

# ROTARY DISTRICT 6860 LEADERSHIP Plan

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Version 4.6  
March 2019



**A Reference Manual for District Leaders and Club Officers**

*Common Abbreviations*

AG ..... Assistant Governor  
AGI ..... Assistant Governor Institute  
APF..... Annual Programs Fund  
Area ..... A sub-division of the district comprised of 3-5 clubs  
CLP..... Club Leadership Plan  
COG..... Council of Governors  
COL ..... Council on Legislation  
DaCdb ..... District and Club Database  
DCO ..... District Communications Officer  
DDF..... District Designated Funds  
District ..... Rotary International District 6860  
DG..... Current serving District Governor  
DGE..... Person elected by RI to serve as DG the next Rotary year  
DGN ..... Person nominated by the District to RI to follow the DGE  
DGND..... Person nominated by the District to serve after the DGN  
DGSC..... District Grants Subcommittee Chair  
DLP..... District Leadership Plan  
DRFC ..... District Rotary Foundation Committee  
EREY ..... Every Rotarian Every Year  
GETS ..... Governor-Elect Training Seminar  
GNATS ..... Governor-Nominee Training Seminar  
GGSC..... Global Grants Subcommittee Chair  
ICC ..... Inter-Country Committee  
IPDG ..... Immediate Past District Governor  
MOP..... Manual of Procedure  
MOU..... Memorandum of Understanding  
PDG..... Any previous DG  
PETS..... President Elect Training Seminar  
RCC ..... Rotary Code of Conduct  
RCP..... Rotary Code of Policies  
RFC..... Rotary Foundation Coordinator  
RLI ..... Rotary Leadership Institute  
RRFC ..... Regional Rotary Foundation Coordinator  
RYLA ..... Rotary Youth Leadership Awards  
RI..... Rotary International  
TRF..... The Rotary Foundation  
VDG..... Vice District Governor  
VTT..... Vocational Training Team

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## 1. INTRODUCTION

*Rotary District 6860 is a group of clubs within a geographical boundary established by the Rotary International (RI) board pursuant to the bylaws for administrative purposes. The activities and organization of a Rotary district shall exist solely to help the individual Rotary clubs advance the Object of Rotary and should not diminish services provided by Rotary clubs and individual Rotarians at the local level (RCP 17.0101.1).*

*All districts are required to establish a Leadership Plan in conformity with the District Leadership Plan [DLP] structure outlined by the Council of Governors. The DLP has these required components:*

- A. Common terminology such as assistant governor, district trainer, and district committees*
- B. Defined responsibilities and duties for Assistant Governors, district trainers, and district committee members*
- C. District committees that ensure continuity of leadership within the district*
- D. A clear statement of the duties and responsibilities that the DG cannot delegate*
- E. A defined plan for helping clubs implement a corresponding Club Leadership Plan.*
- F. This Version of the District Leadership Plan (DLP) includes the changes made by the 2016 Council on Legislation.*

### **Purpose**

*District 6860 developed the District Leadership Plan to:*

- Provide a standard reference for District organization and how it operates in support of District Rotary Clubs.*
- Provide continuity of operations from year to year.*
- Provide a standard reference for current and future District leaders.*
- Provide standard operating procedures for the District Governor and staff.*
- Incorporate the District Policy Manual and link to the District Strategic Plan.*

*The plan is designed to strengthen Rotary at the district and club levels by making possible faster and more responsive support for clubs, a larger supply of well-trained district leaders, improved participation in Foundation and district level RI activities, and a more challenging role for the DG as an innovative leader.*

*The DLP provides guidelines for the effective operation of the district. Should there be any conflict among this document, The Rotary International Manual of Procedure and The Rotary International Code of Policies, these RI documents shall prevail. Notify the DG of any conflict identified so that resolution action may be initiated.*

*The DLP was adopted by unanimous vote of the delegates to the Annual District Conference April 12, 2014.*

## **District Vision**

*To be recognized locally and globally as The Premier Rotary District.*

## **District Mission**

*To provide leadership through service to all Rotary Clubs in the District and to coordinate activities, encourage participation in club sponsored projects and programs, Rotary International Programs, support The Rotary Foundation, and provide training and development for all District 6860 Clubs.*

## **District Core Values**

*Core values represent the guiding principles of the culture of District 6860. They guide our members' priorities and actions within the district.*

### **1. Service**

*We believe that our service activities and programs bring about greater world understanding and peace. Service is the major element of our mission. Through the plans and actions of individual clubs, we create a culture of service throughout our organization that provides unparalleled satisfaction for those who serve.*

### **2. Fellowship**

*We believe that individual efforts focus on individual needs, but combined efforts serve humanity. The power of combined efforts knows no limitation, multiplies resources, and broadens our lives and perspectives. Fellowship leads to tolerance and transcends racial, national, and other boundaries.*

### **3. Diversity**

*We believe Rotary unifies all people supporting the ideal of service. We encourage diversity of people and vocations within our membership and in our activities and service work to fully represent our community. A club that reflects its business and professional community is a club with a key to its future.*

### **4. Integrity**

*We are committed to and expect accountability from our leaders and fellow members, both in the results of our efforts and in the processes we use to accomplish our goals. We adhere to high ethical and professional standards in our work and personal relationships. We are fair and respectful in our interactions, and we conscientiously steward the resources entrusted to us.*

### **5. Leadership Development**

*We are a global fellowship of business, professional and community leaders. We believe in the importance of leadership development and in leadership as a quality of our members. As*

*Rotarians, we are leaders in implementing our core values.*

## **6. Membership**

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*We believe membership development and involvement is the key to success for our Clubs and the District. Recruiting members, who model service, provides continuity and the opportunity to expand the service and influence of Rotary in the community.*

## **7. The Rotary Foundation**

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*We believe all Rotarians must support The Rotary Foundation as it provides the means for local and international service projects. The Rotary Foundation makes possible such worldwide programs as polio eradication by entering into partnerships with other organizations and foundations and by attracting gifts from Rotarians.*

## **8. Public Relations**

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*Good Public Relations are key to the success of Rotary both locally and internationally. The world needs to know Rotary and Rotarians who perform service. We believe clubs must publicize the great work they do.*

## **9. Eradication of Polio Worldwide**

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*Eradication of Polio is a goal of the highest order of Rotary International.*



**Strategic Priorities**

*The district will support the clubs with these priorities*

***Support and  
Strengthen Clubs***

***Focus and Increase  
Humanitarian Service***

***Enhance Public  
Image and Awareness***

- Foster club innovation and flexibility
- Encourage clubs to participate in a variety of service activities
- Promote membership diversity
- Improve member recruitment and retention
- Develop Leaders
- Start new, dynamic clubs
- Encourage strategic planning at club and district levels
- Use Rotary Club Central to post goals and track accomplishment

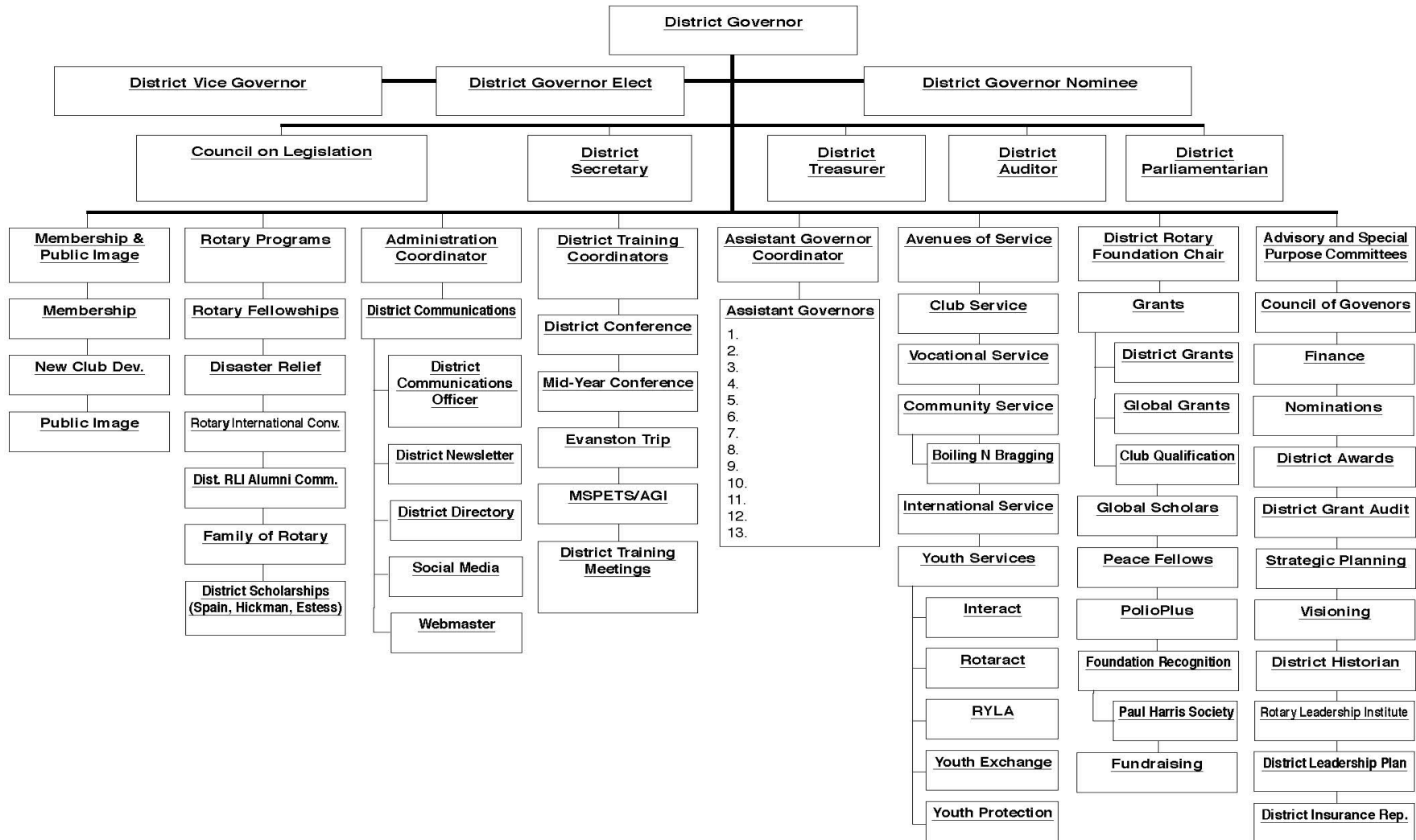
See the complete Rotary International Strategic Plan at  
<https://www.rotary.org/en/document/743>

The complete District 6860 Strategic Plan is available at  
<http://www.Rotary6860.org>

- Eradicate polio
- Increase sustainable service focused on Youth Service and the Six Rotary Focus areas
- Increase collaboration and connections with other organizations
- Create significant projects both locally and internationally
- Become qualified to apply for District and Global Grants
- Employ Community Assessments to support planning
- Unify image and brand awareness.
- Publicize action-oriented service
- Promote core values
- Emphasize vocational service
- Encourage clubs to promote their networking opportunities and signature activities

## 2. ORGANIZATION

### 2018-2019 DISTRICT 6860 ORGANIZATION CHART



### **3. DISTRICT OFFICERS**

#### **District Governor and Staff**

*The District Governor (DG) is the sole officer of Rotary International (RI) in the district, functioning under the general control and supervision of the RI Board of Directors. The administration of clubs in a district is under the DG's direct supervision. The DG is nominated by the clubs of a district and elected by the convention of RI. The DG's term of office begins on 1 July and continues for one year or until a successor is elected and qualified. The DG is charged with the duty of furthering the Object of Rotary by providing leadership and supervision of the clubs in the district. The DG shall inspire and motivate them and ensure continuity within the district. The duties, responsibilities, and qualifications shown below are found in the RI Manual of Procedure.*

*In order to assure the best possible candidates for the office of DG, the DG shall invite the clubs in their districts to propose suitable candidates. The statement of the DG's status, qualifications, and duties is distributed annually to all clubs in order to inform those proposed for nomination as DG or making such proposals of the obligations of the office.*

*District Committees are charged with carrying out the goals of the district as formulated by the DG with the advice of Assistant Governors. When a vacancy exists on a district committee, the committee chair will recommend a suitable replacement to the DG to ensure continuity of leadership.*

*The governor-elect is responsible for appointing committee members for his/her Rotary year to fill vacancies, appointing committee chairs, and conducting planning meetings prior to the start of the year in office.*

#### **Qualifications**

*In addition to the qualifications of a DGND, a DG, at the time of taking office, must have completed seven years of membership in one or more clubs and have attended GNATS, GETS, and International Assembly.*

#### **Duties**

*The DG is responsible for the following activities in the district:*

- 1. Organize new clubs*
- 2. Strengthen existing clubs*
- 3. Promote membership growth by working with district leaders and club presidents to establish realistic membership goals for each club in the district*
- 4. Support The Rotary Foundation through program participation and financial contributions*
- 5. Promote cordial relations among clubs and between the clubs and RI.*
- 6. Plan for and preside at the district conference and assist the DGE in the planning and preparation for the presidents-elect training seminar (PETS) and the District Training*

Assembly.

7. *Provide for an official visit, meeting individually or in multi-club meetings. These meetings should take place at a time that maximizes the DG's presence, for the purposes of*
  - *Focus attention on important Rotary issues*
  - *Provide special attention to weak and struggling clubs*
  - *Motivate Rotarians to participate in service activities*
  - *Personally recognize the outstanding contributions of Rotarians in the district*
8. *Issue a monthly letter electronically to each club president and secretary in the district*
9. *Report promptly to RI as may be required by the president or the RI Board*
10. *Supply to the DGE, before the International Assembly, full information on the conditions of clubs in the district with recommended actions for strengthening clubs*
11. *Ensure that district nominations and elections are conducted in accordance with the RI Constitution, RI Bylaws, and established RI policies*
12. *Inquire regularly about the activities of Rotarian organizations operating in the district (Rotary Friendship Exchanges, inter-country committees, Global Networking Groups, etc.)*
13. *Transfer continuing district files to the DGE.*
14. *Perform such other duties as are inherent as the officer of RI in the district.*
15. *Provide, in conjunction with the DGE, the DGN with opportunities to*
  - *request specific responsibilities or assignments in connection with district committees or district organization*
  - *attend as an observer any or all district meetings*
  - *be a part of the district conference organizing committee as an observer*
  - *participate in all strategic planning efforts and long term appointments in the district*

#### ***Specific Duties and Responsibilities the DG may not delegate are:***

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1. *Approving checks drawn on the district operating fund.*
2. *Presiding at the district conference.*
3. *Presiding for an official meeting, individually or multi-club at a time that maximizes the DG's presence.*
4. *Reporting promptly to RI as may be required by the president or the RI Board.*
5. *Transferring continuing district files to the DGE.*

#### **District Governor Elect**

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*The District Governor Elect (DGE) is the next officer in line for district leadership. Having been nominated by District 6860 and elected at the Convention of Rotary International, the DGE will assume the position as DG on July 1st of the next Rotary year.*

#### ***Qualifications***

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*In addition to the qualifications of a DGND, a DGE, must have completed six years of membership in one or more clubs.*

#### ***Responsibilities***

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*The DGE is responsible for becoming fully informed and prepared to assume the duties of DG (see above) for the next Rotary year. As well as:*

- 1. Prepare in close coordination with the current DG and other district leaders.*
- 2. Organize and conduct the District Training Assembly for incoming club officers to prepare these officers to assume their responsibilities in club leadership.*
- 3. Participate in the training program of Presidents-Elect and Assistant Governors.*
- 4. Participate in GETS and International Assembly.*

### **District Governor Nominee**

*The District Governor Nominee (DGN) is the Rotarian who has been nominated by District 6860 to Rotary International to be elected as DGE at the next convention of Rotary International. As such, the DGN will follow the DGE as DG. The DGN will coordinate closely with the DG and the DGE to prepare to assume the position of leadership.*

#### **Qualifications**

*In addition to the qualifications of a DGND, a DGN must have completed five years of membership in one or more clubs.*

#### **Responsibilities**

*The DGN is responsible for becoming fully informed and prepared to assume the duties of DG (see above) for the designated Rotary year.*

- 1. Select a site for the district conference held during the year of the DGN's service, with the agreement of the majority of the current club presidents or majority of the club presidents serving in the DGN's year*
- 2. As part of this preparation process, seek opportunities in close coordination with the current DG and other district leaders as an active participant or an observer of:*
  - District committees or district organization and district meetings*
  - District conference organizing committee*
  - All strategic planning efforts and long term appointments in the district*
  - Mid-South President-Elect Training Seminar and Assistant Governor Institute*
  - Governors-nominee Training Seminar (GNATS) offered by Rotary Zones 30-31*

### **District Governor Nominee-Designate**

*The District Governor Nominee-Designate (DGND) is the Rotarian who has been nominated by District 6860 to Rotary International to become DGN following the elevation of the DGN to DGE. As such, the DGND will follow the DGN. The DGND will coordinate closely with the DG and the DGE and DGN to prepare to assume the position of leadership in the district.*

#### **Qualifications**

*At the time of selection, a DGND must:*

- 1. Be a member in good standing of a functioning club in the district*

2. *Have full qualifications for membership in the strict application of the club membership provisions, and have a classification whose integrity is without question*
3. *Have served as president of a club for a full term or be a charter president of a club having served the full term from the date of the charter to 30 June, provided that this period is for at least six months*
4. *Must have completed four years of membership in one or more clubs.*
5. *Demonstrate willingness, commitment, and ability, physically and otherwise, to fulfill the duties and responsibilities of the office of DG as provided in RI Bylaws section.*
6. *Demonstrate knowledge of the qualifications, duties, and responsibilities of DG as prescribed in the RI Bylaws, and submit to RI, through its general secretary, a signed statement acknowledging a clear understanding of them. This statement shall also confirm that the Rotarian is qualified for the office of DG and willing and able to assume the duties and responsibilities of the office and to perform them faithfully.*

### **Responsibilities**

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*As an incoming officer of RI, the DGND should:*

1. *Begin to prepare for the role of DG*
2. *Foster continuity by working with past, current, and incoming district leaders to support effective clubs*
3. *Begin analyzing the district's strengths and weaknesses, including Rotary's public image, membership, The Rotary Foundation, district events, and RI programs, with background material provided by the immediate PDG, DG, and DGE, and using RI resources*
4. *Review the district organization (DLP) and club administrative framework (Club Leadership Plan)*
5. *Attend district meetings when possible, at the invitation of the DG or DGE*
6. *Participate in district committees or other activities, as may be suggested by the DG or DGE*
7. *Attend DGN training if offered, or seek other training if available*
8. *Identify a potential site for the district conference held during the year of the DGN's service.*

### **Vice District Governor**

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*The Vice District Governor (VDG) is a Past District Governor, who is recommended by the DGE and elected by the Nominating Committee, to serve the District in the event the DG is temporarily or permanently disabled. In such cases the VDG continues to perform the governor's duties. The vice DG's term begins on July 1, at the beginning of the Rotary Year following his/her election by the Nominating Committee, and ends at the conclusion of that Rotary Year.*

