



## Rotary International District 2452

(Armenia, Bahrain, Cyprus, Georgia, Jordan, Lebanon, Palestine, Sudan and UAE)

### Checklist of District Governor Official Visit 2018-19

Rotary Club of: .....

Visit Date: ..... Time: .....

Venue: ..... President name: .....

Total Club active Members: ..... Members Present: .....

#	Check List	Remarks
1	Club Charter Certificate (date of signature :.....)	Copy
2	Club active members details and club officers list(+ honorary members)	Copy
3	RC constitution and updated club bylaws: highlight club amendments	Copy
4	Copy of semi-annual report of 1 <sup>st</sup> July, 2018 and/or 1 <sup>st</sup> January 2019	Mandatory
5	Receipt of payment of RI dues, and district dues 2018-19	Mandatory
6	Bank account statement of last year ended at 30 <sup>th</sup> June, 2018	<input type="checkbox"/> YES <input type="checkbox"/> NO
7	Audited club accounts(at least by club internal audit committee)	<input type="checkbox"/> YES <input type="checkbox"/> NO
8	Members engagement (weekly meeting, board meeting, committee E-meeting, projects, travels, RAC, IAC, projects participation....)	..... %
9	Club bulletin: Recorded minutes of Club's meetings, Board's meetings	<input type="checkbox"/> YES <input type="checkbox"/> NO
10	Club strategic plan for the year 2018-19	<input type="checkbox"/> YES <input type="checkbox"/> NO
11	Club budget for RY2018-19: Club administration, Club's projects	<input type="checkbox"/> YES <input type="checkbox"/> NO
12	Club Leadership Plan (committees, sub-committees)	<input type="checkbox"/> YES <input type="checkbox"/> NO
13	<b>"Rotary Club Central"</b> : Club goals RY2018-19 (membership goals, service projects, foundation goals and Public image event/s)	<input type="checkbox"/> YES <input type="checkbox"/> NO
14	Classification roster (filled/unfilled): Business, professions, community	<input type="checkbox"/> YES <input type="checkbox"/> NO
15	Report on ongoing, new grant projects: District grants - Global grants +GTS	
16	Rotary Foundation Club qualification: MOU TRF + District addendum	<input type="checkbox"/> YES <input type="checkbox"/> NO
17	Information on projects partnership with (Interact, Rotaract), RCC, NGOs, UN, International Organizations....other sponsored Rotary clubs, districts	Report on
18	Club Involvement in the District theme program "Youth is our Future"	<input type="checkbox"/> YES <input type="checkbox"/> NO
19	Participation in the DAOF "Civic Education for Peacebuilding"	<input type="checkbox"/> YES <input type="checkbox"/> NO
20	Training: .....Club, .....District program, .....RLI curriculum	
21	TRF Contribution <b>EREY</b> : ...../Rotarian. Paid on .....	
22	Number of .....PHSM, ...PHF, .... MD, ...Benefactors, .... PHS	
23	Polio <b>club</b> contribution: .....\$USD [100.000\$ is our District target]	
24	<b>New Member Induction</b> : .....members: → ..... 30-40 y.o, .....female	
25	Involvement in: ICCs <input type="checkbox"/> YES <input type="checkbox"/> NO, RAG <input type="checkbox"/> YES <input type="checkbox"/> NO, RGR <input type="checkbox"/> YES <input type="checkbox"/> NO	RGR=Rotary Global Rewards
26	AG meetings with your club: <input type="checkbox"/> YES <input type="checkbox"/> NO reasons and dates	
27	District Leadership Plan Communication with district and country chairs	<input type="checkbox"/> YES <input type="checkbox"/> NO
28	Zone 20B Institute, Dead Sea 8-10 November 2018 : ..... participants	<input type="checkbox"/> YES <input type="checkbox"/> NO
29	1 <sup>st</sup> Youth pre-District Conference, 1 <sup>st</sup> May 2019 [9:00am-1:00pm] ..... 6 <sup>th</sup> D2452 Conference 1-4 May 2019 registration: 400USD .....	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO
30	RI Convention in Hamburg – Germany, 1-4 June 2019 : list of participants	<input type="checkbox"/> YES <input type="checkbox"/> NO

Please: Responses are completed, provided by email 2 weeks in advance of the DG visit to [dg1819micheljazzar@gmail.com](mailto:dg1819micheljazzar@gmail.com) and to club's AG

Signature of DG2018-19

Signature of CP2018-19

Signature of AG2018-19