

Dear Presidents and Secretaries,

This initial document will help you find the basic information to start off your Rota-year as a Leader of your respective club.

Club Installation Agenda:

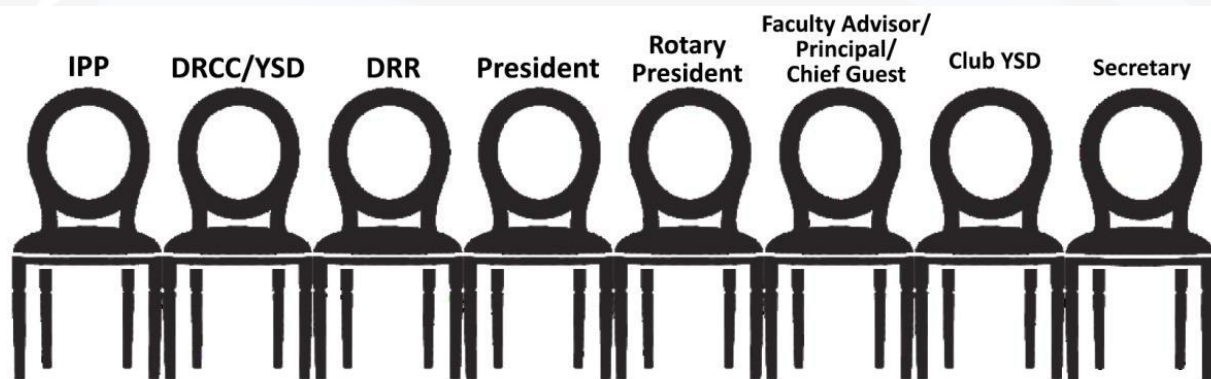
Please note that this is the suggested agenda for your Club's Installation:

- Collaring of the Outgoing President by the Outgoing Secretary.
- MC Welcomes the Gathering.
- Invocation Dance/Song/Rotaract Prayer.
- MC welcomes the Dignitaries to the Dias (Chief Guest, Rotary President, Youth Service Director/DRCC, Principal, DRR/ZRR).
- Lighting of the Lamp.
- Welcome Address by the Outgoing President.
- Presentation of the Projects of the year by Outgoing Secretary.
- Installation of the Incoming President by Rotary President (In the Absence of the President, the next most senior person from the Parent Rotary Club can induct).
- Acceptance Speech by the Incoming President.
- Handing of Gong and Gavel to Incoming President by Outgoing President as a symbol of transfer of responsibility of the Club's business.
- Installation of the Incoming Board Members by the Dignitaries (Try to balance and ask each one to induct a few).
- Induction of New Members by the DRR.
- Handover of the Outgoing Rotaractors Details to Rotary/Rotaract District (So that they can try to retain them in Rotary Family).
- Launch of the Bulletin/Website/Logo/Theme/etc.
- Request each of the Dignitaries to say a few words (Order: DRR, Principal, Chief Guest, Rotary President, Youth Service Director of Club, DRCC/YSD of District).
- Recognise the Presence of Rotarians, Parents of Club Members, Past Presidents/Members of the Club, PDRRs/EC members of the District, Visiting/Guest Rotaractors and all other Well-wishers.
- Floor Open for Other Club & District Announcements.
- Floor Open for Well Wishers of the Club.
- Incoming Secretary Announcements.
- Vote of Thanks by the Incoming Secretary.
- Meeting Adjourned by the New President.

Check List for the Installation:

- Club charter certificate/charter application copy.
- President's collar.
- Gavel & gong.
- Club Banner.
- Letter head with correct Rotaract logo as specified in the Handbook.
- Office bearer's lapel pins.
- Theme release – related items (if applicable).
- Agenda & Invitation copies to be placed on the desk for the reference of Dignitaries.
- Ensure seating arrangement is followed.
- Rotarians to be acknowledged during the welcome address.
- Invite your Parent Rotary President and Youth Service director, District EC Members, Fellow Presidents and Secretaries.
- Follow time strictly. Take into consideration that the DRR and team have several installations to attend.

Recommended Seating arrangement:



Seating Arrangement - Club Installation

* Please note that this is an indicative representation and the thumb rule is Center is the President (First Outgoing -- and then Incoming) and hierarchy moves on either side. For ex: Next important is Rotary President hence he takes the chair RIGHT next to the Rotaract President, after that the Principal/Vice Principal/Chief Guest so he takes the LEFT chair next to the President and so on.

Indicative Club Banner:

