



Rotary Northeast PETS, Inc.
Policies and Practices
Approved by the NEPETS Committee on March 10, 2012
Bylaws revision approved November 9, 2013

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ROTARY NORTHEAST PETS, Inc. Policies and Practices

Mission Statement

Our mission is to provide appropriate, comprehensive, and professional Rotary leadership training to all incoming club presidents and assistant governors in an atmosphere of fun, fellowship, and inspiration!

History

Planning for the first multi-district presidents-elect training seminar (PETS), hosted by then District 779, began in the early fall of 1988. The first ROTARY NORTHEAST PETS, Inc. event was held in Portland, Maine in 1989 attended by Districts 779, 787, 791, and 793. The 1990 PETS was held in Nashua, New Hampshire, relocated to Westborough, Massachusetts in 1991, moved to Fitchburg in 1993, and returned to Nashua in 1994 where it resided until 2011, when it moved to Framingham, Massachusetts. ROTARY NORTHEAST PETS, Inc. is now eight districts strong with annual attendance of more than 600 Rotarians representing more than 430 Rotary clubs in New England and part of Québec, Canada. The eight districts are 7780, 7850, 7870, 7890, 7910, 7930, 7950, and 7980.

This Document

Provides some guidelines that have been used by previous ROTARY NORTHEAST PETS, Inc. (NEPETS) Committees. Each year's District Governors-elect (DGEs) have final responsibility for the operation of NEPETS and a duty to foster continuity and cooperation from one year to the next. For this document to be meaningful, it is necessary to review this on a continuing basis -- and to make changes that are reflective of the current practices, while keeping a record of past procedures.

NEPETS Committee Meetings

- Traditionally, the first meeting, July or August, has been for DGEs only with their Chair. Others can be included if requested by the DGEs.
- Discussion Leader/Facilitator Training. Discussion Leader/Facilitator training can be offered as an option for new trainers in December, with a "Teach Back" session in January. At the January session major changes in the program should be highlighted. All Discussion Leaders/Facilitators are required to attend. A "Teach Back" session is a formal training session that requires the Discussion Leaders/Facilitators to practice teach the program materials supplied by the DGEs.
- The Chair and Alternate Chair nominee are elected at the November meeting. Those DGEs who are interested in these positions should let their intentions be known to the Chair prior to the November meeting. The Chair-nominee can be selected by a ballot vote or by consensus. It is the decision of the DGE's as to how Chair-nominee and Alternate-chair are selected. Only the DGE's vote / reach consensus on this position.
- Committee meeting expenses (to include light breakfast and lunch) are paid by the NEPETS budget, which also allows for a light lunch for volunteers on the Thursday of PETS.

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Members and Duties

Committee Members

In addition to the Chair and the Alternate-chair the committee members include all sitting Governors, Governors-elect, Governors-Nominee and the Sgt-at-Arms (non-voting member). Other “outsourced” chairs may be invited but are not committee members and do not have voting privileges, but can contribute to discussions. As District Governors-nominee-designate are identified, they are invited to attend meetings, can contribute to discussions, can serve on a committee but are not voting members of the committee.

Duties of the Chair

- Chairs Committee meetings, and is as an ex officio member of all sub-committees
- Sets the meeting schedule after consultation with DGEs,
- Contacts VIPs, assigns aides for VIPs,
- Extends invitations to Rotary Coordinator positions [e.g., RRFC,RCS, RPIC and ARCs (optional)]
- Assures DGEs are following RI PETS requirements,
- Attends PETS Alliance, and provides assistance and guidance to the DGEs and the PETS committee.
- Assigns Discussion Leaders/Facilitators for all sessions, but does this in consultation with RRFC for Foundation Training,
- Assigns all classrooms for all sessions and DGE breakout sessions.
- Assigns PEs and Discussion Leaders/Facilitators to discussion rooms
- In consultation with the DGEs, and the AG convener extends written invitations to speakers and coordinates their speaking schedules (see additional comments under “Speakers”).
- Assigns convener duties for each plenary session, i.e., convener, pledge, song, invocation, introduction of speaker.
- Publicly thanks volunteers, VIPs, and others, usually at the Saturday luncheon;
- Sends written thanks to guest speakers and others as appropriate.
- Sends a welcome letter to all Discussion Leaders/Facilitators re-emphasizing their important role, responsibilities and requirements.
- Provides a welcome letter for the program booklet
- Assures the DGEs have designed a program that will meet the needs for our Presidents-elect and provides for the training of Discussion Leaders/Facilitators.
- At the end PETS debriefing meeting passes the NEPETS gavel to the new chair, with previous years logo attached.
- Works with DGEs to determine if there will be head tables.

