



SAMPLE FOR MINUTES (GENERAL / EXECUTIVE)

INNER WHEEL CLUB OF _____ MINUTES
OF GENERAL BODY / EXECUTIVE MEETING HELD on

_____ Members Present _____ % _____ .

1. Meeting was called to order by President, Mrs
2. Inner Wheel Prayer was recited by all
3. Welcome by President.
4. Apologies - e.g. All Executive Members were present, there was no apology. Or e.g. Mrs. _____, (Post of the member) has sent her apology.
5. Confirmation of Minutes - (of Last Meeting held on) _____
_____ at (If there are any corrections or changes in those Minutes, mention them)
6. Matter arising out of the Minutes of last General Body Meeting. If certain changes are suggested or some discussion is held about the changes, Secretary should write about the same.
7. Correspondence received from Club, District, Association, IIW by President, Secretary, Treasurer, ISO should be conveyed to the Members.
8. Finance - Income and Expenditure should be informed to the members.
9. Projects held in Last Month - Short Description, Date, Venue, Beneficiaries, Expenditures, Sponsor's Name, Name of the Project-In-charge & Members present.
10. Any other matter with the permission of the Chair:
 - (i) Any other Resolution to be passed.
 - (ii) The matters which were missed in the previous Meetings.
 - (iii) Suggestions from Members about Projects and working skills
 - (iv) Announcement of important District Events / Elections at District Level / Association Level / IIW Level.
11. Introduction of Guest Speaker
12. Speech / Demo etc.
13. Felicitation of the Guest Speaker.
14. Greetings: Birthday, Anniversary etc
15. Vote of Thanks by Vice-President
16. Meeting adjourned.





FORMAT OF THE INVITATION FOR CLUB INSTALLATION

IIW THEME 2021-22

“PINK FIRST”

Inner Wheel Club of.....

Charter No.....

Inner Wheel District 326

The President and Members of

Inner Wheel Club of.....

Cordially invite you for the Installation of

Mrs.....

And her team of Office Bearers for the year 2020-21

At..... (Venue)

On..... (Date) at. (Time)

..... has consented to be the Chief Guest.

President

.....

Secretary

.....

Meeting to be followed by Fellowship.....

Whatever You Do, Do It Well





FORMAT OF THE INVITATION FOR DISTRICT CHAIRMAN'S OFFICIAL VISIT TO THE CLUB

IIW THEME 2021-22

"PINK FIRST"

Inner Wheel Club of.....

Charter No.....

IW District 326

The President and Members of

Inner Wheel Club of.....

Cordially invite you for the

Public Function

On the occasion of the Official Visit of

District Chairman

Mrs. Manisha Shrivastava

Venue.....

Time.....

Date.....

President

.....

Secretary

.....

Meeting to be followed by Fellowship.....

Note: Only if a public function is organized.

What we think, we become





SUGGESTED FORMAT FOR CLUB LETTERHEAD AND ENVELOPE



INNER WHEEL CLUB OF.....
IW DISTRICT 326, CHARTER NO.
IIW THEME 2021-22
"PINK FIRST"

District Chairman
Mrs. Manisha Shrivastava
President

(Address & Phone)

Mail id

Vice-President

(Address & Phone)

Mail id

Imm. Past President

(Address & Phone)

Mail id

Secretary

(Address & Phone)

Mail id

Joint Secretary (if any)

(Address & Phone)

Mail id

Treasurer

(Address & Phone)

Mail id

I.S.O.

(Address & Phone)

Editor

(Address & Phone)

Executive Members

Phone Numbers

IIW President
Ebe Panitteri Martines

Association President
Mrs. Saroj Katiyar

SAMPLE FOR THE
CLUB LETTER-HEAD



IIW THEME 2020-21
"LEAD THE CHANGE"

From :

To, _____

Whatever You Do, Do It Well





SUGGESTED DESIGN OF CLUB FLAG TO BE EXCHANGED



- You can add some special feature of your city/club theme.
- Size should be approximately 7"x10".
- Material of the flag may be satin cloth, Rexine, handmade paper, flex etc.

