

Rotary
District 6450



Secretary/Treasurer
Training 2019-2020

March 20, 2019

Dennis Gorman, District Treasurer
David Phelps, Chief Administrative Officer



Rotary International
District 6450, Inc.
400 E Randolph St
Suite 2305
Chicago, IL 60601

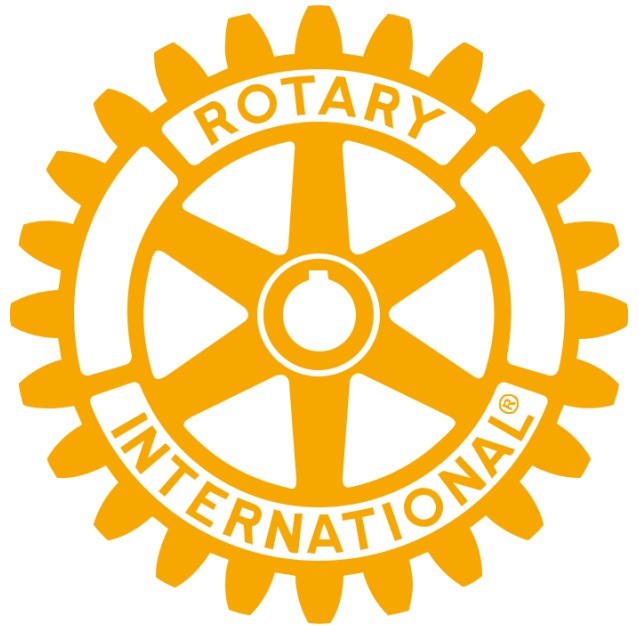
Office:
[**\(312\) 857-6450**](tel:(312)857-6450)

The Charitable Foundation
of Rotary 6450, Inc.
400 E Randolph St
Suite 3725
Chicago, IL 60601
[**www.rotary6450.org**](http://www.rotary6450.org)

The Charitable Foundation of
Rotary
6450, Inc.



YOUR JOB AS CLUB SECRETARY



As club secretary you help your club run well. Watch its trends to identify what works well and what doesn't, and share this information with club and district leaders.

Find detailed information in [Lead Your Club: Secretary](#).

RESPONSIBILITIES

Attend the district training assembly and the district conference

Meet with the outgoing secretary and receive club records

Meet with the incoming board of directors

Create a My Rotary account on Rotary.org if you don't already have one

Update your club's records and member list on My Rotary as changes occur

Give the club treasurer the club invoices, due in January and July

Serve on the club board and club administration committee

Take minutes at club and board meetings and club assemblies

Update club and officer information for the Official Directory and Rotary's records

Manage club correspondence, responding to email and sending official notices and invitations

Keep promotional items, name badges, and other materials used at meetings and events

Take attendance and submit monthly attendance reports to the district governor

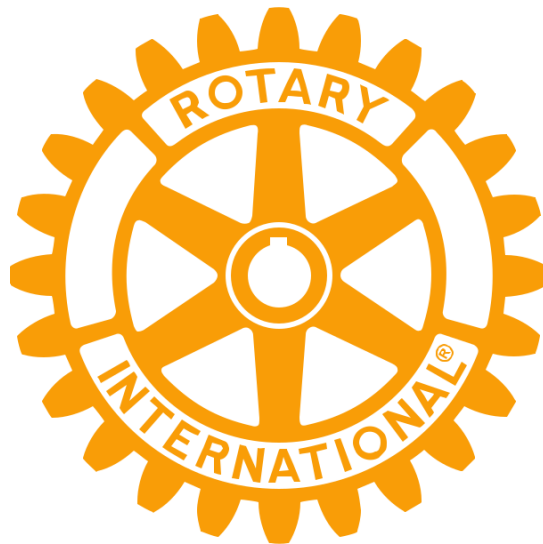
Preserve your club's historical records

Write an annual report at the end of the Rotary year

Assist the club president, treasurer, and committees as needed

Meet with your successor and hand over club records

YOUR JOB AS CLUB TREASURER



As club treasurer you keep your club healthy through good financial management.

Find detailed information in [Lead Your Club: Treasurer](#).

RESPONSIBILITIES

Attend the district training assembly and the district conference

Maintain accurate club financial records

Collect dues and use them to pay fees

Keep historical financial records in accordance with local document retention laws

Manage club and project funds, including paying bills and other expenses and distributing grant and scholarship funds

Work with The Rotary Foundation to make contributions and manage grants

Make sure that the club follows its budget

Develop a budget for next year

Give monthly reports to your club's board

Provide regular financial updates during club and board meetings

Plan next year's budget and get it approved by the last quarter of the Rotary year

Hand all records over to the incoming treasurer and help him or her transition into the

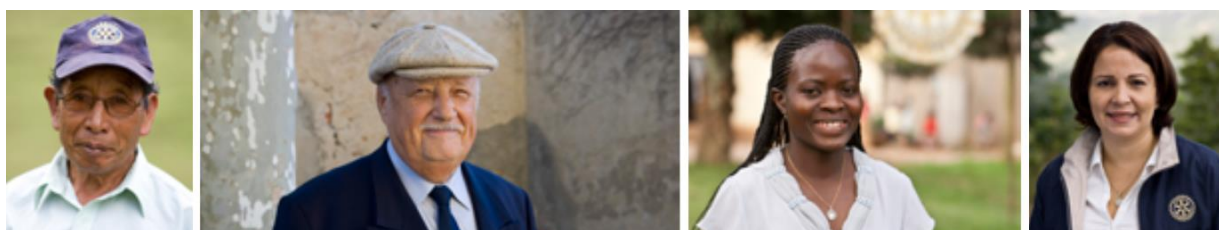
role Write and present a detailed annual report at the end of the Rotary year

Have your club's financial activity reviewed by a qualified accountant who is not affiliated with your club at the end of the year

File your club's taxes, if required to do so by local or national tax code

SECRETARIES

CLUB ADMINISTRATION



TYPICAL ACTIVITIES

All club secretaries have similar responsibilities. Here's a quick look at the 18 months you'll spend in the role.



JANUARY-JUNE: PREPARE FOR YOUR OFFICE

- Create a My Rotary account on [Rotary.org](https://www.rotary.org) if you don't already have one (see appendix 1 for instructions).
- Become familiar with this manual, the Standard Rotary Club Constitution, the Recommended Rotary Club Bylaws, and your club's constitution and bylaws.
- Review the discussion questions in appendix 2 before the district training assembly.
- Meet with the president-elect to:
 - Discuss club goals
 - Schedule the club's activities
 - Decide how you'll divide administrative tasks
- Meet with the outgoing secretary to:
 - Review club procedures
 - Review the club invoice
 - Get access to the club's records, property, and archives and the current Manual of Procedure
- Participate in your district training assembly.
- Attend meetings of your incoming board of directors and current board meetings, if invited.
- Participate in the club assembly held by the president-elect after the district training assembly to discuss club plans for the coming Rotary year.
- Prepare a schedule for sending statements of club dues and fees to all members (monthly, quarterly, or semiannually), and plan how you will record the dues and fees you receive.



JULY: TAKE OFFICE

- Give your treasurer the club invoice so it can be paid on time.
- Begin updating your club information whenever it changes, maintaining membership records (learn how to [add](#), [edit](#), and [remove](#) a club member and [update club data](#)), and viewing reports on My Rotary.
- Make sure new officers are assigned in My Rotary.



DECEMBER

- Provide support for the annual meeting to elect officers.
- Confirm that your club's membership list is up-to-date so that the club invoice you receive in January will be correct.



JANUARY

- Review the club's schedule of activities with the president and the board of directors and prepare the midyear progress report.
- Report incoming club officers by 1 February on My Rotary (learn how to [add an officer](#)) or email their names and contact information to data@rotary.org.
- Coordinate with the club treasurer to ensure that the club invoice is paid.



FEBRUARY

- If your club wants to propose a member to be a governor-nominee candidate, send the resolution supporting the decision and the [district governor-nominee form to the district nominating committee](#).



APRIL

- Begin briefing next year's secretary.
- Prepare credentials for delegates to the Rotary convention. (See Rotary International Bylaws 15.050 and appendix 3.)



JUNE

- Confirm that your club's membership list is up-to-date so that the club invoice you receive in July will be correct.
- Prepare your annual report to the club.
- Give the club's records, materials, and archive to the incoming secretary.

SECRETARY

PROPOSING AND ELECTING NEW MEMBERS

As club secretary, you are involved in proposing and electing new members. Follow each step carefully and promptly to maintain potential members' interest in joining your club. Keep membership proposals confidential except as noted below.

1. An active member of the club or the membership committee gives you the name of the prospective member to submit to the board. Alternatively, an active member or membership committee of another club proposes a transferring or past member for active membership in your club.
2. The board confirms that the proposed member meets all membership requirements.
3. The board approves or disapproves the proposal within 30 days of submission, and you notify the proposer of its decision.
4. If the proposal is approved, the proposer discusses Rotary's purpose and members' responsibilities with the prospective member. The prospective member signs the membership proposal form, giving the club permission to publish his or her name and proposed classification (no classification is proposed for honorary membership).
5. The Recommended Rotary Club Bylaws allow seven days for club members to consider the proposal and file any objections in writing. If the board receives no objections, the prospective member is considered elected to membership, upon payment of the admission fee. If the board receives an objection, the board votes on the proposed membership at its next meeting. If the membership is approved, the proposed member is considered elected to membership, upon payment of the admission fee.

The admission fee is waived for transferring or former members of another club as long as they show a certificate that proves their membership and document that they owe no money to the previous club. Honorary members and Rotaractors who ended their Rotaract membership within the preceding two years are also exempt from paying an admission fee. Your club may consider lowering new members' fees for a year or two to prevent cost from impeding membership.

6. The club may elect honorary members proposed by the board.

After a member is elected, the president arranges for the member's induction, membership card, and Rotary new-member literature; designates a current member to help the newcomer become involved in the club; and assigns the new member to a club project or function. As club secretary, you add the new member's information to your club's own records and on My Rotary.

My Notes

TREASURERS

MANAGING CLUB FINANCES



As treasurer, you manage your club's finances and ensure good financial stewardship. All club treasurers have similar responsibilities, which include:

- Managing club, project, and Rotary grant funds
- Collecting and paying dues and fees
- Reporting on your club's finances
- Overseeing Rotary Foundation contributions
- Developing and monitoring your club's budget
- Preparing the incoming treasurer
- Writing an annual report

PREPARE FOR YOUR OFFICE

Start preparing several months before you take office. Review the discussion questions in appendix 2 before you attend the district training assembly. Work with your club's board of directors and members and the district finance committee to learn about the expectations for your role. Meet with the outgoing treasurer to learn:

- How your club's bank accounts are organized and what signatures are required for transactions
- How club members pay dues
- Whether your club carries any debt
- How funds are allocated for club committees
- What accounting system is in place
- Where financial records are kept
- What paperwork needs to be filed with the club board, district, Rotary International, and local government (e.g., for taxes or changes to bylaws)
- What the budget for the coming year is and how it was determined

Requirements for retaining financial records vary by country. Be sure to check your local laws.

You and your club's secretary share several responsibilities. Determine together how you'll approach them.

You will learn more about your role at the district training assembly. This event is a good opportunity to share ideas with treasurers from other clubs and to meet your assistant governor and district finance committee members.

INCOMING AND OUTGOING FUNDS

Your primary day-to-day responsibilities are managing and tracking incoming and outgoing funds and following the budget created in the previous Rotary year.

Promptly and accurately document all funds you collect and all expenses that are paid. Give members receipts for their dues and donations, and record any other transactions, including purchases. If exceeding the budget is unavoidable, get approval from the club board before funds are spent.

Separate your club's charitable and operational funds to be sure that proceeds from fundraisers are used to support charitable activities. If any fundraisers are intended to benefit specific service efforts, you may also want to create separate project accounts.

DUES, FEES, AND THE CLUB INVOICE

Rotarians are required to pay dues to their club, Rotary International, and sometimes the district. Make sure you understand what you need to collect from members and what you pay on behalf of your club.

WHAT TO COLLECT

- Club dues
- Admission fees
- District dues
- RI per capita dues
- RI fees
- Magazine subscriptions

WHAT TO PAY

- District dues
- Club invoice
- RI per capita dues
- New-member prorated dues
- RI fees (magazine costs, Council on Legislation fees)
- Outstanding balance (if any)

Clubs served by Rotary International in Great Britain and Ireland have a different dues structure.

Clubs in Australia are subject to a goods and services tax for RI, district, and club dues, as well as for their regional magazine subscriptions.

Clubs in India are subject to a service tax for RI, district, and club dues, as well as for registration fees for the Rotary convention.

Payment for the subscription to their Rotary magazine is not subject to service tax.

In some countries, changes to club bylaws (such as dues increases) must be registered with the government.

