**Rotary Satellite Club Planning Checklist
(Note: This is an iterative process)**

1. Secure Board approval to begin planning and creating a satellite club
2. Identify a project champion and support committee
3. Begin identifying potential members and a recruiting plan
	1. Membership requirements/responsibilities
	2. New member approval process
	3. Create promotional material
		1. For total club and for satellite club
		2. One or two club logos?
4. What will be the meeting format/structure
	1. When
	2. Where
	3. Food/refreshments?
	4. Speakers?
	5. Rotary integration (e.g. signage, banners, name badges, Rotary related announcements)
	6. Set agenda? Or more “freeform” meetings?
5. What will dues be and how will they be collected
	1. Note, the main club will be assessed RI and District dues for each member reported to RI (currently about $150/year).
6. Relationship with main club?
	1. Financial?
	2. Separate officers/board/# members on club board
	3. Separate or shared committees (e.g. Service, Club Admin, Public Image, events, fundraising)
	4. Separate of shared website, Facebook Page, newsletter, mailing address
	5. Separate bylaws? Or Manual of Procedures (MOP)?
7. Service Areas of Focus
	1. Community
	2. International
	3. Youth
	4. Vocational
	5. Shared with main club or separate
8. Amend Club Bylaws to allow for a satellite club.
	1. If applicable, draft satellite club bylaws or MOP
	2. Establish who votes for what?
9. Hold informational meeting(s) for prospective members
10. When 8 or more “charter” members identified, submit Satellite Club application and member information form to RI (send to Club & District Support Rep).
11. Hold a celebratory “Charter” meeting and publicize your new club in your District and community.