

## To electronically authorize the Club D-7980 MOU through DACdb

Note: *This process needs to be completed by both the 2020-2021 Club President and President Elect. If your Club does not have a President Elect or if the President and President Elect are the same person, the second authorizer can be any other elected officer of the Club.*

Log on to DACdb.

Access the MOU authorization event in the DACdb District Calendar by clicking <https://dacdb.com/Register4/index.cfm?EventID=77483098>. Note: You won't see this event on the District Calendar. It is invisible so as not to be confusing to Rotarians who don't need to approve MOU's. Your only way to access the event is through the link above.

When you open this event the first thing you will see is a brief explanation of what the calendar event is all about, followed by the full text of the 2019-2020 MOU. ***Please read and understand the MOU. By authorizing you will be committing your Club to full compliance with its requirements.*** At the end of the MOU you will see a link to the MOU form in case you'd like to print out the MOU for your files.

Finally, at the bottom of the calendar event you'll see a button that says "My Authorization". Click that button.

- The next screen shows your name – click "Continue."
- Next, you'll see a screen titled "Make Selections." Choose "Agree" and check the box that describes your Club role in 2019-2020 (President or President Elect or Other Elected Officer). Click "Proceed to Confirmation."
- The next screen shows your selections. Click "Confirm Selections."

You have now completed your authorization of the MOU. DACdb will automatically send email confirmations to you and to the District Steward.

Once both the President and President Elect have authorized the MOU, your Club has completed this part of Club Qualification.

John Merkel, District Foundation Steward