This is the 2008 edition of the District Conference Manual (800-EN). It is intended for use by district conference committees planning district conferences to be held in Rotary years 2009-10, 2010-11, and 2011-12. The information in this publication is based on the Constitution and Bylaws of Rotary International and the Rotary Code of Policies. Changes to these documents by the Council on Legislation or the RI Board of Directors override policy as stated in this manual.

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1 Planning Your Conference

The District Conference Manual is designed to help district conference committees plan an event that meets the guidelines established by the Rotary International Board of Directors and the RI Constitution and Bylaws. The policies presented in this manual should be adapted to suit the needs, traditions, and customs of your district.

Purpose

The purpose of the district conference is to advance the Object of Rotary through fellowship, inspirational addresses, and the discussion of Rotary-related matters. The event not only showcases successful district and club activities but also highlights Rotary programs. Many Rotarians have said that they were never truly enthusiastic about Rotary until they saw an inspirational presentation on Youth Exchange, Group Study Exchange, or Ambassadorial Scholarships at a district conference.

Guidelines

The following requirements, developed by the RI Board, should be followed for the district conference.

- Schedule the RI president’s representative’s two conference addresses and the brief remarks at the end of the conference.
- Discuss and adopt the audited financial statement from the previous Rotary year.
- Approve the district levy, if it was not already approved at the district assembly or presidents-elect training seminar.
- Elect the district’s representative to the Council on Legislation, if the conference is held during the Rotary year two years before the Council meets.
- Elect the member of the nominating committee for the RI Board of Directors, as appropriate for your zone.

The following guidelines are suggestions to help ensure your conference is successful:

- Schedule the conference for two to three days.
- Avoid conflicts with holidays and other events.
- Include discussion groups to encourage participation and idea sharing.
- Provide at least nine hours of plenary sessions and discussion groups on Rotary and Rotary Foundation topics.
- Involve the RI president’s representative in group discussions and other sessions.
- Schedule spouse activities and other events at times that don’t conflict with plenary sessions, which every registrant should be encouraged to attend.
- Recognize and welcome new Rotarians, first-time conference attendees, club presidents, and incoming club officers.
- Include those who have participated in Rotary and Rotary Foundation activities.
- Consider district resolutions.
• Promote club and district projects.
• Provide a new member orientation event.
• Offer a district leadership seminar immediately before or after the conference for interested Rotarians who have served as club president or held a club leadership role for at least three years.
• Keep costs low to encourage attendance.
• Publicize next year’s conference, and encourage preregistration.

Roles and Responsibilities

Organizing a district conference requires the efforts of many Rotarians throughout the district, who must work together to implement the governor’s vision for the event.

District Governor

The district governor presides over the conference. By ensuring that the event highlights the many service opportunities available through Rotary and the Foundation, the governor helps motivate individual Rotarians to become involved in Rotary beyond the club level. Before the conference, the governor should take every opportunity to promote the conference among district Rotarians.

District governor responsibilities:
• Appoint the chair and members of the district conference committee while serving as governor-elect.
• Visit other district conferences as governor-elect to get ideas.
• Appoint a conference secretary in consultation with the host club’s president.
• Include the governor-nominee on the district conference committee, and introduce him or her at the event.
• Include the governor-elect on the program.
• Oversee the planning, organization, and implementation of the conference.
• Work with the district conference committee to develop a comprehensive and well-balanced program within the Board-recommended guidelines.
• Promote the district conference in the governor’s monthly letter.
• Make sure the RI president’s representative and the representative’s spouse receive the hospitality and courtesy afforded to the RI president, including the appointment of an aide.
• Invite governors-elect from other districts to participate in the district conference as they plan for their own conferences.
• Ensure representation from every club in the district, including new clubs, by involving each one in the conference program and activities.
• Encourage community awareness of the conference by having the district public relations committee work with local media before, during, and after the event.
• Invite community representatives to participate in the program as appropriate.
• Address the conference with an inspirational speech.
• Send the District Conference Report (appendix 1), district resolutions, the district financial statement presented at the conference, and other matters requiring the attention of the RI Board to the district’s Club and District Support representative at RI within 30 days of the conference.
• Send a copy of the District Conference Report to each club in the district.
• Submit the confidential report on the president’s representative, sent by the RI president’s office, to the RI president.

**District Conference Committee**
Under the direction of the governor, the district conference committee plans and promotes the conference, making the arrangements necessary to ensure maximum attendance.

Committee chair responsibilities:
• Appoint district conference subcommittees, and delegate responsibilities as appropriate.
• Meet with the RI president’s representative at the end of the conference to discuss the event’s effectiveness and recommendations for the following year.

Committee responsibilities:
• Recommend the district conference venue, and manage all related logistics.
• Coordinate conference finances to ensure maximum attendance.
• Encourage conference attendance, particularly among new Rotarians and new clubs, and strive for representation from every club in the district.
• Promote the conference among external audiences such as the media, community leaders, and Rotary program beneficiaries.
• Work with the district trainer to arrange a district leadership seminar to be held before or after the conference.

**RI President’s Representative**
A representative of the RI president is assigned to attend each district conference to meet with Rotarians and their spouses and provide information on the president, the theme for the year, and any new RI issues. After the president selects the representative to a particular district, the governor will receive information about the representative’s participation in the conference program, including expenses, aides, and protocol.

If the president’s representative can speak the language of local Rotarians, the district conference committee should try to arrange visits to several clubs in the district, either immediately before or after the event. If the representative does not speak the language, the committee should identify a Rotarian who can serve as an interpreter and host throughout the conference. The committee may also wish to send the representative information about the district and the amount of time allotted for addresses to the conference. The representative’s spouse, who also promotes Rotary’s ideals and programs, should be invited to all conference activities, including spouse meetings, social gatherings, and plenary sessions.

Travel expenses for representatives and their spouses are paid by RI. The district conference budget is expected to cover on-site (but not airport) transportation, hotel, and other conference-related costs.

At the end of the conference, the president’s representative is strongly encouraged to meet with the governor-elect and conference chair to determine whether requirements were met and discuss strategies for improvement. The representative also should send a conference report to the RI president after the event.
Aide to the RI President’s Representative
An aide should be appointed to the RI president’s representative and other RI officers attending the conference. This Rotarian ensures that the representative and his or her spouse have the information and assistance necessary to carry out their duties and participate in the fellowship of the conference. For additional details about this role, refer to the information about the president’s representative provided by RI to the district governor.

Host Club
In some cases, the district conference committee may share responsibilities with a host club. According to your district’s customs, decide on a system for assigning responsibilities that works best for both the committee and the host club.

Governor-elect
The governor-elect should be given specific responsibilities to help prepare for convening the conference the following year.

Governor-nominee
The governor-nominee may serve on the district conference committee in preparation for his or her term.

Conference Secretary
The conference secretary assists the district governor in planning, recording the proceedings, and preparing the District Conference Report (appendix 1).

Assistant Governors and District Committees
All members of the district leadership team should promote and attend the conference as part of their responsibility to support effective Rotary clubs. Their attendance allows the district governor to recognize their efforts and encourages others to serve beyond the club level.

The team should also help encourage attendance at the district leadership seminar, held in conjunction with the conference.

