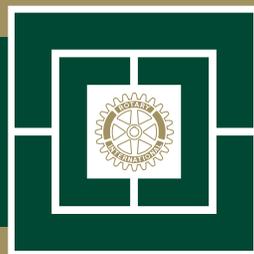
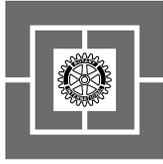




2007 INTERNATIONAL ASSEMBLY
28 January-3 February 2007 | San Diego, California, USA



Governor-elect's Workbook



January 2007

Dear 2007-08 District Governor:

I am happy to welcome you to the 2007 International Assembly in San Diego, California, USA. Through intensive training this week, we hope to properly prepare you for serving in the office of district governor.

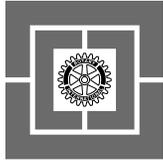
This workbook is your tool for the group discussion sessions. Please bring it to every session and use it to take notes, write new ideas, or record contact information from your fellow governors-elect. After you have completed your training here in San Diego, the workbook will continue to be a resource for you, as you can refer to it to remember the great ideas and best practices that you learned here and want to apply in your district during your year as governor.

I wish you the best of luck this week and during the exciting year ahead.

Kind regards,

A handwritten signature in black ink that reads "Wilf. Wilkinson". The signature is written in a cursive, flowing style.

Wilfrid J. (Wilf) Wilkinson
President-elect, Rotary International



Sessions

1	2007-08 RI Theme.....	6
2	2007-08 President's Emphases.....	11
3	Membership Recruitment and Retention	18
4	Public Image	26
5	Our Foundation Goals for 2007-08	31
6	Supporting Our Rotary Foundation.....	36
7	Humanitarian Programs	40
8	Protecting Our Youth.....	45
9	Leadership.....	50
10	Plan for Success.....	58
	Club and District Support 1.....	62
	Club and District Support 2.....	80

Getting the Most out of the International Assembly

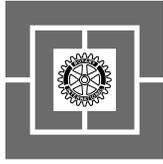
- Ask questions.
- Share your experiences.
- Search for ways to apply a new idea or concept.
- Think of ways to communicate new ideas.
- Refer to this workbook so you won't have to take extensive notes.
- Keep an open mind to new ideas.
- Realize that the training leader may not have all the answers.

Emergency Information

- For medical, fire, or life-threatening emergencies, dial the operator on the hotel phone for assistance.
- If you hear a fire alarm, stay in your location and listen for instructions made over the hotel announcement system.
- In the event of an earthquake, remain calm. Stay away from all glass objects and windows. Take shelter under a desk or table.
- If there is a hotel evacuation, exit the hotel through the nearest emergency exit and wait for further instructions from a security officer.

Reminders

- Turn off your cell phone during group discussion sessions.
- Speak slowly and clearly. Many participants aren't speaking their primary language in the group rooms.
- A staff representative will be in each discussion group to observe the session.



Session 1: 2007-08 RI Theme

Training Leader: _____

Learning Objectives

At the end of the session, you will be able to

1. Discuss the 2007-08 RI theme and its application in the coming year
2. Communicate to clubs the resources available to support the theme
3. Identify the 2007-08 Presidential Citation and resource groups
4. Communicate the requirements of the 2007-08 Presidential Citation

Resources

RI Theme Brochure 2007-08 (900-07EN)

*2007-08 Presidential Citation Brochure
(900A-07EN)*

*2007-08 Presidential Citation Certification
Form (900B-07EN)*

*Items with a publication code can be ordered at
the RI Media: Photography & Publication Sales
booth here at the assembly, at www.rotary.org,
or through RI Publications Order Services.*

2007-08 Theme Bag Contents

The 2007-08 theme bag contains materials that will help you emphasize and promote the 2007-08 RI theme:

- *RI Theme Logo on CD 2007-08*, which contains:
 - Theme logo (in color and black and white)
 - RI president-elect biography
 - RI president-elect photo
- Theme pins (2)
- Theme banner
- Theme tie and scarf
- *RI Theme Brochure 2007-08*
- *Presidential Citation Brochure 2007-08*
- *Presidential Citation Certification Form 2007-08*

2007-08 RI Theme and President's Emphases

Resources

- Theme materials
- President's resource groups
-
-
-
-
-

Ways to Relate to District Plans

-
-
-
-
-

PETS Mailing

The following materials have been mailed this week in sufficient quantities for all your clubs for distribution at your presidents-elect training seminar (PETS):

- *RI Theme Brochure 2007-08* (900-07EN)
- *Presidential Citation Brochure & Certification Form 2007-08* (900A-07EN & 900B-07EN)
- *How to Propose a New Member* (254-EN)
- *This Is Rotary* (001-EN)
- *Rotary Basics* (595-EN)
- *Membership Development Resource Guide* (417-EN)
- *New Member Orientation* (414-EN)
- *RI Recognition of Membership Development Initiatives: Club Submission Form* (422-EN)
(one per club)
- 2007-08 Fund Development Club Goal Report Form
- *The Rotary Foundation Quick Reference Guide* (219-EN)
- *Club Rotary Foundation Committee Guide* (155-EN)

Summary: 2007-08 RI Theme

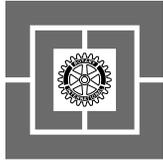
Ideas for My District

Districts to Contact

1.	
2.	
3.	
4.	
5.	

Action Items

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Session 2: 2007-08 President's Emphases

Training Leader: _____

Learning Objectives

At the end of the session, you will be able to

1. Identify what issues exist in your district within the scope of the emphases (literacy, water, health and hunger, and the family of Rotary)
2. Develop strategies for addressing the emphases within your district
3. Develop effective goals that will address the emphases

Resources

Communities in Action: A Guide to Effective Projects/Menu of Service Opportunities Kit (605-EN)

World Community Service Handbook: A Guide to Action (742-EN)

WCS Projects Exchange

Humanitarian Grants Program

Rotary Volunteers/Rotarians

Rotary Volunteers International Volunteer List

Rotary Volunteers International Site Database

Rotary Volunteers Resource List (Web only)

Regional Rotary Foundation coordinator

Items with a publication code can be ordered at the RI Media: Photography & Publication Sales booth here at the assembly, at www.rotary.org, or through RI Publications Order Services.

Literacy

Literacy empowers people. It is the foundation for virtually all forms of education and an essential component of poverty reduction, social inclusion, and economic development. Yet today, more than 800 million people in the world cannot read or write, and 64 percent of them are women and girls.

What are the issues?	Possible Solutions
1.	
2.	
3.	
4.	
5.	

