

**DISTRICT 5300 STANDARD FORMAT  
SPECIAL DISTRICT RESPONSIBILITIES**

Any Rotarian with Special Responsibilities shall operate under the Standard Format. The responsibilities in this category are: President's Meetings, Dan Stover Contest, Four Way Speech Contest, George Hensel Ethics Essay Contest, TLC, Interact Symposium, Special Events, Chaplain, Trainer, Sergeant at Arms, Photographer, Directory Information and Publication, Song Leader, and the R. I. Convention.

1. The Responsible Rotarian shall coordinate with the District Governor and/or other committees the following items as they pertain to the particular activity:
  - 1) The Governor's goals and objectives.
  - 2) Any special requests from the Governor.
  - 3) The District Calendar and relationship to other activities and events.
2. Prepare and present to the Governor and the Finance Committee a budget for the activity prior to the Rotary Year or prior to the event. No contracts are to be executed or funds expended prior to approval by the Finance Committee and the Governor (see "Check Request" form). All reimbursements to be documented with receipts and budget authorization.
3. For each event all monies must be deposited and disbursed through the District 5300 office and District Treasurer.
4. For each activity, event or project a written report shall be made to the Governor up the completion of the activity, event, or project.
5. For each area of responsibility, a written year end report shall be made to the Governor prior to June 30. A copy of the report shall also be filed with the District Secretary.