District Trainer
The district trainer works with the district conference committee and the governor to coordinate the district leadership seminar and any other training offered during the conference.

Participants
The district conference should appeal to every Rotarian in the district. Be sure to include all of the following groups in the event.

Club Members
All Rotarians in the district are encouraged to attend the district conference. It is the duty of the club president to ensure that the club is properly represented. All club presidents and presidents-elect should attend.

Attending the district conference counts as credit for a missed club meeting, provided that the event falls within the required time period for make-ups. Promote this option among Rotarians as an added incentive.
### Order of Protocol

<table>
<thead>
<tr>
<th>Position</th>
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</thead>
<tbody>
<tr>
<td>President (or president’s representative)</td>
<td>President-nominee</td>
<td>Directors-nominee</td>
<td>Club treasurers</td>
<td></td>
</tr>
<tr>
<td>President-elect</td>
<td>Past directors (by seniority)</td>
<td>Past district governors (by seniority)</td>
<td>Club sergeants-at-arms</td>
<td></td>
</tr>
<tr>
<td>Vice president</td>
<td>Past trustees (by seniority)</td>
<td>Incoming trustees</td>
<td>Other club board members</td>
<td></td>
</tr>
<tr>
<td>Treasurer</td>
<td>Past general secretaries (by seniority)</td>
<td>District governors-elect</td>
<td>Club committee chairs</td>
<td></td>
</tr>
<tr>
<td>Other directors</td>
<td>Directors-elect</td>
<td>Regional and zone committee members</td>
<td>Past assistant governors</td>
<td></td>
</tr>
<tr>
<td>Past presidents (by seniority)</td>
<td>District governors</td>
<td>Assistant governors</td>
<td>Rotarians</td>
<td></td>
</tr>
<tr>
<td>Trustee chair</td>
<td>RI and Foundation committee members, task force members, advisers,</td>
<td>District secretary/treasurer</td>
<td>Rotary Foundation alumni</td>
<td></td>
</tr>
<tr>
<td>Trustee chair-elect</td>
<td>representatives, training leaders, and resource group members (including RRIMCs and RRFCs)</td>
<td>District committee members</td>
<td>Rotarians’ families</td>
<td></td>
</tr>
<tr>
<td>Trustee vice chair</td>
<td></td>
<td>Club presidents</td>
<td></td>
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<tr>
<td>Other trustees</td>
<td></td>
<td>Club presidents-elect</td>
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<tr>
<td>RIBI president, immediate past president, vice president, and honorary treasurer</td>
<td></td>
<td>Club vice presidents</td>
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<tr>
<td>General secretary</td>
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<td>Club secretaries</td>
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</tbody>
</table>

### Family of Rotary

Family members should be invited to accompany participants and attend all plenary sessions, if appropriate for your part of the Rotary world. Be sure to include functions in the program specifically for Rotarians’ families, including entertainment, tours, and cultural exhibits. Recognizing spouses’ and other family members’ contributions to Rotary at the district conference will encourage their continued support.

### Partners in Service

Governors are encouraged to invite Rotaractors, Interactors, Rotary Youth Exchange students, Rotary Foundation alumni, and other Rotary program participants to the district conference.

### Protocol

Use the protocol list for introducing and seating current, incoming, and past RI and Foundation officers and their spouses at formal functions. (Officers should be addressed according to protocol only once, however.) A current position takes precedence over a past position, and a past position takes precedence over a future position. Rotarians who have served or are serving in more than one official capacity are ranked by the highest position held. Spouses are afforded the same rank as the Rotarians they accompany. Rotarians visiting from a foreign country may be placed before local Rotarians of the same rank as a courtesy toward guests, and high-ranking non-Rotarians may be given precedence in ranking according to local custom. The RI president’s representative should be afforded the rank normally given to the RI president.
Logistics

Conference logistics should be coordinated well in advance to ensure a well organized and enjoyable event.

Time Frame

The Board encourages a district conference that lasts two to three days. The event may be held whenever the district wishes, as long as it doesn’t conflict with the district assembly, Rotary institute for the district’s zone, or International Assembly, or fall either eight days before or after the RI Convention.

Site Selection

Districts are encouraged to hold the conference at a location that encourages maximum participation and keeps costs reasonable. The location may be in the district or outside of the district. Planning can begin as early as the term of the governor-nominee, who, with the approval of the RI Board, may choose the conference site based on a vote of the majority of club presidents-nominee in the district. (If a club has not selected a president-nominee, the club’s current president should vote.)

Cost

Keeping participants' conference expenses to a minimum is very important in ensuring high attendance, so be sure to select reasonably priced venues, hotel rooms, and entertainment. Your district must determine whether participants will pay a registration fee that covers event costs or whether the district fund will defray these expenses. Selling advertising space in the program book or obtaining local business sponsorships can help offset the cost to individual Rotarians.

Registration

Send a registration packet, including the program and descriptions of spouse and family events, about eight weeks before the conference to the home of each Rotarian in the district. Consider offering online registration on the district’s Web site.

As a follow-up to the mailing, some districts send registration materials to club secretaries and request that the conference be promoted at each weekly club meeting.

Evaluation

Be sure to have district conference committee members and conference attendees complete evaluations at the end of the event. (See appendix 2 for samples.) Share the results with the governor-elect, governor-nominee, and future district conference committee members so they can be used to improve the meeting in the future.

Joint District Conferences

Your district may hold its conference with other districts, provided that the RI Board approves the joint event. Districts should not hold joint conferences two years in a row.

If this is your first time planning a district conference, refer to appendix 3 for information about subcommittees, contracts, and much more.
Risk Management

Risk management is the process of planning, organizing, leading, and controlling an event to minimize the adverse effects of accidents. Limit the liability of Rotarians and your district by answering three basic questions when coordinating conference activities:

- What can go wrong?
- If something goes wrong, how will I or the district respond?
- How will any losses be paid for?

If something is likely to go wrong, reduce risk by

- Omitting the activity from the program
- Modifying the activity
- Preparing a plan to address any potential problems
- Finding another organization that will agree to participate and share the risk

Though conducting business through handshakes or verbal agreements may be common in some areas, RI strongly recommends that your district use written and signed contracts that clearly define each party’s roles and responsibilities and include provisions to limit risk. When negotiating a contract, read it thoroughly to make sure you understand the agreement. After the conference, retain legal documents for several years in case a claim is made.

Consider obtaining the advice of legal and insurance counsel on liability issues. Protection may come through incorporating the district or purchasing liability insurance. See the Manual of Procedure for additional information.

Needs Assessment

A needs assessment will provide useful data for designing the conference program. Ask a wide variety of Rotarians to offer suggestions for discussion topics and presentations. Be sure to include Rotarians from clubs that were not represented at recent district meetings or last year’s conference.

You can gather information on participants’ interests through a variety of methods, but two of the most popular are focus groups and phone interviews. Asking just a few simple questions — What would you like more information on? What would you like to do at our conference? — can give you ideas. Use the input to create a program that addresses Rotarians’ preferences and concerns, conveys information deemed essential by the district leadership team and RI Board, and provides an enjoyable experience for all participants. Use the District Conference Topic Evaluation worksheet (appendix 4) to help you decide whether a topic should be included in the program.

