

DRR's Official Visit (DOV), RY 2023 - 2024



The DRR's Official Visit (DOV) is a formal process wherein the District Rotaract Representative and District Team visit the Clubs within the District. The purpose of this visit is to comprehensively review and assess the functioning of each Club, providing constructive feedback and guidance.

It is essential to clarify that the purpose of the DRR's visit to the Club is not an inspection or an opportunity to find fault. Rather, the visit is intended to offer the District insight into the Club's activities. The primary objective is to understand and share best practices followed by the Club, as well as to suggest practices from other Clubs. This collaborative effort aims to elevate the overall quality, productivity, and vibrancy of Rotaract within RI District 3191.

Rotaract Clubs are expected to submit their Reports, Minutes of the Meeting, Attendance and Financial Reports to the District Rotaract Representative when requested. This documentation is crucial for analyzing and understanding the Club's activities.

The attendance and active participation of Club Members during these visits are strongly encouraged and highly valued.

Order of the Meeting

1. President, Vice President, Secretary and Joint Secretary Meeting
2. Board of Directors Meeting
3. General Body Meeting

Format of the Meeting

1. President, Vice President, Secretary and Joint Secretary Meeting

a. Meeting Participants:

An exclusive meeting, limited to the Club President, President Elect (if nominated), President Nominee (if nominated), Vice President, Secretary, Joint Secretary, District Rotaract Representative, and District Secretaries, will be held in a closed-door setting.

b. Agenda of the Meeting:

- i. Opening remarks by the president

- ii. Opening remarks by the District Rotaract Representative
- iii. Review and Feedback (Rotary Year 2023 - 2024 so far as on the date of the DOV for both Club and the District)
- c. **Duration of the meeting:** Maximum 30 minutes.

2. Board of Directors Meeting

a. Meeting Participants and Overview

An exclusive meeting attended by the Club Board of Directors, including the President Elect (if nominated), President Nominee (if nominated), Sponsor Rotary/Rotaract Club President, in the presence of the District Rotaract Representative, District Secretaries, and respective Zonal Rotaract Representatives.

Simultaneously, a separate discussion will commence with the Club's Members, led by a designated Rotaract District Council Member. During this time, interactions with the Members will take place, aimed at gathering their feedback on the activities conducted thus far in the year. The feedback gathered will be subsequently presented to the President and the Board of Directors for further evaluation.

b. Agenda:

- i. Collaring of the President by the Secretary and the meeting called to order by the President.
- ii. Welcome Address by the President.
- iii. A bird's eye view on the annual plans and the budget.
- iv. Submitting the Club's Report to the District Rotaract Representative.
- v. Submitting the Financial Report to the District Rotaract Representative.
- vi. Open discussion with the club's office bearers.
- vii. Vote of Thanks.
- viii. Adjourning the meeting by the President.

- c. **Duration of the meeting:** Maximum 30 minutes.

3. General Body Meeting

a. Meeting Participants and Overview

The General Body Meeting is inclusive of all Members, encompassing the Board, Rotaract District Council, Club Members, and attendees of the DOV. This will commence subsequent to the closed-door Board Meeting.

b. Agenda:

- i. Adorning the President with the Collar by the Club Secretary and meeting called to order by the President.

- ii. Inviting the dignitaries (District Rotaract Representative, District Rotaract Secretaries and Zonal Rotaract Representatives) to the dias.
 - iii. Welcome address by the President.
 - iv. Presentation of the Annual Key Projects with a specific focus on Rotaractors who spearheaded these initiatives, accompanied by comprehensive details.
 - v. Special Announcements/Releases (if any).
 - vi. Induction of new members (if any).
 - vii. Floor participation by the Members (if any).
 - viii. Secretary's Announcements (if any)
 - ix. Address by the Zonal Rotaract Representatives.
 - x. Address by the District Rotaract Secretaries.
 - xi. Expression of Observation by the District Rotaract Representative.
 - xii. Floor open for Announcements and Well Wishes.
 - xiii. Vote of Thanks.
 - xiv. Meeting adjourned by the President.
- c. **Duration:** Maximum 60 minutes.

