

Rotaract District Council 2024 - 25

Rotary International District 3191

Club Installation Guidelines

Dear Magical Leader,

The document contains the preliminary guidelines for the Installation Ceremony of Rotaract Clubs and is intended to help you find the essential information required to start your Rotary Year as the leader of your Rotaract Club. We recommend Presidents' plan their Club's Installation before October so that the course of action for the Rotary Year can be defined.

Club Installation Agenda

Please note that this is an ideal (non-mandatory) agenda for your Club's Installation.

- Opening remarks by the MC.
- Adorning the Collar to the Outgoing President by Outgoing Secretary.
- Installation Meeting Called to Order by Outgoing President
- Invocation Dance/Song/Rotaract Prayer.
- Four-Way Test
- MC welcomes the Dignitaries to the Dias. In the following order:
 - Chief Guest/Principal
 - Sponsor Rotary/Rotaract President
 - Faculty Coordinator
 - District Youth Service Director
 - District Rotaract Committee Chair
 - Sponsor Rotary/Rotaract Youth Service Director
 - District Rotaract Representative
- Lighting of the Lamp / Watering of Plants.
- Welcome address by the Outgoing President.
- Summary of the previous Rotary Year (Report & Projects) by the Outgoing Secretary.
- Installation of the Incoming President through Adorning of Collar by the Sponsor Rotary/Rotaract President (or another representative in their absence).
- Address by the Incoming President.
- Handing over of Gong and Gavel to the New President by the Outgoing President as a symbol of the transfer of responsibility for the Club's welfare.
- Launch of Club Logo / Theme (if any)

PP Rtr. Shreya M Gupta
District Rotaract Secretary

PP Rtr. Rtn. Abhay Lohia
District Rotaract Representative

PP Rtr. Rtn. Anirudh Kulkarni
District Rotaract Secretary

PP Rtr. Rtn. Abhinav Hooli
District Rotaract Secretary

Rtr. Gouthami Parthasarathy
District Rotaract Joint Secretary

Rotaract District Council 2024 - 25

Rotary International District 3191

- Installation of the Incoming Board Members by the Sponsor Club President or Rotary Dignitaries.
- Induction of New Members by the District Rotaract Representative (DRR).
- Transferring the details of Outgoing Rotaractors to the Rotary/Rotaract District to retain them in the Rotary Family.
- Launch of the Bulletin / Website / etc.
- Requesting the dignitaries to address the gathering, in the following order:
 - Introduction & Address of District Rotaract Representative
 - Introduction & Address of Sponsor Rotary/Rotaract Club Youth Service Director
 - Introduction & Address of District Rotaract Committee Chairman
 - Introduction & Address of District Youth Service Director
 - Introduction & Address of Faculty Coordinator
 - Introduction & Address of Sponsor Rotary/Rotaract President
 - Introduction & Address of Principal/Chief Guest
- Recognize the presence of Rotarians, parents of club members, past presidents/members of the club, PDRRs/District officials, visitors/guest Rotaractors, and all other well-wishers.
- Open the floor for other Club & District announcements.
- Request the well-wishers of the club to share their thoughts and experiences.
- Announcement by the Incoming Secretary (if any).
- Vote of Thanks by the Incoming Secretary.
- Installation Meeting adjourned by the Incoming President.

PP Rtr. Shreya M Gupta
District Rotaract Secretary

PP Rtr. Rtn. Abhay Lohia
District Rotaract Representative

PP Rtr. Rtn. Anirudh Kulkarni
District Rotaract Secretary

PP Rtr. Rtn. Abhinav Hooli
District Rotaract Secretary

Rtr. Gouthami Parthasarathy
District Rotaract Joint Secretary

Rotaract District Council 2024 - 25

Rotary International District 3191

Club Installation Agenda (Charter / New Rotaract Clubs)

Please note that this is an ideal (non-mandatory) agenda for your Club's Installation.