### **Qualifications**

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*Successfully completed full term as District Governor*

### **Responsibilities:**

*Be prepared, at the request of the Council of Governors, to replace the governor in the event the governor becomes temporarily or permanently disabled.*

### **DG's Aide/District Executive (At the discretion of the DG)**

*The DG's aide/District Executive assists the DG in a variety of administrative and liaison functions. This position is specific to the management style and needs of each DG.*

### **Qualifications**

- 1. Successfully completed full term as club president*
- 2. Service in several district offices, committees and related activities.*

### **Responsibilities:**

- 1. Serve as a consultant, assist the DG in formulating policy, and assist in policy implementation. Suggest candidates for district assignments*
- 3. Represent DG in meetings and/or sit on designated district committees as the DG's representative.*
- 4. Assist the DG in planning (and may attend) district meetings (e.g. PETS) as required*
- 5. Follow-up on the completion of district projects (e.g. District directory, District Web site) as required*
- 6. Complete specific tasks in the communications and public information areas*
- 7. Handle other special assignments as requested by the DG*

### **District Executive Director (When Authorized and Filled)**

*District 6860 employs an experienced Rotarian as a volunteer employee of the district. The District Executive Director has key responsibilities in administration, finance and support as follows.*

### **Administration**

- 1. Communicate, support and provide information to DG, district leadership, club leadership and members*
- 2. Assist with telephone, email and information*
- 3. Support district events & activities*
- 4. Attend district functions*
- 5. Assist with the district calendar and posting information to the district website*
- 6. Ensures a suitable Record Management System is in place for the district. The system identifies required records and storage methods as well as the designated responsible party for each principal category of records.*

## **District Secretary**

*The District Secretary prepares accurate minutes of all official district meetings and provides the DG a monthly report of Membership Growth and Attendance for the Clubs in the District. The incumbent is also responsible for updating the DLP with changes provided and approved by the DG. The DLP is to be updated annually prior to the February Winter Leadership Meeting. The district secretary also assists with the publication of the District Directory and is appointed on an annual basis, normally serving for one to three years.*

### **Qualifications**

- 1. Holds active membership, in good standing, in a club in District 6860 for at least three years*
- 2. Has served as a club president for a full term*

### **Responsibilities:**

- 1. Take and maintain the minutes of district meetings, including the business portion of the District Conference. Distribute minutes at the direction of the meeting chair.*
- 2. Prepare and provide Monthly Membership and Attendance Reports for the DG*
- 3. Assist district officers as necessary*
- 4. Provide training for Club Secretaries at District Training Assembly and individually as needed*
- 5. Serve as an ex-officio non-voting member of the Finance Council*

## **District Treasurer**

*The District Treasurer will administer and account for district funds and maintain the required financial records. The district treasurer may recommend to the DG the delegation of certain financial administrative tasks to the district administrator.*

### **Qualifications**

- 1. The District Treasurer shall be a Rotarian appointed by the DG on an annual basis, normally serving for no more than three one-year terms.*
- 2. Must have an understanding of accounting principles.*

### **Responsibilities:**

- 1. Supervise and ensure maintenance of district financial records (except those of committees authorized to maintain individual accounting)*
- 2. Supervise procedures for the receipt, deposit, and disbursement of all funds*
- 3. Supervise/maintain books of accounts on all funds under the district treasurer's jurisdiction. On retirement from office, the district treasurer shall deliver to the successor district treasurer all books of accounts (computer files) and any properties of the district in the possession of the district treasurer*
- 4. Issue monthly financial statements to the DG, DGE and the finance committee chair*
- 5. Supervise payments that have been approved by the appropriate committee chairs or district officers*



6. Assist in an annual, independent review of the district financial records
7. File tax returns as required
8. Provide independent oversight and review for those committees maintaining individual accounting
9. Serve as an ex-officio voting member of the finance committee
10. Issue invoices to clubs for annual dues and Mid-South PETS assessments (complete by July 30<sup>th</sup> annually)
11. Maintain the financial records on the district laptop using the programs provided. Transfer the computer to the incoming District Treasurer with complete records.

## 4. ASSISTANT GOVERNORS

### Assistant Governor Coordinator

The Assistant Governor Coordinator (AG Coordinator) reports to the DG and is responsible for assisting the DG in supporting the clubs in the district through the appointed Assistant Governors.

#### Qualifications

1. Successful experience as a club president and as an assistant governor
2. Service in other district positions

#### Responsibilities:

1. Supervise Assistant Governors in the district
2. Coordinate activities of Assistant Governors and periodically meet with them
3. Assist the DG, DGE and DGN with information that could assist in the selection and assignment of Rotarians for key positions within the district
4. Ensure timely collection of required reports from Assistant Governors and Club presidents
5. Coordinate the collection/dissemination of information related to the DG's visit to each club
6. Assist the Treasurer and District Governor in responding to clubs in Arrears.
7. Follow-up, as required, on the timely progress of district plans and programs
8. Handle other special assignments as requested by the DG
9. Assist the DG in holding two Leadership meetings each year – one in the fall and one in the winter. These meetings address pressing issues and fine-tune action plans, as necessary. Assistance includes developing agendas and publishing meeting information to all Assistant Governors and Clubs Presidents.

### Assistant Governors

Assistant Governors (AG) assist in the development of the district goals prior to the appointment of committees. The objective is to appoint committees only as necessary to achieve the district goals.

Assistant Governors are district appointees; they are not RI officers. Assistant Governors are appointed annually, serve at the will of the sitting DG and may be replaced for failure to serve. It is anticipated that two thirds of the AGs will be re-appointed each year to

*provide continuity in district leadership. However, no assistant governor should serve more than three one-year terms.*

*District 6860 is divided into 13 geographic areas each consisting of 3 to 5 clubs. An AG will be appointed to assist clubs within each area and will usually serve for three years to allow the AGs to develop a closer relationship with the club leadership – particularly presidents-elect as the presidents-elect train and prepare for their year in office. The AG will assist with identifying future leaders from clubs in their area.*

*Each AG will be proactive in the support of the assigned clubs, will take a personal interest/responsibility in the success of every club in their assigned area and will represent each of their respective clubs' interests to the DG.*

### **Qualifications:**

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- 1. Membership, other than honorary, in good standing in a club in the district for at least three years*
- 2. Service as president of a club for a full term, or as a charter president of a club having served the full term from the date of charter to 30 June, provided that this period is at least six months.*
- 3. Willingness and ability to accept the responsibilities of AG*
- 4. Demonstrated outstanding performance at the district level*
- 5. Potential for future leadership in the district*

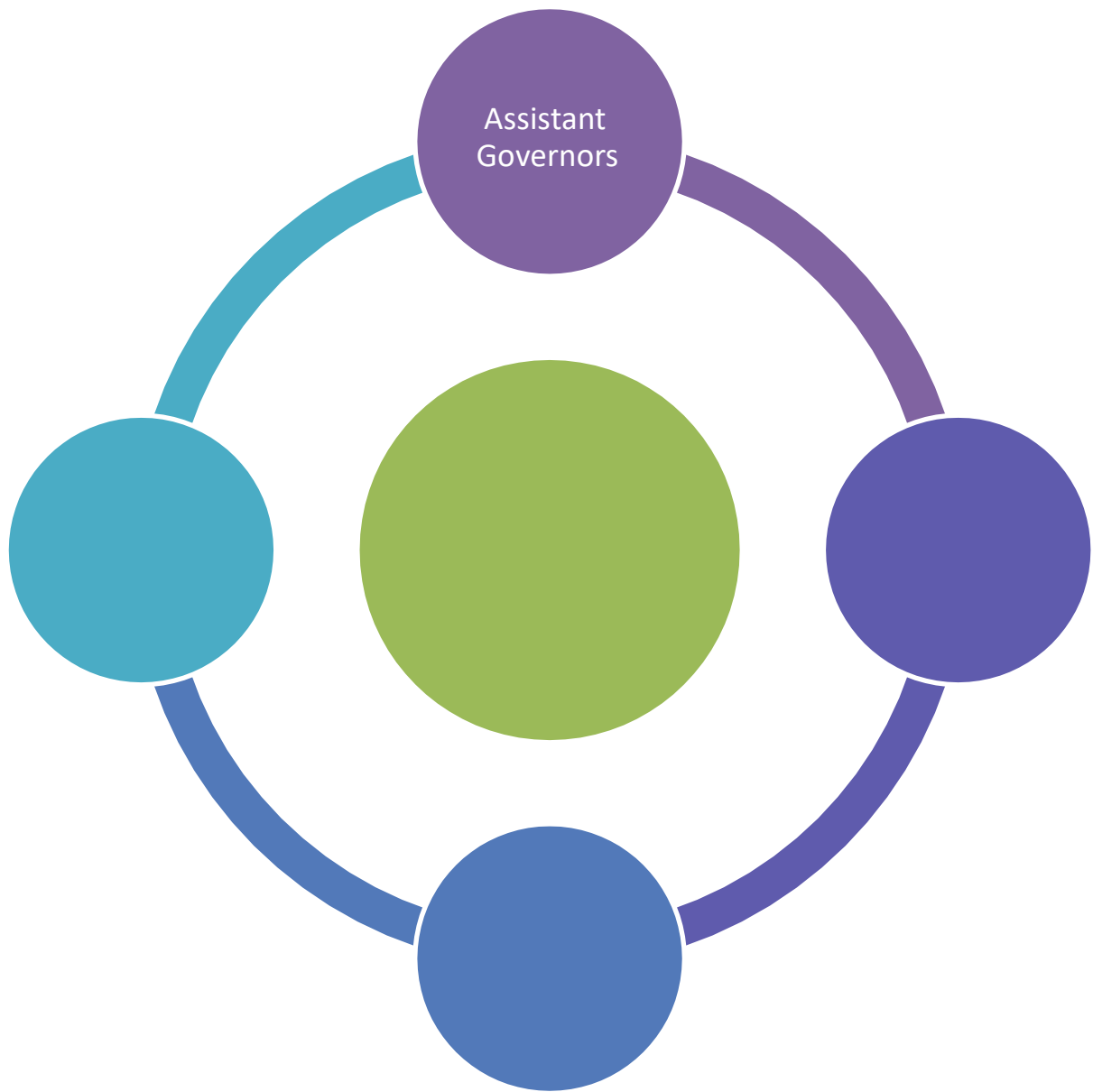
### **Responsibilities:**

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- 1. Attend the AG Institute training program*
- 2. Meet with and assist the incoming club presidents to promote, implement, or review annually the Club Leadership and Strategic Plans, discuss the clubs' goals and to review the procedures for entering the Club's goals in Rotary Club Central (RCC) on the RI website.*
- 3. Attend each club assembly associated with the DG's official visit and coordinate their visits with Foundation and Membership Chairpersons*
- 4. Visit each club regularly, preferably monthly, with a minimum of one visit each quarter of the Rotary year, and meet with the club president and other club leadership to discuss the business of the club, resources available to them, and handling club funds in a businesslike manner*
- 5. Assist club leaders in scheduling and planning for the DG's official visit*
- 6. Keep the DG informed on progress of the clubs and suggest ways to enhance Rotary development and address problems*
- 7. Encourage clubs to follow through on requests and recommendations of the DG*
- 8. Ensure that clubs submit required reports in a timely manner*
- 9. Coordinate training at the club level with the appropriate district committee*
- 10. Promote the DLP and Club Leadership Plans and assist with District Strategic Planning*
- 11. Advise the incoming DG on district committee selections*
- 12. Attend and promote attendance at the district conference and other district meetings*
- 13. Participate in district activities and events, as necessary*

14. *Attend club meetings, assemblies, or events, as invited*
15. *Participate in the district team training seminar*
16. *Attend the presidents-elect training seminar and the District Training Assembly*
17. *Complete the Annual Evaluation of assigned Clubs in Rotary Club Central (RCC).*
18. *Identify, inform, and train a replacement Assistant Governor during their term as AG.*

**Chart - Club Support**



***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 individual Rotary clubs and individual Rotarians.***

## **5. DISTRICT COMMITTEES**

### **Committee Appointments**

*The DG will appoint the chairs and vice chairs of these district committees. Committee members shall be Rotarians in good standing as members of a club in the district. No person should serve as chair of the same committee for more than three one-year terms.*

### **Committee Guidelines**

*Committees will meet the standards set out in the RI MOP. Committees shall use, as applicable, the RI publication District Committee Manual to guide their operations.*

*All expenditures from district funds must be in accordance with the approved district budget and properly approved by the DG. In addition, every authorized committee that has a separate bank account is required to comply with the rules described in the Manual of Procedure, the District By-Laws and this DLP.*

*Each district officer, director and committee chair for the next Rotary year will attend the District Training Assembly.*

### **Training Requirements**

- 1. District committee chairs and members will attend District Training Assembly and other district meetings, as appropriate.*
- 2. Prior to the start of each Rotary Year, District Committee Chairs will submit their proposed plan of activities for the upcoming Rotary year. This plan will be shared at District Training Assembly.*
- 3. By the close of each Rotary year, committee chairs will submit a written report including achievements, upcoming opportunities, and any unfinished business.*

*District Committees are charged with carrying out the goals of the district as formulated by the DG with the advice of Assistant Governors. The DG, DGE, DGN, and DGND work together to ensure continuity of leadership and succession planning. The DGE is responsible for appointing committee members to fill vacancies, appointing committee chairs and conducting planning meetings prior to the start of the year in office.*

*District committees and sub-committees are responsible for helping clubs achieve the object of Rotary. Additional district committees are appointed only when they serve a specific function identified by the DG, based on DG's assessment and on any recommendations of the Assistant Governors and the district leadership team.*

*The DG is required to report on all financial transactions of District Committees. Therefore, every authorized District committee shall comply with the rules described under "Finance Committee" in Section 14.*

## **6. ADVISORY and SPECIAL PURPOSE COMMITTEES**

### **Council of Governors (COG)**

*The COG is composed of all PDGs, DG, DGE, DGN, DGND and who are members of Rotary clubs within the district. A PDG chairs an annual meeting of the Council after the International Assembly to allow the DGE to inform the DG and PDGs of the issues debated and presented. This meeting is held no more than one month after the International Assembly. Note: the Past District Governor, three years removed, chairs the COG.*

*The authority and responsibility of the DG shall in no way be impaired or impeded by the advice or actions of the PDGs. The DG seeks the council's assistance in extension efforts, informing incoming DGs, promoting the convention, providing Rotary information, and supporting weaker clubs.*

### **Finance Committee and District Treasurer**

*The District Finance Committee and District Treasurer work together to ensure the overall financial health of the District. Specific responsibilities of the District Governor, Finance Committee and Treasurer are found in Section 14, "Finance Committee". The Past District Governor, two years removed, chairs the Finance Committee.*

### **District Grant Audit Committee**

*This is a three member committee formed in accordance with the District and Global Grant Program to audit the funds received from the Rotary Foundation at the conclusion of each Rotary Year and reports to the Finance Committee. Members of the committee serve three year terms.*

### **Nominating Committee**

*The role and responsibility of the nominating committee is to annually recommend a nominee for DGND and a Vice District Governor. The Immediate Past District Governor chairs the Nominating Committee.*

### **Awards Committee**

*This three person committee operates the District Awards program as directed by the DG. It prepares and publicizes award criteria, applications, and methods for submission. It also reviews and evaluates award submissions and recommends award winners to the DG, as required.*

### **District Auditor**

*The District Auditor shall be a Certified Public Accountant. The appointed auditor cannot be currently serving the District in any of the above offices or as a member of the District Finance Committee nor can he/she be serving as District Treasurer. He/She will perform a review of the records of the District Treasurer for the immediately preceding Rotary year. The auditor will also audit the District Conference account and any other accounts designated by the District Finance Committee.*

### **District Parliamentarian**

*This officer is an expert in rules of order and the proper procedures for the conduct of meetings and deliberative assemblies (Rules of Procedure section of the RI Manual of Procedures) and assists the District in drafting resolutions, the interpretation of bylaws and rules of order, and the planning and conduct of meetings.*

### **District Strategic Planning and Implementation Team**

*This team develops and implements an ongoing process and discipline for planning long-range growth and development of Rotary District 6860 and its clubs. It updates and publishes the District Strategic Plan annually.*

### **Rotary Leadership Institute**

*The Rotary Leadership institute seeks to have Rotary clubs in District 6860 identify those Rotarians who could have the potential for future club and district leadership and provide those so identified with a quality education in Rotary Knowledge and leadership skills so important in voluntary organizations.*

*The Rotary Leadership Institute (RLI) is a comprehensive study of Rotary designed to develop Rotarians who are selected to serve as leaders and service providers within the district and local clubs. RLI is comprised of three parts offered annually. Part 1 - The Rotarian; Part 2 – The Club; Part 3 – My Rotary Journey. Courses are offered throughout each Rotary year. The Rotary Clubs identify those Rotarians who have the potential for future club and district leadership roles.*

*To make the most of RLI and move closer to our Strategic Goal of Being Known as the Premiere Rotary District, your District Leadership Team recommends a number of leadership positions at the District 6860 and Club levels that will benefit from RLI.*

## **District Level Guidance**

*The strong recommendation is that all District Leaders, including the DG, DGE, and DGN and all Committee Chairs are encouraged to become RLI Graduates.*

- 1) The current DGE and DGN should complete RLI as their schedule permits. Future DG Nominating Committees should look for RLI Completion as an element of interest and preparation for becoming District Governor.*
- 2) The Assistant Governors (AG) - Each new AG should complete the RLI program by their first year of service as an AG, or earlier. Current AG's should complete RLI by their second year of service.*
- 3) Current District Committee Chairs should complete RLI as their schedule permits. Future District Committee Chairs should have completed RLI earlier or during their initial year of service.*
- 4) The District RLI Coordinator, in partnership with the Heart of America RLI-HOA Board, will establish the RLI Faculty necessary to meet the training requirements.*

## **Rotary Club Guidance**

*The recommendation is that all Club Presidents-elect and Club Presidents-Nominee are encouraged to complete RLI before assuming duties as Club President.*

- 1) Current Club Officers and Boards should establish Club Goals for completion of RLI to foster a stronger leadership climate for the Club and Board positions. This process should identify the Club Officer positions and the timeframe for attending RLI. This effort should be part of the Club's Strategic Planning effort.*
- 2) Clubs should include the cost of attending RLI in their budgets.*

## **District Leadership Plan**

*Develop and update annually the District leadership Plan which provides Policy and Guidelines for the effective operation of District 6860.*

## **District Visioning Team**

*This team prepares clubs within our Rotary District for the future by working with club members to identify their club vision which will ultimately lead to a strategic plan for each club with the district.*



### **District Historian**

*Gather and maintain archival records of District 6860 and its previous district identifications. Make the historical record available to Rotarians both in and out of our District.*

### **District Insurance Representative**

*Review and distribute Rotary international Insurance requirements to Clubs and the District Leadership.*

## **7. MEMBERSHIP and PUBLIC IMAGE COMMITTEES**

*Members are the heartbeat of Rotary. Nothing happens without the hands, feet, and minds of Rotarians around the world. Rotary's public image is sound but must be continually reinforced at all levels to insure the good name of Rotary. The following committees address these challenges:*

### **District Membership Committee**

*This committee, appointed by the DG, consists of the DG and Assistant Governors and Past Club Presidents, who have had success in growing Rotary Membership, has the following responsibilities:*

- 1. Plan, market, and conduct a district membership seminar(s) in consultation with the DG and district trainer.*
- 2. Work with the DG and club leaders to ensure that the district achieves its membership goal.*
- 3. Coordinate district-wide membership development activities.*
- 4. Encourage clubs to participate in RI or presidential membership development recognition programs.*
- 5. Maintain communication with other district committees, such as the Extension and Public Image Committees, to coordinate activities that will aid membership growth.*
- 6. Make the committee known to all clubs, and indicate that members of the committee are available to help them.*
- 7. Encourage clubs to develop and implement an effective Club Leadership Plan that includes membership growth and training in the plan.*
- 8. Assist club membership development chairs in carrying out their responsibilities.*
- 9. Visit clubs to speak about successful membership development activities and share information on successful activities.*
- 10. Ensure that each club committee has a copy of the Membership Development Resource Guide (417- EN).*

#### **Membership Mentors (May be established by the District Governor)**

*The membership chair, in consultation with the DG, will appoint membership mentors as needed. The membership mentors will establish a close working relationship with the club membership chairs. They will assist the club membership chairs in promoting recruitment, increasing retention, and enhancing membership development activities. They will also work closely with the AG of the respective areas, as needed.*

#### **Training Requirements:**

*In addition to the chair, as many committee members as possible should attend the annual Success Seminar conducted by Zone 30.*

#### **Membership Seminar**

*The purpose of this half-day seminar is to develop club and district leaders who have the*

necessary skills, knowledge, and motivation to support the clubs in the district to sustain or increase the membership base. Among the subjects covered are: importance of membership, retention, recruitment and organizing new clubs.

