



Governor’s Official Visit – Rotary Year 2024-25

Club Information

Club Name :
Club ID :
Charter Date :
President Name :
Secretary Name :
President Elect Name :
Club NCA (GSR) :
Sponsoring Club :
Meeting Day :
Meeting Time :
Meeting Place :
Meeting Frequency :

District Officials Information

Assistant Governor :
Zone Governor :
District Secretary :
Zone Secretary :
GOV Date :

Sponsored Club Details

Rotary Club :
Rotaract Club :
Interact Club :

Compliance Report

DETAILS	YES	NO	REMARKS
Club Charter Certificate :			
Club Constitution:			
Club Bye Law :			
Club Members Details : (Name, RI ID, Classification, Ph , Mail ID, Address)			

Club Budget – 2024-25:			
Audited Account 2023 - 24:			
Trust Audited Account :			
Copy of RI Invoice :			
Receipt / Proof of Payment of RI Dues :			
Receipt for Payment to the Rotary News :			
Receipt for Payment to the District Dues :			
Club PAN Card :			
Club GSTIN :			
FCRA Registration :			
Members as on GOV Date :			
Unfilled Classification List :			
Number of Members not Registered on Rotary.org :			
Number of Members using Rotary India :			
Club Bulletin / Frequency :			
Club Attendance Register :			
Board Meeting Minutes Book :			
Citations Details :			

Mock GOV Date :
Place :

Zone. Governor

Assistant Governor

District Secretary

Activity Report

1. Vision and Mission
2. Goal for Rotary Year 2024-25
3. Roll of Honors
4. Board and Committee List
5. District Positions Held

Membership Details

Members as on 1st July 2024:
New Members Added :
Members Left :
Current Count :
Planned Members :
Women Members :
Women Members Added in 2024-25:

The Rotary Foundation

Number of PHFs :
Number of Major Donors :
Every Member Contribution - \$10/ 26.5 :
Other Details of Contribution :
Is Club Hall of Fame / Year :
CSR Project Details :
Global Grant Details :

Avenue of Service Report

Director Name :
Project Undertaken :
Summary Total Value, Man Hours, Total Beneficiaries :
Project Planned :
Photos of that Avenue :

Other details

Sahayoga Project Details : (250 words)
Significant Project Details : (250 words)

Aikyam ICGF Club Registration:
Conference Registration:

Invitation Clips :
Activities in Print Media Cuttings :
Photo Gallery :

Governor’s Visit Agenda

Sl. No	Agenda Item	Duration
1	Meeting Called to Order	01 Min
2	One Minute Silent Invocation	01 Min
3	Escorting of Dignitaries to the Dias	04 Mins
4	Lighting of the Lamp	04 Mins
5	Welcome Address and Briefing of BOD Meeting	05 Mins
6	Secretary’s Report	05 Mins
7	Recognitions	15 Mins
8	Support to Foundation	03 Mins
	TRF Contribution	
9	Announcement of Projects	03 Mins
10	New Members Induction	05 Mins
11	Release of Club Bulletin	03 Mins
12	Introduction of District Governor	04 Mins
13	Address by District Governor	25 Mins
14	Pleasantries & Vote of Thanks	05 Mins

DISTRICT GOVERNOR OFFICIAL VISIT GUIDELINES

The District Governor’s official visit is one of the most important and distinctive functions to be performed in a Rotary year.

The DG’s official visit, as required by the Rotary International Bylaws 15.090, has been defined by the Board of Directors as “The personal visit of the District Governor to each Rotary club in the district for the purpose of focusing attention on important Rotary issues, providing special attention to weak and struggling clubs, motivating Rotarians to participate in service activities and personally recognizing the outstanding contributions of Rotarians in the district.”

Once a year the District Governor makes an official visit to each club in the District. The schedule is already shared and clubs must comply as per the schedule.

The purpose of the visit:

- To allow the District Governor to communicate with the Club members.
- To be a useful counselor to further the Object of Rotary among the Clubs in the District and to assist those Clubs that may need some guidance.
- To motivate Rotarians to participate in service activities to strengthen the programs of Rotary.
- Bring attention to important Rotary issues as they pertain to both the RI and District levels.
- Recognize the contributions of Rotarians in the Club.

