

District 6040 Assistant Governors’ Resource Guide Rotary Year 2019-2020

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Forward

Our district is one of the greatest in the world. Rotary starts at the club level and the purpose of our District, our Zone and Rotary International is to support the clubs. Size, time, and distance preclude District Governors from taking as active a role with the clubs as they would like, yet the district needs a physical and personal presence in each club. It is the Assistant Governors who provide that link between Governor/District and the club, including its officers and, most importantly, the club's members.

This year it is our goal to have each Assistant Governor delivering the same message to every club every month. Keep in mind it is a message and not a statement on how they should operate. When communicating with clubs it is imperative to remember that we are there to assist them in reaching their potential, while simultaneously reinforcing district and Rotary International goals. These include, but are not limited to, The Rotary Foundation goals, membership goals, and supporting the Objects of Rotary.

Your role as AG is more important today than in the recent past. Our membership is down and our members are aging. This year your level of activities will exceed those of any group of AGs that preceded you. We are confident that by the end of the year you will feel that you have made a difference, and more importantly, the clubs you support will be better off as a result of your efforts.

This is the first version of this evolving document. Please pass any suggestions on to next year's Governor and we will make appropriate revisions and provide you with an updated version. Although, we can suggest what to promote and when to promote it, there is no substitute for you and your good judgment. If you feel you can do more to help your assigned clubs, you are encouraged to so.

Thank you for your service to Rotary and remember to have fun!

Assistant Governor Etiquette

- Visit your clubs at least once per quarter
- Contact the club President a week or so before a planned visit and ask them if you can visit and make a couple of short announcements.
- Keep your messages and announcements short and succinct.
- In the months that you do not have a planned visit, draft a short e-mail that addresses the “touch points” and important dates for that month. Again, keep your e-mails short and succinct.
- Try to attend at least one board meeting. This should give you a lot of insight into the operation of the club.
- Get to know your clubs...find out if they use social media; make sure to like their Facebook page, if they have a club foundation and if they are an effective user of Clubrunner. How are they involved with youth...are they involved RYLA, Youth Exchange, 4-way speech contest, Rotaract or Interact? The more you understand a club's strengths and weaknesses, the better prepared you will be to help your club expand its horizons. If a club is doing one important thing that they did not do before you were AG, you have made an impact!
- When you visit a club, always be prepared to be the program.
- Participate in all Assistant Governor conference calls and be ready to report on your clubs,
- Following your club visits log in to rotary.org and file your report (See page 7 for Instructions).
- Participate in all District events including the REAL training, Foundation Dinner and District Conference.

District Governor Visit

- Make sure that your Club Presidents are aware of their club's DG visit and that that date is on their calendar.
- The DG visit is a District 6040 understanding and it is important that the President understands that there are to be no other programs on that day.
- Plan to be there for both the board and club visit. The DG may meet with the board before or after the meeting.
- Provide the DG with information that can help him or her personalize the presentation.
- Provide the DG with information that will enable him or her to recognize the club or individual Rotarians for achievement.
- Before the visit, contact the club President to determine if he or she would like the DG to make special presentations, such as a PHF presentation or new member induction.
- Let the President know that it is tradition for the club's AG to introduce the DG.
- As part of your introduction please ask the Rotarians to stand and welcome the DG.

Preparation for your term

February 2019

- Key Dates and Events:
 - Assistant Governors Training (AGs and district leadership, date February 23, 2019)
 - PrePETs with Grants Management Training meetings
 - February 25, 2019 Kirksville, MO
 - February 26, 2019 Liberty, MO
 - February 27, 2019 St Joseph, MO
 - Grants Management Webinars on **February 13th and 21st, March 7th and 13th.**
 - Remind your PE that if they plan to ask for district funds, Club Presidents and one other club member, must attend the Grant Management Seminar and sign the Memorandum of Understanding and send it to the District Administrator.
 - Rotary's Anniversary – Founded: **February 23, 1905.**
 - Teacher of the Year Nominations are due by **February 28, 2019.**
 - RYLA applications are due by **March 1, 2019.**
 - This is the time to set up your Pre-Year Visit to the clubs. The purpose of this official visit is to meet with the Club officers-elect and the board of directors-elect to assist in their formation of club goals and objectives for the coming year.
 - Show Me Rotary PETS is **March 29 and 30, 2019** in Jefferson City.
- “Touch Points”:
 - Make contact with the PE by phone or by email. Find a mutually beneficial time to meet one another and make sure they are signed up for Show Me Rotary PETS.
 - Encourage your PE to enroll the club's President nominee in PETS, as well. There is a lot of information disseminated at PETS and most past attendees have indicated that attending PETS in consecutive years proved beneficial to them. We do not do secretary training at PETs anymore. We will be doing Officer
 - Let your President know that you would like to meet with them at PETS and encourage your PE's to sit with you at the district meetings and meals.
 - If applicable, contact the current AG and set up a time to do a joint visit so you can be introduced to the club.
 - Important Reminder: Your official term starts **July 1, 2019.** If you are new to the club please refrain from interfering with the goals and objectives of the current AG and/or club leadership. Conversely, if you are a sitting AG, please assist the new AG in working with the club's next group of leaders.

