



Club Installation Guidelines

Dear Spectrum of Leaders,

This initial document will help you find the basic information to start your Rotary Year as a Leader of your Club, by providing the indicative guide on Rotaract Club Installation.

We recommend the Clubs to conduct the Rotaract Club Installation by **October** as that would help Clubs in planning the course of the plan for the Year.

Club Installation Agenda (Offline)

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

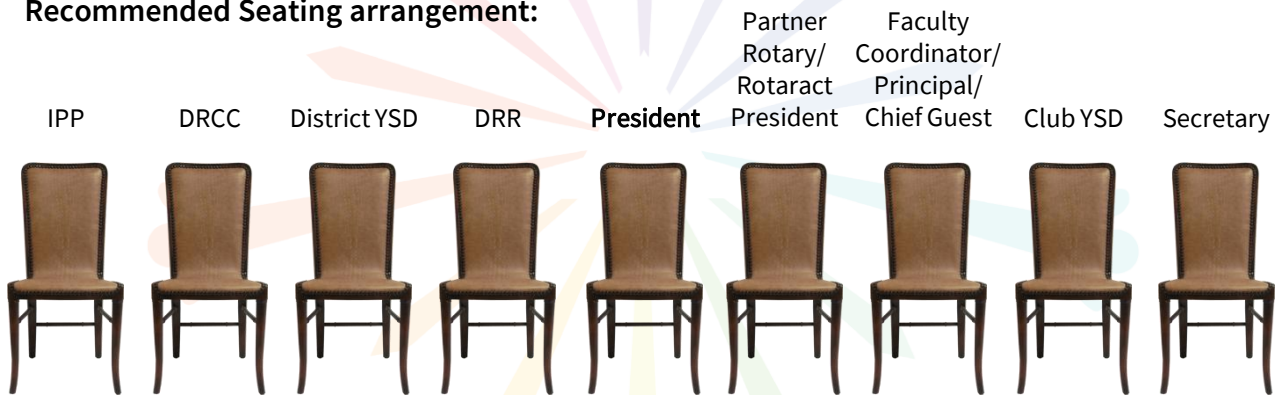
- MC Welcomes the Gathering.
- Collaring of the Outgoing President by the Outgoing Secretary.
- Invocation Dance/Song/Rotaract Prayer.
- MC welcomes the Dignitaries to the Dias (Chief Guest, Partner Rotary/Rotaract President, Youth Service Director/DRCC, Principal, DRR/ZRR).
- The lighting of the Lamp.
- Welcome address by the Outgoing President.
- Presentation of the Projects of the year by Outgoing Secretary.
- Installation of the Incoming President by Partner Rotary/Rotaract President (In the absence of the President, the next most senior person from the Partner Rotary/Rotaract Club can induct).
- Acceptance Speech by the Incoming President.
- Handing of Gong and Gavel to Incoming President by Outgoing President as a symbol of the 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, Partner Rotary/Rotaract President, Youth Service Director of Club, DRCC/YSD of District).
- Recognize the Presence of Rotarians, Parents of Club Members, Past Presidents/Members of the Club, PDRRs/District Officials, 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 Incoming President.



II. Checklist for the Installation:

- Club charter certificate/charter application copy. (Signed by the President to be presented during the Installation)
- President’s collar.
- Gavel & gong.
- Club Banner.
- Letterhead 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 Partner Rotary/Rotaract President and Youth Service Director, District Officials, Fellow Presidents and Secretaries.
- Follow time strictly.
- Take into consideration that the DRR and Team have several Installations to attend.

III. Recommended Seating arrangement:



Seating Arrangement – Club Installation

*Please note that this is an indicative representation, and the thumb rule is **Centre is the President** (First Outgoing -- and then Incoming) and hierarchy moves on either side.

For example: Next important is Partner Rotary/Rotaract 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.

Club Installation Agenda (Virtual)

I. Please note that this is the suggested agenda for your Club’s Installation:

- MC Welcomes the Gathering.



- Collaring of the Outgoing President by the Outgoing Secretary. (make a PPT slide and place the vector collar art in front of the outgoing president)
- Invocation/Song/Rotaract Prayer.
- MC welcomes the Dignitaries to the Meeting (Chief Guest, Partner Rotary/Rotaract President, Youth Service Director/DRCC, Principal, DRR/ZRR).
- Welcome address by the Outgoing President.
- Presentation of the Projects of the year by Outgoing Secretary.
- Installation of the Incoming President by Partner Rotary/Rotaract President (Make a PPT transition where the collar moves towards the Incoming President. Your Partner Rotary/Rotaract President can say “I now induct the Incoming President Rtr. ABC”. In the absence of the President, the next most senior person from the Partner Rotary/Rotaract Club can induct)
- Acceptance Speech by the Incoming President.
- Installation of the Incoming Board. (Board can give a small introduction and acceptance of responsibility when their poster comes up in the Presentation)
- Induction of New Members by the DRR (Introduce your new members in a few slides, then after the DRR will address the new Rotaractors, symbolic to inducting them).
- 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. The link may be shared in the chat box.
- Request each of the Dignitaries to say a few words (Order: DRR, Principal, Chief Guest, Partner Rotary/Rotaract President, Youth Service Director of Club, DRCC/YSD of District).
- Recognize the Presence of Rotarians, Parents of Club Members, Past Presidents/Members of the Club, PDRRs/District Officials, Visiting/Guest Rotaractors and all other Well-wishers.
- Floor Open for Other Club & District Announcements.
- Floor Open for Well Wishers of the Club

Indicative Club Banner:

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.



