

CHECK LIST FOR DISTRICT GOVERNOR'S OCV

1. Uploaded Goal on Rotary Club Center
2. Planning guide for effective club to be submitted to governor 3 week in advance
3. Club Charter
4. Audited account of the previous year (2021-22)
5. Clubs Constitution & Bylaws
6. Updated Classification Roster (Filled and Unfilled)
7. List of PHF/PHSM and other Foundation Donors
8. Minutes of Meetings (Board and Business) books
9. District and club Goal sheet
10. Club Meeting Plans
11. List and address of Members (with RI membership ID No.)
12. Information of continued projects
13. Club Budget (2023-24)
14. Copies of Semi-Annual Report and dues sent to Rotary International
15. Club publications, important files and registers
16. Receipt of District Dues 2023-24
17. Confirmation of payment made for Rotary News Magazine
18. List of District Officers from your Club
19. Manual of Procedure
20. Trust Deed (if applicable), Audited Balance Sheet of Club Trust for the year 2023-24

21. Conference Registration from your club
22. Manual Procedure
23. List of Directors/ Chairpersons of various committees and members
24. Club flags, Club Banner, RI theme banner etc.
25. Duly filled Goal Sheet – Plans and objectives for various avenues
26. Achievements – Reports of projects / activities taken
27. List of important Guests and honorary members present