CLUB DUES AND ADMISSION FEES

Your club decides the amount members pay in club dues and admission fees and when they're collected. These funds pay for expenses associated with meetings, meals, speaker gifts, and supplies.

If a member doesn't pay dues within 30 days after the deadline, ask your club secretary to send a notice that includes the amount owed and an absolute deadline. If the dues aren't paid within 10 days of the notification, membership may be terminated, at the discretion of the club's board. The board may reinstate membership upon a member's formal request and payment of all debts to the club.

DISTRICT DUES

Your district may charge dues to members to fund district-sponsored activities. If your district charges dues, you will collect them from your members and forward them to the district. The amount is approved each year at the district training assembly, district conference, or presidents-elect training seminar.

RI PER CAPITA DUES

All members pay per capita dues to Rotary International. These dues pay for Rotary's general operating expenses, including producing publications in several languages; providing club, district, and project support; offering training and resources for incoming club leaders; and maintaining the Rotary website. See the Rotary International Bylaws for details.

RI FEES

Rotary also charges members for required magazine subscriptions, Council on Legislation fees, and other expenses. (If more than one Rotarian lives at an address, they all may subscribe jointly to the official magazine.) Fees for some regional magazines are collected directly by the editors.

CLUB INVOICE

Rotary International bills clubs twice a year for per capita and prorated dues and RI fees. You will receive an invoice in early July and one in early January. The rate for the 2016-17 Rotary year is \$28.00 per member per half year.

Dues are calculated based on the membership numbers your secretary reports to RI by 1 January and 1 July of each year. The balance is due in full, and the amount can't be adjusted, so work with the secretary to keep your member lists current. See appendix 4 for instructions on paying the invoice online.

If you haven't received your club invoice by the end of July or January, you can print a copy from My Rotary or request it by writing data@rotary.org or contacting your international office.

CLUB TERMINATION AND REINSTATEMENT

If your club doesn't pay its invoice promptly, Rotary International will terminate its membership, and the club will no longer receive services from Rotary or the district. A club can also be suspended or terminated if any member misuses funds from The Rotary Foundation. According to termination and reinstatement policy:

- 120 days after invoices are generated on 1 January and 1 July, clubs that owe \$250 or more will be terminated.
- To be reinstated, a club has 30 days to apply for reinstatement and pay all past-due balances, all dues that have accrued since it was terminated, and a reinstatement fee of \$30 per member.
- Clubs that haven't fulfilled their entire financial responsibility within 150 days of termination will lose their original charters and won't be eligible for reinstatement.

FINANCIAL REPORTING

Every month, update the board on the club's finances. Present the club's monthly expenses and income, the results of fundraising efforts, and the overall budget. See a sample report in appendix 5.

You should also give updates as needed at club meetings and write a detailed annual report at the end of the Rotary year.

Board and club meeting minutes should list account balances and disbursements, and these should match actual financial activity. Preserve all records in case the club has to account for the use of funds during a specific period.

Hire a qualified accountant who is not affiliated with your club to review the club's financial activity every year. In some cases, treasurers may be responsible for filing taxes for the club. Know your country's tax laws. There may be special requirements if your club uses separate funds for scholarships or a foundation or if the club is incorporated. Consult an expert in your club or community about specific tax questions.

ROTARY FOUNDATION CONTRIBUTIONS AND GRANTS

The Rotary Foundation, Rotary's charitable arm, is supported solely by voluntary contributions from Rotary members and friends. As treasurer, you'll likely submit donations and help the club apply for and monitor grants. Ask your club or district Rotary Foundation committee to assist you as needed.

CONTRIBUTIONS

Contributions to the Foundation are separate from dues paid to Rotary International. Both individual members and clubs may donate to the Foundation at any time by credit card at Rotary.org, or by sending a check, money order, traveler's check, or wire transfer made payable to The Rotary Foundation. In some countries, donors may receive tax benefits. If you have questions, consult your international office.

Sometimes you will submit contributions on behalf of the club or one or more club members. Other club officers may also do this. Contributing directly through Rotary.org is the fastest and most secure method for donors and the most cost-effective for the Foundation. After signing in to My Rotary, a club officer may navigate to the Manage tab and, from the Club & District Administration list, select Contributions. The Contributions page offers the option of making a contribution from a club or on behalf of club members.

If you have questions about local laws or procedures, contact your international office or fiscal agents, located in Bangladesh, Chile, Colombia, Nepal, Pakistan, Peru, Sri Lanka, Thailand, Ukraine, and Venezuela.

Individual contributions may also be submitted using The Rotary Foundation Contribution Form. If you send multiple donations together, complete a Multiple Donor Form. Indicate gift designations (such as PolioPlus or Annual Fund-SHARE) and include all contributors' names and membership numbers so that each receives proper acknowledgment, recognition, and a tax receipt, where appropriate. Changes to designations can be requested within 90 days after the Foundation receives a gift but only within the same Rotary year.

In addition to monetary gifts, contributions can include stock, appreciated securities, life insurance policies, property, and bequests. Contact Planned Giving staff at Rotary headquarters or your international office for assistance in sending these types of contributions. See the Foundation's Gift Acceptance Policy for more information.

Contributions to The Rotary Foundation must be received by 30 June to be credited to the current Rotary year. To be eligible for tax benefits, donors must be sure that the Foundation receives their contributions by the end of their country's fiscal year.

GRANTS

If your club receives Rotary grant funds, work with your Rotary Foundation committee to manage the grant and follow the reporting requirements.

A club can be suspended or terminated if any of its members misuse Foundation funds, so do your part to ensure good stewardship of grant funds.

Clubs in India must comply with all local reporting requirements for grants, including by submitting thorough records of how grant money is spent.

CLUB FOUNDATIONS

If your club has a foundation or plans to establish one, be sure it adheres to local laws. Some countries require foundations to register with the government or follow specific rules. For example, a club that accepts contributions to its foundation is often expected to issue tax receipts from the foundation. Consult your local tax authority or fiscal agent about reporting requirements.

If you send a check from your club's foundation to The Rotary Foundation, it will be processed as a donation from your foundation. If names are sent with the contributions, the individuals will receive the appropriate recognition points only. The Rotary Foundation doesn't issue a tax receipt, which is the club foundation's responsibility.

DEVELOPING NEXT YEAR'S BUDGET

Sign in to My Rotary and go to the [Club Administration page](#) to see a list of available club reports, including daily club balance reports and current and historical member data.

You and your club's board will develop a budget for the Rotary year after your term as treasurer. Before creating it, review the club's financial history to determine its likely income and expenses, and meet with incoming officers to discuss their plans for the year. Divide the income and expenses into club operations and charitable funds. You might establish a reserve fund, if your club doesn't already have one.

The final budget must be approved by the board. An editable version of the budget worksheet in appendix 3 is available on the [Treasurer page on My Rotary](#).

PREPARING THE INCOMING TREASURER

Once the next treasurer is chosen, meet with him or her to review all the procedures you follow as treasurer and share tips on budgeting and managing club funds. If possible, have the incoming treasurer work with you on some tasks to become familiar with the regular responsibilities of the role. After the last club meeting in June, turn over all funds, accounting records, and any related materials.

Frequently Asked Questions

US Rotary Clubs and the IRS



This information is not intended to give legal or tax advice. Please consult your professional advisors to determine the specific rules applicable to you or contact the IRS directly. (www.irs.gov or 1-877-829-5500)

What is an Employer Identification Number (EIN) and does my club need to apply for one?

An Employer Identification Number (EIN) is a nine-digit number used by the IRS to identify an entity. All Rotary clubs in the US and US territories (American Samoa, Guam, Northern Marianas, Puerto Rico, US Virgin Islands) need to apply for an EIN when they charter. To find out more, visit [How to Apply for an EIN](#) and [Instructions for Form SS-4](#) at www.irs.gov. Please note that RI's Group Exemption Number (GEN) 0573 must be included on the form in order for your club to be tax-exempt under RI's 501(c)(4) group exemption ruling.

My club intends to operate as a 501(c)(4) organization. Do we need to notify the IRS?

Legislation enacted at the end of 2015 requires you to notify the IRS by submitting [Form 8976](#) within 60 days of the date your club becomes a legal entity (i.e. date your articles of incorporation were approved or date your constitution or bylaws were adopted). Clubs that have filed a Form 990 or Form 1024 on or before 8 July 2016 are not required to file the notification. Visit [Electronically Submit Your Form 8976](#) at www.irs.gov for more details. *Note: Submitting this form is not a determination of tax-exempt status. See the next question for more information on becoming tax-exempt under RI's group exemption ruling.*

What must my club do to be included under RI's 501(c)(4) group exemption ruling?

Send a copy of the notice from the IRS confirming your EIN to your [Club and District Support Representative](#) (CDS). It is also necessary to include a positive confirmation that your club wishes to be included in RI's 501(c)(4) group exemption ruling. RI will enter your club's EIN into its database and annually confirms with the IRS all clubs included under RI's 501(c)(4) group exemption ruling.

What is the official naming convention for Rotary clubs according to the IRS?

RI will report your club's name as the Rotary Club of Community, State. To confirm the club name registered with the IRS, please contact them directly at 877-829-5500.

Can my club use RI's EIN when applying for a bank account or filing?

No. Each EIN is specifically assigned to a single entity or club. Your club must use its own EIN when applying for a bank account or filing its annual information form.

What do the terms 501(c)(3) and 501(c)(4) mean?

These are federal tax classifications for organizations that meet the requirements of Internal Revenue Code section 501(a). Charitable organizations are exempt under section 501(c)(3) and social welfare organizations under 501(c)(4) of the Internal Revenue Code. Under RI's group exemption ruling, Rotary, Rotaract and Interact clubs are entitled to 501(c)(4) tax-exempt status. For more information about these tax classifications, please visit [Life Cycle of an Exempt Organization](#) at www.irs.gov.

Are contributions to my club considered charitable contributions for individuals?

Contributions to clubs are generally not tax deductible as charitable contributions. Contributions to any club charitable fund that is tax-exempt under [Section 501\(c\)\(3\)](#) of the

Internal Revenue Code may be tax-deductible as charitable contributions. Membership dues may be deductible for some Rotarians as business expenses.

Can my club or club foundation use The Rotary Foundation's EIN to receive charitable contributions?

No. Each EIN is assigned to a specific entity. The club or club foundation itself must meet the requirements of the Internal Revenue Code in order to receive charitable contributions.

Can my club or club foundation obtain 501(c)(3) tax-exempt status under The Rotary Foundation?

No. The Rotary Foundation (TRF) does not currently have a group exemption under which clubs or club foundations can obtain 501(c)(3) tax-exempt status. Clubs must work directly with the IRS to apply for this exemption on their own.

TRF operates a Donor Advised Fund (DAF) that provides similar benefits to a club foundation. Any club interested in forming a foundation or having trouble managing an existing foundation should review the opportunities available through TRF DAF at www.rotary.org/plannedgiving.

My club obtained 501(c)(3) tax-exempt status. Do we need to report this to RI?

Yes. Your club should submit to your [CDS representative](#) a copy of the IRS notice confirming its tax-exempt status. RI will then remove your club and EIN from our 501(c)(4) group exemption ruling.

Does my club need to file an annual information form with the IRS?

Yes. While Rotary clubs and districts are exempt from paying federal income tax, the law requires all Rotary clubs and districts to file an annual information return (Form 990, 990-EZ) or submit an annual electronic notice (990-N). The version a club files is dependent upon its gross receipts for the year. For more information about this requirement and to find out which form to file, please see [Which forms do exempt organizations file?](#) at www.irs.gov.

What is the deadline to file an annual information form to the IRS?

These forms are due every year by the 15th day of the 5th month after the close of your tax year. For clubs following RI's tax year ending on 30 June, the deadline to file is 15 November.

Where can my club find more information about Form 990-N (e-Postcard)?

Please refer to [Annual Electronic Notice \(Form 990-N\): Frequently Asked Questions and Answers](#) at www.irs.gov.

Should my club include the receipt of Global or District Grants on our Form with the IRS?

If you are required to file an annual information return (Form 990, 990-EZ), generally you should report all receipts and disbursements on the form regardless of where those receipts originated.

My club received notice from the IRS that our tax-exempt status was automatically revoked for failure to file for three consecutive years. What does this mean and what do we do?

According to IRS regulations, an organization whose tax-exempt status has been automatically revoked must apply to have its tax-exempt status reinstated, even if it was not originally required to file an application for exemption. To check your club's tax-exempt status, visit [Exempt Organizations Select Check](#) at www.irs.gov. For more information about the consequences of revocation and how to apply for reinstatement, please see [Automatic Exemption Revocation for Non-Filing: Frequently Asked Questions](#) at www.irs.gov. For any further questions, please contact the IRS directly at 877-829-5500.

