

DISTRICT 5830 ROTARY FOUNDATION COMMITTEE MANUAL

CLUB MOU - DOCUMENTATION GUIDE



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

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