



District 5870
Central Texas
#1DistrictStrong

District Governor Visit Memo

Dear Club President-elect,

Once a year, the District Governor makes an official visit to each club in the district. My official visits, scheduled between July and November, will consist of a Zoom meeting with your board and an in-person visit to your club. Zoom meetings with your board take place in the evening and will begin the week of 9 July. The in-person visit to your club will include a short presentation and a service project (if you elect to participate).

It is essential that you attend both meetings as this may be the only time I have together with you and your board. Please take this into account when scheduling your club visit. If you are unable to attend both meetings, please send a request to reschedule. Your Assistant Governor will work with you directly regarding the scheduling and coordination of these meetings.

Purpose of my visit:

- I want to know your club and have fun with your Rotarians!
- Recognize individual Rotarian contributions and outstanding club projects.
- Listen to club leadership to better understand club activities and issues and discover how District 5870 can best support and assist your club.
- To provide helpful advice to club leaders as requested and answer any questions regarding Rotary International, The Rotary Foundation, and our District.
- Motivate Rotarians to participate in service activities

District-wide Service Project

To further encourage club member connection and engagement during my visit, I am asking your club members to participate in a hands-on service project. We will assemble care kits that include hygiene products and shelf-stable food items for distribution to the homeless in the communities serviced by District 5870. For clubs willing to participate, we will bring the supplies to fill the care kits. We will spend 15 minutes of my allocated time on this service project. Upon completion of the project, there will be three options for distributing the care kits:

1. Club Rotarians may take care kits to carry in their car to give to homeless individuals they encounter
2. Clubs may keep the care kits for distribution within their community
3. I will collect any kits left after options 1 & 2 and handle their distribution

Please complete this questionnaire regarding your club's desired participation in the project:
Homeless Care Kit Project

Meeting Options: I am offering the following formats for my Official Visit to offer more flexibility and creativity. There are also a limited number of Saturday options available.

Choose one of the following meeting formats:

1. Collaborative Club Meeting (**My preferred option**) – Combined visit (2 or more clubs), conducted at a mutually agreed location, date & time. It can be a traditional or special meeting that includes within and service project. Multi-club socials or service projects are acceptable options. Your AGs can help coordinate this style of meeting.
2. Traditional Visit at regularly scheduled club meeting location & time
3. Special Assembly (Club Assembly, Fellowship, Club Dinner, etc.) conducted at a mutually agreed date & time.

The Club Meeting:

I aim to arrive 20 minutes before the club or board meeting (if the board meeting is not conducted via Zoom).

- Your Assistant Governor will also plan to attend and handle my introduction.
- My presentation, including the district-wide service project, will take 40 minutes; please do not schedule another speaker that day. If you intend to present Paul Harris Fellowships, new member inductions, or conduct other club business, please do so before the start of my allotted 40 minutes.
- Please let me know at least one week before my visit if you have any special requests, such as inductions/award presentations you would like me to conduct.
- We will conduct the service project during my 40-minute time allotment.

The Board Meeting:

The meeting between your club's leadership and me is vital for district leadership to understand how to serve your club better.

- I prefer to meet with your board of directors and committee chairs via Zoom before your club meeting. Zoom board meetings will occur in the evenings at least one week before my club visit. I want to do the board meetings ahead of time because I want to have the opportunity to digest the information you provide me before meeting with your club – it will give me a better feel for the club and your Rotarians.
- If we cannot schedule a Zoom board meeting, I will meet with your board immediately before your club meeting, except for breakfast meetings.
- Please plan for the meeting to last one full hour and let your club members know they are welcome to attend if they wish.
- During this meeting, I will ask your board for a summary of plans and objectives for the year. If possible, I would like to hear from board members or committee chairs responsible for the areas being discussed.
- I want this time together to be an open discussion where your leaders feel free to ask questions, voice concerns, and give feedback on ways the district can better support your club.
- I will also share information regarding District training, events, and updates.

Gifts:

Gifts are generally not a practice in our district, and personal gifts are discouraged. If you would still like to present a gift, please consider using the money you would have spent on the gift to either support a club project or Polio Plus in honor of my visit.