## Public Relations

The Public Image Committee consists of one or more Rotarians experienced in Public Image with the objective of helping clubs provide the public with information about Rotary and with promotion of their clubs' projects. The DG shall appoint a committee chair who shall be responsible for the following:

1. Provide resources to present, explain, and promote Rotary to the public in cooperation with clubs
2. Assist clubs of the district in their public image efforts and responsibilities
3. Provide a district PR training opportunity

## New Club Development

District 6860 is interested in the organization of new clubs, including E-Clubs, within the district. Clubs can be formed where the membership can be principally composed of business or professional persons who represent the permanent and established residential, business, or professional life of the community. Where a locality can be expected to maintain a successful club, a new club should be organized as soon as possible. Under the direction of the DG, the district extension committee shall develop and implement a plan to organize new Rotary clubs within the district. The DG will assign a Special Representative for each potential new club. Clubs in formation are referred to as "Provisional" clubs. **Rotary International currently provides no insurance coverage for the acts of a provisional club or provisional club members.** Consequently, all provisional club members should be included in the Sponsoring Rotary club until the provisional club is able to secure its own charter. The provisional club may have different dues structure and meet at different times but all activities, meetings, contracts, etc. are in the name of the Sponsoring club.

## **8. ROTARY FOUNDATION COMMITTEE**

*The District Rotary Foundation Committee is made up of experienced Rotarians who assist the District Governor in educating, motivating and inspiring Rotarians to participate in Foundation activities. The committee serves as the liaison between the Foundation and club members. The District Governor is an ex-officio member.*

### ***Training opportunities***

- 1. Attend a regional Rotary Foundation seminar or Zone Assembly conducted by a Regional Rotary Foundation Coordinator (RRFC).*
- 2. Attend and participate in the district team training seminars and other district training meetings.*
- 3. Attend the Success Seminar*

### **District Rotary Foundation Coordinator (DRFC)**

*To be effective, the District Rotary Foundation Committee (DRFC) must have continuity of leadership. For this reason, the committee coordinator is appointed for a three-year term.*

*Under the District Governor's leadership, the committee coordinator works with the committee to plan, coordinate, and evaluate the District Foundation activities.*

### ***Responsibilities***

*The DRFC is responsible for the following:*

- 1. Educate club presidents and TRF chairs in an understanding of the TRF mission.*
- 2. Oversee the district qualification process, in partnership with the Grants Subcommittee Chair, and in compliance with the qualification requirements.*
- 3. Conduct annual grant management workshops to qualify clubs in the district.*
- 4. Work with grant applicants for timely reporting and final closing of grants.*
- 5. Oversee and serve as ex-officio member of all subcommittees of the DRFC.*
- 6. Together with the DG, provide one of the three authorizing signatures for use of District Designated Funds (DDF) to reflect the decisions of the DRFC.*
- 7. Ensure that District and Global Grant applications are completed.*
- 8. Work with the DG, district trainer, and the district training committee to plan, organize, and promote the district Rotary Foundation Seminar, focusing on agenda and content.*
- 9. Provide support to club Rotary Foundation committees.*
- 10. Assist the DG in nominating qualified recipients for district Rotary Foundation awards.*
- 11. Organize an annual district Foundation dinner to recognize contributors to The Rotary Foundation.*

## Grants

*The grants subcommittee is responsible for training, managing, promoting and encouraging implementation of District and Global Grants. The subcommittee advises clubs participating in educational, vocational, and humanitarian activities. Members serve three-year terms.*

*The District Governor has the discretion to appoint co-chairs for this committee: district grants, global grants and club qualification. Additional at-large members of each subcommittee will be appointed as needed.*

### Grants Responsibilities

- 1. Oversee the qualification of clubs including offering training in grant management.*
- 2. Serves as a district expert and resource on all Rotary Foundation grants.*
- 3. Ensure implementation of stewardship practices, including reporting to The Rotary Foundation on all grants.*
- 4. Create and implement a district policy that outlines the distribution of district grant funds for and the district.*
- 5. Follow and enforce the terms and conditions of grant awards for district and global grants; disseminate and conduct club education on the terms and conditions.*
- 6. Work with the District Rotary Foundation Coordinator to disburse grant funds and to ensure that proper records of grant activity are maintained for reporting purposes.*
- 7. Provide input on District Designated Fund distribution.*
- 8. Report any potential misuse or irregularities in grant-related activity to the DG and The Rotary Foundation and conduct the initial local investigation of any report of misuse.*
- 9. Policies and procedures for compliance with the above mentioned activities are contained in Appendix E, District 6860 Policies and Procedures Supplement.*
- 10. Provide reports to the Finance Committee and Council of Governors at the Fall and Winter Leadership meetings on the status of District Designated Funds including beginning balance, distribution of DDF for global grants, PolioPlus, district block grant, and any endowments or special requests made by Zone 30 for DDF allocations. The report should include the amount of DDF available, DDF allocated/committed, and the balance available for future use.*

## Foundation Recognition

*Encourage Clubs to support The Rotary Foundation, to assist clubs with setting and achieving their contribution goals for the Annual Fund and Endowment Fund, encourage clubs to provide appropriate recognition of members who support The Rotary Foundation, and to coordinate the district's annual Foundation dinner.*

### Responsibilities

- 1. Assist and advise clubs on setting fundraising goals and on strategies for achieving them.*
- 2. Motivate, promote, and advise clubs on all Rotary Foundation fundraising initiatives (including Annual Programs Fund, Permanent Fund, and Polio-Plus).*

3. *Organize and schedule the annual Rotary Foundation Banquet in November each year as a donor appreciation event.*

## **GLOBAL SCHOLARS**

*This committee announces, encourages and assists clubs in identifying candidates for the global scholars program and assists candidates and clubs with understanding the application and scholarship management process.*

## **PEACE FELLOWS**

*The committee helps identify, encourage and nominate potential applicants for Rotary peace Fellowships in the Master's Program and Certificate Program.*

## **PolioPlus**

*The district PolioPlus committee is responsible for supporting Rotary's commitment to polio eradication and for encouraging participation in PolioPlus activities by all Rotarians.*

### **Responsibilities**

1. *Encourage donations from Rotarians and clubs for PolioPlus.*
2. *Organize at least one PolioPlus district activity during the year.*
3. *Work with the District Rotary Foundation chair, district public relations committee, and the DG to ensure appropriate recognition of exemplary polio eradication club and district activities.*
4. *Assist the DG and the district trainer on the presentation of PolioPlus as part of Rotary Foundation training at district meetings.*

## **Fundraising**

*To encourage each club within our Rotary district and their membership to invest in Rotary International and our Rotary District by giving to the Rotary International Foundation's Annual Fund, to Polio Plus, and other funds within the Foundations.*

### **Responsibilities**

1. *Assists and advises clubs on setting fundraising goals and strategies for achieving them.*
2. *Organizes club and district fundraising activities for the Annual Programs Fund and Endowment Fund.*
3. *Motivates, promotes, and advises clubs on all Rotary Foundation fundraising initiatives.*
4. *Coordinates donor appreciation events within the district to ensure that donors are given appropriate recognition for Arch C. Klumph Society members, Major Donors, Paul Harris Fellows, Paul Harris Society, Bequest Society, and Benefactors.*

## **Paul Harris Society**

*The District TRF Paul Harris Society sub-committee chair supports clubs in their efforts to raise funds for the Annual Programs Fund of The Rotary Foundation. This includes assisting the Club Foundation Chairs and the clubs with information about the different ways to donate as well as providing the clubs with this education as well as promoting participation in the Paul Harris Society and other recognition programs such as Major Donor and the Arch Klumph Society. Strong knowledge about The Rotary Foundation, giving alternatives and TRF reports is an asset for this position.*

## **Grants Management Seminar**

*The purpose of this seminar is to help clubs understand how to manage a Rotary Foundation grant and qualify clubs to receive Rotary Foundation global grant funds. Subjects covered typically include, creating a project, applying for a grant, project implementation, and qualification. Participants in the district grant management seminar include the club presidents-elect and club-designated members from each club seeking qualification. Clubs will qualify annually.*

## **Club Rotary Foundation Chairs**

*The DRFC Chair will ask the Club Presidents to appoint a representative in each Club of the district. They will assist in coordinating district Rotary Foundation activities in the assigned area and will assist in the Rotary Foundation promotion, education and fundraising activities of the clubs. They will also work closely with the AG of their respective area.*

## **Responsibilities**

- 1. Assist in motivating, educating, and cultivating club Rotarians in the programs of TRF and encourage club members to actively participate.*
- 2. Encourage increasing club monetary TRF support.*
- 3. Pair with an area AG and membership mentor to support the assigned clubs.*
- 4. Establish the district grant management and qualification training program required for all clubs interested in receiving grant funds.*
- 6. Become familiar with the DLP, the organization chart of the district executive committee and, in particular, the role and responsibilities of the District Rotary Foundation Committee Chair.*
- 7. Establish, in coordination with the DG, district policy for District and Global Grants.*
- 8. Utilize all available tools provided by the district, e.g. work sheets, websites, and social media.*
- 9. Ensure grant applications are complete and accurate.*
- 10. Interpret the Contribution Summary Report for the club.*
- 11. Help the clubs prepare the various recognition/contribution forms.*
- 12. Encourage support of the Challenge Grant for Polio-Plus.*

13. *Identify potential members, maintain updated lists and provide appropriate recognition to current Arch C. Klumph Society members, Major Donors, Benefactor and Bequest Society members.*
14. *Identify financial planners, accountants and attorneys in the club and community willing to assist club members in understanding the key benefits of TRF's Endowment Fund.*
15. *Encourage club members to annually support the Rotary Foundation's Every Rotarian Every Year (EREY).*
16. *Encourage club members to become members of the Paul Harris Society.*
17. *Assist in identification of candidates for scholarships and vocational training teams.*
18. *Encourage club member attendance at all district Foundation events.*



## **9. ROTARY PROGRAMS COORDINATOR**

*The DG appointed Rotary Programs Coordinator, assists the DG with identification and training of the committee chairs and committees. The coordinator provides guidance and direction to the committees, as needed, and evaluates the effectiveness of the programs annually for the DG.*

### **Rotary Fellowships**

*This committee promotes awareness of and involvement in the Rotary Fellowships Program in District 6860. Rotary Fellowships are autonomous, international groups of Rotarians, Rotarian spouses, and Rotaractors who join together to:*

- Share a common interest in worthwhile recreational activities (sports, hobbies, etc.)*
- Further their vocational development through acquaintance with others of the same profession.*
- Make new friends around the world.*
- Explore new opportunities for service.*
- Have fun and enhance their Rotary experience.*

### **Family of Rotary Committee**

*The purpose of this committee is to encourage district clubs to appoint a Family of Rotary Committee to plan service and/or fellowship activities to include non-Rotarian family members. (e.g. spouses, children,, adult children, parents, widows and widowers) The committee provides advice and assistance as needed.*

### **Disaster Relief Committee**

*This committee keeps the DG informed as to disaster relief opportunities and ways individual clubs can become involved in monetary and manpower contributions to aid disaster victims. Publishes a District Disaster Relief Plan.*

### **Rotary International Convention Promotion**

*The DGE chairs this committee and provides information and promotional activities to encourage and stimulate participation in the next Rotary International Convention. This program provides Rotarians the opportunity to experience Rotary at an entirely new level.*

### **Rotary RLI Committee**

*This Committee maintains relationships with district RLI alumni and encourages continued participation in club and district leadership roles. More specifically, it will:*

- 1. Work in conjunction with other district committees, particularly membership, Foundation, and New Generations, to identify alumni and their potential contributions and connect these alumni to clubs and to district activities*
- 2. Educate Rotary members to work with alumni in order to maintain their relationship with Rotary*
- 3. Encourage alumni to report their data to RI and work with fellow district chairs to ensure that program participants are reported to RI*
- 4. Abide by privacy and youth protection policies and local laws*
- 5. Support and coordinate alumni events and associations*

### **Spain – Hickman – Estess Scholarships**

*The Spain-Hickman-Estess Scholarships are awarded annually to three deserving international students, one each from the University of Alabama (UA), the University of Alabama at Birmingham (UAB) and the Jacksonville State University (JSU). The scholarships are awarded in memory of the three distinguished Rotarians from our Rotary District who have served as President of Rotary International. They are Frank Spain, Roy Hickman, and Glenn Estess, Sr. Specific criteria for the award of the scholarships are set by the universities with input from our Rotary District clubs responsible for ensuring these awards. The district budgets \$3,500 for each scholarship annually.*

*It is the responsibility of the three rotary clubs including the rotary clubs of Tuscaloosa, Shades Valley, and Anniston along with the District Governor to ensure that each of these scholarships are awarded annually. Criteria for each of the scholarships include:*

- o Student currently attending one of the three universities*
- o Student is an international student*
- o Student is a Junior or Senior in academic standing*
- o Outstanding academic achievement, community involvement and leadership may be considered in selecting the recipient.*

*The Rotary Club of Tuscaloosa will work with the University of Alabama to determine the UA recipient of the scholarship. The Rotary Club of Shades Valley will work with the University of Alabama at Birmingham to determine the UAB recipient of the scholarship. The Rotary Club of Anniston will work with Jacksonville State University to determine the recipient of the JSU recipient of the scholarship.*

*For each of the three scholarships awarded, the recipient's name is sent to the District Governor with information about the student(s) receiving the scholarship along with a request to send a check(s) payable to the appropriate academic institution with the student(s)'s name/account number listed on the For line of the check. Check(s) are mailed to the appropriate office and deposited into the student's school account to be applied toward their tuition, textbooks and/or fees.*

## **10. DISTRICT ADMINISTRATIVE COORDINATOR**

*The DG appointed District Administrative Coordinator, assists the DG with identification and training of the committee chairs and committees. The coordinator provides guidance and direction to the committees, as needed, and evaluates the effectiveness of the programs annually for the DG.*

### **District Communications Officer**

*This committee provides the district and clubs with a uniform and efficient method of maintaining membership and calendar of event information. District 6860 uses the District and Club Database-(DaCdb) program and established communication tools that support everyone throughout our district. The DCO provides training for the district leadership and Clubs on the District and Club Database Program (DaCdb).*

### **District Communications Team**

*This team will improve communication so that more effective methods between the district and clubs are developed and implemented. They develop the District Communications Plan and will also encourage clubs to gather news about the club and its projects and share the experiences in an effective manner throughout the district and community. Emphasis will be placed on the use of internal and external communication to ensure a broad use and variety of communication methods.*

### **District Newsletter**

*The district Newsletter is published electronically every month during the Rotary Year. The editor, experienced in electronic news publication, gathers information from the DG, AG's, District Committees and other appropriate sources and publishes a monthly newsletter for distribution to everyone via the District Website.*

### **Social Media**

*This committee encourages use of social media to promote club and district events and activities so as to enhance the Public Image of Rotary. Their efforts create content that attracts Rotarian's attention. The committee will encourage the use of YouTube, Twitter, Facebook & LinkedIn and other emerging applications to enable the sharing of information among club members. The committee will also encourage use of social media to collaborate on Club projects and publicize those and other club activities. Increased communication fosters district and community awareness, and informs the general public of what Rotary is about and the benefits of Rotary Membership.*

## **Webmaster**

*The District Webmaster maintains and regularly updated the content of the Rotary district 6860 Website.*

## **District Directory**

*This appointed committee collects and organizes information on District clubs, officers, and committees and publishes the annual directory by July 1 of the Rotary Year. The District Secretary frequently supports this effort.*

## **11. DISTRICT TRAINING COORDINATOR**

*The DG, based on the recommendation of the DGE, appoints a district trainer to chair the district's training committee. As chair of the training committee, the district trainer assigns responsibility for training meetings and functions as necessary. The committee is responsible for supporting the DG and DGE in training club and district leaders.*

### ***Qualifications***

*Skilled, knowledgeable Rotarian, with excellent facilitation and teaching skills.*

### ***Responsibilities***

- 1. Works with the DG on training needs in the district for the current Rotary year*
- 2. Ensures that the DGE's training needs for the upcoming Rotary year are met*
- 3. Consults with Chairs of other committees that also have training responsibilities.*
- 4. Ensures that there is a coherent and sequential training syllabus for all the leadership positions in the district*
- 5. Ensures that AGs are trained to carry out their responsibilities*
- 6. Plans program content and schedules for Pre-PETS and assembles and distributes materials*
- 7. Ensures that district materials are consistent and complementary with the materials the presidents receive at MS - PETS.*
- 8. Ensures that the material covered at District Training Assembly is consistent, complete, and congruent with the overall training plan*
- 9. Develops, maintains and delivers training to participants in the District's Rotary Leadership Institute.*
- 10. Develops, maintains and delivers other training that may be needed to support the DG's goals.*

### **Mid-South PETS (Presidents-Elect Training Seminar) and Pre-PETS**

*The DGE leads the District's participation in Mid-South PETS. This six-district two and a half day training seminar for Presidents-Elect prepares them for an effective and successful year as Club President. Their participation in this program is required by the DGE and the Assistant Governors. MID-South PETS participants include the DGE, the district trainer, and all incoming club presidents in the district. Pre-PETS is an event designed to help President-Elects prepare for their MS-PETS training experience. PETS Facilitators are trained and selected by the Mid-South PETS Committee to serve at the event. Four facilitators are required from District 6860 annually. The District Trainer will coordinate with the DGE and prepare for and conduct the District 6860 only sessions.*

### **Assistant Governor Institute (AGI)**

*This day long leadership training seminar is conducted by the Mid-South PETS Executive Committee (PETS EXCOM). One of the EXCOM members is responsible for conducting the AGI along with the six DGE's. Attendees include all the Assistant Governors that will serve during the DGE's year. AGI is held the day prior to Mid-South PETS Training in Chattanooga, TN.*

### **District Training Assembly**

*A District Training Assembly shall be held annually, preferably in April or May, to develop Rotary club leaders who have the necessary skills, knowledge, and motivation to: sustain and/or grow their membership base; implement successful projects that address the needs of their communities and in other countries, and support The Rotary Foundation through both program participation and financial contributions. The district training assembly shall be planned and conducted under the direction and supervision of the governor-elect. Those specifically invited shall include the incoming presidents and the members of their clubs who will serve in key club leadership roles in the upcoming year. Clubs often invite other members to participate. Clubs that have Executive Secretaries should consider inviting them to participate. The club president-elect shall attend the District Training Assembly unless excused by the DGE. Each district officer, director and committee chair for the next Rotary Year will attend the District Training Assembly.*

### **District Conference**

The purpose of the 2-3 day annual district conference is to further the Object of Rotary through fellowship, inspirational addresses, and the discussion of matters related to the affairs of the clubs, the district and Rotary International. The committee will establish a conference program in accordance with the guidance and requirements of Rotary International as provided in the District Conference Manual, the Manual of Procedure and other RI governing documents. The speakers encourage club presidents and District Rotarians

to inspire greater involvement in service, to share a vision of Rotary beyond the club level, provide opportunities to interact with Rotary leaders, and enjoy a memorable fellowship experience. The district conference committee shall plan and promote the district conference and carry out the necessary arrangements to ensure maximum attendance.

