadership Plan

The Club Leadership Plan is based on the best practices of effective clubs, with the goal of creating clubs that pursue the Object of Rotary through activities related to each Avenue of Service. Because each Rotary club is unique, the Club Leadership Plan is flexible and designed for each club to develop its own leadership plan.

- The Club Leadership Plan, which provides an opportunity for your club to assess its current operations, has many benefits:
- All members have a chance to voice their opinions on the future of their club.
- Standard club operations give members more time to focus on service and fellowship.
- Greater involvement of club members develops future club and district leaders and increases retention.
- All members are working to achieve club goals.
- Continuity among leaders and club goals eases the transition from one Rotary year to the next.

Implementing the Club Leadership Plan

Past, current, and incoming club officers should work together to customize a leadership plan that incorporates current club strengths and best practices using these nine implementation steps:

1. **Develop long-range goals that address the elements of an effective club.**

A club's long-range goals should support its strategic plan, cover the next three to five Rotary years, and address the elements of an effective club: membership, service projects, The Rotary Foundation, and leadership development. They should also include strategies for promoting your club's successes in each element.

2. **Set annual goals that are in harmony with the club's long-range goals using the [Lead Your Club: President](#) handout or at the Rotary Website.** Annual goals should address the Avenues of Service and work to help your club pursue the Object of Rotary. The planning guide lists common strategies that your club might use to achieve your annual goals, allowing you to add alternate strategies. Use it as a working document, updating it as needed.

3. **Conduct club assemblies to involve/inform members in the planning process.**

Periodic, regular club assemblies allow all members of the club to stay current, discuss decisions that affect the club, and hear committee reports on their activities.

4. **Plan for communication between club leaders, club members, and district leaders.**

Work with club leaders to develop a plan for communicating with each other, club members, and district leaders. The plan should specify who will communicate with whom, what method will be used, and when communication will occur.

5. **Support continuity in club leadership and service projects.**

Because Rotary club leadership changes annually, every club needs a continual supply of leaders. Continuity may be achieved by making appointments for multiple years or by having the current Club President work closely with the president-elect, president-nominee, and immediate past president. Continuity in project leadership is important because service projects can last longer than one year.

6. Amend club bylaws to reflect the practices of the club, including committee structure and the roles and responsibilities of club leaders.

Work with your club officers to modify the Recommended Rotary Club Bylaws from RI to reflect your club's operations. Ensure that any bylaw changes are in accordance with the Recommended Rotary Club Bylaws and Standard Rotary Club Constitution as well as all applicable local laws.

7. Provide opportunities to increase fellowship among club members.

Members who enjoy Rotary will feel more involved. Strong club fellowship will also support your club's service efforts. Involve the families of your members to ensure they support your club as well.

8. Ensure that every member is active in a club project or function.

Club involvement teaches members about Rotary and helps retain them as active members of the club.

9. Develop a comprehensive training plan.

Training is crucial for developing future leaders and ensuring that current club officers are well informed about Rotary, capable of leading the club, and able to provide better Rotary service. A solid, viable club training plan ensures that:

- Club leaders attend district training meetings
- Orientation for new members is provided consistently and regularly
- Ongoing educational opportunities are available for current members
- A leadership skills development program is available for all members

The Club Leadership Plan encourages clubs to review their committee structure to ensure that it meets their current needs. The plan recommends the following five committees:

- **Club administration**
- **Membership**
- **Public relations**
- **Service projects**
- **The Rotary Foundation**

The club should appoint additional committees and subcommittees as needed, such as for special projects or to reflect the traditional activities of the club. Each standing committee should set goals in support of the club's annual and long-range goals.

Club President responsibilities for each area of the Club Leadership Plan are integrated throughout this PETS manual. With your fellow club leaders, you should review the plan annually to ensure that it continues to meet your club's goals and reflect your club's identity. Ask district leaders, particularly your assistant governor, for help as you implement and review your plan.

Resources

Contact information for Secretariat staff and RI and Foundation officers and appointees is listed in the *Official Directory* and at www.rotary.org. Download publications at www.rotary.org/downloadlibrary, or order them through shop.rotary@rotary.org

The following resources are available to help you fulfill your responsibilities:

Human Resources

- Past Club Presidents — Knowledgeable Rotarians who understand your club and its needs. They can serve as advisers when you plan your year and be assigned to lead club activities.
- Club and District representatives — Assistant Governors, the District Governor, District Trainers, Past District Governors, and District Committee leaders. Also, staff members at international offices and RI World Headquarters can answer administrative questions and direct other inquiries to appropriate RI and Foundation staff.
- Other Club Presidents in your community and those you will meet at PETS

Informational Resources

- *Club Leadership Plan (245-EN)* — Guide to implementing the Club Leadership Plan to strengthen your Rotary club.
- Club President's Monthly Checklist — Month-by-month list of activities and deadlines that apply to all Rotary clubs. Revised annually.
- *Manual of Procedure (035-EN)* — RI and Foundation policies and procedures, including the RI constitutional documents, established by legislative action, the RI Board of Directors, and the Trustees of The Rotary Foundation. Issued every three years after each Council on Legislation.
- *Official Directory (007-EN)* — Contact information for RI and Foundation officers, committees, resource groups, and Secretariat staff; worldwide listing of districts and governors; alphabetical listing of clubs within districts, including contact information. Issued annually (available in Member Access at www.rotary.org).
- *RI Catalog (019-EN)* — List of RI publications, audiovisual programs, forms, and supplies. Updated annually.
- Rotary Code of Policies and Rotary Foundation Code of Policies — Policies and procedures established by the RI Board of Directors and the Trustees of The Rotary Foundation in support of the RI Constitution and Bylaws, revised following each Board or Trustees meeting (most current versions available at www.rotary.org).

Assistant Governors 2017-18

Area 1 – Bill Oliver - Rotary Club of Spring Valley

Blythewood, Camden, Eau Claire, Forest Acres, Spring Valley, West Wateree-Lugoff

Area 2 – Ione Cockrell - Rotary Club of Columbia Capital

Columbia, Columbia Capital, Columbia East, Five Points, Vista Nights
Main Street Columbia

Area 3 – Lisa Smith – Rotary Club of Chapin Sunrise

Cayce-West Columbia, Chapin Sunrise, Lake Murry-Irmo, Lexington,
St. Andrew (Columbia), West Metro West Columbia

Area 4 – Nancy Riedel - Rotary Club of Hilton Head Island Sunset

Bluffton, Hilton Head Island, Hilton Head Sunset, Van Landingham,
Oaktie-Bluffton

Area 5 – Gayle Bowen - Rotary Club of Sea Island, Beaufort

Beaufort, Jasper County, Low Country, Sea Island-Beaufort

Area 6 – Alex Arntz, - Rotary Club of Summerville-Evening

Goose Creek, Moncks Corner, Summerville, Summerville-Oakbrook,
Summerville-Evening

Area 7 – Andy Brack - Rotary Club of Charleston

Charleston, Charleston Breakfast, St. Andrews (Charleston), St. John's
Parish-John's Island

Area 8 – Clinton Dunn - Rotary Club of Mt Pleasant

Daniel Island, East Cooper Breakfast, Mt. Pleasant, North Charleston,
North Charleston Breakfast

Area 9 – George Chastain - Rotary Club of Georgetown Breakfast

Andrews, Georgetown Breakfast, Georgetown, Murrells Inlet,
Pawley's Island

Area 10 – Diana Greene - Rotary Club of Myrtle Beach Sunrise

Myrtle Beach, Myrtle Beach Sunrise, Myrtle Beach Chicora, Surfside Area

Area 11 – Drew Hansen - Rotary Club of North Myrtle Beach

Carolina Forest, Conway, Little River, North Myrtle Beach

Area 12 – Carl McIntosh - Rotary Club of Sumter Palmetto

Kingstree, Manning, Summerton, Sumter, Sumter Sunrise, Sumter Palmetto

Area 13 – Paul Miller - Rotary Club of Orangeburg

Lake Marion-Santee, Orangeburg, Orangeburg Morning, St. Matthews

Area 14 – Butch Byron – Rotary Club of St. George

Barnwell, Hampton, St. George, Walterboro

Area 15 – Cynthia Hulon - Rotary Club of Dillon

Bennettsville, Cheraw, Dillon, Latta, Marion, Mullins

Area 16 – Jammie McDonald - Rotary Club of Florence West

Darlington, Florence, Florence Breakfast, Florence West, Hartsville, Lake City

CLUB PRESIDENT'S CALENDAR

ROTARY YEAR 2017-18

Success leading your Rotary club is determined long before you are sworn in as President. The most important part of the process is the six months before installation. Begin the planning process now, and you will be better prepared to implement the activities and assignments during your year of service without being overwhelmed. This is a general outline you can tailor to the practices of your Club and your own goals and objectives.

January 2017 (6 months): Vocational Service Month

- Meet with your Assistant Governor, President, Foundation and Membership Chairs to review the mid-year progress toward the club's goals and objectives. Check the progress on achieving the District Governor's Club Leadership and Presidential Citations.
- Review with your President the club's current budget.
- Work on your draft calendar and Club Goals for 2017-18.
- Make sure you know how to access and use the District Database.
- Make sure you know how to access and use the Rotary International's Member Access portal.
- Youth Exchange Short-Term applications due **January 15, 2017**.
- Register yourself and your club's President-Nominee to attend PETS, **February 24-25, 2017** at the Myrtle Beach Marriott, MB, SC.

February 2017 (5 months): Peace and Conflict Prevention / Resolution Month

- Assistant Governor Training **February 3-4, 2017** Litchfield Beach and Golf, Litchfield.
- Attend Area PRE-PETS with your Assistant Governor (AG) for a briefing and materials that will help you make the most of PETS (President-Elect Training Seminar). PETS is "Mandatory Fun" for all Presidents-Elect. If a President-Elect is unable to participate in the District 7770 PETS, you must have approval from the District Governor (DG) to attend an out-of-district PETS session.
- Club should begin recruiting Global Scholar Candidates.
- Submit the completed 2016-2017 Club Leadership Citations to your Assistant Governor by **February 15, 2017**.
- Confirm registration for you and your President-Nominee for PETS.
- Rotary's 112th Anniversary: **February 21, 2017**.
- Complete your 2017-2018 Club Foundation Goals and Membership Goals forms and submit to your AG prior to PETS.
- Attend PETS, **February 24-25, 2017** at the Myrtle Beach Marriott.

March 2017 (4 months): Water and Sanitation Month

- Meet with your new board to finalize committee assignments, budget, projects and calendar.
- Attend RLI at Trident Technical College in North Charleston, **March 11, 2017**.
- Attend the District Conference at the Marriott Hilton Head, **March 23-26, 2017**.
- Semi-Annual District Dues are due by **April 1, 2017**.
- Submit quarterly Foundation Contributions to The Rotary Foundation.

April 2017 (3 months): Maternal and Child Health Month

- Finalize committee assignments, budget and calendar with your new board.

- Attend District Training Assembly **April 21, 2017** at Seacoast Church, Mount Pleasant, SC with your incoming Secretary, Treasurer, Membership Chair, Public Image Chair, Foundation Chair and other board members.
- Attend RLI at Midland Technical College in Columbia, **April 22, 2017**.
- Peace Scholar applications are due **May 1, 2017**.
- Determine your District Grant and/or Global Grant project for 2017-18. Applications due **May 15, 2017**.
- Finish planning your Youth Services activity for May.

May 2017 (2 months): Youth Services Month

- Have programs lined up for the first meetings of 2017-18.
- Schedule a joint meeting with the current officers and board and your officers and board to assure a smooth transition.
- Club must be current on RI and District dues by **May 15, 2017** to be eligible for 2017-2018 District and Global Grants.
- Club must reach EREY status by **May 15, 2017** to be eligible for 2017-2018 District and Global Grants.
- Applications for Global Scholarships are due **June 1, 2017**.
- District submits District Block Grant application to The Rotary Foundation by **June 1, 2017**.
- Submit quarterly Foundation Contributions to The Rotary Foundation.

June 2017 (1 month): Rotary Fellowship Month

- Attend the Rotary International Convention in Atlanta, GA, USA – **June 10-14, 2017**.
- Hold a Club Assembly prior to taking office on **July 1, 2017**. Invite your Assistant Governor to attend the Assembly. Use your completed planning guide, 2017-2018 Club Leadership Citation and the Club Foundation and Membership Goals you submitted to your Assistant Governor. They will be important references as you plan your Club Assembly.
- RYLA at Columbia College **June 23-25, 2017**
- Confirm your club's official visit from the District Governor if you have not already done so.
- District Governor Installation on **June 27, 2017** at Dunes Club in Myrtle Beach SC.
- Child Protection Policy due to Assistant Governor by **June 30, 2017**.
- Ensure all requirements for the Rotary International Presidential Citation are entered into Rotary Club Central no later than **June 30, 2017**.

July 2017: CONGRATULATIONS!!

- **Congratulations, you are now President!!**
- Make sure your club has a succession plan.
- Sponsor a new club member by **July 31, 2017**.
- CART Fund Gala in Charleston on **July 22, 2017**.
- Make a personal contribution to the Rotary Foundation by **July 31, 2017**.
- **Rotary International semi-annual dues due.**

August 2017: Membership and New Club Development Month

- Look at your club's recruiting and retention plans and membership history over the past several years. Consider what strategies you will use to recruit and retain members and keep notes for President-Elect.
- Ask Membership Chair to develop a list of Foundation Alumni in your area and invite them to a meeting and to develop a membership recruitment program.
- Meet with your Public Image chair to begin implementation of the club communication plan.

- Global Scholar District Interviews in **August 18-19, 2017** (Location to be determined).
- Finish planning your New Generations activity for September.

September 2017: Basic Education and Literacy Month

- Attend the District Foundation / Membership Training Seminar, **September 8, 2017** at the Seacoast Church, Mount Pleasant, SC (tentative date).
- Assure that all current club officers and club members have current information listed on the District Database.
- Advise your President-Elect of the dates for PETS (February 2018), District Conference (March 9-11, 2018) and District Training Assembly (April 2018).
- Attend RLI at Horry Georgetown Grand Strand Campus in Myrtle Beach, **September 23, 2017** (tentative).
- Submit quarterly Foundation Contributions to The Rotary Foundation.
- Submit a Personal Contribution to the Foundation by **September 30, 2017**.
- Sponsor a new club member by **September 30, 2017**.
- Semi-Annual District Dues are due by **October 1, 2017**.

