

# Worksheet 10: Club Qualification Checklist

The following checklist summarizes the action steps that clubs must take to complete the qualification process, implement the club MOU, and maintain qualified status. Clubs should refer to the club MOU for the complete, binding list of qualification requirements. Clubs will receive qualified status for a period of one year.

## To Become Qualified

- The club president-elect or a club-designated appointee attends the district Rotary Foundation grant management seminar conducted by the club's district
- The club president and club president-elect sign and agree to abide by all stated terms in the club MOU and return the form to the district
- The club follows any additional district qualification guidelines, as determined by the district

## Implementation

- Establish a succession plan for the club leadership to ensure retention of information and documentation related to qualification
- Open a club bank account for grant funds and select two members in good standing who understand their roles as account signatories, in accordance with MOU section 3
- Establish a financial management plan by
  - Maintaining a standard set of accounts
  - Disbursing funds in a timely and direct manner
  - Maintaining separate statements of income and expenses
  - Maintaining a general ledger
  - Establishing an inventory system
  - Ensuring grant activities are in accordance with local law
  - Performing monthly bank reconciliations
  - Planning for transferring the custody of the bank account(s)
- Establish a document retention system in a location accessible and available to Rotarians that maintains all documents required by the club MOU for a minimum of five years or longer if required by local law, including:
  - Original documentation for district and global grants
  - Club qualification documents
  - Documented plans and procedures
- Fulfill TRF and district reporting requirements for the use of grants
- Report potential misuse to the district