Program

The success of a district conference depends largely on its program. Plenary sessions should include interesting and relevant presentations on Rotary International and The Rotary Foundation as well as club and district activities. Any special topics suggested by the RI Board or issues within the district should also be covered. The district governor has final approval of the program.
As you plan, remember to offer a balanced mix of topics and presentation formats. Keep these guidelines in mind:

- Include both Rotarian and non-Rotarian speakers. Often, a non-Rotarian speaker can address a Rotary-related topic. For example, you might invite a teacher to discuss literacy.
- Design the conference so that both new and long-term members learn about Rotary.
- Plan sessions that encourage audience participation.
- Offer appropriate cultural activities.
- Use panel or small-group discussions, performances, and audiovisual presentations.
- Foster fellowship in all sessions.

To help ensure an engaging program, consider these suggestions:

- Hold a small-group discussion that addresses vocational service through case studies drawn from actual workplace situations. Case studies enable participants to apply abstract concepts to real-life situations. Look for examples in newspapers, trade publications, and books on business.
- Have a panel discuss a local project with attendees from different clubs or the community to highlight community service.
- Use a quiz-show format to present Rotary information, with Rotarians from different clubs in the district serving as contestants.

For a sample program, see appendix 5.

**Rotary Topics**

The district conference program should recognize the many interests of Rotarians and provide about 70 percent of content related to Rotary. Consider the following Rotary topics when planning the event.

**RI Theme**

The RI theme that the president has chosen for the year should be the theme of your district conference. The use of other themes is discouraged. District conferences held after the International Assembly may include the themes chosen by both the RI president and president-elect.

**Addresses by the District Governor**

The district governor will deliver a number of addresses to the gathering, particularly at the opening and closing sessions.

**Addresses by the RI President’s Representative**

The representative’s main address, which focuses on the RI theme, should be in the most prominent position on the program. Before scheduling this address, the governor or a district conference committee member should discuss it with the representative to help clarify ideas. The RI president’s representative also delivers a report on Rotary worldwide and offers brief remarks during the closing session.
Object of Rotary and Avenues of Service

As the organization’s philosophical cornerstones, the Object of Rotary and the four Avenues of Service — Club Service, Vocational Service, Community Service, and International Service — should be featured at the district conference. All Rotarians should understand these concepts and be able to apply them to their Rotary work. Provide continuing education by highlighting club and district projects that address the Object of Rotary or by having small-group discussions on applying the Avenues of Service to Rotary activities.

Elements of an Effective Club

Congratulate Rotarians on their efforts to ensure their clubs’ success, emphasizing that Rotary International is effective only when clubs are effective. Recognize clubs that have demonstrated their effectiveness by

- Sustaining or increasing their membership base
- Implementing successful projects that address the needs of their communities and communities in other countries
- Supporting The Rotary Foundation through both program participation and financial contributions
- Developing leaders capable of serving Rotary beyond the club level

To promote the elements of an effective club, consider displaying information on outstanding club service projects carried out in local or international communities. You also might invite a member of a club that received the RI Significant Achievement Award to present the club’s project during a group discussion session.

Club Projects

Ask all clubs in the district to provide a display on at least one club project, either in a house of friendship or a separate space. Exhibits may also include district-wide projects.

RI Programs

Highlight club and district involvement in RI programs by inviting program participants to report on their experiences, display projects, or join panel discussions. RI programs include:

- Community Service
- Interact
- Rotaract
- Rotarian Action Groups
• Rotary Community Corps
• Rotary Fellowships
• Rotary Friendship Exchange
• Rotary Volunteers
• Rotary Youth Exchange
• Rotary Youth Leadership Awards
• Vocational Service
• World Community Service

Have the district programs committees help choose topics relevant to your district’s activities.

**Rotary Foundation Programs**

To help Rotarians understand The Rotary Foundation and motivate them to participate in its programs, invite those involved in

• PolioPlus
• Humanitarian Grants Program, including District Simplified Grants, Health, Hunger and Humanity (3-H) Grants, Matching Grants, and Volunteer Service Grants
• Educational Programs, including Ambassadorial Scholarships, Group Study Exchange, Rotary Grants for University Teachers, and Rotary World Peace Fellowships

Consider these suggestions for featuring Foundation program participants and supporters at the conference:

• Provide a PolioPlus update during a plenary session.
• Invite current scholars to speak about their experience or field of study.
• Ask Group Study Exchange team members to conduct a session.
• Include a session on your district’s involvement with Foundation grants.
• Recognize 100% Paul Harris Fellow Clubs during a plenary session.

• Recognize Rotary Foundation Sustaining Members who have supported the Every Rotarian, Every Year effort.

Involve the district Rotary Foundation committee in choosing topics that pertain to your district’s activities.

**Alumni**

Many alumni who continue to share Rotary’s vision of advancing world understanding and peace have moved into prominent positions in the community. The district conference is a good opportunity for them to share their experiences, motivate Rotarians to continue to support RI and Foundation programs, inspire greater service, and help the district celebrate its achievements. Be sure to invite people who have been involved in Youth Exchange, Group Study Exchange, Interact, Rotaract, and other programs.

**New Members**

Include sessions specifically for new club members. Consider these approaches:

• Ask clubs to induct new members at the conference.
• Conduct a district orientation for new members.
• Plan a new member discussion group.
• Schedule a social event for new members and their sponsors.

Help new members feel that they are part of the district by encouraging them to experience the fellowship of Rotary at the conference. Meeting with Rotarians from other clubs will broaden the new members’ views of Rotary and introduce them to different aspects of the organization.
Public Relations

The conference is a good opportunity to provide public relations training to all Rotarians in the district. This training could address:

- The importance of public relations, including its ability to build support for service projects and attract new members
- Public relations materials, including media kits, ads, and posters, and how to create them
- Ways to use new media
- Public relations successes and best practices in the district

Involve the district public relations committee in developing this session. Consider asking a Rotarian who is a journalist or a public relations or marketing professional to conduct the training.

Next Year’s Conference

Build enthusiasm for next year’s conference by promoting it during this year’s program. Invite the governor-elect to encourage Rotarians to register early.

District Leadership Seminar

Work with the district training committee to hold a district leadership seminar in conjunction with the conference, and mention the event in conference promotional materials. The seminar should aim to develop leaders within the district who have the skills, knowledge, and motivation necessary to serve Rotary beyond the club level. Rotarians who attend the event are more likely to serve the district as committee members, assistant governors, or district governors and to participate in district activities. Attendance at the district leadership seminar is voluntary.

Resources

www.rotary.org — Resource with the most current information on Rotary International and The Rotary Foundation as well as publications for free download.

District Leadership Seminar Leaders’ Guide (248-EN) — Guide for planning and conducting a district leadership seminar. Includes discussion sessions based on Board-recommended topics along with visual aids.

District Training Manual (246-EN) — Overview of the role and responsibilities of the district trainer and training committee, training theory and strategies, and logistical information.

Manual of Procedure (035-EN) — Policies and procedures of Rotary International and the Foundation established by legislative action, the RI Board of Directors, and the Foundation Trustees. Issued every three years, after each Council on Legislation. Contains the RI constitutional documents.