October 2017: Economic and Community Development Month

- Review club projects. Will you contribute to a District Water Missions project?
- Follow up with your President-Elect to see if he/she is recruiting board members and officers for next Rotary Year.
- Submit Club Financial Review to District Treasurer Paul Walter by **October 15, 2017**.
- Schedule Foundation Programs for Foundation Month in November. Consider matching point program.
- Work with your Foundation Chair to decide if the club will have a matching points Campaign during Foundation Month.
- Youth Exchange hosting agreements due **October 31, 2017**.

November 2017: Rotary Foundation Month

- Review the club's Foundation report. Meet with your Foundation Chair and obtain the latest report.
- Work with the Foundation Chair to recruit new Paul Harris Society Members and Major Donors.
- Work with your Foundation Chair to recruit new Benefactors and Bequest Society Members.
- Publish in your club bulletin the proposed slate of candidates for Club officers and board members for the election to be held in December.
- Youth Exchange Short Term Applications due **November 1, 2017**.
- Youth Exchange Long-Term Applications due **November 1, 2017**.
- Register for the RI Convention in Toronto, Canada before the early registration deadline.

December 2017: Disease Prevention and Treatment Month

- Hold elections for club officers and board members, with the results reported to RI by December 31. Also, update the District Database with the results of club elections.
- Submit quarterly Foundation Contributions to the Rotary Foundation by **December 31, 2017**.

January 2018: Vocational Service Month

- Review your mid-year progress towards the club's goals and objectives with your Assistant Governor, President-Elect, Foundation and Membership Chairs. Check the progress on achieving the District Governor's Club Leadership and Presidential Citations.
- Insure your President-Elect and President-Nominee are registered for PETS.

- Review your club's Strategic Plan.
- **Rotary International semi-annual report dues due.**

February 2018: Peace and Conflict Prevention / Resolution Month

- Assistant Governor Training will be held in **February 2018** at a location to be determined.
- Make sure your President-Elect and President-Nominee register to attend PETS, which is "Mandatory Fun" for all President-Elects, to be held **February 2018** at Marriott Hilton Head. If a President-Elect is unable to participate in the District 7770 PETS, approval must be obtained from the District Governor (DG) to attend an out-of-district PETS session.
- Submit the completed 2017-2018 Club Leadership Citations to your Assistant Governor by **February 14, 2018**.
- Attend RLI Dinner at Trident Technical College in N. Charleston **February 2018 (TBD)**. Send club members.
- Final 2017-2018 District Grant reports due from Clubs to Grants Committee by **60 days after project completion**.
- Register for District Conference and obtain hotel reservation at the Marriott Myrtle Beach.

March 2018: Water and Sanitation Month

- Attend the District Conference at the Marriott Myrtle Beach **March 9-11, 2018**.
- District to advise Clubs of District Grant DDF available by **March 15, 2018**.
- Semi-Annual District Dues are due by **April 1, 2018**.
- Submit quarterly Foundation contributions to The Rotary Foundation.

April 2018: Maternal and Child Health Month

- Club submits initial District Grant proposal to Grants Committee – approval to be advised by Grants Committee by **May 15, 2018**.
- Attend along with the President Elect the District Assembly, tentatively scheduled in **April, 2018**, location to be determined. President Elects must attend PETS and District Assembly to hold the office of Club President.
- Attend RLI at Midlands Technical College in Columbia April 21, 2018.
- Check with Foundation Chair to insure club will reach EREY and 100% Sustaining Member Status.
- Check with your Membership Chair to insure your club will reach its membership goals.

May 2018: Youth Services Month

- Complete planning for your end-of-year social and installation event.
- Order any necessary club awards or pins.
- Submit final Foundation Annual Programs contributions to the Foundation by **May 15, 2018**.
- Club must reach EREY status by **May 15, 2018** to be eligible for 2018-2019 District and Global Grants.
- Club must be current on RI and District dues by **May 15, 2018** to be eligible for 2018-2019 District and Global Grants.
- District submits final 2017-18 District Grant reports to the Rotary Foundation by **June 1, 2018**.
- District submits District Block Grant 2018-19 application to the Rotary Foundation by **June 1, 2018**.

June 2018: Rotary Fellowship Month

- Schedule a joint meeting with the current officers and board and the new officers and board to assure a smooth transition. Presidential Citation for 2017-18 year is due **June 30, 2018 in Rotary Club Central**.

- Assist the President-Elect with the planning of the Club Assembly prior to his/her taking office on **July 1, 2018**.
- Attend the Rotary International Convention in Toronto, Canada **June 24-27, 2018**.
- District Governor Installation in **June 30, 2018** in Hilton Head, SC.
- District receives approval from the Rotary Foundation for District Block Grant by **July 1, 2018**.
- District begins distribution of DDF funds to the Clubs for the District Grants by **July 15, 2018**.

July 2018:

- **Congratulations, you are now Past-President of your Rotary Club!**

THE DISTRICT GOVERNOR'S CLUB VISIT

The District Governor will inform the Assistant Governor of his/her desire concerning honorariums. Your Club should follow this guideline.

- The District Governor is the program. There will be no other program presented at this meeting. Notify your Program Chair so no one is embarrassed.
- You should introduce your AG to the Club following the normal order of business and the AG will introduce the District Governor.
- After the introduction, the membership will stand and applaud, welcoming the District Governor.
- When the District Governor concludes his/her message, the membership will again stand and applaud.
- The AG will then thank the District Governor and return the meeting to the President.
- The President may then indicate to the District Governor any honorarium the club will make.
- The meeting will proceed to the conclusion.

Rotary Club of _____

Weekly Meeting Agenda

Date: _____

Speaker/Program: _____

1. Ring the bell meeting called to order and other club customs.
2. Please stand as _____ leads us in the pledge and Invocation.
3. _____ Will you please introduce our visiting Rotarians and guest.
4. Announcements: EX: CART buckets, Happy Dollar, etc.

5. New member induction (if any) _____
6. Rotarian _____ will introduce our speaker.
7. Closing - Four Way Test or other club closing custom

Rotary Club of _____

_____ Board Meeting (Month)

- **Welcome**

- **Approval of Minutes**

- **Treasurers Report**

- **Membership Report**

- **Foundation Report**

- **Fundraising Report**

- **Club Committee Reports**

- **President Elect Report**

- **Other: Ex. AG report if attending meeting, Old business, New business.**

- **Adjourn**

DISTRICT 7770 CHILD PROTECTION PROCESS

Rotary International is committed to creating and maintaining the safest possible environment for all participants in Rotary activities. It is the duty of all Rotarians, Rotarians' spouses, and other volunteers to safeguard to the best of their ability the welfare of and to prevent the physical, sexual, or emotional abuse of children and young people with whom they come into contact. District 7770 requires clubs to conduct background checks of all Rotarians and prospective members in the Clubs and other volunteers. All Rotarian members have a duty to immediately report any suspected abuse to the District Governor and the District Protection Officer, who will immediately notify the appropriate Law Enforcement Authorities in cases of abuse.

Henceforth, all clubs are required to complete the following process and commit to its conclusion by signing the Memorandum of Compliance no later than July 1 of each Rotary year.

1. The president will share with the club's board of directors that this is the policy. The board must then decide;
 - a. who will be responsible for implementing this policy (recommended it be one person who can maintain confidentiality and who will be designated as club protection chair)?
 - b. should the membership-at-large be notified?
2. The club protection chair should then take the roster of all members (active, on leave, honorary, inactive) and check their names against the South Carolina Law Enforcement's Sex Offender Registry. This is required regardless of whatever background checks the member may have completed as part of other volunteer work or their profession.
 - a. Go to <http://www.sled.sc.gov/>.
 - b. Select Sex Offender Registry from the menu on the left hand side of the home page.
 - c. At that page, select the button on the top left called, "Search for Offenders in your area".
 - d. From there, you have the options of checking each individual by using their names, their emails, or their addresses.
3. If the person is not listed on the registry, your search will come up blank. You have the option of printing a page with that information although that is not required.
4. If the person is listed in the registry, then do print that page and information. Contact your club president and give him or her the information.
5. The club president will then contact the District Protection Officer, who will perform the necessary investigation and will inform the District Governor, the Assistant Governor and the Club President of the recommended next steps.

District Protection Chair Brett Camp

Email brett.camp@aol.com

Cell: 843-843-636-4194

Office: 843-563-3643

For new member candidates (to be completed from now until the policy is changed or rescinded)

1. All potential candidates for membership must be told that part of the process includes a SLED sex offender registry check.
 - a. If the candidate does not agree, their name must be removed from consideration.
 - b. If the candidate agrees, then follow steps 2-5 above.
2. If the candidate's name does not appear on the registry, continue with the membership process.
3. If the candidate's name does appear on the registry, follow steps 4 & 5 above. The candidate must be told that their name did show up and that their membership is on hold until further investigation.

Club Authorization and Agreement

Every year the incoming Club President and the Club Protection Chair must sign the Memorandum of Compliance (attached) and send to their AG, no later than June 30 of that year. The AG's will in turn send their area's forms to the District Protection Officer and the District Governor.

**CHILD PROTECTION POLICY
MEMORANDUM OF COMPLIANCE**

We, being responsible for administering the protection policy of the **Rotary Club of**

_____, certify that the Club adheres to the requirements provided in the District 7770 Child Protection Policy and has completed all the required steps in the District 7770 Child Protection Process and will notify **Rotary International District 7770 Protection Officer** of any changes or revisions to Club policies and procedures related to these requirements.

CLUB PRESIDENT

Term: _____

Name: _____

Signature: _____

Date: _____

CLUB PROTECTION OFFICER

Term: _____

Name: _____

Signature: _____

Date: _____

The Rotary Club of _____
Financial Assessment
For the club year ending June 30, 2018

Please attach the following to this report.

1. Balance Sheet (Statement of Position) as of June 30, 2018
2. Income Statement (Statement of Revenues and Expenses) for the year ended June 30, 2018
3. Budget for club year 2017/18

Our Treasurer presented to our Board of Directors financial statements as follows:

- Monthly
- Quarterly
- Annually
- Did not make a presentation

The club's bank accounts were reconciled timely and filed with our bank statements.

- Monthly
- Quarterly
- Annually
- Could not determine

Paid invoices (receipt or bill) substantiate each check written and are filed systematically.

- | | | |
|--------------------------------------|-----|----|
| Alphabetically | Yes | No |
| By the Month paid | Yes | No |
| By the Club's year paid | Yes | No |
| Are cross referenced to check number | Yes | No |

Club financial records are kept for _____ years by _____

Our June 30, 2018 federal Form 990 tax return was filed on _____

Our financial assessment review was completed by the following club members:

_____	_____
Club Member	Date

Club Treasurer

Club President

Please mail to by October 1, 2018:
Paul Walter
Rotary District 7770 Treasurer
83 Club Course Drive
Hilton Head Island, SC 29928

(CLUB RECOGNITION SUMMARY CRS)

What does this report track?

Club Member's:

- Recognition amounts
- Current Paul Harris Fellow (PHF) level and date achieved



The Rotary Foundation - Club Recognition Summary
as of September 14, 2012

Rotary Club, XX, Canada

District ID: 1234	Paul Harris Fellows: 8	Rotarian Donors: 4	Bequest Society: 0	All-Time Giving: \$15,860.00
Club ID: 1234	Benefactors: 2	Non-Rotarian Donors: 4	Major Donors: 0	Rotarian Non-Donors: 0

Rotary ID	N A M E	Club Member	Recognition Amount	Current PHF Level	PHF Date	Foundation Recognition Pts Available	-- Last Contribution --	Benefactor
1234	R/C of Rotary Club	E					Jun-2006 MG	N
239315	Armstrong, Ned	N						N
40136	Carrie, Carl	N	1,100.00	PHF	Nov-1984			N
37785	Cowski, Rich	Y	1,000.00	PHF	Nov-1992		Nov-1992 APF-SHARE	N
708879	Grey, Shawn	N	1,000.00	PHF	Apr-2010			N
111365	Hall, Sal	N						N
87530	Hars, George	Y				110.00		Y

- Avail

able Foundation Recognition Points

- Last contribution date and designation

Club data including:

- Number of PHFs, Major Donors, Benefactors, Bequest Society members, Rotarian donors, Rotarian non-donors and Non-Rotarian donors
- All-time giving

How do I read this report?

- District and club number appear on the top left
- Number of club's Paul Harris Fellows & Benefactors
- Number of Rotarian donors, Rotarian non-donors and Non-Rotarian donors
- Total historical contributions to The Rotary Foundation credited to the club. Includes all contribution types (Annual Fund, Other Giving, and Permanent Fund)
- Identifying information by individual, including member ID (+ indicates deceased member), name, and membership status (Y = active member; N = former/deceased member or non-Rotarian with a contribution history; H = honorary member)
- Recognition Amount, which can be a combination of cash contributions and Foundation recognition points received (points do not count toward Major Donor recognition). Maximum amount that can be shown on the report is 9,000 (9,000+ indicates actual amount exceeds maximum)
- Paul Harris Fellow/Multiple PHF status, and month and year first PHF recognition was achieved
- Available Foundation recognition points, which can be transferred to other individuals to help them achieve their first or multiple PHF recognition. Points accumulate 1:1 for every dollar contributed

I. Month & year along with the restriction (program fund) of most recent contribution

J. Indicates Benefactor status. A Benefactor is anyone who informs the Foundation in writing that s/he has made provisions in their will, or other estate plan, naming the Foundation's Permanent Fund as a beneficiary; or anyone who makes an outright gift of US\$1,000 or more to the Foundation's Permanent Fund.

How do you get Foundation recognition points?

Foundation recognition points are awarded for contributions to the Annual Fund, PolioPlus, or the sponsor portion of a Foundation grant. One Foundation recognition point will be given for every US dollar contributed to these funds, which can then be extended to others to help them become a Paul Harris Fellow. Donors no longer need to be a Paul Harris Fellow themselves before Foundation recognition points are awarded.

How can I use Foundation recognition points to increase TRF contributions?