March 2019

- Key Dates and Events:
 - Show Me Rotary PETS and Grants Management training **March 29-30, 2019** in Jefferson City, MO at the Capital Plaza Hotel.
 - Grants Management Webinars on **March 7 and 13, 2019**
 - Remind your PE that if they plan to ask for district funds, Club Presidents and one other club member, must attend the Grant Management Seminar and sign the Memorandum of Understanding and send it to the District Administrator.
 - Rotary Leadership Institute Parts I, II and III in Chillicothe on **March 9, 2019**.
 - Rotary Leadership Institute Part II in Kansas City in the evening **March 19, 2019** and **March 27, 2019**
 - Four-Way Test Speech entries are due from the clubs by **April 1, 2019**.

- PETs
 - All assistant governors are encouraged to come to PETS. If you do not have a role in the training, we recommend that you do the following:
 - Sit with your President elects and listen to their concerns. It will allow you to come up with ideas on how to support their club.
 - Take this as an opportunity to get to know your fellow AG's. Exchange ideas; make new friends and most of all, HAVE FUN. Who knows, you may meet your new best friend.

- Items to address with your PE's:
 - Completing the Club Goals in Rotary Club Central by **June 30, 2019**.
 - Discuss ways they can achieve the Rotary Citation. Agree on how and when you're going to communicate with them.
 - Discuss your role and the resources that you have available to them.
 - Building a relationship with your Presidents.
 - Encourage your Presidents to attend the Rotary International Convention, **June 1-5, 2019** in Hamburg, Germany.
 - The importance of attending and bringing other club officers; particularly PE's, Foundation and Membership Chairs to the District Training event or the "REAL" (Rotary Education and Action for Leadership) in Chillicothe on **August 17, 2019**.
 - This is your opportunity to really make an impact. It's a new year, there are new administrations in each club, and you can help them become a bigger and better club.

April 2019

- Key Dates and Events:
 - Rotary Leadership Institute Part III in Kansas City in the evening **April 10, 2019** and **April 15, 2019**
 - **April 27, 2019** - District Assembly in Cameron, Missouri.
 - **April 30, 2019** District Grant Qualification training should be completed (for 2019-20) and memorandums of understanding are due to Cassy Venters.
- “Touch Points”:
 - Progress on their goals in Rotary Club Central.
 - Determine if their board is in place and if not, encourage them to fill out the board.
 - Remind them of the importance of attendance at District Assembly.
 - Remind your PE that if they plan to ask for district funds, Club President and one club members must have attended the Grant Management Seminar and sign the Memorandum of Understanding and send it to the Cassy Venters.
 - Encourage your President and members to attend the Rotary International Convention **June 1-5, 2019** in Hamburg, Germany.
 - Ask your PE what you can do for them.
 - This is a good opportunity to review a report that AG’s are required to complete for RI: Memo of Club Visit. Reviewing this form before your year starts, will give you a broad view of what RI expects from clubs.

May 2019

- Key Dates and Events:
 - **May 15, 2019** Add Club ratings in Rotary Club Central *by current Assistant Governors*
 - **May 31, 2019** Reports for 2017-18 District grants are due to Kent Shelman.
- “Touch Points”:
 - Their club’s Board should be in place.
 - Encourage your Presidents to review and set their budget for the year.
 - Encourage Presidents to alert district leaders including the DG, DGE, DGN, and DGND, of the dates of any major club functions during the 2018-19 year. Also notify the District Administrator so they may be put on the District Calendar.

