

Rotaract District Council 2025-26

Rotary International District 3191

Rotaract Club Installation Guidelines, RY 2025-26

Dear Royal Club 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 to 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 Dais. In the following order:
 1. Chief Guest/Principal
 2. Partner Rotary/Rotaract President
 3. Faculty Coordinator
 4. District Youth Service Director
 5. District Rotaract Committee Chair
 6. Partner Rotary/Rotaract Youth Service Director
 7. District Rotaract Representative

PP. Rtr. Aishwarya K R

District Rotaract Secretary - Administration

PP. Rtn. Rtr. Karthik Chikmath

District Rotaract Representative

PP. Rtr. Rohan A

District Rotaract Secretary - Operations

PP. Rtr. Madhusudhan A Kallur

District Rotaract Secretary - Initiatives

PP. Rtr. Ajay Kumar S

District Joint Secretary

Rotaract District Council 2025-26

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- ✦ 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 Partner Rotary/Rotaract President (In the absence of the President, another representative from the Partner 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 Partner 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 Partner Rotary/Rotaract Club Youth Service Director
 3. Introduction & Address of District Rotaract Committee Chair
 4. Introduction & Address of District Youth Service Director
 5. Introduction & Address of Faculty Coordinator
 6. Introduction & Address of Partner 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.

PP. Rtr. Aishwarya K R

District Rotaract Secretary - Administration

PP. Rtn. Rtr. Karthik Chikmath

District Rotaract Representative

PP. Rtr. Rohan A

District Rotaract Secretary - Operations

PP. Rtr. Madhusudhan A Kallur

District Rotaract Secretary - Initiatives

PP. Rtr. Ajay Kumar S

District Joint Secretary

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➤ 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 Partner Rotary / Rotaract Club President by Partner Rotary / Rotaract Club Secretary.
- ✦ Installation Meeting Called to Order by Partner Rotary / Rotaract Club President.
- ✦ Invocation Dance/Song/Rotaract Prayer.
- ✦ Four-Way Test
- ✦ MC welcomes the Dignitaries to the Dais. In the following order:
 1. Chief Guest/Principal
 2. Faculty Coordinator
 3. District Youth Service Director
 4. District Rotaract Committee Chair
 5. Partner 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 Partner Rotary / Rotaract Club President.
- ✦ Insight into the formation of the Rotaract Club preferably by Partner 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).

PP. Rtr. Aishwarya K R

District Rotaract Secretary - Administration

PP. Rtn. Rtr. Karthik Chikmath

District Rotaract Representative

PP. Rtr. Rohan A

District Rotaract Secretary - Operations

PP. Rtr. Madhusudhan A Kallur

District Rotaract Secretary - Initiatives

PP. Rtr. Ajay Kumar S

District Joint Secretary

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- ✦ Installation of the Charter President through Adorning of Collar by Partner Rotary/Rotaract President (In the absence of the President, another representative from the Partner Rotary/Rotaract Club should move the proceedings along).
- ✦ Address by the Charter President
- ✦ Handing of Gong and Gavel to the New President by the Partner 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 Partner 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 Partner Rotary/Rotaract Club Youth Service Director
 3. Introduction & Address of District Rotaract Committee Chair
 4. Introduction & Address of District Youth Service Director
 5. Introduction & Address of Faculty Coordinator
 6. Introduction & Address of Partner 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 Partner Rotary President & Charter President of Rotaract Club.

PP. Rtr. Aishwarya K R

District Rotaract Secretary - Administration

PP. Rtn. Rtr. Karthik Chikmath

District Rotaract Representative

PP. Rtr. Rohan A

District Rotaract Secretary - Operations

PP. Rtr. Madhusudhan A Kallur

District Rotaract Secretary - Initiatives

PP. Rtr. Ajay Kumar S

District Joint Secretary

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➤ 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 Partner 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. Aishwarya K R