Many Rotary clubs use a matching system to help their members achieve PHF recognition and to promote additional Foundation support. To determine whether your club is close to achieving 100% PHF status, review the Recognition Amounts (section F) of all Rotarians who are currently listed as active club members (indicated by a Y in section E). Calculate the amount needed to get all members to at least 1,000. Matching their contribution with Foundation recognition points may help your club reach or even surpass its Annual Fund goal as well as achieve 100% PHF recognition. Use the Paul Harris Fellow [Recognition and Transfer Request \(102-EN\)](#) to transfer points.

How do I promote giving to the Annual Fund?

Club Presidents and club Rotary Foundation chairs can track participation in the Annual Fund in section I. Noting the designation of the recent contribution will help track progress toward TRF's goal of Every Rotarian, Every Year (EREY) – participation of every Rotarian in supporting the Foundation's programs. Use the [Every Rotarian, Every Year Brochure \(957-EN\)](#) to promote giving to the Annual Fund. To achieve 100% EREY recognition status for your club, each active member needs to make a contribution to the Annual Fund during the current Rotary year.

most

How do I promote Benefactors and Permanent Fund Support?

Benefactors are individuals who have given US\$1,000 or more to the Permanent Fund, or who have committed US\$1,000 or more in their will to TRF. Rotarians can become Benefactors by completing and submitting the [Benefactor Commitment Card \(149-EN\)](#).

The investment earnings from the Permanent Fund are already having a significant impact in helping fund Foundation programs. Supporting the Permanent Fund is a way to leave a personal legacy with Rotary and to ensure support for Rotary's work for future generations.

Where can I find this report?

This report is available through Member Access to district governors, district governors-elect, district Rotary Foundation committee chairs, district fundraising chairs, and Annual Giving subcommittee chairs, and to Club Presidents and club secretaries. The Club President can add the club treasurer and/or club Rotary Foundation chair by updating club data in Member Access. To request a copy of this report from the Foundation, e-mail contact.center@rotary.org.

USING THE MONTHLY CONTRIBUTION REPORT (MCR)



ROTARY INTERNATIONAL® THE ROTARY FOUNDATION®		Rotary Foundation Monthly Contribution Report 1-Jul-2011 to 30-Jun-2012										(In US Dollars)
Club No	Name	No. of Members	APF Goal Amount	APF Goal % Achieved	APF Per Capita	- Annual Fund - Month	YTD	-- Other Giving -- Month	YTD	-- Permanent Fund -- Month	YTD	-- YTD Total --
District: 1234												
1234	District 1234 Contributions	0	\$0.00	0%	\$0.00	\$0.00	\$0.00	\$0.00	\$3,162.00	\$0.00	\$0.00	\$3,162.00
6672	Anem, AB, United States	50	\$0.00	0%	\$0.50	\$850.00	\$4,025.00	\$0.00	\$1,200.00	\$0.00	\$150.00	\$5,375.00
114	Buck, AZ, United States	10	\$0.00	0%	\$110.00	\$1,100.00	\$1,100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,100.00
115	Bull City, AB, United States	44	\$6,325.00	98%	\$141.09	\$0.00	\$6,206.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$8,206.00
7402	China, AZ, United States	22	\$0.00	0%	\$0.00	\$0.00	\$0.00	\$1,000.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00
116	Estrella, AB, United States	63	\$3,850.00	68%	\$41.27	\$2,600.00	\$2,600.00	\$0.00	\$3,450.00	\$0.00	\$0.00	\$6,050.00

What does this report track?

Contribution history for each club in a district in three areas:

- Annual Fund (APF)
- Other Giving
- Permanent Fund

How do I read this report?

A. Contribution data which is finalized after the books for the previous month close, generally on the 15th of the month.

B. Club number and name

C. Total club membership count. This is populated once every Rotary year (typically in November) and remains the same until the next Rotary year

D. The first set of data shown is for the Annual Fund:

- *Annual Fund goal amount* reflects the number submitted on the Club Goal Report Form. (Clubs that do not submit a goal will show a US\$0.00 amount.)
- *Annual Fund goal % achieved* is determined by comparing the annual giving year-to-date total with the APF goal amount. (Clubs that do not submit a goal remain at 0% throughout the Rotary year.)
- *Annual Fund per capita amount* is determined by dividing the annual giving year-to-date total by the number of members.
- *Annual giving totals* is the total amount given to the Annual Fund (including *Share*, *World Fund*, and *Area of Focus* contributions)

E. Other Giving reflects contributions to specific Foundation grants, PolioPlus, etc. Contributions to these funds do not count toward the Annual Fund goal for the year and do not affect the Annual Fund per capita giving ratio.

F. Permanent Fund giving reflects outright contributions to the Permanent Fund. Contributions to the Permanent Fund do not count toward the Annual Fund goal for the year and do not affect the Annual Fund

per capita giving ratio.

G. The total is the club's combined giving total for Annual Fund, Other Giving, and Permanent Fund contributions for the reporting period.

How can I use this report?

Tracking progress toward the Annual Fund goal

The Annual Fund goal amount and actual contributions to date are the primary benchmarking tools on the report. Use the Annual Fund per capita figure to track how close the members of a specific club are in achieving an average US\$100 contribution (Rotary Foundation Sustaining Member amount) to The Rotary Foundation.

For clubs who do not report a club goal, using the Annual Fund per capita amount becomes a tool to benchmark their contribution toward the Foundation's worldwide Annual Fund goal.

Cultivating support from large and noncontributing clubs

These large Rotary clubs can inspire other clubs in the district to support TRF.

Clubs with no recorded giving for the year will show an amount of US\$0.00 in both the month and Year To Date (YTD) columns for Annual Fund giving in [section D](#)).

Identifying club banner recognition opportunities

Three types of banners recognizing clubs for their support of the Foundation are automatically prepared and sent once the Rotary year is concluded:

- Every Rotarian, Every Year (EREY) Club
- 100% Rotary Foundation Sustaining Member Club
- Top Three Per Capita in Annual Programs Fund Giving in the district

You can use the EREY Eligibility Report to monitor your club's Annual Fund activity.

To qualify for EREY club recognition, your club needs to achieve a minimum of US\$100 per capita in Annual Fund support along with every member contributing at least some amount to the Annual Fund during the Rotary year. To qualify for 100% Rotary Foundation Sustaining Member Club recognition, each active member of your Rotary Club needs to contribute at least US\$100 or more to the Annual Fund during the Rotary year. Use the Annual Fund per capita average (shown in [section C](#)) to determine if your club is potentially on track for either of these two recognition banners.



Can I use this report to calculate DDF amounts for the future?

No. This report is an excellent tool for tracking year-to-date giving but does not separate contributions given to the Annual Fund-*SHARE* from Annual Fund contributions to the *World Fund* or the six *Area of Focus* designations. In order to get information on giving to *SHARE* or District Designated Funds (DDF), please request a copy of the *SHARE* Detail Report or contact the Foundation staff at share.mailbox@rotary.org.

USING THE EREY ELIGIBILITY REPORT



What

does the
EREY

The Rotary Foundation - EREY Eligibility Report
as of September 19, 2012

Rotary Club, XX, United States

District Id: 1234	EREY Member Donors: 19	RFSM Member Donors: 12	PHS Eligible Donors: 0
Club Id: 1234	Non-EREY Member Donors: 9	Non-RFSM Member Donors: 16	

Rotary ID	N A M E	Club Member	EREY Date Achieved Current Year	EREY Date Achieved Previous Year	Sustaining Member Date Achieved Current Year	Sustaining Member Date Achieved Previous Year	PHS Eligible Date Achieved Current Year	PHS Eligible Date Achieved Previous Year
74524	Thaus, Dan F.	Y		09-Jul-2009				09-Jul-2009
100815	Sk, Eric	Y	27-Dec-2010	09-Jul-2009	27-Dec-2010			09-Jul-2009
804011	Car, Virginia	Y		09-Jul-2009				09-Jul-2009
427337	Cheema, Howard	Y	11-Apr-2011	09-Jul-2009		09-Jul-2009		09-Jul-2009
206145	Cordova, Mike	Y	27-Dec-2010	09-Jul-2009	27-Dec-2010			09-Jul-2009
824051	Craig, Charles	Y	27-Dec-2010	09-Jul-2009	27-Dec-2010			09-Jul-2009
462032	Dason, Len C.	Y		17-Feb-2010				17-Feb-2010

Eligibility Report track?

Club member achievement toward individual recognition for contributions given to the Annual Fund in a given Rotary year. The report tracks the following achievements:

- Every Rotarian, Every Year (EREY)
- Rotary Foundation Sustaining Member (RFSM)
- Paul Harris Society (PHS)

Club's achievement toward banner recognition for:

- Annual EREY Club
- 100% RFSM Club

How do I read this report?

A. Club and individual identifying information appears on the left

Account number = individual's membership ID number

Plus sign (+) denotes a deceased individual.

Y = active club member

N = inactive club member (deceased, former member, non-Rotarian donor)

H = honorary club member

Total = number of contributing & non-contributing members for the current Rotary year

B. EREY status = at least US\$0.01 in APF contributions

C. RFSM status = at least US\$100 in APF contributions

D. PHS status = at least US\$1,000 in APF, PolioPlus or approved Foundation grant contributions

Where can I find this report?

This report is available through Member Access to district governors, district governors-elect, district Rotary Foundation committee chairs, district fundraising chairs, and annual giving subcommittee chairs, and to Club Presidents and club secretaries. The Club President can add the club treasurer and/or club Rotary Foundation chair by updating club data in Member Access. To request a copy of this report from the Foundation, e-mail contact.center@rotary.org.



The Rotary Foundation District Grant Application Rotary Year 2017/18



SUBMITTED BY THE ROTARY CLUB OF: Enter Club Name.

1.) PROJECT DEFINITION (Please describe the project):

A. Project Description:

Enter Project Description.

B. Active Rotarian Involvement:

Enter Active Rotarian Involvement.

C. Humanitarian Benefits:

Enter Humanitarian Benefits.

D. Publicity Plan:

Enter Publicity Plan.

2.) STARTING DATE: Click here to enter a date.

3.) COMPLETION DATE: Click here to enter a date.

4.) CLOSING REPORT SUBMITAL DATE (DUE WITHIN 60 DAYS OF PROJECTION

COMPLETION DATE): Click here to enter a date.

5.) PROJECT BUDGET:

Item Description

Cost

Enter Item Description.	Enter Cost.
Enter Item Description.	Enter Cost.
Enter Item Description.	Enter Cost.
Enter Item Description.	Enter Cost.
Enter Item Description.	Enter Cost.
Total Cost	

6.) PROJECT FINANCING:

The Grants Committee will contribute \$1.00 for each dollar contributed by the sponsoring Rotary Club up to a maximum of **\$2600** in Rotary Year 2017 - 18.

Amount Funded By Sponsoring Rotary Club	Enter Amount.
Amount Requested From District Grants Committee	Enter Amount.
Funding From Additional Sources	Enter Amount.
Total Project Financing	

7.) PROJECT COMMITTEE: A committee of at least two Rotarians is required. It is the committee’s responsibility to coordinate the project locally, monitor funds, and provide financial accounting to the Rotary Foundation for the duration of the project per **The Memorandum of Understanding** signed during the Future Vision Grants Management Training session held September 8, 2016.

PRIMARY CONTACT:

- Name:** Enter Name.
- Rotary Position/Title:** Enter Position.
- E-mail Address:** Enter Email Address.
- Telephone (Home or Office):** Enter Phone #.
- Telephone (Cell):** Enter Cell Phone #.

SECONDARY CONTACT:

- Name:** Enter Name.
- Rotary Position/Title:** Enter Position.
- E-mail Address:** Enter Email Address.
- Telephone (Home or Office):** Enter Phone #.
- Telephone (Cell):** Enter Cell Phone #.

CLUB AGREEMENT STATEMENT

PLEASE CHECK IF YOU AGREE WITH THE STATEMENT BELOW:

This document is the **ELECTRONIC APPLICATION** defined in Section 2(d)(3) of the **Memorandum of Understanding (MOU)** provided by Rotary District 7770 for Clubs participating in the District Grant Program. It is an agreement between the Club and District 7770 explaining what measures the Club will undertake to ensure proper implementation of District Grant activities and management of Rotary Foundation Grants Funds. By authorizing this document, the Club agrees it will comply with all Foundation requirements contained within the **MOU** executed during The Grants Management Seminars conducted during Rotary Year 2015 - 16. Club **MUST** submit a Closing Report within 60 days of project completion.

Submit Form Electronically By May 1, 2017 To:

Bob Gross
Bobgross.rotary7770@gmail.com
843.321.0196 – Phone

Rotary Club Of: Enter Club Name.

Club President (Rotary Year 2017 – 18): Enter Club President.

Date: Click here to enter a date.

District Grant Number - **FOR GRANT COMMITTEE USE ONLY**

Date Received: Click here to enter a date.

Date Approved: Click here to enter a date.

District 7770 Grants Committee Members:

Name: Retta Guthrie
Print Signature Date

Name: Bernie Reidel
Print Signature Date

Name: David Tirard
Print Signature Date

Name: Bob Gross
Print Signature Date

Name: Dick Bowen
Print Signature Date

Name: Lou Mello
Print Signature Date

Approved: _____ Date _____
District Rotary Foundation Chair – Sandee Brooks

Rotary District 7770 District Grant
CLUB MEMORANDUM OF UNDERSTANDING – ROTARY YEAR 2017 - 18

This document is the official Memorandum of Understanding (MOU) provided by Rotary District 7770 for Clubs participating in the District Grant Program. It is an agreement between the Club and District 7770 explaining what measures the Club will undertake to ensure proper implementation of District Grant activities and management of Rotary Foundation Grants funds. By authorizing this document, the Club agrees that it will comply with all Foundation requirements.

MISSION STATEMENT

District 7770's Grant Committee exists to assist our 80 Clubs in reaching a full level of active participation within the numerous Local and International Grants offered by the Rotary Foundation.

TERMS AND CONDITIONS

1. Terms of Qualification

- a.) Upon successful completion of the qualification requirements, the Club will receive qualified status for a period of one year.
- b.) By entering into this Agreement and receiving Rotary Foundation grant funds, the Club understands and confirms that the Club, as an entity, is responsible for the use of grant funds, regardless of which individual(s) or group controlled the funds.
- c.) The Club must cooperate with all District and TRF audits.
- d.) District 7770 requires Clubs to provide a 1:1 Match up to the Annual Maximum established by the District Governor and District Foundation Chair prior to each grant cycle.

