

Rotaract Club Installation Guidelines



Dear Limitless Leaders,

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:
 1. Chief Guest/Principal
 2. Sponsor Rotary/Rotaract President
 3. Faculty Coordinator
 4. District Youth Service Director
 5. District Rotaract Committee Chair
 6. Sponsor Rotary/Rotaract Youth Service Director
 7. District Rotaract Representative
- Lighting of the Lamp / Watering of Plants.
- Welcome address by the Outgoing President.
- Summary of previous Rotary Year (Report & Projects) by the Outgoing Secretary.
- Installation of the Incoming 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 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)
- 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 Rotary Family.
- Launch of the Bulletin / Website / etc.



- Requesting the Dignitaries to address the gathering, in the following order:
 1. Introduction & Address of District Rotaract Representative,
 2. Introduction & Address of Sponsor Rotary/Rotaract Club Youth Service Director
 3. Introduction & Address of District Rotaract Committee Chairman
 4. Introduction & Address of District Youth Service Director
 5. Introduction & Address of Faculty Coordinator
 6. Introduction & Address of Sponsor Rotary/Rotaract President
 7. 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.

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:
 1. Chief Guest/Principal
 2. Faculty Coordinator
 3. District Youth Service Director
 4. District Rotaract Committee Chair
 5. Sponsor Rotary/Rotaract Youth Service Director
 6. District Rotaract Representative
 7. 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:
 1. Introduction & Address of District Rotaract Representative,
 2. Introduction & Address of Sponsor Rotary/Rotaract Club Youth Service Director
 3. Introduction & Address of District Rotaract Committee Chairman
 4. Introduction & Address of District Youth Service Director
 5. Introduction & Address of Faculty Coordinator
 6. Introduction & Address of Sponsor Rotary/Rotaract President
 7. 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 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.

Recommended Seating Arrangement



IPP	DRCC	DYSD	DRR	Rotaract President	Sponsor Club President	Faculty Coordinator/Principal/Chief Guest	Rotary Club YSD	Club Secretary
								

Indicative Installation Invites

Institution Based



Community Based



Charter Club (Institution Based)



Charter Club (Community Based)



*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 [Limitless 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 **Infinity Points** will be awarded based on the [Limitless Vision Guide](#).

Scheduling your Club Installation

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

[Block DRR's Calendar](https://e.rotaract3191.org/installations_DRRslots)

e.rotaract3191.org/installations_DRRslots

- 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.



Venue Scouting Support

Our team is committed to supporting the Rotaract Clubs. The list of venues in the list linked below is subject to availability.

[View List of Potential Venues](https://e.rotaract3191.org/installation_venues)

e.rotaract3191.org/installation_venues

If you wish to seek our support in reaching/blocking the venues send an Email to respective Zonal Email ID in the below format.

- **Name of the Venue:**
- **Date & Time of Installation:**
- **Start & End time for Venue booking:**

Our team will facilitate the booking process between the Rotaract Club and the Venue Representatives.



P.T.O.

Important Contacts for Installation Invites

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	
PP. Rtr. Akshay Kumar B S	Zonal Rotaract Representative	3191ZoneConquerors@googlegroups.com
IPP. Rtr. Madhumita N	Zonal Rotaract Representative	3191ZoneGuardians@googlegroups.com
PP. Rtr. Padma Nesar R	Zonal Rotaract Representative	
PP. Rtr. Vempati Bala Tatwick	Zonal Rotaract Representative	
IPP. Rtr. Madhusudhan A Kallur	Zonal Rotaract Representative	
PP. Rtr. Rohan A	Zonal Rotaract Representative	3191ZoneTitans@googlegroups.com
PP. Rtr. Nagendra E	Zonal Rotaract Representative	
IPP. Rtr. Shreya M Gupta	Zonal Rotaract Representative	3191ZoneWarriors@googlegroups.com
PP. Rtn. Prasanna Hegde	District Rotaract Committee Chair	digya9@gmail.com
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 Presidents & Secretaries		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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#TeamLimitless

#LimitlessTogether