District Rotaract Secretary - Administration

PP. Rtn. Rtr. Karthik Chikmath

District Rotaract Representative

PP. Rtr. Rohan A

District Rotaract Secretary - Operations

PP. Rtr. Madhusudhan A Kallur

District Rotaract Secretary - Initiatives

PP. Rtr. Ajay Kumar S

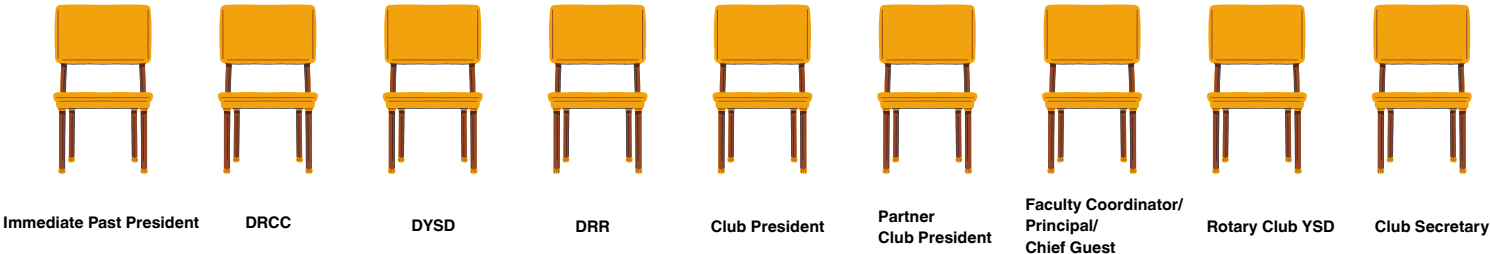
District Joint Secretary



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➤ Recommended Seating Arrangement

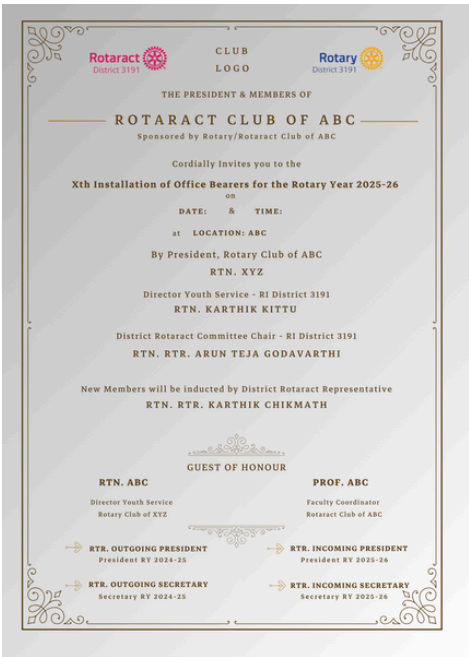
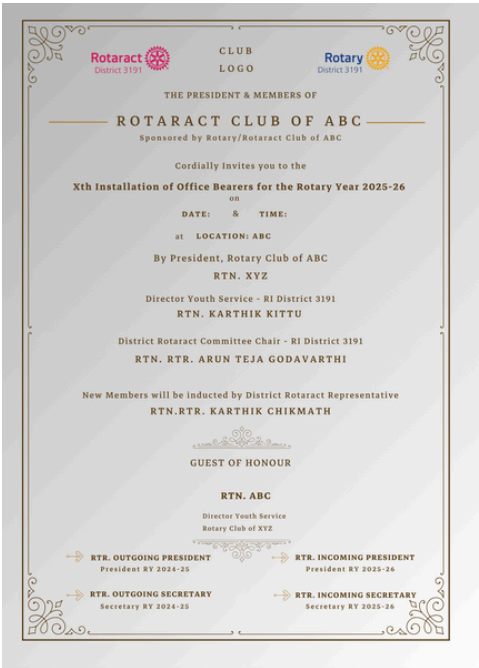


***Please note that this is an indicative representation, and the thumb rule is that the President is always seated at the center and hierarchy moves on either side.**

➤ Indicative Installation Invites

Community Based

Institution Based



PP. Rtr. Aishwarya K R
District Rotaract Secretary - Administration

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District Rotaract Secretary - Operations

PP. Rtr. Madhusudhan A Kallur
District Rotaract Secretary - Initiatives

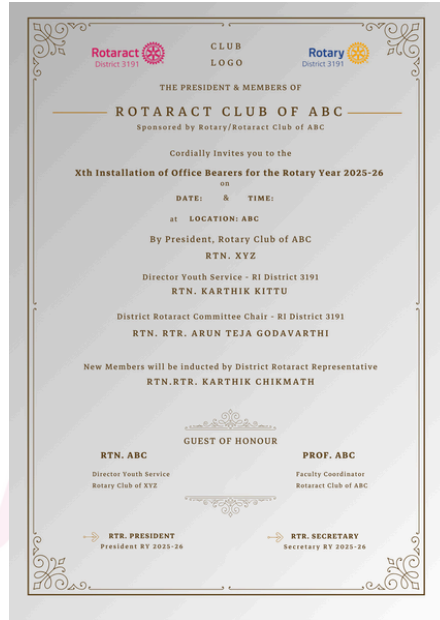
PP. Rtr. Ajay Kumar S
District Joint Secretary



