



Information Resources for 2009-10 Club Presidents and Secretaries

Did you know that Rotary International's Europe Africa Office (EAO) in Zurich is here to support you? Below you will find an overview of different EAO support staff, as well as a helpful list of online information resources.

EAO Support Staff

- **Club and District Support (CDS) Staff** serve as your primary contact at EAO. They can answer any question about Rotary and provide advice on club elections, constitutional matters, club operations and RI Board policy. Click [here](#) to learn the names and contact information of your CDS representatives.
- Contact your **Financial Representative** with questions about the Semi-Annual Report (SAR) and your club's financial balances with Rotary. Follow this [link](#) to find your financial representative.

Web Resources at www.rotary.org

- Register with Rotary's **Member Access Portal (MAP)** to make changes to your club data, reference various Rotary Foundation reports, print your club's SAR, pay your club dues and report next year's club officers. For full instructions and helpful suggestions, download a presentation file by clicking [here](#).
- Use the **Club President's Checklist**, a monthly calendar for both presidents and presidents-elect, with reminders of club and district functions, as well as important RI and Rotary Foundation deadlines. This checklist can be found [here](#).
- Consider adopting the **Club Leadership Plan**, a strategic planning tool, based on the best practices of actual Rotary clubs. For more information, follow this [link](#).
- Visit the **Rotary E-Learning Center**, a useful online resource for the independent study of Rotary. This [link](#) will take you there.
- **Download resources** for running a club can be found [here](#).
- Visit the **Rotary Shop** to order club publications, audiovisuals, forms and supplies. Click [here](#) to go to the shop.

We at EAO look forward to working with you and supporting your club's service efforts!