

**Rotary International**  
**District 6780**  
**District Governor's Official Visit**  
**2011-2012**

**Purpose**

The District Governor makes at least one official visit to each club in District 6780 during the Rotary year. The purpose of the visit is 1) to focus attention on important Rotary issues, 2) encourage Rotarians to participate in service activities, and 3) recognize the outstanding contributions of Rotarians in the club.

**Program**

The District Governor should be the principal speaker for the official visit meeting. Please allow 20 minutes for the presentation as you plan your agenda. Please follow your normal club routine. Your Assistant Governor will also be invited to attend the meeting and will coordinate arrangements.

At the request of the Club President, I will be honored to present Paul Harris recognition, induct new members, and/or honor other Rotary achievements. Please do not include these activities as part of the 20 minutes scheduled for the District Governor's presentation. It will not be an issue for us if the meeting needs to be a little longer than usual to accommodate the extra activities.

**Logistics**

Please have the room prepared to facilitate a projected presentation. I will bring a computer and projector.

**Introduction**

Biographical information will be provided to the president and assistant governor in advance of the meeting, however, my wife will be delivering the actual introduction. She would also prefer to be seated in the audience with the club members to get to know them better.

It would be very helpful if all those in attendance wear a club badge or nametag so that we can associate names with faces.

## **DISTRICT GOVERNOR'S OFFICIAL VISIT**

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### **Meeting with Club Officers**

The Club President and Assistant Governor have been furnished with a schedule for the District Governor's official visit and Club Board Meeting. Your Assistant Governor has been invited to attend this meeting. The purpose of this meeting is to review the summary of the Planning Guide for Effective Rotary Clubs ( Appendix I of the Club President's Manual) and discuss implementation. It would be beneficial to have those who are knowledgeable about and responsible for the implementation of the club's plan present at the meeting. Since club structures vary, the attendees may include the club board of directors, committee chairs and/or others at the discretion of the club president.

### **Spouse of the District Governor**

My wife, Judy, will accompany me on most visits and plans to attend the club meeting. She will also attend the meeting with club officers in a recording capacity.

### **Hospitality Outside the Official Visit**

*I do not expect you to go to any extra effort regarding hospitality outside the official visit.* If it is your club's desire to host an event that coincides with the official visit, we would be delighted to attend if our schedule allows. As much advance notice as possible would be greatly appreciated.

### **Gifts**

**WE DO NOT EXPECT ANY GIFT BEYOND YOUR HOSPITALITY.** If, however, it is your tradition or desire, we would be honored by a donation to the Rotary Foundation.

Rotary Regards,

Frank & Judy Rothermel