General DOV Guidelines

- Kindly ensure the meticulous preparation and compilation of the Clubs Reports, encompassing Projects, Attendance, and Financial Reports, up to the scheduled meeting date. Where practicable, dispatch a duplicate copy to the District in advance, addressing the specified email IDs, facilitating the District Rotaract Representative and District Rotaract Secretaries to review the documentation ahead of the convened meeting.
- Convene and organize the Minutes of both Board and General Body meetings, documented in either physical or electronic format, for presentation at the Meeting.
- Prepare the Financial Report, comprising the Income and Expenditure statement, of the Club, and include a copy of the Bank Statement of the Club's Bank Account, if applicable.
- Seek guidance and assistance, as necessary, from your respective Zonal Rotaract Representative or District Rotaract Secretaries, and maintain regular communication to apprise them of your preparations.
- The DOV General Body Meeting Invitation can be extended to the following individuals and entities for the General Body Meeting:
 - Partner Rotary/Rotaract Club President
 - Partner Rotary/Rotaract Club Secretary
 - Youth Committee Members
 - District Youth Service Director
 - District Rotaract Committee Chair (DRCC)
 - Rotaract District Council
 - Fellow Presidents and Secretaries

- Parents of Rotaractors
- Well-wishers of the Club



DOs and DON'Ts:

- View the District Official Visit (DOV) as an opportunity for feedback and idea exchange rather than an inspection. The District Rotaract Representative and Council Members are allies, treating the DOV as a platform for mutual support.
- Dispel apprehensions about the District Rotaract Representative's findings; their role is to aid and provide local knowledge and feedback for the Club's overall improvement.
- Highlight special achievements or activities by the Club or its members for inclusion in the District Rotaract Representative's address or personal acknowledgment.
- Adhere strictly to allotted meeting times, avoiding any delays to respect the busy schedules of the DRR and the Rotaract District Council.
- Acknowledge that the DRR and the Rotaract District Council have multiple DOVs to attend, so efficiency is crucial.
- Adhere to the specified seating arrangement for both meetings.
- Utilize the occasion to inform and motivate Club Members, Prospective Members, and Partners in Service about the Club's activities, fostering commitment to Rotaract.
- Ensure the designated seating arrangement is observed.
- Refrain from using single-use plastics, including disposable water bottles, cutlery, covers, plastic decor, etc.

Recommended Seating Arrangement



District Secretaries



District Rotaract Representative



Club President



Zonal Rotaract Representatives



Club Secretary

*Please note that this is an indicative representation, and the thumb rule is that the President is always seated at the center and hierarchy moves on either side.

Booking a Slot for DOV

Kindly book an available slot at your convenience using the link - <https://go.rotaract3191.org/dov>

[Click here for Slot Booking](https://go.rotaract3191.org/dov)

Please Note: The confirmation mail received from Appointlet is the confirmation of the slot request only and it is not the confirmation of the DRR. A separate mail will be sent by the DRR confirming the district team's availability.

Records to be Submitted

- Club Records:
 - Minutes of the Meeting - Board and General Meetings in Hardcopy or Softcopy format.
 - Club Attendance Register/Report (if maintained).
 - Club Directory/Roster – Consisting of the Member Data (Could be an Excel Sheet with details as required for RI updating.
 - Bylaws of the Club.
 - Club Bulletins / Publications (if any).
 - Club Financial/Treasury Reports.
 - Bank Account - Passbook (if any).
 - Income and Expenditure Statements of the Club Finances (if any).
- Club Properties:
 - Club Charter Certificate.
 - President's Collar.
 - Gavel & Gong.
 - Club Banner/Standee.
 - Office Bearer's Lapel pins/Badges.
 - Club Member's Lapel pins/Badges.
 - Club Official Letterhead.
 - Awards/Recognitions received by the club on any level.

Rescheduling or Cancellation

Clubs seeking to reschedule or cancel their allocated slot are required to contact their respective Zonal Rotaract Representatives (ZRRs) and propose an alternative time. It is important to

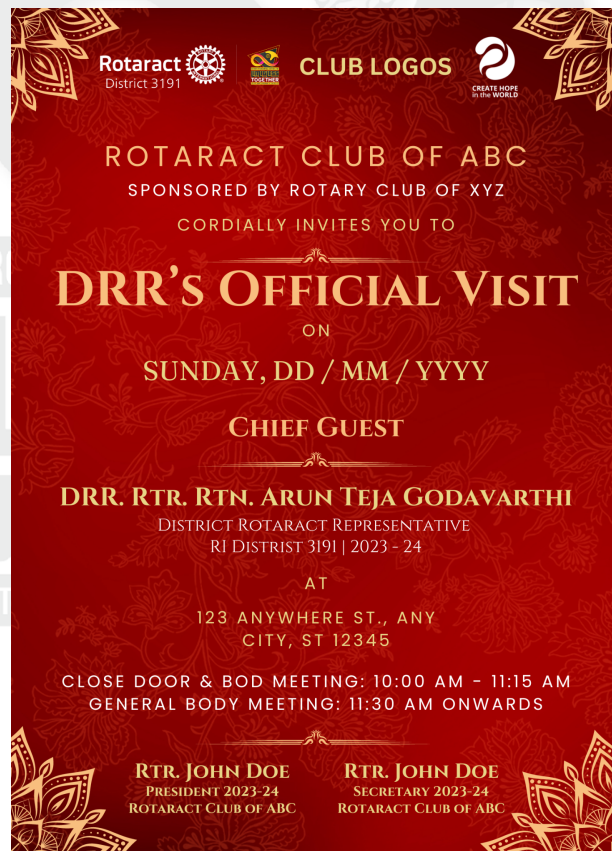
emphasize that slot cancellations or rescheduling requests can only be accommodated with a minimum notice of 7 days, except in cases of emergencies.



