

## DRR OFFICIAL VISIT GUIDELINES

"To be appreciated is to be seen, heard, and cherished." A DRR official visit is an opportunity for every club to exhibit their club's records activities impressive enough to be recognized by the DRR. The club puts their club properties, documents, activities in display for the DRR's inspection.

Write an email to the [rotaractsecretariatrid3201@gmail.com](mailto:rotaractsecretariatrid3201@gmail.com) requesting DRR to visit your club officially by Coordinating with District Secretariat. Please be informed that the date and time of the DRR's official visit to your club is subject only to DRR's availability based on his official and professional commitments. Hence write in advance at least 10 days prior with the Date, Time and Venue information. Apprise the Group Rotaract Representative of the arrangements.

The club must upload the listed documents to a designated Google Drive folder at least 3 days before the scheduled visit.

The club has to have full attendance (all the board and the members) at the regular Club meeting. Also invite prospective members and opinion makers of the community (if you want any) to this meeting as special invitees.

Communicate the accomplishment / achievements of any of your club member in advance to the DRR, so that he can mention them in his address and acknowledge them personally. Don't be apprehensive of what he may find out. His job is to help you and your Club and he needs your help to gain local knowledge.

Make the DRR's presence and his address as the central focus of your club meeting. As President you need to gain every assistance you can from the DRR's visit, towards informing and motivating your club members and partners in service and towards increasing the strength of their commitment to Rotaract.

DRR may have any cabinet members to accompanying him during the visit.

## DRR OFFICIAL VISIT CHECKLIST

CLUB RECORDS	CLUB PROPERTIES
<ul style="list-style-type: none"> <li>• GBM Attendance Book</li> <li>• GBM Minutes Book</li> <li>• Board Meeting Attendance Book</li> <li>• Board Meeting Minutes Book</li> <li>• Members Bio-Data Forms <i>(Google Form / Filled data)</i></li> <li>• President's Incoming File <i>(e-copy accepted)</i></li> <li>• President's Outgoing File <i>(e-copy accepted)</i></li> <li>• Secretary's Incoming File <i>(e-copy accepted)</i></li> <li>• Secretary's Outgoing File <i>(e-copy accepted)</i></li> <li>• Monthly Report Copies <i>(e-copy accepted)</i></li> <li>• Monthly Report Acknowledgement Letters</li> <li>• Bank Passbook / Bank Authorized Account Statement</li> <li>• Receipt Book <i>(e-copy accepted)</i></li> <li>• Club Accounts Book</li> <li>• Duly Passed half yearly account statement</li> <li>• Public Relations File</li> <li>• Club Bulletin Copies <i>(e-copy accepted)</i></li> <li>• District Priority Project File</li> <li>• Chairman/Director's Files</li> <li>• Meeting Notification Records</li> <li>• Membership List</li> <li>• Annual Planner and Budget</li> </ul>	<ul style="list-style-type: none"> <li>• Club Charter</li> <li>• President's Collar &amp; Gavel</li> <li>• Club Banner</li> <li>• Club Website / Club Social Media Handles</li> <li>• Club Letterhead</li> <li>• Club Members Lapel Pins / ID Cards</li> <li>• Club Flag Exchange / Letterhead Exchange</li> <li>• Adopted Club by-law, Standard Rotaract Constitution and Rotaract Code of Policies</li> <li>• District / Group Awards or Recognition that club posses</li> <li>• Previous Year(s) Scrapbook</li> <li>• Previous Year Account Statement</li> <li>• List of Past Presidents &amp; Secretaries</li> </ul>