SUGGESTED DESIGN OF CLUB FLAG TO BE CARRIED IN RALLIES AND OTHER EVENTS



- Should be in Royal Blue colour with silver or white letters.
- Name of the Club, District, Charter No. should be written.
- Size should be approximately 3'x2'.
- Material of the flag may be preferably Satin cloth or cotton.

Note: The flag should be such that it can be carried by putting a pole on one side.

SUGGESTED DESIGN OF CLUB BANNER



INNER WHEEL CLUB OF
Inner Wheel District 326 Charter No.....

IIW President Name	District Chairman Name	Association President Name
Club President Name		Club Secretary Name

Please Note:

The Inner Wheel logo, IIW theme logo and social project logo must be printed on the letter head, envelope, flag and banners.



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FORMAT OF REPORT AND REPORTING SCHEDULE

Format for Installation Ceremony Report

- Name of the Club
- Date
- Chief Guest or Installing Officer
- Number of new Members inducted
- Projects undertaken (if any) in brief(20 words):.....

Send only two photographs of installation with this report

Format for Activities Report

- Inner Wheel Club of
- Name of the President.....
- Name of the Secretary.....

Sl. No.	Date/ Month	Heading	Description of Project	Goal behind the project	No.of club members present	People bene-fitted	Total Expenses (Rs.)	Fund Raised through it (if any) Rs.

REPORTING SCHEDULE

Reports and Details	To be sent by the following date	To be sent to the following persons
First Report Details of Installation & Plantation/TEACH	Must reach by 15th Aug.2020	Send the Report - Soft copy and Hard copy to: • District Chairman (with 2 best projects photos)
Second Report Activities of July Oct.	Must reach by 1st Nov. 2020	• District Vice Chairman.
Third Report Activities of Nov. to March	Must reach by 15th March 2021	• District Secretary • District Editor (with 3-4 photos only)

Please Note: The Reports should be in brief and sent in the given format only.

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PROFORMA 2020-21

DATE OF VISIT :

1. MEMO OF CLUB HISTORY- PLANS AND PROJECTS

- a) Name of the Club _____
- b) District Number _____
- c) Date of Inauguration _____
- d) Inaugurated by(Dist. Chairman) _____
- e) Name of Founder President _____
- f) Name of Founder Secretary _____
- g) Date of Charter Presentation _____
- h) Charter Presented by(Dist. Chairman) _____
- i) Charter Number _____
- j) No. of Members at the
time of Inauguration. _____

2. MEMBERSHIP DETAILS

- a) No. of Members as on date _____ No, of Members resigned during
the year _____ No. of New Members
_____.
- b) Do you have Membership forms? _____.
- c) Is the proper form used for the welcome and induction of new member?

- d) Is the proper form used for the welcome and induction of new Member?

- e) Do your Members know one another's names? _____
- f) Did you have any Transfers? _____
- g) Do you have any Honorary Member: _____
- h) Do you have any Honored Active Members? _____
- i) What is your attendance? (%)
General Meeting _____
Executive Meeting _____
Projects _____
- j) What steps have you taken to improve it? _____
- k) Do you have friends in other Rotary Clubs of our District? Where we can

What we think, we become





have a new Inner Wheel Club? _____

3. CLUB MEETINGS EXECUTIVE REGULAR

- a) Venue _____
- b) Day _____
- c) Time _____
- d) Closed Months _____
- e) Do you observe the "Quorum" Rules for
1. Executive Committee Meetings : _____
 2. Regular Meetings : _____

4. GENERAL ADMINISTRATION

- a) What is your Membership Fee? _____
- b) Are your fees sufficient _____
- c) Do you got Club fees regularly _____
- d) Do you triage payment of I.I.W. Association and District Dues with in two Months? _____
- e) Do you have any financial difficulties? _____
- f) Do you have a Club Voucher File? : _____
- g) Do you have an Accounts & Audit File? : _____
- h) Who audits your Accounts? _____
- i) Do you have separate Club and _____
Charity Fund Accounts? : _____
- j) Do you raise Funds for your activities? If yes, how?: _____
- k) Do you have Fixed Deposits or Charity Trust in your Club? :
- l) Do you get international Aid? : _____
If yes, from where and for what project:

