

# ROTARY INTERNATIONAL

January 2011

Dear Insured U.S. Rotary Clubs and Districts:



Please read the following important information regarding the Directors & Officers/Employment Practices Liability (“D&O/EPL”) insurance coverage provided to U.S. Rotary clubs and districts through the U.S. Rotary Club and District Liability Insurance Program (“Program”).

- 1. Policy Extension.** The 1 January 2010 – 31 December 2010 D&O/EPL insurance policy has been extended through 1 July 2011 in order to align with the general liability insurance policy period of 1 July 2011 – 1 July 2012.
- 1. D&O/EPL Assessment Rate.** U.S. Rotarians will be billed, through the 1 January Semi-Annual Report, an assessment rate of **\$0.11** per dues-paying member for the 6 month extension of D&O/EPL insurance. Beginning 1 July 2011, the D&O/EPL insurance assessment will be billed through the 1 July Semi-Annual Report.
- 2. Insurance Information Portal.** For information about the D&O/EPL insurance, including the insurance policies and insurance summary, please visit the *Insurance Information Portal*. **Note:** This site and the information contained on this site are for U.S. Rotary club and district use only.
- 3. Claim Reporting.** Clubs/Districts must provide written notice **immediately** to RI Risk Management of any claim of an alleged wrongful act made against the club/district to allow the allegation(s) to be properly investigated. Claim forms can be found on the *Insurance Information Portal* and should be submitted to RI Risk Management by email to [insurance@rotary.org](mailto:insurance@rotary.org) or by fax to (847) 556-2147.  
**Note:** Please be aware that late claim reporting may affect whether or not the insurance company will provide coverage. See the D&O/EPL insurance policy (posted on the *Insurance Information Portal*) for further requirements on claim reporting.
- 4. Electronic Mailings.** Insurance mailings are sent electronically and posted on the *Insurance Information Portal*. Please ensure that club/district officer contact information, including email address, is up to date in Rotary’s Member Access system.

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If you have any questions, please contact RI Risk Management by email at [insurance@rotary.org](mailto:insurance@rotary.org).

Sincerely,

Jodi Steel  
Risk Manager