FORM **NFP 112.45/113.60** (rev. Dec. 2003)

**APPLICATION FOR REINSTATEMENT
DOMESTIC/FOREIGN CORPORATIONS**

General Not For Profit Corporation Act

Jesse White, Secretary of State
Department of Business Services
501 S. Second St., Rm. 350
Springfield, IL 62756
217-782-5797
217-785-5782
www.cyberdriveillinois.com

Remit payment in the form of a cashier's check,
certified check, money order or an Illinois
attorney's or CPA's check payable to Secretary
of State. DO NOT SEND CASH.

_____ File # _____ Filing Fee: \$25 Approved: _____

_____ **Submit in duplicate** _____ **Type or Print clearly in black ink** _____ **Do not write above this line** _____

1. a. Corporate Name as of date of issuance of Certificate of Dissolution or Revocation:

b. Corporate Name if changed (**See Note 2 on back.**): _____

c. If a foreign corporation having authority to conduct affairs under an assumed corporate name restriction, the
Assumed Corporate Name (**See Note 3 on back.**):

2. State of Incorporation: _____

3. Date Certificate of Dissolution or Revocation was issued: _____

4. Name and Address of Registered Agent and Illinois Registered Office upon reinstatement:

Registered Agent: _____

First Name

Middle Name

Last Name

Registered Office: _____

Number

Street

Suite # (P.O. Box alone is unacceptable)

City

ZIP Code

County

. NOTE: completion of Article 4 does not constitute a registered agent or office change. (**See Note 4 on back.**)

5. This application is accompanied by all delinquent reports together with the filing fees and penalties required. (**See Note 1 on back.**)

6. The undersigned corporation has caused this application to be signed by a duly authorized officer, who affirms, under penalties of perjury, that the facts stated herein are true.

All signatures must be in BLACK INK.

Month & Day

Year

Exact Name of Corporation

Any Authorized Officer's Signature

Name and Title (type or print)

MY NOTES



THE ROTARY FOUNDATION

MULTIPLE DONOR FORM

Complete this form when submitting a single contribution reflecting the combined gifts of multiple club members. Please do not send cash. Club officers can also make contributions to The Rotary Foundation on behalf of their club or multiple club members at www.rotary.org/give.

Contributions to credit Rotary Club of _____

Club Name

Club #

District #

1. DESIGNATION/PURPOSE (Check one):

- ☐ Annual Fund — SHARE
 ☐ Endowment Fund — World Fund
 ☐ Endowment Fund — Rotary Peace Centers
☐ PolioPlus Fund
 ☐ Endowment Fund — SHARE
 ☐ Other _____
☐ Approved Foundation grant _____ (number mandatory)

2. CONTRIBUTION DETAILS

Amount of contribution _____ Currency _____

Credit card contributions can be made at www.rotary.org/give.

☐ **Check** — Payable to “The Rotary Foundation.” Check number _____

☐ **Wire transfer** Date initiated _____ (Please send completed contribution form as soon as possible after initiating a wire transfer.)

3. INDIVIDUAL DONOR DETAILS (Identify and allocate individual contribution amounts.)

Please provide each individual donor's membership ID, name, and personal contribution amount. Membership ID numbers may be obtained from the club secretary and are also listed on the Club Recognition Summary (CRS).

NOTE: Changes to designation can only be requested within 90 days of gift receipt date within current Rotary year.

	Membership ID #	Donor Name (as appears on CRS)	Contribution Amount		Membership ID #	Donor Name (as appears on CRS)	Contribution Amount
1.				11.			
2.				12.			
3.				13.			
4.				14.			
5.				15.			
6.				16.			
7.				17.			
8.				18.			
9.				19.			
10.				20.			
				Total Amount of Contribution			
				0			

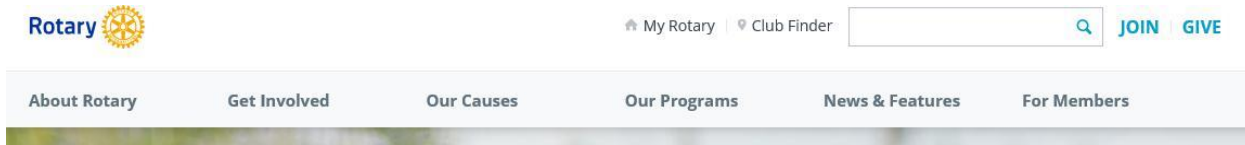
4. INDIVIDUAL COMPLETING THIS FORM

Name _____ Daytime Phone _____
 Email _____ Date _____

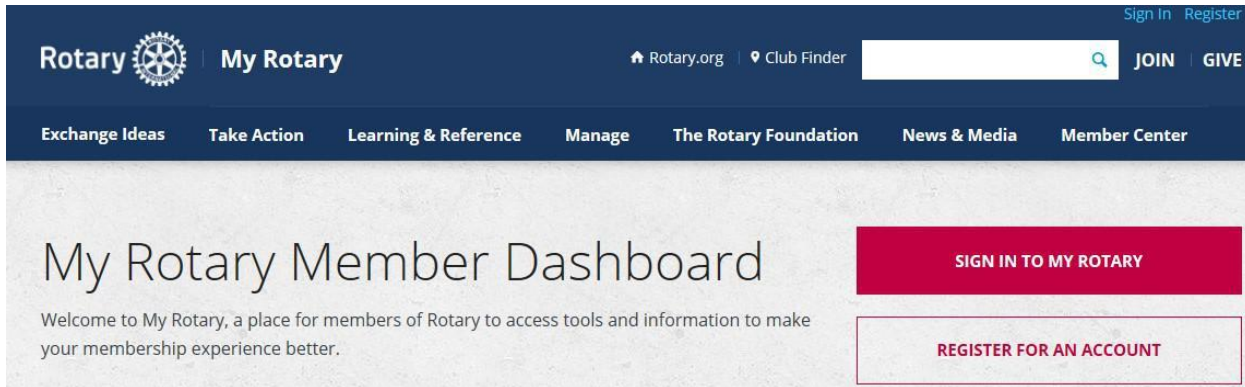
Using Rotary International's Website

www.rotary.org

If you have not ever used the site you must first 'register'.



Select "My Rotary"



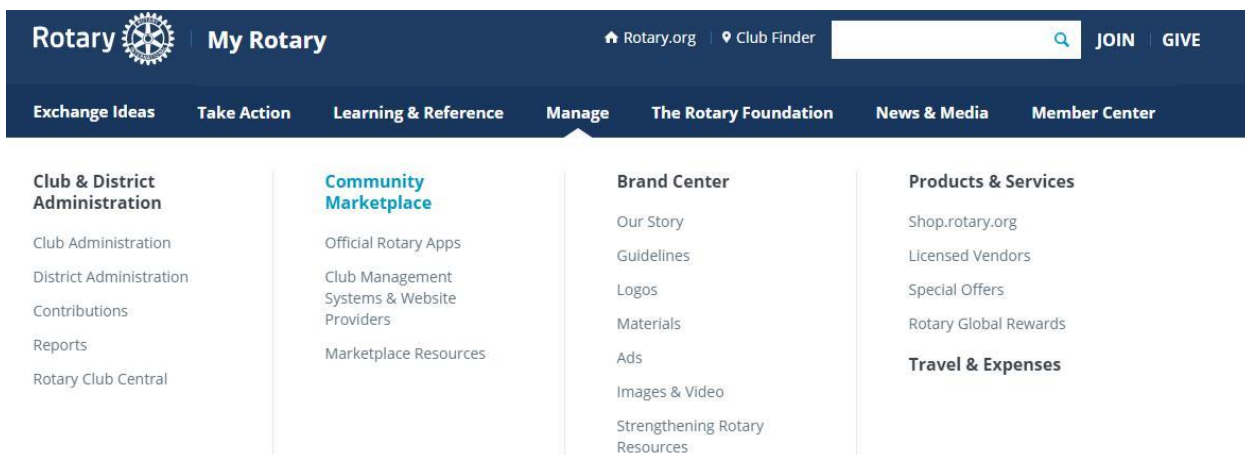
Select "Register for an account"

If already registered, login.



Once logged in: Select from menu – "Manage"

Then select – "Rotary Club Central"



Welcome **David Phelps**

Club View

District 6450 | Club Chicago

Your Club Service Foundation Giving

Club View

District View

Club Group View

Rate Clubs

Global View

Resources

Reports

Your Club

Successful clubs achieve their goals by staying vibrant, flexible, and innovative. This tab provides you the opportunity to view and track membership, Rotarian engagement, club communication, and public relations goals.

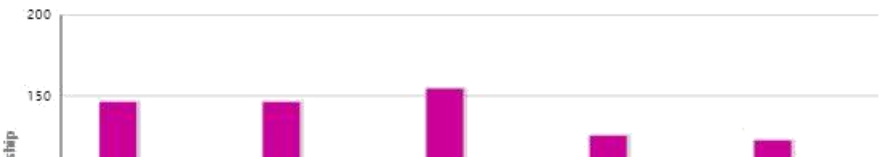
Current, incoming, and immediate past club leaders — the president, secretary, treasurer, executive secretary, Foundation chair, and membership chair — can edit goals and achievements. All club members can view goals and achievements.

Trends

This graph shows your club's membership over five years. Click on the labels in the legend to add or remove features in the chart. Hover over bars or lines in the chart to see details.

The chart below shows the age and gender trends over three years. For more information, club leaders can click on "View Details."

Membership Trends
2012 - 17



Year	Membership
2012	~145
2013	~145
2014	~155
2015	~105
2016	~105
2017	~105

In the “Club View” scroll to “Goals and Progress”, click on 2019-2020.

You can now set some club goals in a variety of areas and the system will help track and create reports you can use at club board and weekly meetings. There are three areas needed as ‘must’ goals: Membership, Rotary Foundation Giving (third tab) and Polio.

Additionally, we ask that you post your service projects in the “Service Tab”.

Please note that most Presidential Citation recognition points are a result of the information and results posted on Club Central.

NOW --- go BACK to www.rotary.org, MY ROTARY, MANAGE CLUB and Select “Club Administration”. Poke around and view, but while there enter your club officers for Fiscal 2017-2018. President, President Elect, Secretary, Treasurer, Executive Secretary, Foundation Chair and Membership Chair. You’ll see the following categories:

- Club Finances – current invoice for annual dues to Rotary International
- Club & Member Data – Update Member Data, Update Club Data, Manage Membership Leads
- Rotaract
- Club Sponsorships – Rotaract, Interact, Satellite Club, Rotary Community Corps, Twin Club
- Club Giving – Online, Printable Forms
- Forms & Instructions – Name Change, Merger, Member Confirmation, Insurance and IRS
- Official Directory



UNDERSTANDING ROTARY INTERNATIONAL & DISTRICT DUES and FEES

Definitions:

- Member – A Rotarian is a member of a local club. Members do not hold membership in Rotary International or District 6450.
- Clubs – A Rotary Club must be chartered by Rotary International. Clubs (not individual members of clubs) are the members of Rotary International and District 6450.
- Rotary International – Is a Federation of approximately 33,000 Rotary Clubs throughout the world; whose purpose and focus is to support local Rotary Clubs.
- Districts – Represent Rotary International and provide training and support through its Governor and District Board to help develop and strengthen clubs.

ROTARY INTERNATIONAL DUES and FEES

- A club pays to RI dues on a Per Capita basis at \$32 per active member in both July and January of each Rotary year – or \$64 per year. RI dues are pro rated for those members that begin or end in the intervening months between invoicing. Invoicing is based upon how many members are in the Rotary International member data base, maintained by each club at www.rotary.org, MY ROTARY, ADMINISTRATION, MEMBERSHIP. The membership counts for each invoice are based upon June 30th and December 31st. Please Note: RI Dues increases \$34 per half year in 2019-2020.
- Magazine subscriptions are mandatory for all US Active Rotarians at \$6.00 Per Capita for both July and January invoices, or \$12 per year.
- In July of each year clubs pay a Per Capita rate of \$1.50 to cover the costs of the Council on Legislation.
- In July each year clubs pay a Per Capital estimated rate of \$0.43 for Directors & Officers Insurance and \$3.23 (may vary from year to year) for General Liability Insurance. Definitions of Rotary's insurance program are at www.rotary.org.

ROTARY INTERNATIONAL DISTRICT 6450 DUES and FEES

- A club pays District dues on a Per Capita basis at \$26.00 per active member in both August and February of each Rotary year – or \$52.00 per year. District dues are not prorated. The amount for the club is based upon the number of members registered by a Club with Rotary International each June 30th and December 31st.
- Clubs pay a Training Fee to the district at \$5.00 per active member in both August and February – or \$10 per year. This global fee covers the vast majority of all trainings sponsored by the district annually, except for the District Conference and President Elect Training. Normally there will not be additional costs to club members unless extensive food and beverage service is included in the training. The fee covers registration, meals and lodging.
- Clubs pay a fee for the President Elect to be trained at Upper Midwest PETS. The cost is \$600 per year, paid semi-annually at \$300 each August and February.
- Clubs pay a fee for the President Elect (or other club assigned member) to attend the Annual District Conference. This fee is currently at \$675, paid semi-annually at \$337.50 each August and February. The fee covers registration, meals and lodging.