- Opening remarks by the MC.
- Adorning the Collar to Sponsor Rotary / Rotaract Club President by Sponsor Rotary / Rotaract Club Secretary.
- Installation Meeting Called to Order by Sponsor Rotary / Rotaract Club President.
- Invocation Dance/Song/Rotaract Prayer.
- Four-Way Test
- MC welcomes the Dignitaries to the Dias. In the following order:
 - Chief Guest/Principal
 - Faculty Coordinator (If Institution based club)
 - District Youth Service Director
 - District Rotaract Committee Chair
 - Sponsor Rotary/Rotaract Youth Service Director
 - District Rotaract Representative
 - Charter President of the New Rotaract Club
- Lighting of the Lamp / Watering of Plants.
- Welcome address by the Sponsor Rotary / Rotaract Club President.
- Insight into the formation of the Rotaract Club preferably by Sponsor Rotary / Rotaract Club Youth Service Director
- Presentation of the Charter Certificate of the New Rotaract Club.
- Induction of Charter Members by the District Rotaract Representative (DRR).
- Installation of the Charter President through Adorning of Collar by Sponsor Rotary/Rotaract President (In the absence of the President, another representative from the Sponsor Rotary/Rotaract Club should move the proceedings along)
- Address by the Charter President
- Handing of Gong and Gavel to the New President by the Sponsor Rotary / Rotaract Club President as a symbol of responsibility for the Club's welfare.
- Installation Meeting Called to Order by Charter President of the New Rotaract Club.
- Launch of Club Logo / Theme (If Any)
- Installation of the Charter Board Members by the Sponsor Club President or Rotary Dignitaries.
- Launch of the Bulletin / Website / etc.
- Requesting the Dignitaries to address the gathering, in the following order:
 - Introduction & Address of District Rotaract Representative
 - Introduction & Address of Sponsor Rotary/Rotaract Club Youth Service Director
 - Introduction & Address of District Rotaract Committee Chairman
 - Introduction & Address of District Youth Service Director Introduction & Address of Faculty Coordinator (If Institute based club)
 - Introduction & Address of Sponsor Rotary/Rotaract President
 - Introduction & Address of Principal/Chief Guest

PP Rtr. Shreya M Gupta
District Rotaract Secretary

PP Rtr. Rtn. Abhay Lohia
District Rotaract Representative

PP Rtr. Rtn. Anirudh Kulkarni
District Rotaract Secretary

PP Rtr. Rtn. Abhinav Hooli
District Rotaract Secretary

Rtr. Gouthami Parthasarathy
District Rotaract Joint Secretary

Rotaract District Council 2024 - 25

Rotary International District 3191

- Recognize the Presence of Rotarians, Parents of Club Members, Past Presidents/Members of the Club, PDRRs/District Officials, Visitors/Guest Rotaractors, and all other Well-wishers.
- Open the floor for Other Club & District Announcements.
- Request the Well Wishers of the Club to share their thoughts and experiences.
- Announcement by the Charter Secretary (if any).
- Vote of Thanks by the Charter Secretary.
- Installation Meeting Adjourned by the Sponsor Rotary President & Charter President of Rotaract Club.

Checklist for the Installation Ceremony

- Rotaract Club Charter Certificate / Charter application copy. (Signed by the President and should be presented during the Installation)
- Agenda & Invitation copies are to be placed on the desk for the reference of Dignitaries.
- President's Collar, Gavel & Gong.
- Club Banner (if any), Letterhead with correct Rotaract logo as per the Brand guidelines, and Office bearer's-lapel pins.
- Related documents for Theme Release (if applicable).
- Maintain proper seating arrangement as per the guidelines.
- Avoid the usage of plastics such as disposable water bottles, cutlery, gift covers, plastic bags, etc.
- Acknowledge the presence of Rotarians during the Welcome address.
- A personal invitation should be sent to the Sponsor Rotary/Rotaract President and the Youth Service Director along with District Officials, Fellow Club Presidents, and their Secretaries.
- Maintain the time as per the agenda.
- Proper planning should be done about the agenda so that the Rotary District Officials, the DRR, and his Secretariat Team have enough time to attend several installations lined up for the day.
- The National Anthem should be played to mark the closure of the event.

