

MATERIAL SENT TO SECRETARY OF PROVISIONAL ROTARY CLUB

The following materials are the permanent property of the Rotary club and should be made easily available to officers, committees and members.

- SONGS FOR THE ROTARY CLUB -- 35 copies with words only and two books with music and words.
- OUTLINE OF CLASSIFICATIONS -- An indispensable guide for the club in applying Rotary's principle of membership limited by classification - should be available to the classification committee for its careful study and use.
- OFFICIAL DIRECTORY -- Gives officers and meeting time and place of each Rotary club; names and addresses of administrative personnel of Rotary International.
- MANUAL OF PROCEDURE -- Includes constitution and by-laws of Rotary International and Rotary club constitution and by-laws. Its complete index is especially useful in obtaining guidance on matters of club administration.
- ATTENDANCE RULES -- Contains complete text of attendance rules and questions with answers regarding attendance inquiries frequently made by members -- 35 copies for distribution to club members.
- CONSTITUTION AND BY-LAWS -- Contains the standard club constitution; recommended club by-laws; and the constitution and by-laws of R.I.
- GETTING ACQUAINTED WITH ROTARY -- 150 questions and answers on a variety of Rotary subjects.
- CATALOGUE -- Index of pamphlets, program papers, and supplies available at the secretariat of Rotary International.
- BRIEF FACTS ABOUT ROTARY -- Interesting facts about Rotary in a pocket-size pamphlet.
- THE ROTARY BOOKSHELF -- A handsome slipcase contains the three major books:
- ADVENTURE IN SERVICE -- a book prepared especially for presentation to new members.
  - SERVICE IS MY BUSINESS -- a vocational service book of interest to club members - may be used as a basis for planning programs.
  - SEVEN PATHS TO PEACE -- a book based on Rotary's outline of policy in international service.

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ROTARY CLUB SECRETARY -- A manual of information containing an explanation and summary of the duties of the club secretary.

INDEXED LIST OF MIMEOGRAPHED MATERIAL -- Pamphlet No. 100 contains a carefully selected and categorized listing of more than 100 program and project papers for club, community, vocational and international activities.

FOUR-WAY TEST -- A plastic desk plaque on which is printed the Four-Way Test.

CONVENTION PROCEEDINGS -- Reports proceedings of most recent convention of Rotary International and contains information that can be used as a basis for interesting club programs.

\*KEEPING CLUB RECORDS -- (Club Service Paper 123) -- This paper contains suggestions that will be of value to the secretary when establishing a record keeping system (no standard system has been adopted for use by Rotary clubs).

\*A BUDGET FOR YOUR CLUB -- (Club Service Paper 125) -- Some helpful hints for collecting club dues and the setting up of a budget for the fiscal year beginning 1 July.

THE SECRETARY WILL BE SENT AS PUBLISHED --

The Rotary International NEWS -- A monthly publication containing current information about Rotary around the world.

\*Material not mentioned in descriptive folder and letter sent to secretary.