UNDERSTANDING ROTARY INTERNATIONAL & DISTRICT DUES and FEES

When a club budgets for the year and sets member dues to collect, the club will need to include its expenses for general operations: Pins, Banners, bookkeeping, bank fees, credit card fees, printing, postage, etc.

2018 WORKSHEET FOR CLUB BUDGETING MEMBER DUES AND FEES: (Per Active Member)

Paid to Others

ITEM	COST per Member	NOTES or DESCRIPTION
RI Dues	\$64.00	
Magazine – The Rotarian	12.00	
Council on Legislation	1.50	
Directors and Officers Insurance	.43	
General Liability Insurance	3.23	
District Dues	52.00	
District Training Fee	10.00	
Annual District Conference		\$675.00 divided by projected members
PETS – President Elect Training		\$600 divided by projected members
TOTAL PAID TO OTHERS	\$	

For Club Annual Expenses

ITEM	Annual Budget	COST per Member	NOTES or DESCRIPTION
Printing & Promotion			
Postage			
Club Supplies: Pins, Banners			
Bank and Credit Card Fees			
Bookkeeping or other contract labor			
Minimum Annual Contribution to the Rotary Foundation			
Annual Pre-Paid Meals & Events			
Miscellaneous:			
TOTAL CLUB ANNUAL EXPENSES			

PER MEMBER ANNUAL DUES	\$
-------------------------------	-----------

Some clubs include a mandatory donation to The Rotary Foundation as well.

The invoice your club receives from Rotary International in January will be easier to read and simpler to pay than earlier versions.

In the past, your club secretary had to fill out an eight-page semiannual report to calculate the amount owed to RI in membership dues and subscription costs.

New members were written in, old members crossed out, and many calculations had to be made before the club treasurer could pay the invoice.

Beginning in January, that invoice will be a single page. And all membership changes can now be managed online by signing in to Rotary.org. Your club's invoice will be calculated from that data.

There's another benefit to the new system: For the first time, RI has real-time membership data. That means support staff can respond faster with a welcome letter and access to membership privileges for a new member. It also means that district governors and regional coordinators have more

CLUB INVOICE — JANUARY 2015

INVOICE NUMBER SAR-0000000000
 CLUB NUMBER 0000000000
 CLUB NAME SAR-OWA, USA
 DISTRICT 0000
 INVOICE DATE (DD-MMM-YYYY) 01-01-2015

MEMBER INFORMATION
 ROTARY CLUB P.O. BOX 1234
 ANYTOWN
 USA

PAYMENT DUE UPON RECEIPT
1,408.16 USD

JAN-JUN CHARGES

QUANTITY	UNIT OF MEASURE	DESCRIPTION	UNIT PRICE (USD)	TOTAL (USD)
30	MIN	Seasonal Membership Dues	27.00	1,631.00
30	EA	The Rotarian Magazine	5.00	1,544.00
3	EA	The Rotarian — Special/Honorary	5.00	18.00

See deduction/charge rate information

TOTAL JAN-JUN CHARGES	1,305.00
PREVIOUS BALANCE	103.16
TOTAL CLUB BALANCE (USD)	1,408.16
PAYMENT DUE UPON RECEIPT	1,408.16 USD

① NOTIFICATIONS
 Please notify the following information relevant to location or club:
① QUESTIONS?
 Email: info@rotaryusa.org
 T: +1 866-276-8279
 E: info@rotaryusa.org

METHOD OF PAYMENT — CLUB INVOICE

PAYMENT DUE UPON RECEIPT
1,408.16 USD

CREDIT CARD
 Preferred method
 Pay by credit card at:
www.rotarymagimentary.org
 Manage > Club Administration >
 Pay semiannual dues

CHEQUE DRAFT
 Payable to Rotary International
 Rotary International
 Address varies by region

BANK/ELECTRONIC TRANSFER
 Made to bank below
 Payment Ref:
 000000SAR-0000000000
 Acct No:XXX
 Acct Name:Rotary International
 Swift Code:XXX
 Sort Code:XXX
 Branch:Rotary International
 Address varies by region

Legal billing or other information

Form 04-14-0246

SAR-0000000000

accurate figures, making it easier for them to measure — and react to — membership fluctuations.

The change affects clubs worldwide. Here's what you need to do now:

If you're a club leader, update your club's membership data regularly so that you will receive a correct invoice in January. Club secretaries should register new members and remove terminated members within 30 days. (If your club is part of the member data integration initiative, you'll update your membership through your local database. Check with your database vendor for further information.)

The number of members in Rotary's database on 1 January, and again on 1 July, will be considered the official member total for your club, and your invoice will reflect this number. Incoming officers should be reported by 1 February.

If you're a district leader,
make sure that your clubs are aware

of the change, help club leaders understand the process, and be sure they report membership changes by 1 January.

The first invoice in the new format will be sent to clubs at the end of January. You should not need to make any adjustments, as all updates should have been made online or reported to RI. But if you find a discrepancy, contact your finance representative listed on your invoice.

RI Director Steven Snyder, who proposed the change to the Board, is enthusiastic about the benefits of the new system: "This will save time and effort for clubs, and keep membership data up-to-date," he says. "We'll now be able to judge clubs worldwide with accurate membership numbers."

➔ Get more information at
www.rotary.org/clubinvoice,
email clubinvoice@rotary.org,
or contact your Club
and District Support
representative.

DISTRICT WEBSITE SYSTEM PROTOCOLS

*EVERY CLUB in the DISTRICT has a Web Presence with the District
Sponsor Web Program at no extra monthly cost*

Introduction

RI District 6450 has contracted with Club Express to provide an enterprise web presence for both the district and all member clubs. The Club Express system, once fully implemented, will enable a sharing among all clubs in the district of the member data base and a general look and feel of solidarity i.e. branding that will produce greater efficiencies in inter and intra club communications, event promotion and management, member training and development, member prospecting, recruitment and enrollment as well as streamline operations both at the district level and for member clubs relative to tracking member directory information, attendance, project management, donations and more. This is accomplished through Club Express' enterprise software development and yet enables and respects the autonomy of member clubs.

Overview – how this can benefit your club Sign up for the training

The advantage of ClubExpress is that if your club chose to join the district system the district will actually pay the monthly fees as a service to member clubs. In other words, a fully usable, robust website at no cost to the club.

Member clubs then agree to two basic collaborative principles:

1. Use a 'template' for site design that enables the district to have a small presence on your club's web site. By doing so your members then will receive less emails from the district since some of the key 'news' would be available at your own web site.
2. That your club would maintain its membership roster within your new website and that the district would be able to view the member database of your club. The advantage here is several fold.
 - A) you'd update your roster and simultaneously the district would be updated, no longer requiring additional paperwork/communication;
 - b) if members of your club wish to register/enroll in a district event i.e. ball game, district conference, etc. they would already be in the 'shared data base' as a member of your club and would login to your site or the districts and have the same directory information follow them, thus they are able to register for both club and district events with the same login profile and securely stored credit card, etc. making registration an easier task for your members.

This is not a requirement for your club, but instead provides significant benefit in three ways.

The first is if your club has difficulty maintaining or updating your own website. At the club level, you will need to update speakers, membership and events, but the many built in modules of the system helps to make it a much easier task. The second benefit will be the link to the district which will greatly smooth the information flow and ease member use for district events.

DISTRICT WEBSITE SYSTEM PROTOCOLS

What the district will do and provide for member clubs

- District 6450 will pay the monthly fees to Club Express for all member club use and access.
- Will provide a series of trainings in the initial year to help member clubs manage their web presence
- Will maintain a robust, current, web presence at the district level that enhances club and member experiences in communications, learning, new member development/referrals, etc.
- Will annually provide trainings for incoming club web / communications directors
- Financial information on member clubs and individual members will remain secure and that of the clubs and unavailable to district officers and directors
- Will treat club directory information as confidential
- Will develop a member recruitment presence that enables both promotion and referrals for joining member clubs
- Will develop online learning experiences and content to increase member understanding of Rotary locally, regionally and throughout the movement internationally
- Will monitor the development and use of member club web presences to determine trends, identification of new ideas for web use and development
- Through Club Express will provide direct member support for use / login to individual member club web presence and/or district presence

What member clubs agree to

1. If a club currently has a club Internet domain, it will continue to maintain that domain ownership, however that domain will be transferred to Club Express for registration purposes. If the club does not have an Internet domain, one will be provided through the District/Club Express program.
2. Each club will use the same Internet 'template', yet will have their own look except that there will be occasional requirements on content that will be controlled by the District. Currently this includes: Three Specified Links under the mast head on all club web sites: Rotary International District 6450, Rotary International and New Member Interest
3. Member clubs will give the officers and directors of RI District 6450 access to their directories to enhance District, Rotary International and Club reporting and communications.
4. Graphics / Art work required for member club only use will be the responsibility of the member club. It is advised to follow the branding guidelines of Rotary International.

Should you have any questions or comments regarding the program, please contact us at news@rotary6450.net.

MY NOTES



Assistant Governors 2019-2020

Kathy Rak-La Grange
Coordinator

Assistant Governors

Rosa Ibarra-Chicago Little Village
Chicago Little Village, Chicago Southeast

Bonnie-Sanchez Carlson-Chicago Near South
Chicago Financial District, Chicago Near South, Chicago Northwest

Cheryl McIntyre-ROTARY/One
ROTARY/One, Chicago Cosmopolitan

Sylvia Jewgienew-Chicago O'Hare
Chicago Lakeview, Elmhurst

Talei Thompson-Maywood Proviso
Cicero-Berwyn, Maywood Proviso, Oak Park-River Forest

Kathy Rak-La Grange
Hinsdale, Hinsdale-Oak Brook Sunrise, Oak Brook

Pat Ranttila-Chicago O'Hare
Bensenville, Chicago O'Hare, Norridge-Harwood Heights

Florence Forshey-La Grange
Brookfield-Riverside, Chicagoland Lithuanians, Countryside, La Grange, Western Springs

Glen Liljeberg-Westmont
Downers Grove, Lisle, Westmont

Wendy Hayum-Gross-Naperville After Dark
Naperville, Naperville After Dark, Naperville Downtown, Naperville Sunrise

Chris Olson-Aurora Sunrise
Aurora, Aurora Sunrise, Montgomery, Oswego

JoAnne Ragano-Darien

Bolingbrook, Darien, Lemont-Homer Glen, Woodridge

Paul Mills-Bolingbrook

Lockport, New Lenox, Romeoville

Naish Shah-Naperville Downtown

Channahon-Minooka, Joliet, Morris, Plainfield

Sue Wolf-Oak Forest

Bradley-Bourbonnais, Kankakee, Manteno, Wilmington

Lori Wilcox-Chicago Heights

Chicago Heights, Homewood, Matteson, Park Forest, The Southland (Richton Park)

Glen Kato-Moraine Valley

Oak Forest, Orland Park, Tinley Park-Frankfort

Jody Redmann-Oak Forest

Blue Island-Crestwood, Chicago World Nations, Moraine Valley, Oak Lawn,
Oak Lawn Healthcare

Kathy Rak, LaGrange

Coordinator

The assistant governor has responsibilities to both the governor and the club. District-level responsibilities include:

- Assisting in developing district goals
- Coordinating the governor's official visit with clubs
- Communicating clubs' strengths, weaknesses, and progress toward goals to the governor
- Attending district meetings Participating in Rotary Foundation programs, events, and fundraising
- Helping develop future district leaders