New Member Orientation: A How-to Guide for Clubs (414-EN) — Resource for Rotarians responsible for prospective and new member information programs.

RI Catalog (019-EN) — List of RI publications, audiovisual programs, forms, and supplies. Updated annually. Available in print and online.

RI Theme Brochure (900-EN) — Brochure explaining the year’s RI theme.

RI Theme Logo on CD (239-MU) — CD-ROM that contains the current RI theme logo.

RI Visual Identity Guide (547-EN) — Reference for the design of Rotary-related publications, Web sites, signs, and other communications materials. Specifies the
proper use of the Rotary emblem and emblems for RI and Foundation programs, and provides guidelines on colors, design, photography, domain names, and project identification.

*Rotary Basics (595-EN)* — Publication with basic information every Rotarian should know.

*Rotary World* — Quarterly publication that reports on Rotary activities around the world.

*The Rotarian* — RI’s official magazine, published monthly. Provides information on club and district projects, RI Board decisions, and RI meetings. In addition to *The Rotarian*, 32 regional magazines in 23 languages serve club members around the world.
2 Conducting Conference Business

The district conference is an ideal time to address important district business, including

- Adopting the annual statement of district finances
- Setting the district levy (if not set at the district assembly or presidents-elect training seminar)
- Voting on conference resolutions
- Selecting a member of the nominating committee for RI director
- Choosing the district’s Council on Legislation representative
- Discussing any legislation to be proposed for the next Council
- Selecting the governor-nominee

Many districts also use the conference as an opportunity to discuss district business, such as financial reports from the treasurer, gain support for district activities and challenges, recognize new clubs, present district awards, and obtain club input on the use of the District Designated Fund.

District Elections

Many districts elect their Council on Legislation representative at the district conference as well as a member of the nominating committee for the RI director from their zone.

Council on Legislation Representative

If a district chooses not to select its Council on Legislation representative through a nominating committee procedure, it can do so at the district conference. Your district should elect a representative to the Council on Legislation two years before the Council meets. A club can propose one of its own members or a member of any club in the district to serve as representative.

Member of the Nominating Committee for RI Director

Every four years, the zone committee nominates a member of one of its clubs to serve a two-year term on the RI Board of Directors. The nominating committee for each zone consists of a past district governor from each district in the zone. Any club in the district can nominate one of its own members. At the district conference, your district should select the member of the nominating committee for RI director from all the nominations submitted by clubs in the Rotary year before the nominating committee meets. In certain circumstances, a ballot-by-mail can be conducted to select this Rotarian.

Voting

Every club member present at the conference who is in good standing within a club in the district may vote on most matters. The following situations are exceptions in which only electors, who represent their clubs, may vote:
• Selection of a governor-nominee (electors from a club with more than one elector must cast all their votes for the same candidate)
• Election of a member and alternate member of the nominating committee for RI director
• Composition and duties of the nominating committee for governor
• Election of the district’s representative and alternate representative to the Council on Legislation
• Amount of the district’s per capita levy

Any elector has the right to demand a poll or special vote on any matter presented to the conference. In this event, voting is restricted to electors.

Each club in the district is entitled to at least one elector at the district conference, based on the membership of the club as recorded on the most recent semiannual report. Each year, all clubs should select, certify, and send their elector(s) to the conference. Any club with more than 25 members may select one additional elector for each additional 25 members (or major fraction thereof). The following chart gives examples of the number of electors a club is entitled to:

<table>
<thead>
<tr>
<th>Number of members</th>
<th>Number of electors</th>
</tr>
</thead>
<tbody>
<tr>
<td>37 or fewer</td>
<td>1</td>
</tr>
<tr>
<td>38-62</td>
<td>2</td>
</tr>
<tr>
<td>63-87</td>
<td>3</td>
</tr>
<tr>
<td>88-112</td>
<td>4</td>
</tr>
<tr>
<td>113-137</td>
<td>5</td>
</tr>
</tbody>
</table>

Any club that has been suspended or terminated is not entitled to any electors. Each elector must be present at the district conference to vote. For districts in multiple countries, any club located outside the country where the district conference is held may designate a proxy for its absent electors with the governor’s consent. The proxy may be a member of any club in the district and must be certified by the club’s president and secretary. The proxy may vote both for the nonattending electors represented and as an elector for his or her own club.

**Resolutions**

Resolutions offered at district conferences fall into three categories: district resolutions, memorials to the RI Board of Directors, and proposed legislation.

A **district resolution** expresses the sentiment of the conference attendees on a purely district matter, provided that such action is in agreement with the RI Constitution and Bylaws and the spirit and principles of Rotary. Each district conference should consider and act on all matters submitted to it for consideration by the Board and may adopt resolutions accordingly. The governor is asked to outline and submit to the RI general secretary any resolutions passed at the conference — whether they are, for example, courtesy resolutions directed at the host club or resolutions concerning more significant matters — in the District Conference Report (appendix 1). Copies of resolutions should be attached to the report, but courtesy resolutions do not need to be included.

A **memorial to the RI Board of Directors** is a petition of action on a specific matter. The RI general secretary submits these resolutions to the Board for consideration at its next meeting.
District Resolution
Whereas (state the facts, arguments, or causes for the resolution)
It is resolved that the Rotarians of District _______, assembled in their district conference, extend a vote of thanks to those who have contributed to the success of this conference (or whatever the subject may be).

Memorial to the RI Board of Directors
Whereas (state the facts, arguments, or causes for the resolution)
It is resolved that the Rotarians of District _______, assembled in their district conference, recommend that the Board of Directors of Rotary International give consideration to (state the matter on which the conference desires the Board to take action).

Proposed Enactment or Resolution for the Council on Legislation
It is resolved that the Rotarians of District _______, assembled in their district conference, hereby offer for transmittal to the Council on Legislation of Rotary International the following proposed enactment/resolution:

PROPOSED ENACTMENT
To (insert concise statement of the proposal's purpose)
Proposed by ____________________________

IT IS ENACTED by Rotary International that the (insert name of constitutional document) be and hereby is (are) amended as follows:

(Insert the affected portion of the document with changes marked; new text underlined and deleted text struck through)

PROPOSED RESOLUTION
To (insert concise statement of the proposal's purpose)
Proposed by ____________________________

IT IS RESOLVED by Rotary International that the Board of Directors of Rotary International consider (give the text of the action proposed).

Proposed legislation seeks the consideration and action of the Council on Legislation and may be either a proposed enactment or a proposed resolution:
• A proposed enactment seeks to amend the RI constitutional documents (the RI Constitution, RI Bylaws, or Standard Rotary Club Constitution).
• A proposed resolution is an action by the Council that does not seek to amend the RI constitutional documents.
Process for Submitting Proposed Legislation

Clubs and district conferences may propose legislation to a Council on Legislation. All club-proposed legislation must be submitted to the district conference for endorsement. (A ballot-by-mail may be conducted, however, if there is not enough time to consider a proposal at the conference.)

If the governor has ensured that the proposed legislation is appropriate for the Council’s consideration and it is proposed or endorsed by the conference (or in a ballot-by-mail):

1. The district governor signs a certificate stating that the district conference has proposed or endorsed the proposed enactment or resolution.
2. The district governor submits the proposed enactment or resolution in writing, along with the certificate, to the RI general secretary as soon as possible but preferably within 45 days of the conference. Legislation must be received by RI no later than 31 December of the Rotary year before the Council on Legislation meets (for the 2010 Council, 31 December 2008; for the 2013 Council, 31 December 2011).

The general secretary mails 10 copies of all duly proposed legislation to each district governor and one copy to each Council member, past director, and secretary of any club that requests it. This mailing is sent no later than 30 September of the Rotary year in which the Council meets. Clubs in the district may review the proposals and share their opinions with the district’s Council representative.


Conference Resolution Formats

A copy of the full text of each district conference resolution must accompany the District Conference Report and should be prepared and offered in the formats shown on page 15. A resolution should be clearly designated as a district resolution, a memorial to the RI Board of Directors, or proposed enactment or resolution for the Council on Legislation.

Resource

Manual of Procedure (035-EN) — Policies and procedures of Rotary International and The Rotary Foundation established by legislative action, the RI Board of Directors, and the Foundation Trustees. Issued every three years, after each Council on Legislation. Contains the RI constitutional documents.
Districts that organize outstanding conferences often begin by asking themselves, what will encourage the Rotarians in my district to attend? To be effective, conference promotion efforts must be multifaceted and carefully planned, building enthusiasm by focusing on the benefits of attendance.

Rotarians

A good publicity effort directed to Rotarians takes skill and time. To take advantage of the resources and expertise within the district, the district conference committee chair should select someone to serve as liaison to the public relations committee. In some instances, it is possible to appoint a Rotarian with public relations or other promotional experience.

Successful publicity work starts early and builds during the year, with frequent reminders sent to Rotarians in the district. Develop a calendar to help you plan and manage your efforts, which should involve a variety of promotional methods.

Consider the following strategies for building anticipation of the district conference:

- Ask the governor to include details about the conference in the monthly letter.
- Develop publicity packets, and distribute one to each club. Include text that can be used by the club bulletin editor as well as conference registration materials, program highlights, posters or fliers, and tips for increasing interest among families and spouses.
- Set up a conference Web site that provides the latest event information.
- Send brief monthly updates to club bulletin editors.
- Work with the governor to distribute short, timely correspondence about the conference to district Rotarians. Examples include:
  - Letters from the governor, conference chair, or other district committee chairs to club presidents and secretaries
  - Notes to specific Rotarians, such as those in certain classification groups or new members, mentioning activities that might interest them
  - Announcements to club public relations committee chairs that include a checklist of promotional tasks to be completed
  - Invitations to incoming club officers
  - Personalized letters from the governor to new members
  - Letters from the governor’s spouse to the spouses of club presidents
  - Promotional postcards that can be read quickly
- Promote the district leadership seminar as an extra incentive for all club officers to attend the conference.
- Offer a prize for the best club project exhibit to encourage greater participation. Possibilities include free attendance at next year’s conference or funds to support a project.
Media

Media coverage not only generates excitement among district Rotarians but also promotes Rotary’s good work in your community. While planning the district conference, look for opportunities to publicize the event through local media. Work closely with the district public relations chair to identify newsworthy program features such as well-known speakers, interesting service projects, district-sponsored Youth Exchange students, and Rotary Foundation program participants, including Ambassadorial Scholars, Group Study Exchange team members, and alumni.

Before the conference, put together a contact list of journalists who may be interested in Rotary, and get in touch with them early so they can plan to attend. Prepare on-site media materials at least one week ahead of time, and make them available to journalists who attend the event or expressed an interest in it. For more information on creating these materials, refer to Effective Public Relations: A Guide for Rotary Clubs.

Resources

Effective Public Relations: A Guide for Rotary Clubs (257-EN) — Resource with tips and tools for promoting club activities to attract positive attention from the media, community, and potential new members.

Public Relations Division at RI World Headquarters — Staff members dedicated to assisting clubs, districts, and RI in their public relations efforts.

RI Visual Identity Guide (547-EN) — Reference for the design of Rotary-related publications, Web sites, signs, and other communications materials. Specifies the proper use of the Rotary emblem and emblems for RI and Foundation programs, and provides guidelines on colors, design, photography, domain names, and project identification.

Rotary Fact Pack (Web only) — Rotary fact sheets to assist with public relations efforts.

Rotary PR Tips (Web only) — A biweekly newsletter that offers innovative ideas for clubs and districts working to promote Rotary in their communities. Subscribe on the RI Web site.

Humanity in Motion campaign materials — Public relations tools such as television, radio, print, Internet, and billboard public service announcements that focus on Rotarians’ efforts to address critical community issues, including illiteracy, water, hunger, and at-risk youth.
Appendix 1
District Conference Report

February 2008

The comments and data collected through this report serve as the basis for developing tools that can assist future district leaders in planning and developing successful district conferences. In addition, the RI Bylaws require that district governors submit this report in order to have comprehensive and accurate data about district conferences.

**Within 30 days of the end of your district conference**, please send this report, together with district financial statements from the previous year, copies of adopted resolutions, and all other conference actions, to cdsreports@rotary.org or to your CDS representative.

District governor name

<table>
<thead>
<tr>
<th>District</th>
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<tr>
<td>First day of conference</td>
<td>Last day of conference</td>
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<tr>
<td>Day/Month/Year</td>
<td>Day/Month/Year</td>
</tr>
</tbody>
</table>

Conference location

ATTACHMENTS

1. Please check all items attached to your report.
   - [ ] District financial statements for the previous year (required by RI Bylaws and Board policy)
   - [ ] Recommendations to the RI Board
   - [ ] District resolutions
   - [ ] Proposed enactments or resolutions for the Council on Legislation
   - [ ] Summary of exemplary service projects featured at the district conference

CONFERENCE ATTENDANCE

2. Was this conference held in conjunction with another district?  [ ] Yes  [ ] No
   *If yes, include only the number of Rotarians and guests from your district for the following questions.*

3. Total number of clubs in the district ______

4. Number of clubs represented at the conference ______

5. Total number of Rotarians attending the conference from your district ______

6. Total number of guests ______

7. How many Rotary or Rotary Foundation program participants attended your conference? ______

8. How many Rotaractors and Interactors participated in the conference? ______

*Continued on next page*
CONFERENCE PLANNING

The district conference committee plans and promotes the conference. You may choose to appoint subcommittees to handle various logistical arrangements.

