

Month:

Year:

**Submit completed form to the President NLT the 1st of the month,
and email a copy to all members listed to perform duties.**

rev 3.20.2023

Greeter, also announce Visiting Rotarians and Guests	weekly
Sgt at Arms	X
A/V Equipment	X
Pledge of Allegiance	weekly
Invocation (prayer)	weekly
Host (sit with and introduce speaker)	weekly
Purchase cake, also announce Birthdays and Anniversaries	1st Friday
Present monthly RI Theme (5 to 10 minutes)	1st Friday
Rotary Minute - topics like DaCdb, our website, history (5 to 10 minutes)	twice
Vocational or personal overview (5 to 10 minutes)	once
Draw numbers to randomize seating	3rd Friday
Happy Bucks (any Friday)	once
Fun Activity (10 to 15 minutes - any Friday)	once
Committee or project description or update	as requested

**Club Service
Worksheet**

Team Leader _____

Phone: () ____--____

day/month

___/___ ___/___ ___/___ ___/___ ___/___

Assign names to all shaded blocks						
						Greeter
	X	X	X	X	X	Sgt at Arms
	X	X	X	X	X	A/V Equip
						Pledge
						Invocation
						Host Speaker
		X	X	X	X	Cake
		X	X	X	X	Present Theme
twice						Rotary Minute
once						Vocational
	X	X		X	X	Draw Table #'s
once						Happy Bucks
once						Fun Activity
						Reports

<<----- Submit a fully completed form to the President ----->>
NLT the 1st of the month