

## CLUB STEWARDSHIP PLANNING GUIDE

The questions in this Club Stewardship Planning Guide are designed to help your club write a plan that establishes procedures and practices for managing grant funds transparently and in accordance with Rotary Foundation policies. We recommend specifying club roles (president, treasurer, etc.) rather than current leaders' names, so that the plan can be used for years to come. Your club's stewardship plan should be kept as a reference to guide the club's participation in Rotary grants.

1. **Club qualification.** The minimum requirements for club qualification are having the president and president-elect sign the club memorandum of understanding (MOU) and having at least one club member participate in the district's grant management seminar.
  - Who will participate in the grant management seminar?
  - How will club members who don't participate in the grant management seminar, but are involved in grants, obtain the relevant information from the seminar?
2. **Club officer responsibilities.** The club president, president-elect, and secretary hold primary responsibility for club qualification and oversee the use of Foundation grant funds.
  - What are the responsibilities of the president and club officers in the qualification process?
    - Who will actively oversee the management of grants?
    - Who will ensure the procedures in the management plans are followed?

- Who will be transferring records to incoming leaders?
  
- How will the club ensure the information that was learned in the grant management seminar is shared with current and new members?

**3. Financial management plan.** Every club that participates in Rotary Foundation grants must have a written plan that outlines its financial management policies. This fosters consistency and provides guidance for future club leaders. The plan must address the following questions:

- Who will be responsible for keeping the standard set of accounts (the ledger) and keeping related documentation (invoices, receipts, and bank statements)?

- What documents are needed in order to process reimbursements or payments?

- What is the procedure for authorizing payments? (Who reviews each payment, and who approves it?)

- What is the procedure for issuing payments?

- Who will serve as signatories for the bank accounts used for grants?
  - What is the succession plan if one or both of the signatories become unable to perform that function?
  - When would the succession plan for bank account signatories be executed?
  - Who will regularly review the bank transactions that are approved by the signatories?
- What steps will be taken to implement the succession plan and monitor grant activities?
  - How will the financial management plan and other stewardship practices be transferred to future club leaders?
- How will conflict-of-interest disclosures be managed? How will they be resolved during the grant application and implementation phases?

**4. Bank account requirements.** The club should open a separate club-controlled bank account for each grant. All funding for the grant project will be deposited into this bank account, and any grant-related payments must be made from this bank account. Any payments should be made directly to vendors.

- How will vendors be paid? If cash payments are made, what additional information should the club keep to supplement paid invoices and receipts?

- If a dedicated, club-controlled bank account is used for several Rotary grants, will a general ledger be created to distinguish one grant project's transactions from the others?

**5. Reporting on the use of grant funds.** The club is responsible for establishing a grant reporting process. Clubs must fulfill all Foundation grant reporting requirements.

- How often will the project contacts report to the club members on the financial and implementation status of grants? How will the information be delivered?

- If reporting is done at a club meeting, how will the information be recorded?
- Who will review and verify the information that is reported?
  - How frequently?

**6. Document retention.** The club should establish and maintain appropriate recordkeeping systems to preserve important documents related to Rotary grants, to assist in financial assessments and audits.

- What are the procedures for storing documents?

- Who will have access to the documents?

**7. Reporting the misuse of grant funds.**

- What is the procedure for responding to a report of the misuse of grant funds?
- How will the names of individuals who reported misuse of grant funds remain confidential?