



Thank you for agreeing to speak to the Rotary Club of Bernardsville. The club meets from 7:47 a.m. to 8:30 a.m. at the Olde Mill Inn.

See www.bernardsvillerotary.org on this web site for address.

Following are some guidelines for your presentation:

- Please plan on a 15-20 minute talk with a little time for Q&A at the end.
- If you will have equipment needs, please inform the club member who arranged your program.
- Please provide the club member who arranged your program with a brief bio; this information will be used for your introduction.
- Please provide the club member who arranged your program with a brief description of your program contents (and title, if any). This information will be posted on the club website and circulated in meeting reminder emails.
- Please plan to arrive between 7:30 and 7:45 a.m. This will provide time for you to check out the room and any equipment you may be using and to eat breakfast as a guest of the club.
- Your introduction and program will begin at approximately 8:00 to 8:20 a.m., following an invocation, the Pledge of Allegiance and club announcements. While giving your program, keep in mind that the meeting must end promptly at 8:30 a.m. However, it is common for some club members to remain after the meeting if they have additional questions for the speaker.
- Our meeting ends with a raffle drawing. You will be asked to draw the winning ticket upon completion of your talk and Q&A.
- Presentations are not to include solicitations for funding; however, you may bring materials about your organization for placement on the luncheon tables. We typically have about 15 - 25 attend.

Note: Programs and Activities of the club are required to follow these guidelines:

Proper Subjects:

- The merits of any public question involving the general welfare of the community, the nation, and the world are of concern to the members of the club and shall be proper subjects of fair and informed study and discussion at a club meeting for the enlightenment of its members in forming their individual opinions. However, the club shall not express an opinion on any pending controversial public measure.
- **No Endorsements:** The club shall not endorse or recommend any candidate for public office and shall not discuss at any club meeting the merits or demerits of any such candidate.
- **Non-Political:**
- **Resolutions and Opinions:** The club shall neither adopt nor circulate resolutions or opinions, and shall not take action dealing with world affairs or international policies of a political nature.
- **Appeals:** The club shall not direct appeals to clubs, peoples, or governments, or circulate letters, speeches, or proposed plans for the solution of specific international problems of a political nature.