

Rotary
District 5280



THE PLAYBOOK FOR DISTRICT GOVERNOR VISIT



**ALBERT
HERNANDEZ**

**DISTRICT
GOVERNOR**

**PROUD MEMBER OF
THE ROTARY CLUB
OF BURBANK
SINCE 2005**

OVERVIEW

AS YOU MAY KNOW, THE DISTRICT GOVERNOR IS ENCOURAGING CLUBS OF 2 OR MORE TO JOIN EFFORTS TO HOST THE OFFICIAL DG VISIT MEETING. IT IS THE GOVERNOR'S WISH THAT THROUGH THESE COLLABORATIONS NEW PARTNERSHIPS ARE BUILT AMONG NEIGHBOURING CLUBS IN HOPES THAT IN THE LONG RUN CLUBS BEGIN COLLABORATING THROUGH COMMUNITY SERVICE PROJECTS AND SOCIAL EVENTS. ONE CLUB MAY HOST THE OTHER CLUBS DURING THEIR NORMAL MEETING TIME OR CONSIDER MOVING THE DG EVENT TO A MORE CASUAL EVENING MIXER.

CLUBS, PLEASE WORK WITH YOUR ASSIGNED ASSISTANT GOVERNOR TO MAKE CERTAIN YOU ARE PREPARED FOR THE VISIT. LIST OF AGS CAN BE FOUND AS AN ADDITIONAL ATTACHMENT.

TWO OPTIONS TO CHOOSE FROM:

OPTION #1: TRADITIONAL DISTRICT GOVERNOR VISIT

1) IF YOUR CLUB DECIDES TO DO A TRADITIONAL DG VISIT PLEASE LET YOUR ASSISTANT GOVERNOR KNOW AS SOON AS POSSIBLE SO THE GOVERNOR BEST PREPARES HIS PRESENTATION TO FILL AS THE SPEAKER FOR THE DAY. PLEASE BE CERTAIN YOU PROVIDE THE MEETING LOCATION, ADDRESS, MEETING START AND END TIME. PLEASE ENCOURAGE AS MANY MEMBERS TO ATTEND THE MEETING TO LISTEN TO THE INSPIRING JOURNEY OUR GOVERNOR HAS GONE THROUGH FROM A RYLA STUDENT TO DISTRICT GOVERNOR TWENTY YEARS LATER. THE GOVERNOR WILL BRING A POWERPOINT PRESENTATION AND WOULD LOVE IF YOU HAVE THE PROPER SETUP SO HE CAN SHARE.

OPTION #2: INFORMAL EVENING MIXER:

IF YOUR CLUB DECIDES TO DO A MORE INFORMAL STYLE CLUB MEETING WITH OTHER CLUBS LET US KNOW AS SOON AS POSSIBLE.

FOR AN INFORMAL DG VISIT IN THE EVENING PLEASE FOCUS ON FELLOWSHIP AND NETWORKING. NO NEED TO MAKE THIS A SIT DOWN EVENT; MAKE IT AN EVENT WHICH PEOPLE FROM THE VARIOUS CLUBS CAN GET TO KNOW EACH OTHER AND SPEND TIME WITH ONE ANOTHER.

ALL THE GOVERNOR ASKS IS FOR 10-15 MINUTES IN WHICH HE MAY SHARE HIS ROTARY JOURNEY AND TRY TO INSPIRE YOUR MEMBERS. THE GOVERNOR WILL NOT BRING A POWERPOINT TO EVENING MEETINGS.

OVERVIEW

VIRTUAL CLUBS

CLUBS THAT MEET VIRTUALLY MAY ALSO COLLABORATE IF DESIRED. THE GOVERNOR IS WILLING TO MEET WITH A SINGLE CLUB OR MULTIPLE CLUBS VIRTUALLY. PLEASE NOTE THE GOVERNOR WILL SHARE A POWERPOINT WHEN HE SHARES HIS ROTARY JOURNEY. PLEASE PLAN ON GIVING HIM SHARE CAPABILITIES. PLEASE BE SURE YOU SEND THE ZOOM LINK WITH YOUR DESIGNATED ASSISTANT GOVERNOR.