Action Items
<ul style="list-style-type: none">•••••

Water

Water is essential to human life, yet many people take safe water for granted. Today, 1.1 billion people — nearly 20 percent of the world population — lack access to safe, clean drinking water, and 2.6 billion people lack access to basic sanitation facilities. Every eight seconds, a child dies from a preventable waterborne illness. Moreover, these circumstances are the leading contributors to poverty and social instability.

What are the issues?	Possible Solutions
1.	
2.	
3.	
4.	
5.	

Action Items
<ul style="list-style-type: none">•••••

Health and Hunger

Health and hunger issues affect the entire world. Preventable diseases like HIV/AIDS and malaria result in the deaths of over 6 million people each year. As a result of poor access to quality health care, over 300 million women suffer complications due to pregnancy, 529,000 women die during childbirth, and over 6.6 million children never see their fifth birthday. Many health issues and diseases are related to hunger. Every year, over 852 million people are malnourished – making them more susceptible to disease.

What are the issues?	Possible Solutions
1.	
2.	
3.	
4.	
5.	

Action Items
<ul style="list-style-type: none">•••••

Family of Rotary

The family of Rotary encompasses all Rotarians, their families, Rotaract, RYLA, Rotary Youth Exchange, Interact, and other groups sponsored by Rotary, thereby strengthening clubs and instilling a sense of integrity, tolerance, and unselfishness in the next generation.

What are the issues?	Possible Solutions
1.	
2.	
3.	
4.	
5.	

Action Items
<ul style="list-style-type: none">•••••

Draft Goals

Goal	People/Resources Needed
1.	
2.	
3.	
4.	
5.	
6.	
7.	

Summary: 2007-08 President's Emphases

Ideas for My District

Districts to Contact

1.

2.

3.

4.

5.

Action Items

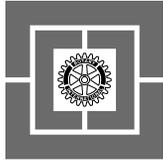
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Session 3: Membership Recruitment and Retention

Training Leader: _____

Learning Objectives

At the end of the session, you will be able to

1. Discuss the functions of recruitment, retention, and organizing new clubs and how to overcome common obstacles to membership issues
2. Identify ways to motivate clubs to implement education strategies for current members
3. Discuss diversity in membership

Resources

Membership Development Resource Guide (417-EN)

Membership Development Kits

Organizing New Clubs (808-EN)

RI Membership Development and Extension Award (901-EN)

New Member Orientation Guide (414-EN)

Retention Model and Termination Profile (at www.rotary.org/membership)

District membership committee chair

Regional RI membership coordinator (RRIMC)

RI membership zone coordinator (RIMZC)

Assistant governors

Items with a publication code can be ordered at the RI Media: Photography & Publication Sales booth here at the assembly, at www.rotary.org, or through RI Publications Order Services.

District Strengths and Weaknesses

My District's Strengths

Recruitment

Retention

Organizing New Clubs

My District's Weaknesses

Recruitment

Retention

Organizing New Clubs

Membership Growth and Losses

Each year, district membership chairs worldwide are surveyed by Rotary International to identify district membership activities and trends. Survey respondents are asked to identify factors that they believe led to membership growth and membership loss. Here's what the most recent survey results revealed:

Top Factors for Membership Growth (response percentage)

- Strong club commitment to membership growth (49.2)
- Strong club leadership (47.7)
- Enjoyable club meetings (46.7)

Top Factors for Membership Loss (response percentage)

- Weak club leadership (46.7)
- Aging members (44.1)
- Weak club programs (42.6) and clubs not appealing to young members (42.6)

Source: RI District Membership Chair Survey sent to 423 district membership committee chairs in 2005-06 (response rate: 46 percent).

Recruitment, Retention, and Organizing New Clubs

Recruitment

-
-
-
-
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Retention

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-
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Organizing New Clubs

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-
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Member Education and Involvement

What are some ways clubs and districts can deliver education to members?

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Identify examples of successful member education efforts.

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Diversity in Membership

What characteristics define diversity in membership in your area?

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How will you motivate clubs to target their recruitment efforts toward a more accurate representation of their community?

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-
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Diversity: Challenges and Solutions

Challenges	Solutions

Summary: Membership Recruitment and Retention

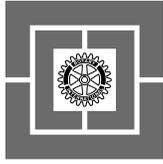
Ideas for My District

Districts to Contact

- 1.
- 2.
- 3.
- 4.
- 5.

Action Items

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Session 4: Public Image

Training Leader: _____

Learning Objectives

At the end of the session, you will be able to

1. Understand Rotary's public image campaign, Humanity in Motion, and how clubs and districts can use it
2. Discuss how to promote public relations efforts among clubs and within the district
3. Understand strategies for working with the media

Resources

This Is Rotary (001-EN)

What's Rotary? (419-EN)

Effective Public Relations: A Guide for Rotary Clubs (257-EN)

Rotary PR Tips e-mail newsletter

Rotary: Humanity in Motion III (608-EN)

RVM: The Rotarian Video Magazine (510-DVD)

District public relations committee chair

Public Image Resource Group

Effective Public Relations
(www.rotary.org/support/prtools)

RI's Public Relations Division

Items with a publication code can be ordered at the RI Media: Photography & Publication Sales booth here at the assembly, at www.rotary.org, or through RI Publications Order Services.

Working with the Media

- Identify the media outlets in your area, and build relationships with them.
- Approach a reporter or editor directly; tell your story succinctly in an e-mail or press release that answers the basic questions of who, what, where, when, how, and why.
- Connect the Rotary story to issues in the news.
- Meet reporters' deadlines.
- Assume that nothing is "off the record" when speaking with the media.
- Avoid jokes and Rotary jargon (for example, past district governor, district governor, NID). If you must use a Rotary term, explain it.
- Speak for Rotary. Avoid personal views or speculation.
- Do not repeat the negative; instead, move on to a positive fact or statement.

Working with the Media: Challenges and Strategies

Challenges	Strategies

Key Rotary Messages

- Rotary is a global network of community volunteers.
- Rotary works to improve the quality of life for all people.
- Rotary exists to do good in the world.
- Rotary is an international service organization of 1.2 million business and professional people who, as volunteers, address needs in their own communities and in communities around the world. There are more than 32,000 Rotary clubs in over 200 countries and geographical areas.
- Rotary initiates local and international service projects to promote world understanding and peace and improves the living conditions for people of all ages and cultures. An example is PolioPlus, Rotary's part in the global effort to eradicate polio.
- Rotary's strength lies in the volunteer service of its membership, an international network of business and professional leaders carrying out a wide range of programs to meet human needs.
- Rotarians are men and women of integrity who represent a cross-section of business and professional backgrounds. As volunteers of all ages, they work to address community and international concerns.

Your Key Rotary Message

Now personalize the message by adding highlights specific to your region (e.g., key projects, outstanding leaders).

Summary: Public Image

Ideas for My District

Districts to Contact

1.

