

Responsibilities of Club or Committee Presenting Award

1. Select a committee and chair no later than September 1 of the current Rotary Year.

2. Get that information to the Awards Chair of the District Conference Committee.

For 2007-08 that is: Gary Ray

Captaingary@comcast.net

3. Check the District Website for accuracy of information concerning your award. Have your criteria changed? Has your Awards Chair changed? See that corrections are made by the District Webmaster. (Note: Do not send the whole document. Send only the words that need changing).

Gary Fletcher: gary@graysarge.com

4. PROMOTE YOUR AWARD DISTRICT-WIDE.

Think Promotion! You are responsible for promoting and soliciting applications for your award. Here are some ideas:

- Put a notice in the DG newsletter

- Contact every club in the district. By email to the Presidents, put " Awards - for Club Service Director", or something similar.

- I would suggest a 'snail mail' notice to each club president with a red notice on the envelope that this is about the 'X' award and to please give this information to the Club Services Director.

- Contact the AGs and ask for their help.

- Any others that you might think of.

5. When awardee has been selected, fill out proper form and submit to Conference Awards Chair ASAP.

IMPORTANT: Your club is responsible for seeing to it that your awardee is present at the District Conference. Furthermore, your club is responsible for any expenses incurred by your awardee including room and food unless that person was going to be in attendance anyway.

DEADLINES:

For club-sponsored awards:

March 1, 2008: Nominations due to your club.

March 15, 1008: Selected awardee with appropriate form delivered to Gary Ray

For committee-sponsored awards:

March 1, 2008: Nominations due to your district committee.

March 15, 2008: Selected awardee and sent information to Lynne Rummel at mimzy@comcast.net

Following the District Conference, we strongly urge that a representative of each awarding group visit the club of the awardee. Also, invite the awardee, or a member of the project's club to visit your club. In each case, make an additional presentation. This gives each group and/or person more individual recognition, and also gives the award more exposure to the people who are really involved.

5/30/07