Rotary Bulletin Instructions

Please submit meeting notes to Mary Beth Bretzlauf by the Wednesday following the meeting before noon. The notes may be typed or handwritten using this form. Do not use numbers or bullet points when typing the notes. Please be as detailed as possible since she does not attend the meetings.

Please send to Mary Beth's email at mbbretzlauf@comcast.net.
Notes should include the following: (use back if necessary)

1. All announcements made by the President, Club members, visiting Rotarians, and guests.

2. Names of Guests and Club if Rotarians.

3. 50/50 winners:

   1st Place:

   2nd Place:

   3rd Place:

4. Highlights of Happy Dollars (who gave and why).

5. Guest speaker and a summary of the talk. Please be as detailed as possible for the newsletter.