2.

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4.

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Action Items

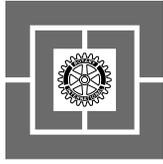
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Session 5: Our Foundation Goals for 2007-08

Training Leader: _____

Learning Objectives

At the end of the session, you will be able to

1. Identify the 2007-08 Rotary Foundation goals
2. Define strategies for achieving the 2007-08 Foundation goals
3. Establish a plan for supporting the 2007-08 Foundation goals in your district

Resources

Regional Rotary Foundation coordinator
and your zone team

The Rotary Foundation online
(www.rotary.org/foundation)

Rotary Foundation staff

2007-08 Rotary Foundation Goals

- Polio eradication *is* realistic
- Every Rotarian, Every Year
- Rotary Centers for International Studies in peace and conflict resolution
- Reconnecting with Rotary Foundation alumni

Strategic Planning

For each 2007-08 Rotary Foundation goal, identify supporting strategies, the resources needed to achieve them, the time frame for implementation, and a plan for promoting the goals for your district.

Polio eradication *is* realistic

District Strategies	District Resources	Time Frame	Promotional Ideas

Every Rotarian, Every Year

District Strategies	District Resources	Time Frame	Promotional Ideas

Rotary Centers for International Studies in peace and conflict resolution

District Strategies	District Resources	Time Frame	Promotional Ideas

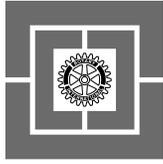
Reconnecting with Rotary Foundation alumni

District Strategies	District Resources	Time Frame	Promotional Ideas

Summary: Our Foundation Goals for 2007-08

Ideas for My District	Districts to Contact
1.	
2.	
3.	
4.	
5.	

Action Items
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Session 6: Supporting Our Rotary Foundation

Training Leader: _____

Learning Objectives

At the end of the session, you will be able to

1. Discuss the impact of Ambassadorial Scholars
2. Examine strategies to encourage giving
3. Understand your role in coordinating the club goal-setting process

Resources

Regional Rotary Foundation coordinators
District Rotary Foundation committee chair
District alumni subcommittee chair
Annual Programs Fund subcommittee chair
Annual Programs Fund strategic advisers
Permanent Fund subcommittee chair

Past district governors
Assistant governors
Rotary Foundation alumni
Major Gifts advisers
Every Rotarian, Every Year online
(<http://erey.rotary.org>)

Strategies to Encourage Giving

Group 1

Reason for not contributing

Strategy

Group 2

Reason for not contributing

Strategy

Group 3

Reason for not contributing

Strategy

Group 4

Reason for not contributing

Strategy

Group 5

Reason for not contributing

Strategy

Coordinating Club Goal Setting

What specific strategies will you use to encourage every club to contribute during your year?

Why is it important that clubs set their own goals for Annual Programs Fund and Permanent Fund giving?

How will you help clubs meet their goals?

What can you do to encourage clubs that have never contributed to The Rotary Foundation?

How will you follow up with clubs after they set their goals?

Summary: Supporting Our Rotary Foundation

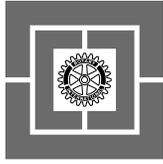
Ideas for My District

Districts to Contact

- 1.
- 2.
- 3.
- 4.
- 5.

Action Items

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Session 7: Humanitarian Programs

Training Leader: _____

Learning Objectives

At the end of the session, you will be able to

1. Demonstrate how The Rotary Foundation's humanitarian programs can apply to the 2007-08 president's emphases
2. Apply stewardship best practices within your district
3. Recommend a district structure that will ensure proper stewardship of all Rotary Foundation funds

Resources

The Guide to Matching Grants (144-EN)

The Guide to Health, Hunger and Humanity (3-H) Grants (158-EN)

The Guide to Volunteer Service Grants (157-EN)

Best Practices for Managing Your District Simplified Grant (156-EN)

The Rotary Foundation Quick Reference Guide (219-EN)

District Rotary Foundation Committee Manual (300-EN)

District Rotary Foundation Seminar Manual (438-EN)

Regional Rotary Foundation coordinator

The Rotary Foundation online (www.rotary.org/foundation)

Rotary Foundation staff

Items with a publication code can be ordered at the RI Media: Photography & Publication Sales booth here at the assembly, at www.rotary.org, or through RI Publications Order Services.

Applying Humanitarian Programs to the President's Emphases

What type of funding can your district seek to support these potential projects?

Who will you involve in your district to implement these projects?

How will you motivate these individuals to undertake these projects?

Stewardship Best Practices

- Ensure competent, thorough supervision of projects.
- Report irregularities to the Foundation.
- Implement projects as approved by the Trustees.
- Conduct thorough financial reviews of projects.
- Submit complete reports on time.

Other Best Practices

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-
-
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Working with Your Team: Your Stewardship Responsibilities

- Motivating Rotarians to fulfill stewardship, reporting, and partnership responsibilities
- Fulfilling legal obligations to The Rotary Foundation and local governments
- Reporting misuse of funds to the Foundation
- Preventing inappropriate use of funds through training and positive leadership

How does your district share responsibility for Foundation matters?

Why is a team approach beneficial?

Why is continuity important for committee assignments?

Summary: Humanitarian Programs

Ideas for My District

Districts to Contact

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2.

3.

4.

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Action Items

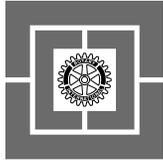
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Session 8: Protecting Our Youth

Training Leader: _____

Learning Objectives

At the end of the session, you will be able to

1. Communicate the benefits of Rotary Youth Exchange and other Rotary youth programs
2. Identify benefits of and strategies for developing and maintaining abuse and harassment prevention policies and procedures within your district
3. Identify strategies for communicating and maintaining these policies and procedures

Resources

Youth Exchange: Making a World of Difference (755-EN)

Short-Term Youth Exchange (756-EN)

Youth Exchange Handbook (746-EN)

Rotary Code of Policies articles 2.110 (Youth Protection) and 41.080 (Guidelines for the Youth Exchange Program)

A Primer for Host Families (749-EN)

A Primer for Exchange Students (752-EN)

Abuse and Harassment Prevention Training Manual and Leaders' Guide (775-EN)

Youth Exchange Sample District Abuse and Harassment Prevention Policy (Web only)

Youth Exchange Sexual Abuse and Harassment Allegation Reporting Guidelines (Web only)

Youth Exchange Certification Frequently Asked Questions (Web only)

RI's Risk Management Department

RI's Youth Exchange Section

Rotarians (*Youth Exchange officers, district Interact and RYLA chairs, past district governors, district trainer, district child protection officer*)

Community organizations (*youth organizations, law enforcement and police agencies, child protective service agencies*) and members (*youth leaders, lawyers, social workers, psychologists, psychiatrists, physicians, insurance practitioners*)

Items with a publication code can be ordered at the RI Media: Photography & Publication Sales booth here at the assembly, at www.rotary.org, or through RI Publications Order Services.

