**Important Rotaract Documents**

Below are few documents that are to be taken care of before/during the installation:

● GBM Attendance book

● GBM Minutes book

● Board Meeting Attendance Book

● Members Application Forms

● Members Bio-Data Forms

● President’s Incoming File

● President’s Outgoing File

● Secretary's Incoming File

● Secretary's Outgoing File

● Monthly Report Copies

● Club Banner

● Club Logo Mount/ Flag

● Bank Passbook/ Account Statement

● Bank Cheque Book

● Receipt Book

● Voucher Book

● Club Accounts Book

● Club Action Photographs

● Public Relations File

● Club Bulletin Copies

● Directors File

● Club Chartered Certificate/ Applied for Charter/ Requisition letter from RI

● President's Collar

● President's Gavel

● Club Letterhead

● District Directory

● Board Members Lapel Pins

● Members District Pins

● Member ID Cards/Pins

● Meeting Intimation Records Members Copy of Rotaract, Statement of Policy and District

By Laws