2. Club Leadership Responsibilities for Qualification

- a.) Club must appoint a member to manage Club qualification and ensure that stewardship measures and proper grant management practices are implemented for all TRF grants.
- b.) Club must establish a succession plan for the transfer of grant records to ensure retention of information and documentation.
- c.) Two Club Members (preferably including the President-Elect) MUST attend the Future Vision Grant Management Training Seminar arranged by the District.
- d.)
- e.) Before receiving District Grant Funds Clubs MUST complete the following steps:
 - 1.) Achieve EREY status for Rotary Year 2016 - 17 by May 15, 2017
 - 2.) Successfully close Rotary Year 2016 – 2017 District Grant within (60) days of projections listed completion date. See Electronic Closing Report Example in Addendum 1. Clubs MUST submit and maintain a copy of all receipts.
 - 3.) Submit an **ELECTRONIC** District Grant Application for Rotary Year 2016 - 17 by May 1, 2017. See District Grant Application Example in Addendum 2.
 - 4.) Club MUST be current on Rotary International and District Dues
 - 5.) Club must report any potential misuse or irregularities in grant related activity to the District.

3. Eligibility Guidelines

All Foundation grant activity MUST:

- a.) Support local humanitarian/service projects and Vocational Training Teams relating to the **Mission of The Rotary Foundation**; “enable Rotarians to advance world understanding, goodwill and peace through the improvement of health, the support of education and the alleviation of poverty.”
- b.) Include the active participation of Rotarians. Contributing to or participating in a project to raise funds for the Club match is NOT considered “Active Participation” in a District Grant Project. Furthermore, Clubs MUST purchase all goods or services associated with a District Grant. Checks written to third party vendors (Schools, Churches or other Non-Profit Groups) are strictly prohibited.
- c.) Exclude any liability to The Rotary Foundation or Rotary International except for the funding amount of the grant
- d.) Adhere to the governing laws of the United States and not harm individuals or entities
- e.) Only fund activities that have been reviewed and approved before their implementation. Grants will not be approved to reimburse Clubs for projects already started or in progress. Planning for grant activities ahead of approval is allowed and encouraged, but expenses may not be incurred before approval.
- f.) Demonstrate sensitivity to the host area’s tradition and culture
- g.) Comply with the Conflict of Interest Policy for Grant Participants as outlined in section 7.030 of **The Rotary Foundation Conflict of Interest Policy** – See Addendum 3.
- h.) Comply with the policy regarding the use of Rotary Marks as outlined in section 1.050.2 of **The Rotary Foundation Code of Policies** – See Addendum 4.
- i.) Unused grant funds MUST be returned promptly to The Rotary Foundation via District 7770’s Grants Committee Chair.
- j.) Clubs failing to adhere to Foundation policies and guidelines in implementing and financing projects MUST return misused grant funds in their entirety and may be barred from receiving future grants for a period of up to five years.

4. **Restrictions**

Grants cannot be used to unfairly discriminate against any group, promote a particular political or religious viewpoint; support purely religious functions; support activities that involve abortion or that are undertaken solely for sex determination; fund the purchase of arms or ammunition; support or serve as a new contribution to the Foundation or another Rotary Foundation grant.

In addition, grant cannot fund:

- a.) Continuous or excessive support of any one beneficiary, entity or community
- b.) Establishment of a foundation, permanent trust or long-term interest-bearing account.
- c.) Purchase of land or buildings
- d.) Fundraising activities
- e.) Expenses related to Rotary events such as District Conferences, Conventions, Institutes, Anniversary Celebrations or Entertainment activities
- f.) Public relations initiatives not directly related to a humanitarian or educational activity
- g.) Project signage in excess of \$500
- h.) Operating, administrative or indirect program expenses of another organization

- i.) Unrestricted cash donations to a beneficiary or cooperating organization (**Gift Cards**)
- j.) Global grant humanitarian projects that consist solely of individual travel expenses
- k.) Transportation of vaccines by hand over national borders
- l.) Travel to National Immunization Days (NIDs)
- m.) Immunizations that consist solely of the polio vaccine
- n.) International travel for youth under the age of 18, unless accompanied by their parents or guardians
- o.) Study at a Rotary Peace Center partner university in the same or similar academic program as those pursued by Rotary Peace Fellows

5. Rotary Year 2017 – 18 Expanded Eligibility For District Grants: District Grants can now fund youth programs (including Rotary Youth Exchange, RYLA, Rotaract, or Interact), construction (including low cost shelters), travel for staff of cooperating organizations, scholar orientation seminars, grant management seminars, and activities primarily implemented by an organization other than Rotary.

6. Payments

District Grant funds will be paid only to the District bank account identified by the District at the time of application. District Grant funds will not be released until the previous Rotary year’s District Grant is closed. Funds are not available after the close of the implementation year; if sponsors do not meet all payment requirements by 15 May of the implementation year, the grant will be canceled.

7. Authorization and Agreement

We, being responsible for administering grant activities for the Rotary Club of _____, certify that the Club adheres to the requirements listed in this Memorandum of Understanding and will notify Rotary International District 7770 Grants Committee Chair of any changes or revisions to Club policies and procedures related to these requirements.

CLUB PRESIDENT – ROTARY YEAR 2016 - 17

Club Position If Other Than President: _____

Name: _____

Signature: _____

Date: _____

CLUB PRESIDENT-ELECT – ROTARY YEAR 2016 - 17

Club Position If Other Than President - Elect: _____

Name: _____

Signature: _____

Date: _____



Rotary District 7770

area of focus: water and sanitation



Along with the Rotary Foundation, District 7770 has funded numerous safe water projects in several countries. With more than one billion individuals around the world still lacking access to safe drinking water and adequate sanitation, these projects are vitally important to people's health and to breaking the poverty cycle in the developing world.

Through a Rotary Foundation Matching Grant, District 7770 partnered with Water Missions International and recently completed four projects in Sullana, Peru. This year, we're focusing our efforts on two regions in Peru. We're seeking a matching grant for a safe water and sanitation project in the Amazon River area of Iquitos, Peru. The second matching grant D7770 is pursuing will support a new initiative in Peru that was born out of our GSE Team's trip to Peru this summer. The initiative, *Progress for Piura*, aims to bring safe water and sanitation to 100,000 people in the Department of Piura, Peru by 2018. This is a long-term initiative focused on sustainability.

PERU

PROGRESS FOR PIURA

progreso para piura

Stay up to date with the sustainable safe water and sanitation initiative in Peru.

Water Missions International

THE GOAL

SAFE WATER AND SANITATION FOR
100,000 PEOPLE
IN THE DEPT. OF PIURA BY 2018

To learn more about *Progress for Piura* please visit:
www.progressforpiura.org

Please endorse check, detach and return to:

Rotary Club of Charleston Breakfast
Attn: Chappy Chapman
1444 Cypress Point Drive
Mount Pleasant, SC 29466-8411

Questions? Call or email Chappy Chapman

843.577.4198 (Office)
843.696.7539 (Cell)
cchapman0901@gmail.com

Club Name: _____ District (if not 7770): _____ Pledge: \$ _____

Address: _____ City, State, Zip: _____

Contact Name: _____ Phone: (____) _____ Email: _____



The Youth Exchange Scholarship provided by your local Rotary Club



Valued at over \$24,000: Room, board, tuition, and monthly stipend for a high school year abroad.

HAVE YOU ALWAYS DREAMED OF...

- ▶ TRAVELING THE WORLD?
- ▶ LIVING IN ANOTHER COUNTRY?
- ▶ BEING FLUENT IN ANOTHER LANGUAGE?

The Rotary Scholar Program:

1. Academic year long program (August – June)
2. Non – English speaking countries

THE YOUTH EXCHANGE SCHOLARSHIPS ARE MADE POSSIBLE BY THE GENEROSITY OF OUR OVERSEAS PARTNERS AND LOCAL ROTARY CLUBS IN ROTARY DISTRICT 7770 (EASTERN SOUTH CAROLINA). QUALIFIED APPLICANTS MUST BE AGES 15-18 ½ AT THE TIME OF DEPARTURE. THE SCHOLARSHIP COVERS ROOM, BOARD, TUITION, AND A MONTHLY STIPEND FOR ONE ACADEMIC YEAR. THE STUDENT/FAMILY PAYS FOR THE AIRFARE, INSURANCE, AND SOME OTHER FEES.

WWW.ROTARYYOUTHEXCHANGE7770.ORG

or contact your local Rotary club



Contact:

Lou Mello

Co-Chair D7770 RYE Committee

Lou.mello9@gmail.com

Applications due November 30 for the following school year

Club Participation and Student Hosting Agreement 2017-2018

The Rotary Club of _____ in District 7770 agrees to participate in the Rotary International Youth Exchange Program School Year (long term) program for the 2017-2018 school year. We agree to the following guidelines, costs and deadlines:

1. We agree to actively seek qualified students to send out on youth exchange for the 2017-2018 school year. (Final interviews to send LTEP are January 2017.)
2. We understand that the club costs to participate in the programs currently supported by Rotary International District 7770 Youth Exchange, Inc. are as follows:

<u>Cost to <i>Host</i> LTEP Student:</u>			
Monthly allowance (\$100.00 x 10 months)		\$1,000.00	
Miscellaneous for student (Birthdays, Christmas, Rotary meals, etc.)		\$200.00	
District Program Fee		<u>\$750.00</u>	
	Cost to <i>Host</i> LTEP	\$1,950.00	
<u>Cost to <i>Send</i> LTEP Student:</u>			
District Program Fee			\$750.00
	Cost to <i>Send</i> LTEP	\$750.00	
Total Cost to Participate in LTEP (Sending & Hosting)		=\$ 2,700.00	
<u>Cost to <i>Send</i> STEP Student:</u>			
District Program Fee			\$350.00
	Total Cost for STEP	= \$ 350.00	

3. We agree to host an incoming student beginning August 2017. (We will provide qualified host families subject to the application process and background checks.)
4. We agree to support our host families and prepare monthly contact reports to submit to District.
5. If unable to find a qualified Outbound Student, we understand that we are still obligated to host one Inbound Student.
6. We understand that we may sponsor more than one Outbound Student.
7. Require our club's Youth Exchange Officer (YEO) and other representatives involved in YE to attend the annual YE training session.
 *****Children of Rotarians may participate in Youth Exchange*****

Club Youth Exchange Officer's name, address, telephone & email (very important):

YEO: _____ Office: _____
 Address: _____ Home: _____
 _____ Fax: _____
 _____ Email: _____

Signatures and Date:

Club President Elect or Member Of Board of Directors	Date	Club Youth Exchange Officer	Date
---	------	-----------------------------	------

Please Fax or Mail no later than Jan 15, 2017 to:
 Vicki Tanam, D7770 Co-Chair
 92 Courtenay Drive
 Charleston, SC 29403
 Office 843-577-6112; Cell 843-906-4746; Fax 843-937-0200; E: dentist63@gmail.com

Rotary District 7770: Eastern and Southern South Carolina ROTARY YOUTH LEADERSHIP AWARDS (RYLA) FACT SHEET

What: The Rotary Youth Leadership Awards (RYLA) program for District 7770 provides a three day motivational, leadership training, focusing on leadership skills and service. The program participants are rising high school juniors and seniors.

When: June 23, 24, and 25, 2017. The seminar begins with registration at 4-5:30 p.m. on Friday and ends following lunch, 12:30 pm on Sunday.

Where: Columbia College, 1301 Columbia College, Dr., Columbia, SC 29203

Who: Sponsored by Rotary District 7770: Eastern and Southern South Carolina

Why: This seminar is designed to develop sound leadership skills and values plus techniques for participants' daily use in school, extracurricular activities, and their future.

Benefits: Personal growth and development through interaction with peers and outstanding business, political, and community leaders. Each delegate will receive a \$1,200.00 per year RYLA Scholarship at Columbia College upon Columbia College acceptance, renewable for 4 years.

Cost: The cost is \$175. It is suggested that the sponsoring Rotary Club pays \$150.00 per delegate, and each delegate pays \$25.00. Checks should be made payable to District 7770 RYLA.

Deadline: Rotary Club Participation Form, Delegate Participant Form, and Health Form plus \$175.00 per delegate are due May 15, 2017. All materials should be mailed as one package by April 15, 2017 to the address below.

For additional information or questions, please contact:

Dr. Akil E. Ross, District Program Coordinator Rotary Youth Leadership Awards 112 Lochweed Drive Columbia, SC 29212 rossakile@gmail.com 803-553-2351



2018 - 2019

Ambassadorial Global Grant Scholarships

Rotary Foundation Global Grants can be used to fund scholarships with sustainable, high-impact outcomes in one of Rotary's six areas of focus: peace and conflict prevention/resolution, disease prevention and treatment, water and sanitation, maternal and child health, basic education and literacy, economic and community development.

Ambassadorial Global Grant Scholarships are for graduate study during **one academic year abroad** and provide a cash grant of no more than \$50,000 from which the applicant must provide for round-trip transportation, tuition and fees, room, board and language training (if necessary) and living expenses.

TERMS OF SCHOLARSHIPS

- Scholars are required to attend at least one orientation seminar if offered in their district or region.
- Study or training must be undertaken in another country or territory where there are Rotary clubs.
- Each scholar is responsible for applying directly to the assigned institution, gaining admission, and obtaining required visas.
- Scholars may receive additional funding from other sources during the scholarship period.
- Any applicant whose native language is not that of the proposed country of study must submit evidence of the ability to read, write and speak the language of that country even if the course of study is done in English.
- Scholar cannot be a lineal descendent of an active Rotarian. Must be out of Rotary for three years.

IMPORTANT DATES For Interested Clubs

- Seek qualified applicants Fall 2016 and 1st Quarter 2017
- Sponsor clubs screen and select applicants January - April 2017
- Applicants submit application to sponsoring Rotary Club April 1, 2017
- Sponsor clubs submit applications to District Scholarship Committee June 1, 2017, including a preliminary costs proposal for the Scholarship to meet the minimum \$30,000 requirement. The costs are to include all tuition, books, travel, travel insurance, living expenses and a one month language training course in the country of destination as required. A local project in the country of destination can be included if necessary to meet the \$30,000 minimum. A Club Endorsement form must also be submitted to the Scholarship Committee.
- In addition to the Rotary Global Grant application, a University transcript, a photo and 2 letters of recommendation must be submitted.
- Coach and prepare applicant for District Interview June - July 2017.
- District Reception and Interviews – Reception August 18th, Interviews August 19th, 2017. In Person Attendance Mandatory.
- Host and Sponsor Districts submit applications online to TRF June 2018 for approval on July 1, 2018.