Statement of Conduct for Working with Youth

To reaffirm its commitment to safeguarding youth involved in Rotary activities, the RI Board of Directors developed the following Statement of Conduct for Working with Youth. RI's commitment to working with youth must also include protecting the youth in its care. In dealing with this issue within their program, Rotarians working with Youth Exchange played a large role in bringing the need for this commitment to the Board's attention. This statement of conduct will be incorporated into all RI youth program materials:

Rotary International strives to create and maintain a safe environment for all youth who participate in Rotary activities. To the best of their ability, Rotarians, Rotarians' spouses and partners, and other volunteers must safeguard the children and young people they come into contact with and protect them from physical, sexual, and emotional abuse.

What actions will you take to support this statement of conduct?

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Benefits of Abuse and Harassment Prevention Policies

- Incidents of abuse and harassment can be prevented, or their effects mitigated, with proper response.
- Making it known that your organization takes abuse seriously can help deter potential abusers.
- A district’s program may be more attractive to prospective students and host families when they know they can depend on someone to protect participants.
- Clear and systematic crisis policies and procedures protect the interests of all volunteers.
- District officers can be confident that the protection measures applied by exchange partners meet the same minimum standards as their own.

Other Benefits

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-
-
-
-

Developing and Maintaining Youth Protection Procedures

What strategies will you implement to keep your district certification current?

Who can help review and evaluate your youth programs?

How will an allegation be investigated?

How will you communicate incidents to all Rotarians involved in Youth Exchange in your district?

How will your liability insurance protect your district's Youth Exchange program?

What will you do to ensure the continuity of the youth protection procedures your district has implemented?

Summary: Protecting Our Youth

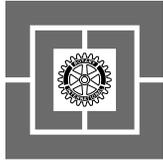
Ideas for My District

Districts to Contact

- 1.
- 2.
- 3.
- 4.
- 5.

Action Items

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Session 9: Leadership

Training Leader: _____

Learning Objectives

At the end of the session, you will be able to

1. Identify the elements of effective leadership and ethical behavior
2. Discuss strategies to identify and motivate ethical leaders to serve Rotary beyond the club level and provide them with opportunities for service
3. Understand how to address and resolve possible ethical dilemmas

Resource

District Governor's Training Manual (233-EN)

Items with a publication code can be ordered at the RI Media: Photography & Publication Sales booth here at the assembly, at www.rotary.org, or through RI Publications Order Services.

Leadership Qualities

Rotary begins with the clubs, and the strongest clubs are those with the best leaders. As district governor, you are in a unique position to appoint a qualified group of leaders dedicated to furthering their service in Rotary. As leaders, they are to uphold high ethical and moral standards.

What leadership qualities are most critical to fulfilling Rotary’s mission?

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-

Why are leadership skills important in Rotary?

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-
-

The Four-Way Test

Of the things we think, say or do:

- 1) Is it the TRUTH?
- 2) Is it FAIR to all concerned?
- 3) Will it build GOODWILL and BETTER FRIENDSHIPS?
- 4) Will it be BENEFICIAL to all concerned?

Declaration of Rotarians in Businesses and Professions

As a Rotarian engaged in a business or profession, I am expected to:

- Consider my vocation to be another opportunity to serve;
- Be faithful to the letter and to the spirit of the ethical codes of my vocation, to the laws of my country, and to the moral standards of my community;
- Do all in my power to dignify my vocation and to promote the highest ethical standards in my chosen vocation;
- Be fair to my employer, employees, associates, competitors, customers, the public, and all those with whom I have a business or professional relationship;
- Recognize the honor and respect due to all occupations which are useful to society;
- Offer my vocational talents: to provide opportunities for young people, to work for the relief of the special needs of others, and to improve the quality of life in my community;
- Adhere to honesty in my advertising and in all representations to the public concerning my business or profession;
- Neither seek from nor grant to a fellow Rotarian a privilege or advantage not normally accorded others in a business or professional relationship.

Case Studies

As district governor, you will have the opportunity to motivate others to serve in leadership roles. Read the scenarios below, and answer the questions that follow to practice recognizing potential leaders or resolving an ethical dilemma.

Scenario 1: Club President

Maria Martinez is a member of the Rotary Club of Rotariana. Between running her own law firm and spending time with her family, she has a busy schedule. She enjoys attending her club meetings and wants to be more involved in Rotary. Maria was recently elected club president. She will be one of the 75 club presidents-elect attending your PETS next month.

How will Maria's experience at PETS prepare her for her year as club president?

How will you and the assistant governor assigned to the Rotary Club of Rotariana work with Maria to help her lead her club in 2007-08?

After her year as president, how can Maria increase her involvement in Rotary beyond the club level?

As governor, how will you be able to determine Maria's effectiveness as club president and her potential to serve at the district level?

Scenario 2: District Leaders

Joe Brown, who owns his own shoe store, is another member of the Rotary Club of Rotariana. He has served as club president and on several club committees but has never chaired a club committee. Recently, Joe expressed an interest in serving as a training leader at the district assembly. You know that he has presented at conventions for the shoe industry, but you have never seen him speak in a public setting.

Is Joe qualified to serve as a training leader at the district assembly? Why or why not?

Can a club-level Rotarian like Joe serve effectively at the district level?

As governor, how could you help prepare Joe to become a district training leader?

What other leadership roles might you consider for Joe?

Scenario 3: RI Convention

Your club presidents have received promotional material for the RI Convention, and several are considering attending.

How can your club presidents be motivated to attend the RI Convention?

How will their experiences at the RI Convention increase their interest and involvement in Rotary?

How can your district's participation in the RI Convention help build leaders for your district?

If some of the club presidents are unable to attend the convention, what other opportunities for service might you suggest to them?

Scenario 4: Ethics

You receive a letter from an anonymous Rotarian who states that a club president from the district has been convicted of fraud and tax evasion and requests that the president be removed from office.

Is there an ethical dilemma in the situation? If so, what is it?

As district governor, what are your responsibilities in the situation?

What ethical dilemmas might arise during your year as governor? How will you address them?

Scenario 5: Club Meeting Presentation

A Rotary club in your district has asked you to speak at its weekly meeting about the importance of The Four-Way Test and the Declaration of Rotarians in Businesses and Professions (see page 52).

What would your speaking points be?

Beyond a club presentation, what are some other methods of promoting The Four-Way Test and the Declaration of Rotarians in Businesses and Professions in your district?