Duties of the Alternate-chair

The Alternate-Chair has limited authority but will run the scheduled meeting and will perform duties as required in the absence of the Chair. The Alternate-chair will participate in all meetings. The Alternate-chair can attend the PETS Alliance if deemed necessary. The Alternate-

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chair is responsible for ensuring this document is updated annually. If the PETS Chair becomes unable to fulfill their responsibilities as chair, the Alternate-chair assumes the chair position. The Chair may also delegate tasks/assignments as needed

Duties of the Chair-elect

The Chair-elect organizes and operates the AG program, attends all PETS meetings, attends PETS Alliance, and assists the Chair. The Chair and Chair-elect design and operate the Discussion Leader/Facilitator Training Session, “Teach Back” with assistance from the DGEs. The Chair-elect assumes the Chair position at the end of the “de-briefing” session.

Duties of the Chair-nominee

The Chair-nominee’s primary responsibility is to function in his/her role as a DGE and is not expected to assume any immediate administrative duties.

Duties of the Secretary

The Secretary prepares and sends meeting minutes and agendas in advance of each meeting, maintains the PETS roster, provides other reports as requested or required, and provides tent cards at each meeting. The secretary assures that minutes from the NEPETS corporate meetings are placed in our permanent files. Currently these files are stored at the Office of David Sturm, 15 Union Street, Suite 3, Milford, NH 03055. The Secretary is chosen from among the DGNs at the first full meeting and is immediately appointed as Assistant Secretary (i.e., Secretary-elect) and will take minutes at meetings if the DGE secretary is unable to take minutes. The Secretary’s year begins at the wrap-up meeting at the conclusion of PETS.

- Beginning in 2011, an external hard drive was purchased and historical documents (e.g. our corporation documents, minutes [committee and annual corporation minutes], programs, budget if it was available, etc) are stored on the drive. The external hard drive is to be passed on to the incoming secretary for NEPETS at the March wrap up meeting. It is the secretary’s job to continue to upload minutes [committee and corporation], the final program book, budgets, and other documents deemed to have historical value.

Duties of the Treasurer

The Treasurer creates a budget, pays invoices and balances the books, invoices/collects all payments, completes regulatory form (e.g. IRS 990s) and provides a report at each meeting. The Treasurer, Assistant Treasurer (i.e., Treasurer-elect), Chair, and Chair-elect are authorized signers on the NEPETS account. The Treasurer is chosen from among the DGNs at the October meeting and is immediately appointed as Assistant Treasurer (i.e., Treasurer-elect) until the books are closed. The goal is to close the books by May 31st and then transfer the books to the new treasurer.

Guidelines for the Treasurer:

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1. The NEPETS policy is to be financially self-supporting through the fees charged for the annual NEPETS event.
2. A financial reserve will be maintained in the amount of 20% of the current budget's anticipated gross expenses. Excess reserves will be reviewed on an annual basis and, if appropriate, used to subsidize attendee expenses or to avoid future fee increases.
3. NEPETS does not pay expenses for the DG, DGE, DGN, Alternate-Chair or Chair-elect to attend PETS or to participate in committee meetings. Most, or all, of the expenses for these individuals should be provided by their respective district budgets. DGEs can use their RI Allocation to cover their expenses (see DG allocation guidelines from RI).
4. Expenses for the NEPETS Chair are provided in the NEPETS budget (e.g., hotel, meals, registration).
5. The NEPETS budget will provide for the travel and registration expenses for the following to attend PETS Alliance in Evanston each July: Chair, Chair-elect and Alternate-Chair, for a total of three (3) representatives.
6. **Refund Policy – NEPETS will undertake to refund payments received after appropriate authorization by the registrant's District Governor, subject to a deduction of not more than 25% in respect of materials purchased in anticipation of attendance by that registrant. It being understood that these materials will be delivered to the registrant at a subsequent PETS make up.**
7. At the September meeting of PETS, the treasurer will ask how many Quebec Clubs (French speaking) in District 7850 will be represented at NEPETS. If they will not attend, District 7850 will not be charged for these Clubs.
8. Fees for PETS are determined based on the expense projections. All districts are now billed in the fall for all of the Presidents-elect in their Districts. **If a President-elect attends alternate PETS, a reimbursement for fixed costs only may be provided to the district.**
9. The NEPETS budget will waive registration fees for Discussion Leaders/Facilitators, all Committee Members (DG, DGE, DGN), and the committee spouses/partners. DGND are encouraged to come, but the District should cover their expenses.
10. No registration fees are charged to the NEPETS Chair, Alternate-Chair, Chair-elect, speakers, TRF representative(s), or any Rotarians functioning as "outsourced chairs", e.g., Sergeant-at-Arms.
11. The NEPETS budget will provide meal expenses for the NEPETS Chair and for speakers and for invited RI staff. All other attendees, including committee members, their spouses/partners, all Discussion Leaders/Facilitators, including the Rotary Foundation team and volunteers are responsible for their own meal & hotel expenses. Each individual District can determine if they will reimburse any of these individuals for meals and hotel expenses.
12. Individual collections, billing, and/or refunds for all other attendees are the responsibility of each district.
13. Pre-booked "no show" hotel nights are the responsibility of the Rotarian and not NEPETS.,
14. A Thursday night event, if offered, will be optional and paid by each individual attendee upon registration.