Each Rotary Club in District 7770 may submit two (2) applications for the Academic Year.

Applications and additional information are available on the District Database www.dacdb.com

ROTARIAN ACTION GROUPS

AIDS and Family Health	www.rfha.org
Alzheimer's and Dementia	http://adrag.org/
Blindness Prevention	www.rag4bp.org
Blood Donation	www.ourblooddrive.org
Child Slavery	www.roisight.org/cs
Dentistry	www.ragd.com
Diabetes	www.ragdiabetes.org
Food Plant Solutions	www.foodplantsolutions.org
Health Education and Wellness	www.hewrag.org
Hearing	www.ifrahl.org
Hunger and Malnutrition	www.alleviatehunger.org
Literacy	www.litrag.org
Malaria	www.remarag.org
Microfinance and Community Development	www.ragm.org
Multiple sclerosis	www.rotary-rfmsa.org
Peace	www.rotarianactiongroupforpeace.org
Polio Survival	www.rotarypoliosurvivors.com
Population and Development	www.rifpd.org
Water and Sanitation	www.wasrag.org

RELATED PUBLICATIONS

Rotary's Area of Focus	www.rotary.org/myrotary/en/document/589
Rotarian Action Groups Officer Directory	www.rotary.org/myrotary/en/document/714
Rotarian Action Groups Annual Report	www.rotary.org/myrotary/en/document/713
Communities in Action: A Guide to Effective Projects	www.rotary.org/myrotary/en/document/577
Community Assessment Tools	www.rotary.org/myrotary/en/document/578



ESSENTIAL CHANGES FOR CLUBS AND DISTRICTS

2016 Council on Legislation *(The numbers in parentheses identify the relevant legislative enactments).*

Attendance

Ability to change rules. Clubs may relax or tighten attendance requirements and termination policies for non-attendance. However, clubs are still expected to forward attendance reports to the governor. Any club that wishes to continue adhering to the traditional attendance requirements may do so. *(16-21)*

Rule of 85. Rotarians can be excused from attendance if the combined total of their years of membership in one or more clubs plus their age equals at least 85, with their years of membership totaling at least 20. *(16-35)*

Club Board

Treasurer. A club treasurer is now a permanent member of the club board. *(16-02)*

Board meeting minutes. Written minutes should be prepared for all club board meetings and be made available to members within 60 days of that meeting. *(16-01)*

Club Finances

Admission fees. New members can be admitted without paying admission fees. However, clubs may also choose to retain these fees, and they have the flexibility to add admission or other fees to their bylaws. *(16-07)*

Club dues increased. To address both financial challenges and the need to improve service to clubs, RI semiannual dues were increased by \$4 for each of the next three years — to US\$30.00 per half year in 2017-2018, US\$32.00 per half year in 2018-2019, and US\$34.00 per half year in 2019-2020. *(16-99)*

Club Meetings

Ability to change meeting schedules. Clubs can now vary their meeting days and times, and can cancel meetings, as long as they meet at least twice a month. However, any club that wishes to adhere to the traditional requirements regarding meetings and cancellations may do so. *(16-21)*

Canceling a meeting. Clubs can cancel a meeting if it falls during a week that includes a holiday. *(16-26)*

In-person and online meeting participation. Clubs can have in-person meetings, online meetings, allow online participation for an in-person meeting, or switch between any of these formats. *(16-30)*

Council on Legislation

Proposed legislation. Only two types of proposals will be considered: enactments, which seek changes to RI's constitutional documents, and position statements from the RI Board. *(16-113)*

Council representatives. Representatives will serve for three years, starting on 1 July of the year following their selection. For example, the 2019 Council representative would take office on 1 July 2017 and serve until 30 June 2020. *(16-114)*

Council on Resolutions. A Council on Resolutions consisting of Council representatives will meet online annually to consider recommendations. Resolutions may be proposed by a club, district conference, the RIBI general council or conference. Those resolutions adopted by a majority vote of council representatives must be submitted to the general secretary by 30 June of the year prior to the Council on Legislation. (16-113)

District Changes

Moving clubs into adjacent districts. The Board can merge a district with fewer than 1,100 members, or divide districts with more than 100 clubs by moving clubs into adjacent districts. (16-84)

Two years for districting changes to take effect. Any decision by the Board to eliminate or change district boundaries won't become effective until at least 24 months after it is made. (16-86)

District Leadership

Vice governors. Having a vice governor is no longer mandatory. This role replaces the governor in case of that person's inability to perform their duties. If the district uses a nominating committee, the committee selects a past governor proposed by the governor-elect. If the nominating committee doesn't receive a nomination, or if a nominating committee was not used, the governor-elect may choose a past governor as vice governor. The vice governor serves in the year following his or her selection. (16-74, 16-76, 16-77)

Procedures for failing to adopt the annual statement and report of district finances. The statement and report of finances must be discussed and adopted within three months of the conclusion of the district conference or at the next district meeting to which all clubs are entitled to send a representative and for which 30 days' notice has been given. If no district meeting is held, the governor must conduct a ballot by mail within 60 days of the end of that three-month period. (16-88)

Mishandling of district finances. Anyone who fails to follow Rotary's financial requirements, including improperly administering the district fund, is prohibited from holding any Rotary or district office until the irregularities are resolved. (16-89)

E-clubs

E-clubs and Rotary clubs. The distinction between traditional clubs and e-clubs was eliminated. While references to e-clubs have been removed from Rotary's constitutional documents, e-clubs may continue to name and promote themselves as Rotary clubs that meet exclusively or primarily on-line. (16-82)

Elections

Concurring with a governor selection challenge. The number of clubs that must concur with a club's challenge to the nominated candidate has been increased to 10 other clubs, or 20 percent of the total number of clubs in the district, whichever number is higher. Only clubs that are at least one year old as of 1 July of that year are counted in the total and may concur with a challenge. (16-71)

Special elections nominating procedure streamlined. If a district restarts the governor selection process due to special circumstances, the governor does not need to repeat the request for suggestions from clubs if there were none made during the first nominating process. (16-72)

Magazines

Joint magazine subscriptions. Two Rotarians residing at the same address may choose to subscribe jointly to The Rotarian or to the regional magazine prescribed for their club. (16-96)

Membership

Rules and qualifications. Clubs may determine their own rules or requirements for transferring members, dual membership, and honorary members. They're also free to continue following the traditional provisions for these members. The only mandatory qualifications for **membership are that Rotarians** must be adults who have demonstrated good character, integrity and leadership; have a good reputation in their business, profession and community; and are willing to serve in their community and around the world. (16-36, 16-38)

New membership types. Clubs may offer associate, corporate, family, or other membership types. Clubs offering these additional types would report these members to Rotary as "active" for purposes of inclusion on the club invoice. Other financial obligations (club dues, meal costs, etc.), attendance requirements, and service expectations for these members are determined by the club. However, only active members may be considered for office and count in determining a club's voting strength. (16-36)

Dual membership in Rotary and Rotaract clubs. Rotaractors can simultaneously hold separate membership in a Rotaract club and a Rotary club. (16-40)

Transferring member statement. Potential members who owe money to another club are ineligible for membership. Clubs must seek confirmation that a former Rotarian does not have any outstanding debt to their previous club. When a club requests a statement from the club of a member who wishes to transfer, or who was previously a member, as to whether that person owes money, the request must be responded to within 30 days. If no response is provided, it is assumed that the member doesn't owe anything. These changes are in the RI Bylaws but are no longer repeated in the *Standard Rotary Club Constitution*. (16-51)

New Clubs

Charter member minimum. New clubs need at least 20 members to be chartered. (16-83)

Suspension

Suspension of membership. Clubs may now suspend a member for a maximum of 90 days. At the end of that time, they must either terminate or reinstate the member. A suspended member has the right to appeal the suspension or request mediation or arbitration. (16-49, 16-50)

Suspension or termination of clubs because of litigation. Clubs can be suspended or terminated if one of their members takes legal action against RI or The Rotary Foundation — including action against directors, trustees, officers, and employees — before exhausting all Rotary remedies. The Council also clarified the conditions under which the RI Board may take action against districts with repeated election complaints. (16-81)



ROTARY DISTRICT 7770



STRATEGIC PLAN 2015-18 BUILDING STRONGER CLUBS

Vision

*We will work to ensure Rotary continues as
The preeminent service organization in South Carolina*

STRATEGIC PLAN

Develop, retain and increase **MEMBERSHIP**
Provide opportunity for **FELLOWSHIP** and **COMMUNITY SERVICE**
Support the **ROTARY FOUNDATION**
Provide opportunities for **LEADERSHIP** Development
Actively encourage and strengthen **COMMUNICATION** tools

CORE VALUES

High Ethical Standards
Rotary Foundation Support
Fellowship
Developing Youth
Literacy & Education
Polio Eradication

Service
Integrity
Leadership Training
Fostering Goodwill
Sound Fiscal Policy

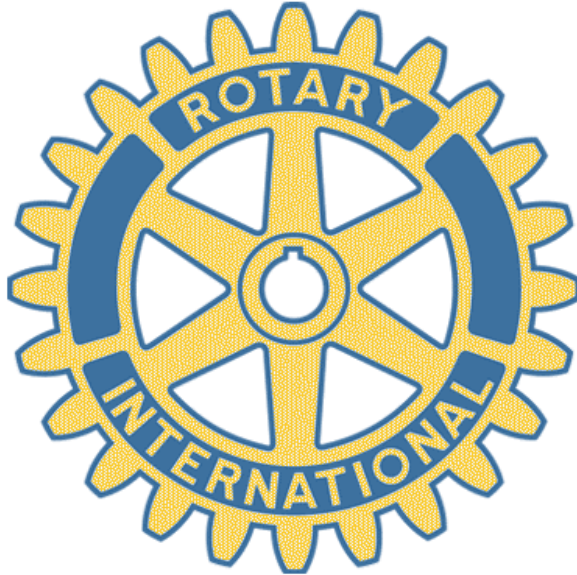
Mission

The activities and organization of a Rotary District exist solely to help the individual Rotary club advance the Object of Rotary and should not diminish services provided by Rotary clubs and individual Rotarians.

District Leadership recognizes Clubs have a strong local focus; however, Balancing participation in District & International initiatives is unique to Rotary.

DISTRICT 7770, INC.

ROTARY INTERNATIONAL



POLICY MANUAL

2017-2018

Revision February 1, 2017

(Pending approval)

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PURPOSE

This District *Policy Manual* is intended to assist the District Governor in leading District 7770, Inc. In addition, it provides guidance to officers and committee chairs of the District and aids Rotary Club Presidents and Directors in better understanding the functions of the District. In the event of a conflict between the provisions of this manual and the current Rotary International Manual of Procedure, the Manual of Procedure takes precedence. A glossary of Rotary acronyms is located on page 19.

DISTRICT ORGANIZATION

The District has adopted the Rotary International Strategic Leadership Plan.

DISTRICT OFFICERS

District Governor

The District Governor is the only officer of Rotary International in the District. The District Governor is nominated by the clubs in the District and elected by the voting delegates of the International Convention of Rotary International. The qualifications for District Governor are set forth in the Constitution and By-Laws of Rotary International. The District Governor is responsible to Rotary International and must carry out the duties set as prescribed in the current *Manual of Procedure* of Rotary International as well as those set forth by the Board of Directors of Rotary International.

The District Governor delegates specific responsibilities and authority to Assistant Governors, District Committee Chairs and the Chair of the Rotary Foundation Committee. The District Governor's primary focus is to meet District and Club needs. The District Governor is fully accountable for all District and club activities and functions.

Vice Governor

The Vice Governor is a PDG who would assume the office of Governor in case of temporary or permanent inability for the Governor to serve. The Vice Governor Chair will serve as the Chair of the Council of Governors. The District Nominating Committee will confirm this position annually. The DGE will provide the name of the PDG to the nominating Committee at the January meeting.

District Governor-elect

The duties and responsibilities of the District Governor-elect are detailed in Rotary International publications. The District Governor-elect shall be a member of all District Committees, except the District Nominating Committee. In addition, the District Governor-elect shall assume any duties deemed advisable by the District Governor.

Using the District Strategic Plan, the District Governor-elect shall plan goals for the coming year and establish District committees to achieve these goals.

The District Governor-elect shall endeavor to have all geographical areas of District 7770 represented as far as possible.

District Governor-Nominee

The District Governor-nominee should be an *ex-officio*, non-voting member of all District committees, except the District Nominating Committee. The District Governor-nominee should assume any duties deemed advisable by the District Governor.

District Governor-Nominee Designate

The District Governor Nominee Designate shall be the official title of the individual selected by the Nominating Committee prior to becoming District Governor-elect on July 1st of the Rotary year in which they are selected.

District Secretary

The incoming District Governor should appoint a well-qualified Rotarian who has served a full term as a club secretary to serve as District Secretary. The term of office shall be one (1) year.

The District Secretary shall assist the District Governor in any or all of the following duties:

1. Answer all correspondence written to the District Secretary, or as directed to the District Secretary by the District Governor.
2. Provide assistance to the District Governor in communicating with the district.
3. Maintain a file of District records. *Note: Financial records are kept by the Treasurer.*
4. Maintain the online District database. Coordinate with the District Leadership to insure accurate information is maintained in the District Database.
5. Assist and act as Recording Secretary for such District meetings, institutes, and assemblies as the District Governor deems appropriate.
6. Conduct the Club Secretary training session at the Club Leadership Spring Training Assembly.

The District Secretary shall be reimbursed for all out-of-pocket expenses in maintaining the office of District Secretary and for attending the District Conference, the Club Leadership Spring Training Assembly and other District meetings as requested by the District Governor commensurate with budget provisions.

In addition to the District Secretary, the District may employ a qualified individual to serve as Executive Secretary to carry out any or all of the duties listed above and other such duties as specified by the District Governor.

The District Governor may appoint a Rotarian employed as Executive Secretary to serve concurrently as District Secretary, provided that if the Executive Secretary's employment with the District ends the office of District Secretary shall be declared vacant.

District Treasurer

The incoming District Governor shall appoint a well-qualified Rotarian with a background in finance to serve as District Treasurer. The initial term for District Treasurer shall be one (1) year, but the District Treasurer may be re-appointed by subsequent District Governors. One or more Assistant Treasurers possessing the same qualifications required of the Treasurer may be appointed as needed.