Who Should Attend the District Conference?

All Rotarians are strongly urged to attend the district conference. All clubs will strongly support and publicize the effort and make registration and program information available to club members (DaCdb). The club presidents are expected to attend the district conference. When a club president has an unexpected conflict with this expectation, the club president must communicate with the DG and then insure a duly appointed representative attends. New Rotarians are particularly encouraged to attend the district conference to increase their knowledge of Rotary programs beyond club level.

### **District Trip to Evanston, IL**

This committee plans and organizes an annual visit to Rotary International Headquarters in Evanston, IL. The purpose is for District and Club Leaders to meet officials, develop relationships, and develop a deeper understanding of Rotary and The Rotary Foundation.

### **District Leadership Meetings**

*Two planning meetings are held each year – one in the fall and one in the winter for the District leadership team. The fall meeting seeks to fine-tune action plans, as necessary, while the winter meeting, or mid-year conference, is a progress check on the current year's work and prepares for the transition to the next Rotary year.*

## **12. CLUB PURPOSE, ORGANIZATION, and AVENUES OF SERVICE COMMITTEES**

*CLUB PURPOSE: To pursue the Object of Rotary, carry out successful service projects based on the five avenues of service, contribute to the enhancement of Rotary by strengthening membership, support the Rotary Foundation, and develop leaders above the club level.*

*ORGANIZATION: Club Committees should be: Club Administration, Membership, Public Image, Rotary Foundation, Service Projects, and others as needed. Clubs are allowed to determine when and how often the Club meets, set applicable attendance requirements and modify or eliminate termination policies for not-attendance. The Club must hold two meetings a month. The Club can cancel a meeting during the week that a Holiday occurs. They may use the classification system, modify it or eliminate it. Attendance provisions allow for both in person and on-line participation as in E-Club One. Excused absences are allowed under Rule 85*

requiring 20 years in a club.

*The Club has flexibility in membership. Rotary is open to adult persons who demonstrate good character, integrity and leadership; possess a good reputation within their business, profession, and or community and are willing to serve in their community or around the world. Rotaractors are allowed to serve in both traditional Rotary Clubs and simultaneously in the Rotaract Club.*

*Rotary's Avenues of Service guide the work of every Rotary club. The programs and projects should support one or more of the following Rotary International Focus Area:*

- *Peace and conflict prevention/resolution*
- *Disease prevention and treatment*
- *Water and sanitation*
- *Maternal and child health*
- *Basic education and literacy*
- *Economic and community development*

### **Club Service Committee**

*The first Avenue of Service, helps clubs function successfully. The actions members take within the club to help it include the following:*

1. *Actively promote strategic visioning workshops that are the first step in helping clubs develop a Club Leadership Plan and a Strategic Plan*
2. *Maintain a list of recommended speakers in a "Speakers Bureau" that clubs can use for their weekly programs*
3. *Provide sergeants-at-arms for all district events*
4. *Share information about fellow Rotarians through the Family of Rotary*
5. *Provide opportunities for fellowship and positive public relations at appropriate venues*
6. *Recognize outstanding achievements by clubs and Rotarians through annual awards*

*The following sub-committees shall be established under the Club Service Chair:*

- *Strategic Visioning*
- *Sergeant at Arms*
- *Family of Rotary*
- *Speakers Bureau*
- *Emergency Communication (The Emergency Communication Plan is contained in Appendix A.)*

### **Vocational Service Committee**

*The second Avenue of Service, promotes high ethical standards in businesses and professions, recognizes the worthiness of all dignified occupations, and fosters the ideal of service in the pursuit of all vocations. The role of members includes conducting themselves and their businesses in accordance with Rotary's principles. Inherent in the Vocational Service ideal are:*

1. *Adherence to and promotion of the highest ethical standards in all occupations, including faithfulness and fidelity to employers, employees, and associates, and fair treatment of them and of competitors, the public, and all those with whom one has any business or professional relationships.*
2. *The recognition of the worthiness to society of all useful occupations, not just one's own or those pursued by Rotarians.*
3. *The contribution of one's vocational talents to the problems and needs of society. Vocational Service is the responsibility of both a Rotary club and its members. The role of the club is to implement and encourage the objective by example and by development of projects that help members contribute their vocational talents. The role of members is to conduct themselves, their businesses, and their professions in accordance with Rotary principles and to respond to club projects.*
4. *The Vocational Service Committee will assist clubs in the development of vocational and ethical programs and projects. Programs shall be established under the Vocational Service chair to assist clubs in each specific area of service.*

### **Community Service Committee**

*The third Avenue of Service, comprises varied efforts that members make, sometimes in conjunction with others, to improve the quality of life of those who live within the club's locality or municipality. Community Service is an opportunity for every Rotarian to exemplify, "Service Above Self." In this spirit, clubs are encouraged to:*

1. *Review regularly service opportunities within their communities and involve each club member in an assessment of community needs;*
2. *Capitalize on the unique vocational and avocational talents of members in implementing their community service projects.*
3. *Initiate projects in accordance with the needs of the community and commensurate with the club's standing and potential in the community, recognizing that every community service activity, however small, is important.*
4. *Work closely with the Interact clubs, Rotaract clubs, and other groups which they sponsor, in order to coordinate community service efforts.*
5. *Identify opportunities to enhance community service projects through Rotary programs and activities at the international level.*
6. *Involve the community, when desirable and feasible, in implementing community service projects, including the provision of required resources;*
7. *Cooperate with other organizations in accordance with RI policy to achieve community service objectives;*
8. *Achieve proper public recognition for their community service projects;*
9. *Act as catalysts to encourage other organizations to work together in community service efforts;*
10. *Transfer responsibility for continuing projects, when appropriate, to community, service, or other organizations, so that the Rotary club can become involved in new*



projects.

*The Community Service Committee assists clubs in developing community service programs and projects and in sharing best practices among clubs via forums and their web-site. Sub-committees shall be established under the Community Service chair, as needed.*

### **International Service Committee**

*The International Service Committee works with clubs and districts to identify resources to develop international projects and design global grants of higher quality and greater scale by leveraging local Rotarian and Rotary alumni expertise, establishing connections between clubs in your district and a host or international partner, and creating a network of local experts to help with planning projects and grants. In addition you:*

- 1. Create a database of local experts experienced in project planning, the areas of focus, and Rotary grants; connect members to experts for assistance with projects and grants.*
- 2. Collaborate with district Rotary Foundation Chairs, Community Service Chairs, Vocational Service Chairs, Rotaract Representatives, Rotarian Action Groups, The Rotary Foundation Cadre of Technical Advisers, and other experts, including peace fellows and alumni, interested in assisting with projects and global grant applications.*
- 3. Find answers to frequently asked questions about project enhancement and how it can help connect clubs in your District with resources to improve projects and global grants.*
- 4. Publicize club international service initiatives.*

### **Youth Service Committee**

*The fifth Avenue of Service, recognizes the positive change implemented by youth and young adults through leadership development activities, involvement in community and international service projects, and exchange programs that enrich and foster world peace and cultural understanding. It is the responsibility of each Rotarian to support the Youth Service — all young people up to the age of 30 — by improving their life skills to ensure a better future, while recognizing the diversity of their needs. All clubs and districts are encouraged to undertake projects that support the fundamental needs of the Youth Service: health, human values, education, and self-development.*

*All Rotarians, clubs, and districts must follow **the District 6860 Youth Protection Policy**. The Youth Service committee shall work with the District Youth Protection Officer to ensure that the District 6860 Youth Protection Policy is strictly enforced (See Appendix D). **Rotary 6860 has zero tolerance for abuse and harassment.***

*The following committees, each with their own chair, shall be established under the Youth Service Committee to assist clubs in each specific area of service:*

## **Youth Protection Officer**

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*The Youth Protection Officer will be included in the planning and implementation of youth programs within District 6860 and will assist clubs and individuals with Youth Protection information, policies, and programs. The Youth Protection Officer will maintain the currency of Appendix D – Youth Protection Policy and will provide annual familiarization training at the District Team Training Seminar.*

## **Interact**

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*This program promotes growth of Interact Clubs in District 6860. The broad goals are to support existing Interact Clubs and to start new Interact Clubs in towns and communities where there are none. The program provides participating Interactors and faculty advisors with valuable information that will enable them to build and maintain successful Interact clubs. It is organized around three primary components: Speakers, Workshops, and Fellowship. Keynote speakers from Rotary International and/or the participating Rotary districts will address the conference participants on topics of interest to high school students. The topics should reflect the international nature of the programs of Rotary. Interact clubs provide an opportunity for young people to work together in a world fellowship dedicated to service and international understanding. Young people ages 12-18 are eligible for Interact club membership. The RI Board encourages Rotary and Interact clubs to observe the week (Monday through Sunday) that includes 5 November as World Interact Week, to involve Rotary and Interact clubs around the world in a common activity of international scope and visibility.*

### **Goals**

- *To recognize and develop constructive leadership and personal integrity*
- *To encourage and practice thoughtfulness of and helpfulness to others*
- *To create an awareness of the importance of home and family*
- *To build respect for the rights of others, based on recognition of the worth of each individual*
- *To emphasize acceptance of individual responsibility as the basis of personal success, community improvement, and group achievement*
- *To develop life skills, including self-development, time management, and personal finances*
- *To recognize the dignity and value of all useful occupations as opportunities to serve society*
- *To provide opportunities for gaining increased knowledge and understanding of community, national, and world affairs*
- *To open avenues of personal and group action leading to the advancement of international understanding and goodwill toward all peoples*

## **Rotaract**

*This program promotes growth of Rotaract Clubs in District 6860. The broad goals are to support existing Community and College based Rotaract Clubs and to start new Rotaract Clubs in towns and communities where there are none. Another goal is to reactivate Rotaract Clubs that have become inactive due to loss of sponsorship. The Rotaract program provides young adults an opportunity to enhance their knowledge and skills that will assist them in personal development, address the physical and social needs of their communities, and promote better relations between all people worldwide through a framework of friendship and service. Rotaract clubs are composed of young adults ages 18-30 who live, work, or study within the vicinity of the sponsoring Rotary club.*

### **Rotary's Goals for Rotaract**

- *To develop professional and leadership skills*
  - *To emphasize respect for the rights of others, based on recognition of the worth of each individual, and to promote ethical standards and the dignity of all useful occupations*
  - *To provide opportunities for young people to address the needs and concerns of the community and our world*
  - *To provide opportunities for working in cooperation with sponsoring Rotary clubs*
  - *To motivate young people for eventual membership in Rotary*
1. *The district Rotaract committee should be composed of equal numbers of Rotarians and Rotaractors, with the district Rotaract committee chair (a Rotarian) and the district Rotaract representative (a Rotaractors) serving as co-chairs.*
  2. *District Rotaract chairs and representatives should help Rotaract clubs develop collaborative relationships with their sponsoring Rotary clubs and actively establish personal contacts with the members.*
  3. *Each Rotaract club should mention after its name "sponsored by the Rotary Club of (name)." Rotaract clubs are not considered part of or a legal affiliate of the sponsoring Rotary club or of RI. Rotaract club members, known as Rotaractors, are not to be called or considered "junior Rotarians," nor may they use or wear the Rotary emblem.*

### **Committee Responsibilities Leadership Training Meetings for Rotaract**

1. *The district shall provide all incoming Rotaract club officers with leadership training.*
2. *The training should include a one- to two-day leadership training seminar— conducted by the district Rotaract committee and paid for by the sponsoring Rotary clubs — for all incoming Rotaract club officers.*

### **District 6860's Goals for Rotaract**

#### **1. Growth**

- a. *Establish Rotaract Clubs on every college campus throughout District 6860 .*
- b. *Identify locations for community-based Rotaract Clubs and identify sponsoring Rotary clubs*
- c. *Identify locations for new charters based on meetings with College administrators and*

*potential club sponsors*

*d. Implement strategies to expand membership in existing Rotaract clubs*

**2. Organization**

*a. Collaborate with Rotaract clubs to develop and adopt By-Laws for Rotaract Clubs and District 6860.*

*b. Implement a support structure modeled on successful Rotaract Districts*

*c. Create a Rotaract Web site with a “community calendar” so that all Rotaract Clubs and Rotary Clubs can share community service opportunities.*

*d. Ensure that the 6860 District website and the new Rotaract Web site are linked.*

*e. Investigate the potential for a districtwide organization training, Rotaract events, networking and best practices*

**3. Training**

*a. Provide for Rotaract participation at District events such as District Training Assembly, Foundation Seminar, District Conference, etc.*

*b. Provide opportunities for the Rotaract District Council and Rotaractors to meet and engage with Rotary District Leadership.*

*c. Encourage Rotaractors to attend meetings at sponsoring Rotary clubs and network*

**4. Finance**

*a. Work with sponsoring club to create a budget for Rotaract activities.*

*b. Provide for Rotaract participation at District events such as District Training Assembly, Foundation Seminar, District Conference, etc.*

*c. Provide opportunities for the Rotaract District Council and Rotaractors to meet and engage with Rotary District Leadership.*

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***Rotary Youth Leadership Awards (RYLA)***

*This program, operated in partnership with the US Space and Rocket Center in Huntsville, AL, provides Leadership Training in a venue designed for youth. Noted speakers and Rotarians inspire the students to excel in their studies and their future. Inspirational Leadership Training is the hallmark of this program. A half-day Space Camp Adventure is also an integral component of the Thursday-Saturday program. District Clubs select and sponsor students from across the District who are Sophomores, Juniors and/or Seniors in high school and are recommended by their sponsored clubs. Young people chosen for their leadership potential attend an all-expenses-paid camp to develop and enhance leadership skills through activities conducted in an atmosphere of trust and respect. The District RYLA Program is sponsored by the Rotary Clubs of Huntsville, Greater Huntsville, and Madison and the Rotaract Club of Huntsville.*

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***International Youth Exchange***

*The Youth Exchange Program provides students from the District the opportunity to live and study overseas. In today’s global economy, this program provides a hands-on experience in*

another country and language. Seeds are planted for a lifetime of International understanding. Youth, ages 15-19, are provide with an opportunity to visit or study in a country other than their own. The District supports the following youth exchange programs:

- Long-term exchanges that allow the student to study in another country for an academic year.
- Short-term exchanges allow the student to visit another country for as little as a few weeks

All Youth Exchange programs are to enhance risk management efforts to prevent and respond appropriately to any alleged instances of physical, sexual, and emotional abuse involving program participants. In addition, clubs and districts are strongly encouraged to consult legal counsel regarding liability issues before undertaking Youth Exchange activities, including advice on securing liability insurance.

## 13. FINANCE COMMITTEE

### Composition and Responsibilities

The District Finance Committee is comprised of thirteen members: The PDG Chair, The DG, The IPDG, The DGE, and the District Treasurer as ex-officio voting members; The DGN and District Secretary as ex-officio, non-voting members; and six at large voting members.

The District Governor, two years removed from office, will serve as the Finance Committee's chair. All ex-officio members serve one year terms concurrent with their terms of office. At-large members shall serve a staggered three-year term such that the terms of two members expire each year. The district governor shall appoint Rotarians as members at-large to fill positions becoming vacant upon his/her accession to office. At least one of the two members appointed each year shall be a Past District Governor. No at-large member appointment shall be made of a Rotarian from the same club as or any club of an Area as any Rotarian already holding membership on the committee. Ex-officio members, by necessity, election or appointment may be from the same clubs or Area.

It is suggested, but not required that appointment preference be given to individuals with experience in accounting or law, or to Club Past-Presidents. The DG shall monitor the responsibilities of the District Finance Committee with the objective of ensuring the overall financial health of the District. These responsibilities include:

1. Supervision of the District Funds.
2. Reviewing the per capita levy and district administrative expenses.
3. Review and approval of the district budget prepared by the DG & District Treasurer.
4. Maintaining records of income and expense for all district accounts.
5. Preparation of financial reports to be presented at District functions.
6. Ensuring that service clubs adhere to State and Federal filing requirements.