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15. Currently, vendors are billed at \$100.00 per “booth” (8’ table space) plus \$50.00 for each additional 8’ table space. (See also “Vendors”). Currently, vendors cannot participate in meals due to space constraints. Rotary Club affiliates/projects will not be charged but only given space if it is available.
16. Complimentary hotel rooms at the hotels are assigned to the following attendees: Chair, RIP, RIPE, RID or RIDE, TRF Trustee, keynote speaker, other invited speakers and the Sergeant-at-Arms chair.
17. Each speaker may be given an honorarium to a Rotary related entity.
18. The Treasurer will work with the Registrar to facilitate on-line processing with credit card vendors, the bank, and the registration software provider.
19. The Treasurer will ensure that Foundation Rewards Program marketing expenses, e.g., flyers, trinkets, costumes, are paid out of the PETS operating budget. Foundation Rewards Program proceeds will be first credited to the individual donor’s TRF account. Any unallocated Foundation Rewards Program proceeds may be used to fund Paul Harris Fellowships, after which the remaining unallocated proceeds will be credited to the participating districts. Credit of these unallocated Foundation Rewards Program proceeds will be determined by dividing the total number of clubs invited to NEPETS by the total number of clubs in each district. .
20. Unless provided by RI, all travel expenses for speakers, including airfare, hotel accommodations to include extra nights if needed, mileage, and necessary meals outside of the scheduled program meals are paid by NEPETS
21. Pricing Policy - NEPETS is a not for profit corporation and calculates the price of attendance at the annual Seminar based on costs charged by vendors and hotels, and with the intent of achieving 100% recovery of costs.
22. The above policies have been authorized by the 2011/2012 NEPETS Committee.
23. The Treasurer will file any required financial forms, e.g. IRS 990, as required.

Duties of the District Governors (DGs)

The DGs attend PETS meetings and accept volunteer assignments. They have a responsibility to provide guidance and continuity to the process, i.e., to serve as advisors. The DGs traditionally serve as “aides” for RI officers and other “VIP” speakers or attendees. DGs can be considered for Discussion Leader/Facilitator roles.

Duties of the District Governors-elect (DGEs)

The DGEs have the overall responsibility to assure that their presidents-elect are trained. According to the corporate documents they are the voting members of the corporation. The DGEs:

- Should attend all meetings; ‘
- Have overall responsibility for the tone and direction of the event;
- Have a member of their group serve as Secretary and Treasurer; and
- Chair the following three key committees:
 - **Facilities & Equipment**
 - **Programs (Presidents-elect and Assistant Governors).**
 - **Web Site**

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DGEs should seek the guidance of the DGs and provide meaningful continuity/training opportunities to the DGNs.

- In November, DGEs will elect one of their members to serve as PETS Chair two years hence, and elect one of their members to serve as the Alternate-chair.
- DGEs will build a registration database to include all PEs, or their Proxies, AGs, and all other district participants (committee members, volunteers, discussion leaders/facilitators, partners) with necessary contact information (including email address which are mandatory to permit registration). This database should be completed and sent to the registrar. The Registrar sets the due date for the DGEs
- The DGEs serve as greeters on Thursday – welcoming attendees as they arrive at PETS.