9. How many subcommittees were appointed under the district conference committee? _____

10. How many Rotarians from your district served on a committee or subcommittee? _____

11. Which subcommittees were used to plan the district conference? (check all that apply)

- Awards
- Banquets
- Credentials
- Decorations
- Entertainment
- Evaluation
- Exhibits
- Finance
- Housing
- Printing
- Awards
- Program
- Banquets
- Promotion
- Credentials
- Reception
- Decorations
- Registration
- Entertainment
- Resolutions
- Evaluation
- Sergeants-at-Arms
- Exhibits
- Transportation
- Finance
- Venue
- Housing
- Voting
- Printing
- Other _____

CONFERENCE PROMOTION

12. When was the district conference promoted in the community? (check all that apply)

- During the previous year’s district conference
- 12 to 7 months in advance
- 6 to 2 months in advance
- Up to 1 month in advance
- After the district conference

13. In which ways did you promote attendance at the district conference among Rotarians? (check all that apply)

- Direct mailings
- Governor’s monthly letter
- E-mail or Web site
- Assistant governors’ club visits
- Other district meetings
- Early registration discount
- Governor’s official visit
- Other _____

DISTRICT LEADERSHIP SEMINAR

14. Did the district hold a leadership seminar? ☐ Yes ☐ No

15. When was the district leadership seminar held?

- In conjunction with the conference
- Independent of the conference

16. How many Rotarians participated in the district leadership seminar? _____

17. How many clubs were represented at the district leadership seminar? _____

Thank you for completing this report. Please keep a copy for your district records.
Appendix 2
Sample Evaluations

**District Conference Committee Member Evaluation**

**Annual Conference of District __________**

To provide as much information as possible for next year’s conference chair, please complete the following evaluation. Thank you for your participation and suggestions for improving the conference.

**Name of Subcommittee:**

1. Did your subcommittee have the right number of members? □ Yes □ No
   
   If not, were more or fewer members needed?

2. Was the time frame the subcommittee was given reasonable for accomplishing its goals? □ Yes □ No
   
   If not, which tasks should have been completed earlier or later?

3. What improvements would you suggest for next year’s conference?

4. Please attach any sample letters, promotional materials, or other items used for this conference that would help next year’s chair.
Participant Evaluation

Annual Conference of District _________
We appreciate your time and thoughtful answers to the questions below. Please be candid; your confidential responses are vital to assessing the success of the conference and improving future district events.

Participant Information

☐ Rotarian  Current position held (if applicable) _____________________________
☐ Family member
☐ Partner in service (Interactor, Rotaractor, Rotary Community Corps member, Rotary Volunteer)
☐ Foundation alumna/alumnus
☐ Rotary Youth Exchange student
☐ Other: _____________________________

Number of years as a Rotarian:
☐ 1-2 ☐ 3-5 ☐ 6 or more ☐ Not a Rotarian

Number of district conferences previously attended:
☐ 0 ☐ 1-2 ☐ 3-5 ☐ 6 or more

Program Content
Please rate the following conference sessions using the scale below.

1 = Excellent  2 = Well done  3 = Fair  4 = Poorly done

1. Opening plenary session  1  2  3  4
2. District goals group discussion  1  2  3  4
3. District business plenary session  1  2  3  4
4. Rotary Foundation plenary session  1  2  3  4
5. Rotary Foundation group discussion  1  2  3  4
6. RI programs plenary session  1  2  3  4
7. RI programs group discussion  1  2  3  4
8. Closing plenary session  1  2  3  4
Logistics
Please rate your experiences at the district conference using the scale below.

1 = Strongly agree    2 = Agree    3 = Disagree    4 = Strongly disagree

1. I received timely notice of the district conference.   1  2  3  4
2. The registration process went smoothly.   1  2  3  4
3. I received all the information I needed in my registration packet.   1  2  3  4
4. The date for the district conference was convenient.   1  2  3  4
5. The location was appropriate to my needs.   1  2  3  4

Future Conferences
Will you attend next year’s conference? □ Yes □ No

What would you like added to the conference program?

What should be removed from the conference program?

Additional comments:
Appendix 3
Guidelines for First-time Planners

This resource provides guidance for Rotarians who are planning their first district conference.

General Planning
Carrying out the following tasks can help you plan an effective event:

- Work with all conference planners, including the district governor, district trainer, and district conference committee members, to develop an action plan and timetable.
- Assign subcommittee members to specific tasks with deadlines, depending on their skills and interests.
- Create a draft of your program that will meet conference objectives and be appropriate for the district.
- Identify speakers, panelists, discussion leaders, sergeants-at-arms, and all other necessary participants. Send them formal invitations that clearly describe their responsibilities.
- Select a site and hotel that meet conference needs. Obtain written confirmation, such as a contract, that outlines your conference dates and requirements as far in advance of the event as possible.
- Notify all participants of the meeting dates, and mail registration and promotional materials as soon as possible.
- Secure adequate liability and property insurance to protect the district and conference organizers against public liability and property damage claims.

Insurance should cover all conference activities, including fellowship events, meetings, and banquets. For more information, consult a local insurance agent or legal counsel.

Contracts
During the planning process, the district may enter into service agreements for meeting space or venue rentals, hotel rooms, sound equipment, catering, or other arrangements. Because contracts are legally binding financial commitments, be sure to have legal counsel or others with expertise carefully review all agreements as they are negotiated.

A contract’s main objective is to document the understanding between two parties regarding expected services, fees, dates of execution, redress for nonperformance, and related topics. All costs should be fully disclosed in the contract and must be negotiated to suit the conference budget. Many vendor contracts include negotiable clauses that provide for attrition (nonperformance) fees and penalties for cancellation.

As the conference approaches, review all contracts and work with vendors to make any necessary changes, provided they are within the event’s budget and have been approved by the conference chair or other designee. This precaution will help avoid unexpected fees for unbudgeted services or goods.
Subcommittees

Because of the complexity of planning and convening a district conference, you may wish to delegate responsibilities to the following subcommittees. Ensure that each one understands its budget and function and knows the person it must report to.

- Awards
- Banquets
- Credentials
- Decorations
- Entertainment
- Exhibits
- Finance
- Housing
- Printing
- Program
- Promotion
- Reception
- Registration
- Resolutions
- Sergeants-at-arms
- Transportation
- Venue
- Voting

Awards

This subcommittee oversees the presentation of awards during the conference.

Duties

- Work with the district governor and district conference committee chair to determine the number of new and ongoing awards and the order of presentation.
- Select the awards and certificates, ensuring that the Rotary emblem is used correctly. Consult the list of licensed vendors of Rotary emblem merchandise in the Official Directory (007-EN).
- Contact the registration subcommittee to determine whether award recipients are preregistered and to confirm their presence at the start of the conference.

Banquets

This subcommittee coordinates meals for the conference, working closely with the venue subcommittee.

Duties

- Arrange for dining space with exits that will be accessible given the size of the crowd.
- Provide sufficient meal seating for participants, including reserved chairs for special guests.
- Coordinate banquet and coffee services with the program agenda.
- Work with the registration subcommittee to determine the most efficient distribution of meal tickets.
- Work with the program subcommittee to make arrangements for banquet speakers and special guests.
- Select the banquet menu with the approval of the conference chair.
- Schedule appropriate janitorial service.

Credentials

This subcommittee verifies that the correct number of electors has been chosen by the clubs as specified by the Manual of Procedure (035-EN) and that they are duly qualified. See appendix 6 for a sample credentials certificate.

Duties

- Send credentials certificates to clubs in the district well in advance of the conference.
- Collect the certificates at the conference, and check them for accuracy.
- Give the certificates of qualified electors to the voting subcommittee, which will monitor all elections and votes at the conference.
Decorations
This subcommittee coordinates decorations for the conference.

