



District 3291: 2019-20

District Directory Header Details

Please provide the names of the following for inclusion in the District Directory, 2019-20.

Rotary Club of	
O F F I C E B E A R E R S & D I R E C T O R S	
President	
Immediate Past President	
President Elect	
Vice President(s)	
Secretary	
Joint Secretary	
Treasurer	
Editor	
Sergeant-at-Arms	
Directors	

C H A I R , S T A N D I N G C O M M I T T E E S (A S P E R C L P)	
Club Admin	
Membership	
Public Relations	
Service Projects	
The Rotary Foundation	

CICO	
Club Trainer	

Zone		AG		ZS															
Club No		Charter Date		Bulletin															
Meets at					Time														
No of Members		AKS		MD		MPHF		PHF		RFSM		RCC		IWC		RC		IC	

Date		Signature	
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Abbreviations used: **AKS:** Member, Arch Klumph Society, **MD:** Major Donor, **MPHF:** Multiple Paul Harris Fellow, **PHF:** Paul Harris Fellow, **RFSM:** Rotary Foundation Sustaining Member, **RCC:** Rotary Community Corps, **IWC:** Inner Wheel Club, **RC:** Rotaract Club, **IC:** Interact Club, **CICO:** Club Internet Communication Officer



District 3291: 2019-20

Information of New Member / Members not listed

Please provide the following information of new members/members not listed in the photocopies given with this form for inclusion in the District Directory, 2019-20. In case of more than one member please use photocopies of this form

Rotary Club of					
Name (surname first)					
	MD <input type="checkbox"/>	MPHF <input type="checkbox"/>	PHF <input type="checkbox"/>	RFSM <input type="checkbox"/>	
Classification					
Office Address					
Landline					
Residential Address					
Landline					
Cell					
Email					
Date of Birth					
Date of Wedding					
Spouse					
Served as					
Year of Joining					
Blood Group (optional)					
Date				Signature	



District 3291: 2019-20

Information of Club President



President Pic

Please provide the following information of club president for inclusion in the District Team Directory, 2019-20. **Please attach a stamp sized photograph.**

Rotary Club of				
Name (surname first)				
	MD <input type="checkbox"/>	MPHF <input type="checkbox"/>	PHF <input type="checkbox"/>	RFSM <input type="checkbox"/>
Classification				
Office Address				
Landline				
Residential Address				
Landline				
Cell				
Email				
Date of Birth				
Date of Wedding				
Spouse				
Served as				
Year of Joining				
Blood Group (optional)				

Date	
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Signature	
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Abreviations used: **MD**: Major Donor, **MPHF**: Multiple Paul Harris Fellow, **PHF**: Paul Harris Fellow, **RFSM**: Rotary Foundation Sustaining Member



District 3291: 2019-20

Information of Club Secretary



Secretary Pic

Please provide the following information of club Secretary for inclusion in the District Team Directory, 2019-20. **Please attach a stamp sized photograph.**

Rotary Club of				
Name (surname first)				
	MD <input type="checkbox"/>	MPHF <input type="checkbox"/>	PHF <input type="checkbox"/>	RFSM <input type="checkbox"/>
Classification				
Office Address				
Landline				
Residential Address				
Landline				
Cell				
Email				
Date of Birth				
Date of Wedding				
Spouse				
Served as				
Year of Joining				
Blood Group (optional)				

Date	
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Signature	
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Abreviations used: **MD**: Major Donor, **MPHF**: Multiple Paul Harris Fellow, **PHF**: Paul Harris Fellow, **RFSM**: Rotary Foundation Sustaining Member



District Directory 2019-20

Please read the following instructions carefully before filling in the forms

Header details

1. Implementing the Club Leadership Plan (CLP) is recommended. Standing Committees have been mentioned in accordance with the CLP.
2. The directory header must reflect only the names of members against positions as listed in the form.
3. A director may also be a chair of a standing committee.
4. You may or may not know the number of your zone or the names of your club's Assistant Governor and/or Zonal Secretary. Please leave it blank, if you don't know the details.

New Members/members not listed in the photocopies given with the form

1. Abbreviations to be used for 'served as' is attached.
2. Classification: Classification is not your company designation. It describes the work of the organisation you are in, be it manufacturing or service. For example, if you are working in ITC, then the classification will be cigarette manufacturing, irrespective of the department you are working in or the designation you hold. If you are an advocate, your classification is not advocate. It is legal services. You may further classify it as civil/criminal/taxation, etc.
3. Please provide **only one** landline each for office and residence.
4. Please provide **only one** email id.

How to make changes in the club roster

1. Photocopy of the club roster provided is of Rotary year 2017-18.
2. Please use a red ink pen (preferably) to make corrections/changes.
3. Put a line through on the names of members who are no longer members of this club.
4. Use the Information of New Member data sheet to provide details of all other club members whose details are not available in the 2017-18 club roster.
5. In the case of existing members, if there is any change of information, please correct the same on the sheet. Please write legibly or use capital letters. If there are major changes, please use the New Member sheet. **DONOT** send us a soft copy of any roster you may have.
6. Members who would like to have their blood group included in the roster, please provide the same at the end of each member detail in the photocopy of the club roster provided.

Abbreviations to be used for 'served as'

P	President	DGN	District Governor Nominee	ARFC	Assistant Regional Foundation
PE	President Elect	DLT	District Leadership Trainer		Co-ordinator
VP	Vice President	DS	District Secretary	DA	District Advisor
D	Director	ADS	Assistant District Secretary	DCCH	District Committee Chair
S	Secretary	DT	District Treasurer	DCoCH	District Committee Co-Chair
JS	Joint Secretary	SADG	Special Aide to Governor	DCM	District Committee Member
T	Treasurer	ADG	Aide to Governor	DICO	District Internet Communication
SA	Sergeant-at-Arms	AG	Assistant Governor		Officer
CCCH	Club Committee Chair	ZS	Zonal Secretary	GSR	Governor Special Representative
SCH	Standing Committee Chair	ZR	Zonal Representative	GSA	Governor's Special Aide
E	Editor	RC	Rotary Co-ordinator	NCA	New Club Advisor
CICO	Club Internet Communication	ZC	Zonal Co-ordinator	GSETL	Group Study Exchange Team
	Officer	DRFC	District Rotary Foundation Co-or-		Leader
PDG	Past District Governor		dinator	YETL	Youth Exchange Team Leader
DG	District Governor	RRFC	Regional Rotary Foundation	WM	Web Master
DGE	District Governor Elect		Co-ordinator		