DGEs cannot be Discussion Leaders/Facilitators.

DGEs determine what the speaker gifts/honoraria will be.

Duties of the District Governors-nominee (DGNs)

The DGNs should:

- attend meetings,
- accept volunteer assignments, and
- chair the following sub-committees:
 - **Volunteers,**
 - **Registration,**
 - **Foundation Rewards Program,**
 - **Evaluations.**

DGNs should take this opportunity to build fellowship among their group and to observe and begin planning for the following year. A DGN serves as an assistant secretary and another as an assistant treasurer with the expectation that they will serve as secretary and treasurer during their DGE year.

Duties of the District Governors-Nominee Designate (DGNDs)

Technically, there is no such “position”. However, most districts elect and confirm a “DGND” prior to the beginning of PETS. In that situation, the “DGND” *may* be invited to attend PETS meetings as an observer. Committee members may also wish to solicit “DGND” input by sharing minutes and committee discussions outside of the meeting.

Discussion Leaders/Facilitators

- Each DGE shall provide Discussion Leaders/Facilitator for PETS and AG Training. These names must be submitted by the October meeting.
- The number of Discussion Leaders/Facilitators will be determined based on the number of breakout rooms and the program. The Chair will notify each DGE the number of Discussion Leaders/Facilitators they are to provide.
- DGEs understand that the effectiveness of the programming is directly linked to the ability of the Discussion Leader/Facilitators; they should carefully consider their choice of Discussion Leaders/Facilitators. DGEs should choose Discussion Leaders/Facilitators

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based on their abilities, not on their position in Rotary. Information contained in past evaluations should be considered when selecting Discussion Leaders/Facilitators.

- All PETS Discussion Leaders/Facilitators are required to attend the January “Teach Back”.
- DGEs and DGNs may not serve as Discussion Leaders/Facilitators due to the demands on their time during PETS.
- If the DGEs develop a new program for the Foundation, it should be reviewed & approved by the Regional Rotary Foundation Coordinator (RRFC) prior to the January training session.

Speakers

The DGEs, in consultation with the Chair and AG Convener, select speakers. The Chair invites, and assigns aides. RI determines which senior Rotary leader(s) will attend NEPETS.

Duties of the Facilities/Equipment Sub-Committee

The Facilities/Equipment committee works closely with hotel management of each hotel to provide meeting space, meals, audio/visual and other infrastructure necessary to conduct the program. The committee reviews the contracts and adjusts them as needed. Other items to note:

- One or two DGNs will serve on this committee and assume the Chair/Co-Chair position(s) as a DGE the following year.
- The facilities chair is responsible for space needs at all meetings for PETS including planning meetings.
- If DGEs would like to have a project displayed at PETS, they should discuss this with the Facilities Committee on or before the October meeting. Space will be provided on a space available basis.
- Special Dietary needs should be considered in meal planning.
 - Since PETS often occurs during Lent, fish entrees or non-meat entrees should be offered for Friday meals.
 - There may be people in attendance who are allergic to shellfish and nuts.
- Arrange with the hotel for the receipt and storage of needed supplies, books, vendor items, etc. prior to PETS.
- Select vendors and assign space to vendors and Rotary projects as appropriate.
- This committee, together with the Chair meets on site prior to PETS to review meals, logistics, etc. with the hotel management and staff.
- This committee meets daily with hotel staff to review changes or corrections vis-à-vis facility needs, and to check the meal counts and facility charges.
- This committee will facilitate the proper installation of audio/visual needs.
- A arranges hotel amenities for the VIP rooms.
- The facilities chair obtains the Foundation Rewards Program prizes from our vendors.
- During PETS, DGNs take over the responsibilities for handling facilities issues so the DGE Facilities Chair can be with his/her District.

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- Determine if shuttles between hotels are needed, and arrange for these shuttles.
- Work with hotel to make room signs (A, B, C, D, etc.), and other way--finding signage

New Hotel Contracts: If a new contract needs to be negotiated for PETS, members of the Facilities team should participate in this group. A representative from all Districts with knowledge of PETS, or the hotel and meeting planning industry should be appointed by the DG and/or DGE to serve on this group. A non-PETS ad hoc committee PDG with knowledge of PETS should serve as this committee's chair.

- Any and all signed contracts must be made a part of the official records of the secretary, and then stored with other important corporate documents. Copies should be given to the chair, chair-elect and facilities chair
- It is critical that all contracts for hotels indicate that if one hotel becomes unable to host our event, the contracts at the other hotel(s) can be cancelled too, e.g. "domino contracting".