District Governor debi Ross Official Visits 2019-2020

Rotary Club	Meeting Day	Time	Date	
Aurora	Monday	12:00 PM	September 9, 2019	
Aurora-Sunrise	Wednesday	7:00 AM	September 11, 2019	
Bensenville	Tuesday	12:15 PM	September 10, 2019	
Blue Island-Crestwood	Tuesday	12:15 PM	February 4, 2020	
Bolingbrook	Tuesday	12:15 PM	September 17, 2019	
Bradley-Bourbonnais	Wednesday	12:00 PM	September 24, 2019	
Brookfield-Riverside	Tuesday	8:00 AM	September 17, 2019	
Channahon-Minooka	Tuesday	7:00 AM	September 24, 2019	
Chicago-Cosmopolitan	Wednesday	6:30 PM	October 2, 2019	
Chicago Financial District	Thursday	12:10 PM	October 10, 2019	
Chicago Heights-Park Forest	Thursday	12:15 PM	September 12, 2019	
Chicago Lakeview	Wednesday	7:00 PM	October 16, 2019	
Chicago Little Village	Tuesday	8:30 AM	September 10, 2019	
Chicago Northwest	Thursday	7:30 PM	October 17, 2019	
Chicago O'Hare	Thursday	12:00 PM	September 5, 2019	
Chicago ROTARY/One	Tuesday	12:10 PM	January 28, 2020	
Chicago Southeast	Thursday	6:15 PM	September 5, 2019	
Chicago World Nations	Tuesday	8:30 AM	October 29, 2019	
Chicago-Near South	Wednesday	11:45 AM	September 11, 2019	
Chicagoland Lithuanians	Thursday	6:00 PM	October 3, 2019	
Cicero-Berywn	Tuesday	8:00 AM	November 5, 2019	
Countryside	Tuesday	7:15 AM	October 8, 2019	
Darien	Tuesday	12:15 PM	November 12, 2019	
Downers Grove	Monday	12:00 PM	December 10, 2019	
Elmhurst	Thursday	12:15 PM	October 3, 2019	
Hinsdale	Friday	12:15 PM	September 13, 2019	
Homewood	Wednesday	12:15 PM	September 18, 2019	
Joliet	Tuesday	12:15 PM	October 8, 2019	
Kankakee	Thursday	12:15 PM	September 19, 2019	
La Grange	Friday	12:15 PM	September 26, 2019	
Lemont-Homer Glen	Tuesday	12:00 PM	December 17, 2019	
Lisle	Tuesday	7:30 AM	October 15, 2019	
Lockport	Thursday	12:15 PM	October 19, 2019	
Manteno	Monday	12:00 PM	September 16, 2019	
Matteson	Tuesday	12:15 PM	January 7, 2020	
Maywood Proviso	Thursday	12:15 PM	October 24, 2019	
Montgomery	Thursday	7:00 AM	September 12, 2019	
Moraine Valley-(Palos Hills)	Thursday	12:15 PM	October 31, 2019	
Morris	Tuesday	5:45 PM	September 17, 2019	
Naperville	Thursday	12:15 PM	November 7, 2019	
Naperville After Dark	Tuesday	6:30 PM	October 22, 2019	
Naperville Downtown	Wednesday	4:44 PM	September 18, 2019	
Naperville Sunrise	Friday	7:00 AM	September 27, 2019	

New Lenox	Thursday	7:15 AM	September 19, 2019	
Norridge-Harwood Heights	Thursday	12:15 PM	October 22, 2019	
Oak Brook	Tuesday	12:15 PM	October 15, 2019	
Oak Forest	Tuesday	12:15 PM	October 1, 2019	
Oak Lawn	Monday	12:00 PM	September 23, 2019	
Oak Lawn Healthcare	Wednesday	12:00 PM	September 25, 2019	
Oak Park-River Forest	Wednesday	12:15 PM	October 2, 2019	
Orland Park	Thursday	12:15 PM	September 26, 2019	
Oswego	Wednesday	6:00 PM	September 25, 2019	
Plainfield	Thursday	5:30 PM	October 10, 2019	
Romeoville	Wednesday	12:00 PM	September 4, 2019	
Rotaract	Wednesday	7:00 PM	October 9, 2019	
The Southland (Richton Park)	Thursday	6:00 PM	September 19, 2019	
Tinley Park-Frankfort	Thursday	7:00 AM	October 9, 2019	
Western Springs	Tuesday	7:00 AM	October 1, 2019	
Westmont	Tuesday	12:00 PM	January 14, 2020	
Wilmington	Tuesday	12:00 PM	October 29, 2019	
Woodridge	Tuesday	12:00 PM	January 21, 2020	

Club Visit Checklist & Debrief – DG debi Ross 2019-2020

Assistant Governors – please provide all information you are able to and return to DG debi
(insidelooksbydebiross@gmail.com) and AGC Kathy (kathy9273@icloud.com). This form is fillable on your computer
or you can print and hand write it.

Rotary Club of

Date of Visit:

Prepared by:

Club Charter Date:

AG Contact:

President Contact:

Meeting Day & Time:

Meeting Location:

Address & notes on meeting location

DG will attend board meeting Y ☐ N ☐

What time?

Goals entered on Rotary Club Central Y ☐ N ☐

2019-20 Membership Goal:

of members 7/1/2018:

of members 7/1/2019:

Foundation Annual Giving Goal: \$

Polio Plus Goal: \$

Officers updated on My Rotary at Rotary.org Y ☐ N ☐

Youth Compliance form completed Y ☐ N ☐

President:

President Elect:

Immediate Past President:

Secretary:

Treasurer:

Programs Chair:

Foundation Chair:

Grants Chair:

Membership Chair:

Youth Service Chair:

Is the club up to date with 990 form filing with the IRS Y ☐ N ☐

Facebook page Y ☐ N ☐

Website: Club Express Y ☐ N ☐ **URL:**

Club Dues \$

Does club dues include meal cost? Y ☐ N ☐

Meal: ☐ Breakfast ☐ Lunch ☐ Dinner ☐ Other

Meal Cost \$

Member invoice includes Rotary Foundation donation Y ☐ N ☐ **Amount \$**

Does club have its own Foundation? Y ☐ N ☐

Is the Board the same as club Board? Y ☐ N ☐

Has the club done Visioning? Y ☐ N ☐

Does the club have a strategic plan? Y ☐ N ☐

Leadership succession plan (i.e. nominating committee, president chooses, members required to pass through committee structure):

Major Fundraisers: Community

Service projects: International

Service projects: Youth service

involved in: RYLA ☐

Youth Exchange ☐ **Rotaract** ☐ **Interact** ☐ **EarlyAct** ☐

Club Strengths:

Club Challenges:

Additional observations:

Planning – Club Leadership
July 1, 2019 - June 30, 2020

The earlier you recruit and establish your club leadership the more opportunity for impact in your year.

CLUB:

PREPARED BY:

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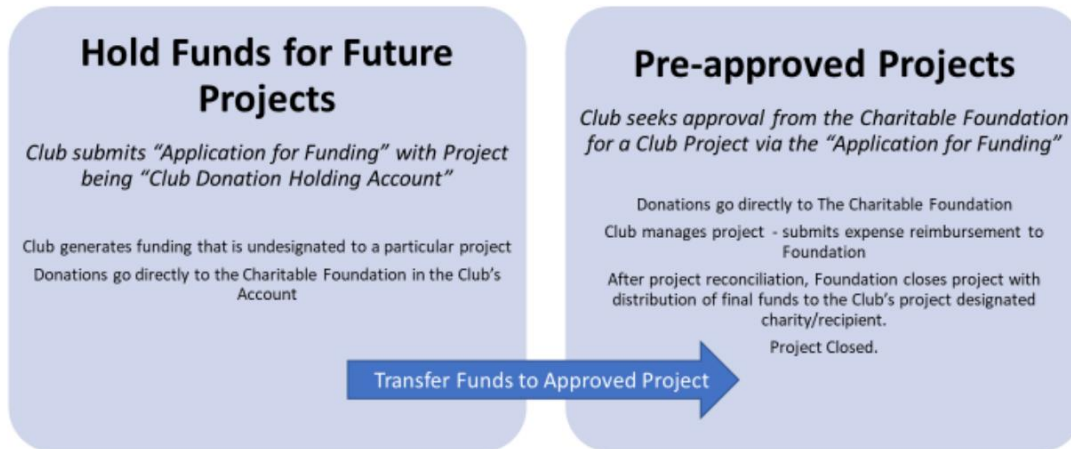
POSITION:

NAME: 2019-2020 Officer, Chair

President – Report in My Rotary at RI	
Secretary– Report in My Rotary at RI	
Treasurer– Report in My Rotary at RI	
President Elect– Report in My Rotary at RI	
President Nominee	
Membership Chair– Report in My Rotary at RI	
Foundation Chair– Report in My Rotary at RI	
Club Service/Administration Chair	
Community Services Chair	
International Service Chair	
New Generations/Youth Chair	
Newsletter Editor	
Program Chair	
Public Relations Chair	
Vocational Service Chair	
Sergeant at Arms	

MY Rotary reporting is due by March 15, 2019.

MY NOTES:



Process for Registering with the Foundation

1. Qualifying Your Club for Registration with the Foundation
 - I. Verify Club Federal Employee Identification Number (FEIN)
 - II. Verify Club "in good standing" with Illinois Secretary of State
 - III. Verify Club "in good standing" with Rotary International and District 6450
 - IV. Set up annual system for filing IRS return by November 15th
2. Grant Submission Agreement
 - I. Complete Agreement Form and submit with \$25 registration fee
 - II. Foundation Trustees review submission and inform club of status

Managing Your Club Account with the Foundation

3. Prepare Club operations to work with Foundation
 - I. Set up Club website to accept credit card donations that go directly to the Foundation account
 - II. Submit "Application for Funding" form for each project
 - III. Prepare Club operations for managing project
 - IV. Set 'logo' for materials: stationery, advertisements, website promotions, etc.
 - V. Identify all possible uses of Illinois Sales Tax Exemption
 - VI. Secure Rotary International "Certificate of Insurance", if needed



The Sample Project
A Rotary Grant Project of
The Charitable Foundation
of Rotary 6450, Inc.

Managing Your Club Account with the Foundation

4. Managing a pre-approved Project

- I. Always use Foundation approved club/project logo with all materials
- II. Set up the project's final budget plan
- III. Use Project Approval Number on all correspondence/documentation with the Charitable Foundation
- IV. Reconcile donation deposits with Foundation, as necessary
- V. Hold your event, project, etc.

Managing Your Club Account with the Foundation

5. Closing out a Project

- I. Submit expenses for Club reimbursement
- II. Reconcile finances
- III. Request final distribution of funds to Project's charity/recipient

Download the forms from the Rotary International District 6450 website at www.rotary6450.org Click on

"The Charitable Foundation of Rotary 6450, Inc." in top right corner.

Ron Broida, Foundation Chair
Dennis Gorman, Foundation Treasurer
David Phelps, Chief Administrative Officer

Rotary International District 6450, Inc.

Governance Committees

Secretary

(Records, Legal, Policy Manual, Parliamentary)

Treasurer/Finance

(Budget, Finance, Accounting, 990, Contracts)

Audit

(Annual Financial Oversight)

The Rotary Foundation

(Policy, Finance)

District Conference

(Recognition, Annual Meeting)

Governor Nominating

(Governor 2016-2017)

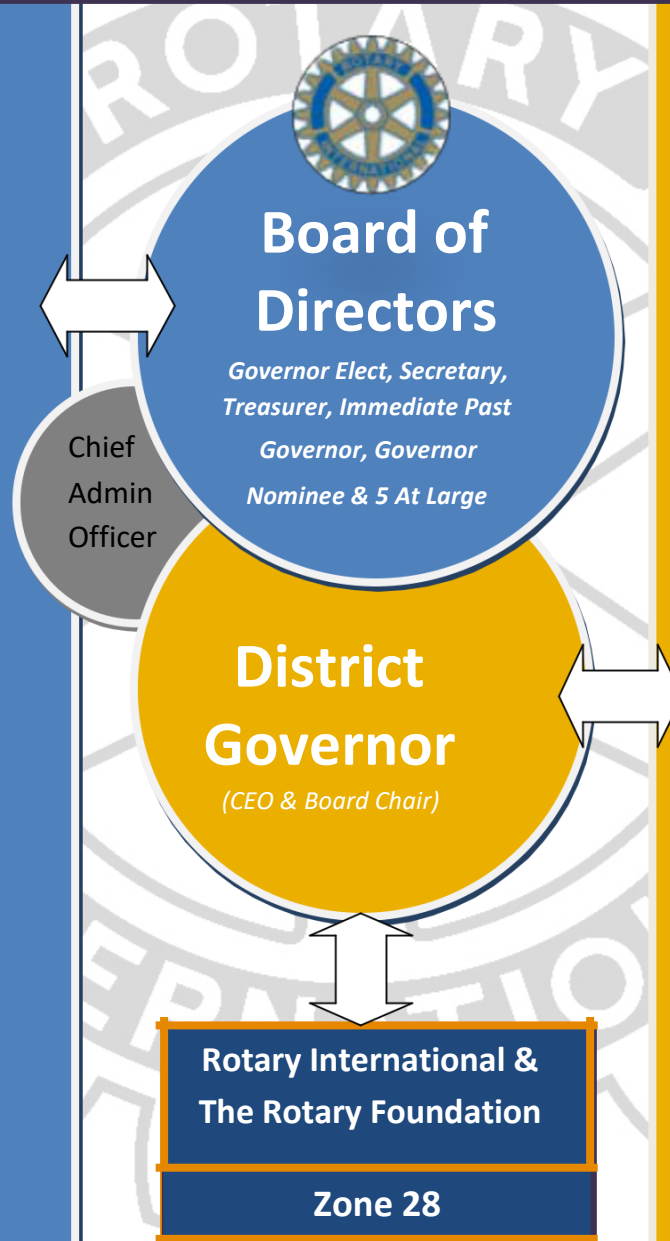
Board Nominating

(At Large Director Vacancies)

Council on Legislation Rep

(Rotary International)

Rotary International District 6450, Inc.



