

**Rotary Club of Windsor (1918)**  
**Guidelines for Wheel Announcements**  
*Approved by the Board of Directors on December 10, 2008*

The club president or designate has the discretion to allow any and all announcements to be published in the Wheel, but will normally be guided by the following.

1. Requests to publish announcements in the Wheel will come to the office administrator from an appropriate committee chair or designate no later than six days before the next meeting.
2. Announcements should be brief, rarely exceeding a few lines.
3. Except for major club events such as Art in the Park or Children's Fest, only one announcement per event will be allowed.
4. Announcements for approved club activities, e.g., youth exchange, bingos, will be allowed.
5. Announcements on District 6400 events, e.g., Meet the Governor Night, the DG's Picnic, the DG's Golf Tournament, the District Convention, etc., will be allowed.
6. Announcements on projects from other clubs, or on behalf of other clubs, will be allowed provided there is no conflict with our own or district events.
7. Announcements for non-Rotary activities will not normally be allowed.

**Costs**

8. Announcements for general club events will be printed at no charge.
9. Announcements for non-Rotary activities, if allowed, will be charged the established rates.

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*Original proposal:* September, 2008  
*Second Version:* October 8, 2008  
*Current Version:* November 24, 2008