*Partner Rotary/Rotaract Club – The Rotary/Rotaract Club that your Club has been “sponsored” by i.e the Rotary/Rotaract Club that chartered your Club. Previously also called as “Parent Club” or “Sponsor Club”

Indicative Installation Invite:



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

Please use the Standard Logos of Rotaract and Rotary as notified by Rotary International (Find them here - <https://bit.ly/Resources2122>). For guidelines on the usage of Standard Rotary and Rotaract logos visit <https://brandcenter.rotary.org/>

Please note : Installation Invite may be shared with **District Rotaract Committee Chair** and **Youth Service Director** via mail and request for their presence at the Installation.

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
- Creativity
- The Event in Totality

The average of District Officials 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 Partner Rotary/Rotaract and Faculty Coordinator



Scheduling:

- Once you finalize the date and time of the Installation, kindly send an email to your respective Zonal e-mail ID in the below suggested format:
 - Date
 - Time
 - Venue : Online/Offline
 - Online Installation : If the District Zoom account is required, the same can be requested over the mail.
- Once your slot is booked, you will receive an email confirmation on the same.
- For any queries, kindly connect with your respective **ZRRs or District Secretary Administration.**

Important Contacts:

Name	Designation	E-Mail ID
Rtr. Anurag Patwary	District Rotaract Representative	rotaract3190drr2122@gmail.com
Rtr. Raj Vamshi KB	Immediate Past District Rotaract Representative	rtr.rajvamshi@gmail.com
Rtr. Joseph Wilson	District Rotaract Representative Elect	joewilson.3993@gmail.com
Rtr. Akshatha Sukumaran Bokka	District Secretary Administration	
Rtr. Atharva Deshmukh	District Secretary Operations	3190drs2122@gmail.com
Rtr. Monisha Chinthala	District Joint Secretary	
Rtr. Surya Kiran K	District Events Head	rtr.suryakiran@gmail.com
Rtr. Abhay Lohia	District Resource Head	rtr.lohia@gmail.com
Rtr. Chetan U	District Task Force & Coalition Head	rtr.chetanu@gmail.com
Rtr. Abhinav Hooli	Zonal Rotaract Representative - Zone Violet	3190zoneviolet@googlegroups.com
Rtr. Ramya Aswathnarayana	Zonal Rotaract Representative - Zone Indigo	3190zoneindigo@googlegroups.com
Rtr. Mohammed Siddique Shah	Zonal Rotaract Representative - Zone Indigo	3190zoneindigo@googlegroups.com
Rtr. Chethan Krishna G R	Zonal Rotaract Representative - Zone Indigo	3190zoneindigo@googlegroups.com
Rtr. Preetham T	Zonal Rotaract Representative - Zone Blue	3190zoneblue@googlegroups.com
Rtr. Anirudh G Kulkarni	Zonal Rotaract Representative - Zone Blue	3190zoneblue@googlegroups.com
Rtr. Kiran S	Zonal Rotaract Representative - Zone Green	3190zonegreen@googlegroups.com
Rtr. Tarun U	Zonal Rotaract Representative - Zone Green	3190zonegreen@googlegroups.com
Rtr. Likitha P Mahdiker	Zonal Rotaract Representative - Zone Yellow	3190zoneyellow@googlegroups.com
Rtr. Sachin Durai	Zonal Rotaract Representative - Zone Yellow	3190zoneyellow@googlegroups.com
Rtr. Prajwal M	Zonal Rotaract Representative - Zone Orange	3190zoneorange@googlegroups.com
Rtr. Kiran Jayraj	Zonal Rotaract Representative - Zone Orange	3190zoneorange@googlegroups.com
Rtr. Nitin R Kashyap	Zonal Rotaract Representative - Zone Red	3190zonered@googlegroups.com
Rtr. Ar. Shreyas Raghu	Zonal Rotaract Representative - Zone Red	3190zonered@googlegroups.com
Rtn. John Bruno	District Youth Service Director	johnbmails@gmail.com
Rtn. Unnikrishnan Menon	District Rotaract Committee Chair	unnimenon.drcc2021@gmail.com
Spectra Presidents & Secretaries 2021-22		3190spectraps2122@googlegroups.com
Team Spectra 2021-22		3190teamspectra@googlegroups.com