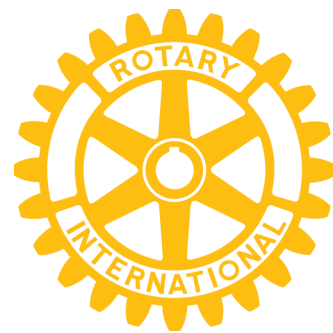


Club and District Support

The Americas

September 2017 Newsletter



24/7 INFORMATION - MY ROTARY

With a My Rotary account, club and district leaders in your district can manage email subscriptions, register for meetings, and access member resources. Club leaders can also:

- Update membership records and club data with Rotary
- Update club member emails through *My Rotary* or via email to data@rotary.org
- Submit next year's officers (by 31 December for inclusion in the *Official Directory*)
- Set club goals and report achievements via *Rotary Club Central*
- Pay club dues to Rotary (July/January)
- Search the online *Official Directory*

Clubs participating in [Member Data Integration](#) should update via their local database.

District Governor

Selection of 2019-20 District Governor

One of the most important duties a governor has is to assure that the selection of the next district governor-nominee-designate is conducted in accordance with the RI constitution, bylaws, and board policy. The district shall select the DG not more than 36 months, but not less than 24 months prior to taking office. Since the selection process can take months, start now in accordance with article 14 of the RI bylaws. Feel free to contact your [CDS team](#) with any questions.

U.S. Rotary Club and District Liability Insurance Program Changes

As of 28 August 2017 our new broker is Arthur J. Gallagher (AJG). To access insurance information online, please visit Gallagher's website: <https://insight.ajg.com> Rotarians will need to use this user name and password to enter the website:

User name: rotary@ajg.com
Password: rotarian1

Rotarians can also contact Gallagher by email: rotary@ajg.com and by phone: 1.833.3ROTARY (1.833.376.8279).

Appoint a Rotarian to the newly created position of District Insurance Representative (DIR). A DIR is a Rotarian with familiarity of and an understanding of liability insurance. If you have questions, contact Rotary Risk Management at insurance@rotary.org.

Did You Know?

[CDS, Americas is on Facebook](#). Follow or like the page for more updates and information from your CDS, Americas team.

DGE Reminder

International Assembly 2018

By now you should have received information and instructions on registering for attending [International Assembly](#) (IA), to be held 14-20 January 2018 in San Diego, California. Please review these materials carefully and pay special attention to all the deadlines. In case you have any questions, please contact registration@rotary.org.

Helpful Resources & Tips

DG Expense Report Tips

Here are a few tips to follow when preparing expense reports to account for your DG funding:

- [Valid proof of payment](#) must always accompany any expense of US\$75 or more
- A zero balance must be reflected on all invoices; a "paid" stamp is not considered proof of payment
- Monthly [exchange rates](#) as well as automobile [mileage rates](#) can be found on Rotary.org

Feel free to reach out to your [CDS team](#) with any questions about reporting.

Voice & Visual Identity

Learn how to strengthen Rotary's image in the [Tell Rotary's Story - Voice and Visual Identity Guidelines](#) for Rotarians.