The District Treasurer shall:

1. Maintain accounts as necessary to show the receipts, expenditures and financial condition of the District and shall perform all other duties connected with the office of District Treasurer.
2. Send notices to the clubs of the semi-annual per capita levy each year before October 1 and April 1.
3. Disburse District funds, when properly substantiated (as set forth by IRS rules) by the procedures covering the District Finance Committee as outlined within this Policy Manual.
4. Assist in preparing the District Conference budget and disburse District Conference funds when properly substantiated.
5. Invest such funds designated as "the reserve balance" in accordance with the District's Investment Policy and with regard to their required liquidity for operational use. The District Finance Committee has overall responsibility for defining and implementing the investment objectives and policies as well as monitoring and evaluating the performance of all investments.
6. Prepare a quarterly Treasurer's report for the District Governor and the District Finance Committee showing receipts, disbursements and assets and liabilities of District 7770.—The reports shall compare disbursements with budgeted items.
7. Be bonded for an amount equal to the previous year's operating budget. Assistant Treasurers and others involved in signing checks or handling district funds and accounts shall also be bonded.

8. Prepare such reports as requested by the Finance Committee and/or the District Governor.
9. Serve as an *ex-officio* member of the District Finance Committee.
10. Sign District checks. In the event of the absence or incapacity of the District Treasurer, or when two signatures are required, an Assistant Treasurer, the DG, DGE, DGN and/or the District Executive Secretary may sign checks.
11. Report any irregularities which come to the District Treasurer's attention, including but not limited to non-payment of District and/or RI dues and fees by a club and exceeding budgeted items by committees, to the District Governor and to the District Finance Committee. The Treasurer and District Executive Secretary shall be given access to RI reports of District clubs in arrears on dues and fees in order to assist the District Governor and the clubs with the resolution thereof.
12. Be responsible for turning over all records of the office of District Treasurer in an accurate, orderly and up-to-date condition to the successor.

The District Treasurer shall be reimbursed for all out-of-pocket expenses in maintaining the office of District Treasurer and for attending the District Conference, the ~~District Training Assembly~~ Club Leadership Spring Training Assembly and other district meetings as requested by the District Governor commensurate with budget provisions.

District Assistant Treasurer

1. Enter deposits (credits) and/or checks (debits) into accounting program.
2. Reconcile each account no later than 5th working day of the month
3. Reconcile monthly credit card deposits with backroom registration for 3 events.
 - a. Foundation Seminar
 - b. District Conference
 - c. District Assembly
4. Prepare monthly payroll for Executive Secretary to include monthly payroll tax deposits, annual W-2s or any other related payroll documents or functions needed.
5. Checks may be prepared by Assistant Treasurer but signed by appropriate signers within the District
6. Create District semiannual invoices for Club dues.
7. Coordinate with Treasurer the preparation of the financial statement by the 10th of each month to be distributed to the District Governor lineage.

District Auditor

The District Auditor should be a qualified, professional accountant recommended by the DG, DGE, DGN and the Chair of the District Finance Committee and approved by the Finance Committee. The District Auditor, if a Rotarian, cannot be currently serving in any of the above offices or be a member of the District Finance Committee. The chairman of the Finance Committee is authorized to sign the letter engaging the selected auditor to conduct a review of the District Treasurer's records for the immediately preceding Rotary year. The auditor shall complete the review and present a report of his or her findings to the District Finance Committee by September 30. The District Auditor also shall review the District Grants account and any other accounts designated by the District Finance Committee, and prepare the District's IRS form 990.

District Parliamentarian

The incoming District Governor shall appoint by March 1 a qualified, knowledgeable Rotarian to serve a one-year term as District Parliamentarian. The District Parliamentarian may be re-appointed by subsequent District Governors, and shall have no vote on any District committee.

The District Parliamentarian shall:

1. Oversee the running of District elections, District Legislative sessions and the activities of the District Conference Election and Credentials Committee.
2. Be available to assist any club in preparing enactments or resolutions for Rotary International or District 7770.
3. Keep all clubs informed of their voting rights and duties. At least 30 days prior to the District Conference, the District Parliamentarian shall inform all of the club presidents of
 - Enactments or resolutions involving changes to the District Policy Manual requiring the vote by Club Electors at the District Conference.

- The candidates for District Governor-nominee and their qualifications if an election by Club Electors will be required at the District Conference.
 - The candidates for Representative to the Council on Legislation and their qualifications (in the two years preceding the Council), to be voted on by Club Electors; and
 - Other matters expected to come to the floor of the District Conference for vote by Club Electors.
4. Shall be the expert and authority on the Rules of Procedure section of the R.I. Manual of Procedure.
 5. Shall maintain a neutral attitude and position on all District matters or issues.
 6. Shall attend all District Assemblies and the District Conference.
 7. Shall maintain strict confidentiality of all voting results.

Assistant Governors

The District shall be divided into administrative areas by demographic criteria. The District Governor shall determine the number of areas. An Assistant Governor, who is a District appointee, not an RI officer, shall represent each area. Candidates for the position of Assistant Governor should demonstrate outstanding performance as a club president/district leader and meet the published qualifications of a District Governor-nominee. An Assistant Governor is appointed for one (1) year, with no Assistant Governor serving more than three (3) one-year terms. In addition to carrying out duties described in the *Manual of Procedure*, Assistant Governors shall attend the Assistant Governors Leadership Seminar, PETS, the Club Leadership Spring Training Assembly and the Club Leadership Fall Training Seminar. Assistant Governors shall be given a budget for appropriate expenses.

Representative to the Council On Legislation

The Council on Legislation is the legislative body of Rotary International and meets every three (3) years. District 7770 shall elect its Representative to the Council on Legislation and an alternate two (2) years preceding the meeting of the Legislative Council. The elected Representative and alternate must be a Past District Governor at the time of the election. The Representative and alternate should be selected by a Nominating Committee procedure similar to the procedure used for the selection of district governor. The Nominating Committee should be chaired by the immediate past Council Representative and the committee should be comprised of PDG's in the District. The nominations must be made by the clubs in accordance with Rotary International guidelines and the candidate's qualifications must meet the requirements stipulated by the By-Laws of Rotary International.

If the district chooses not to select its representative through a Nominating Committee, the district should elect its Representative and alternate at the district conference. All nominations must be in the Governor's hands 60 days before the election is held. The Parliamentarian must notify all the clubs in the district of all the candidates at least 30 days before the election. The candidate receiving the second highest number of votes will be elected the alternate.

The District Representative shall communicate with the District and Club leadership regarding pending legislation. The Representative shall communicate any Council enactments to the District Executive Committee. Council reports should be made available to clubs.

DISTRICT LEADERSHIP TEAM AND COMMITTEES

District Committees are formed to assist the Rotary clubs of the District in carrying out the far-reaching programs of Rotary International and to enhance District administration. The District Governor should appoint the committees deemed necessary to carry out these programs during the District Governor's Rotary year (except for the Training Committee, which is appointed by the District Governor Elect). Rotary International or District 7770 resolution has imposed certain criteria on seven (7) of these committees (Finance, Communication, Membership, Extension, Nominating, Foundation, Conference, and Training) and these criteria are explained in further detail in this *Policy Manual*.

The District Governor should appoint well-qualified Rotarians as chairs of District Committees.

Director of District Training

The District Governor Elect in conjunction with the DGN should appoint a Past District Governor or Past Assistant Governor to serve a one-year term as Director of District Training (District Trainer). The District Trainer should serve no more than three consecutive one year terms. Other qualified Past-Presidents, Assistant Governors, and Past District Governors are to be appointed to the District Training Committee with terms not to exceed three years. The

District Training Committee shall consist of the District Trainer and Lead Training Coordinators responsible for Assistant Governors Leadership Seminar, PETS, Club Leadership Spring Training Assembly and Club Leadership Fall Training Seminar respectively. Sub-committees for each training session shall be selected by the DGE, District Trainer and Lead Coordinators as needed each year. The District Governor Elect shall have ultimate responsibilities for training Assistant Governors Leadership Seminar, Presidents-elect Training Seminar (PETS) and Club Leadership Spring Training Assembly.

District Executive Committee:

The Executive Committee shall consist of the Immediate Past District Governor, District Governor, District Governor Elect, District Governor Nominee and the Council of Governors Chair. The purpose of the Executive Committee is to ensure continuity in leadership and adherence to the District Strategic Plan. The committee shall meet no less than quarterly. The Governor and executive committee shall work with club leaders to encourage participation in the District Strategic Plan. The District Executive Committee shall also ensure continuity within the district by working to foster effective clubs by consistently adhering to the District Strategic Plan as developed & revised by the District Long Range Planning Committee.

District Finance Committee

The District Finance Committee shall consist of seven (7) voting members: The District Governor, the immediate Past District Governor, the District Governor-elect, the Finance Committee Chair, and three at-large members serving three-year staggered terms. At-large members must be a past club president, or a Past District Governor. Each year the incoming District Governor shall appoint one new member to a three-year term. The incoming District Governor shall also designate a well-qualified Rotarian to serve a one-year term as District Treasurer. The Chair of the Finance Committee shall be a Rotarian of significant financial experience appointed by the incoming DG, in consultation with the current DG and DGN, to serve a maximum three-year term conditional on the Chair's overall performance. The DGN, District Treasurer, and District Executive Secretary shall serve as non-voting members of the committee. The Chair of the Finance Committee or the District Governor may authorize opening of new bank accounts.

1. Each year the Finance Committee shall approve a recommended budget for the year beginning the next July
 1. A preliminary budget shall be prepared by the DGE in consultation with the Finance Committee Chair and District Treasurer, and in consultation with the DGN in development of recommendations for training events (Assistant Governors Leadership Seminar, PETS, Club Leadership Spring Training Assembly). In planning for these events, the DGE must develop budgets that incorporate adequate registration fees to cover costs above the district allocations for the events. The recommended budget approved by the committee shall be submitted to the clubs at least four (4) weeks prior to the Club Leadership Spring Training Assembly and approved by the incoming presidents at the Club Leadership Spring Training Assembly. The District shall have a balanced budget for each fiscal year without using any funds from the Reserve Fund without the explicit approval of the Finance Committee and the incoming Presidents at the Club Leadership Spring Training Assembly.
2. The Finance Committee shall oversee the administration of all District funds and shall be the only authority to approve disbursements not authorized by the budget or by existing resolutions. The committee shall, in conjunction with the DG, ensure that all persons responsible for handling receipts and invoices for a district event remit such receipts and invoices to the District Treasurer within one week after the end of the event in order to facilitate up-to-date records and timely reporting by the Treasurer.
3. The Finance Committee shall meet as follows for the purposes as noted:
 - a. By October 31, to review the year-end auditor's report on the District Treasurer's records and other District activities, including the District Grants, to review the District Governor-elect's preliminary budget for the following year, to review the preliminary District Conference budget, and to approve the final budget for the training events.
 - b. By February 28, to review the Treasurer's six-month report compared to budgeted items and to approve the next District Conference budget. At the same time, the committee shall approve a recommended budget for the next Rotary year and submit it to the District Governor for distribution to the club presidents and club presidents-elect four (4) weeks prior to the Club Leadership Spring Training Assembly.
4. The following guidelines apply to the budget's income, expenditures, disbursements and reimbursable expenses:
 - a. Each Rotary Club shall contribute, in two installments, an amount per member (excluding Honorary) per year for District expenses as shall be determined at the Club Leadership Spring Training Assembly by

approval of three-fourths of the presidents-elect attending and voting. The first installment shall be payable by October 1 based on the club membership as reflected on the district database as of July 1, and the second installment shall be payable by April 1 based on the club membership as reflected on the district database as of January 1.

- b. The Finance Committee shall maintain an adequate reserve balance in the District fund.
- c. The DG, DGE, and DGN may be reimbursed for all reasonable and necessary expenses (except those reimbursed by RI) associated with preparing for, and fulfilling, the term as District Governor. Reimbursable items include, but are not limited to, attending the International Convention, Zone Institute, Zone Foundation/Membership Seminar, District functions and area meetings, administrative expenses, entertaining visiting Rotary dignitaries, and performing other District functions as may be necessary (See the District budget and related complimentary expenses policy for details on allowable expenses for certain events).
- d. District Officers, Directors, Assistant Governors, District Committee Chairs and their committee members shall be reimbursed for necessary expenses associated with District business when such expenses are included in the annual approved District budget and are properly documented. Note: In case of transportation by automobile, the Finance Committee shall set a mileage rate based on current R.I. guidelines.
- e. Reimbursement for any non-budgeted expenses for any District member requested to attend any function outside the District will be paid only if the member had received the approval of the Finance Committee prior to the event. Consideration of such requests shall be based on District benefits and current available contingency funds.

District Communication/Public Image Committee

A well-qualified Rotarian appointed by the District Governor shall chair the District Communication/Public Image Committee. The mission of the District Communication/Public Image Committee is to ensure the District communicates both internally and externally, to coordinate district-wide communication efforts, and to train and encourage clubs in effective communication methods. The District Communication/Public Image Chair shall have responsibility for oversight of the following functions: the District newsletter, District Webmaster, District Technology, District Public Relations and Social Media. The District Communication/Public Image Committee Chair may appoint sub-committees as necessary to carry out the communications mission of the district. The District Communication Chair may, in consultation with the District Governor, appoint area communication advocates. The District Communication/Public Image Committee Chair or a designate will also attend the Regional Rotary Communication/Public Image Seminar each year.

District Membership Committee

A well-qualified Rotarian appointed by the District Governor shall chair the District Membership Committee. The mission of the District Membership Committee is to ensure the District meets its membership goals by conducting a District Membership Seminar at the Club Leadership Training Fall Seminar, to train and motivate area and club membership chairs; coordinate district-wide membership development activities; encourage clubs to develop effective membership development and retention plans; and assist area and club membership leaders in carrying out their responsibilities. The District Membership Chair may, in consultation with the District Governor, appoint area membership advocates. The District Membership Chair or their designate will also attend the Regional Rotary Membership Seminar each year.

District Extension Committee – is a subcommittee of the Membership Committee.

The District Governor is charged with the particular duty of organizing new clubs within the District. The District Governor shall appoint a well-qualified Rotarian, preferably a Past District Governor with experience in forming new clubs, to chair the District Extension Committee. The purpose of the committee is to identify areas where new clubs may be formed and provide support in the organization and chartering of new clubs.