7. *Identification and management of financial risks to the District.*
8. *Reviewing the District IRS Form 990 annually after submitted to IRS.*
9. *Provide incoming District Governor with financial training, if desired.*

## Meetings

1. *The Chairman presides over regular meetings of the committee.*
2. *Meetings shall be scheduled by the Chairman at regular semi-annual intervals.*
3. *The Chairman has responsibility for ensuring minutes are recorded at each meeting, and are disseminated to committee members prior to the next meeting.*
4. *The Treasurer is responsible for the preparation of updated financial statements and budget status and to disseminate these statements to committee members prior to the next meeting. The standard reports are:*
  - a. *Profit and Loss*
  - b. *Accounts Receivable*
  - c. *Balance Sheet*
  - d. *Budget vs. Actual*
  - e. *Check Register to date*
5. *The status of district funds relative to the budget will be reviewed at each meeting of the finance committee. Any transactions exceeding \$10,000 are to be reviewed by the finance committee.*

## Sources of Revenue

*The primary sources of District revenue are:*

1. **Dues (annual levy ):** *Dues from Clubs in the District will be collected based on a per capita amount approved by the District Clubs in accordance with the Rotary International Bylaws 15.060.2.*
2. **Approved Billings:** *District approved Invoices, assessments, other billings rendered by the district.*
3. **Rotary International Allocations:** *Rotary International provides funds for specific purposes.*
4. **Investments:** *The District may earn income from the investment of reserve funds.*
5. **Other:** *The District may receive contributions, donations, grants, or bequests from clubs or individuals for designated or general purposes. The DG may also contribute unspent funds from certain allowances provided by Rotary International.*

## Types of Funds

*The District shall maintain a separate record and accounting for each of the following categories of funds. The DG and the District Finance Committee have a responsibility to oversee all types of funds.*

1. *District Fund*

2. *Separate Purpose Funds*
3. *Special Project Funds*

### ***District Fund***

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*The purpose of the District Fund is for the administration and development of Rotary. The District Fund will conform to requirements as set forth in Rotary International Bylaws 15.060 and ensures that:*

1. *per capita levy approval is sought at the District Training Assembly following presentation of a budget.*
2. *funds are not under the control of a single individual.*
3. *an annual statement of income and expenditure is presented to the District Conference as well as to the Clubs.*

### ***Operation of the District Fund***

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*The District Finance Committee shall review and study the necessary expenses of district administration. Cooperating with the DG, the committee shall prepare a budget.*

*The amount of any per capita levy on clubs for a district fund should be decided by the District Training Assembly or the district presidents-elect training seminar, after the approval of three-fourths of the incoming presidents present; or by the district conference by a majority of the electors present and voting. Where a president-elect is excused from attending the District Training Assembly or the district presidents-elect training seminar in accordance with article 10, section 5 of the Standard Rotary Club Constitution, the designated representative of the president-elect is entitled to vote in place of the president-elect. All clubs in the district must pay the per capita levy. Once the RI Board receives certification from the DG that a club has failed to pay the levy for more than six months, it may suspend RI services to the club while the levy remains unpaid, provided that the district fund has been operated as herein provided. Any club that fails to pay its approved contributions to the district fund may have its membership in RI suspended or terminated by the RI Board.*

*The treasurer shall keep proper records of the fund's income and expenditures. The fund shall be held in a bank account in the name of the district and be supervised by the DG jointly with another member of the district finance committee, preferably the treasurer when available. The outgoing DG must supply an annual statement and report of the district finances to the Finance Committee for review at the Winter Leadership Meeting. An evaluation, by a qualified accountant, of district accounts will also be completed and reported to the Finance committee at the Winter Leadership Meeting. The DG's summary report of the year will be provided to each club in the district within 60 days of the Winter Leadership Meeting. This annual statement and report shall include, but not be limited to, the following details:*

1. *All sources of the district's funds (RI, The Rotary Foundation, district, and club)*
2. *All funds received by or on behalf of the district from fundraising activities*
3. *Grants received from The Rotary Foundation or Rotary Foundation funds designated*

- by the district for use*
4. *All financial transactions of district committees*
  5. *All financial transactions of the DG by or on behalf of the district*
  6. *All expenditures of the district's funds*
  7. *All funds received by the DG from RI*

*The annual statement and report must be presented for discussion and adoption at the next district meeting to which all clubs are entitled to send a representative and for which 30 days notice has been given that the statement and report of district finances will be presented for discussion and adoption. If no such district meeting is held, the statement and report shall be presented for discussion and adoption at the next district conference.*

### **Separate Purpose Funds**

*Separate purpose funds may be established upon approval of the DG. Separate purpose funds shall be used to further district purposes and are the property of the District. All separate purpose funds are reviewed and re-authorized annually by the DG. Where funds are raised for a specific purpose a budget of revenues and expenditure shall be prepared and submitted to the DG and the District Finance Committee for approval. A separate accounting within the district fund is required for such funds. Separate purpose funds will be shown as separate items in statements submitted at the District Training Assembly or District Conference. The chairman of each separate purpose committee is required to:*

1. *submit a budget of income and expense for the upcoming fiscal year to the District Office (for delivery to the DGE and District Finance Committee) by May 31st.*
2. *submit reconciled monthly bank statements to the District Office within 20 days after the end of each month.*
3. *submit quarterly income statements and balance sheets to the District Office within 20 days after the end of each quarter.*
4. *submit year-end income statement with balance sheet within 31 days after the end of the fiscal year.*

#### **Separate purpose funds currently authorized are:**

1. *RYLA Fund*
2. *District Youth Exchange*

*In addition to the foregoing, the District Youth Exchange Committee shall prepare and distribute a report to the DG, the District Finance Committee, and to all parents or guardians of outbound students, an itemized budget showing how funds paid to Youth Exchange are to be used. Copies of invoices should also be provided to the sending Rotary Club.*



## **Special Project Funds**

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*A special project fund may be recommended, approved, modified or terminated at the discretion of the DG in consultation with the District Finance Committee. Clubs of the District will only be solicited for contributions to a special project fund with the specific approval of the DG. A separate accounting within the district fund is required for such funds. Special project funds will be shown as separate items in statements submitted at the District Training Assembly or District Conference.*

## **Clubs in Arrears**

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### **Procedures for Collection of Club Past Due Financial Obligations to the District**

#### **Financial obligations for district fund**

***District Funds (per capita levy/dues) are considered and treated in the same manner as obligations to RI however the time tables of collection may vary based on the date RI is advised of the unpaid obligations.***

- a. A reminder statement/notice to clubs with unpaid financial obligations of any amount will be sent to the Club President and Treasurer by the District Treasurer 30 days (one month) from due date.***
- b. The district will simultaneously send another statement/notice and an advisory transmittal to RI 60 days (two months) from the due date. The advisory transmittal will request RI to commence collection of the unpaid obligation as outlined in the RI Code of Policy for clubs in arrears.***

#### **Financial obligations other than district fund**

- a. A reminder statement/notice to Club President and Treasurer with unpaid financial obligations of any amount will be sent by the District Treasurer 30 days (one month) and 60 days (two months) from due date.***
- b. At 90 days from the due date the district will send another reminder statement/notice including verbiage providing notice of possible suspension of club privilege and district service for the club if the obligation is not paid by 120 days from the due date.***
- c. Suspension of clubs from district privileges and services will occur 120 days (four months) from the due date.***
- d. The District Treasurer shall provide monthly an Account Receivables Detail report to the DG, DGE, DGN, all AG's and the Chair of the Finance Committee reflecting 30, 60, 90, 120, and 180 day receivables.***

### **Notification to Clubs of Non-Payment and Suspension of District Privileges and Services**

***A Club President shall be notified by the District Treasurer at the end of the third month of non-payment of its financial obligations and of its possible suspension unless payment is made within 120 days of the due date, or unless arrangements acceptable to the District Governor are made to pay them. Appropriate verbiage included on a statement of current and past due obligations shall constitute notifications. The District Governor in collaboration with the District Treasurer shall send the notice of suspension no less than 120 days from the due date. Notice of suspension shall be rendered separately from the statement of financial obligations due to the district.***

### **Exceptions to Club Notification and District Suspension Procedures**

***The District Governor is authorized to make exceptions implementing these guidelines which in the District Governor's judgment are warranted, based on special or unique circumstances.***

### **Notice of Suspension**

***In addition to the DG and District Treasurer, the DGE, DGN, Chair of the Finance Committee and all Assistant governors will receive a listing of clubs suspended from district privileges and services for non-payment.***

### **Reinstatement of Clubs Suspended from District Privileges and Services Due to Non-Payment of Financial Obligations**

***A suspended club may seek to be reinstated at any time subsequent to their suspension. When a club seeks to be reinstated, it must pay the full amount of its outstanding financial obligations and a US\$5.00 per member reinstatement fee. Additionally, clubs must provide a current membership list. If only partial payment is made that amount will be applied to the suspended club's delinquent financial obligation. Reinstated clubs are considered members in financial good standing eligible to receive the full services of the association.***

### **Status of Clubs Suspended from District Privileges and Services Due to Non-Payment of Financial Obligations**

***The suspension of a club will result in the imposition of the following measures until such time that the club has been reinstated by the district:***

- a. Club is removed from district mailing lists***
- b. Club does not receive any district publications or periodicals***
- c. District services cease immediately, including services of The Rotary Foundation, such as the acceptance of new, or the processing of current program***

**applications; and the recognition of clubs as sponsors or hosts of active Rotary Foundation program awards**

**d. Club will not receive the following services from the governor: a monthly letter, inclusion on district mailing lists, and an official visit.**

**Clubs that have been suspended by the district continue to possess all the rights and privileges given to it under the governing documents of RI.**

### **Financial Compliance**

*The outgoing DG shall supply an annual income statement and year-end balance sheet that has been independently reviewed by either a qualified accountant or the District Audit Committee together with any reports issued by the District Finance Committee to each Club in the District following review at the Winter Leadership Meeting of the Finance Committee. The statement will be supplied no later than the District Conference.*

*The DG and Treasurer are responsible for accurate and timely filing of all State and Federal tax forms. Copies of all returns shall be retained by the District Office and provided to the DG and DGE.*

*Individual Rotary Clubs are responsible for determining which forms, taxes, licenses, etc. that each must file or obtain to be in compliance with local, State and Federal laws. The District Finance Committee shall relay information to Clubs from time to time as advisories are received from RI or from tax authorities.*

- 1. Clubs are responsible for reporting fundraising results to State and Federal authorities, as appropriate.*
- 2. The District supports transparent financial practices among Rotary Clubs with clear oversight by Club Officers and Directors.*
- 3. The District desires clear communication on financial matters among the DG, Clubs, and their respective financial contacts at Rotary International.*
- 4. District Finance Committee members may work with Clubs and the District to further the understanding of financial reporting and stewardship of responsibilities. This includes knowledge of laws pertaining to tax codes, prohibition of certain activities, and third-party reviews or audits of financial records.*

### **Failure to Report on Finances**

*The financial statement as described above shall include all monies received by the governor. The governor shall also send a copy of his/her financial report to the general secretary within three months of the completion of the governor's year in office with proof that the report has been independently reviewed and provided to each club for discussion at a district meeting in accordance with RI Article 15.060.4.*

*Failure to comply with the requirement to distribute a complete financial statement to the clubs and the general secretary, and to present the statement for discussion and adoption at a*

*district meeting, shall result in the governor being ineligible to receive:*

- *any additional expense reimbursements from RI*
- *any RI volunteer appointment or assignment*
- *any Rotary Foundation appointment or assignment*
- *any RI or Foundation award until the completed financial statement is distributed to both the clubs and the general secretary and discussed and adopted at a district meeting.*

## **Budget Procedures**

*Cooperating with the District Finance Committee, the DGE shall prepare a budget of revenues and expenditures for the annual period from 1 July to 30 June. This budget shall be submitted to the Finance Committee at least four weeks before the Winter Leadership Meeting and approved at a meeting of the Finance Committee. The amount of any per capita levy on Clubs for a District Fund shall be approved in accordance with the RI Bylaws. The budget preparation will consider the following:*

### **Purpose**

*Consideration in determining the budget shall be given to setting a proper and adequate amount for the mandatory district levy (per capita assessment). Clubs shall be fully informed as to how the funds are to be expended.*

### **Committee Submission**

*The DGE will develop and publish district goals and objectives. Based on these goals, each committee chair will submit a recommended budget to the DGE for the activities of that committee.*

### **Budget Preparation**

*With district officers, committee chairs, and finance committee input, the DGE will prepare a proposed budget.*

### **Budget Approval**

*The recommended budget, including the annual levy (dues), will be presented and discussed at a meeting of the Finance Committee and approved for implementation. The budget will be voted on by the clubs in the district.*

## **Receipt, Deposit, Expenditure**

### **Receipt and Deposit**

*Funds received by the District shall be deposited in federally insured accounts at financial institutions in such a manner as to clearly indicate that the funds are the property of District 6860. Investment of surplus funds shall be restricted to insured deposits or obligations of the U.S. Treasury registered in the name of District 6860, to which access may be gained only by authorized signing officers.*

## **Management and Expenditures**

- 1. The policy determining acceptable expenditures of district funds shall be defined by a set of guidelines established by the finance committee.*
- 2. Check writing signatories will be the DG and another member of the finance committee, preferably the Treasurer.*

## **Insurance**

*General liability and directors & officers/employment practices liability insurance for Clubs and Districts in the United States and its territories and possessions is mandatory and provided through RI. Each Club is assessed an amount sufficient to fund the insurance overages and related administrative expenses. A brief description of the insurance coverage is included in the appendix.*

## **Risk Management**

- 1. It is a policy of Rotary District 6860 to implement a formal process of examination, assessment and management of risks associated with Rotary activities.*
- 2. It is the Policy of Rotary District 6860 to offer and strongly recommend the adoption by Rotary Clubs of a Risk Management assessment for Club Projects and Activities.*
- 3. Clubs of a Risk Management assessment for Club Projects and Activities.*
- 4. The Finance Committee is responsible for ensuring that risks to the long term financial health of the District are identified and managed. Among the risks are: financial impairment, physical damage, personal injury, medical injury, reputational injury, etc.*
- 5. The Finance committee is to recommend to the DG the appointment of a District Risk Management Committee. This committee is charged with risk identification, management, transfer and mitigation of District Risks and the encouragement of parallel Club Risk Management committees.*
- 6. A reserve balance of at least one year's annual dues will be maintained to ensure that unexpected expenses are covered either for emergency situations or for the flexibility need to operate the district smoothly.*

*See Appendix B for additional information on Risk Management*

## 14. DISTRICT WIDE MEETINGS and PROJECTS

### **Rotary Days**

*The Rotary Days concept is simple. All clubs are encouraged to host a fun, informal event in their community for the non-Rotary public and use it as an opportunity to introduce them to Rotary. Any club, large or small, can host a Rotary Day. Neighboring clubs can pool their resources and cohost the Rotary Day event. Rotary Days can take any form, as long as they are fun and appealing to the non-Rotary public. Hold an outdoor picnic or barbeque, host a sporting event or concert, or organize a family fun run. Align the event with a parade or festival; sponsor an event at a museum, art gallery, or cultural center. Secure an auditorium or arena and plan a ticketed reception or buffet dinner. Identify a hands-on project that all members can participate in to help their local community. Above all, make it fun!*

### **Boiling and Bragging**

*The annual fundraiser is a District wide initiative, held in Birmingham, to raise funds for Children's of Alabama Critical Care Transport. Local celebrities serve as MC's and participate in fun events such as a corn hole tournament and football trivia. Prizes, hotdogs and hamburgers on the grill and a low country boil bring out the best in attendees! 10 tailgate teams had tents at the event this year including Alabama, Arkansas, Auburn, Georgia Tech, Mississippi State, Ole Miss, Southern Miss, Tennessee and UAB. All event proceeds go to Critical Care Transport unit of Children's Hospital.*

## 15. DISTRICT ELECTIONS

*A fundamental principle of Rotary is that the best qualified candidate should be selected for service in elective offices. Therefore, election procedures in District 6860 will follow Article 13 of the RI Bylaws as described in this section. The Bylaws prohibit any effort by a candidate, a candidate's supporter, or any Rotarian to influence the selection process in a positive or negative manner, including but not limited to campaigning or canvassing. Rotarians must avoid any actions designed to gain visibility, publicize candidate names and achievement, or give anyone an unfair advantage over another.*

### **District Nominating Committee**

*The Immediate PDG shall chair the nominating committee. The nominating committee shall be composed of at least two additional PDGs, and a representative from each of the District 6860 Areas. No two members may be from the same Area. The current DG shall appoint the nominating committee. Members serve a one year rotating term. No two members may be from the same Area, except for the case that a Past District Governor appointee and the Area appointee may be from the same Area.*

*The DG shall issue, or cause to be issued, in the name of the nominating committee, an announcement inviting any club to submit its suggested candidate for consideration. In order to receive such consideration, such suggestion must reach the nominating committee before a date to be determined and announced by the DG. Such announcement by the DG shall be made to the clubs in the district at least two months prior to the cut-off date and include the address to which suggestions shall be sent. The suggestions shall be submitted in the form of a resolution adopted at a regular board meeting of the club naming the suggested candidate and properly certified by the club secretary.*

*The nominating committee will deliberate and select a nominee without others present during the voting. However, it is reasonable that District Leaders will discuss with other Rotarians the strengths and weaknesses of candidates without the appearance of campaigning or choosing a "favorite son or daughter".*

### **Selection of District Governor**

- 1. The nominating committee for DG shall seek out and propose the best available candidate for DGN. This committee must select the nominee for DG not more than 36 months, but no less than 24 months, prior to taking office.*
- 2. The nominee selection shall be in accord with the current RI MOP and the RI bylaws.*
- 3. In making a selection, the nominating committee for DG shall not be limited in its selection to those names received from the clubs in the district but shall nominate the best qualified Rotarian available to perform the functions of the office of DG.*
- 4. Upon making its selection, the nominating committee shall promptly notify the DG of the name and club of the candidate selected. The DG will then have published to the clubs of*

- the district the name and club of that nominee.*
- 5. 72 hours after the adjournment of the nominating committee the DG will send an email to each club President and Secretary announcing the name of the DGN-Designate and the name of his/her Rotary club.*
  - 6. Any club in the district may also propose a challenging candidate for governor-nominee provided this club has previously suggested such candidate to the nominating committee. Clubs have 14 days to from the date of the selection announcement to file properly adopted resolutions proposing a challenging candidate.*
  - 7. The DG will have notified all clubs within seven days (if a valid challenging nomination has been received). The notification will include the name and qualifications of each candidate and the names of the challenging and concurring clubs.*

### **Selection of District Representative and Alternate to Council on Legislation**

- 1. The nominating process for district representative to the Rotary International Council on Legislation is constituted in accordance with the current Rotary International Manual of Procedure.*
- 2. In the Rotary year two years before each Council, the clubs in each district select a Rotarian to represent them at the Council. This representative, who is selected at the district conference, is a voting member of the Council. An alternate is also chosen, at that time, to serve in case the representative cannot attend. The representative and alternate representative of the clubs shall have served as District Governor.*
- 3. The District Executive Director leads this process.*

### **Selection of Nominating Committee Member for Zone Director**

- 1. Every four years it is the responsibility of the Rotarians in our district to select a member to the nominating committee for RI Director from Zone 30. The qualifications and procedures are as follows.*
- 2. The member and the alternate must be a PDG who is a member of a club in the zone and shall have attended at least two Rotary institutes and one convention in the past three years prior to serving on the committee. No Rotarian who has served twice as a member of such committee shall be eligible for service again (see RI bylaws section 12.020.2.)*
- 3. Any club may nominate a qualified member where such member has indicated a willingness and ability to serve. Such potential member must be able to attend a nominating committee meeting. The club shall certify such nomination in writing and certify the years the candidate attended institutes/conventions. Such certification must include the signatures of the club president and secretary. Such nomination shall be forwarded to the DG for presentation to the electors at the district conference.*
- 4. The candidate receiving the majority of the votes cast shall be the member of the nominating committee. The candidate receiving the second highest number of votes shall be declared the alternate, and shall serve only in the event the member is unable to serve.*
- 5. No member, alternate member, or candidate for membership on a nominating committee, whether elected or not, nor any candidate who is elected and subsequently resigns from such committee, nor any spouse, child, or parent of any such person, shall be eligible to be nominated for the respective office in the year in which the committee serves.*
- 6. The District Executive Director leads this process.*