Duties of the Programs Sub-Committee

The Programs committee reviews and updates all breakout session materials. They should use the RI PETS Training Manual, the President Handbook, the previous year's evaluations, other direction from RI, and input from their fellow DGEs to guide their decisions.

They, with the Chair and Chair-elect assistance, coordinate the speaker program, and work with the Facilities Committee to organize the timing, location and infrastructure needed for all program events.

Other responsibilities include

- compiling the program booklet
- music or other entertainment
- obtain speaker gifts or honoraria
- Ordering or having DGEs order RI printed materials, e.g. Manual of Procedure (MOP – 035-EN), Club President's Manual (222-EN), Presidents-elect Training Seminar Leader's Guide (244-EN), etc.

AG Program: The AG Program content and organization is the responsibility of the PETS Chair-elect in consultation with the DGEs. Consideration should be given to past participant evaluations for the improvement of this event. The success of the AG program will directly impact the ability of the DGE to be as effective as possible in his/her district. Consider providing opportunities for AGs to meet with the RI Director, Foundation Trustee, and other key Zone Leaders.

Evaluations

A DGN is assigned to develop a plan to evaluate PETS and seek feedback from every participant, e.g. PEs, AGs and Discussion Leaders/Facilitators. As of 2010, we transitioned to

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an on-line evaluation process. Following the event, the DGN will tabulate the forms and provide a report at the July/August “DGE only” PETS meeting. This report will be made available, to each DG and to each DGE for their own district. An abbreviated report for each district other than their own will be made available to each DGE and to each DGN. All reports for all districts will be made available to the Chair and to the Chair-elect.

Discussion Leaders/Facilitators will be evaluated by using 3X5 cards. Participants will be asked to fill in a card on each Discussion Leader/Facilitator. The participants will be asked “what did the person do well, what could they do better, etc?” These will be collected by the Sergeants at Arms in envelopes that will have the Discussion Leaders/Facilitators name, district number and session number. Envelops will be given to the PETS chair who in turn will share them with the Chair-elect prior to giving them to the next year’s DGEs.

The evaluations must be viewed “in context”. There are a variety of issues that can impact the results. For example, the subject matter, the participation level, the time of day . . . even the temperature in the room can have an effect. A discussion leader/facilitator may get rave reviews from one group and lukewarm reviews from another. The comments are key . . . “tells great stories” or “made me cry” is not what we need from a Discussion Leader. Comments such as “great participation” or “lots of discussion” are vastly preferable.

Evaluations must be shared with the Discussion Leaders/Facilitators.

Note: All districts should provide effective, well-trained Discussion Leaders/Facilitators for the PEs benefit. DGEs should review the report with the purpose of assigning only those Discussion Leaders/Facilitators who meet these standards.

Duties of the Volunteers Sub-Committee

This Sub-Committee is chaired by a DGN and the Chief Sergeant at Arms. They recruit volunteers for the PETS registration areas, to serve as Sergeants-at-Arms, to hang banners, set up displays, to serve as way finders, ticket-takers, timekeepers, and to perform any other tasks necessary to insure the smooth functioning of the event.

It is requested that committee members’ spouses/partners who attend PETS accept volunteer assignments. Volunteers may also be found among other district attendees such as district trainers, PDGs, and others attending on their own*. DGEs and DGNs are not available to serve as volunteers, except that DGEs are the official greeters in the front lobby.

If shuttles are used, Sergeant at Arms may be needed to help load and unload buses at all venues.

Duties of the Registration Sub-Committee

This committee is chaired by one or more DGNs, works closely with the Database Coordinator/Registrar, or an outsourced database manager, if applicable. If this coordinator

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position is outsourced, one DGN should act as a “point of contact” with the Coordinator. The Coordinator/Registrar manages whichever database software program the committee chooses to use. In 2011 a decision was made use ***Simply the Best*** for registration.

The Registration Committee has three other areas of responsibility: **Printing, Hard Badges, Packets, and the Registration Center.**

- **Printing:** soft badges and tent cards. (Meal tickets if required)
- **Hard Badges:** Arranging for the production of name badges with a vendor licensed by RI.
- **Packets:** registration packets are provided for each attendee to include soft badges and holders, hard badges, tent cards, program booklets, and other necessary items. (Note: A Thursday morning volunteer group generally meets to stuff packets with hard and soft badges, and other materials – and to prepare the registration center).
- **Registration Center:** the registration center is organized and operated by this committee to include the provision of necessary computer and office equipment. The registration center is open throughout the registration period to assist participants who have registration issues.