District Leadership Team

Leadership Development

(RLI, Visioning, Assembly, Volunteer Development)

Assistant Governors

(Ongoing Club Relations & Support Management)

Club Support

(Membership, Programs & Service)

The Rotary Foundation

(Foundation Operations, Events & Programs)

Communications

(Heritage, RI Convention, News, Branding, Web)

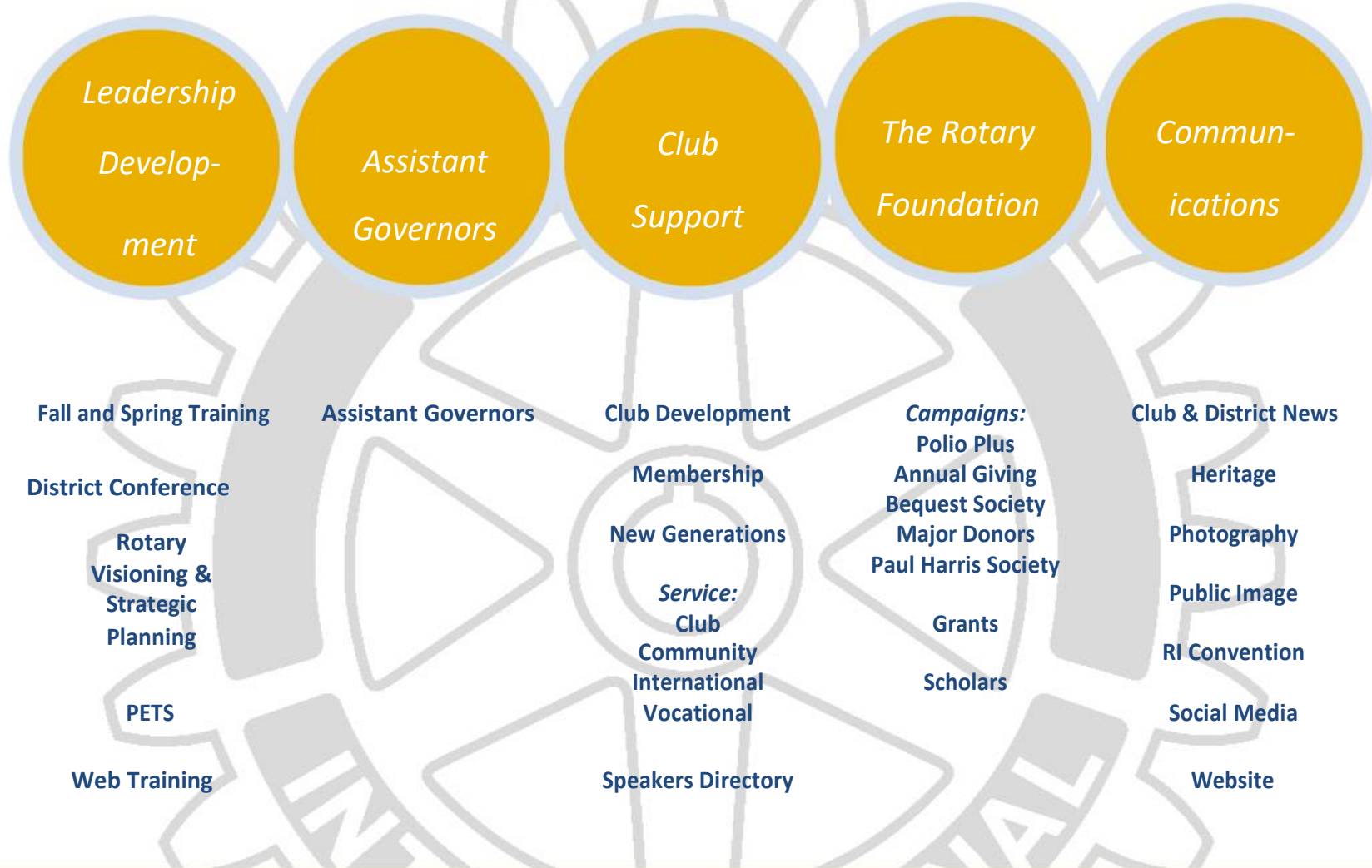
District Trainer

(PETS, ZONE 28, RI Training Specialist)

Officers

Governor Elect, Governor Nominee, Immediate Past Governor, Treasurer, Secretary, Chief Administrative Officer

District Services Team



Affiliations

Midwest PETS, Central States Rotary Youth Exchange, Rotary Visioning Institute, Paul & Jean Harris Home Foundation, Paul Harris

Memorial Northern Illinois Rotary Alliance

Rotary International District 6450, Inc.

Rotary International

U.S. Rotary Clubs and Districts Liability Insurance Program

Insurance Policy Summaries

Risk Management
July 2018

Table of Contents

<u>General Liability Policy Summary</u>	Page 2
<u>Directors' & Officers' / Employment Practices Liability Summary</u>	Page 7

U.S. Rotary Clubs and Districts Liability Insurance Program

PROGRAM POLICY SUMMARIES

GENERAL LIABILITY POLICY SUMMARY

The U.S. Rotary Clubs and Districts Liability Insurance Program ("Program") provides general liability insurance coverage to all active U.S. Rotary clubs and districts for their liability arising out of bodily injury and property damage to a third party, subject to policy terms and conditions. Below is an overview of the general liability insurance provided by the Program.

Note: All Rotarians and club and district volunteers are expected to have their own personal health, auto liability, and property insurance.

INSURANCE QUESTIONS

If you have questions, please contact:

Gallagher Insurance Broker

Phone: (833) 3ROTARY or (833) 376-8279

Email: rotary@aijq.com

INSURANCE ASSESSMENTS

Annual assessments are charged to all insured U.S. Rotary clubs through the July Club Invoice. Insurance Assessments fund the \$250,000 self-insured retention and cost of commercial primary and excess insurance premiums. The cost of insurance depends, among other factors, on claim experience. It is important to make safety a priority when conducting all activities and events to prevent or minimize claims.

HOW TO GET A CERTIFICATE OF INSURANCE

To get a certificate of insurance, please visit the **Quick Links** section of **Gallagher Insight**, the website set up for U.S. Rotarians. If you need an Additional Insured endorsement, please email a copy of the contract or permit application requiring the Additional Insured endorsement to Gallagher at (rotary@aijq.com).

LIMITS

- \$ 250,000 Self-Insured Retention (*All claims are paid by U.S. Rotarians through insurance assessments*)
- \$ 2,000,000 Per occurrence for general liability (primary commercial layer)
- \$ 2,000,000 Non-owned and rented auto liability (excess of personal auto liability insurance)
- \$ 500,000 Per premises for damage to rented premises
- \$ 5,000 Medical expense for third parties – not Rotarians. No coverage is provided if injury sustained while participating in an athletic event such as a bicycle ride or golf tournament. Because the \$5,000 falls within the \$250,000 self-insured retention medical payments are not shown on a certificate of insurance.
- \$ 5,000,000 Per occurrence excess liability

Rotary International purchases additional limits for catastrophic losses.

COVERAGE TERRITORY

The general liability insurance policy provides coverage for claims that occur in the U.S., its territories and possessions, and Canada. Limited coverage is available for claims that occur worldwide, if the claim is brought or lawsuit is filed in the U.S., its territories and possessions, or Canada. For an e-club chartered in the U.S. coverage is provided to club members while acting within the course and scope of their roles for the entities included in the Named Insured entities (see below).

U.S. Rotary Clubs and Districts Liability Insurance Program

PROGRAM POLICY SUMMARIES

NAMED INSURED ENTITIES

These active Rotary organizations in the U.S. and its territories and possessions are named insureds under the Program:

- Rotary clubs (including newly chartered Rotary clubs)
- Rotary districts
- Rotary club foundations*
- Rotary district foundations*
- Interact clubs
- Rotaract clubs
- Rotary Community Corps
- Certified youth exchange organizations (certified by Rotary International)
- Rotary Youth Leadership Awards (RYLA)
- President-elect training seminar organizations (including multi-district organizations)

Insureds include members, employees, and volunteers of these organizations while acting within the course and scope of their roles for the above organizations.

* The following criteria are considered when confirming a U.S. Rotary club foundation or district foundation is covered as a named insured under the Program:

- Foundation was created by a formal decision of a Rotary club or district;
- All of its principals, officers, and board members are dues-paying Rotary club members, other than honorary members;
- The Rotary club or district that created the foundation should have the sole authority to name or remove foundation board members;
- The foundation is income tax-exempt under section 501(c)(3) of the Internal Revenue Code;
- The foundation operates with the sole purpose of supporting the goals of the Rotary club or district through fundraising and contributions to nonprofit organizations and/or individuals in need.

ENTITIES NOT INSURED

Below are some of the organizations that are not insured under the Program:

- Provisional Rotary clubs
- Fellowship organizations
- Rotary Action Groups
- Inner Wheel organizations
- Gift of Life organizations
- Youthact
- Earlyact or similar organizations
- Youth exchange organizations not certified by Rotary International
- Other entities created by Insureds (other than the organizations listed under Named Insured Entities).

However, clubs and districts are covered for their vicarious liability for general liability claims arising from these organizations. Vicarious liability occurs when there are allegations of liability for the negligent actions of another organization, without direct responsibility for the injury or damage

U.S. Rotary Clubs and Districts Liability Insurance Program

PROGRAM POLICY SUMMARIES

NOTABLE COVERAGES

The Program also includes:

- **Liquor Liability** for damages to a third party arising from the selling, serving or furnishing of alcoholic beverages. Coverage is included for a club/district that is selling, serving, or furnishing alcoholic beverages.
- **Non-Owned/Rented Auto Liability** for the use of hired, leased, borrowed, or non-owned autos. This excess coverage is intended for insured entities only and does not extend to individual automobile owners.
 - If the Rotary club/district owns an auto, it must be separately insured by the club/district.
 - There is no comprehensive or collision coverage for **damage** to any auto operated by the club/district.

Note: The coverage territory for non-owned/hired auto liability coverage is limited to only the U.S., its territories and possessions, and Canada.

EVENTS WITH ATTENDANCE EXCEEDING 25,000

Rotary clubs that organize events exceeding 25,000 attendees over the entire event period are required to:

- Report such events to insurance@rotary.org
- Purchase primary general/special events liability (including liquor liability if applicable) insurance with a minimum limit of \$1 million per occurrence/\$2 million aggregate
- Send Risk Management a copy of the policy or a certificate of insurance evidencing the coverage purchased
- The Program provides excess coverage above this required policy.

INCIDENT REPORTING

Please immediately report all incidents and/or losses to Risk Management. Insurance coverage will be jeopardized if you voluntarily promise insurance coverage, make payments, or assume any financial obligation, other than providing first-aid, without the insurance company's consent. The Incident Report form is on *Gallagher Insight* and can be submitted to Risk Management by email to claims@rotary.org or by fax to (847) 556-2147. An Incident Report is notice of an occurrence/loss that may or may not lead to a compensable claim.

EXCLUSIONS

Some of the notable exclusions listed in the General Liability Insurance Policy are below. If separate insurance is needed, please contact a local insurance professional. Refer to the Loss Prevention Strategies under Quick Links on *Gallagher Insight* for additional information on a particular topic.

Exclusion	Comments
Aircraft or Automobile Liability. Bodily injury or property damage arising from the ownership, maintenance, use or entrustment to others of any owned aircraft or automobile. Use includes loading and unloading. This exclusion also applies to allegations of negligence or other wrongdoing in the supervision, hiring, employment, training, or monitoring of others.	If your club/district owns an automobile or aircraft coverage for the automobile or aircraft must be purchased by the club/district. Consider obtaining non-owned aviation liability insurance if your club/district organizes an event with an aircraft it does not own.