District Nominating Committee

The District Nominating Committee should include a member from each of the areas in District 7770. At least four (4) of these members, not counting the Chair, shall be Past District Governors. The Chair is the Immediate Past District Governor whose term is one (1) year. The term for the other members is two (2) years with one-half of the committee

to be installed each year. Committee members must agree in writing that no member of the committee, nor any spouse, child or parent of the committee member shall be eligible to be nominated for the respective office in the year in which the committee serves. No committee member may serve more than one consecutive term. The members who are not Past District Governors shall have served as a president of a club. The Committee shall have representation from all Areas of the District.

The District Governor-nominee election procedure is as follows:

1. On or before December 31, the president of any club (in good standing) desiring to place the name of one of its members in nomination shall file with the Chair of the Nominating Committee a resolution of the club, adopted at a regular meeting of the club, naming such candidate and certifying that the nominee meets the qualifications for District Governor-nominee. The resolution shall include the signed statement of the candidate that the candidate understands the duties, responsibilities, etc. of the office of District Governor, a current photograph and a biographical sketch of the candidate's personal and Rotary background. Qualifications for the office of District Governor are as listed in the By-laws of Rotary International, published in the *Manual of Procedure*.
2. The District Governor shall distribute the above information in September and October to all members as an invitation to all clubs in the District to propose a candidate for District Governor-nominee.
3. On or before January 31, the Chair of the Nominating Committee shall convene a meeting of the committee to choose a proposed candidate for District Governor-nominee. A quorum shall be a simple majority of its members. After making its selection, the Nominating Committee shall notify the District Governor in writing of the committee's choice of the proposed candidate for District Governor-nominee. The name of the candidate proposed by the Nominating Committee, together with a statement of the candidate's qualifications, shall be announced in District Communications.
4. On or before March 15, any club, which submitted a name of a candidate to the Nominating Committee, other than the Nominating Committee's choice, may resubmit their candidate by resolution of the club. If the candidate has all of the qualifications for District Governor, then those candidates, along with the Nominating Committee's choice, shall be placed on a ballot and submitted to the next District Conference for vote by the electors assembled at the District Conference. The one receiving the majority vote (over 50%) shall be elected the new District Governor-nominee. In the event there are three (3) or more candidates for District Governor-nominee and no candidate receives a majority (over 50%) of the vote, a run-off election shall be scheduled after the District Conference between the two (2) candidates with the most votes.
5. If by March 15, no additional candidates have been proposed by any club in the District, the District Governor shall declare the candidate of the Nominating Committee to be District Governor-nominee and shall include an announcement in District Communications as notification to all clubs in the District. The District Governor shall declare the candidate to be the District Governor-nominee at the annual District Conference.
6. The District Governor shall certify the name of the District Governor-nominee to the general secretary of R.I. within ten days after he/she has been declared to be the nominee.

District Rotary Foundation Committee

The District Policy Manual defers to the most recent revision of the Lead Your District Rotary Foundation Committee Manual. The Rotary Foundation Committee Manual (as last revised) shall become part of this manual and is included as an Appendix.

The Rotary Foundation Committee shall promote and oversee the District programs of The Rotary Foundation. The committee shall be responsible for following the policies and procedures established by The Rotary Foundation. Under the District Leadership Plan, the Chair of the Foundation Committee also shall be responsible for all programs under International Service.

The Rotary Foundation Committee shall consist of the Chair and sub-committee chairs. Members of the committee and subcommittees shall serve staggered three-year terms. The governor, in consultation with the immediate past governor and the governor-elect, shall appoint members for the open positions of the DRFC, the members of which will serve as chairpersons of one of the ten sub-committees. The Chair of the DRFC shall be a Past District Governor having significant knowledge of, commitment to and experience with Rotary Foundation activities. The current district governor shall not serve as DRFC chairperson. The DRFC members' appointment shall be based on their commitment to the Rotary Foundation as demonstrated through program participation and financial contributions.

The Chair of the Foundation Committee shall:

1. Assist the District Governor in establishing goals and in promoting the objectives and activities of the Rotary Foundation.
2. Coordinate the work of all Rotary Foundation subcommittees and all International Service subcommittees and shall serve as a member of all subcommittees.
3. Attend the Regional Rotary Foundation Seminar each year.
4. Assist the Training Committee in planning the Grant Management segment of the Club Leadership Training Fall Seminar each year.

Sub-committees shall be appointed to address on-going administrative functions as follows:

Annual Giving
Permanent Fund/Major Gifts
Paul Harris Society
Ambassadorial Global Scholarships
Vocational Training Team
Grants
Alumni
End Polio Now
Rotarian Counselor (As needed)
Stewardship

Committee qualifications:

In addition to the minimum recommended qualifications stated above, the District Rotary Foundation sub-committee members shall be a past district governor, a past assistant governor, an effective past district sub-committee member, or an experienced club Rotarian.

Annual Giving Subcommittee

The Chair of the Annual Giving Subcommittee should be familiar with the District's past record of Foundation support and all current Rotary Foundation programs and activities. The Chair of the Annual Giving Subcommittee should be an organized individual and a dedicated supporter of the Rotary Foundation.

The Chair of the Annual Giving Subcommittee shall:

1. Design and implement a comprehensive and effective District Annual giving program to achieve the District's contribution goals. This is the solicitation of unrestricted contributions which fund the regular programs of the Foundation.
2. Assist the District Governor and the Foundation Chair in establishing goals for unrestricted contributions.
3. Assist the clubs in establishing goals for unrestricted contributions.
4. Publicize the Foundation goals monthly and keep clubs informed as to their progress by providing them the monthly and quarterly reports, to include the list of Paul Harris Fellows, Paul Harris Society Members and Sustaining Members, as received from the Rotary Foundation.

Paul Harris Society Subcommittee

The Chair of the Paul Harris Society Subcommittee shall have responsibility for recruiting and retaining Rotarians whose contributions to the Foundation meet the current requirements for membership in the Paul Harris Society.

Permanent Fund/Major Gifts Subcommittee

The Chair of the Permanent Fund/Major Gifts Subcommittee should be a Rotarian committed to the financial support of the Foundation's Permanent Fund.

The Chair shall:

1. Be responsible for securing Benefactor commitments, Bequest Society members and soliciting major gifts from those capable individuals to build the Permanent Fund.
2. Inform Rotarians of planned giving opportunities which allow the donor to make a significant gift while receiving income tax deductions.

Ambassadorial Global Scholarship Subcommittee

The Chair of the Ambassadorial Scholarship Global Subcommittee should, with the concurrence of the District Governor and the DRFC Chair, appoint a Vice-Chair whose term shall correspond with the term of the Ambassadorial Global Scholarship Chair. The Ambassadorial Scholarship Subcommittee Chair, the Vice-Chair and committee members shall serve three-year terms.

The Chair of the Ambassadorial Global Scholarship Subcommittee shall:

1. Distribute application materials to clubs within the District.
2. Promote the Ambassadorial Global Scholarship Program by encouraging clubs to contact student personnel offices of all colleges, universities and technical schools in their area to advise them of the Foundation's awards program and obtain their cooperation in publicizing this program among the students.
3. Encourage all clubs to continually seek qualified candidates in the community at large.
4. Appoint a selection committee to select qualified candidates from a field of club-endorsed candidates.
5. Orient scholars prior to their departure.
6. Assure that Rotarian Counselors are appointed by the sponsoring clubs for any scholars sent from our District to other countries to study.
7. Assure that said Counselors maintain contact with the scholars before and during the study year and upon their return.
8. Publicize the return of the scholars and assure that they are given the opportunity to speak at the District Conference and at Rotary Club meetings and to connect them with the District Alumni Chair.

The following are recommended guidelines for the membership of the District Selection Committee:

Chair: Ambassadorial Global Scholarship Subcommittee
 Vice Chair: Ambassadorial Global Scholarship Subcommittee
 Two knowledgeable Rotarians
 Rotary Foundation Committee Chair
 Annual Giving Subcommittee Chair
 Immediate Past District Governor
 District Governor
 District Governor-elect
 District Governor-nominee
 Linguists (Rotarians or non-Rotarians) as determined by the candidates' language requirements

Vocational Training Team Subcommittee

The Chair of the Vocational Training Team subcommittee should preferably be a former GSE or Vocational Training Team leader.

Vocational Training Team Committee (Outgoing)

The Chair of the Vocational Training Team Subcommittee (Outgoing) should be a Rotarian familiar with the activities of the Vocational Training Team Program, preferably a former GSE or Vocational Training Team leader.

The Chair of the Vocational Training Team Subcommittee (Outgoing), in conjunction with the District Governor and the Foundation Committee Chair, shall:

- a. Determine the composition of the team.
- b. Receive applications for the team leader and team members and be responsible for coordinating a selection committee to choose the team leader, members and alternates.

- c. Communicate early and often with the subcommittee of the host district, providing them with information about our team members, team leader, their vocations and a brief message from the District Governor.
- d. Determine, in cooperation with the host district, the length and dates of the team's visit and the place of arrival and departure.
- e. Identify the specific Vocational Training Team Projects in the host District

The following are the recommended guidelines for the membership of the District Selection Subcommittee (Outgoing):

Chair: Vocational Training Team Subcommittee (Outgoing) Chair

Rotary Foundation Committee Chair

Annual Giving Subcommittee Chair

Immediate Past District Governor

District Governor

District Governor-elect

District Governor-nominee

Two Rotarians who have served as GSE or Vocational Training Team Leaders

A Rotarian who has served as GSE or Vocational Training Team Member

One Assistant Governor

Newly selected Team Leader for outgoing team

Team selection should be completed six (6) months prior to departure. The Selection Committee should be appointed 45 days prior to the selection meeting.

Foundation Grants Subcommittee

In addition to the previously stated qualifications, the Chair of the Foundation Grants Subcommittee should be knowledgeable of the grants available and the process for securing these grants through the Rotary Foundation.

The Chair of the Foundation Grants Subcommittee shall:

1. Inform Rotary Clubs and/or District project committees planning international and community service projects of the possibilities that exist for Foundation grants to assist those projects.
2. Encourage clubs to sponsor and administer international and community service projects eligible for Foundation grants such as Global Grants and District Grants.
3. Become familiar with each grant program, its eligibility, criteria and application procedures.

Foundation Alumni Subcommittee

The Chair of the Foundation Alumni Subcommittee should be a Rotarian familiar with the programs of the Foundation that generate Foundation Alumni.

The Chair of the Foundation Alumni Subcommittee shall:

1. Maintain an accurate and current roster of names and addresses of all Rotary Foundation alumni in the District. These are people who have participated as Foundation Scholars, Group Study Exchange team leaders or members, Vocational Training Team Leaders or members and Rotary Volunteers.
2. Encourage these alumni to be part of an Alumni Association in the District and encourage the alumni to make themselves available as speakers and as trainers for new Scholars and Vocational Training Teams.
3. Encourage clubs in the District to invite alumni as speakers on the Rotary Foundation.

Rotarian Counselor Subcommittee

A Rotarian Counselor shall be appointed by the Foundation Chair as needed.

The Rotarian Counselor shall:

1. Assure that Guidelines prepared by the Foundation for maintaining contact with the Scholar's home club and maintaining contact with the Scholar upon his or her return home.
2. Assure that the incoming Scholar is provided opportunities to participate in the District Conference and at regular Rotary club meetings as a program speaker as required by the Rotary Foundation.

Stewardship Subcommittee

The District Stewardship Subcommittee is responsible for ensuring the careful management of Rotary Foundation Grant funds and for educating Rotarians on proper and effective management.

End Polio Now Subcommittee – Educates Rotarians and the community about Polio Eradication efforts

District Disaster Relief Committee

The District Disaster Relief Committee is established to assist the District Governor in guiding District 7770 in its response to a natural disaster. The committee is tasked with assessing needs and recommending how best to allocate manpower and funds to provide appropriate response to those needs. It is recognized that such a need may include areas within District 7770, as well as areas beyond District 7770. The District Disaster Relief Committee shall consist of one member from each administrative area of the district with preference given to the Assistant Governors. The chair of the committee shall be a qualified individual appointed by the District Governor with preference given to Past District Governors, Past Assistant Governors and present Assistant Governors. The initial term shall be one (1) year, with no member serving more than three (3) one-year terms. The committee will meet as required.

District Long Range Planning Committee

The District Long Range Planning Committee (LRPC) is established to assist the Governor in guiding District 7770 in the most effective and efficient manner. The committee's main purpose is to continually review the District Strategic Plan, district practices and policies and recommend appropriate changes as necessary and in agreement with current policies of Rotary International (MOP). This is a standing committee and its composition is intended to ensure an ongoing continuity of leadership at the Governor's level, with the assistance of past club presidents, experienced AG's and PDG's.

The LRPC shall consist of thirteen (13) voting members: the District Governor, the immediate Past District Governor, the District Governor-elect, the District Governor-nominee, the Chair of the Council of Governors, five past club presidents and three current or past Assistant Governors. The past club presidents and Assistant Governors shall serve staggered two-year terms. The District Governor-elect shall serve as chair of the committee. Meet as required, but no less than once a year.

Council of Governors

There shall be Council of Governors composed of all Past District Governors residing in District 7770. The current District Governor, the District Governor-elect and the District Governor-nominee shall also be non-voting members. Each year the incoming Vice Governor shall serve a one-year term as Chair of the Council of Governors. The Council shall:

1. Serve as an advisory body to the District Governor.
2. Meet a minimum of two (2) times during the Rotary year.

DISTRICT CONFERENCE

The annual District Conference furthers the program of Rotary through fellowship, recognition, inspirational addresses and the discussion of matters relating to the affairs of clubs in the District and Rotary International. Every effort should be made by the District Governor, the District Conference Committee and the Rotary Club presidents to obtain the largest possible attendance at the District Conference. Special Emphasis should be placed on the conference attendance and recognition of new Rotarians.

District Conference Committee

The District Governor, in accordance with recommendations of Rotary International, shall appoint a District Conference Chair. The District Governor and the District Conference Chair shall then appoint a Conference Committee. If possible, the next year's District Conference Chair should be a Vice-Chairman of this committee. The Conference Committee is authorized to set registration fees as approved by the District Finance Committee.