Lodging Assignments:

- Host Hotel (main hotel for PE training) lodging is provided first to Committee Members, VIPs and their aides, those with disabilities, Presidents-elect and Discussion Leaders/Facilitators, and others with a bona-fide need to be on-site.

Other items to note:

- At Pre-PETS, DGEs should encourage registrants to consider roommates. PEs who are willing to share a room will be given first preference for lodging at the host hotel.
- Due to space constraints, those without official invitations cannot be accommodated in the official hotels and they cannot attend meals. Those wishing to stay overnight are welcome to arrange their own meals and accommodations at other nearby hotels and motels.
- Confirmation of purchase/reservation - The NEPETS will undertake to confirm all purchases/reservations by email within twenty four hours. Hotel room assignments will be made closer to the date of the conference.

The Registration Committee is also charged with ordering:

- Theme Briefcases
- Other gifts for participants
- Hard Badges*

*Hard Badges will be provided to all Presidents-elect; first year assistant governors; future district governors and district governors’ partners. At the discretion of the Committee, DGEs may order additional badges at their own expense. Unless changed by the Committee, badges will be in the following formats:

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Name President 20xx-20xx Rotary Wheel Club Name State District 7xxx	Name Assistant Governor (NO YEAR) Rotary Wheel Club Name State District 7xxx	Name Governor 20xx-20xx Rotary Wheel Club Name State District 7xxx	Name Governor's Partner 20xx-20xx Rotary wheel Club Name State District 7xxx
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DGNs operate the Foundation Rewards Program. All proceeds are donated to TRF and credited to each individual donor's account. Unallocated monies raised from the Foundation Rewards Program are allocated to each district proportionately. DGNs are responsible for contributing \$100 towards a Foundation Rewards Program gift items from their District. All Foundation Rewards Program marketing expenses, e.g., flyers, trinkets, costumes are paid out of the PETS operating budget. This committee works closely with the Treasurer and the Sergeant-At-Arms to ensure proper recordkeeping and the design of appropriate safeguards to handle donations. Donations to the Foundation are done via The Rotary International's Member Access portal or by check only. NEPETS does not accept cash as donations.

The Facilities Committee obtains additional Foundation Rewards Program prizes from our vendors.

The Foundation Rewards Program Committee encourages our attendees to use RI's "Member Access" to make donations. If attendees produce a member access receipt for a donation to the Rotary Foundation, they may receive a few extra tickets for making the direct donation this way.

Other Spouses/Partners

All spouses and partners of committee members are encouraged to participate at NEPETS as volunteers should they so desire. Their assistance is warmly welcomed and deeply appreciated. Spouses/Partners should register as Committee Members.

Outsourced Chairs or Vendors

If the DGEs so desire, they can consider outsourcing some of the work for PETS. The follow list is tasks that have been identified that could be managed by others.

Registration – A web-based software program *Simply the Best* is being used for registration.

Database Coordinator/Registrar – coordinates and maintains the registration site, downloads and updates data, provides rooming lists to each hotel provides reports and tracking information by district as required; may be a DGN or may be outsourced; serves on Registration Committee.

Webmaster – updates and maintains the NEPETS website; reports to NEPETS Chair.

Program Booklets – updates and arranges printing of the "Program Booklet" to be included in each registration packet; reports to Program Committee.

Sergeant-At-Arms (SAA) – This position reports to Volunteer Committee and continues to date. Responsibilities include:

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- assigns, collects, and maintains props donated by each district,
- manages and assigns volunteers, names to be provided by the DGNs in consultation with the DGEs,
- assigns SAAs to facilitate the timely completion of sessions and movement of participants throughout the program
- works with Chair of the Evaluation Committee (a DGN) to collect evaluation forms if hard copies are being used.
- works with Chair of the Foundation Rewards Program (a DGN) to arrange storage and provide a collections area
- makes announcements as needed at each plenary session,.

Conference Planner – In 2008 the idea of a professional conference planner who could be engaged, at no cost to NEPETS to manage the facility, review hotel invoices, seek alternative sites for future NEPETS events, and to negotiate future contracts. To date no decision has been made to this idea.

