**GUIDELINES FOR THE GOVERNOR’S VIRTUAL VISIT (GVV)**

1. PREPARATIONS
	1. Coordinate with your Assistant Governor… they are assigned to you to guide you and your club. PLEASE LET THE DISTRICT TEAM KNOW IF YOUR AG CANNOT BE REACHED!
	2. Make sure, you have uploaded your Strategic Plans and Programs to the Goal Center in the Rotary Club Central
	3. Schedule your GVV with Ms. Aida Jabines, 0917-303-4614, at the Rotary Center.
	4. Prior to your GVV, our staff, Mr. Alvin Giray, 0917-174-0368, will provide you, the Transforming President, a link for the ZOOM Meeting, please be responsible to send it to your Club members.
	5. During the Meeting, the Transforming President has two options: (a) to personally screen share the club’s presentation or (b) allow Mr. Alvin Giray to take over the presentation but please make sure to furnish him all the necessary materials from your club.
	6. As a matter of protocol, our staff will also coordinate with you regarding the names of your NEW MEMBERS, PAUL HARRIS Contributors and we will also furnish you certificates of Rotarians in your Club that are serving the District this Rotary Year.
	7. The District Levy is composed of the following:
	* Governor’s Fund P 400.00/member
		+ JOHNNY GAW YU
		+ ACCOUNT NUMBER 100-30000-8598
		+ CHINABANK – MAKATI MAIN OFFICE BRANCE
	* District Youth Fund P 100.00/member
		+ RID 3780 DISTRICT YOUTH SERVICE FUND
		+ ACCOUNT NUMBER: 003938015882
		+ BDO - SCOUT ALBANO BRANCH
	* District Disaster Fund P 100.00/member
		+ RID 3780 DISASTER RELIEF AND RESCUE
		+ ACCOUNT NUMBER: 2010117359
		+ BDO - HEROES HILL BRANCH

Note: After the deposit, please send a copy of the Deposit Slip to Fhaye Carag, 0917-821-8842 at the Governor’s Office for proper accounting.

1. TEMPLATE (Please see attached file for the slides)
	1. A template will be provided to you, please just fill in the blanks as to the
		1. Club Mission & Vision
		2. Club Officers and Board of Directors

Note: Please be ready to “screen share” your Rotary Club Central right after the slides mentioned above. Please let the District team know if you will be able **to perform** this task or if you need assistance in sharing it during the visit. This is a very important issue, this must be addressed and resolved before and not during your GVV.

III GVV PROGRAM (**Chairman of the Visit: ASSISTANT GOVERNOR**)

1. Call to Order - Transforming President
2. Invocation
3. National Anthem
4. Introduction of Officers and Members - Transforming President
5. Turn-Over of the Proceedings to the Governor - Transforming President
6. Introduction of the District Team - Assistant Governor
7. Presentation of the Plans and Programs - Transforming President
* Membership
* Projects
* Annual Fund
* Youth
* Public Image
1. GOVERNOR’S MESSAGE AND EVALUATION - District Governor
2. Response of the President - Transforming President
3. Virtual Turnover of District Dues
4. Adjournment - Transforming President

Note: *This GVV is a first for all of us, this is a work in progress and we appreciate if you can suggest some ideas and offer comments so that we can improve it further as we go along with the visits. Thank you and GOODLUCK on your GVV!*

**PP POCHOLO JAYMALIN**

District Secretary

RY, 2020-2021