

Speaker Selection / Invitation:

1. All members of Lincoln South Rotary are encouraged to bring speaker ideas to the Club.
2. Consult the Club website regularly to see what speakers have been arranged / dates filled.
3. Contact the Chair – Speakers and Programs or Club President through the Club Website (home page, left side, Club Executives & Directors list).
4. You may be asked to make the arrangements with the speaker – providing them with all details, securing their photo and bio, doing the introduction the day of the meeting.
5. Follow-up with the presenter at least 3 weeks in advance to ensure that they are still available.
6. When considering a speaker . . .
  - a. Avoid controversial topics or volatile issues that could arouse anger and division among members. Refer to the Four-Way Test when considering speakers and topics.
  - b. Avoid political or religious topics. Rotary International is a non-political and non-religious organization. As a matter of policy, Rotary Clubs do not take positions on public questions including political or international issues.
  - c. No political candidates within 120-days of an election. It is acceptable, however, to have a congressman, senator or other elected official speak to our club when the format is simply a report to constituents on congressional or legislative affairs.
7. Speakers are not allowed:
  - a. Marketing or sales talks; sale of books, CDs, etc. (if you have books or CDs available, we will make reference to them in our introduction. Club policy does not allow the price to be announced or for our speakers to personally reference items for sale.)
  - b. Direct solicitation, request for volunteers, or request for the Members or Club to support, a charity, cause, or project; requests for Club support for service projects, including the solicitation for volunteers, must be presented to the Lincoln South Rotary Club Board of Directors; donation requests may be made as applications for grants through the Lincoln South Rotary Club Foundation.
  - c. Personal political or religious messages; our policy does not allow anyone running for political office to address the club within 120 days prior to an election.
  - d. Circulating surveys for the purpose of soliciting support, or for use in promoting you, your company, or your products or services.
8. Lincoln South Rotary Club pays the meeting cost for one speaker.
  - a. The speaker is welcome to bring a guest or additional presenter and pay the meeting fee at check in.
  - b. We pay the meal expense of the speaker the day of the presentation; we do not pay any other expenses such as speaker fees, materials, mileage or lodging.
9. Speakers need to provide power point in advance
  - a. Email to [nklein2@neb.rr.com](mailto:nklein2@neb.rr.com) by Thursday afternoon before the presentation day. Large files can be transferred using <https://wettransfer.com/> (free and easy).
  - b. They can also bring the presentation on a flash drive and can run it from the computer on the podium.
10. Be sure your speaker is aware of the 1:00 PM meeting close time.
11. Provide the speaker with the [Speaker Information - Guidelines For Speakers](#) available as a download file on our club website home page.