



District 5170 Protocol Governor's Visit to Clubs 2015-2016 Rotary Year



District Governor Susan Valenta is looking forward to her visit to your Rotary Club during the 2015-2016 Rotary year and interacting with your club's members and leaders. The following is a list of requests and suggestions to Presidents related to the Governor's visit to clubs. The Assistant Governor for each area will review the protocol at an Area Meeting prior to the Governor's visit to area clubs. Each President is requested to review and discuss the Protocol with his or her club leadership group prior to the visit.

A. Governor's Visit to the Club

1. This visit is required by Rotary International and is an official visit.
2. The Assistant Governor will normally attend with the Governor and will introduce her. Exceptions (e.g., clubs at which the President wishes to introduce the Governor) should be discussed in advance with the Governor.
3. If the Assistant Governor is introducing the Governor, the club President should introduce the Assistant Governor by title and include a brief explanation of the relationship of the Assistant Governor to the club.
4. Meals for Governor Susan and whoever is accompanying her, including her spouse, the Lt. Governor, and Assistant Governor, should be complimentary.
5. One week in advance of Governor Susan's visit:
 - a. The club President should confirm to the Assistant Governor, and the Assistant Governor should confirm to the Governor, the location and agenda of each club visit;
 - b. The club President should advise the Assistant Governor, and the Assistant Governor should pass on to Governor Susan, a brief description of two to four significant local and/or international

projects that the club is working on or has completed, and of any other achievements of which the club is proud; and

- c. The Lt. Governor will provide the club President with a copy of these Protocols. (If you have any questions regarding these Protocols, the Lt. Governor will be happy to help. Contact Lt. Governor, Larry Barr @ lbarr@psemc.com or 831-245-6329.
6. If the club President cannot be present the scheduled day of the Governor's visit, the club president should so advise the Assistant Governor as soon as possible, and the visit will be rescheduled.

B. Governor's Meeting with Club officers and Board Members

7. Governor Susan would like to meet with the club officers and board members at a time agreeable to the club immediately before or after her club visit. Governor Susan would prefer the following:

Noon Clubs - at 10:45 A.M. in a separate room from the meeting room.

Morning Clubs - For one hour after or night before the meeting time.

Evening Clubs - One hour and 15 minutes before the regular meeting

Governor Susan would prefer to make the discussion with club officers and chairs as informal as possible. This is an opportunity for the club to share its goals, aspirations, and progress with Governor Susan and for Governor Susan to discuss club progress with key club members and share opportunities beyond the club that will help the club to progress.

During the meeting, the President should call on each officer and club committee chair to report on the officer or chair's plan and progress. A summary of one page or less provided during the report would be helpful. The President should report on behalf of any positions where the chair or officer is missing.

C. Additional Items

8. **Club Gift:** No Club Gift is expected. DG Susan is inviting clubs to join in purchasing one or more wheelchairs through the Wheelchair Foundation

with the goal of delivering one container (280 wheelchairs) in Spring 2016 to a community in Mexico.

9. **No other program**: Unless arranged with Governor Susan previously, on the day of the governor visit no program should be scheduled other than her presentation and related activities. Her presentation will be approximately 20 minutes, not including the recognitions and inductions mentioned in paragraphs 10 and 11.

10. **Foundation and other Recognitions**: Governor Susan wants to give recognition to those who have either made Annual Giving donations to The Rotary Foundation or have pledged to do so during the 2014-15 Rotary year. She will bring ample numbers of Double Sustainer Pins (\$200), Super Sustainer Pins (\$500), and Paul Harris Society Pins (\$1000) to provide recognition during the meeting (although providing her advance notice of the estimated numbers of each pin would be helpful).

Club Presidents or club Rotary Foundation Chairs should have collected donations or received donation pledges prior to or during the meeting of the Governor Susan's visit.

Either the Club President or club Rotary Foundation Chair should read the names of recipients.

At least seven days in advance of Governor Susan's visit, the club President or Foundation Chair should notify the Assistant Governor, and the Assistant Governor should notify Governor Susan of the number, names, and recognition levels of recipients of Paul Harris recognitions to be made by her, or other presentations the club requests her to make.

11. **New Member Inductions**: Governor Susan is also available to induct new members if the President so wishes. (Many clubs have their own traditions regarding inductions, which Governor Susan respects and would not want to disturb.) At least seven days in advance of Governor Susan's visit, Club Presidents should notify the Assistant Governor, and the Assistant Governor should notify Governor Susan of the number and names of any new members to be inducted by her.

12. **Club agenda**: The President should plan time for any recognitions, inductions, or pin distributions that are to occur before or after Governor

Susan's main presentation, and advise the Assistant Governor when they will be on the agenda.