Summary: Leadership

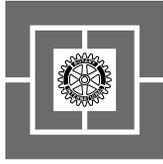
Ideas for My District

Districts to Contact

- 1.
- 2.
- 3.
- 4.
- 5.

Action Items

-
-
-
-
-



Session 10: Plan for Success

Training Leader: _____

Learning Objectives

At the end of the session, you will be able to

1. Identify your personal definition of success in the district
2. Draft district goals to discuss with your district team at the district team training seminar
3. Help clubs formulate their goals at PETS and the district assembly
4. Discuss what you've learned during the International Assembly and integrate these new ideas into a plan for success

Resources

District Governor's Training Manual (233-EN)

Assistant governors

Items with a publication code can be ordered at the RI Media: Photography & Publication Sales booth here at the assembly, at www.rotary.org, or through RI Publications Order Services.

Draft Goals

Goal	People/Resources Needed
1.	
2.	
3.	
4.	
5.	
6.	
7.	

Remember, effective goals are

- Measurable
- Achievable
- Challenging
- Shared
- Time specific

Overview of the *Planning Guide for Effective Rotary Clubs*

The *Planning Guide for Effective Rotary Clubs* is a tool to help clubs establish goals for the coming year. Think of it as a working document, one that's continually reviewed by the club's leaders and assistant governor. Specifically, the guide helps clubs with

- Setting goals in membership development, service projects, The Rotary Foundation, developing future Rotary leaders, and club administration with respect to the Avenues of Service
- Tracking trends in membership
- Implementing the Club Leadership Plan

The *Planning Guide for Effective Rotary Clubs* is included in the *District Governor's Training Manual* and can be downloaded at www.rotary.org.

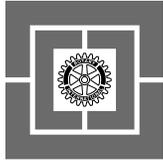
Recommended Process for Using the Guide

1. District governors-elect send *Club President's Manual*, which includes the *Planning Guide for Effective Rotary Clubs*, to their presidents-elect before PETS so they can begin thinking about goals for their club.
2. During PETS, presidents-elect use the guide during the session on goal setting and annual and long-range planning.
3. In the annual and long-range planning session at PETS, presidents-elect meet with their assigned assistant governor to review each goal-setting area and develop provisional goals.
4. Presidents-elect discuss and expand on these provisional goals when they return to their clubs and during the district assembly.
5. Presidents-elect complete the guide in cooperation with their club and submit a copy of the form to their district governor-elect or assistant governor by 1 July.
6. Assistant governors meet quarterly with their assigned clubs to review progress on goals and report to the district governor.

Summary: Plan for Success

Ideas for My District	Districts to Contact
1.	
2.	
3.	
4.	
5.	

Action Items
•
•
•
•
•
•



Club and District Support Session 1

Training Leader: _____

Learning Objectives

At the end of the session, you will be able to

1. Understand RI polices related to your estimated allocation
2. Identify alternative sources of funding
3. Report eligible expenses

Resources

District Governor's Training Manual (233-EN)
chapters 8 and 10 and revised appendix 36

District Governors-elect Forum (in Member
Access at www.rotary.org)

Rotary Code of Policies

Your Club and District Support
representatives

Financial Resources

Sources of Funding

- Rotary International
- District (if applicable)
- Other (e.g., local sponsorships, your home club)

Funding Available from Rotary International

In addition to the RI estimated allocation, you can receive the following reimbursements from RI:

- GETS (three nights' hotel and two days' meals)
- Assistant governor training (up to 10 percent of RI estimated allocation)
- New clubs (up to 50 percent of charter fees)

District Governor's Allocation

Important Dates and Deadlines

15 May 2007

Submission deadline GETS and assistant governor training expense reports (as governor-elect)

June 2007

Board approval of 2007-08 estimated allocation

July 2007

Receipt of 70 percent of your estimated allocation

31 July 2008

Final expense report deadline; reimbursement of final 30 percent of allocation subject to approval of expense report

To receive the final 30 percent of your allocation, you must submit the following items no later than 31 July 2008:

- Expense report documenting use of initial 70 percent
- Expense report documenting use of remaining 30 percent (DG can submit one report documenting use of 100 percent of estimated allocation if local law permits)

Eligible and Ineligible Expenses

Appendix 36, *District Governor's Training Manual*

Revised July 2006 (For 2007-08 and 2008-09 District Governors)

A Guide to Your RI District Governor Allocation

This appendix refers to your district governor allocation from Rotary International and the expense reports used to report eligible expenses (see Form H in chapter 10 of the *District Governor's Training Manual*). Please consult your Club and District Support representative with any questions about eligible or ineligible expenses.

Separate expense reports are used for expenses incurred for the governors-elect training seminar, International Assembly, organizing new clubs, and assistant governor training.

Eligible Expenses as District Governor-elect

The following expenses are eligible during the **12-month** period prior to taking office as governor:

- Printing of district governor business cards, stationery – letterhead and envelopes (Report A)
- Mailing to club presidents-elect of *Club Officers' Kit* for PETS, including customs duties (Report B)
- Travel expense for planning and conducting district team training seminar, district assembly and PETS, including personal automobile transportation (Report E1), necessary airfare (Report E3), lodging, meal expenses (Report E2), and necessary registration fees (Report E3)
- Travel expenses for conducting site visits for district conference, including automobile transportation (Report E1), airfare (Report E3), lodging, and meal expenses (Report E2)

The following expenses are eligible during the **6-month** period prior to taking office as governor:

- Telephone line, cellular phone account, fax line, Internet line, and Internet access (Report D)

Please note: Except as outlined above, governor-elect expenses are not eligible for reimbursement.

