



EXPENSE GUIDELINES FOR DISTRICT MEMBERSHIP CHAIRS (2024-25)

District membership chairs can receive up to \$500 (USD) each Rotary year in reimbursements for specific activities that are aimed at increasing membership in their district.

3 STEPS TO REIMBURSEMENT

1. **Complete the courses** in the [District Membership Committee Intermediate*](#) learning plan in the Learning Center. (You'll need a My Rotary account.)
2. **Host** the approved activity, whether it's in person or online. For more information, including a list of ineligible expenses, [click here](#).
3. **Submit your expenses** through the [expense reporting tool](#) in My Rotary within 60 days *and* by 13 June 2025.
 - Here are the details you'll need when you submit your expense report:
 - **Project number:** 198
 - **Task:** District Membership Chair Reimbursement
 - **Project organization:** 3730 -Membership Development

Click here for answers to some [frequently asked questions](#).

ACTIVITIES APPROVED FOR REIMBURSEMENT

Below is a list of approved activities to get you started. If you have a different activity in mind and want to find out if it will be reimbursed, write to membershipdevelopment@rotary.org.

Learn from district membership chairs who have planned and hosted activities and submitted for reimbursement successfully by watching this [short discussion](#).

Efforts to improve the club experience for members:

- Purchase survey software license to easily collect member [feedback](#).
- Offset the honorarium cost of a diversity, equity, and inclusion (DEI) consultant or speaker presenting at a multi-club event.

Efforts to develop and support new Rotary and Rotaract clubs:

- [Club charter celebrations](#) that engage the larger community. Supplies may include:
 - Food and beverage for the attendees
 - Decorations and signage for the event
 - Marketing materials for the event and club (such as flyers, brochures, and business cards)
 - Entertainment for the event such as a DJ or musician
 - Club materials such as a Rotary banner, tablecloth, tabletop display, or retractable signage adhering to the Rotary brand guidelines.
- New member materials such as Rotary-branded name tags, pins, and certificates [Informational meetings](#) that help communities learn about their Rotary and Rotaract clubs; work with your district Rotaract representative to plan these.
- [Organizational meetings](#), especially ones where a new club's leaders work on establishing their club.

Efforts to build relationships with prospective and new members:

- Prospective member events, informational meetings, service projects, or social functions that engage diverse groups of prospective members. Costs can include, but are not limited to:
 - Venue or virtual hosting platform
 - Food and beverages
 - Speakers
 - Entertainment
 - Decorations
 - Event staff
 - Promotional materials, including signage and branding
 - Equipment for presentations, including lighting and microphones
 - Insurance, permits, licenses, legal costs, accounting costs, and taxes
- Districtwide orientation and engagement opportunities for [new members](#).
- Learn more about hosting successful events on [Rotary's Brand Center](#)!

Efforts to improve our public image and raise awareness of Rotary:

- [Paying for social media](#) or other ads that use materials or templates from the [Brand Center](#) on My Rotary; work with your district public image chair to create these.
- The purchase of [Rotary-branded materials](#) (tablecloth, retractable banner, flyer display rack, etc.) to use at public events.

REIMBURSEMENT GUIDELINES

Refer to [Rotary's Travel Policy](#) for a list of ineligible expenses. These expenses also aren't eligible for reimbursement:

- **Training events of any kind, whether you plan to host or attend**
- Cash or cash-equivalent incentives, direct payments
- Travel, lodging, and mileage without preapproval from the membership development team (write to membershipdevelopment@rotary.org for approval)
- Recognition items such as awards, theme pins, banners, frames, gifts, and plaques
- Expenses for a spouse or partner
- Medical expenses

Visit the [Travel & Expenses](#) page for more information and details about how to submit your expenses. If you want more information about this policy or have any questions about eligible activities, write to membershipdevelopment@rotary.org.

FREQUENTLY ASKED QUESTIONS:

What will I learn by taking the courses?

Every district membership chair comes to this job with different expertise, goals, opportunities, and challenges. We want to make sure that these comprehensive and consistent learning modules help you feel supported and able to do your job effectively. These courses can also be taken by other members of your committee so you have a shared base of knowledge. We estimate these courses will take around 2 hours to complete and ensure that you have the guidance and best practices necessary to fulfill your [responsibilities](#) as committee chair.

How do I access the courses on the learning center?

Here is a [brief video](#) showing you how to find the courses.

Can I work with one or several other districts to combine our efforts? Absolutely! Some activities that are well suited to a multi-district approach include paid social media ads and orientation sessions.

Who do I contact with questions about the reimbursement process?

For questions about the expense reporting tool, including access and how to submit email expense.reports@rotary.org. For questions about eligible activities, contact membershipdevelopment@rotary.org.

Why is training an ineligible expense?

Our goal is to empower DMCs to build meaningful relationships and center the needs of participants and prospective members. That can only happen by engaging directly with the community. We know DMCs are already doing activities that are approved for reimbursement, such as taking prospective members to lunch or coffee, refreshing brochures and displays so they reflect Rotary's brand, and inviting community members to join service projects and we want to help offset these costs.

Can someone else be reimbursed for these expenses? For example, if a club president is buying supplies for an event.

Wherever possible the DMC should be the one incurring the expenses and submitting the receipts. Otherwise, reimbursement could be rejected or delayed.

Can I host an activity that will cost more than \$500USD?

If you have an incredible idea but know it will cost more than \$500, don't get discouraged-- we would love to talk with you more about your idea! Email us at

membershipdevelopment@rotary.org.