RECOGNITION FOR THE GOVERNOR

THE GOVERNOR DOES NOT EXPECT OR DESIRE A PERSONAL GIFT, BUT WOULD BE THANKFUL IF YOUR CLUB DID ANY OR ALL OF THE FOLLOWING:

- DONATE AN EXPERIENTIAL ITEM FOR THE LIVE AUCTION AT THE FOUNDATION CELEBRATION ON NOVEMBER 2ND, 2024 AT SOFI STADIUM. THE ITEM SHOULD BE VALUED AT MINIMUM \$500 AND HAVE AN EXPERIENCE COMPONENT IN THE PACKAGE, I.E. HOTEL NIGHT, VACATION HOME, CONCERT, SPORTING EVENT.
- MAKE A GIFT TO THE ROTARY FOUNDATION (TRF) OR POLIO PLUS IN OUR GOVERNOR'S NAME. IF THIS IS SOMETHING YOUR CLUB WILL DO PLEASE CONSIDER MAKING AN ANNOUNCEMENT OR A CHECK PRESENTATION DURING THE VISIT.

BOARD MEETING

HAVING A BOARD MEETING WITH THE DG WILL BE UP TO THE CLUB. A BOARD MEETING IS **NOT REQUIRED**. HOWEVER THE DG IS WILLING TO MEET **BEFORE** OR **AFTER** THE MEETING. OUR DG IS ALSO **WILLING TO ATTEND A REGULARLY SCHEDULED BOARD MEETING VIA ZOOM**.



**Teamwork Makes
The Dreamwork**

OVERVIEW

SPECIAL REQUIRED INFORMATION:

AT LEAST ONE WEEK BEFORE YOUR DG VISITS, TO ASSIST THE DG IN HIS PREPARATION, PLEASE PROVIDE THE DG'S CHIEF OF STAFF AND YOUR AG WITH THE FOLLOWING:

A. ****TWO OR THREE MEMORABLE SIGNATURE COMMUNITY SERVICE PROJECTS.**

B. ****TWO OR THREE MOST INSPIRING CLUB MEMBERS AND WHY.**

C. **THE NAME OF ANY PAUL HARRIS FELLOWS (NEW OR ADDITIONAL) THAT ARE BEING HONORED/INDUCTED DURING THE VISIT. PLEASE MAKE SURE YOU THE PAUL HARRIS LEVEL PINS ON HAND FOR THE PRESENTATION.**

D. **THE NAMES OF NEW MEMBERS TO BE INDUCTED AND THEIR SPONSORS, IF NONE, THE NEWEST MEMBER OF THE CLUB CAN BE INTRODUCED. PLEASE MAKE SURE YOU HAVE THE NEW MEMBER PACKAGE THAT INCLUDES A ROTARY PIN AND OTHER ITEMS IF MEMBERS ARE BEING INDUCTED.**

E. **MAKE SURE A MEMBER IS ASSIGNED TO TAKE PHOTOS – AND SHARE EXPEDIENTLY WITH THE CHIEF OF STAFF AT ROTARYGOMEZ2020@GMAIL.COM**

DISTRICT LEADERSHIP

:DURING THE DG VISIT THE FOLLOWING DISTRICT LEADERS MAY ATTEND ALONGSIDE THE GOVERNOR:

GLENN GOMEZ, CHIEF OF STAFF
ROTARYGOMEZ2020@GMAIL.COM

MAYE STACY, CHIEF OF STAFF
MAYE.ROTARY5280@EARTHLINK.NET

MARGARET HERNANDEZ, SENIOR ASSISTANT GOVERNOR, CLUB SERVICE
MARGIE.HERNANDEZ@STANFORDALUMNI.ORG

ONE (1) ASSISTANT GOVERNOR

WE WILL CONFIRM WHO IS ATTENDING AT LEAST TWO WEEKS BEFORE YOUR DG VISIT.

THANK YOU!!!