Eligible and Ineligible Expenses as District Governor

Eligible Expenses	Ineligible Expenses
<p>Report A — Printing and Photocopying</p> <ul style="list-style-type: none"> • Production of governor’s monthly letter • Copying of district-level election materials • Other necessary photocopying (include business purpose) • District governor business cards, stationery, such as letterhead and envelopes 	<p>Report A — Printing and Photocopying</p> <ul style="list-style-type: none"> • Handouts and promotional materials for district meetings (district team training seminar, district assembly, PETS, and the district conference) • Rotary Foundation materials • District directory • Creation of Web site and Web hosting • Greeting cards • Any RI or Rotary Foundation publications
<p>Report B — Postage</p> <ul style="list-style-type: none"> • Governor’s monthly letter to club and district officers • Correspondence to clubs, assistant governors, and district committees • Materials to RI • District-level election materials • Customs duties on materials sent from RI 	<p>Report B — Postage</p> <ul style="list-style-type: none"> • Rotary Foundation materials • District directory • Promotional materials for <ul style="list-style-type: none"> – District conference – Presidents-elect training seminar – District assembly • Greeting cards and gifts
<p>Report C — Office Supplies</p> <ul style="list-style-type: none"> • General office supplies such as paper, envelopes, notebooks, pens, pencils, paper clips, staples, toner, ink cartridges, diskettes, and compact discs • Necessary and reasonable computer software for Rotary business use (example: Microsoft Office Suite) 	<p>Report C — Office Supplies</p> <ul style="list-style-type: none"> • Purchase or lease of equipment, including telephones, personal computers and laptops, printers, photocopiers, data projectors, scanners, and digital cameras • Greeting cards and gift wrapping • Computer support services or computer service contracts, photocopier, or any other equipment service contracts • Computer or equipment repairs
<p>Report D — Telephone and Fax</p> <ul style="list-style-type: none"> • Monthly usage for one of each of the following: <ul style="list-style-type: none"> – Telephone line – Cellular phone account – Internet line – Fax line • Internet access (AOL, EarthLink, etc.) 	<p>Report D — Telephone and Fax</p> <ul style="list-style-type: none"> • Installation of high-speed Internet lines such as DSL, cable, wireless, etc. • Installation of additional telephone line for Internet, fax access, or dedicated phone line • Repair of telephone or fax equipment

Eligible Expenses	Ineligible Expenses
<p>Report E1 — Official Duties: Automobile Travel Log</p> <ul style="list-style-type: none"> • Automobile mileage for one official visit to each club • Automobile mileage for planning, conducting, and attending district conference • Automobile mileage for attending membership seminar, PETS, district assembly, and district leadership seminar 	<p>Report E1 — Official Duties: Automobile Travel Log</p> <ul style="list-style-type: none"> • Second or follow-up visit to any club unless authorized in advance by the general secretary • Any Rotary Foundation-related meeting • District committee meetings or seminars • Celebrations or parties (holiday parties, officer installation, visit of the RI president’s representative, RI president meeting, etc.) • Any travel outside of district other than for your own district conference • Travel to Rotary zone institute, international institute, RI conventions, or other district conferences • Travel associated with any RI or Foundation program (Rotaract, Interact, Rotary Community Corps, Group Study Exchange, RYLA, etc.)
<p>Report E2 — Official Duties: Hotel/Meals</p> <ul style="list-style-type: none"> • Hotel/lodging and meal expenses while conducting official duties (see E1) <i>Hotel receipt/bill required for all hotel/lodging expenses regardless of amount</i> • Host/Hostess gift in lieu of hotel (may not exceed US\$25.00) 	<p>Report E2 — Official Duties: Hotel/Meals</p> <ul style="list-style-type: none"> • Expenses associated with activities not covered in E1 • Hotel and meal expenses for spouse, partner, or any other individual • Meals or refreshments for committee meetings, Group Study Exchange, RYLA groups, etc.
<p>Report E3 — Official Duties: Miscellaneous Expenses</p> <ul style="list-style-type: none"> • Airfare needed to perform official duties • Ferry boats, taxis, and trains • Tolls and parking fees • Visas and official permits • Registration fees for <ul style="list-style-type: none"> – District conference – Presidents-elect training seminar – District assembly – District team training seminar 	<p>Report E3 — Official Duties: Miscellaneous Expenses</p> <ul style="list-style-type: none"> • Automobile repair costs, oil, fuel, car washes, etc. • Dry cleaning or laundry • Expenses related to: <ul style="list-style-type: none"> – Rotary zone institute – RI Convention – Other RI and Rotary Foundation meetings • Grooming services such as haircuts, manicures, etc. • Medical expenses • RI president’s theme jacket

Eligible Expenses	Ineligible Expenses
	<p>Other Ineligible Expenses:</p> <ul style="list-style-type: none"> • Gifts (except as allowed in E2) • Awards, theme pins, banners, frames and plaques • Office space (either rental or purchase) • Office furniture (either rental or purchase) • Secretarial or clerical services • Translation services or equipment

Governor's Allocation Exercise

Date	Description	Amount (USD)	Eligible?	Receipt required?	Form	Notes
11 Jul 06	DG business cards	150				
3 Aug 06	Automobile travel to Boston to inspect site for district conference (200 miles)	89				
27 Jan 07	Airport parking fees, en route to IA	50				
8 Mar 07	Rental of meeting room at Holiday Inn, Leco, for PETS	70				
8 Mar 07	Overnight stay at Holiday Inn, Leco, for PETS	65				
Jul 07 - Sep 07	Fax line (\$20/month for three months)	60				
Jul 07 - Jun 08	Cell phone for 12 months	900				
5 Jul 07	Computer rental	200				
6 Sep 07	Travel to Foundation seminar (60 miles)	26.70				
15 Oct 07	100 theme pins	25				
28 Oct 07	Registration fee for zone institute	400				
10 Nov 07	Official visit to RC of Derry (50 miles)	22.25				
3 Mar 08	Registration fee for district conference	100				
19 May 08	Visit to RC of Amherst for 75th anniversary celebration (30 miles)	13.35				



Form H: RI District Governor Expense Report

Instructions and Spreadsheets

The eight forms listed below (Reports A-E3 and the Summary Report) are used for recording your district governor expenses:

Office Expenses

Report A - Printing & Photocopying

Report B - Postage

Report C - Office Supplies

Report D - Telephone & Fax

Travel Expenses

Report E1 - Official Duties: Automobile Travel Log

Report E2 - Official Duties: Hotel & Meals

Report E3 - Official Duties: Miscellaneous Expenses

Summary Report

Summarizes the totals from Reports A-E3

These are the only forms you should use to record your expenses. Using different forms or providing incomplete information will delay timely processing of your reimbursement. Please be aware of the following before completing your expense report forms:

- 1. RI requires receipts for all expenses of US\$75.00 or more. Additional receipting may be required locally.**
- 2. A hotel bill/receipt is required for all hotel expenses, regardless of the amount.**
- 3. Your expense report will not be processed unless the appropriate receipts are included.**

How to Prepare Your Expense Report

Please follow these steps to easily and accurately prepare your expense report. Refer to "A Guide to Your RI District Governor Allocation" (appendix 36 in the *District Governor's Training Manual*) for the list of reimbursable expenses for each report form.

1. Copy at least one full set of blank report pages (in order to have additional pages, if needed).
2. Record your expenses on each of the appropriate forms, listing each expense. If expenses are grouped, sufficient detail must be provided to verify the totals. Grouping is not allowed for meal expenses; please list each meal expense individually. Check that all columns are completed and all required receipts are attached.
3. Total the expenses for each report, and record the total at the bottom. If you've used additional pages, record the total on the last page only.
4. Enter each report total in the appropriate column on the Summary Report.
5. Complete the rest of the information requested on the Summary Report, then sign and date the form.
6. Retain a copy of the completed pages and accompanying receipts for your records.
7. Mail the Summary Report, completed report forms, and required receipts to your Club and District Support representative at the RI office serving your district. This report can be completed electronically, but because receipts are required, it should be printed and mailed.