June 2019

- Key Dates and Events:
 - Rotary International Convention **June 1-5, 2019** in Hamburg, Germany
 - **June 27, 2019** District Officer Inauguration, Kansas City. MO

- Touch Points”:
 - The Rotary Club Central Club Goals should be entered.
 - All your resources to help clubs should be in place:
 - Your program – in case you are asked to speak should be created
 - List of possible fundraisers
 - New member orientation
 - New Member Induction Ceremony
 - Paul Harris Fellow Induction
 - Rotary Prayers or invocations
 - List of programs you can help set up for your clubs

 - Since you have experience with other clubs you may be asked what makes a good club. The obvious answers are RI Foundation giving, membership growth, attending district events, having RLI graduates, and etc.
 - You will find in your visits that even though as Rotarians we have a lot of commonality, each club, like every person, is different. If you find that a club does not have direction, you may want to encourage them to go through a Club Visioning exercise. Indeed, if the club has not been through the Visioning, they should be encouraged to have a Club Visioning session.
 - As you visit your clubs, there are two areas that we cannot stress enough. They are membership and Rotary giving. Bring up PHF and Rotarians joining the Paul Harris Society as often as possible.
 - Additionally, encourage membership growth as much as possible.
 - Stress that one of the District goals for 2019-2020 is the Chinnery Challenge to have all Clubs have a Polio Fundraising event. All clubs need to either have had an event or have one scheduled and reported to the District by World Polio Day on October 24, 2019.

Filing your reports:

Assistant Governors can view ratings & comments for clubs in their club group.

This location is where District Governors and Assistant Governors rate clubs to keep track of overall effectiveness of their clubs for the year. Should be updated quarterly

This information is retained within the Rotary Club Central.

- 1) Login into My Rotary
- 2) Select the Take Action Tab
- 3) Under Develop Projects, Select Rotary Club Central
- 4) On the left of the page you will see vertical tabs
- 5) Select Rate Clubs

This location is limited to the Assistant Governor's club group and is only viewed by the District Governor.

Rotary Year 2019-2020

July 2019

- Monthly Theme - New Officers take Office
- Key Dates and Events:
 - Rotary Leadership Institute TBA July 27, 2019
- "Touch Points":
 - Verify the DG visit date
 - Begin talking up The R.E.A.L training in Chillicothe, MO on **August 17, 2019**. REAL training will be focused at Membership and Foundation Chairs as well as Club Presidents and President Elects.
 - Begin talking up the District Foundation Dinner **November 2, 2019** at Arrowhead Stadium, Kansas City, MO.
 - Begin talking up the District Conference at Tan Tara "Margaritaville" Resort on **April 24-26, 2020**. This event is going to be big and will need significant attendance. Promote any Foundation Annual Fund program.
 - If you do a visit this month, make contact with the immediate past Presidents and encourage them to consider getting active at the district level. AG, committees, visioning team and etc.

August 2019

- Monthly Theme -Membership and New Club Development Month
- Key Dates and Events:
 - **August 17, 2017**, The R.E.A.L. training in Chillicothe, MO. . REAL training will be focused at Membership and Foundation Chairs as well as Club Presidents and President Elects.
- “Touch Points”:
 - Promote the District Foundation Dinner **November 2, 2019** at Arrowhead Stadium, Kansas City, MO.
 - Promote the District Conference at Tan Tara “Margaritaville” Resort on **April 24-26, 2020**. This event is going to be big and will need significant attendance.
 - *Remind your Presidents to enter updates for their club goals as they are completed on Rotary Club Central if they haven’t already done so.*
 - This is a good time to plant the seed that they should consider adding one new program. An example would be to participate in a Four-Way Test Speech contest.
 - Remind the clubs of the “Chinnery Challenge” to have a Polio fundraiser.

September 2019

- Monthly Theme - Basic Education and Literacy Month
- Key Dates and Events:
 - Rotary Leadership Institute TBA September 14, 2019
- “Touch Points”:
 - Promote District Foundation Dinner **November 2, 2019** at Arrowhead Stadium, Kansas City, MO.
 - Promote the District Conference at Tan Tara “Margaritaville” Resort on **April 24-26, 2020**. This event is going to be big and will need significant attendance.
 - Encourage Rotary giving EREY
 - Encourage the club to show a video about Polio in October to recognize World Polio Day on October 24th.