Duties
- Determine the event’s decoration needs.
- Use club and district materials when possible.
- Follow safety procedures (for example, use only flameproof fabrics).
- Ensure that the Rotary emblem is correctly reproduced.
- Arrange flags according to national protocol.
- Work with appropriate vendors to coordinate the display of welcome materials and to arrange for all signs at the conference.
- See that all decorations are removed after the meeting and returned as needed.

Rotary International does not sell or rent any decorative materials. Purchase Rotary merchandise from licensed vendors, and follow RI guidelines when reproducing the Rotary emblem. See the Official Directory for official licensees. Refer to the Manual of Procedure and the RI Visual Identity Guide (547-EN) for more information.

Entertainment
This subcommittee coordinates entertainment during the conference and plans special events and outings for guests that do not conflict with plenary or group discussion sessions.

Duties
- Determine how much entertainment is needed and when and where it should occur.
- Arrange for performers’ transportation and admission to meeting places, keeping in mind their instruments and equipment.
- Work with the venue subcommittee to ensure that appropriate facilities and audiovisual equipment are available.

Exhibits
This subcommittee coordinates exhibits and makes sure that only qualified clubs and individuals participate.

Duties
- Work with the district conference committee chair to determine who is eligible to exhibit at the conference.
- Coordinate with the venue subcommittee to determine exhibit space requirements.
- Visit the conference site to check the available space and electrical resources. Inform all potential exhibitors of these details, as well as the security at the venue, schedules for exhibit setup and dismantling, and on-site facilities.
- Work with the promotion subcommittee to notify clubs of exhibit space availability and the criteria for exhibiting.
- Ensure that exhibitors properly use the Rotary emblem and name in all signs, displays, and merchandise. See the RI Visual Identity Guide or www.rotary.org for details.

Finance
This subcommittee develops a budget and monitors expenditures.

Duties
- Determine financial policies, including bookkeeping and requisition methods.
- Review all contracts for payment terms and costs, which will aid in budget forecasting.
Develop a budget based on registration figures and expenses from past district meetings.

Arrange for bank services and a review of final accounts by a qualified accountant.

Settle all bills and remit the balance, if any, to the person in charge of the conference fund.

Prepare a complete summary of financial operations for use during next year’s conference planning.

Report on financial status as required.

Obtain the approval of the governor for any substantial changes to the budget.

Adapt the budget template (appendix 7) to your conference needs.

**Housing**

This subcommittee secures hotel rooms for participants. Note: Some districts prefer to allow hotels to coordinate room availability and reservations.

Duties

- Consult with hotels to make sure a sufficient number of rooms is available.
- Obtain written quotes that outline room rates, cancellation policies, complimentary services or rooms, due dates, and nonperformance clauses.
- Check with the hotels to see that baggage service will be adequate during peak registration times.
- Assign one member of the housing subcommittee to serve as a liaison to the registration subcommittee to ensure that hotel rooms are reserved for advance registrants.

**Printing**

This subcommittee arranges for the printing of all materials.

Duties

- Determine the overall printing requirements of the conference, such as letterhead and envelopes, participant badges, program books, meal tickets, registration forms, handouts, and publicity materials.
- Work with the entertainment subcommittee to obtain permission to reproduce copyrighted songs or music in any form. Failure to obtain permission may result in a copyright infringement suit. Ensure that the line *Reprinted by permission of (copyright holder’s information)* appears when required.

**Program**

This subcommittee works with the governor to plan, coordinate, and implement the conference program.

Duties

- Oversee the production of the program book in cooperation with the printing subcommittee.
- Work with the entertainment subcommittee to confirm all speakers, entertainment, and special guests.
- Develop, distribute, and collect evaluation forms from conference committee members and conference participants. See appendix 2 for sample evaluations.

**Promotion**

This subcommittee develops a promotional plan and builds enthusiasm in the district. See chapter 3 for its potential duties.
Reception

This subcommittee helps host and welcome participants.

General duties

- Make a special effort to introduce new Rotarians and new clubs to the rest of the district.
- Assign hosts, particularly at dinner and entertainment functions, to ensure that participants feel welcome and are enjoying themselves.
- Prepare special badges for hosts to help identify them to participants.

Duties related to special guests

- Assign aides to important guests, speakers, and Rotary officials. These aides should meet guests on arrival and see them off at departure.
- See that special guests are informed of where they should sit at each function along with dress codes and other concerns.
- Give important guests copies of the program book and information on any special events when they arrive.
- Work with the venue subcommittee to provide any special equipment required by the guests, such as seating, lecterns, spotlights, and microphones.
- Arrange for a district conference committee member to write a note of appreciation to all special guests after the visit.
- Ensure the RI president’s representative has an aide assigned by the governor. For additional information, refer to chapter 1.

Registration

This subcommittee registers all participants, collects registration fees, and maintains registration information.

Duties

- Plan and implement the registration process, providing each registrant with a packet of conference materials such as tickets, badges, and program books.
- Work with the promotion subcommittee to encourage advance registration.
- Prepare a complete list of all registrants and speakers, and share it with appropriate subcommittees.
- Provide proper control and accounting of all registration fees, turning all funds over to the conference treasurer.

See appendix 8 for sample registration and confirmation forms.

Resolutions

This subcommittee makes recommendations on resolutions. It should consist of experienced Rotarians who are well versed in Rotary procedures and requirements.

Duties

- Examine all facts related to individual resolutions before making a recommendation to the conference.
- Prepare a concise statement of justification for each recommendation.

See chapter 2 for more information on resolutions.
Sergeants-at-arms
The sergeants-at-arms control all entrances, hold reserved seats, maintain order, enforce security, encourage fellowship, and act as aides to the presiding officer. A chief sergeant-at-arms should be appointed along with sufficient assistants for the conference size. The posts to be staffed at the venue and the shift schedule should be determined before individual assignments are made.

Duties
- Be visible outside meeting rooms, direct individuals to their seats, guide Rotarians without badges to the registration desk, assemble head table guests, and monitor the stage.
- Use an appropriate cue, such as a bell, to signal that participants should take their seats at an event.
- Know the locations of bathrooms, emergency phones, electrical switches, and other facilities and equipment.

Venue
This subcommittee secures a suitable site for the conference.

Duties
- Propose meeting spaces to the district conference committee that are appropriate for the group’s size. Sites should include one general meeting area, a room for each discussion group, and space for meals.
- Consider space for registration, coffee breaks, club and district exhibits, leaders’ meetings, and other support functions.
- Assist the governor with the venue contract, such as deadlines. For more information about contracts, refer to page 24.
- Verify that all equipment is in working condition, including microphones, speakers, projectors, and lights. Be sure someone is available to make repairs if necessary.
- Communicate all room setup requirements to the venue by the agreed date.
- Inform all subcommittees of the procedures for requesting specific meeting needs, including audiovisual equipment, signs, reserved seating, and water.

Transportation
This subcommittee helps coordinate efficient transportation for all participants between meetings, hotels, and airports.

Duties
- Determine the number and type of vehicles required, keeping in mind the time of year and weather conditions.
- Arrange for special parking privileges with the police department or venue, if needed.
- Seek volunteers from local clubs to provide and drive vehicles.
- Prepare a master schedule of driving duties that lists times, places, and drivers.
- Establish a transportation desk at registration headquarters to assist visitors.