Club Name



sponsored by
Parent Club Name
RI DIST 3190



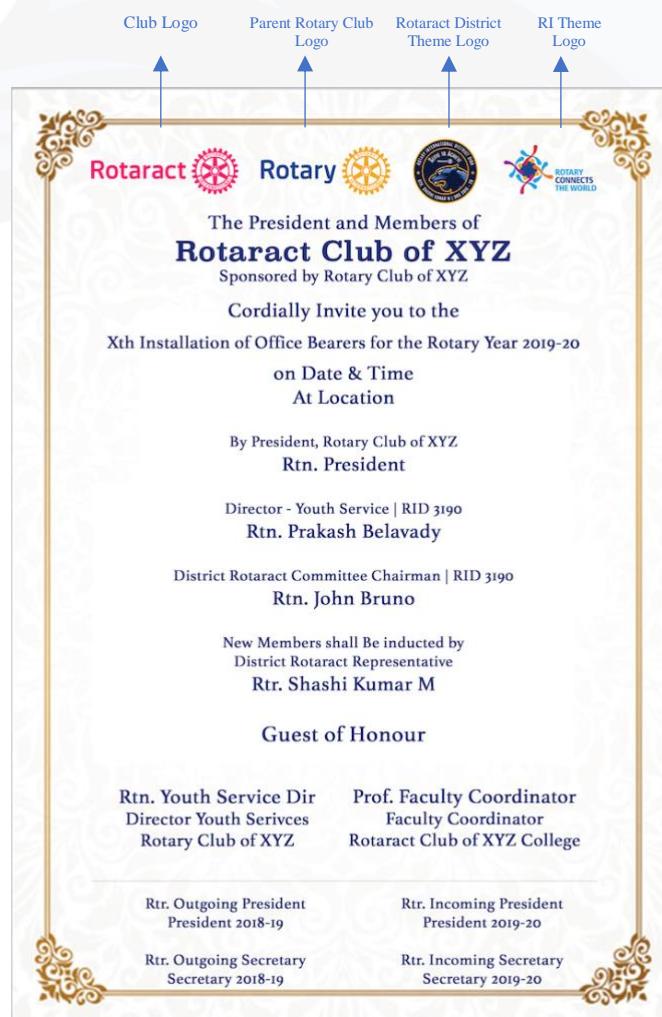
email
Meets every Saturday at 4 PM at
address

www.facebook.com/RIDIST3190

Indicative Banner of the Club which can be used as part of Rotaract Meetings and Events organized by the Team. Note that this is just an indicative banner, the club may design any banner of their choice based on their creativity.

Indicative Installation Invite:

Club Logo Parent Rotary Club Logo Rotaract District Theme Logo RI Theme Logo



The President and Members of
Rotaract Club of XYZ
Sponsored by Rotary Club of XYZ

Cordially Invite you to the
Xth Installation of Office Bearers for the Rotary Year 2019-20
on Date & Time
At Location

By President, Rotary Club of XYZ
Rtn. President

Director - Youth Service | RID 3190
Rtn. Prakash Belavady

District Rotaract Committee Chairman | RID 3190
Rtn. John Bruno

New Members shall Be inducted by
District Rotaract Representative
Rtr. Shashi Kumar M

Guest of Honour

Rtn. Youth Service Dir Director Youth Services Rotary Club of XYZ	Prof. Faculty Coordinator Faculty Coordinator Rotaract Club of XYZ College
---	--

Rtr. Outgoing President President 2018-19	Rtr. Incoming President President 2019-20
Rtr. Outgoing Secretary Secretary 2018-19	Rtr. Incoming Secretary Secretary 2019-20

Indicative Invite of an Installation which is part of Rotaract Meeting and is called to order by the outgoing President and is hosted by the Rotaract Club. Note that this is not applicable for an installation which is part of a Rotary Meeting or a Joint Meeting. This is for indicative reference only and you are requested to kindly contact your Parent Rotary and seek their guidance on the same too.

Please use the Standard Logos of Rotaract and Rotary as notified by Rotary International (Find the downloads at <https://rotaract3190.org/resources>). For guidelines for usage of Standard Rotary and Rotaract logos visit <https://brandcenter.rotary.org/>.

Your installation will be evaluated for the Best Installation Award based on the following parameters:

- Attention to Protocol and its Adherence.
- Collateral's Punctuality.
- Checklist Discipline.
- Member Involvement.
- Event in Totality.

The average of EC members along with the DRR's Evaluation will be used to decide the award.

Note: All the above information is indicative and suggested, please do confirm with your Parent Rotary and Faculty Coordinator.

P.T.O for Important Mail IDs for circulating the invitations.

Important Mail IDs:

Name	Role	Email ID
Rtr Shashi Kumar M	District Rotaract Representative	3190drr1920@gmail.com
Rtr Raj Vamshi	DRR Elect	rtr.rajvamshi@gmail.com
Rtr Bharathi Mani	District Rotaract Secretary	3190drs1920@gmail.com
Rtr Arun Teja Godavarthi	District Joint Secretary	
Rtr. Krishnarjun	DDRR	rtr.krishnarjun@gmail.com
Rtr. Diana Vijayan	DDRR	diana2916@gmail.com
Rtr Chetan U	ZRR - Zone Kuvempu	3190zonekuvempu@googlegroups.com
Rtr Yash Chandan	Co ZRR - Zone Kuvempu	
Rtr Abhay Lohia	ZRR - Zone Karanth	3190zonekaranth@googlegroups.com
Rtr Apoorva G R	Co ZRR - Zone Karanth	
Rtr Mohammed Siddique	ZRR - Zone Gokak	3190zonegokak@googlegroups.com
Rtr Lohit S	Co ZRR - Zone Gokak	
Rtr Srinidhi V	ZRR - Zone Karnad	3190zonekarnad@googlegroups.com
Rtr Abdul Asif	Co ZRR - Zone Karnad	
Rtr. Surya Kiran K	ZRR - Zone Anantha Murthy	3190zoneananthamurthy@googlegroups.com
Rtr. Chandramuthu V	Co ZRR - Zone Anantha Murthy	
Rtr. Atharva Deshmukh	ZRR - Zone Maasthi	3190zonemaasthi@googlegroups.com
Rtr. Nitin Kashyap	Co ZRR - Zone Maasthi	
Rtr. Vamshika Ruia	ZRR - Zone Bendhre	3190zonebendhre@googlegroups.com
Rtr. Avesh Rawat	Co ZRR - Zone Bendhre	
Rtr. Nishta jain	ZRR - Zone Kambar	3190zonekambar@googlegroups.com
Rtr. Nidhi Sridhar	Co ZRR - Zone Kambar	
Rtn John Bruno	District Rotaract Committee Chair	johnbmails@gmail.com
Rtn Prakash Belavady	Youth Service Director	prakash.belavady@gmail.com