

DRR Official Visit

“The deepest craving for human 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 recognised by the DRR. The club puts their club properties, documents, activities in display for the DRR’s inspection.

Write an email to the rotaract3201secretariat@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 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

List of Documents and action items to be maintained for DRR's Official Visit

CLUB RECORDS	CLUB PROPERTIES
<ul style="list-style-type: none"> ● GBM Attendance Book ● GBM Minutes Book ● Board Meeting Attendance Book ● Board Meeting Minutes Book ● Members Bio-Data Forms ● President's Incoming File ● President's Outgoing File ● Secretary's Incoming File ● Secretary's Outgoing File ● Monthly Report Copies ● Bank Passbook / Bank Authorised Account Statement ● Receipt Book ● Clubs Accounts Book / Accounts Book ● Duly Passed half yearly account statement ● Public Relations File ● Club Bulletin Copies ● District Priority Project File ● Chairman/Director's File 	<ul style="list-style-type: none"> ● Club Charter ● President's Collar & Gavel ● Club Banner ● Club Website ● Club Social Media Handles ● Club Letterhead ● Club Members Lapel Pins / ID Cards ● District Members District Pins ● Meeting Intimation Records ● Members Copy of Rotaract Statement of Policy ● Adopted Club by-law ● District Awards / Group Awards / Recognition that club posses ● Minimum 70% of Club's attendance in the DRR Official Visit Meeting

DRR Official Visit Meeting Agenda

Date:

Time:

Venue:

- Inviting Dignitaries to the dais
- Adorning the Collar to the Club President by Sgt-at-arms and to DRR by District Secretary / Group Rotaract Representative
- Meeting Called to Order by the President
- Rotaract Prayer
- Welcome Address by the Club President
- Establishment of Quorum
- Adoption of Agenda
- Club Activity Report by Club Secretary
- Report by Avenue Directors / Club Committee Chairs
- Inspection of Club Properties by DRR & Co Inspection Officer
- Address by District Secretary / GRR / Any other Council Members
- Address by DRR
- Floor Open for Queries / Clarification to DRR
- Vote of Thanks by Club Secretary
- Meeting Adjourned



SEATING ARRANGEMENT

District Secretary (2)	DRR (4)	President (5)	GRR (3)	Club Secretary (1)
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[Invite the dignitaries according to the number](#)

***DRR's Official visit agenda may subject to change on the decision of the DRR**