Timeline for DOV

District Official Visits (DOVs) are scheduled to commence on 01 December 2023 and conclude on 30 April 2023. It is recommended that clubs proactively secure their slots well in advance and avoid last-minute arrangements. Slot reservations operate on a first-come, first-served basis. To facilitate efficient scheduling for district officials, kindly reserve slots at least 7 days in advance. Your cooperation in this matter is appreciated.

Sample DOV Invitation



Important Contact Details



Name	Designation	Email
PP. Rtr. Rtn. Arun Teja Godavarthi	District Rotaract Representative	rotaract3191drr@gmail.com
PP. Rtr. Rtn. Joseph Wilson	Immediate Past DRR	rotaract3190drr2223@gmail.com
PP. Rtr. Rtn. Abhay Lohia	District Rotaract Representative Elect	rtr.lohia@gmail.com
PP. Rtr. Lalitha Deepak	District Rotaract Secretary - Administration	3191drs2324@gmail.com
PP. Rtr. Shashank Y R	District Rotaract Secretary - Operations	
PP. Rtr. Karthik Chikmath	District Rotaract Secretary - Training & Initiatives	
PP. Rtr. Rtn. Akshay Kumar Kanive M	District Joint Secretary	3191ZoneConquerors@googlegroups.com
PP. Rtr. Akshay Kumar B S	Zonal Rotaract Representative	
IPP. Rtr. Madhumita N	Zonal Rotaract Representative	
PP. Rtr. Padma Nesar R	Zonal Rotaract Representative	3191ZoneGuardians@googlegroups.com
PP. Rtr. Vempati Bala Tatwick	Zonal Rotaract Representative	
IPP. Rtr. Madhusudhan A Kallur	Zonal Rotaract Representative	3191ZoneTitans@googlegroups.com
PP. Rtr. Rohan A	Zonal Rotaract Representative	
PP. Rtr. Nagendra E	Zonal Rotaract Representative	3191ZoneWarriors@googlegroups.com
IPP. Rtr. Shreya M Gupta	Zonal Rotaract Representative	
PP. Rtn. Prasanna Hegde	District Rotaract Committee Chair	digya9@gmail.com



PP. RTR. LALITHA DEEPAK
District Rotaract Secretary

PP. RTR. Rtn. ARUN TEJA GODAVARTHI
District Rotaract Representative

PP. RTR. SHASHANK Y R
District Rotaract Secretary

PP. RTR. KARTHIK CHIKMATH
District Rotaract Secretary

PP. RTR. Rtn. AKSHAY KUMAR KANIVE M
District Joint Secretary



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rotaract3191.org

#TeamLimitless

#LimitlessTogether



ROTARACT DISTRICT COUNCIL 2023 - 2024

Rotary International District 3191



CREATE HOPE
in the WORLD



PDRR. IPP. Rtn. Anil K L	Youth Protection Officer	anilkrotary@gmail.com
PP. Rtn. Shankar B S	District Youth Service Director	shankar@sankalpenterprises.in
Limitless President & Secretaries RY 2023 - 2024		3191LimitlessPS@googlegroups.com
Rotaract District Council 2023 - 2024 (Team Limitless)		3191TeamLimitless@googlegroups.com
District Rotaract Committee 2023 - 2024		3191drc@googlegroups.com



PP. RTR. LALITHA DEEPAK
District Rotaract Secretary

PP. RTR. RTN. ARUN TEJA GODAVARTHI
District Rotaract Representative

PP. RTR. SHASHANK Y R
District Rotaract Secretary

PP. RTR. KARTHIK CHIKMATH
District Rotaract Secretary

PP. RTR. RTN. AKSHAY KUMAR KANIVE M
District Joint Secretary



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