5. SERVICE PROJECTS

Inner Wheel Motto is- "Friendship and Service" Please keep this Motto in mind and be and ideal club :

- a. Do you continue old Projects : _____
- b. How do you find and adopt new Projects? : _____
- c. Do you participate in Rotary Projects? : _____
- d. How do you involve your Members both new and old? : _____

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- c) Time _____
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What we think, we become





- e. Please give your plans, for the year, about service Projects at Club and District Level ?

_____	_____
_____	_____
_____	_____

6. PROGRAMME:

- a. Do you have Fellowship Programmes and Picnics? _____
- b. Do you have Education Programme? _____
- c. Do you have Entertaining Programmes and Programmes of interest of the Ladies ? _____
- d. Do you celebrate Club Birthday, Charter Day and IIW Day? If yes, how?

- e. Do you greet Members on their Birthdays, Anniversaries, etc? _____

7. ATTENDANCE AT DISTRICT FUNCTIONS

- a. How many incoming Club Officers attended Training Institute?

- b. How many Members attended District Assembly?

- c. How many Members attended District Rally / other functions?

- d. How many Members attended District Intercity projects and seminars?

- e. How many members are going to attend the IIIrd South Asian Rally?

It take little things — a smile, a pat, a kind word.

To show that you care.

But it makes one feel — Yes, someones is there!

It sows the seed of a hope — a dream of a better dawn. And Life rolls on with renewed spirit.

Yes! If we can dream, we can do it.





CLUB HISTORY FORMAT

INNER WHEEL DISTRICT 326

RECORD OF CLUB HISTORY

Inner Wheel Club of

Charter No:.....

Sponsoring Club:

Meeting Time, Day & Place:

Inner Wheel Year:

District Chairman:

IIW Theme:

Club Officers:

President:

Imm. Past President:

Vice President

Secretary:

Treasurer:

ISO:

Editor:

Executive Committee:

Names of District Officers from the Club (if any)

Names of Council Member from the Club and Office held (if any).....

Name of Club Member serving on IIW Board(if any).....

Membership: Capitation Fees Paid:

Honoured Active Members:

Honorary Members:

Other Information:





SAMPLE OF PROPOSAL FORM OF CLUB ELECTIONS

To The Secretary

Inner Wheel Club of _____

We, the undersigned, propose the name of Ms/Mrs _____
for the post of _____ (President / Vice President /
Secretary / Treasurer / ISO / Editor / Other Executive Members) for the
Inner Wheel Year . _____

Yours in Inner Wheel,

Proposed by: Name _____ Signature _____

Seconded by: Name _____ Signature _____

SAMPLE FORM OF CONSENT LETTER OF MEMBER NOMINATED

To The Secretary

Inner Wheel Club of _____

I, Ms/Mrs. _____ hereby give my consent for
nomination for

the post of for the _____ Inner Wheel Year _____

Yours in Inner Wheel

Signature Ms/Mrs. _____.

RESOLUTION FOR ASSOCIATION VICE PRESIDENT / DEPUTY NATIONAL REPRESENTATIVE

It was resolved to nominate Mrs. _____ a Past
District Chairman of Inner Wheel Distt. 326 for the office of Association
Vice President/ Deputy National Representative for the year 20__ - 20__ .
She fulfils the necessary qualifications for the above office.

Proposed by _____ (Name of the Voting Delegate & Club)

Seconded by _____ (Name of the Voting Delegate & Club)

Kindly adhere to the above resolution and minute the same in the
Conference/Assembly minutes. While sending the nomination & enclose
the complete minutes. Any errors in the resolution or the minutes will
lead to invalidation.

