



## DRR OFFICIAL VISIT GUIDELINES

“The deepest craving for humans in nature is appreciation. 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 on display for the DRR’s inspection.

Write an email to the [rotaract3020.2023.24@gmail.com](mailto:rotaract3020.2023.24@gmail.com) requesting DRR to visit your Club officially by Coordinating with District Rotaract Secretary (General). Please be informed that the date and time of the DRR’s official visit to your Club is subject only to DRR’s available based on his official and professional commitments. Hence write in advance at least 10 days prior with the Date, Time, and Venue information and total 30 marks on basis checklist and 10 marks for presentation and 5 marks for explanation and 5 marks for meeting arrangements. Total 50 Marks.

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

Communicate the accomplishment / achievements of any of your Club members in advance to the DRR, so that he can mention them in his address and acknowledge them personally. Don’t be apprehensive about 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 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. Incoming file means the file should contain roles and responsibilities along with year plan of action. Yours in Rotaract,

**PHF. PP. Rtr. Bhanupujith**

District Rotaract Representative

**PP. Rtr. Harshitha Sri Prasanthi**

District Rotaract Secretary (Admin)

**PHF. Rtr. J. Sai Teja**

District Rotaract Secretary (General)

**Rtr. G. Krishna Koushik**

District Rotaract Secretary (Events)



## DRR OFFICIAL VISIT CHECKLIST

(-) Excuse point & attach 5 A4 sheets

<b>CLUB RECORDS</b>	<b>CLUB PROPERTIES</b>
<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</li> <li>● President's Incoming File</li> <li>● Secretary's Incoming File</li> <li>● Monthly Report Copies</li> <li>● Bank Passbook – Cheque book</li> <li>● Receipt Book – Voucher Book – Visitors Book</li> <li>● Clubs Accounts Book</li> <li>● Public Relations File</li> <li>● Club Bulletin Copies</li> <li>● Chairman/Director's File</li> <li>● Board Meeting File</li> <li>● Exchange Pins/Letterhead exchange/twin club agreement/sister club agreement details file</li> <li>● Rotaract hand book &amp; District bylaws.</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 Social Media Handles</li> <li>● Club Letterhead</li> <li>● Club Members Lapel Pins / ID Cards</li> <li>● District Members District Pins</li> <li>● Members Copy of Rotaract Statement of Policy / District By law.</li> <li>● Adopted Club by-law</li> <li>● District Awards / Zonal Awards /Recognition that Club possess in immediate past RI year to till date.</li> <li>● Minimum 75% of Club's attendance in the DRR Official Visit Meeting.</li> <li>● Membership growth file.</li> <li>● Club logo &amp; Club flag.</li> </ul>

**NOTE :**

1. BY THE MEET TIME READY TO GIVE THE BEST EVENTS/DIRECTORS/ROTARACTOR AWARD NOMINATIONS FOR District AWARDS.
2. DRR – DRS ASKS Q/A REGARDING REPORTING, SO EVERYONE BE PREPARED.
3. GIVE UPDATE ON ZONAL/DISTRICT/MDIO PROJECTS BY FILE.