

# DISTRICT 5830 ROTARY FOUNDATION COMMITTEE MANUAL

## 2016-17 - CLUB MOU - DOCUMENTATION GUIDE



Some suggestions for documenting the assertions made in the 2016-17 Club Memorandum of Understanding are presented below.

MOU Section	Documentation Possibilities
1. Club Qualification	<ul style="list-style-type: none"> <li>No documentation required.</li> </ul>
2. Club Leadership Responsibilities <ul style="list-style-type: none"> <li>Item A.</li> <li>Item B.</li> <li>Item C.</li> </ul>	<ul style="list-style-type: none"> <li>Document with bylaws.               <ul style="list-style-type: none"> <li>Update Article 8</li> <li>Update Article 4, Sec. 8</li> <li>Update Article 4, Sec. 8</li> </ul> </li> </ul>
3. Financial Management <ul style="list-style-type: none"> <li>Item A.</li> <li>Item B.</li> <li>Item C.</li> <li>Item D.</li> <li>Item E.</li> </ul>	<ul style="list-style-type: none"> <li>Document with bylaws.               <ul style="list-style-type: none"> <li>Update Article 12, Sec. 9</li> <li>Update Article 12, Sec. 7</li> <li>Update Article 12, Sec. 7</li> <li>Update Article 12, Sec. 8</li> <li>Update Article 4, Sec. 8</li> </ul> </li> </ul>
4. Bank Account Requirements <ul style="list-style-type: none"> <li>Item A.</li> <li>Item B.</li> <li>Item C.</li> <li>Item D.</li> <li>Item E.</li> <li>Item F.</li> </ul>	<ul style="list-style-type: none"> <li>Document with bylaws.               <ul style="list-style-type: none"> <li>Update Article 12, Sec. 7</li> <li>Update Article 12, Sec. 7</li> <li>Update Article 12, Sec. 7</li> <li>Update Article 12, Sec. 7</li> <li>Update Article 12, Sec. 8</li> <li>Update Article 12, Sec. 8</li> </ul> </li> </ul>
5. Report on Use of Grant Funds	<ul style="list-style-type: none"> <li>No documentation required.</li> </ul>
6. Document Retention <ul style="list-style-type: none"> <li>Item A.</li> <li>Item B.</li> <li>Item C.</li> </ul>	<ul style="list-style-type: none"> <li>Document with bylaws.               <ul style="list-style-type: none"> <li>Describe documentation retention plan.</li> <li>Update Article 4, Sec. 6</li> <li>Update Article 4, Sec. 6</li> </ul> </li> </ul>
7. Reporting of Use of Grant Funds	<ul style="list-style-type: none"> <li>Document with bylaws. Update Article 4, Sec. 4</li> </ul>
8. Additional Requirements of District 5830 <ul style="list-style-type: none"> <li>Item A.</li> <li>Item B.</li> <li>Item C.</li> <li>Item D.</li> <li>Item E.</li> </ul>	<ul style="list-style-type: none"> <li>Document in following ways               <ul style="list-style-type: none"> <li>“Certificate of Qualification Training” copies</li> <li>This document.</li> <li>District will confirm and document.</li> <li>Copy of most current IRS Form 990 filing.</li> <li>District will confirm and document.</li> </ul> </li> </ul>