

## District 5390 Governor Visit Protocol

Once a year, the District Governor (DG) is required to make an official visit to each club in the District.

### **Purpose of Visit**

- To allow the DG to communicate directly with all Rotarians in the district.
- To listen to Club Leadership and gain better understanding of their club.
- To provide timely and friendly advice to club officers as requested and to answer questions about Rotary International and the District.
- To serve as a catalyst for strengthening the programs of Rotary.

### **Process**

- Prior to the DG's visit, the AG will meet with the club officers to review club plans and goals.
- By June 1, the AG will work with the club leadership to confirm the meeting and accommodation arrangements.
- One month prior to the visit, the AG will reconfirm with the club the date, time, location, format of the visit and special requirements (e.g. audio visual, inductions, PHF awards to be given, etc.).
- The DG is a guest of the club when making an official visit. Most importantly, communicate any special plans the club may have to the DG so they can make sure those fit in with the DG's plans. **Reconfirm date, time and location with club and DG!!**

### **Accommodations**

The DG will advise you of the need for overnight accommodations.

### **Viewing the Community & Rotary Club Projects**

Please ask the club to schedule a short tour for the DG and spouse of the community and include Rotary projects the club has done in the community.

### **Meeting Procedures**

- The District Governor's presentation is the program for the club meeting and it is not appropriate to schedule any other program that day. The club should allow the DG a minimum of 30 minutes for the presentation and questions/answers.
- The District Governor, while serving as the District Governor Elect, attends a week long training seminar and receives much information from the RI President Elect, e.g. values, vision, new programs, etc. The DG official visit is when the DG is required to share this information with all clubs in the District.
- The District Governor and spouse are guests of the club for their meeting. The club is encouraged to include spouses of the members at this meeting. An evening social event to include all spouses prior to the club regular meeting is also an option.

- The DG's visit is a very special occasion and an opportunity to invite potential members to learn more about Rotary. The club is encouraged to invite community business leaders to the meeting.
- Encourage club members to arrive early for the meeting and stay late in order to meet with the DG.
- Presentation of Paul Harris Fellowships, inductions of new members and other honors are especially appropriate during the DG's visit. The DG should be asked to participate in such events.
- Clubs are requested to discuss any contemplated changes for the official visit or the format of the visit with the DG in advance so questions can be resolved.
- If time is available for board members and the DG, the DG is happy to meet with the Club Board and Club Committee Chairs before the club meeting. The meeting should take place the evening or morning before the club meeting. This meeting should be open to any member of the club wishing to attend.

## **Gifts**

Personal gifts are discouraged. It is the District Governor's preference that instead the club donate any such funds to The Rotary Foundation Annual Share fund in the club's name.

## **Special Events and Fund Raisers**

If a club wishes to invite the District Governor and spouse to special events (such as Club anniversaries, club fund raising events, or club board changeover meetings) please consider them as your guests.

The District Governor and spouse enjoy sharing in such club activities. The District provides for their travel, but not for the other costs that may be associated with such events (e.g. registration fees, meal fees, etc.).

If you would like the DG and spouse to attend these types of events, please notify them immediately when the date is known, so they can consider fitting it into their calendar.