## **Selection of the Vice District Governor**

1. *The Nominating Committee shall annually select one of the five most recent Past District Governors to serve as Vice District Governor for the District.*
2. *The elected Vice District Governor must be prepared, at the request of the Council of Governors, to replace the governor in the event the governor becomes temporarily or permanently disabled.*
3. *The Vice Governor will serve for one year beginning at the same time the current governor elect takes office.*

## **16. DISTRICT POLICIES**

### **Background**

*District 6860 has made a series of decisions over time. Some have been published and subsequently amended; others continue, embedded in tradition and precedent. This DLP includes all known District 6860 policies as specific content or Appendices to this document. As future policies are developed they will be included in the DLP and published on the district website.*

### **Amendments to the District Leadership Plan**

*The proposed revisions will be vetted through a review by the district leadership team. The District Secretary will present the District Governor with the proposed changes.*

*The District Governor will review the proposed changes and determine the appropriate method of approval as follows:*

*Any changes that meet the following criteria will be carried to the District Conference for approval or will be approved separately before incorporating the change into The District Leadership Plan.*

1. *Selection of a governor-nominee (if there is a challenge to the nominee candidate selected by the Nominating Committee)*
2. *Election of a member and alternate member of the nominating committee for RI Director*
3. *Election of the district's representative and alternate representative to the Council on Legislation*
4. *Amount of current district dues*

*Changes not requiring a District Conference approval:*

*The District Governor will present the proposed changes to the Council of Governors. The District Governor will take into consideration the feedback from the COG and approve the document. The document will be incorporated into the next revision of the District Leadership Plan.*

### **Conflict of Interest**

*Whenever a member of the district leadership, including the DG has a financial or personal interest in any matter coming before any district committee, the chair of that committee shall ensure that:*

- 1. The interest of the individual is fully disclosed to all members of the committee.*
- 2. No interested committee members may vote or lobby on this matter when such matter is voted upon.*
- 3. Any transaction in which a committee member has a financial or personal interest shall be duly approved by the DG or DGE not so interested or connected as being in the best interests of the organization.*
- 4. Payments to the interested committee members shall be reasonable and shall not exceed fair market value.*
- 5. The minutes of meetings at which such votes are taken shall record such disclosure, abstention, and rationale for approval.*

## **17. DISTRICT RECORDS AND PROPERTY**

### **DG Records:**

*The DG shall turn over any requested club records over to the DGE immediately following the end of the DG's term. The District Administrator shall be the archivist of the district official records.*

### **Committee Records**

*Individual committees may maintain the district records with the permission of the DG. When the chair of a committee maintaining their own records changes, all records and district property will be passed to the successor and a report will be made to the district administrator that this transfer has been completed.*

### **District Property**

*The district Executive Director shall be responsible to maintain an inventory of all district equipment including, but not limited to, fax machines, computer software and office equipment.*

## **18. CLUB LEADERSHIP PLAN**

*A required component of the DLP is a defined plan for assisting clubs in the implementation of a corresponding club leadership plan (CLP) and Strategic Plan. The district CLP/Strategic Plan implementation plan is:*

- 1. Assist clubs develop a strategic vision by conducting individual club workshops. This is the first step in implementing the Club Leadership Plan and Strategic Plan*
- 2. Follow-up with those clubs that have developed this vision to determine if they need assistance in implementing CLP and Strategic Plan*
- 3. Promote CLP and Strategic Planning at district training sessions such as Pre-Pets, PETS, District Training Assembly, etc.*
- 4. Require AGs to discuss CLP and Strategic Planning with club presidents during regularly scheduled visits.*

*To implement the Club Leadership Plan in their own club, current, incoming, and past club leaders should*

- Develop a long-range plan that addresses the elements of an effective club*
- Set annual goals using the Rotary Club Central program in harmony with a club's long-range plan and Strategic Plan*
- Conduct club assemblies that involve members in the planning process and keep them informed of the activities of Rotary*
- Ensure clear communication between the club president, board, committee chairs, club members, DG, AGs, and district committees*
- Provide for continuity in leadership, including the concept of succession planning to ensure development of future leaders*
- Amend bylaws to reflect the club committee structure and roles and responsibilities of club leaders*
- Provide opportunities to increase fellowship among members of the club*
- Ensure that every member is active in a club project or function*
- Develop and implement a comprehensive training plan that ensures:*
  - 1. Club Committee Chairs and Club leaders attend District Training Assembly before serving as chair*
  - 2. Orientation is consistently and regularly provided for new members.*
  - 3. Ongoing educational opportunities are available for current members.*
  - 4. A leadership skills development program is available for all members.*

***Club leaders should implement a Club Leadership Plan and Strategic Plan. The club should review its plans annually (MOP 2010 pg 5).***

## **19. APPENDICES**

- A. *Emergency Communication Plan***
- B. *Risk Management***
- C. *District Fees and Payment Policy***
- D. *Youth Protection Policy***
- E. *Rotary Foundation District Grants and Global Grants***

## **Appendix A – Emergency Communication Plan**

*The DG announces implementation of the Emergency Communication Plan to the District Executive, Vice-District Governor, Assistant Governor Coordinator, Family of Rotary chair and AGs via email or other means including, landline telephone, cell phone, or courier. The Assistant Governor Coordinator calls each AG as a backup plan in case email is not working.*

*Assistant Governors contact club presidents via phone call and email within 24 hours. If it is too early to gather sufficient information, they make contact again within 48 hours.*

*The Assistant Governors then compile the information and call the DG with information about affected clubs. The AGs also send an email to the DG, copying the District Executive, the Assistant Governor Coordinator, and the Family of Rotary chair.*

*The District Executive will provide the District Governor with any supplementary information that they receive during the event. He may also provide public service radio announcement focused on Rotary District support operations including times and places to report.*

*The DG calls affected club presidents and also contacts the RI zone director to inform them of the situation.*

*The DG issues a memo to the district within 48 hours of implementation. The purpose of this memo is to make people aware that work is being done. It may include an official position on how assistance can be provided to those in need (if that is known at this early stage).*

*The Assistant Governor Coordinator compiles a complete list of affected clubs and members, if appropriate. This information is then shared with the DG, Vice-District Governor, District Executive, and the Family of Rotary chair.*

*The Assistant Governors visit their affected clubs as soon after the event as possible. The DG will try to visit as many affected clubs as possible.*

*The DG issues a summary newsletter to the district at the conclusion of the event. This action will close out the Emergency Communication Plan.*

## **Appendix B – Risk Management**

*Since Rotary's inception Rotarians have been involved in thousands of successful projects with minimal negative results or negative feedback. We are involved in activities worldwide with very positive results for the community, Rotary and Rotarians. However, we are living in a world that perceives the need for more accountability. Thus, there is a need for audit trails of the decision making processes, particularly where there are risks, real or perceived.*

*District Committees and Rotary clubs with a risk management strategy can better manage their projects and activities. They can be more comfortable that they have done their best to avoid, mitigate and/or manage risks and know that there is an audit trail proving this. Members can be organizers and participants in projects and activities knowing that the likelihood of being involved in claims of any nature is minimal.*

- *Rotary is committed to providing a safe and secure club environment that enhances the achievement of The Object of Rotary.*
- *Risk management is the process of analyzing the organization's exposure to risk or loss and taking steps to minimize those potential (or real) losses to levels acceptable to the organization.*

### **Policy for District 6860 Committees**

1. *It is a policy of Rotary District 6860 to implement a formal process of examination, assessment and management of risks associated with Rotary activities.*
2. *It is the Policy of Rotary District 6860 to offer and strongly recommend the adoption by Rotary Clubs of this Risk Management Procedure for Club Projects and Activities.*

### **Policy Objectives**

- *To minimize the exposure of any person to personal and financial losses as a result of being involved in Rotary Activities.*
- *To provide Rotary Members with an appropriate Risk management tool.*
- *To protect and enhance the good name of Rotary throughout the community.*
- *To ensure that Rotary Activities comply with the legal obligations imposed on such organizations by Government regulations.*
- *To ensure that Rotary Activities comply with the Objects Policies and Procedures of Rotary International.*

*There are three drivers for risk management:*

1. *Reputation - all projects taken on by Rotary must enhance and continue Rotary's good name and high standing in the community.*
2. *Cost - unless risks are mitigated (and demonstrably so), the cost of liability insurance premiums will continue to rise which will result in increased costs to members. In the extreme, suitable insurance may not be available at all.*
3. *Compliance with Health, Hygiene and Safety regulations at Local, State and Federal Government levels.*

*Risk management demonstrates to the community that Rotary is a professional organization*

that values the safety and security of all involved in a project. Risk management demonstrates to insurers and others that Rotary is conscious of the need to manage its affairs in a responsible manner with the ultimate aim of being a responsible and desirable client. Risk management demonstrates to government that Rotary is a reliable and responsible organization when seeking permits.

**1. Risk Identification: What can go wrong?**

- List each part of the project.
- Don't assume anything.
- Don't omit any potential risk

**2. Risk Assessment:**

- How likely is it? Would it be serious?
- Likelihood? Low, medium, high.
- Seriousness? Nil, slight harm, death.

The combination of these, leads to your plan

**3. Develop the Plan:**

- What should be done about the risks?
- Training, barriers, signs, covers etc.
- Give it to an expert to look after, perhaps.

If necessary, leave it out altogether!

**4. Implement the Plan:**

- Manage the risks
- Disseminate the plan.
- Order the gear, assign roles etc.
- Train volunteers as required in plan.

**5. Monitoring:**

- Check to ensure the plan is carried out
- Check to see all staff are in attendance.
- Check to see all measures are in place.
- Review the plan after the event, for future refinement and/or improvement.

**A Risk Management Form is included in this section.**

This form is a tool, allowing the Club or Committee to identify, assess and address risks associated with each project undertaken. Review comments should be included on the form after the project is completed so as to inform organizers of a similar project in the future.

**Risk Management Officer**

Clubs and Committees should assign the task of risk management to a particular person or to a small committee. As the task is to be carried out for each project, it is advisable to have a trained person or committee carry out this function because a trained person can often provide a new insight into project planning.

- Accident/Incident Reports

*Details of accidents/incidents that have occurred at Rotary events should be recorded in writing and/or photography. Layman's language may be used (technical terms not required) including details of any witnesses and their contacts. Witness written statements should be attached. Record any use of medical staff, ambulance or hospitalization. Finally, detail any reports made to/or requested by outside authorities.*

- *Record Keeping*

*Risk Management documents prepared by Rotary Clubs and District Committees must be filed and stored securely after use. RM documents for District Committees are to be made available for perusal by the DG (or delegate) or the District Insurance Officer at any time.*

- *Insurance*

*Please check with the District 6860 office for any questions. In general terms, Rotary activities include activities such as meal meetings, BBQs, international and community projects and fund raising.*

*A description of the General Liability Insurance Program, including Directors and Officers, is available at this link: <https://www.rotary.org/myrotary/en/us-rotary-club-and-district-liability-insurance-program>*

### **Classification of Risks**

*There are a number of “risks” associated with Rotary’s activities some of which are:*

- *The risk that Rotary might injure someone, damage property or incur a liability through actual or perceived negligence (lack of due care) on the part of a Rotary Club, Rotary District or Rotary organization or its members. Some but not all of this risk may be covered by the District Insurance Policy.*
- *The risk that a particular project does not achieve its desired goal-or worse, that money is actually lost on the venture - sometimes called business or opportunity risk.*
- *The risk of personal injury or sickness for one or more of its members or associates whilst in Rotary service locally or elsewhere.*
- *The risk of damage to Rotary’s reputation and loss of goodwill from the public at large.*

*“Risk” can be best managed by the proper use of a formal risk management procedure.*

### **Acceptable Risk**

*The level of acceptable risk will vary from activity to activity and from person to person. In general however Rotary and Rotary members should not accept any risk that is greater than that acceptable to that individual in normal life.*

*If you have any doubts, go with caution and seek the advice of others.*

*Clubs will set minimum criteria for their activities based on their assessments of the risks. For*



some Club level activities, Districts may recommend certain levels of risk acceptance, but final decisions are made at Club Board level.

### **Responsibility for Managing Risk**

The responsibility for managing risk ultimately rests with the chief executive of the organization. In Rotary District 6860 that responsibility can lie in two areas. For District Activities it is the DG. For Club Activities it is the Club President. The club President should seek assistance from their Legal Advisor. **The District does not have responsibility for Club-Level Risk Management. The District strongly recommends that the Club's Risk Manager be a Board position and that this responsibility be assumed by the President-Elect.**

Where more than one club is involved one president must take overall responsibility. At Club level the President may delegate risk management responsibilities to any member within the Club; however there is an expectation that a board member will be appointed to fulfill this role each year.

### **EXAMPLES**

- **Example of a District Risk:**

- Risk Identification : District Conference could lose money
- Management: Who is authorized to commit and spend District funds? What are the limits of the authorization? For what purposes? With whom do they have to clear expenditures?
- Transfer: Can some of the risk of loss be assumed by the service providers? Hotels, food suppliers?
- Mitigation: Appoint an event planning sub-committee staffed by people with expertise in arranging for and managing major events. Among the experiences and skills will be: event planning, contract review, etc. The event chairs and event committees will continue to do the detailed work of planning and producing specific events, but this sub- committee would serve as consultants.

- **Example of Club Risk:**

- Risk Identification: Club wishes to take Interact students to Mexico. What are all the potential risks?
- Who is responsible for physical injuries, kidnapping, etc? Bad behavior on the part of children or adults? Damage to Vehicles or property?
- Management: Who is in charge? Who have they discussed this with?
- Transfer: Can risk be transferred through insurance? Mexican vehicle insurance? School health care?
- Mitigation: Have the adults gone through youth training? Are parents going to accompanying the children?



## **RISK MANAGEMENT FORM**

**ROTARY CLUB** \_\_\_\_\_

1. *Describe the activity / project being undertaken.*
2. *Detail the people participating in the activity/project (does it involve non Rotarians, members of the public or other organizations?).*
3. *Have you required the other organizations, group or persons taking part in the activity to provide their own Liability Insurance? (Other organizations or groups should have their own Liability Insurance. Non Rotarians should have their own coverage or at least be made aware that they are not covered under Rotary Coverage unless specifically noted). Please specify details*
4. *Have you been asked by any other organization or person to indemnify them as a third party under the Rotary Insurance for the activity? (If yes, refer to the District Office for advice before entering into any agreement.)*
5. *Describe the potential hazards (or dangers to the general public and persons working on project).*
6. *Have there been prior incidents / accidents on this type of project? If "YES" please provide information regarding when, how, and results.*
7. *What steps can be taken to:*
  - a. *remove or eliminate the hazard or danger;*
  - b. *isolate the source of the hazard or danger;*
  - c. *reduce the likelihood of it happening;*
  - d. *reduce the seriousness of the impact if it does happen.*

**INSURANCE- RELATED QUESTIONS CAN BE ADDRESSED WITH THE DISTRICT OFFICE IN ORDER TO OBTAIN PRIOR AGREEMENT FROM THE INSURER.**

***DON'T ASSUME YOU ARE INSURED. OBTAIN CONFIRMATION IN ADVANCE!!!***

## Appendix C – Rotary International and District Fees and Payment Policy

### District Program Fees and Specific Program Costs

*Rotary International Dues*

*Current District Dues (Approved in 2016) payable to the District Treasurer upon receipt of invoice in July each year*

*Mid-South Presidents-Elect Training Seminar (MS-PETS) fees Are payable to the District Treasurer upon receipt of invoice January each year or not*

*AGI Registration*

*Rotary Youth Leadership Awards (RYLA) Program*

*Rotary Leadership Institute (RLI)*

*INTERACT Conference*

*District Training Assembly*

*District Grant Training Seminar*

### District Sponsored Program

*Spain – Hickman –Estess Grant  
South Central Rotary Youth Exchange Annual Dues  
Peace Scholars*

### District Sponsored Events

*Annual Foundation Dinner*

*District Conference Registration*

### Club Sponsored Program

*Rotaract Start-up*

### Club Pays

*RI Dues will increase \$4.00 per year for 3 years 2017-18; 2018-19; 2019-20*

*\$31.00 /active member as of June 30, current Rotary Year \$1.00/per Rotary member annually will be deposited into the Disaster Relief fund.*

*\$275.00 / Club President-elect whether they attend MS-PETS*

*\$75.00 .*

*\$275.00/ per Club Sponsored participant*

*\$50.00/attendee*

*Registration Fee*

*Registration Fee*

*Registration Fee*

### District Pays

*3 awards at \$3,500 each  
\$425  
TBD*

### Individual Pays

*Dinner Fee*

*Registration, Housing, Meals, & Transportation*

### Club Pays

*Full*

## **Appendix D – Youth Protection Policy**

### **Statement of Conduct for Working with Youth**

*Rotary District 6860 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*

### **Definitions**

*Staff - all officials and program volunteers that have any contact with youth or access to facilities*

*Youth - individuals 17 years of age or younger*

### **Responsibilities**

*The District Governor is responsible for the supervision and control of all Youth Programs within the district. The District RYLA Coordinator, Youth Exchange Officer, and the Youth Service Chair are under the supervision of the District Governor. The appointed District Youth Protection Officer is under the supervision of the Youth Service Chair. District 6860 complies with the Rotary Code of Policies (RCOP), Sections 2.100 and 41.060. The District Youth Services Chair submits an annual survey to RI.*

*The Youth Exchange Officer identifies and arranges Club Exchanges and the overall structure of the District Youth Exchange Program including submission of Certification Documents to the District Governor and Rotary International. The District once certified, is covered by the Rotary U.S. Club and District Liability Insurance Program.*

### **Youth Exchanges**

*Upon receipt of a candidate's name wishing to participate in a short term or long term Youth Exchange, the Youth Exchange Chair will notify the District Governor, Youth Services Chair and Youth Protection Officer before the process moves forward to enter the candidate into a Youth Exchange program.*

*The Youth Service Chair Youth Exchange Officer will arrange a meeting with the sponsoring club's board and explain in detail the importance of the responsibilities involved with hosting a Youth Exchange student. Special emphasis will be placed on the steps involved should there*

*be any incidence of impropriety involving the student. Clarification will be given to the importance of reporting these types of incident on a timely basis, as well as, who should report them, and to whom.*

*The Youth Exchange Officer must provide the following data on all inbound Students prior to or shortly after the beginning of an exchange: Exchange type, Student Name, and contact details in their home country, gender, date of birth, sponsoring/ host district, along with the Name and contact details for all host families.*

*Copies of the International Youth Exchange and Appendix D – Youth Protection Policy from the this plan will be provide to the club board and sponsoring family of any Youth Exchange student.*

*Youth Service Chair will ensure parents receive regular written information about the programs content and schedules; feedback regarding their child's participation in program including behavior and general health; and an introduction to the program staff.*

*The Rotary District 6860 will promote positive values and youth protection strategies in its programs, facilities, with parents and in the community. The Rotary District 6860 Youth Protection Officer may offer educational information and resources for the community, parents and youth through workshops, programs, and the use of printed and/or audio-visual resources.*