You may incur expenses that are not reimbursable but may be paid from other sources, such as your district fund.

Refer to chapter 8 of your *District Governor's Training Manual* for additional information. If you need help or have any questions, please contact your Club and District Support representative.

SAMPLE

RI DISTRICT GOVERNOR EXPENSE REPORT
PRINTING & PHOTOCOPYING EXPENSES

Report A

FOR THE PERIOD START END DISTRICT
 10-Jul-06 10-Feb-08 6400

Refer to "A Guide to Your RI District Governor Allocation" for details of reimbursable expenses.

DESCRIPTION	DATE	CURRENCY USED	TOTAL EXPENSE	<input checked="" type="checkbox"/> IF RECEIPT ATTACHED
Business cards	10-Jul-06	USD	36.00	✓
1,000 envelopes	8-Aug-06	USD	126.00	✓
Production of DG's monthly letter - July 2007	15-Jul-07	USD	260.00	✓
2,000 envelopes	22-Sep-07	USD	184.00	✓
Printing of district election materials for club presidents	10-Feb-08	USD	36.55	✓
TOTAL			642.55	

SAMPLE

RI DISTRICT GOVERNOR EXPENSE REPORT
POSTAGE EXPENSES

Report B

FOR THE PERIOD START END DISTRICT
 10-Jan-07 20-Feb-08 6400

Refer to "A Guide to Your RI District Governor Allocation" for details of reimbursable expenses.

DESCRIPTION	DATE	CURRENCY USED	TOTAL EXPENSE	<input checked="" type="checkbox"/> IF RECEIPT ATTACHED
Mailing of Club Officers' Kit to club presidents	10-Jan-07	USD	1,250.45	✓
DG's monthly letter to club and district officers - July 2007	20-Jul-07	USD	354.66	✓
Correspondence to club presidents	5-Sep-07	USD	45.97	✓
Correspondence to assistant governors	1-Dec-07	USD	68.04	✓
Correspondence to club secretaries	12-Dec-07	USD	65.08	✓
Mailing of district election materials to club presidents	20-Feb-08	USD	25.63	✓
TOTAL			1,809.83	

SAMPLE

RI DISTRICT GOVERNOR EXPENSE REPORT
OFFICE SUPPLIES EXPENSES

Report C

FOR THE PERIOD START 2-Jul-07 END 8-May-08 DISTRICT 6400

Refer to "A Guide to Your RI District Governor Allocation" for details of reimbursable expenses.

DESCRIPTION	DATE	CURRENCY USED	TOTAL EXPENSE	<input checked="" type="checkbox"/> IF RECEIPT ATTACHED
HP black ink cartridge	2-Jul-07	USD	35.44	
15 CDs - Maxell	10-Jul-07	USD	15.06	
Microsoft Office 2003 Professional	11-Jul-07	USD	335.68	✓
Paper, pencils, pens, and paper clips	15-Sep-07	USD	36.44	
25 CDs - HP	15-Nov-07	USD	20.03	
Paper for printer	18-Jan-08	USD	10.72	
Toner for laser-jet printer	25-Jan-08	USD	77.86	✓
Envelopes and notebooks	13-Feb-08	USD	17.99	
HP color ink cartridge	8-May-08	USD	76.29	✓
TOTAL			625.51	

SAMPLE

RI DISTRICT GOVERNOR EXPENSE REPORT
TELEPHONE & FAX EXPENSES

Report D

FOR THE PERIOD START END DISTRICT
20-Jan-07 20-Dec-07 6400

Refer to "A Guide to Your RI District Governor Allocation" for details of reimbursable expenses.

DESCRIPTION	DATE	CURRENCY USED	TOTAL EXPENSE	<input checked="" type="checkbox"/> IF RECEIPT ATTACHED
Phone line 847 550 5000 - Jan 2007	20-Jan-07	USD	254.66	✓
Fax line 847 551 0000 - Jan 2007	25-Jan-07	USD	145.63	✓
Earthlink ISP - Jan 2007	26-Jan-07	USD	60.15	
Phone line 847 550 5000 - Jul 2007	20-Jul-07	USD	389.21	✓
Fax line 847 551 0000 - Aug 2007	25-Aug-07	USD	98.66	✓
Cellular phone account 847 990 0000 - Sep 2007	22-Sep-07	USD	568.41	✓
Earthlink ISP - Nov 2007	30-Nov-07	USD	60.15	
Phone line 847 550 5000 - Dec 2007	20-Dec-07	USD	412.03	✓
		TOTAL	1,988.90	

SAMPLE

RI DISTRICT GOVERNOR EXPENSE REPORT
OFFICIAL DUTIES: AUTOMOBILE TRAVEL LOG

Report E1

FOR THE PERIOD START END DISTRICT
 22-Aug-06 17-May-08 6400

Refer to "A Guide to Your RI District Governor Allocation" for details of reimbursable expenses.

DATE	NAME OF CLUB VISITED OR OTHER OFFICIAL FUNCTION	From STARTING CITY	To VISITING CITY	TOTAL DISTANCE	MILE or KM	EXP. PER MILE or KM	NAME OF CURR USED	TOTAL EXPENSE FOR THIS TRIP
22-Aug-06	Site visit for district conference	Blissfield	Dearborn	300	Mile	0.4450	USD	133.50
24-Apr-07	District 6400 PETS	Blissfield	Clinton	354	Mile	0.4450	USD	157.53
5-Jul-07	RC of Bedford Township, MI	Blissfield	Bedford	142	Mile	0.4450	USD	63.19
15-Jul-07	RC of Detroit, MI	Blissfield	Detroit	236	Mile	0.4450	USD	105.02
7-Sep-07	Membership development seminar	Blissfield	Bedford	90	Mile	0.4450	USD	40.05
25-Sep-07	RC of Trenton, MI	Blissfield	Trenton	65	Mile	0.4450	USD	28.93
22-Mar-08	District 6400 Conference	Blissfield	Dearborn	300	Mile	0.4450	USD	133.50
24-Apr-08	RC of Clinton, MI	Blissfield	Clinton	354	Mile	0.4450	USD	157.53
17-May-08	RC of Garden City, MI	Blissfield	Garden City	179	Mile	0.4450	USD	79.66
TOTAL				2,020				898.90

SAMPLE

Summary Report

RI DISTRICT GOVERNOR EXPENSE SUMMARY REPORT FOR THE PERIOD 01 July 2006 TO 30 June 2008

RI will reimburse you up to the total amount of your estimated allocation as approved by the RI Board of Directors.

