

Rotaract 
District 3860

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3860
Where Every Rotaractor Matters

FRIENDSHIP CLUB AGREEMENT GUIDELINES

RY 2025-2026

Definition of Terms

- Friendship clubs are two clubs within the same district that form a long-term relationship to promote common understanding and goodwill and carry out service projects in their communities.

Eligibility

- Only active Rotaract Clubs based on Rotary International records shall be eligible to enter into a friendship club agreement with another Rotaract Club. The partner Rotaract club shall exercise due diligence in ensuring that the Rotaract Club it plans to sign a friendship club agreement with is indeed an active Rotaract Club.

Pre-Agreement

- The following pre-agreement requirements must be fulfilled jointly by the two Rotaract Clubs who plan to form a friendship or friendship club relation:
 - Develop and implement one joint project in relation to any of the Rotary avenues of service
 - Conduct one joint face to face or virtual meeting involving the members of the Rotaract Clubs
 - Produce a Board Resolution allowing the Club Presidents to enter such agreement.
 - Create a letter of intent to enter Friendship Club Agreement.
 - Upload the requirements in the Friendship Club Agreement Portal in the District Website.
 - Reports with photos/videos certifying that requirements above have been fulfilled
 - Number of years of validity
 - Mode, Date, time and venue to conduct the actual signing of the agreement
- The District Rotaract Representative can declare a friendship club agreement null and void if proven that pre- agreement requirements were not fulfilled prior to signing of the agreement.

Agreement Proper

- On the day of the actual signing of the friendship club agreement, the following must be present in each of the Rotaract clubs:
 - Rotaract Club President
 - Rotaract Club International Service Director or any other Rotaract Club officer designated by the Rotaract Club President to serve as witness
 - Assistant District Rotaract Representative
 - District Rotaract Representative or his/her designated district officer

- The Rotaract clubs may conduct additional activities to make the signing ceremony more meaningful such as, but not limited to:
 - Exchange of bannerettes, tokens, delicacies or handicrafts
 - Engagement activities involving the members of the Rotaract Clubs
 - Presentation of each club's short/long-term programs and thrusts
- The hard copy agreement must be printed and signed in two copies for each contracting Rotaract club to have its own file of the agreement. If agreement will be done virtually, one digital copy can suffice.

Post-Agreement

- Each contracting Rotaract club must submit the Copy of the Signed Friendship Club agreement to the District International Service Committee, Assistant District Rotaract Representative, and District Rotaract Representative.
- The District International Service Committee, Assistant District Rotaract Representative, and District Rotaract Representative shall keep a database of friendship agreements signed by Rotaract clubs which shall track the following at the minimum:
 - Names of friendship Rotaract Clubs matched with the names of Rotaract clubs
 - Dates friendship club agreements were signed
 - Expiration dates of the friendship club agreements
 - Digital copy of the signed friendship club agreements
 - List of joint meetings/activities/projects undertaken during the year as part of the friendship club agreement.
- The Friendship Club Certificate of Recognition to Rotaract Clubs is issued to those who have accomplished the requirements of the agreement.

Agreement Renewal

- Expiring friendship Club agreements may be renewed upon fulfilment of the following pre-renewal requirements:
 - Report/s submitted certifying that the requirements of the friendship Club agreement (i.e. joint project/meeting) have been fulfilled by the Rotaract Clubs during the term of the agreement
 - Email intent indicating the term of validity (minimum of one year) to the District International Service Committee, Assistant District Rotaract Representative, and District Rotaract Representative on the mode, date, time and venue of the conduct the actual signing of the renewal of the agreement.

Agreement Termination

- The friendship Club agreement may be terminated at any time within its validity term by any party for a cause provided at least fifteen (15) days prior notice was given to the other party.

DISTRICT INTERNATIONAL SERVICE DIRECTORY
Rotary Year 2025-2026

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PRE-AGREEMENT

Before agreement signing, both clubs must:

1. Implement Joint Project
2. conduct meeting (face-to-face or virtual)
3. Secure Board Resolution
4. Make the Letter of Intent
5. Upload the requirements to enter into friendship club agreement with
 - a. Reports showing completion of pre-requirements 1 to 4
 - b. Details where to conduct the actual agreement signing

Note: Once complete and complied, the District International Service Committee shall immediately provide Template 001-Friendship Agreement Form.

AGREEMENT PROPER

During agreement signing, both clubs must have the following as PRESENT:

1. Club President
2. Club International Service Chair or any authorized Club Officer/Representative as witness
3. Assistant District Rotaract Representative
4. District Rotaract Representative or his duly authorized District Officer

Note: Authorized representative must present his/her letter of authorization signed by the President and/or District Rotaract Representative

POST AGREEMENT

After agreement signing, both clubs must:

1. Send scanned copy of duly signed Friendship Club Agreement Form to the District for record keeping.

After agreement, the district must:

2. Record the details of the friendship club agreement.
3. Award the Friendship Club Certificate of Recognition

Note: The club should keep a copy of these files for recording and for future reference relative to District Awards.