Process:

Prior to the District Governor's visit, your Assistant Governor (AG) will meet with your club officers to review the club's Progress on the Citation requirements of RI and District. The AG will meet with the District Governor prior to the official visit of each club. Additionally, the AG will confirm with the Club President the meeting schedule and arrangements.

1. Reconfirm at least one month in advance of the District Governor's visit to resolve any questions as to information, format of the visit and special requirements.
2. The District Governor is a guest of your club when making an official visit. Most importantly, communicate any special plans you have for the Governor so as to be sure it fits in with his other plans. Contact the Governor's office well ahead of time to confirm time and place, thus avoiding confusion and woes.

Governor's Official Club Visit (Schedule)

1. Meeting with the President, President Elect (2025-26) & Club Secretary (20 mins)

The following records should be kept ready:

- Club Charter
- Copy of Semi-Annual Report of 1st July 2024 and receipt for payment of all dues
- Receipts for District Dues and Magazine subscriptions
- Membership list including Honorary Members with telephone no, email id and address
- Club plans and Objectives for the year 2024-25
- Rotary Foundation Contribution records
- Reports and data of Matching grant projects
- Copy of Duly filled Planning Guide for an effective Rotary Club
- Copy of Club Constitution and Bylaws
- Updated Classification Roster
- List of Rotarians on the Board, Club committees and Sub Committees
- Club's Committees Plans
- Budget for 2024-25
- Audited accounts for 2023-24
- Information on Rotaract, Interact and RCC sponsored by your club
- Attendance details along with a copy of Minutes of Club and Board Meetings

2. Meeting with the Club Executive or Board (40 mins):

- This meeting takes place prior to or just after the Club Meeting; the meeting is presided by the District Governor. The Assistant Governor may wish to introduce the District Governor.
- Records that should be made available and appropriate copies made for the Governor are: copy of the Club's plan for the year (copies for each Board Member), current year's Board members, Budget, prior year's Financial Statement and copies of the Club Bulletin.

General items to be discussed are:

- The Club's budget and finances
- The Club committee plan
- The function of the weekly publication
- Suggestions regarding weekly meeting programs
- Membership development and retention
- Rotary information
- Plans for Club assemblies
- The importance of attendance at the district conference
- Participation in and support of Rotary Foundation activities
- Using the Manual of Procedures to solve Club administration problems

3. General Assembly:

- To be attended by Rotary Club members, families, and guests.
- Address by DG should be on the last on the Agenda and is followed only by vote of thanks.
- There will be no other Chief Guest or Guest of Honour during the GOV.
- Viewing your Community and Projects: If appropriate, please include a short tour for the District Governor and spouse of your community to include Rotary projects. It may also be appropriate as well to arrange for news media to cover the visit or to interview the Governor.

4. Meeting Procedure:

- The District Governor and partner are guests of your club for the Rotary meeting.
- The Governor's presentation is the program for the club and it is not appropriate to schedule any other program that day. A projection screen may be needed for the presentation.
- Encourage members to plan to arrive early for the meeting or staying late in order to visit with the District Governor.
- Presentations of Paul Harris Fellows, induction of new members and other honours are especially appropriate during the District Governor's visit and the District Governor should be asked to participate in such events.
- The Club President and Club Board should fully comprehend that the District Governor is not there to tell a club how it should be run but share ideas about growing and strengthening Rotary.

Official Visits by your Assistant Governor:

- Your Assistant Governor will be meeting with club officers and boards prior to the start of or early in the Rotary year.
- Arrangements for these meetings should be a mutual agreement between the AG and the Club President.
- The agreed meeting should last no more than 2 hours during which the AG will meet with the club president, president-elect, secretary, treasurer, members of the board of directors and committee chairs.

Dos & Don'ts

- The District Governor is the only speaker for the day and there will be no other Chief Guest on the day of the GOV.
- Please avoid any Mementoes, Shawls, Bouquets and Garlands.
- Ensure that timelines are met.
- Do share the minute-to-minute agenda with your respective AG, DS and Governor's office a week prior to the GOV.

Lodging: The District Governor will advise you of the need for overnight accommodation