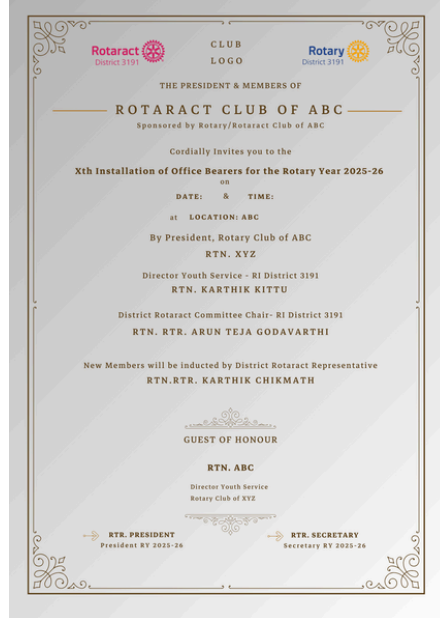
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Charter Club (Institution Based)



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 Partner Rotary/Rotaract and seek their guidance on the same too.**

PP. Rtr. Aishwarya K R

District Rotaract Secretary - Administration

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➤ 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 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 & Points will be awarded based on the Royal 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 Points will be awarded based on the Royal Vision Guide.

PP. Rtr. Aishwarya K R

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District Rotaract Secretary - Operations

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District Joint Secretary

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➤ Scheduling your Club Installation

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

<https://go.rotaract3191.org/bookyourinstallations>

- 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:
 - o Date & Time:
 - o Approximate Duration:
 - o 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.

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.

PP. Rtr. Aishwarya K R

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PP. Rtr. Madhusudhan A Kallur

District Rotaract Secretary - Initiatives

PP. Rtr. Ajay Kumar S

District Joint Secretary

Rotaract District Council 2025-26

Rotary International District 3191

► Important Contacts for Installation Invite

PP. Rtr. Karthik Chikmath	District Rotaract Representative	rotaract3191drr2526@gmail.com
PDRR. Rtn. Rtr. Arun Teja Godavarthi	District Rotaract Committee Chair	hi@zeospec.com
PP. Rtn. Karthik Kittu	District Youth Service Director	karthikkittu@gmail.com
PP. Rtn. Rtr. Abhay Lohia	Immediate Past District Rotaract Representative	rotaract3191drr2425@gmail.com
PP. Rtn. Rtr. Anirudh Kulkarni	District Rotaract Representative Elect	drr2627rotaract3191@gmail.com
PP. Rtr. Aishwarya K R	District Rotaract Secretary - Administration	rotaract3191drs2526@gmail.com
PP. Rtr. Rohan A	District Rotaract Secretary - Operations	
PP. Rtr. Madhusudhan A Kallur	District Rotaract Secretary - Initiatives	
PP. Rtr. Ajay Kumar S	District Joint Secretary	
PP. Rtr. Ram M Narayanan	Zonal Rotaract Representative	3191zoneratha@googlegroups.com
IPP. Rtr. Madhunisanth B	Zonal Rotaract Representative	
PP. Rtr. Sarvajith S K	Zonal Rotaract Representative	3191zonegaja@googlegroups.com
IPP. Rtr. Vaishnavi Singh	Zonal Rotaract Representative	
PP. Rtr. Vishal S	Zonal Rotaract Representative	3191zoneyodha@googlegroups.com
PP. Rtr. Madan Mohan B	Zonal Rotaract Representative	
PP. Rtr. Girish A R	Zonal Rotaract Representative	3191zoneashwa@googlegroups.com
IPP. Rtr. Soumi Bhattacharyya	Zonal Rotaract Representative	
Presidents & Secretaries 2025 - 2026 (Royal Club Leaders)		3191royalclubleaders@googlegroups.com
Rotaract District Council 2025 - 2026 (Team Royals)		3191teamroyal@googlegroups.com
District Rotaract Committee 2025 - 2026		3191drc2526@googlegroups.com

PP. Rtr. Aishwarya K R

District Rotaract Secretary - Administration

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