PP Rtr. Shreya M Gupta
District Rotaract Secretary

PP Rtr. Rtn. Abhay Lohia
District Rotaract Representative

PP Rtr. Rtn. Anirudh Kulkarni
District Rotaract Secretary

PP Rtr. Rtn. Abhinav Hooli
District Rotaract Secretary

Rtr. Gouthami Parthasarathy
District Rotaract Joint Secretary

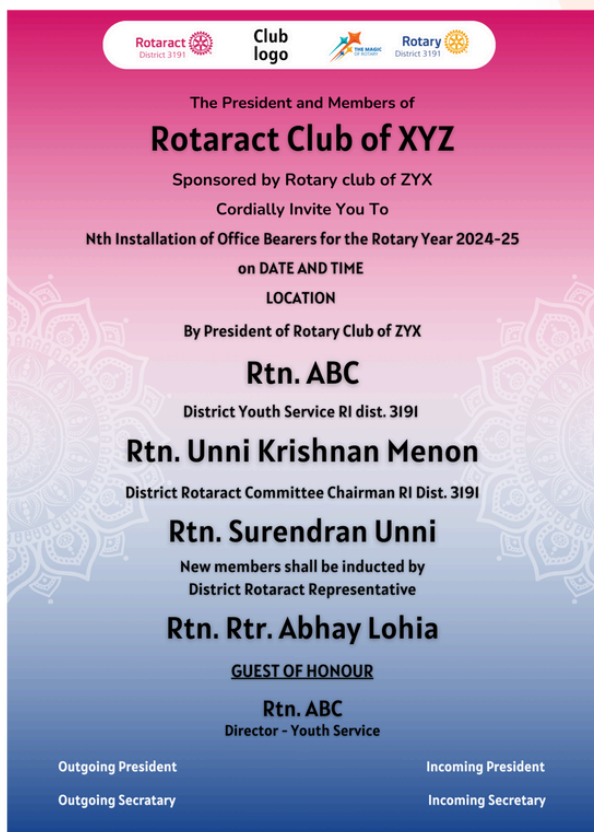
Rotaract District Council 2024 - 25

Rotary International District 3191

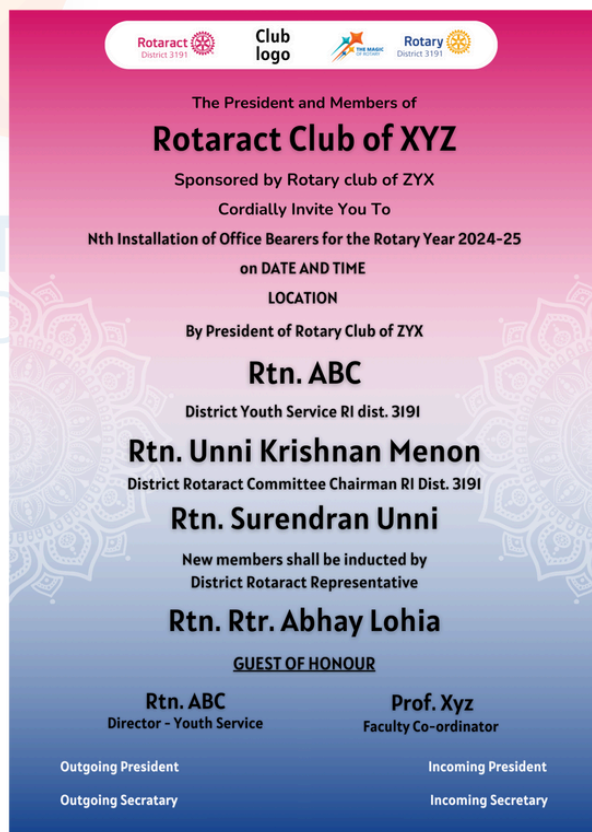
Recommended Seating Arrangement



Indicative Installation Invites



Institution Based



Community Based

PP Rtr. Shreya M Gupta
District Rotaract Secretary

PP Rtr. Rtn. Abhay Lohia
District Rotaract Representative

PP Rtr. Rtn. Anirudh Kulkarni
District Rotaract Secretary

PP Rtr. Rtn. Abhinav Hooli
District Rotaract Secretary

Rtr. Gouthami Parthasarathy
District Rotaract Joint Secretary

Rotaract District Council 2024 - 25

Rotary International District 3191

Recommended Seating Arrangement

*Indicative Invite of an Installation is part of the Rotaract Meeting and is called to order by the Outgoing President and hosted by the Rotaract Club. Note that this is not applicable for an Installation that is part of a Rotary Meeting or a Joint Meeting. This is for indicative reference only and Presidents are requested to contact their respective Sponsor Rotary/Rotaract and seek their guidance on the same too.

Brand Assets & Visual Guidelines

- For guidelines on the usage of Standard Rotary and Rotaract logos visit:

