

Posting Policies

QUICK GUIDE: DACdb Best Practices

1

System Guardrails: What & Where to Post

Guidelines for Rotary Clubs & District Leaders

Keep messages professional, and relevant to the mission.

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WHAT IS APPROPRIATE to Post
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Official Club Events
Public-facing fundraisers, major service projects and milestone anniversaries.
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District Leadership Updates
Announcements impacting all area clubs or specific committees.
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Membership Transitions
Timely updates to member status, officer roles, contact logs.
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Club Meeting Changes
Updates if venue, time, or frequency changes.

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WHAT IS NOT APPROPRIATE to Post
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Political & Religious Content
Any material promoting individual political candidates, specific religious view, or non-Rotary agendas. This includes jokes of a religious or political nature.
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DO NOT OVERUSE
DACdb Pmail to members.
- Keep communications meaningful, respectful, and mission-focused.

2

Data Integrity & Privacy

Data stored in DACdb is protected.
This data is not meant for a member's private use such as selling products or political conversations.

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No External Spamming
Exporting email lists or member phone numbers for personal businesses, external nonprofits or political campaigns is **strictly prohibited**.
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Protect Personal Information
Never share export sheets or private directories outside the password-protected portal.
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Respect Rotary Members
Member information is for Rotary purposes only. Keep it secure, keep it private, and use it responsibly.

TRUST BUILDS A STRONGER ROTARY.

3

Mastering the DACdb Calendar

The calendar feeds directly to the District 7680 Website. Follow these parameters to maximize attendance and avoid clutter.

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Recommended Entries:
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District-wide seminars, training, and events.
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Club fundraisers open to all Rotary members and the communities.
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Club meetings with information about speaker, time and place.

A well-maintained calendar helps our entire Rotary community stay informed and engaged!

4

Artificial Intelligence (AI) Branding Directives

Rotary International has released updated [AI GUIDELINES](#) for Members. While AI is an excellent tool for drafting text, visual applications must be strictly managed.

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Preserve the Wheel
Do not use generative AI tools to alter recreate or modify Rotary branding materials or official logos.
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Use Official Templates
Always source club and district master brand imagery directly from the official Rotary Brand Center.
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Fact-Check AI Output
AI-generated text regarding membership rules, age limits or bylaws must be meticulously proofread prior to publication to avoid policy errors.



Photos

Make sure any photo used or posted online is **copyright-free or properly licensed**. Automated tools increasingly identify unauthorized use of copyrighted images, which can result in infringement claims and financial penalties—even years after the image was posted.



Avoiding common errors

Refer to the Brand Center for specific guidelines.

[Rotary Brand Center](#)



Questions or Concerns

We are here to help your club shine online. For system navigation, clarification on posting, permissions, or branding approval —

Contact:
District Public Image Chair Mark Daniels
[✉ Dannyhood1985@gmail.com](mailto:Dannyhood1985@gmail.com)
[📞 704-904-8280](tel:704-904-8280)