

Rotary Club of _____
 Team Club Services Meeting Duties

MONTH	YEAR

DATE					
Greeter at the Door (11:45 - 12:15) (every meeting)					
Announce Visiting Rotarians and Guests (every meeting)					
Host Guest Speaker (sit with them, introduce as speaker) (every meeting)					
Lead Pledge of Allegiance (every meeting)					
Invocation (Prayer) (every meeting)					
Draw #'s for Seating (3rd Friday every month)			Sgt at Arms		
B'day Cake, Announce B'days and Rotary Anniversaries (first meeting every month)					
Happy Bucks or other activity (10 min.) (no more than twice/mo)					
Fun Activity (10 min.) (once or twice/mo)					
Rotary Info (5-10 min.) (most meetings)					
Vocational/Personal Overview (5-10 min.)(most meetings)					

TEAM LEADER _____