<https://brandcenter.rotary.org/>

- For more Rotaract District 3191 Theme resources visit:

<https://rotaract3191.org/brandcenter>

Please take note that the installation invitation should be addressed through an email to the District Rotaract Committee Chair and Youth Service Director requesting their presence at the installation.

Based on the criteria followed, the work will be evaluated for the Best Installation Awards & Infinity Points will be awarded based on the **Magic Vision Guide**:

- Protocol Implementation and Conformity.
- The Punctuality Checklist by Collateral Discipline and Creativity Club members, Rotarians, members of other Rotaract clubs, and district participation in the whole event.
- The award will be determined based on the DRR's evaluation along with the average of the District Officials.
- The Magic Points will be awarded based on the Magical Vision Guide.

PP Rtr. Shreya M Gupta
District Rotaract Secretary

PP Rtr. Rtn. Abhay Lohia
District Rotaract Representative

PP Rtr. Rtn. Anirudh Kulkarni
District Rotaract Secretary

PP Rtr. Rtn. Abhinav Hooli
District Rotaract Secretary

Rtr. Gouthami Parthasarathy
District Rotaract Joint Secretary

Rotaract District Council 2024 - 25

Rotary International District 3191

Scheduling your Club Installation

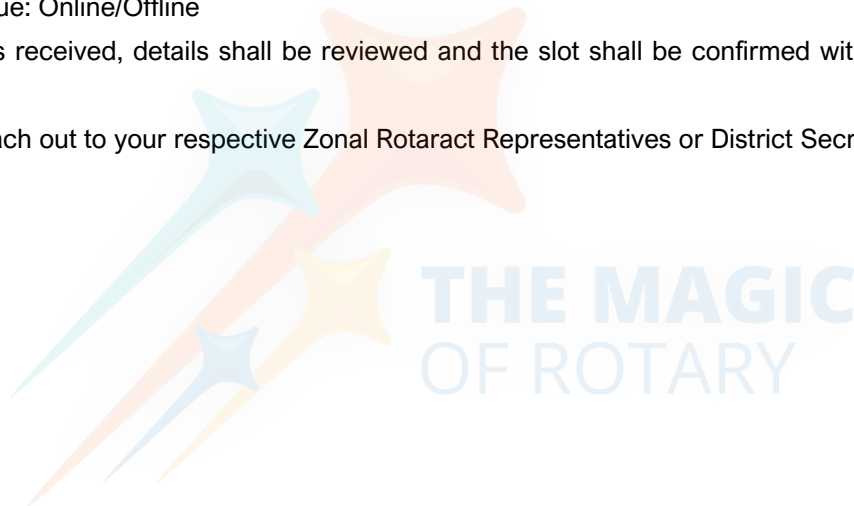
- Check and Block the Availability of the District Rotaract Representative using the scheduling link.

