

Rotary Club of Dubuque – Guidelines for Promotion of Events

While the club's focus is on Rotary-sponsored service projects and humanitarian efforts, it recognizes the diverse interests and aspirations of its members. And the ability to promote other events is mutually beneficial to the growth and knowledge of the club membership.

The promotion of personal and professional events is allowed with a suggested \$5.00 donation per event to the table buckets and by adhering to the following guidelines:

1. Non-profit events – may be included in the club announcements at the weekly meeting. As an announcement, the event will also be included in the Rotary Rambler for that week. The announcement may also be communicated via “Shout Out” on the public website. To be included on the meeting agenda, a written request must be made with the club President at least 24 hours prior to the start of the weekly meeting. It is recommended that an announcement is limited to no more than six sentences and is appropriate for the audience.
2. Employer-sponsored or for-profit events – members are encouraged to utilize the “Happy Dollars” portion of the meeting to make their announcement with the suggested \$5.00 donation. Again, it is recommended that an announcement is limited to no more than six sentences and is appropriate for the audience.
3. Members are discouraged from using club resources to develop mass communication for the purpose of promoting events that are not directly sponsored by the club. The intent of these resources, however, is to continue allowing members to connect with each other on a small scale for both Rotary business and personal use.

These guidelines are developed with purpose of encouraging members to network and connect with each other while preventing inappropriate use of club resources. If there is any question about the appropriateness of the promotion of an event, members should contact a club officer or member of the board.