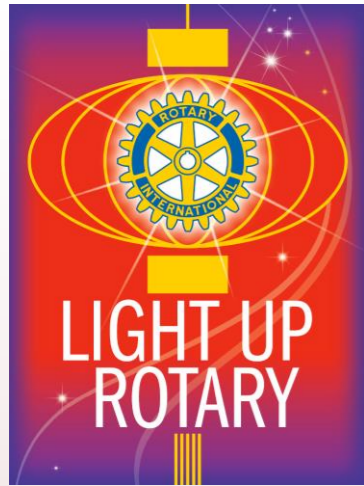


ADG's

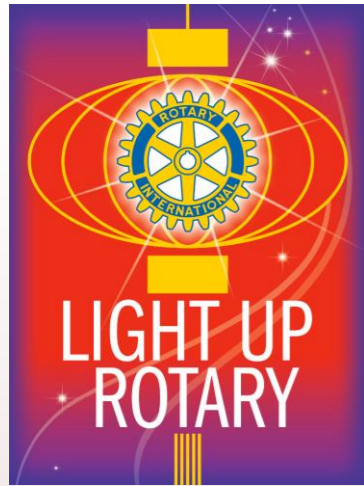
Helping Clubs Succeed



# Presidential Citations

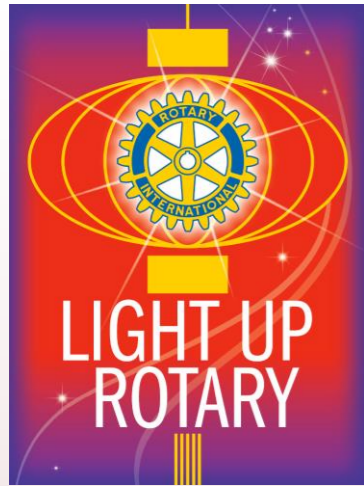
## DG Expectations

- RI Annual Program Fund Donations
- Focus area - Family, Literacy, Hunger
- Member or Foundation District Goals
- Sponsorships, Club Donation, Exhibit, Photos
- Group DGE Dinner



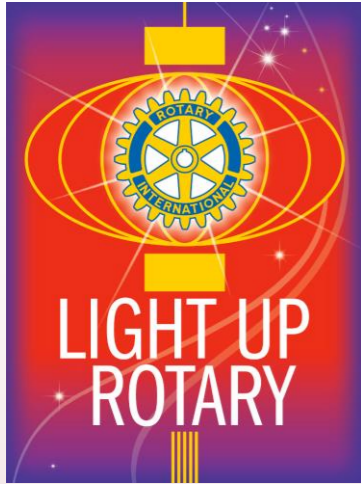
# Know Your Clubs

- Contact outgoing ADG, Review Report of Club Visit
- Obtain Club Strategic plan
- Do they have District Grants, Intl projects
- Check websites, facebook pages
- Get on email distribution or newsletter list
- Identify what club thinks is most important



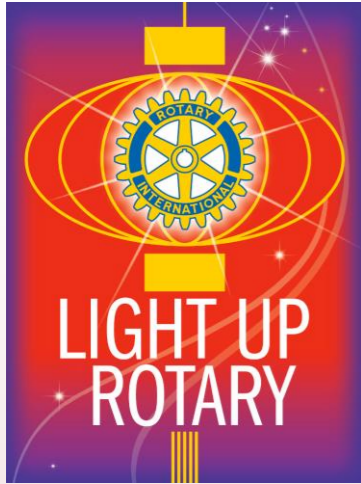
# Basic Club Info

- Standard Constitution
- Updated bylaws
- Foundation for charitable donations
- File IRS forms



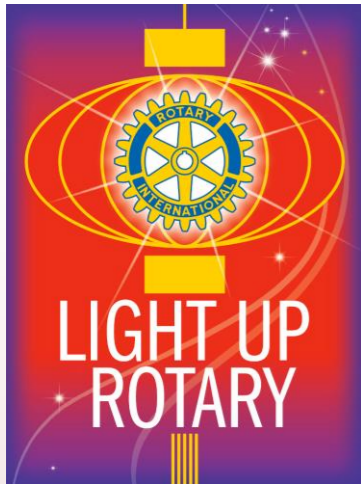
# Planning & Deadlines...

