

**The Rotary Foundation
District 6220
2024-25 Club Memorandum of Understanding**

1. Terms of Qualification
2. Club Leadership Responsibilities for Qualification
3. Financial Management
4. Document Retention Report on Use of Grant Funds
5. Method for Reporting and Resolving Misuse of Grant Funds

1. Terms of Qualification

Clubs are required to be qualified for Grants. To be qualified, the Club shall agree to the District 6220 Club Memorandum of Understanding (MOU), send at least one Club member to the District Rotary Foundation Grant Management Seminar, and sign the Club Memorandum of Understanding. District 6220 requires that Clubs be current in their dues payments and grant reporting, in order to qualify for any Grant.

Minimum Club contribution to the Rotary Foundation of \$75 per member is required to be eligible for a matching Grant.

2. Club Leadership Responsibilities for Qualification

The Club President and President-Elect must sign the Club MOU and make sure at least one Club member has attended a District Rotary Foundation Grant Management Seminar. The Club President-Elect must attend PETS.

3. Financial Management

- A. Clubs must adhere to the District 6220 Financial Management Plan.
- B. Clubs are responsible for coordinating information about the Grant with the Grants Chair, the District Rotary Foundation Chair, and the Grants Treasurer to make sure all details of the Grant are complete and necessary reports have been filed.

4. Document Retention

- A. Documents that must be maintained by the Club include, but are not limited to:
 1. Signed Club MOU.
 2. Record of attendance at Grant Management Seminar.
 3. Receipts and invoices for all purchases made with Grant funds.

5. Report on Use of Grant Funds

Clubs must adhere to all District Rotary Foundation Committee (DRFC) reporting requirements.

6. Method for Reporting and Resolving Misuse of Grant Funds

Clubs must promptly report possible misuse or mismanagement of Grant funds to the District Grants Chair and DRFC.

Club Name

Date

Club President (print)

(sign)

Club President-Elect (print)

(sign)