[Book DRR's Calendar](#)



<https://appt.link/3191installation/club-installation>

- In case you are unable to find a slot in the DRR's Calendar that best fits your Club's schedule, send an Email to respective Zonal email ID in the below format:
 - Date & Time:
 - Approximate Duration:
 - Venue: Online/Offline
- Once the request is received, details shall be reviewed and the slot shall be confirmed within 48 hours through a Confirmation Email.
- For any queries, reach out to your respective Zonal Rotaract Representatives or District Secretariat.



PP Rtr. Shreya M Gupta
District Rotaract Secretary

PP Rtr. Rtn. Abhay Lohia
District Rotaract Representative

PP Rtr. Rtn. Anirudh Kulkarni
District Rotaract Secretary

PP Rtr. Rtn. Abhinav Hooli
District Rotaract Secretary

Rtr. Gouthami Parthasarathy
District Rotaract Joint Secretary

Rotaract District Council 2024 - 25

Rotary International District 3191

Important Contacts for Installation Invites

Name	Designation	Email
PP. Rtr. Rtn. Abhay Lohia	District Rotaract Representative	rotaract3191drr2425@gmail.com
PP. Rtr. Rtn. Arun Teja Godavarthi	Immediate Past District Rotaract Representative	rotaract3191drr@gmail.com
PP. Rtr. Karthik Chikmath	District Rotaract Representative Elect	rotaract3191drr2526@gmail.com
PP. Rtr. Shreya M Gupta	District Rotaract Secretary - Administration	rotaract3191drs2425@gmail.com
PP. Rtr. Rtn. Anirudh Kulkarni	District Rotaract Secretary - Operations	
PP. Rtr. Rtn. Abhinav Hooli	District Rotaract Secretary - Coordination	
Rtr. Gouthami	District Joint Secretary	
PP. Rtr. Rohan A	District Events and Resources Head	rotaract3191events.resources@gmail.com
IPP. Rtr. Ajay Kumar S	Zonal Rotaract Representative	3191zonecharmners@googlegroups.com
PP. Rtr. Sanjana Singh	Zonal Rotaract Representative	
IPP. Rtr. Rahul R	Zonal Rotaract Representative	3191zoneenchanters@googlegroups.com
PP. Rtr. Hemant Chhajer	Zonal Rotaract Representative	
PP. Rtr. Nagendra Babu	Zonal Rotaract Representative	3191zonesorcerers@googlegroups.com
PP. Rtr. Anuja	Zonal Rotaract Representative	
PP. Rtr. Madhusudhan A Kallur	Zonal Rotaract Representative	3190zonewitchers@googlegroups.com
IPP. Rtr. Harshita Parakh	Zonal Rotaract Representative	
PP. Rtr. Adishesha Sairam KB	Zonal Rotaract Representative	3191zonewizards@googlegroups.com
IPP. Rtr. Hitaishi Anand	Zonal Rotaract Representative	
PP. Rtr. Nitin R Kashyap	Regional Rotarcat Representative - Kolar	kashr.nitin@gmail.com
PP. Rtr. Nagendra E	Regional Rotarcat Representative - Ramanagara	nagendranagu20000@gmail.com
Rtn. Surendran Unni	District Rotaract Committee Chair	unnis Surendran02@gmail.com
Rtn. Unni Krishnan Menon	District Youth Service Director	unni.rotarysoutheast@gmail.com
Presidents & Secretaries		3191miracleps@googlegroups.com
Rotaract District Council 3191 2024 - 2025		3191TeamMiracle@googlegroups.com
District Rotaract Committee 2024 - 2025		3191drc24-25@googlegroups.com

PP Rtr. Shreya M Gupta
District Rotaract Secretary

PP Rtr. Rtn. Abhay Lohia
District Rotaract Representative

PP Rtr. Rtn. Anirudh Kulkarni
District Rotaract Secretary

PP Rtr. Rtn. Abhinav Hooli
District Rotaract Secretary

Rtr. Gouthami Parthasarathy
District Rotaract Joint Secretary