



ROTARACT DISTRICT 3011 Guidelines for DRR's Official Visit

- ❑ The DRR Official Visit should be conducted in the mandatory presence of District Rotaract Representative (DRR) and the Co-inspection Officer. The advisable member for the co-inspection would include District Zonal Chief Coordinator. The other members of the District Administrative Council 2020-2021 whose presence is mandatory for the smooth process are:
 - District Rotaract Secretary,
 - Joint District Secretary,
 - District Chair and Co-chair Administration,
 - Deputy District Rotaract Representative,
 - Zonal Rotaract Representative,
 - Assistant District Rotaract Representative and
 - The District Trainer.

- ❑ The DRR Official Visit should have the mandatory presence of Club President and Club Secretary.
- ❑ The presence of the entire Board of Directors and members of the club must be ensured.
- ❑ Slots available for the DRR Official Visit – 12th January 2021 – 28th February 2021
- ❑ **Note – Clubs have an option of either conducting an Online or a physical DRR Official Visit.**

- ❑ **Initial 15 mins. would comprise of brief a discussion with the Club President and Secretary only, followed by a detailed discussion collectively with the Board Of Directors and club members.**

*Physical DOVs could be organized only on weekends while online DOVs could be organized on weekdays.
For weekdays, the timings for the Online DOV shall remain from 7:30 PM onwards.*



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LIST OF IMPORTANT DOCUMENTS TO BE MAINTAINED FOR DRR'S OFFICIAL VISIT

All the below mentioned documents should be added in a google drive and mailed to the District ID (rotaractdelhi3011@gmail.com) keeping District Rotaract Representative (DRR, the Co-inspection Officer and advisable officers you're inviting, in CC, at least 3 days prior the allotted time for the DOV)

- A consolidated report of the club so far
- Treasurer report /Account statement /Club AccountsBook
- Club bulletin / newsletter copies etc. if any
- Director's Reports
- Brief on club's plans and objectives for future
- Detailed Report on club's participation in District Initiatives and Club's involvement with the district. *(For Reference Club Members reported as donors in Rakt Sahayak and No. Of beneficiaries and organizations tapped for Project Vridhi along with participation in other District Initiatives and events.)*
- Record of registered club members on the Rotary.org
- PR Report (Social media outreach + Club PR Report)
- Club attendance book
- Presidential Citation Goals
- Board Minutes Nook
- Future Plans
- Information/Growth on continued project
- List of District Members in the Club
- Additional documents if any

LIST OF PROPERTIES TO BE MAINTAINED FOR DRR'S OFFICIAL VISIT

- Club Charter Certificate /Applied for charter /Requisition letter to RI
- President's collar
- Rotaract gavel
- Club Letterhead
- Board Of Director's Lapel Pin/Badge
- Club Member's Lapel Pin/ Badge
- Club Banner/ Standee