October 2019

- Monthly Theme - Economic and Community Development Month
- Key Dates and Events:
 - **October 24** World Polio Day
 - All clubs should have had or planned a polio event by this date
- “Touch Points”:
 - Promote District Foundation Dinner November 2, 2019 at Arrowhead Stadium, Kansas City, MO.
 - Promote the District Conference at Tan Tara “Margaritaville” Resort on April 24-26, 2020. This event is going to be big and will need significant attendance.
 - Encourage the club to plan a RI Foundation Program for next month
 - Monitor Rotary Citation progress

November 2019

- Monthly Theme -Rotary Foundation Month
- Key Dates and Events:
 - District Foundation Dinner **November 2, 2019** at Arrowhead Stadium, Kansas City, MO.
- “Touch Points”:
 - Encourage clubs to have a program that highlights The Rotary Foundation
 - If a club does not have a program you might suggest that your club download RI Foundation and other RI videos and show them, if needed
 - Promote the District Conference at Tan Tara “Margaritaville” Resort on April 24-26, 2020. This event is going to be big and will need significant attendance.
 - Remind the club to schedule the election of new officers

December 2019

- Monthly Theme - Disease Prevention and Treatment Month
- Key Dates and Events:
 - **December 1-9** -1st Rotary Meeting of the Month should be designated for Rotary Officer Elections.
 - **December 26, 2019** Date to enter correct data in Clubrunner before Semi Annual Dues are sent for RI and the District.
 - **December 31st**-Date New officers' names should be turned into both RI and the District Office.
- "Touch Points":
 - If you have not already done so, visit with your President and discuss their progress on:
 - Four Way Test Speech Contest
 - Best Teacher Award
 - New officers
 - Rotary Citation
 - Club's Rotary Foundation Giving
 - Membership
 - Promote the District Conference at Tan Tara "Margaritaville" Resort on April 24-26, 2020. This event is going to be big and will need significant attendance.
 - Encourage clubs to make contact with their high school about students participating in the Four-Way Speech contest
 - Make sure your clubs' PE's and PN's plan to participate in Show Me Rotary PETS

January 2020

- Monthly Theme - Vocational Service Month
- "Touch Points":
 - Encourage clubs to make contact with their high school about students participating in the Four-Way Speech contest
 - Promote the District Conference at Tan Tara "Margaritaville" Resort on April 24-26, 2020. This event is going to be big and will need significant attendance.
 - Discuss attending the Rotary International Convention **June 6-10** in Honolulu, Hawaii, USA.

February 2020

- Monthly Theme - Peace and Conflict Prevention/Resolution
- Key Dates and Events:
 - **February 23** Rotary's Anniversary
 - **Teacher of the Year** nominations are due by February, 28, 2020.
 - **RYLA** applications are due by March 1, 2019.
 - AG Training **TBA**
 - Show Me Rotary PETS is **March 27 and 28, 2020** in Jefferson City.
 - This is the time for your Pre-Year Visit to the clubs. The purpose of this official visit is to meet with the Club officers-elect and the board of directors-elect to assist in their formation of club goals and objectives for the coming year.
- "Touch Points":
 - Make contact with the PE by phone or by email. Find a mutually beneficial time to meet one another and make sure they are signed up for Show Me Rotary PETS.
 - Promote the District Conference at Tan Tara "Margaritaville" Resort on April 24-26, 2020. This event is going to be big and will need significant attendance.
 - Encourage your PE to enroll the club's President nominee in PETS, as well. There is a lot of information disseminated at PETS and most past attendees have indicated that attending PETS in consecutive years proved beneficial to them.
 - Let your President know that you would like to meet with them at PETS and encourage your PE's to sit with you at the district meetings and meals.
 - If applicable, contact the current AG and set up a time to do a joint visit so you can be introduced to the club.
 - Important Reminder: Your official term starts **July 1, 2020**. If you are new to the club please refrain from interfering with the goals and objectives of the current AG and/or club leadership. Conversely, if you are a sitting AG, please assist the new AG in working with the club's next group of leaders.