U.S. Rotary Clubs and Districts Liability Insurance Program

PROGRAM POLICY SUMMARIES

<p>Athletic Activities. Medical expense payments coverage for bodily injury to a person injured while practicing, instructing, or participating in any physical exercises or games, sports, or athletic contests is not provided, unless there is legal liability resulting from the negligence of your club/district.</p>	<p>Have all participants sign a release. Your club/district could also purchase an accident policy for participants.</p>
<p>Criminal Acts or Expected or Intended Injury</p>	
<p>Fireworks (Pyrotechnics). Bodily injury or property damage arising from the transportation, delivery, storage, set-up, detonation, takedown, or clean-up of fireworks by an insured or additional insured is excluded. However, this exclusion does not apply to an insured's vicarious liability arising from the transportation, delivery, storage, set-up, detonation, takedown, or clean-up of fireworks by a third party, provided the third party is not a pyrotechnics company or other company hired by Rotary club to detonate fireworks.</p>	<p>Your Rotary club should not sign the agreement with the pyrotechnic firm; it should be entered into and signed by another organization or municipality. The pyrotechnic firm should carry a limit of \$5M and name your club as an additional insured. If your club does sign the agreement with the pyrotechnic firm, your club should purchase a primary stand-alone policy with a limit of \$5M-\$10M.</p>
<p>Infringement of Copyright, Patent, Trademark or Trade Secret. Personal or advertising injury arising out of the infringement of copyright, patent, trademark, trade secret or other intellectual property rights.</p>	<p>Consider purchasing media liability insurance if your club/district has a significant multimedia exposure. If your club hires a media professional to prepare brochures, flyers or a website, require that the media professional carry media liability coverage.</p>
<p>Mobile Equipment. Bodily injury or property damage arising out of (1) transportation of mobile equipment by an auto owned or operated by or rented or loaned to any insured or (2) the use of mobile equipment in, or while in practice for, or while being prepared for, any prearranged racing, speeding, demolition, or stunting activity (go-carts, demolition derbies, coaster races, snowmobile races, monster truck events, lawnmower races, etc.).</p>	
<p>Money or Currency Losses. This includes theft by a Rotarian or others.</p>	<p>Consider purchasing crime insurance (aka fidelity bond, or employee dishonesty bond) if your club/district desires coverage for theft of its funds. Include coverage for your club/district's foundation if applicable.</p>
<p>Privacy or Security Breach. Injury arising from breach of personally identifiable information, protected health information, or payment card information.</p>	<p>Consider purchasing cyber or data protection insurance if your club/district has a significant exposure.</p>

U.S. Rotary Clubs and Districts Liability Insurance Program

PROGRAM POLICY SUMMARIES

<p>Professional Services. Rendering of or failure to render any professional services. A professional service is one arising out of an occupation involving specialized knowledge, labor, or skill. Examples: doctors, dentists, auditors, accountants, architects, or engineers.</p>	<p>Consider purchasing the appropriate professional liability or errors and omissions liability insurance coverage if your club/district has a professional exposure. Require any professional contracted with to provide evidence of their professional liability coverage.</p>
<p>Property. Damage to property of any kind (whether leased, borrowed, or owned) while in the insured's care, custody or control.</p>	<p>Consider obtaining property insurance if your club/district desires insurance for its property.</p>
<p>Rotarian Bodily Injury/Illness. All Rotarians and volunteers are expected to have their own health insurance. The Program provides third party liability, not first-party (Rotarian) health insurance.</p>	<p>Consider purchasing accident coverage or travel insurance for accidental injury or illness for those serving abroad.</p>
<p>Watercraft Liability. Liability from any owned watercraft or the use of non-owned watercraft 51 feet or greater in size.</p>	<p>If your club/district owns a watercraft or operates non-owned watercraft greater than 51 feet, consider purchasing appropriate watercraft liability insurance.</p>
<p>Workers Compensation and Similar Laws. Any obligation of the insured under workers' compensation, disability benefits, or unemployment compensation laws.</p>	<p>Obtain workers' compensation insurance with employer's liability coverage if your Club/District is an employer or uses an independent contractor that could be considered an employee by statute. Your Club must comply with statutory regulations.</p>
<p>Youth Exchange Programs. Those not certified by Rotary International.</p>	<p>Only Certified Youth Exchange Programs are included in the named insured.</p>

Note: Please review the insurance policy posted on *Gallagher Insight* for more information about the terms and conditions of coverage.

U.S. Rotary Clubs and Districts Liability Insurance Program

PROGRAM POLICY SUMMARIES

DIRECTORS' & OFFICERS / EMPLOYMENT PRACTICES LIABILITY

POLICY SUMMARY

The U.S. Rotary Clubs and Districts Liability Insurance Program ("Program") provides directors & officers/employment practices liability (D&O/EPL) insurance to active U.S. Rotary clubs and districts. Below is an overview of the D&O/EPL insurance provided by the Program.

Directors & Officers Liability (D&O) insurance provides coverage for claims made against club/district directors and officers that result from their activities, such as managing financial affairs and establishing policies. Please see the definition of D&O Claim on page 3.

Employment Practices Liability (EPL) insurance provides coverage for claims arising out of club/district employment related practices. Please see the definition of Employment Practices Claim on page 11.

Note: Rotary club members are added to the definition of an employee.

INSURANCE QUESTIONS

If you have questions, please contact:

Gallagher Insurance Broker

Phone: (833) 3ROTARY or (833) 376-8279

Email: rotary@aig.com

INCIDENT REPORTING

Please immediately report all incidents to Risk Management by email to claims@rotary.org or by fax (847) 556-2147.

INSURANCE ASSESSMENTS

All active Rotary clubs and districts in the U.S. and its territories and possessions participate in the Program. Insurance Assessments fund the \$25,000 self-insured retention and cost of commercial primary and excess insurance premiums. The cost of insurance depends, among other factors, on claim experience. When claims expenses increase, so do the insurance assessments.

LIMITS

\$ 25,000	Retention (<i>All claims are paid by U.S. Rotarians through the insurance assessments</i>)
\$ 2,000,000	per Claim
\$ 20,000,000	Aggregate

COVERAGE TERRITORY

Worldwide, where legally permissible.

NAMED INSURED ENTITIES

These active Rotary organizations in the U.S. and its territories and possessions are named insured under the Program:

- Rotary Clubs (including newly chartered Rotary clubs)
- Rotary districts
- Rotary club foundations*

U.S. Rotary Clubs and Districts Liability Insurance Program

PROGRAM POLICY SUMMARIES

- Rotary district foundations*
- Interact clubs
- Rotaract clubs
- Rotary Community Corps
- Certified youth exchange organizations (certified by Rotary International)
- RYLA (Rotary Youth Leadership Awards)
- President-elect training seminar organizations (including multi-district organizations)
- Other Rotary organizations as on file with the Rotary International Risk Manager

Insureds include any past, present, or future director, trustee, officer, employee or volunteer of the Named Insured Entities when acting within the course and scope of their duties on behalf of a Rotary club or district.

* The following criteria are considered when confirming a U.S. Rotary club foundation or district foundation is covered as a named insured under the Program:

- Foundation was created by a formal decision of a Rotary club or district;
- All of its principals, officers, and board members are dues-paying Rotary club members, other than honorary members;
- The Rotary club or district that created the foundation should have the sole authority to name or remove foundation board members;
- Is income tax-exempt under section 501(c)(3) of the Internal Revenue Code;
- Operate with the sole purpose of supporting the goals of the Rotary club or district through fundraising and contributions to nonprofit organizations and/or individuals in need.

ENTITIES NOT INSURED

Below are some of the organizations that are not insured under the Program:

- Provisional Rotary clubs
- Fellowship organizations
- Rotary Action Groups
- Inner Wheel organizations
- Gift of Life organizations
- Youthact, Earlyact or similar organizations
- Youth exchange organizations not certified by Rotary International
- Other entities created by insureds (other than the organizations listed under Named Insured Entities)

DEFINITIONS

See the D&O/EPL policies for a complete list of definitions.

D&O Claim

Includes any of the following actions against any Insured for a Wrongful Act:

- A written demand for monetary or non-monetary or injunctive relief commenced by the Insured's receipt of such demand, including written demand that the Insured toll or waive a statute of limitations
- A civil proceeding commenced by the service of a complaint or similar pleading
- An administrative or regulatory proceeding commenced by the filing of a notice of charges or similar document
- A civil, criminal, administrative or regulatory investigation commenced by the service upon or other receipt by the Insured Person of a target letter or other written notice from the investigating authority identifying by name the Insured Person as an individual against whom a proceeding may be commenced

U.S. Rotary Clubs and Districts Liability Insurance Program

PROGRAM POLICY SUMMARIES

- An official request for the extradition or the execution of a warrant for the arrest of any Insured Person where such execution is an element of extradition
- An arbitration or mediation proceeding against any Insured.

Employment Practices Claim

A claim brought and maintained against an Insured for any Wrongful Act in connection with any actual or alleged:

- Breach of any express or implied employment contract
- Violation of any law or public policy concerning discrimination in employment whether based upon race, national origin, religion, sex, age, sexual preference, marital status, disability, medical leave or genetic predisposition
- Employment-related events including without limitation wrongful termination, failure or refusal to hire or promote; wrongful discipline; wrongful reference, deprivation of career opportunity, demotion or adverse change in terms, conditions or status of employment; wrongful failure to grant tenure; humiliation; retaliation for asserting a legal right; workplace harassment; negligent hiring, retention, supervision, training or performance evaluation; and employment-related misinterpretation, defamation, invasion of privacy or infliction of emotional distress.

Insureds:

Any one or more Insured Persons and the Named Insured Entity.

Insured Persons:

Any one or more past, present or future director, trustee, governor, manager, officer, employee (club members and volunteers are included in the definition of an employee), or member of duly constituted committee or board of the Named Insured Entity.

Wrongful Act:

Any error, misstatement, misleading statement, act, omission, neglect, or breach of duty actually or allegedly committed or attempted by any of the Insured Persons, individually or otherwise, in their capacity as such, or by the Named Insured Entity; or any matter claimed against them solely by reason of their serving in such capacity for the Named Insured Entity.

EXCLUSIONS

See the D&O/EPL policies for a complete list of exclusions.

- Losses brought or maintained by or on behalf of the Named Insured Entity or any Insured Person in any capacity
- Any deliberately fraudulent act or omission or any willful violation of any statute or regulation committed by such Insured, if a judgment or other final adjudication adverse to such Insured establishes such a deliberately fraudulent act or omission or willful violation
- Losses arising out of, or attributable to such Insured gaining in fact any personal profit, remuneration or advantage to which such Insured was not legally entitled
- Losses arising out of a circumstance or situation which has been the subject of any written notice given under previous D&O/EPL insurance policies
- Losses arising from service by an Insured Person in any position or capacity in another organization, even if the Named Insured Entity requested an Insured Person to serve in another position or capacity
- An alleged infringement of copyright, patent, trademark, trade name, trade dress or service mark or misappropriation of ideas or trade secrets

U.S. Rotary Clubs and Districts Liability Insurance Program

PROGRAM POLICY SUMMARIES

- Losses arising out of rendering or failing to render any service to a customer or client or any fee or other compensation actually or allegedly paid or payable for such services.
- Losses based upon, arising out of, or attributable to any bodily injury, mental anguish, or property damage including loss of use thereof.
- For claims against the entity, losses for any actual or alleged liability of that entity under any written contract or agreement, except to the extent the entity would have been liable in the absence of the contract.
- Losses from an actual or alleged violation of employment related laws, except for actual or alleged retaliatory treatment of the claimant because of their exercise of their rights under those laws.

Note: Please review the insurance policy posted on *Gallagher Insight*, the website set up for U.S. Rotarians, for more information about the terms and conditions of coverage.

HOTLINE

The insurance company offers telephone consultation services with attorneys to assist in employment and discrimination related issues. The toll free number is (866) 758-6874.

HR CARE SERVICES

HR Care is an online website that provides resources on employment related matters. Please visit www.hrcare.com/zurich

Username: zurichus **Password:** racecar

Note: Make sure to read and check the "Accept Terms" box.

I went to look at the website to see if the password still worked but couldn't see where to sign in

U.S. Rotary Clubs and Districts Liability Insurance Program

PROGRAM OVERVIEW

Active U.S. Rotary clubs are automatically insured by the U.S. Clubs & Districts Liability Insurance Program and pay for this insurance on the July Club Invoice.