Vendors – outside vendors may be selected by the Facilities Committee, in consultation with the DGEs; a rental fee is charged to each vendor. Vendors may not purchase a meal package and may not secure rooms in the Sheraton. NEPETS assumes no responsibility for the security or storage of vendor property at any time.

Planning/Site Selection Team – A committee of current, past, and future NEPETS Chairs and current members of the facilities committee may be formed to consider:

- future event locations (Critical that this group makes sure all contracts are “domino” contracts. If one hotel unable to perform, the other hotel(s) contracts may be cancelled.)
- research and site visits
- the addition of new districts to the group (or re-grouping of same)
- equipment purchase and maintenance
- technological improvements

Miscellaneous Comments

- Participants should be encouraged to bring business cards to exchange with other PETS.
- The PETS Committee should consider maintaining a list of contacts, vendors, and other static information for the use of future committees. These lists should be made a part of the Secretary’s external hard drive files.
- Anyone responding to registration questions must include the following information in communications: Privacy Policy: The information transmitted in this email together with any attachment is intended only for the person, persons or entity to which it is addressed. It may contain confidential and/or privileged information. Any unauthorized review, use, printing, saving, copying, disclosure or distribution by person(s) other than the intended recipient is strictly forbidden. If you are not the intended recipient and have received this message in error, please advise immediately the sender or contact NEPETS at contact@rotarynortheastpets.org and immediately delete all copies of the information from your computer.

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- The personal information and data collected during the registration process from all who will be attending all or part of the annual NEPETS Seminar will be used solely to insure provision of accommodation, food and seminar attendance. It is the policy of NEPETS not to sell; rent; share or otherwise communicate, such personal information collected, to any third party person or organization. We may be required to share limited information with third party service providers to enable the collection of payments, and production of individually named materials; this will only be with your expressed authority so to do. Your registration confirmation will inform you of the data collected and be transmitted via secure email. A person may instruct NEPETS not to transmit or share their personal information by contacting the registrar at contact@rotarynortheastpets.org
- Regretfully, NEPETS is unable to extend invitations to any spouses/partners other than those of committee members. Uninvited spouses/partners who attend NEPETS may not purchase a meal plan – there is not enough space in the ballroom to accommodate them. In the interests of fairness to all concerned, NEPETS strongly discourages the attendance of spouses/partners of Discussion Leaders/Facilitators, Presidents-elect, and Assistant Governors. In addition, those who attend PETS as volunteers (District Trainers, PDGs, their spouses/partners, and others without an official function) may not purchase a meal plan and may not book a room in the host hotel, unless authorized by the facilities chair.
- Any and all signed contracts must be made a part of the official records of the secretary, and then stored with other important corporate documents. Copies should be given to the chair, chair-elect and facilities chair.

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February 4, 2012

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Appendix 1: Past Chairs of Northeast Multi-District PETS

YEAR	CHAIRPERSON	CLUB	DISTRICT
1987			
1988			
1989	Dan Mooers	South Portland-Cape Elizabeth ME	7780
1990			
1991			
1992	Ralph Vigeant	Marlborough MA	7910
1993	Mort Schmidt	Portsmouth NH	7780
1994	Ron Cowan	Lebanon NH	7850
1995	Bill Damour	Henniker NH	7870
1996	Mac Leask	Fairfield CT	7980
1997	Carolyn Pierce	Dalton MA	7890
1998	Ken Grabeau	Nashua West NH	7870
1999	Jonathan Bursaw	Greater Georgetown MA	7930
2000	Mike McGovern	South Portland-Cape Elizabeth ME	7780
2001	Chris Fraser	Amesbury MA	7930
2002	Win Allen	Westport MA	7980
2003	Peter Johnson	Yarmouth ME	7780
2004	Tim Placey	Casco Bay Sunrise ME	7780
2005	Ed King	Northborough MA	7910
2006	Ron Bedell	Lebanon-Riverside NH	7850
2007	Alan Hurst	East Hampton CT	7980
2008	Terri Fitch	Newport RI	7950
2009	Julia Phelps	Malden MA	7930
2010	Stephen Silverman	Plymouth MA	7950
2011	Carol Toomey	Boxboro MA	7910
2012	Julie Reppenhagen	Club of Danbury-Sunrise	7980
2013	Sue Klock	East Harford, CT	7890
2014	Eileen Rau	West Hartford, CT	7890
2015	Carolyn Johnson	Yarmouth, ME	7780