

**2016-2017 DISTRICT 5240 ADDENDUM TO THE  
CLUB MEMORANDUM OF UNDERSTANDING**

**The Rotary Foundation has encouraged districts to customize the requirements for clubs to qualify in order to participate in the new grant models so that they can best meet the needs of their districts. In keeping with this guidance, District 5240 had added the following provisions for club qualification:**

**Club Qualification:**

1. Clubs must send the President Elect and at least one other experienced club member to one of the District's grant management seminars each year.
2. Club must be qualified in order to receive District Grants and, Global Grants.
3. An unincorporated club must agree to the Club MOU through the signature of the club's President and President-elect. Incorporated clubs must agree to the Club MOU with a club resolution approved by the Board of Directors and signed by the club President, the club President Elect and club Secretary.
4. A club must be in compliance with grant reporting and be in good standing with The Rotary Foundation and the District at the time of approval .
5. To maintain qualified status, the club must comply with this MOU, and all applicable TRF policies.
6. The "lead" or "sponsoring" clubs for District Grants and Global Grants must be qualified by the District.

**Club Officer Responsibilities**

1. Appointing at least two experienced club members to implement, manage, and maintain club qualification.
2. Ensuring the grant funds will not be used for political or religious purposes.

**Financial Management Plan**

The club must have a written financial management plan to provide consistent administration of grant funds. The financial management plan must include procedures to:

1. Utilize a standard set of accounts provided by the district grants fund treasurer, which includes a complete record of all receipts and disbursements of grant funds.

**Bank Account Requirements**

1. In order to receive Global Grant funds prior to approval of the grant final report, the club must have a dedicated bank account that is used solely for receiving and disbursing TRF grant funds. Note: This does not apply to District Grant

## Document Retention

1. The club must establish and maintain appropriate recordkeeping systems in accordance with the District document retention policies.
2. The club's policies for storing documents must comply with the District's policies.

## Reporting Misuse of Grant Funds

1. The club must report to the District Grants Subcommittee Chair and District Governor any potential and real misuse or mismanagement of grant funds.

## Authorization and Agreement

*This District 5240 Addendum to the memorandum of understanding is an agreement between the club and the district and acknowledges that the club will undertake measures to ensure the proper implementation of grant activities and proper management of Foundation grant funds. By authorizing this addendum, the club agrees to comply with all of the conditions and requirements of the District 5240 Addendum.*

*On behalf of the Rotary Club of \_\_\_\_\_, the undersigned agree to comply with all of the conditions and requirements of the District 5240 Addendum to the MOU for Rotary year 2016-2017*

President-Elect	
<b>Term</b>	President, Rotary Year 2016-17
<b>Name</b>	
<b>Signature</b>	
<b>Date</b>	

President-Elect Nominee	
<b>Term</b>	President, Rotary Year 2017-18
<b>Name</b>	
<b>Signature</b>	
<b>Date</b>	