1 • Policy Limits & Coverage Description

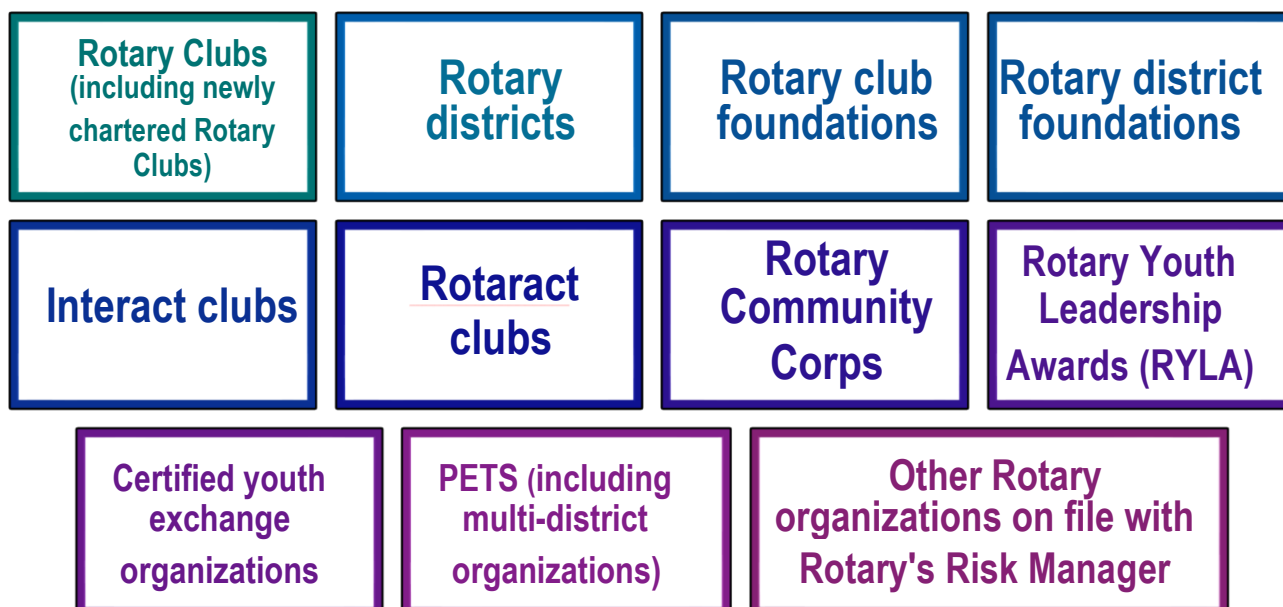
Insurance	Per Claim Maximum*	Retention**	Description
General Liability (GL)	\$7,250,000	\$250,000	GL protects clubs/districts against liability claims for bodily injury to a third party and damage to a third party's property. <ul style="list-style-type: none"> This insurance is for events, fundraisers, other activities. Includes Liquor Liability and Non-Owned/Rented Auto Liability coverage.
Directors' & Officers' / Employment Practices Liability (D&O / EPL)	\$2,025,000	\$25,000	D&O is for claims made against club/district directors and officers that result from their activities, such as managing financial affairs and establishing policies. EPL is for claims arising out of club/district employment practices. Can apply to some liability claims from membership issues.

*Includes retention limit. Additionally, Rotary's Risk Management purchases additional limits for catastrophic events.

**The cost of defending and settling claims within the retention is included in the insurance assessments collected from U.S. Rotarians through July Invoice.

2 • Who is Insured?

These active Rotary club and district organizations are Named Insureds:



U.S. Rotary Clubs and Districts Liability Insurance Program

PROGRAM OVERVIEW

3 • Insurance and Contact Information

To review the insurance policies, summaries, loss prevention strategies, and **obtain a certificate of insurance**, visit Gallagher Insight at: <https://insight.ajg.com>

Username	rotary@ajg.com
Password	rotarian1

Note: Gallagher Insight is for U.S. Rotary club/district use only. Please feel free to share this information with those in your club, but avoid posting it in places (including unsecure club websites) where it is easily accessible by outside parties.

For any questions, contact

- Gallagher at 1-833-3ROTARY (833-376-8279) or
- RI Risk Management at insurance@rotary.org

4 • Documents Found on Gallagher Insight

Certificate of Insurance

Loss Prevention Topics

- Athletic Events
- Contract Best Practices
- Serving Alcohol at Events
- Use of Golf Carts

Incident Report Form

Insurance Policy Documents

- Insurance Program Overview
- General Liability Insurance Summary
- Directors & Officers Insurance Summary
- FAQ

5 • Report All Incidents Immediately

Please immediately report all incidents and/or losses to Risk Management. Insurance coverage will be jeopardized if you voluntarily promise insurance coverage, make payments, or assume any financial obligation, other than providing first-aid, without the insurance company's consent.

An Incident Report is notice of an occurrence/loss that may or may not lead to a compensable claim; the Incident Report form is on the Insurance Information Portal.

Submit the Incident Report form to Risk Management by email to claims@rotary.org or by fax to (847) 556-2147.

Certificate of Insurance Instructions



CERTIFICATE OF LIABILITY

Enter today's Date.

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Arthur J. Gallagher Risk Management Services, Inc. 2850 Golf Road Rolling Meadows IL 60008		CONTACT NAME Ali Sulita PHONE Ext: 1-833-3ROTARY FAX (A/C No): 630-285-4062 EMAIL rotary@ajg.com	
INSURED All Active US Rotary Clubs & Districts ATTN: Risk Management Dept. 1560 Sherman Ave. Evanston, IL 60201-3698		INSURER(S) AFFORDING COVERAGE A: Lexington Insurance Company NAIC # 19437	

2. Enter your Rotary Club Name or District #

4. Select "Print" from your tool bar or "Save As:" to save to your computer.

5. Save a copy for your records.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR INSD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Liquor Liability Included GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			015375594	7/1/2017	7/1/2018	EACH OCCURRENCE \$2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$500,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$2,000,000 GENERAL AGGREGATE \$4,000,000 PRODUCTS - COMP/OP AGG \$4,000,000 \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY			015375594	7/1/2017	7/1/2018	COMBINED SINGLE LIMIT (Ea accident) \$2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB EXCESS LIAB DED RETENTION \$			NOT APPLICABLE			EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	NOT APPLICABLE			PER STATUTE OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 The Certificate holder is included as additional insured where required by written contract or permit subject to the terms and conditions of the general liability policy, but only to the extent bodily injury or property damage is caused in whole or in part by the acts or omissions of the insured.

Additional insured wording is standard.

CERTIFICATE HOLDER [Blank space for Certificate Holder name and address]	CANCELLATION [Blank space for Cancellation]
--	---

3. Enter:
 Certificate Holder name and address - the party requesting the proof of insurance
 Rotary Club Name and/or District Number
 Event Description - Event Name and date(s)

MY NOTES:

Continuing Support of the District Youth Protection Policy Rotary Club Statement of Compliance

Rotary International District 6450 is committed to creating and maintaining the safest possible environment for all participants in Rotary youth activities. It is the duty of all Rotarians, Rotarian's spouses, partners, and any other volunteers to safeguard to the best of their ability the welfare of and to prevent the physical, sexual, or emotional abuse of children and young people with whom they come into contact.

Each Rotary Club is responsible to review the District 6450 Youth Protection Policy and the Reporting Guidelines to implement these guidelines in your Club Youth Activities Programs, and to complete the following statement of compliance. This statement should be signed and dated by the Club President for this coming July 1st Rotary year. This form should be completed at PETS.

The Rotary Club of _____

All clubs must have background checks done for all that will be working with youth in any activity. There is an online portal for submitting basic information for background checks. The district will pick up the cost for volunteers for RYLA and Youth Exchange and subsidize youth activities. Submit the names and email addresses to office@rotary6450.org in the District office by June 15, 2019. All background checks are valid for one year.

It should be understood by all clubs that for the annual youth exchange program we are a member of the **Central States Rotary Youth Exchange Program, Inc.** as such we adhere to the policies and procedures set forth by that organization the Central States organization is authorized by the U. S. Department of State to issue a certificate of eligibility to enable students to obtain a J-1 visa to attend high school in the U.S. for one year. This was in the Federal Register 62.25 as amended. In order to continue the program Rotary must adhere to the requirements set forth in that section. Should you have any question about this contact the District Youth Exchange Chair or visit the Central States web site: <http://www.csrye.org>.

As the 2019 - 2020 Club President for the Rotary club shown above this coming July 1, I hereby certify that we will operate our program in accordance with District 6450 & Rotary International policy. This form must be completed each year by the incoming president for each club; it is only valid during that year.

Club President _____ / _____ / _____
Print Name Sign Name Date

Address: _____

Phone: _____ Email: _____

Please list here your club youth activities chair, if known: _____

If your club has no youth activities, please check here. ☐

Rotary International District 6450, Inc. P.O. Box 5290 River Forest, IL 60305-5290

(312) 857-6450 A Virtual Office - Please leave your name, number & reason for the call.

office@rotary6450.org

www.rotary6450.org

This is a listing of goals that are found in Rotary Club Central, and is meant to serve as a worksheet. This document will not be collected and your club is strongly encouraged to log on to RCC.Rotary.org to enter them in to Rotary Club Central. Please note that the Rotary Citation goals may change each Rotary Year, so they are not included in this sheet. We recommend that you use this worksheet along with your copy of the Rotary Citation Brochure when discussing your goals.

Order	Goal Name	Goal Description	Category	Type	Achievement
1	Club membership	How many total members does your club want by the end of the Rotary year?	Members & Engagement	Numeric	Count of active club members recorded in Rotary's Database Club Reported
2	Service participation	How many members will participate in club service activities during the Rotary year?	Members & Engagement	Numeric	Club Reported
3	New member sponsorship	How many members will sponsor a new club member during the Rotary year?	Members & Engagement	Numeric	Club Reported
4	Rotarian Action Group participation	How many club members will be members of at least one Rotarian Action Group (RAG) during the Rotary year?	Members & Engagement	Numeric	Club Reported
5	Leadership development participation	How many members will participate in leadership development programs or activities during the Rotary year?	Members & Engagement	Numeric	Club Reported
6	District conference attendance	How many members will attend your district conference?	Members & Engagement	Numeric	Club Reported
7	Rotary Fellowship participation	How many club members will be members of a Rotary Fellowship during the Rotary year?	Members & Engagement	Numeric	Club Reported
8	District training participation	How many of your club's committee chairs will attend the district training assembly?	Members & Engagement	Numeric	Club Reported

Order	Goal Name	Goal Description	Category	Type	Achievement
1	Annual Fund contributions	How much money will be contributed to The Rotary Foundation Annual Fund by your club and its members during the Rotary year? You can select your local Rotary currency for setting your goal and viewing progress.	Rotary Foundation Giving	Monetary	Contributions to Annual Fund recorded in Rotary's Database
2	PolioPlus Fund contributions	How much money will be contributed to The Rotary Foundation PolioPlus Fund by your club and its members during the Rotary year? You can select your local Rotary currency for setting your goal and viewing progress.	Rotary Foundation Giving	Monetary	Contributions to PolioPlus Fund recorded in Rotary's Database
3	Major gifts	How many single outright donations of US\$10,000 or more will be made by individuals associated with your club during the Rotary year?	Rotary Foundation Giving	Numeric	Count of gifts of \$10,000 USD or more on a single day, recorded in Rotary's Database
4	Bequest Society members	During the Rotary year, how many individuals or couples will inform The Rotary Foundation of their plans to leave US\$10,000 or more to The Rotary Foundation through their estate?	Rotary Foundation Giving	Per capita	Count of donors that have given \$10,000 USD or more via their estate plans per Rotary Year, as recorded in Rotary's Database
5	Benefactors	During the Rotary year, how many individuals or couples will inform The Rotary Foundation of their estate plans to include the Endowment Fund as a beneficiary or will make an outright gift of US\$1,000 or more to the Endowment Fund?	Rotary Foundation Giving	Numeric	Count of donors that have included the Endowment Fund as a beneficiary in their estate plans or made a donation of \$1,000 USD or more to the Endowment Fund per Rotary Year, recorded in Rotary's Database

Order	Goal Name	Goal Description	Category	Type	Achievement
1	Service projects	How many service projects will your club complete during the Rotary year? To track and report project details, such as contributions and volunteer hours, select Service Activities in the main menu.	Service	Numeric	Club Reported

Order	Goal Name	Goal Description	Category	Type	Achievement
1	Rotaract clubs	How many new and existing Rotaract clubs will your club sponsor during the Rotary year?	Young Leaders	Numeric	Number of active Rotaract clubs sponsored by the club, as recorded in Rotary's Database
2	Interact clubs	How many new and existing Interact clubs will your club sponsor during the Rotary year?	Young Leaders	Numeric	Number of active Interact clubs sponsored by the club, as recorded in Rotary's Database
3	Inbound Youth Exchange students	How many Rotary Youth Exchange students will your club host during the Rotary year?	Young Leaders	Numeric	Club Reported
4	Outbound Youth Exchange students	How many Rotary Youth Exchange students will your club sponsor during the Rotary year?	Young Leaders	Numeric	Club Reported
5	RYLA participation	How many individuals will your club sponsor to participate in Rotary Youth Leadership Awards (RYLA) events during the Rotary year?	Young Leaders	Numeric	Club Reported

Order	Goal Name	Goal Description	Category	Type	Achievement
1	Strategic plan	Does your club have an up-to-date strategic plan?	Public Image	Yes/No	Club Reported
2	Online presence	Does your club's online presence accurately reflect its current activities?	Public Image	Yes/No	Club Reported
3	Social activities	How many social activities will your club hold outside of regular meetings during the Rotary year?	Public Image	Numeric	Club Reported
4	Update website and social media	During the Rotary year, how many times per month will your club's website or social media accounts be updated?	Public Image	Numeric	Club Reported
5	Media stories about club projects	How many media stories will cover your club's projects during the Rotary year?	Public Image	Numeric	Club Reported
6	Use of official Rotary promotional materials	Did your club use Rotary International's advertising and public service materials, such as broadcast videos, print ads, and other official materials available in the Brand Center, to promote Rotary in your community during the Rotary year?	Public Image	Yes/No	Club Reported

Rotary
District 6450



Secretary/Treasurer
Training 2019-2020



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