*Should there be any allegation of problem with a youth; the incident must be reported to the Youth Service Chair who reports the incident to the Youth Protection Officer and the District Governor. The District Governor must report to Rotary International within 72 hours of the incident.*

### ***Sexual Abuse and Harassment Prevention Guidelines***

*All Rotarians and Clubs should follow the above statement of conduct for working with youth and the following Rotary International guidelines for abuse and harassment prevention established by the general secretary.*

- 1. Rotary International has a zero-tolerance policy against abuse and harassment.*
- 2. All potential youth program staff must complete and sign a written application form that includes a release allowing the Rotary District 6860 to conduct a background information search, if necessary. The application will request basic information from the applicant and*

*will inquire into previous experience with children, reference, and employment information.*

- 3. A personal interview will be conducted with the applicant by Club President to discuss the position and the applicant's talents, qualifications and abilities. Multiple and/or group interviews may be conducted as appropriate.*
- 4. All staff will receive an orientation that includes review and receipt of the Rotary District 6860 Code of Conduct, review of policies related to safety, transportation, prevention and reporting of child abuse and emergency procedures. Staff training and orientations will be updated and refreshed each year. Documentation of all training will be maintained in each individual's personnel file.*
- 5. Supervision of youth, programs, facilities and staff will be designed to protect youth and staff at all times. (i.e.) A minimum of two staff should be assigned to each program and operating site.*
- 6. Parents will be allowed to observe programs at any time, as appropriate.*
- 7. An independent and thorough investigation must be made into any claims of sexual abuse or harassment.*
- 8. Any adult involved in a Rotary youth program against whom an allegation of sexual abuse or harassment is made must be removed from all contact with youth until the matter is resolved.*
- 9. Any allegation of abuse must be immediately reported to the Parents or legal guardians, the District Governor, the Youth Protection Officer, and the appropriate local authorities in accordance with RI's zero-tolerance policy.*
- 10. A club must terminate the membership of any Rotarian who admits to, is convicted of or is otherwise found to have engaged in sexual abuse or harassment. A non-Rotarian who admits to, is convicted of, or is otherwise found to have engaged in sexual abuse or harassment must be prohibited from working with youth in a Rotary context. A club may not grant membership to a person who is known to have engaged in sexual abuse or harassment. (Upon obtaining information that a club has knowingly failed to terminate the membership of such a Rotarian, the RI Board will take steps to have the Rotarian's membership terminated, including action to terminate the club's charter for failure to comply).*
- 11. If an investigation into a claim of sexual abuse or harassment is inconclusive, then, for the safety of youth participants and the protection of the accused, additional safeguards must be put in place to assure the protection of any youth with whom the individual may have future contact. If there are subsequent claims of sexual abuse or harassment, the adult shall be permanently prohibited from working with youth in a Rotary context. Regardless of criminal or civil guilt, the continued presence of the adult could be detrimental to the reputation of the organization and could be harmful to youth. It can also benefit the adult in preventing additional accusations from other youth. A person who is accused but later cleared of charges, may apply to be reinstated to participate in youth programs. Reinstatement is not a right, and no guarantee is made that he or she will be reinstated to*

*his or her former position.*

### **Support Services**

- *District 6860 will select an individual Rotarian counselor for each student to be in regular contact with the student and to serve as a liaison between the student and the club, the student's parents or guardians, host family, and community at large. The club counselor must not be a member of the student's host family and has been trained in responding to any problems or concerns which may arise during the exchange, including the prevention of physical, sexual and emotional abuse.*
- *Each student is required to submit to the Youth Exchange Officer a quarterly report that includes information on their current hosts, feelings, concerns, ideas, and suggestions regarding their exchange experience thus far. The designated Youth Exchange officer will review the reports carefully and, when necessary, takes action to respond to any irregularities reported by the students.*

*The host and sending Rotary clubs will provide students with a list of individuals to contact in the case of a problem or emergency for the following positions:*

- *Rotarian counselor*
- *Host club president*
- *Host district chair*
- *Host District governor*
- *Sending club president*
- *Sending district chair*
- *Sending district governor*
- *Two non-Rotarian resource persons (one male and one female)*
- *Medical care*
- *Dental care*
- *Mental health care*
- *Law enforcement professionals*
- *Suicide prevention hotlines*
- *Rape crisis hotlines*



- *Local child protection agencies*

*District 6860 and the host Rotary club will provide a 24 hour emergency contact number to ensuring that students can contact a District 6860 representative by telephone at all times.*

### ***Student Insurance Requirements***

- *Student travel itineraries are agreed upon by the students' parents or legal guardians and the host club/District 6860. Student travel insurance coverage shall be submitted to host club/District 6860 prior to the student's departure from home. The host Rotary club will arrange immediate and emergency medical attention when it is needed. The host Rotary club must be satisfied that the insurance coverage carried by the student is with a responsible insurance company which will ensure that any service providers receive complete and prompt payment.*
- *The parent or legal guardian of the Youth Exchange student is responsible for the payment of all medical and accident costs. The parent or legal guardian of each student shall provide travel insurance, including, but not limited to, medical and dental coverage for accidental injury and illness, accidental death, dismemberment, and disability benefits (also known as capital benefits), repatriation of remains, emergency evacuation, 24-hour emergency assistance services, and personal legal liability. Such amounts shall not be less than the following minimum limits and benefits per student:*

*o 24-hour emergency assistance services. US\$1,000,000 for expenses related to injury or illness such as hospital, doctors/physicians, dentist, ambulance or other usual and customary medical services. US\$100,000 for accidental death, dismemberment, or disability*

*US\$50,000 for necessary emergency transport or evacuation of student in the event of severe illness or bodily injury*

*o US\$50,000 for repatriation of student's remains or cremation expenses in the event of the death of the student*

*o US\$50,000 for necessary emergency transport or evacuation of student in the event of a non-medical emergency, including due to a political crisis or a natural disaster*

*o US\$500,000 for personal legal liability for liability arising from the student's actions or omissions that cause bodily injury to a third party or damage to a third party's property.*

- *Provide coverage on a 24-hour basis from the time the student leaves their home until they return home inclusive of any personal travel before and/or after the agreed exchange period*

*o Be valid in all countries in which travel will take place with the exception of student's home country.*

- *Participation in extreme sports, such as hang gliding, rock climbing, and bungee jumping, is discouraged. If students are allowed to participate in extreme sports, these activities should be undertaken with the host districts' and parents or legal guardian's written permission, and additional adequate insurance should be obtained.*

### **Student Orientation and Debriefing**

- *The sending club or district organizes a mandatory orientation for students and their parents or legal guardians prior to departure.*
- *At orientation participants are informed about the rules, procedures and expectations associated with the Youth Exchange program and includes a briefing about the District 6860 the local Rotary club and its activities.*
- *The sending club or district provides abuse prevention and awareness training for both students and parents or legal guardians.*
- *District 6860 and the host club will provide an orientation program for inbound students. The orientation includes guidance for students should they encounter any aspects of neglect, physical, sexual or emotional abuse and contact information for local resources and their appointed counselors.*
- *Because local laws and customs in one country may differ greatly from those in others, orientation for students includes information on local laws and customs, which may apply to young people.*
- *Due to the likely effects of reverse culture shock, following their return, students and their parents or legal guardians are encouraged to attend a debriefing meeting for the purpose of assisting them to transition to their home, school, and community environment.*
- *Students should not under any circumstances be permitted to operate or drive a motorized vehicle of any kind during the exchange, nor to own a motorized vehicle in the host country.*

*Students should not undertake travel outside the immediate area of the community in which the host club is located without the consent of the students' parents or legal guardians and of the participating clubs or districts.*

### **Early Returns**

*Any participant who does not comply with the requirements of the program will be removed*

*from participation in the program.*

*In the case of students being sent home, the sponsoring Rotary club and District 6860, host families and the student's parents or legal guardians, are fully informed prior to the student being sent home. Such decision requires the agreement of the host and sending districts. The student should be returned home at the earliest practical time by a route agreed upon between the parents or legal guardians and the sending district. In the event of an impasse, District 6860 will appoint an independent Rotarian to serve as a mediator.*

### **Volunteer Selection, Screening & Training**

- *All adults (Rotarian and non-Rotarians) involved in the program, including but not limited to committee members, host families, club counselors, and others, are interviewed to determine suitability to work with youth, complete and sign a Youth Volunteer Agreement, and agree to undergo background checks, including law enforcement public record checks and a reference check. Reference checks should entail asking three people about the individual's suitability to work with exchange students. These three people should not be family members and no more than one of the references should be a Rotarian.*
- *District 6860 will conscientiously screen and selects host families on the basis of a written application, background checks for all adults in the home, including law enforcement public record checks and reference checks, personal interview, and home visits. Reference checks should entail asking three people about the individual's suitability to work with exchange students. These three people should not be family members and no more than one of the references should be a Rotarian. Announced and unannounced (or short-notice) home visits should take place prior to exchanges and during long-term exchanges.*
- *Host families should carry personal liability and auto liability insurance with appropriate limits for their geographic location.*
- *District 6860 Youth Exchange policy outlines the content and frequency of training, participants who must receive training, who has the responsibility for arranging and conducting training, and how records of participation are maintained.*

*All adults (Rotarian and non-Rotarians) involved in the program, including but not limited to committee members, host families, club counselors, and others, receive training that includes information on program administration and rules, and abuse and harassment awareness and prevention.*



*Revised October 19, 2018*

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## **Overview**

*This document outlines the procedures that District 6860 will undertake to comply with requirements specified by The Rotary Foundation in the District Memorandum of Understanding. Additionally this document outlines the steps that the clubs of district 6860 will undertake to comply with district 6860 requirements as outlined in the Club Memorandum of Understanding (Club MOU). District 6860 will provide training, support and assistance to clubs in District 6860 to become a qualified club and to apply for global and district grants. This document is intended to be used as a reference in conjunction with TRF Grant Management Manual, and Terms and Conditions for Rotary Foundation District Grants and*

*Global Grants.*

## **Grant Funding and Allocation Policy**

### **District Grants**

*The district will request up to the maximum amount allowed for District Grants (currently 50% of the SHARE amount). In order for the district to obtain the maximum amount, clubs will be required to submit applications to the District Grants Committee by July 15 of the program year.*

*Qualified clubs in our district may apply for district grants on an annual basis according to criteria outlined in this document. A maximum award amount will be determined annually by the program year District Governor (DG) and District Rotary Foundation Chair (DRFC) based on available DDF for the program year.*

### **Global Grants**

*Global Grants require a minimum project size of \$30,000, and accordingly, a sponsoring club is encouraged to seek assistance and group collaboration from other clubs within the district. Only one club can be the lead and that club must be qualified to submit and manage a global grant.*

*Clubs wishing to apply for Global Grants must consult with the DG and DRFC before DDF funds will be committed for a Global Grant project. District 6860 will match club cash contributions 25 cents to the dollar with DDF contingent upon the availability of DDF and upon approval by the program year District Governor. The District Governor has the discretion to allocate additional DDF, contingent upon availability of DDF.*

*Requests for DDF in support of global grants must be made in writing to the District Governor and District Rotary Foundation Chair by the Club President. Provide a brief description of the project, list partner club(s) name(s) and district number(s), amount of DDF requested, and verification that the clubs has raised funds for a cash contribution to project. If other clubs in D 6860 are contributing cash contributions to the project in support of the DDF request, list the clubs and amounts they are each contributing.*

*Clubs with a current open global grant may request DDF for an additional global grant. Requests for an additional global grant must follow existing procedures as outlined herein. Funding with DDF is subject to the discretion of the District Governor and DRFC.*

The minimum budget for a global grant project is \$30,000. The Foundation's World Fund provides a minimum of \$15,000 and maximum of \$200,000. Clubs and districts contribute District Designated Funds (DDF) and/or cash contributions that the World Fund matches. DDF is matched 100 percent and cash is matched at 50 percent.

District 6860 will match club cash contributions up to 400 percent, depending on availability of DDF. The Rotary Foundation assesses a five percent administrative fee for cash contributions that is automatically built into the grant budget. The club is responsible for paying the administrative fee, in addition to the cash contribution.

The chart below shows examples of how this Global Grant Funding works for different total grant values beginning with the minimum amount of \$30,000. Clubs will need to contact The District Governor and/or the DRFC for specific information for funding their Global Grant if the total grant value is not reflected in the chart below.

<b>Club</b>	<b>less .05 Admin Fee</b>	<b>World Fund Contribution</b>	<b>DDF Contribution</b>	<b>World Fund DDF Match</b>	<b>Grant Value</b>
<b>Contributor</b>		<b>50% of Club less fee</b>	<b>400%</b>	<b>100% of DDF Funds</b>	
\$3,183.10	(\$159.16)	\$1,511.97	\$12,732.40	\$12,732.40	\$30,000.72
\$3,500.00	(\$175.00)	\$1,662.50	\$14,000.00	\$14,000.00	\$32,987.50
\$4,000.00	(\$200.00)	\$1,900.00	\$16,000.00	\$16,000.00	\$37,700.00
\$4,500.00	(\$225.00)	\$2,137.50	\$18,000.00	\$18,000.00	\$42,412.50
\$5,000.00	(\$250.00)	\$2,375.00	\$20,000.00	\$20,000.00	\$47,125.00
\$5,500.00	(\$275.00)	\$2,612.50	\$22,000.00	\$22,000.00	\$51,837.50
\$6,000.00	(\$300.00)	\$2,850.00	\$24,000.00	\$24,000.00	\$56,550.00
\$6,500.00	(\$325.00)	\$3,087.50	\$26,000.00	\$26,000.00	\$61,262.50
\$7,000.00	(\$350.00)	\$3,325.00	\$28,000.00	\$28,000.00	\$65,975.00
\$7,500.00	(\$375.00)	\$3,562.50	\$30,000.00	\$30,000.00	\$70,687.50
\$8,000.00	(\$400.00)	\$3,800.00	\$32,000.00	\$32,000.00	\$75,400.00
\$8,500.00	(\$425.00)	\$4,037.50	\$34,000.00	\$34,000.00	\$80,112.50
\$9,000.00	(\$450.00)	\$4,275.00	\$36,000.00	\$36,000.00	\$84,825.00
\$9,500.00	(\$475.00)	\$4,512.50	\$38,000.00	\$38,000.00	\$89,537.50
\$10,000.00	(\$500.00)	\$4,750.00	\$40,000.00	\$40,000.00	\$94,250.00
\$10,500.00	(\$525.00)	\$4,987.50	\$42,000.00	\$42,000.00	\$98,962.50
\$11,000.00	(\$550.00)	\$5,225.00	\$44,000.00	\$44,000.00	\$103,675.00
\$11,500.00	(\$575.00)	\$5,462.50	\$46,000.00	\$46,000.00	\$108,387.50
\$12,000.00	(\$600.00)	\$5,700.00	\$48,000.00	\$48,000.00	\$113,100.00
\$12,500.00	(\$625.00)	\$5,937.50	\$50,000.00	\$50,000.00	\$117,812.50
\$13,000.00	(\$650.00)	\$6,175.00	\$52,000.00	\$52,000.00	\$122,525.00
\$13,500.00	(\$675.00)	\$6,412.50	\$54,000.00	\$54,000.00	\$127,237.50
\$14,000.00	(\$700.00)	\$6,650.00	\$56,000.00	\$56,000.00	\$131,950.00
\$14,500.00	(\$725.00)	\$6,887.50	\$58,000.00	\$58,000.00	\$136,662.50
\$15,000.00	(\$750.00)	\$7,125.00	\$60,000.00	\$60,000.00	\$141,375.00
\$15,500.00	(\$775.00)	\$7,362.50	\$62,000.00	\$62,000.00	\$146,087.50
\$16,000.00	(\$800.00)	\$7,600.00	\$64,000.00	\$64,000.00	\$150,800.00
\$16,500.00	(\$825.00)	\$7,837.50	\$66,000.00	\$66,000.00	\$155,512.50
\$17,000.00	(\$850.00)	\$8,075.00	\$68,000.00	\$68,000.00	\$160,225.00
\$17,500.00	(\$875.00)	\$8,312.50	\$70,000.00	\$70,000.00	\$164,937.50
\$18,000.00	(\$900.00)	\$8,550.00	\$72,000.00	\$72,000.00	\$169,650.00
\$18,500.00	(\$925.00)	\$8,787.50	\$74,000.00	\$74,000.00	\$174,362.50

\$19,000.00	(\$950.00)	\$9,025.00	\$76,000.00	\$76,000.00	\$179,075.00
\$19,500.00	(\$975.00)	\$9,262.50	\$78,000.00	\$78,000.00	\$183,787.50
\$20,000.00	(\$1,000.00)	\$9,500.00	\$80,000.00	\$80,000.00	\$188,500.00

## **Global Grants**

*Rotary Foundation Global Grants support larger, international projects with sustainable, measurable, high-impact outcomes in one or more of six areas of focus that correspond to the Foundations' mission.*

*Peace and conflict resolution/prevention*

*Disease prevention/treatment*

*Water and sanitation*

*Maternal and child health*

*Education and basic literacy*

*Economic and community development*

*Global grants that are developed by clubs and districts will receive a match from the Foundation's World Fund. These grants can be used to support humanitarian projects, global scholars or vocational training teams. Qualified districts/clubs must sponsor global grant projects with other qualified districts/clubs. Non-qualified clubs/districts are not eligible for global grant funds. Global Grants have a minimum World Fund Match of \$15,000 and maximum of \$200,000.*

## **Global Grant Application Review Procedures**

*Applications are accepted by The Rotary Foundation only through the on-line web portal on a rolling basis throughout the year. It is strongly suggested that clubs consult with the district's Global Grants Subcommittee Chair and DRFC throughout the process to help ensure the project meets the guidelines established by TRF and the district. Even though applications are submitted to TRF for approval; the DG and DRFC have final approval of DDF funds provided in support of the project and must authorize the grant application.*

### **Additional Items for Global Grants**

- *Clubs must be current with Rotary International and District dues and any other district financial obligations*
- *Clubs must be current on all Global Grant and District Grant reports*
- *Minimum overall project size is \$30,000*
- *Application must follow all TRF grant requirements and timelines*
- *Club must be qualified with a current MOU on file at the district level*
- *Global Grant requests can only be submitted through the on-line RI website portal*
- *Guidance from the Global Grant Subcommittee prior to and throughout the application process is highly encouraged*



- *The club must request DDF in writing to the DG and DRFC*
- *The Host Country Club and Host Country District must both be qualified as stated under the Terms and Conditions for District Grants and Global Grants and Club MOU*

## **District Grants**

*District grants fund small-scale, short-term activities that address needs in your community and communities abroad. Each district chooses which activities it will fund with these grants. For international projects, Clubs are encouraged, but not required to partner with a local host district or club.*

*District grants may be used to fund a variety of district and club projects and activities including:*

- *Humanitarian projects, including service travel and disaster recovery efforts*
- *Scholarships for any level, length of time, location, or area of study*
- *Vocational training teams, which are groups of professionals who travel abroad either to teach local professionals about a particular field or to learn more about their own*

## **District Grant Application Review Procedures**

*District 6860 will implement a system of training clubs and accepting applications for district grant funds. Clubs must complete annual qualification requirements prior to submitting a grant application(s). Applications must be submitted by July 15 of the program year in which the project is proposed. Applications submitted after the July 15 deadline will not be considered.*

