

District Governor Club Official Club Visits and Functions Guidelines **2021 – 2022**

Over the course of the Rotary Year, the District Governor (DG) plans on connecting with each club (Rotary, Rotaract, Interact and Satellite) at least once. With the current COVID19 situation, the DG official visits will be done in person, if possible, but some may be required to be conducted virtually.

Purpose of the visit is to:

- Allow the District Governor to connect with the Club members;
- Be a counsellor to further the Object of Rotary among the Clubs in the District and to assist those clubs that may need guidance;
- Motivate Rotarians to participate in service activities to strengthen the programs of Rotary;
- Bring attention to important Rotary issues as they pertain to both the RI and District levels;
- Educate Club members about the Rotary Foundation and the importance of Foundation giving;
- Recognize the contributions of Rotarians in the Clubs.

For In Person Official Visits

- The District Governor will contact you to arrange for the visit. The visit is often in conjunction with other club visits in your area. Please try to work with the requested date;
- The District Governor and spouse/partner are the guests of your Rotary Club meeting;
- Your Assistant Governor will be made aware of the visit and if possible, will also attend;
- The District Governor's presentation is approximately 20 minutes and should be the only program for the club that day. For indoor meetings a projector may be required (check with the DG);
- Presentations of Paul Harris Fellows, induction of new members and other honours are especially appropriate during the District Governor's visit and the District Governor should be asked to participate in such esteemed events. **Please let the District Governor know in advance** and provide any personal/pertinent information about the recipient if applicable;
- Please note, if a club so chooses, the DG can arrange to be available to meet with the Board prior to or after the function, or at another time. Topics/issues should be shared with the DG prior to attending the Board meeting so that the DG is aware of any potential issues that need to be discussed;
- Also, time permitting, a tour of your Club projects and your community would be greatly appreciated.

Virtual DG Official Visits

- If an in-person visit is not possible, the Clubs will be contacted by the DG and to ascertain the date and time to attend a meeting;
- The date should be arranged with the DG & AG at least three (3) weeks prior to the meeting;
- The DG presentation should be the only presentation during that meeting, this allows the DG to present their message and allow for some Q & A;
- Meeting invite information (Zoom link & password, etc.) should be sent to the DG and AG at least two or three days prior to the meeting;
- The District Governor presentation will last approximately 20 minutes;
- Presentations of Paul Harris Fellows, induction of new members and other honours are especially appropriate during the District Governor's visit and the District Governor should be asked to participate in such esteemed events.
Please let the District Governor know in advance and provide any personal/pertinent information about the recipient if applicable;
- Please note, if a club so chooses, the DG can arrange to be available to meet with the Board at another time. Topics/issues should be shared with the DG prior to attending the Board meeting so that the DG is aware of any potential problems that need to be discussed.

Gifts

Some clubs have adopted a tradition of "gifting" the DG with some item of local significance. This is certainly not necessary. If a gift is to be given, the preference is for it to be in the form of a contribution to The Rotary Foundation, PolioPlus or the District Water First Project.

Accommodation

The DG will advise the club if any assistance is required to arrange accommodations. The DG receives an allowance for club visits from RI. It is not necessary for clubs to pay for accommodation.

Club Functions

The DG would also be interested in attending Club functions such as:

- Participate (hands-on) in club community service project.
- Participate (hands-on) in club fundraising event.
- Attend club function – Foundation Dinner, special event, etc.
- Attend a club social event.

Clubs are asked to inform the DG and their Assistant Governor (AG) as details become available for any of the above, for them to consider attending. The DG will endeavour to RSVP within a week of being notified. Scheduling will be on a first come first served basis for club invitations.