

Guideline for the Official District Governor Visit

1. Prior to the Governor's Visit.
 - a. Complete the Inventory and the Planning Guide for Effective Rotary Clubs. This will be a help in knowing about the club prior to the visit. It will also help with report.
 - b. Each Rotary Club should have a Club Webmaster to update the club's website and to keep accurate the Club's Data Base at the District Office.
 - c. The Club Bulletin should be sent to:
District Governor Chuck Anderson- cma1944@earthlink.net
Governor Elect Susanne Sundberg- dgsusanne2009-10@hsala.org
Executive Aide/Governor Nominee Doug Baker- dougbaker@dwbaker.us
Senior Assistant Governor Club Service Doug Wilson- dwilson@addsfloorcovering.com
Your Assistant Governor for the Club -
and the District Office – Office@Rotary5280.org
 - d. Discuss with your Assistant Governor and your Club Board the Presidential Citation and determine the items that the club will be completing. One new member is mandatory, plus one per category.
 - e. Request your board members and officers to prepare brief reports on all of your club activities.
 - f. Publicize the visit at weekly meetings and in the club bulletin.
 - g. Please invite and encourage guests and families to attend the Governor's Visit.
 - h. Notify the District Governor and Assistant Governor of the location of the Club Assembly if it is different from the regular meeting place and room.

1. The Club Assembly, will take place prior to the Rotary Club meeting and will be attended by the District Governor, the Executive Aide and the Assistant Governor for the Club. The assembly will be conducted by the Club President, with reports from club officers and specific committee chairs. In some cases, the Assistant Governor may guide the meeting.
 - a. Select a meeting place free of interruptions. Provide water.
 - b. It is recommended that the club provide a notebook of some sort to those attending with the following information:
 1. Club Inventory – Club's prior activities
 2. Planning Guide for Effective Clubs – President's Goals
 3. Club Roster
 4. Budget
 5. Club Bylaw s
 6. Projects and Activities of the Club
 7. Additional information the Club wants to include

- c. The Club Notebook can be given to Club Members and to prospective members.
- d. The first half hour is to review club administration and procedures: Membership and attendance from the Club Secretary, the budget from the Club Treasurer and the Bylaws.
- e. The second part of the meeting is one hour, unless the club requests additional time in advance of the meeting, to discuss Avenues of Service projects and activities.
- f. Each Club Directors and Committee Chair is to prepare a written report for the meeting that may be presented individually or in the packet or booklet.

4. The Rotary Club meeting will be conducted by the Club President.

- a. The Governor will present his remarks at the regular program time. The District Governor will be the program.
- b. This is an excellent opportunity to induct new members. Please introduce them and their sponsors to the Governor prior to his remarks.
- b. This is also the time to present Annual Giving recognitions such as Paul Harris Fellows.
- c. In lieu of gifts for the District Governor, please consider a donation to the RI Foundation Annual Giving.