

TIPS FOR DISTRICT GOVERNOR OFFICIAL VISITS TO ROTARY/ROTARACT CLUBS

BACKGROUND: Rotary International requires District Governors to make an official visit to each club in the District once a year. The purpose of these visits include:

- Promoting the goals of the Rotary International President,
- Motivating club members to participate in service activities and district events,
- Listening to learn how the district can better support each club, and
- Recognizing the contributions of clubs and club members.

TIPS FOR CLUBS:

- The District Secretary coordinates the District Governor's club visit schedule.
- Club President-elects should contact the District Secretary and schedule their official visit prior to their assuming the leadership of their club if possible.
- Once the visit is scheduled, here are some tips to help you prepare for your visit:
 - Reach out to your Assistant Governor (AG) to review the club's status and coordinate the planning of the visit.
 - Coordinate meeting arrangements and resolve any questions as to information, format of the visit and special requirements.
 - Verify arrangements for projection screen or other audio visual support;
 - Prepare a summary of your community and service projects to share with the DG
 - Arrange news media coverage of the visit if appropriate
 - Check with the District Secretary in case assistance is needed in arranging overnight accommodations (home stays with Rotarians can be offered but the Governor has a lodging budget from Rotary International and can coordinate their own lodging -- Clubs are not responsible for DG lodging).
 - Ensure the District Secretary has the correct meeting location and time for the meeting.
- For the visit itself, there is no required format. Clubs are free to adopt a format that best matches with their club culture. Here are a few suggestions to consider:
 - Encourage members to arrive early for the meeting or stay late to visit with the District Governor.
 - The Governor's presentation is normally the program for the club visit, other business or presentations should be minimized during the visit.
 - The President of the Club or your AG normally introduces the Governor and spouse to your club. The Governor's biography is posted on the district website.
 - Paul Harris Fellow recognition, induction of new members and other honors are welcomed during the District Governor's visit. The District Governor is happy to participate in such events if desired.
 - Personal gifts are discouraged during District Governor visits. It is the Governor's wish that the club use any such funds toward one of their projects, or to make a contribution to Polio Plus or The Rotary Foundation on behalf of the Governor.
- The District Governor may meet either individually with the Club President or with the club's board in conjunction with the club visit. The purpose of such meetings is to have a more

substantive discussion of club plans, goals and progress and to identify and discuss issues important to the club.

- If scheduled, this meeting typically takes place prior to or just after the club meeting and generally will last no more than one hour.
- The Assistant Governor normally participates when such meetings are held.
- Typically, the District Governor and AG will have identified some topics for discussion. The club leadership is encouraged to utilize this meeting to introduce discussion topics of value to the club.