March 2020

- Monthly Theme - Water and Sanitation Month
- Key Dates and Events:
 - Show Me Rotary PETS and Grants Management training **March 27-28, 2020** in Jefferson City, MO at the Capital Plaza Hotel.
 - The first of many grants training will be done at the conclusion of this weekend and is a good way to remind your PE that if they plan to ask for district funds, Club Presidents and one other club member, must attend the Grant Management Seminar and sign the Memorandum of Understanding and send it to the District Administrator.
 - Four-Way Test Speech entries are due from the clubs by April 1, 2020.
- PETs
 - All assistant governors are encouraged to come to PETS. If you do not have a role in the training, we recommend that you do the following:
 - Sit with your President elects, and listen to their concerns. It will allow you to come up with ideas on how to support their club.
 - Take this as an opportunity to get to know your fellow AG's. Exchange ideas; make new friends and most of all, HAVE FUN. Who knows, you may meet your new best friend.
- Items to address with your PE's
 - Completing the Club Goals in Rotary Club Central by **June 30, 2020**.
 - Discuss ways they can achieve the Rotary Citation. Agree on how and when you're going to communicate with them.
 - Discuss your role and the resources that you have available to them.
 - Building a relationship with your Presidents and President Elects.
 - Promote the District Conference at Tan Tara "Margaritaville" Resort on **April 24-26, 2020**. This event is going to be big and will need significant attendance.

April 2020

- Monthly Theme - Maternal and Child Health Month
- Key Dates and Events:
 - **April 24-26, 2020** - District Conference at Tan Tara “Margaritaville” Lake of the Ozarks, Missouri.
- “Touch Points”:
 - Progress on their goals in Rotary Club Central.
 - Determine if their board is in place and if not, encourage them to fill out the board.
 - Remind them of the importance of attendance at District Conference..
 - Remind your PE that if they plan to ask for district funds, Club President and one club members must attend the Grant Management Seminar and sign the Memorandum of Understanding and send it to the District Administrator.
 - Encourage your President and members to attend the Rotary International Convention **June 6-10, 2019** in Honolulu, Hawaii.
 - Ask your PE what you can do for them.
 - This is a good opportunity to review a report that AG’s are required to complete for RI: Memo of Club Visit. Reviewing this form before your year starts, will give you a broad view of what RI expects from clubs.

May 2020

- Monthly Theme - Youth Service Month
- Key Dates and Events:
 - May 15, 2020 Add Club Ratings in Rotary Club Central
 - May 31, 2020 Reports for 2019-20 District grants are due to Kent Shelman.
- “Touch Points”:
 - Their club’s Board should be in place.
 - Encourage your Presidents to review and set their budget for the year.
 - Encourage Presidents to alert district leaders including the DG, DGE, DGN, and DGND, of the dates of any major club functions during the 2020-21 year.
 - Encourage your President and members to attend the Rotary International Convention **June 6-10, 2019** in Honolulu, Hawaii.

June 2020

- Monthly Theme -Rotary Fellowship Month
- Key Dates and Events:
 - June 15, 2020 District Grant Qualification training should be completed (for 2020-21) and memorandums of understanding are due to Kim LeSage.
 - Rotary International Convention **June 6-10, 2019** in Honolulu, Hawaii, USA.
 - Officer Inauguration, TBA.
- Touch Points”:
 - The Rotary Club Central Club Goals should be entered.
 - All your resources to help clubs should be in place:
 - Your program – in case you are asked to speak
 - List of possible fundraisers
 - New member orientation
 - New Member Induction Ceremony
 - Paul Harris Fellow Induction
 - Rotary Prayers or invocations
 - List of programs you can set up for your club
 - Since you have experience with other clubs you may be asked what makes a good club. The obvious answers are RI Foundation giving, membership growth, attending district events, and etc.
 - You will find in your visits that even though as Rotarians we have a lot of commonality, each club, like every person, is different. If you find that a club does not have direction, you may want to encourage them to go through a Club Visioning exercise. Indeed, if the club has not been through the Visioning, they should be encouraged to have a Club Visioning session.
 - As you visit your clubs, there are two areas that we cannot stress enough. They are membership and Rotary giving. Bring up PHF and Rotarians joining the Paul Harris Society as often as possible.
 - Additionally, encourage membership growth as much as possible.
 - Stress that the District goal for 2018-2019 is “All in for 2018-2019” or 100% giving. The best way to achieve “All in” for Rotary giving is via Rotary direct, where each Rotarian gives a little every year. The sweet spot is \$25/quarter through Rotary Direct, which also qualifies the member to be a Sustaining Member.
 - If you are continuing as an AG, you are well into next year. If not, thank you for your service and consider staying involved with the district. We need you and your experience.

Program Suggestions

- Club Visioning
- District and Club data base (Clubrunner)
- How to run a Four-Way Test Speech contest
- Membership
- Rotary Club Central
- Rotary Youth Leadership Awards (RYLA)
- Setting up an Interact Club
- Rotary Youth Exchange
- Technology/Social Media
- The Rotary Foundation
- Rotary Leadership Institute (RLI)
- Group Study Exchange (GSE)