

DISTRICT PROGRAMS – GUIDELINES FOR APPLICATIONS FOR APPROVAL

WHY A DISTRICT PROGRAM?

Certain programs conducted by Clubs or by committees convened by Avenue of Service Chairs can maximise their potential by being accepted as a District Program.

There are three types of District Programs being District Managed Programs ('DMPs'), District Endorsed Programs ('DEPs') and District Supported Programs ("DSPs").

DMPs are programs which are proposed by the relevant District Avenue of Service Chair and the management committee is responsible to the District Board. Well known examples are Youth Exchange, RAWCS, RYPEN, RYLA, etc.

DEPs are programs which are proposed by a club, or clubs, are endorsed by the relevant District Avenue of Service Chair, and if approved for DEP status, the management committee is responsible to the Board of the applicant club.

DSPs are programs run by autonomous organisations, which are supported by the District for consideration by clubs. Examples of DSPs are RAWCS, Australian Rotary Health, Seven Women and Violence Free Families.

The benefit of approval as a DMPs, DEPs or DSPs includes promotion through District events and publications including the District Conference at the Rotary Marketplace, District Assembly, District Directory and Networker.

CHARACTERISTICS OF A DMP, DEP OR DSP

The type of program that will likely receive favorable response to an application will have many of the following characteristics –

- a program that has impact beyond the District and is multi-District in scope, or has the potential to grow to this scope
- a program that has the support of more than one Club in the District or cluster support
- a program that has a proven track record of success
- a program that is self funding
- a program that addresses one or more of the Foundation's six areas of focus being – peace and conflict prevention / resolution, disease prevention and treatment, water and sanitation, maternal and child health, basic education and literacy and economic and commercial development.

GOVERNANCE OF A DMP or DEP

If approved as a DMP or DEP a management committee of the program will be appointed with a chairperson.

The approval will specify whether the management committee is accountable to either the District Board in the case of a DMP or to the Board of the sponsoring Club in the case of a DEP. This will be determined at the time of approval.

The management committee will be responsible for compliance with District policies, particularly Protection Policies, RI obligations and the law.

In some cases it will be a condition of approval that financial reporting to the District Board through the District Treasurer be provided at specified intervals.

Approval will be for a specified period, usually three years, but all DMPs and DEPs will be reviewed annually and the DG and the District Board reserve the right to revoke any approval for good cause at any time.

DSPs are run autonomously, but the District Board would expect to receive annual reports and the programs need to observe all Rotary requirements regarding Brand and good governance, to maintain their supported status. Any issues arising in the operation of DSPs need to be brought to the attention of the Director Governance and the District Avenue of Service Chair. The District Board reserves the right to revoke any endorsement of a DSP for good cause at any time.

APPLICATIONS FOR APPROVAL

Applications for approval of the programs as DMPs, DEPs and DSPs are required to be lodged by Clubs by the end of December.

Applications by clubs will in the first instance be made to, and considered by, the relevant Avenue of Service Chair and, if approved, will then be passed on to the District Governance Director by the end of January.

If he/she is in accord the applications will be passed on to the DGEN group by end of February for consideration in March.

At any stage of the application process there are three possible outcomes:

1. approved as is; 2. request revision and re-application; or 3. reject.

Applications by Avenue of Service Chairs for new managed or supported programs are required to be made to the District Governance Director by end January.

The DG, DGE and DGN shall consider the club programs approved by the relevant Avenue of Service Chairs, together with the programs for which application is made by Avenue of Service Chairs, during the month of March and determine which programs will be given DMP, DEP or DSP status as well as the terms upon which such status is granted.

For DMP and DEP programs the terms may include, without limiting the terms that may be placed on the program, the following –

- i. the identity of the chairperson of the management committee;
- ii. the identity of the members of the management committee;
- iii. the term of the approval of the program;
- iv. the maximum term that the chairperson or any member of the management committee may serve on the committee;
- v. financial reporting requirements of the management committee to the District Board;
- vi. compliance certification in relation to RI and District policies, especially in relation to protection policies.

RENEWAL OF EXISTING DMPs AND DEPs

For DMPs and DEPs that have already obtained approval and there is a wish to extend the period of approval the relevant Avenue of Service Chair or club ought complete and forward a renewal of approval application to the District Governance Director at governance@rotarydistrict9800.org by no later than the end of January.

The same procedure as for applications will exist in that club applications will first be considered by the relevant Avenue of Service Chair and if approved shall be notified to the DG, DGE and DGN for consideration and determination.

Renewal applications by Avenue of Service Chairs will be also be considered and determined by the DG, DGE and DGN during the month of March.

DISTRICT PROGRAM APPLICATION FORMS

APPROVAL FORM

APPLICATION FOR APPROVAL AS A DISTRICT MANAGED or ENDORSED PROGRAM

APPLICANT: (EITHER AN AVENUE OF SERVICE CHAIR OR A CLUB OR GROUP OF CLUBS)

AVENUE OF SERVICE:

TITLE OF PROGRAM:

EXECUTIVE SUMMARY OF PROGRAM:

Applicant is to provide a brief summary of the program, its purpose, how it fits into the ideals of RI generally and the relevant Avenue of Service specifically.

FEASIBILITY REPORT:

Applicant is to provide a brief report covering the following:

- i. Stakeholders of the program – the respective roles of District, Clubs and any other parties;
- ii. Period that program has operated to date, if applicable;
- iii. Indicative budget detailing funding sources and costs;
- iv. Potential takeup – level of interest within Clubs and the community;
- v. Potential impact on existing Rotary programs;
- vi. Risk assessment;
- vii. Insurance issues if any;
- viii. Strategies for compliance with RI and District policies;
- ix. Requested period of approval as a DEP;
- x. Proposed composition of the Management Committee and Chairperson;
- xi. [For club applications only] Confirmation that the Board of the applicant club(s) has(have) resolved to support the application and that the proposed Management Committee is to be responsible to the Board(s).

SIGNED: (BY THE CLUB(S) PRESIDENT(S) OR THE AVENUE OF SERVICE CHAIR)

GRANTING OF APPROVAL

If a program is granted DMP or DEP status the applicant club or Avenue of Service Chair will receive written confirmation from District which will include the following:

- i. name of program;
- ii. Avenue of Service of the program;
- iii. the composition of the management committee and the name of the chairperson;

- iv. whether the management committee is responsible to the District Board or the applicant club(s) Board;
- v. the period for which approval is granted;
- vi. any term requiring the management committee to comply with District policy regarding the period that persons can serve on the committee to ensure succession planning;
- vii. any term requiring financial reporting to the District Board;
- viii. any term requiring compliance certification with RI and District policies, particularly protection policies.

RENEWAL FORM

RENEWAL APPLICATION FOR APPROVAL AS A DMP OR DEP OR DSP

APPLICANT:

AVENUE OF SERVICE:

TITLE OF PROGRAM:

EXECUTIVE SUMMARY OF PROGRAM:

COMPOSITION OF MANAGEMENT COMMITTEE:

PERIOD OF RENEWAL REQUESTED:

SIGNED: