Template:

District Clearance Check

Rotary District 9510

Required before induction

Before induction

Before a prospective member is inducted, the club must send the prospective member's **full legal name** and **date of birth (DOB)** to the **District Secretary** for District approval against the **prohibited persons list**. Do not proceed to induction until clearance / approval has been received.

Why this step matters

- It protects the club, District, members, young people, vulnerable people and the wider community.
- It ensures membership processes are consistent with District governance expectations.
- It places the clearance step before induction, where it belongs.

Club process

1. Collect the prospective member's full legal name and DOB with appropriate privacy care.
2. Send the details to the District Secretary before induction, allowing enough time for review.
3. Record the date sent and the date clearance / approval is received.
4. If a concern is raised, pause the induction and follow District guidance.
5. Keep all personal information confidential and share it only with officers who need it for this process.

Candidate full name	Date of birth	Proposed induction date

Task	Done
Full legal name confirmed	☐
Date of birth confirmed	☐
Details sent to District Secretary	☐
District clearance / approval received	☐
Induction date confirmed after clearance	☐

Suggested email wording

Subject: Prospective member clearance - [Candidate Name]

Dear District Secretary,
Our club seeks District clearance for prospective member [Full legal name], DOB [DD/MM/YYYY], prior to a proposed induction on [date]. Please confirm whether the candidate is approved to proceed with induction against the prohibited persons list.

Regards,
[Name], [Role], [Rotary Club]