*For each program year the DRFC and DG will determine the maximum amount that a Club may request in DDF for district grants. This maximum limit will be based upon the available DDF for district grants for the program year. The District does not guarantee that Clubs will receive the maximum award requested for district grants and should plan accordingly to adjust project budgets as needed in the event that the grant is not fully funded.*

*Applications for District Grants will be reviewed by members of the District Grant Subcommittee. Upon successful review, the District Grants Subcommittee will submit recommendations for approval to the program year District Governor (DG) and District Foundation Chair (DRFC) for final submission to The Rotary Foundation (TRF).*

*The process of approval of grant applications and submission to TRF may take several weeks. Clubs must not begin implementing their projects until they have been notified that their grant has been approved. Subject to TRF approval of the District Block Grant requested, district grants funds will be mailed to sponsoring clubs once funds have been transferred to the District Grant bank account.*

## **The District Grant Application Process**

*Only qualified clubs may apply for district grants (see section on Club Qualification in this District Policies and Procedures Supplement)*

- *The maximum amount of funding that a club may request is established annually by the DRFC and program year DG.*
- *Clubs may submit more than one application. The combined total request for the all grants may not exceed the maximum award limit established for each club.*
- *Qualified clubs must submit their applications through the DaCdb grant module. Hard copies, faxes, or applications via email or snail mail will not be accepted.*
- *Clubs should submit final reports for the grants as soon as completed. All projects must be completed and **reported on by June 15 of the program year in which the grant was awarded.***
- *Clubs may begin planning, but must not begin implementing their projects until officially notified by the District Grant Subcommittee that their project has been approved for funding by The Rotary Foundation. Expenses incurred prior to approval of the grant cannot be reimbursed.*

*District Grant Applications for DDF will be evaluated and recommended on the following:*

- *Project supports the mission of The Rotary Foundation*
- *Adherence to the Terms and Conditions for Rotary Foundation District Grants*
- *Qualification of proposing Club by the District*
- *Impact on the community*
- *Per capita giving to the Annual Fund*
- *Involvement of Rotarians, Rotaract and Interact clubs in the project*
- *Proportion of Club funds that will be contributed to the project in relation to the amount of DDF requested*
- *Promotion of Rotary awareness locally*

### **Use & Reporting of District Grant Funds**

*District Grant funds may only be used for expenses as approved in the club's district grant application. Any changes in the intended use of grant funds must be approved in advance by the District Grant Subcommittee Chair, DRFC, DG and TRF.*

*A final report is due for each grant within 30 days of the date that the project is completed, using the DaCdb grant module. Paid receipts, copies of checks and all other financial documentation must be presented with the Final Report to equal the value of the grant award.*

*All projects must be completed and reported on **no later than June 15 of the program year in which the grant was awarded.** Clubs that do not meet this deadline must agree to reimburse the District for the grant amount unless an extension has been approved by the District Rotary Foundation Chair (DRFC). Failure to provide the proper documentation as outlined within the Grant Management Manual can result in a Club being required to return the Grant Award to the District and disqualification in the next program year for receiving a Grant.*

## **Reporting and Resolving Misuse of Grant Funds**

*All reports of misuse of Grant Funds will be tracked, investigated and resolved by the District Rotary Foundation Chair in collaboration with the District Grant Audit Committee. The procedure used will be as follows:*

*All reports of misuse of Grant Funds must be signed by one or more individuals involved or having knowledge of the District's grant activities. The District Rotary Foundation Chair will conduct an investigation into all reports of misuse of grant funds.*

*The District Rotary Foundation Chair will acknowledge receipt of the written report of misuse in writing, and copy the District Governor and the District Grant Audit Committee Chair.*

*The District Rotary Foundation Chair and District Grant Audit Committee will conduct an investigation and produce written progress reports not less frequently than monthly after its receipt of the report of misuse, with a final written report within ninety (90) days of the receipt of the misuse of funds unless an extension of thirty days or less for filing is authorized by the District Governor for good cause.*

*This report shall be submitted to the District Governor and to the person or persons who made the Report of Misuse.*

*In the event that the District Rotary Foundation Chair and District Grants Audit Committee determine that there was misuse or irregularities in any grant related activity, the Final Report must be submitted to The Rotary Foundation to include a determination as to how the District should act to fairly and equitably resolve the situation.*

*No new grant applications will be approved for any club, individual, or organization with reported misuse of funds or irregularity until the situation has been resolved.*

*For grants paid through the District Grant Account, payment will be stopped for activities, clubs individuals or organizations with reported misuse or irregularity until the situation has been resolved.*

*After investigating and determining consequences, the District Rotary Foundation Chair will report any potential misuse or irregularities in grant-related activity to TRF and indicate how the district will act to resolve the situation.*

*After a 6-month period, unresolved cases will be reported to TRF for action.*

### **Report on Use of Grant Funds to the District**

*The district's grant subcommittee chairs (Global Grants and District Grants) will maintain detailed reports from clubs on the use of District Grant and Global Grant funds.*

*The District Rotary Foundation Chair shall provide a report annually at District Conference, and members of all clubs are invited to attend. The report will include a summary of expenditures for each club and project that received funding. In addition, this information will be posted on the district website and will be included in the District Governor's final newsletter. The report will include the following for each project:*

- *Name of the project*
- *How much money was awarded*
- *Total expended*
- *Brief description of each project*
- *Sponsoring and Cooperating District 6860 Clubs*
- *Cooperating Host District and Host Country Club(s)*

*In addition the DRFC will submit a summary of the breakdown of the expenditure of Global Grant DDF in a report which will include a summary of the carryover of District Grant Funds as follows:*

- *Beginning Carryover*
- *New Grant Fund Allocation*
- *Grant Funds Expended*
- *Ending Carryover*

*Additionally, the DRFC will provide written reports for Fall and Winter Leadership meetings of the district Finance Committee, Council of Governors and general session. Reports to Finance Committee and Council of Governors should be submitted to the chair of each of these committee prior to the leadership meeting. Reports should include a summary of the use of DDF available, DDF funds used, and DDF funds committed for the program year.*

## **Financial Management**

### **Bank Account for TRF Grant Funds (DDF Account)**

*The District will maintain a bank account referred here as the DDF Account, with a federally insured financial institution, in accordance with applicable law, to be used only for TRF Grant Funds.*

*All source documents related to DDF will be retained by the Treasurer, and will include but not*

*be limited to:*

- *A copy of the District 6860 action approving expenditures from DDF*
- *Receipts for all expenditures from the account*
- *All deposit tickets or notices of direct deposits by wire or other transfers into the DDF Account*
- *All notices from the bank*
- *Documents for the establishment of the account*
- *Copies of the initial and all successive signature cards establishing the signatories on the account*

*Funds received from TRF from the 50% allocation of DDF funds for District Grants will be deposited into this account as well as any other funds related to District Grants that may come into the possession of D6860 if any should be received.*

*The account signatories will be the District Executive Director, the District Rotary Foundation Chair and the District Treasurer.*

*The signature of two of the three signatories is required on every check and withdrawal from this account.*

*Disbursements under \$500 may be issued with a single signature if approved in writing, including email, by one of the other two signatories.*

*Funds will be disbursed from this account, only as appropriate, for grants approved by the District Grant Committee in accordance with TRF and D6860 policies and as approved in the Grant Application.*

*Proposed changes in the use of District Grant funds will be submitted in writing to the District Grant Committee for approval prior to any expenditure that is not in accordance with an original DDF Grant Application.*

*Grant funds not disbursed pursuant to approved District Grants must be kept in the DDF Account without diversion, except for direct payment for grant activities or to return funds to TRF.*

*One or more bank accounts may be opened as necessary in the case of a district managed Global or District Grant with numerous expenditures administered by someone other than the district treasurer. Such arrangements will be subject to the approval of the District Grant Committee.*

### **Accounting**

*It should be the duty of the District Treasurer to maintain a standard set of accounts on*

*software approved by the District Governor. All entries to the set of accounts in the system will include appropriate reference to source documents.*

*The set of accounts will be in sufficient detail to provide for an informative balance sheet and income statement for each class and type of DDF expenditure.*

*In most cases, the expenditures will be for disbursement to clubs for approved District Grants in those or other categories but may also be for District Grants managed at the district level.*

*In the case of DDF funded projects that involve numerous expenditures directly out of the grant account, appropriate subaccounts will be maintained.*

*If the district manages District Grants, then a separate set of accounts paralleling the accounts above should be established as applicable.*

*Entries to the chart of accounts will include appropriate references to source documents as applicable and should identify the specific grant for which the expenditure is related.*

- *Treasurer will maintain/retain all of the aforementioned defined documents and records for no less than five (5) years*
- *All grant activities, without exception, must be in accordance with local law*
- *The Treasurer will perform monthly bank reconciliations*

### **Transferring the Custody of the Grant Account**

*The plan for transferring the custody of the District Grant Account in the event of a change in leadership is as follows:*

- *The then current District Governor, the District Rotary Foundation Chair, and the District Treasurer will be authorized signatories on the account as previously discussed herein.*
- *During the month of June of each year the incoming District Governor, the incoming District Foundation Chair and the incoming District Treasurer, if applicable, will sign the bank signatory forms to be effective on the first day of July next.*
- *After a District Governor's year, a District Rotary Foundation Chair's or a District Treasurer's term has ended the District Treasurer shall cause each and any such signature to be removed as an authorized signature on the DDF Account as soon as practicable.*

### **Document Retention**

*All documents that are required to be maintained by the District are to be accessible and available to the members of the District Grant Committee, District Officers and Directors, Rotarian project sponsors including Club Officers and Directors of participating clubs. Furthermore, any District Rotarian may request access to such documents from the District*

*Governor and such access will not be unreasonably withheld.*

*Electronic facsimile copies of required documents shall be maintained for a minimum of five (5) years*

*District bank account records originals are to be maintained for a minimum of five (5) years*

*In the case of District level projects that are not sponsored by a club, original documents are to be maintained for a period of five (5) years. Required documents will be maintained in electronic format on an external hard drive and in hard copy format and will be maintained by D6860.*

*The documents that must be maintained and available to TRF for audit include, but are not limited to:*

- *All bank account information*
- *Copies of past bank statements*
- *Documentation of change in payee signatories, if any*
- *Terms and procedures of the District's Financial Management Plan*
- *The General ledger with all of the itemized deposits, withdrawals, expenditures and journal entries*
- *The procedure for storing documents and archives*
- *Grant application documents*
- *Grant reports from sponsoring clubs or other participants*
- *Copies of receipts, invoices and other grant documentation*
- *Completed project photos where applicable*

### **Procedures for Storing Documents and Archives**

District 6860 clubs that sponsor either District or Global Grants shall be required to provide electronic copies of all reports, documents and receipts in the list enumerated above and as outlined with the TRF Grant Management Manual.

Clubs that are in possession of original hard copies as enumerated above shall maintain these documents in a secure location that can be easily accessed by club members and the District Grant Committee. Electronic copies of all grant reports as listed above shall be provided to and maintained by the District Grant Committee.

Electronic storage for identified club level documents will be through the District and Club Database (DaCdb) using the secure file storage feature. Any additional fees associated for this or additional storage space will be provided through the annual District Grant as an operating expense.

Any and all records as above described in the possession of the District Rotary Foundation Chair or

Grants Committee Chair or other district officers at the end of his/her term shall be transferred to the applicable successor as soon as practicable after the commencement of the successor's term.

In addition to the above described documents, the records and documents required to be retained include but are not limited to:

- The Annual Report from the District Rotary Foundation Grant Audit Committee
- Copies of all liability insurance and/or copies of travelers' insurance policies
- Copy of the District Qualification Application submitted to TRF
- Copy of the District Qualification approval from TRF
- Documentation of grant management and qualification training for qualified clubs
- Copies of qualified Club MOUs
- District Grant and district-sponsored Global Grant information including:
  - Copies of all applications for District Grants and District sponsored Global Grants
  - Copies of all Grant Agreements
  - Copies of all reports submitted to TRF
  - Information collected from Clubs and entities receiving District Grant Funds, including receipts and invoices for all purchases made with grant funds and any and all written or electronic correspondence related therein.

### **District TRF Grant Audit Committee**

The District Grant Audit Committee shall consist of three members. The terms shall be for three years. The committee reports to the district's Finance Committee. Members of the committee must be active Rotarians who are independent and financially literate.

Members of the committee may not include: members of any grant project or, members of District Grants Committee; the TRF Chair, The District Governor-Elect, the immediate Past District Governor, or *the District Governor; not any member of the District Finance Committee, nor any Rotarian who is, or plans to be, a project contact or a recipient of grant funds during the term of the Audit Committee.*

*The District Audit Committee must examine all the expenditures of the DDF Account to ensure that funds were used for the intended purpose, that proper records were maintained, and that a system of controls over expenditures has been in place. The examination should include:*

- *The selection of a sample of disbursements and reconciliation to supporting documentation*
- *A review of the full listing of expenditures to ensure funds were expended in a manner consistent with the terms and conditions of the grant awards*
- *Identification of the purchasing procedure used, and*
- *A review of the bank reconciliations to confirm that they were prepared correctly and that the opening balances match the financial records of the grant activities and bank statements*



*The District Audit Committee shall make a report of its findings to the District within three (3) months of the completion of each Rotary year.*

## **Club Qualification**

*A Club cannot participate in District Grants or Global Grants unless it is qualified.*

*Qualification is required annually due to the turnover of club leaders. The DRFC will maintain a list of qualified clubs. For District 6860 there will be two levels of club qualification:*

- *Global Grants*
  - *All qualifications as outlined in the TRF Grant Management Manual and the District Policies and Procedures Supplement including a properly signed and documented Club Memorandum of Agreement (Club MOU)*
  - *Be current on all Rotary International and District dues at the time of qualification.*
  - *Be current on all Grant reporting requirements.*
  - *Other requirements that the district deems necessary and that are reasonable, achievable, and fair to all clubs.*
  
- *District Grants*
  - *All details as outlined in the TRF Grant Management Manual and the District Policies and Procedures Supplement*
  - *For each program year that a Club is applying for a District Grant, clubs will be required to attend a designated District Grant Club Qualification Seminar or a Grant Management Seminar*
  - *Be current on all Rotary International and District dues at the time of qualification.*
  - *Be current on all Grant reporting requirements.*
  - *Other requirements that the district deems necessary and that are reasonable, achievable, and fair to all clubs.*

## **District Qualification**

*The District Governor, District Governor-elect and District Rotary Foundation Chair shall hold primary responsibility for district qualification, in addition to overseeing the implementation of TRF grants.*

*A District Memorandum of Understanding (MOU) must be signed by the program year District Governor and District Rotary Foundation Chair. The District MOU authorizations are completed online through the R.I. Grant Application Tool.*

*Succeeding District Governors must submit their MOU authorizations no later than 30 days*

*after the start of their terms.*

## **Training**

*The primary trainers will be the District Rotary Foundation Chair (DRFC) and members of the Global Grants Subcommittee and District Grants Subcommittee. They will develop an agenda that will cover training requirements set forth in the District MOU and Rotary Foundation Terms and Conditions for District Grants and Global Grants. Additional elements will include materials from the TRF Grant Management Manual, District 6860 Policies and Procedures Supplement, Club Memorandum of Agreement and general best practices. Additional elements will be added as deemed necessary for successful club qualification.*

*The **District Grant Club Qualification Seminar** is intended for Clubs that wish to apply ONLY for District Grants. The seminar will count toward a Club's qualification in District Grant participation provided the club meets all other requirements as outlined under the Club Qualification section of this document. The primary audience for the training is the club president-elect, club Foundation chair, and club members who will be responsible for coordinating district grant projects. Club training will include hands-on training for use of the grant module through DaCdb. Seminar attendees should have a basic knowledge of DaCdb prior to the seminar and should bring their laptops with them to the training seminar.*

*The **Grant Management Seminar** is required for those clubs that will participate in Global Grants. This seminar will also meet the training requirement related to club qualification for clubs applying only for District Grants. The primary audience for the training is the club president-elect, club Foundation chair, and club members who will be responsible for coordinating global and/or district grant projects.*

## **District Grant Committee Duties**

*The district grants committee is comprised of the District Rotary Foundation Chair (DRFC), District Governor (DG), Global Grants Subcommittee Chair (GGC), and District Grants Subcommittee Chair (DGC). Additional members may be added as needed to assist with Global and District Grants and club qualification.*

*The district grants committee is responsible for managing, promoting and encouraging implementation of District and Global Grants and for providing training and oversight of the club qualification process. The committee helps clubs participate in educational, vocational, and humanitarian activities.*

*Specific duties include:*

- *Oversee the qualification of clubs*
- *Serve as district experts and resources on all Rotary Foundation grants*
- *Ensure implementation of stewardship practices, including reports to The Rotary Foundation on all grants*
- *Create and implement a district policy that outlines the distribution of district grant funds for clubs and the district*
- *Follow and enforce the terms and conditions of grant awards for district and global grants; disseminate and conduct club education on the terms and conditions for district and global grants*
- *Work with the District Rotary Foundation Committee Chair (DRFC) to disburse grants funds and to ensure that proper records of grant are maintained for reporting purposes*
- *Provide input on district Designated Fund distribution*
- *Report any potential misuse or irregularities in grant-relative activity to the DG and The Rotary Foundation and conduct the initial local investigation of any report of misuse*

### **Glossary of Terms and Acronyms**

<i>DDF</i>	<i>District Designated Funds</i>
<i>DG</i>	<i>District Governor</i>
<i>DGC</i>	<i>District Grants Subcommittee Chair</i>
<i>DGE</i>	<i>District Governor-Elect</i>
<i>DGN</i>	<i>District Governor-Nominee</i>
<i>DRFC</i>	<i>District Rotary Foundation Chair</i>
<i>GGC</i>	<i>Global Grants Subcommittee Chair</i>
<i>MOU</i>	<i>Memorandum of Understanding</i>
<i>TRF</i>	<i>The Rotary Foundation</i>

#### *Club Qualification*

*The successful completion of requirements (including training and signing a Club Memorandum of Understanding) whereby a club becomes eligible to apply for grants through The Rotary Foundation.*

*SHARE*

*Through the SHARE system, contributions to The Rotary Foundation are transformed into grants that fund local and international humanitarian projects, scholarships, and activities, such as vocational training teams. At the end of every Rotary year, contributions directed to the Annual Fund-SHARE from all Rotary clubs in the district are divided between the World Fund and the District Designated Fund, or DDF.*

*At the end of three years, your district can use the DDF to pay for Foundation, club, and district projects. Districts may use up to half of their DDF to fund district grants. The remaining DDF may be used for global grants, or donated to PolioPlus, the Rotary Peace Centers, or another district. The program year District Governor determines how these funds will be allocated.*

#### *World Fund*

*The World Fund provides the necessary funding for our highest priority activities around the globe. While 50% of SHARE-designated contributions are applied to the World Fund, you can also direct your entire gift to the fund. The Foundation uses the money to pay for grant and program opportunities available to all Rotary districts.*