Voting
This subcommittee prepares and provides ballots, arranges polling places, and oversees the voting process. See chapter 2 for more information on conference voting.
## Appendix 4
### District Conference Topic Evaluation

Use this worksheet to help determine which topics would best inform and inspire Rotarians in your district. Evaluate each suggested topic against the criteria listed below, assigning one point for each one it meets. Include the topics with the most points in your program.

<table>
<thead>
<tr>
<th>TOPIC</th>
<th>Rotary-specific</th>
<th>Timely</th>
<th>Informative</th>
<th>Relevant to district Rotarians</th>
<th>Addresses needs in the local or global community</th>
<th>Supports The Rotary Foundation</th>
<th>Develops future leaders</th>
<th>Fun</th>
<th><strong>TOTAL POINTS</strong></th>
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<td>TOPIC</td>
<td>Rotary-specific</td>
<td>Timely</td>
<td>Informative</td>
<td>Relevant to district Rotarians</td>
<td>Develops or sustains membership</td>
<td>Addresses needs in the local or global community</td>
<td>Supports The Rotary Foundation</td>
<td>Develops future leaders</td>
<td>Fun</td>
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Appendix 5
Sample District Conference Program

DAY 1

11:00  Registration and fellowship
       Displays and club exhibits open

12:30  Lunch
       Welcome — District conference committee chair
       Introduction of the district governor (the governor presides over the event from this point on)
       Rotary worldwide — RI president’s representative
       Additional introductions
       Recognition of all Rotarians and families attending their first district conference
       State of the District report — District governor

14:00  Break

14:30  Opening Plenary Session
       Welcome — Conference chair or district governor
       RI Theme — RI president’s representative
       General announcements
       Introduction of subcommittee chairs and group discussion leaders — District governor

15:00  Group Discussions
       Session topic: District goals
       Question for discussion:
       How does your club plan to help achieve district goals?

16:00  District Business Plenary Session
       Presider — District governor
       Group discussion reports
       Announcement of future conferences
       Conference resolutions
       Selection of representative to the Council on Legislation or discussion of proposed legislation (in appropriate years)
       Selection of district governor-nominee, if appropriate (see RI Bylaws 13.020.)
       Adoption of annual statement of district finances
       Recognition of new clubs and their sponsors

17:00  Break

18:00  Governor’s Banquet
       Introduction of head table
       Major address — District governor
       Entertainment
DAY 2

08:00  Special breakfasts for new members and their spouses, incoming and outgoing presidents, or past district governors
Informal remarks by the president’s representative

09:30  **The Rotary Foundation Plenary Session**
Presider — District governor
Recognition of special guests, past district governors, senior or outstanding Rotarians, and Foundation alumni
Achievement awards presentation
Debate, panel discussion, or major address on The Rotary Foundation

10:30  Break

11:00  **Group Discussions**
Session topic: The Rotary Foundation
Question for discussion: How can clubs and the district work together on Foundation programs to provide more service locally and internationally?

12:30  **Rotary Foundation Lunch**
Group discussion reports
Recognition of Paul Harris Fellows, Rotary Foundation Sustaining Members, Benefactors, and Major Donors

14:00  Fellowship and sightseeing activities

18:00  **Effective Clubs Banquet**
Recognition of club projects and achievements
Entertainment

DAY 3

09:00  Interfaith service

09:30  **RI Programs Plenary Session**
Presider — District governor
Recognition of RI program participants
Debate, panel discussion, or major address on RI programs

10:00  Break

10:30  **Group Discussions**
Session topic: RI programs
Questions for discussion: Which RI programs do clubs want to participate in? How can clubs work together to support these programs?

12:00  **Closing Plenary Session**
Remarks by the president’s representative
Remarks by the district governor
Recognition of club exhibits, district conference committee, and subcommittees
District conference evaluation
Adjournment
Appendix 6
Sample Credentials Certificate

Complete two copies of this certificate. Retain one copy for the club’s files, and give the other to the electors to present to the credentials subcommittee at the district conference.

From the Rotary Club of ________________________________

Date ___________

To the Credentials Subcommittee of __________________________

Annual Conference of District ___________

In accordance with the Bylaws of Rotary International, this club has selected the following electors: ________________________________

______________________________

This club’s total membership (exclusive of honorary members) as reported on its most recent semiannual report: ___________

______________________________

President’s Signature                       Secretary’s Signature

ROTARY INTERNATIONAL
# Appendix 7
## Budget Template

### Estimated Revenue

1. **Registration revenue**
   - a. Registration fee
     - Rotarians
     - Guests
   - b. Estimated attendance
     - Rotarians
     - Guests

   **Total registration revenue** (estimated attendance multiplied by fees)
   - Total Rotarian fees
   - + Total guest fees
   - = Grand total:

2. **Additional per capita/per club contributions**

3. **Sponsorship (corporate or local business)**

4. **Subsidy from district fund and/or other sources**

   **Total estimated revenue**

### Estimated Expenses

1. **Promotion**
   - a. Postage
   - b. Printing
   - c. Supplies
   - d. Other

   **Promotion total:**

2. **Decorations** (signs, flowers, etc.)

3. **Entertainment**

4. **Meeting site**
   - a. Meeting rooms
   - b. Meals and gratuities
   - c. AV equipment

   **Meeting site total:**

5. **Printing** (program, registration materials, etc.)

6. **Reception** (cash bar, music, etc.)

7. **Speaker and special guests**

8. **Transportation**

9. **Miscellaneous expenses**

   **Total estimated expenses**
Appendix 8
Sample Registration and Confirmation Forms

Club Advance Registration Form

Annual Conference of District ____________

To: Chair, Registration Subcommittee
From: Rotary Club of ____________________________
Date: ______________

Please register _____ members of this club for the district conference on
________________ at ______________.

Enclosed is a check in the amount of ____________ to cover fees
for _____ Rotarians and _____ guests.

Individual Advance Registration Form

Annual Conference of District ____________

To: Chair, Registration Subcommittee
Date: ______________

Please register me for the district conference on
________________ at ______________.

Name ____________________________

Rotary Club of ____________________________
Classification ____________________________

Name as it should appear on conference badge ____________________________

Accommodations: □ Single □ Double □ Other: ____________________________
□ Smoking □ Nonsmoking

Check-in Date: ______________ Check-out Date: ______________

Wheelchair Accessible: □ Yes □ No

Dietary Restrictions ____________________________

Number of Guests ______

I enclose the registration fee of ____________________________

Signed ____________________________

Room Assignment (for subcommittee use) ____________________________
# Registration and Hotel Confirmation Form for Rotarians

**Annual Conference of District __________**

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**Total Registration Fee Paid**

Thank you for registering for the district conference. On arrival, present this letter to the clerk at the registration desk, located on the ____ floor of the hotel. You may pick up your registration packet, which contains program materials, badges, tickets, and other conference necessities, at the registration desk beginning at __________.
Find tomorrow’s district leaders

TODAY

Hold a district leadership seminar

Download the District Leadership Seminar Leaders’ Guide (248-EN) at www.rotary.org, or order it at shop.rotary.org, shop.rotary@rotary.org, or your international office.