

District Governor Club Official Club Visits and Functions Guidelines **2020 – 2021**

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. During these very unprecedented times due to the COVID19 lockdown, the DG official visits will be done virtually until further notice.

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.

Virtual DG Official Visits

- The Clubs will contact the DG and AG to ascertain the date and time to attend a meeting to determine availability;
- Scheduling will be on a first come first served basis for club invitations.
- The date should be arranged with the DG & AG at least three (3) weeks prior to the meeting;
- The DG and AG will confirm attendance within a week of being notified;
- 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. **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 problems that need to be discussed.

In Person Official Visits

- The District Governor and spouse/partner are the guests of your Rotary Club meeting;
- The District Governor's presentation is the only program for the club that day. It is not appropriate to schedule another presentation for that meeting. A projector may be required (check with the DG);
- Members are encouraged to stay after the meeting for informal conversation 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. **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 problems that need to be discussed.

DG Expense Guide

One Official Club visit – **RI expense**

DG attendance at club official events like a Foundation Dinner, Change of Officers, Club Anniversaries expenses include the costs (accommodation, meals and transportation)– **District expense**

DG attendance to provide assistance due to club difficulties – **District Expense**

Attendance at club functions – other than Official visits – that are at the invitation of the club are to be paid for by the club unless the leadership representative is to be the guest speaker. If attending in a ceremonial role, the expense should be the clubs – **Club Expense**

Viewing your Community and Club Projects (In person visits)

Also, time permitting, a tour of your Club projects and your community would be greatly appreciated.

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 a Club Project.

Accommodation

The DG will advise the club if any assistance is required to arrange accommodations.

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 initial club invitations.