District Conference Budget

The District Governor and the District Conference Chair shall prepare a balanced budget for the District Conference.

1. A sum of money shall be designated in the District Budget for the Conference. Any costs above that amount must be covered by registration fees. Any and all Conference monies are to be deposited in the District 7770 checking account. This account shall contain all monies allocated from the District and monies received through registration fees.
2. The District Governor and Conference Chair must prepare a balanced budget and present this budget to the District Finance Committee at its October meeting, and for final review at its January meeting. The District Finance Committee must approve the Conference budget prior to any funds being used for the conference.

Elections and Credentials Committee

The District Conference Chair shall appoint an Elections and Credentials Committee. In conjunction with the District Governor and under the supervision of the District Parliamentarian, this committee shall:

1. Ensure that all elections are conducted in accordance with the current Rotary International *Manual of Procedure*.
2. Issue credentials for all club electors to the District Conference after proper confirmation by each Rotary Club, consistent with the current R.I.M.O.P.
3. Prepare, distribute, collect and count the ballots for such voting at the Conference which may require written ballots.
4. Report the results of voting to the District Governor or District Parliamentarian presiding at the legislative session of the Conference.
5. Maintain at all times a neutral attitude regarding any vote and provide for confidentiality of all voting.

General Sessions

The following rules shall apply to each general session of the District Conference:

1. *How to Secure Recognition* – Any person desiring recognition shall stand and, when recognized by the chair, shall give his or her name in full and the name of his or her club.
2. *Speakers – Who and When* – No person, excepting those who have been assigned programmed speeches and discussions, shall be allowed to speak more than twice on any subject, and not more than three (3) minutes at one time on any subject without unanimous consent of the Conference.
3. *Who may vote* – Every member in good standing of a club in District 7770 present and registered at the Conference shall be entitled to vote upon all questions and matters properly presented except in the selection of the District Governor-nominee, the selection of the District Representative to the Council on Legislation, and a Resolution affecting the District Policy Manual, which votes shall be restricted to Club Electors. However, any Elector shall have the right to demand a poll upon any question presented, in which event the voting shall be restricted to the Electors.
4. *Club Electors* – Each club, provided it has paid its financial obligations to Rotary International and has paid its District Contribution in total by the opening day of the Conference, shall select one Elector for each 25 members or major portion thereof as reported in the semi-annual report immediately preceding the District Conference. Each club shall be autonomous in its methods of electing Electors. Procedures for issuing credentials shall be handled by the District Conference Elections and Credentials Committee. A letter from the club president stating the name of the person or persons chosen to be Electors should be submitted to the District Parliamentarian at least ten (10) days prior to the District Conference. Substitutions may be made only by a written and signed letter presented to the Credentials Committee no later than noon on Friday of the District Conference.
5. All sessions shall be governed by the above rules, by applicable Rules of Procedure contained in the *R.I. Manual of Procedure* as interpreted by the District Parliamentarian and by *Robert's Rules of Order*.

District Resolutions

District Resolutions may be proposed by a club or by the District Governor. These resolutions are normally proposed at a District Conference, provided the proposed resolution has been submitted in writing to the District Governor 60 days prior to the District Conference.

1. The District Governor shall submit all of the proposed resolutions to all the clubs at least 30 days prior to the District Conference and shall have them submitted for action at the District Conference, unless withdrawn by the proposer. No amendment may be introduced during the legislative session which would greatly change the intent or purpose of any piece of legislation according to the proposer. Any suggested amendment must be submitted in writing to the District Parliamentarian at least 24 hours before the legislative session, announced at a Plenary Session, and posted prominently.
2. *Courtesy Resolutions* – Courtesy Resolutions thanking the President's Representatives, the meeting place, etc. will not need 60 days' notice.
3. *Emergency Resolutions* – If, in the opinion of the District Governor, an emergency exists which requires the enactment of a District resolution for conducting the business of the District, such proposed resolution may be submitted to the clubs for e-mail ballot. In which case the District Governor shall e-mail to the secretaries of each club in the District a ballot detailing the proposed resolution and stipulating a return date 30 days from the time of the e-mailing of the ballot. A two-thirds majority of all the clubs in the District shall be required to support the emergency resolution.

ASSISTANT GOVERNORS LEADERSHIP SEMINAR

The District Governor-elect, in conjunction with the District Governor and District Trainer, shall schedule and conduct a training seminar for the incoming Assistant Governors before the Presidents-elect Training Seminar is held. The Assistant Governors Leadership Training Seminar is held to provide motivation, inspiration, Rotary knowledge and instruction in administrative duties in order that the incoming Assistant Governors receive a greater understanding of their responsibilities and opportunities for service. All incoming Assistant Governors shall attend. An amount of money shall be designated in the District budget for the Assistant Governors Leadership Seminar.

CLUB PRESIDENTS-ELECT TRAINING SEMINAR (PETS)

The District Governor-elect, in conjunction with the District Governor and the District Trainer, shall schedule and conduct a training seminar for club presidents-elect. PETS is held to provide motivation, inspiration, Rotary knowledge and instruction in administrative duties in order that the incoming Presidents-elect receive a greater understanding of their responsibilities and opportunities for service. All Presidents-elect must attend the current year's seminar. Only the District Governor-elect in accordance with the R.I. Manual of Procedure shall excuse a President-elect from attendance at PETS. Rotary Clubs are also encouraged to have their current President –Nominee attend PETS

A sum of money shall be designated in the District budget for the Presidents-elect Training Seminar. A registration fee is to be charged. Rotary clubs are encouraged to defray the cost of attendance of their Presidents-elect at this seminar.

CLUB LEADERSHIP SPRING TRAINING ASSEMBLY

The District Governor-elect, in conjunction with the District Governor and District Trainer, shall schedule and conduct the District Training Assembly. The Club Leadership Spring Training Assembly is held to provide motivation, inspiration, Rotary knowledge and instruction in administrative duties in order that incoming club leaders receive a greater understanding of their respective responsibilities and opportunities for service.

The Club Leadership Spring Training Assembly shall be held no earlier than one (1) month after the Presidents-elect Training Seminar. Incoming presidents, secretaries, treasurers, Foundation chairs, Membership chairs, Communications/Public image chairs and other club leaders the DGE may designate are expected to attend the Assembly or send representatives from their club in their place.

The District Governor-elect, District Governor and District Training committee are responsible for planning the Club Leadership Spring Training Assembly. Funds will be designated in the District budget for the Assembly

Registration fees covering costs above the budgeted amount. Rotary clubs are encouraged to defray the cost of attendance of their key officers, directors and committee chairs at the Club Leadership Spring Training Assembly

CLUB LEADERSHIP FALL TRAINING SEMINAR

The Club Leadership Fall Training Seminar shall include training for the Rotary Foundation, Grant Management, Membership and Communications/Public Image to provide motivation, inspiration, Rotary knowledge and instruction for club leaders to receive a greater understanding of their respective responsibilities and opportunities for service. The District Governor-elect, District Governor and District Training committee are responsible for planning the Club Leadership Fall Training Seminar. An amount of money shall be designated in the District budget for the Seminar. Registration fees will cover cost above the budgeted amount. Rotary clubs are encouraged to defray the cost of attendance of their key officers, directors and committee chairs at the Club Leadership Fall Training Seminar.

GRANT MANAGEMENT TRAINING SEMINAR

A Grant Management Training Seminar shall be included in the Club Leadership Fall Training Seminar. A Club must be qualified by the Rotary Foundation to participate in either District Grant or Global Grant funding. At least two members of each Club must attend the Grant Management Training Seminar as part of the Club Qualification Process. The Qualification is required annually and it is recommended that the President-Elect and Foundation Chair of the Club attend the Training.

At least two members of each Club must attend the CLFT Grant Management Training Seminar as part of the Club Qualification Process. The Qualification process is required annually to participate in either District Grant or Global Grant funding. It is recommended that the President-Elect and Foundation Chair of the Club attend the Grant Management Training.)

PAST DISTRICT GOVERNORS

The District Governor shall take advantage of the experience and broad knowledge of the Past District Governors in the District by seeking their advice in District matters, by using them as speakers, throughout the District, by enlisting their help in District activities, and by asking them to give direct assistance to the clubs in the District.

INDEPENDENT FINANCIAL ASSESSMENTS

In accordance with the RI Manual of Procedure, each club must annually have an independent financial assessment made of the previous year's financial transactions. A copy of the assessment shall be submitted to the District Treasurer by October 15. It is encouraged that at least one member of the assessment committee be someone with significant financial experience.

POLICY MANUAL CHANGES

After each Council on Legislation, the Representative to the Council on Legislation and the District Governor should consult with the Council of Governors and ensure the necessary changes in the *District Policy Manual* shall be printed and disseminated to the clubs. Changes in the *District Policy Manual* shall be made by resolution enacted at the District Conference in accordance with the procedures established herein. Resolutions may be proposed by the District Governor, the District Parliamentarian, or by Rotary Clubs of the District.

SOCIAL MEDIA POLICY

The District Executive Team along with the Communications/Public Image committee will control the content and access of social media platforms.

DISTRICT PROTECTION POLICY

Rotary International is committed to creating and maintaining the safest possible environment for all participants in Rotary activities. It is the duty of all Rotarians, Rotarians' spouses, and other volunteers to safeguard to the best of their ability the welfare of and to prevent the physical, sexual, or emotional abuse of children and young people with whom they come into contact. District 7770 requires clubs to conduct background checks of all Rotarians and prospective members in the Clubs and other volunteers. All Rotarian members have a duty to immediately report any

suspected abuse to the District Governor and the District Protection Officer, who will immediately notify the appropriate Law Enforcement Authorities in cases of abuse.

The incoming District Governor shall appoint a well-qualified Rotarian with an appropriate law enforcement background as District Protection Officer for a term of one year. The District Protection Officer may be reappointed for a maximum of three terms.

The District Protection Officer shall: monitor clubs' protection policies; recommend programs such as school systems background checks for utilization by clubs to meet the District 7770 background check requirement; and develop reporting methodology for yearly reporting of all clubs by June 30, i.e. a signed compliance statement by the president.

GLOSSARY OF FREQUENTLY USED ROTARY ACRONYMS

AG	Assistant Governor
PAG	Past Assistant Governor
COG	Council of Governors
COL	Council on Legislation
AGLS	Assistant Governor Leadership Seminar
DC	District Conference
DEC	District Executive Committee
DG	District Governor
DGN	District Governor-nominee
DGND	District Governor-nominee Designate
DGE	District Governor-elect
DGTM	<i>District Governor's Training Manual</i>
DLP	District Leadership Plan
DRFC	District Rotary Foundation Chairperson
DRCF	District Rotary Foundation Committee
FDLS	Fall Club Leadership Seminar
IA	International Assembly
IAP Book	<i>International Assembly Participants Book</i>
IVCG	International Vocational Contact Groups
MOP	<i>Manual of Procedure</i>
OD	<i>Official Directory</i>
PDG	Past District Governor
PETS	Presidents-Elect Training Seminar
PHF	Paul Harris Fellow
PPE	Preserve Planet Earth Programs
PR	Public Relations
RCC	Rotary Community Corps
RFE	Rotary Friendship Exchange
RI	Rotary International
RITS	Rotary International Travel Service
RRFC	Regional Rotary Foundation Coordinator
RV	Rotary Volunteers
RVC	Rotary Village Corps
RYLA	Rotary Youth Leadership Awards
SCLTA	Spring Club Leadership Training Assembly
TRF	The Rotary Foundation
VTT	Vocational Training Team

District 7770 Resource List for 2017-2018

CART (Coins for Alzheimer's Research Trust)

CART Chair – Rod Funderburk
Phone 803-760-5275
Email rfundrebuk@sc.rr.com

Communication / Public Image

Communication / Public Image Committee Chair – Mary Gasque
Phone 803-553-0020
Email mary@gasque.com

District Website / Newsletter – Patrick Quilter
Phone 843-945-4598
Email patrick@quilmont.com via yahoo.co

District Conference

2018 District Conference Chairs– Jamie and Terry Moore
Phone 843-408-5419
Email jaime_moore@bellsouth.net

District Protection Officer

District Protection Officer – Brett Camp
Phone 843-563-3643
Email brett.camp@aol.com

District Training

District Training Chair – Rod Funderburk
Phone 803-760-5275
Email rfundrebuk@sc.rr.com

Assistant Governor District Training Chair – Pauline Levesque
Phone 843-286-7039
Email Pauline.area10@gmail.com

PETS Training Chair – Pauline Levesque
Phone 843-286-7039
Email Pauline.area10@gmail.com

District Assembly Site Chair – Lou Mello
Phone – 843-437-9084
Email loumello9@gmail.com

Fall Training Seminar (Foundation / Membership / Communication) Chair – Sandee Brooks
Phone 843- 290-3054
Email brooksrambo@gmail.com

Foundation

Foundation Chair – Sandee Brooks
Phone 843- 290-3054
Email brooksrambo@gmail.com

Annual Giving Chair - Alice Howard
Phone 843-271-0550
Email howardag@hargray.com

Paul Harris Society – Kathleen Mahoney
Phone 803-713-7977
Email kmahoney@truvista.net

Major Gifts Chair – Anne Walker
Phone 803-606-4943
Email annewalker@aws1962.org

Global Grants Committee Chair – Bernie Riedel
Phone 843-689-2439
Email Bernie@RiedelComputers.com

District Grants Committee Chair - Bob Gross
Phone 843-321-0196
Email bob@beaufortgroup.net

End Polio Now Chair – Jane Sentivan
Phone 843-655-4589
Email janesentivan@gmail.com

Global Scholarships Chair – Ann-Marie Quinn
Phone – 843-720-3782
Email: quinna@charleston-sc.gov

Global Scholarships Vice-Chair – Mary English
Phone 516-635-6788
Email northportpt@aol.com

Global Scholarships Vice-Chair – Lou Mello
Phone – 843-437-9084
Email loumello9@gmail.com

Peace Scholar Chair – Tiffany Burkett
Phone 803-451-5110
Email tiffany@burkettlawsc.com

Friendship Exchange

Friendship Exchange Chair – Cal McRae
Phone 843-200-0904
Email cal.mcrae3@gmail.com

Literacy

Literacy Committee Chair – Pat Richards
Phone 843-637-6683
Email p-richards8@gmail.com

Membership and New Club Development

Membership Committee Chair – Johnny Moore
Phone 803-345-0142
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