**Governance Award Submission Form**

**Name of Rotary Club**:……………………………………………………….

Name of Club President:…………………………………………………..

Name of AG:…………………………….………………………………….

Signature of AG:…………………………….………………

If your Rotary Club is in Kenya, tick your region:

* Coast
* Eastern
* Nairobi East
* Nairobi West
* Western
* Rift Valley
* Central Highlands
* Each question will be 20 points.
* We expect you to employ the 4-Way-Test.
* Be as detailed as possible and provide evidence to support your statement. It can be in form of photos, videos (insert a video link), screenshots, correspondence, testimonials etc.
* Bottom of Form

1. Demonstrate a clear leadership structure in your Club – is there a clear leadership structure with roles and responsibilities? (*Provide evidence)*.
2. What accountability mechanisms are in place? How regular are reports done? Does the club do performance evaluations of their leaders or suppliers (in case of projects)? Does the club have a feedback mechanism for members or their partners/suppliers? (*Provide evidence.)*
3. Explain the conflict resolution procedures and processes the Club has put in place. *(Provide evidence.)*
4. What Financial Management practices does the Club have? Demonstrate how the Club ensures resources are managed responsibly and transparently. How is money handled? *(Provide evidence.)*
5. Demonstrate if there is a mechanism for continuous monitoring and evaluation *–* especially for projects*. (If available attach evidence)*.