

Protocol for District Governor Club Visit

At the Club Meeting (with the DG, AG and DGE):

1. While a head table is not necessary, if there is a head table, the DG, DGE and AG should be seated at that table, if possible. Also consider appropriate seating for their partners, should they attend.
2. Allow at least 30 minutes in the meeting's agenda for the DG's address to the club. The DG is your club's program for the day. Please keep other matters to a minimum. However, if you have inductions or presentations, the DG would be happy to officiate. Please make the AG and DG aware that you would like to include something special. Also make sure you budget time in the meeting agenda.
3. The club president will introduce the AG. The AG will introduce the DG.
4. It is suggested the club president follow Rotary tradition by leading members and guests in a standing ovation when the DG is introduced and at the close of the address to the club.
5. Gifts from the clubs for the DG are not expected. Traditionally, the presentation of a contribution from the club to The Rotary Foundation Annual Fund, or some other such Rotary endeavor in honor of the DG's visit has been considered appropriate if the club wishes to do anything.

Following the Visit:

1. The DG will follow up each official visit with a letter to the club president, which will include observations and recommendations. Copies will be sent to the DGE and AG.
2. The club president is expected to share this letter with the club's Board of Directors at its next meeting and discuss any action that might be needed.
3. The AG will continue to meet monthly with the club presidents, presidents-elect and secretaries, and to make quarterly visits to each club to help monitor the club's growth, their progress toward goal attainment, and to assist them in accessing district and RI resources as needed. The AG will also keep the governor updated on the accomplishments and needs of each club.
4. The DG may make additional visits to personally assist clubs that have special needs. The DG may also attend and participate in as many special occasions as the schedule permits. Since schedules are set months ahead and there are 30 clubs in the district, it is important to advise the DG as soon as possible if a club would like them to attend or speak at a function. In cases where there is a conflict in schedule, the AG or the DGE may be asked to represent the governor at the function.

The Chippewa Falls club has traditionally given the DG a case of Leinies.