- PETS, Assembly, Conference, Foundation seminar
- Grant requirements
- RYLA, 4 way speech test, ethics conference
- Summarize flurry of emails
- March/April - Plan and Budget
- May - Committee Chairs and goals for the year



# RI online Goal setting

- Help with on line registration, RI and 6690
- Maneuver through the RI forms and reports
- Advise on what reports to look for, and use
- Help establish reasonable yet progressive goals



# RI online

## Rotary Club Central

- My Rotary > link to RCC at bottom of My Club Snapshot, or
- Manage > Club administration > Rotary Club Central

District 6690 | Club Delaware

Your Club Service Foundation Giving

Club Goals and progress

Club dropdown

Print Page

### 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 achievements. All club members can view goals and achievements.

ADG's Rate and provide comments on clubs

Rate Clubs

Club View

District View

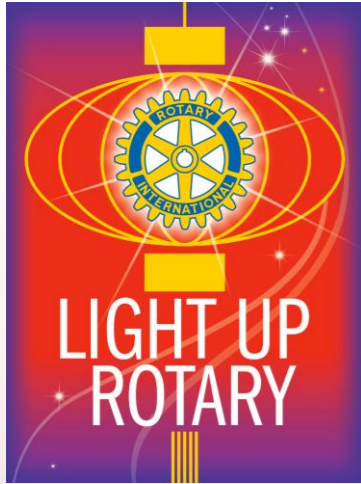
Club Group View

Global View

Resources

Reports

## Club Recognition Summary



- Manage > Reports > Club Recognition summary District

**Contribution & Recognition Reports**

Click on the report name that you want to view. You will see a report opening in a new window or tab.

For detailed instructions, download the [Contribution and Recognition Reports - Users Guide](#) (requires a PDF reader).

**Club Reports**

- [Benefactors](#)
- [Club Recognition Summary](#)
- [EREY Eligibility](#)
- [Major Donor, Arch C. Klumpp](#)
- [Club Fundraising Analysis](#)

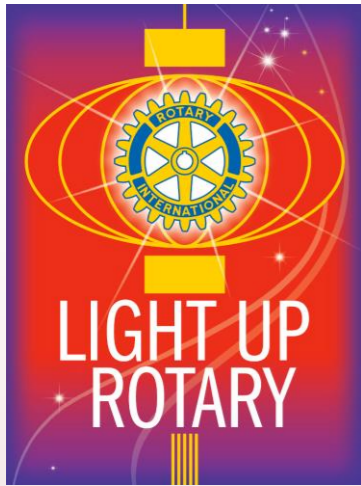
# PH Fellows, Benefactors, Bequest, Foundation recognition points

# of EREY and Sustaining members, who has given this year and last. # PH Society donors (\$1,000/ YR)

**District Reports**

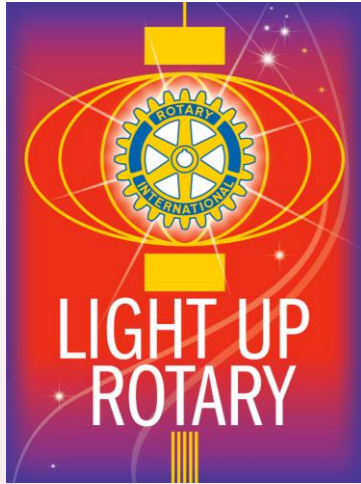
- [Monthly Contribution Report - Current Year](#)
- [Available DDF by District](#)





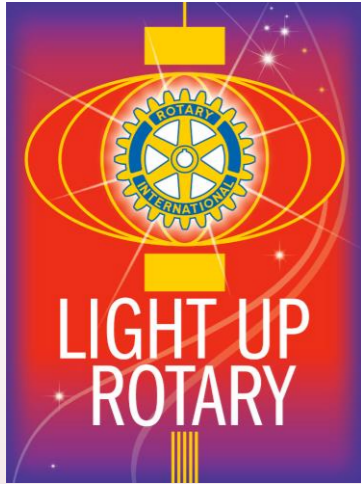
# Club visits

- Once per quarter - club, event, fundraiser, board mtg
- Meet incoming President prior to the new year
- Find out about alternative meeting schedule
- Identify Membership, Foundation, Grants chairs
- Get incoming leaders to District meetings EARLY



