



## EXPENSE GUIDELINES FOR DISTRICT MEMBERSHIP CHAIRS (2023-24)

District membership chairs can receive up to \$500 (USD) each Rotary year in reimbursements for specific activities that are aimed at increasing membership in their district.

### 3 STEPS TO REIMBURSEMENT

1. **Complete the courses** in the [District Membership Committee Intermediate\\*](#) learning plan in the Learning Center. (You'll need a My Rotary account.) This will take around 2 hours, and ensures that you have the guidance and best practices necessary to fulfill your [responsibilities](#) as committee chair and carry out approved activities.
2. **Host** the approved activity, whether it's in person or online. For more information, including a list of ineligible expenses, [click here](#).
3. **Submit your expenses** through the [expense reporting tool](#) in My Rotary within 60 days *and* by 14 June 2024. The process is now faster and more secure than ever.
  - Here are the details you'll need when you submit your expense report:
    - **Project number:** 198
    - **Task:** District Membership Chair Reimbursement
    - **Project organization:** 3961-Membership Development

### ACTIVITIES APPROVED FOR REIMBURSEMENT

We know DMCs are already doing activities that are approved for reimbursement, such as taking prospective members to lunch or coffee, refreshing brochures and displays so they reflect Rotary's brand, and inviting community members to join service projects. Below is a list of approved activities to get you started. If you have a different activity in mind and want to find out if it will be reimbursed, write to [membershipdevelopment@rotary.org](mailto:membershipdevelopment@rotary.org).

#### Efforts to improve the club experience for members:

- Purchase survey software license to easily collect member [feedback](#).
- Offset the honorarium cost of a diversity, equity, and inclusion (DEI) consultant or speaker presenting at a multi-club event.

### **Efforts to develop and support new Rotary and Rotaract clubs:**

- [Informational meetings](#) that help communities learn about their Rotary and Rotaract clubs; work with your district Rotaract representative to plan these
- Informational meetings in communities where no clubs exist
- [Club charter celebrations](#) that engage the larger community
- [Organizational meetings](#), especially ones where a new club's leaders work on establishing their club

### **Efforts to build relationships with prospective and new members:**

- [Events](#) such as informational meetings, service projects, or social functions that engage diverse groups of prospective members, including:
  - [Young professionals](#)
  - [Women](#)
  - People in [underrepresented professions](#), and
  - [Prospective members](#) who have expressed interest in joining a Rotary or Rotaract club.
- Districtwide orientation and engagement opportunities for [new members](#)

### **Efforts to improve our public image and raise awareness of Rotary:**

- [Paying for social media](#) or other ads that use materials or templates from the [Brand Center](#) on My Rotary; work with your district public image chair to create these
- The purchase of [Rotary-branded materials](#) (tablecloth, retractable banner, flyer display rack, etc.) to use at public events

## **REIMBURSEMENT GUIDELINES**

Refer to [Rotary's Travel Policy](#) for a list of ineligible expenses. These expenses also aren't eligible for reimbursement:

- **Training events of any kind, whether you plan to host or attend**
- Cash or cash-equivalent incentives, direct payments
- Travel, lodging, and mileage without preapproval from the membership development team (write to [membershipdevelopment@rotary.org](mailto:membershipdevelopment@rotary.org) for approval)
- Recognition items such as awards, theme pins, banners, frames, gifts, and plaques
- Expenses for a spouse or partner
- Medical expenses

Visit the [Travel & Expenses](#) page for more information and details about how to submit your expenses. If you want more information about this policy or have any questions about eligible activities, write to [membershipdevelopment@rotary.org](mailto:membershipdevelopment@rotary.org).