The following is a certified statement of expenses incurred in the performance of my duties as the governor of District 6400 in the Rotary year 2007-08.

REPORT	EXPENSE TYPE	AMOUNT	CURRENCY USED	(for RI USE ONLY)	ADDITIONAL COMMENTS
	Office Expenses				
A	Printing and Photocopying	642.55	USD		
B	Postage	1,809.83	USD		
C	Office Supplies	625.51	USD		
D	Telephone and Fax	1,988.90	USD		
	Travel				
E1	Official Duties: Automobile Travel Log	898.90	USD		
E2	Official Duties: Hotel & Meals	1,045.99	USD		
E3	Official Duties: Miscellaneous Expenses	1,360.95	USD		
Total Expenses Incurred by District Governor		8,372.63			

I hereby certify that the above expenditures have been made in accordance with the policies established by the RI Board of Directors.

John Smith
Governor's Signature

27-Jul-08
Date

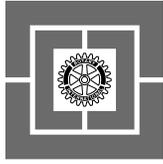
Notice about Your Governor's Allocation

By signing and returning the document provided by your Club and District Support representative, you are indicating your agreement to use the funds received from RI in accordance with RI policies.

1. Your eligible expenses must not exceed the total amount of your budget allocation.
2. Reimbursement is paid in local currency and subject to random audit.
3. Before disbursing additional funds, RI must receive the following:
 - Expense report documenting the use of the initial 70 percent
 - Expense report documenting the use of up to the remaining 30 percentIf local laws do not require an intermediary expense report, you may combine all your eligible expenses on one report.
4. Expense reports must be submitted no later than 31 July 2008.
5. If you fail to submit an expense report documenting the use of the initial 70 percent, you will owe RI for the undocumented funds.
6. If you owe RI or The Rotary Foundation more than US\$100 for more than 90 days:
 - a. You become ineligible for future Rotary appointments or assignments until the amount is repaid.
 - b. You become ineligible to have RI or the Foundation make payments on your behalf, or to receive reimbursement for expenses incurred on RI or Foundation business until the amount is repaid.
7. If you owe RI or The Rotary Foundation more than US\$100 for more than 180 days, you may be removed from any current appointment or assignment by the RI president or Foundation trustee chair.

To review the complete RI Board policy on eligible and ineligible governor allocation expenses, consult chapter 8 of the *District Governor's Training Manual* and Rotary Code of Policies section 68.030 (in downloads at www.rotary.org/support).

Expense report forms are located in your *District Governor's Training Manual*. The most current guide to eligible and ineligible expenses was supplied at GETS and is included in this workbook. If you have any questions about your governor's allocation, please contact your CDS representative.



Club and District Support Session 2

Training Leader: _____

Learning Objectives

At the end of the session, you will be able to

1. Identify your Club and District Support team and learn how they can assist you
2. Note deadlines for submitting forms to RI
3. Understand the minimum standards for Rotary clubs
4. Understand the semiannual club-dues cycle
5. Identify Rotary Marks guidelines and your role in promoting correct usage
6. Review RI Web resources

Resources

www.rotary.org

Club-District Support
Member Access

Manual of Procedure (035-EN)

Part 1: Chapter 1, "The Rotary Club"
Part 5: Chapter 17, "Use and Protection of
the Rotary Marks"
Part 7: RI Bylaws Article 17 (Fiscal Matters)

Visual Identity Style Manual (547-EN)

Membership Services Booth at the
International Assembly

Your Club and District Support
representatives

Identify Your CDS Team

Club and District Support (CDS) team

1.

2.

3.

4.

Forms and Submission Deadlines

As District Governor-elect

Form A: District Meeting Dates*	1 October 2006
Form D: District Appointments	1 March 2007
Form C: RI and Rotary Foundation Expense Statement	4 April 2007
Form B: GETS Expense Report	15 May 2007
Form E: Assistant Governor Training Expense Report	15 May 2007
Itinerary of Official Visits	June 2007

As District Governor

Form F: District Conference Report	Thirty days after district conference
Governor's Report to RI	15 May 2008
Form J: Memo of Club Visit forms	1 June 2008
Form H: District Governor Expense Report	31 July 2008

Except for the Itinerary of Official Visits and the Governor's Report to RI, all of these forms are located in the *District Governor's Training Manual* and the District Governors-elect Forum (in Member Access at www.rotary.org).

Your CDS team will provide you with the official form for the Governor's Report to RI in March 2007. The Itinerary of Official Visits does not require an official RI form. Please submit a list of club names and the dates of your visit. If this information is in your district directory, you may simply submit the directory.

**This form should have already been submitted to your CDS team. If you haven't submitted it, please do so.*

Minimum Standards for Rotary Clubs

The RI Board of Directors defines a *functional* club as one that

- Pays per capita dues
- Meets regularly
- Subscribes to *The Rotarian* or an approved Rotary regional magazine
- Receives visits from the district governor, assistant governor, or RI officers
- Implements service projects addressing the needs of its community
- Maintains appropriate general liability insurance

Do you know of any clubs in your district that are not meeting these minimum standards?

What steps can you take to help these struggling clubs become functional?

- 1.
- 2.
- 3.

Collection Cycle and Reinstatement Requirements

Collection Cycle

Action/Deadline	1st semiannual period	2nd semiannual period
Updated membership list deadline*	1 June	1 December
SAR sent/semiannual dues deadline	1 July	1 January
Reminders sent to club secretaries	1 September	1 March
Termination for nonpayment of dues	1 January	1 July

Club Balance by District report is sent to district governors monthly. For a sample report, see the *District Governor's Training Manual*.

**Submitting updates to RI is critical to clubs receiving an accurate semiannual report. As district governor, encourage your clubs to submit all membership updates to RI before the deadlines.*

Reinstatement Requirements

If a club is reinstated within 90 days of termination, the club must remit:

1. Outstanding dues
2. Accrued dues since termination
3. US\$10 per member (reinstatement fee)

Within 91 to 365 days of termination, a club must remit *all* of the following before it can be reinstated:

1. Outstanding dues
2. Accrued dues since termination
3. US\$10 per member (reinstatement fee)
4. US\$15 per member (application fee)
5. Membership list
6. Reinstatement application form

After 365 days, a terminated club cannot be reinstated. Any such club must apply for membership in Rotary International as a new club with a new history and identification number.

Rotary Marks

What are some key points to remember when using the Rotary name and emblem?

-
-
-
-

How can you best educate your clubs on the correct use of the Rotary Marks?

-
-
-
-

RI Web Resources

What resources at www.rotary.org do you intend to use as a district governor?

-
-
-
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Area-Specific Topics

- 1.
- 2.
- 3.
- 4.

Notes



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