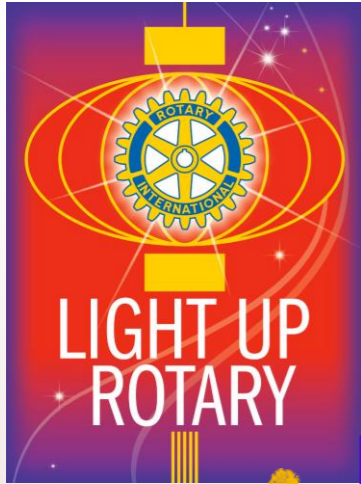
# Club visits

- What help do they need
- Membership - know someone in the area?
- Share ideas among clubs
- Help them pair up on international projects
- TAKE A CAMERA
- CELL PHONE: member induction, PH recognition, Club contacts



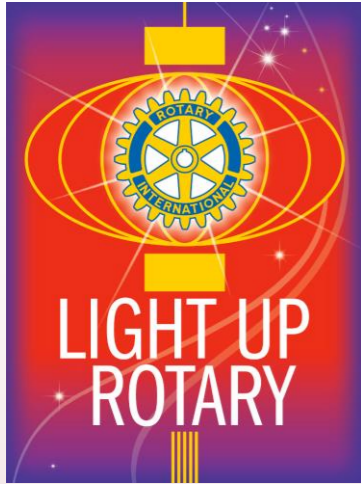
# Public image

- Up to date Website, Facebook page
- Signage
- Events feature Rotary prominently
- Use Rotary in Action , RI on line brand center



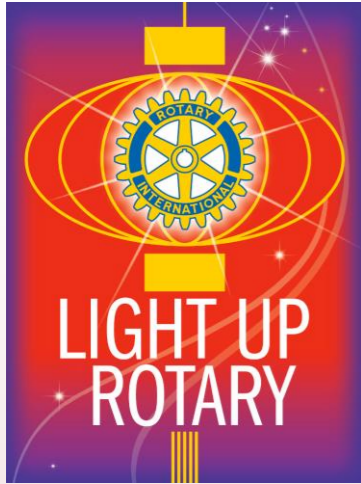
# Preparing for DG visit

- Reminders - confirm date, time, location, time needed
- What clubs should expect
- Spouse escort
- Items to cover at the club board meeting
- Determine where and by who DG will be greeted
- Who will introduce DG
- Encourage new member or PH recognition



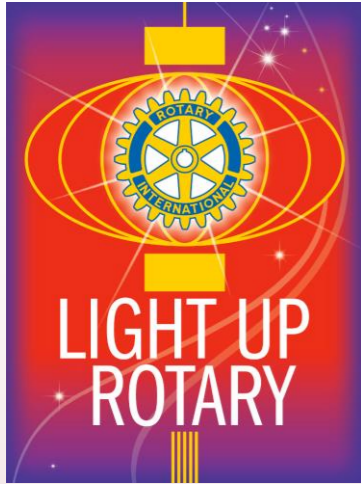
# Check RI and District sites

- Officer listing, (president nominee)
- Club status on goals
- Events and alternate meetings posted by club
- Event registration status - follow up
- Remember to register yourself!



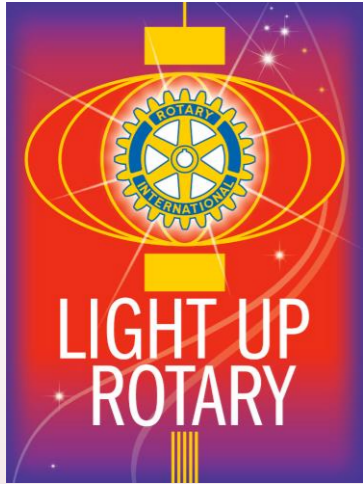
# Admin and MISC info

- Guest of club
- Submit mileage, parking, lodging each quarter - Guidance and form on website, list mtgs and purpose
- District conference registration and expenses are not covered for ADG's
- Help out as Sgt at Arms at District mtgs, PETS
- Honor DG



# Summary

- Know and Help your assigned clubs
- Know RI and District expectations
- Provide clubs resources
- Make it easy for them to meet President duties
- Encourage, check, remind, check, remind again, email, call, and finally meet



**Fran Veverka**

**Delaware Club**

**[fveverka@columbus.rr.com](mailto:fveverka@columbus.rr.com)**

**614 565 6040**