

クラブ・ロータリー財団委員会の手引き

MANUALE DELLA COMMISSIONE DI CLUB PER

LA FONDAZIONE ROTARY LA COMMISSION

FONDATION DU CLUB HANDBUCH FÜR DEN

ROTARY-FOUNDATION-CLUBAUSSCHUSS

클럽 로타리 재단 위원회 매뉴얼

HANDBOKEN FÖR KLUBBKOMMITTÉN FÖR

ROTARY FOUNDATION 클럽 로타리 재단

위원회 매뉴얼 MANUALE DA COMISSÃO

FUNDAÇÃO ROTÁRIA 클럽 로타리

財団委員会の手引き MANUALE DE COMITÉ

DE LA FUNDACIÓN ROTARIA DEL CLUB

HANDBUCH FÜR DEN ROTARY-FOUNDATION-

CLUBAUSSCHUSS CLUB ROTARY FOUNDATION

COMMITTEE MANUAL

# Club Rotary Foundation Committee Manual

**A PART OF THE CLUB OFFICERS' KIT**

ROTARY INTERNATIONAL®



# Contents

## Introduction

<b>1 Committee Role and Responsibilities</b> .....	<b>3</b>
Educating Club Members about the Foundation.....	4
Rotary Foundation Grants.....	5
Contributions to The Rotary Foundation.....	10
<b>2 Club Rotary Foundation Committee Chair</b> .....	<b>13</b>
Your Committee.....	14
Goal Setting.....	14
Budget.....	15
Communication.....	15
<b>3 Resources</b> .....	<b>17</b>
<b>District Assembly Discussion Questions</b> .....	<b>19</b>
<b>District Assembly Worksheets</b> .....	<b>20</b>

This is the 2012 edition of the *Club Rotary Foundation Committee Manual* and is intended for use by 2013-14, 2014-15, and 2015-16 club committees. The information in this publication is based on the Standard Rotary Club Constitution, the Recommended Rotary Club Bylaws, the Constitution of Rotary International, the Bylaws of Rotary International, the Rotary Code of Policies, and The Rotary Foundation Code of Policies. Please refer to those resources for exact guidelines. Changes to these documents, by the Council on Legislation, the RI Board, or the Trustees of The Rotary Foundation, override policy as stated in this publication.

*Photos: Alyce Henson and Monika Lozinska-Lee*

# Introduction

The *Club Rotary Foundation Committee Manual* was developed to help club Rotary Foundation committees establish goals and understand their responsibilities related to increasing club effectiveness. Because committee responsibilities vary according to area laws, cultural practices, and established club procedures, you should adapt the suggestions in this publication to fit your club's needs.

This publication includes three chapters. The first describes the major responsibilities of your committee. The second describes responsibilities specific to you as the chair of the committee. The third contains resources that may be useful for you and committee members. Following the third chapter are discussion questions to be completed before the district assembly and worksheets that will be used there, so be sure to bring this manual with you.

Each committee has a manual that provides an overview of the committee and its responsibilities (club administration, membership, public relations, service projects, and The Rotary Foundation). Additional copies of this manual can be downloaded at no charge at [www.rotary.org](http://www.rotary.org). This manual is part of the *Club Officers' Kit* (225). However, each manual can be purchased separately at [shop.rotary.org](http://shop.rotary.org).

**Share chapter 1 with committee members so they are fully aware of the committee's responsibilities.**

As you prepare to help lead your club, remember that your Rotary club is a member of Rotary International. Through this membership, it is linked to more than 34,000 Rotary clubs worldwide and has access to the organization's services and resources, including publications in nine languages, information at [www.rotary.org](http://www.rotary.org), grants from The Rotary Foundation, and staff support at world headquarters and the international offices.

## Comments?

Direct questions or comments about this manual or any of RI's training resources to:

Leadership Education and Training Division

Rotary International

One Rotary Center

1560 Sherman Avenue

Evanston, IL 60201-3698

USA

Email: [learn@rotary.org](mailto:learn@rotary.org)

Phone: +1-847-866-3000

Fax: +1-847-866-9446

# 1

# Committee Role and Responsibilities



The club president serves as an ex officio member of all club committees.

The club Rotary Foundation committee's work will address the Community, Vocational, International, and New Generations Avenues of Service.

The Rotary Foundation is the charitable arm of Rotary International and is supported solely by contributions from Rotarians and friends of the Foundation. Through Foundation grants, Rotarians are able to advance world understanding, goodwill, and peace through the improvement of health, the support of education, and the alleviation of poverty.

The role of the club Rotary Foundation committee is to develop and implement a plan to support the Foundation through participation in grant projects and activities and through financial contributions.

The committee's responsibilities, summarized below, are explained more fully in this chapter:

- Develop committee goals to achieve club Foundation goals for the coming year.
- Educate club members about the Foundation.
- Encourage and facilitate participation in Foundation grants and activities.
- Ensure that your club and its members contribute to The Rotary Foundation.

Subcommittees can be created to manage the committee's various responsibilities, especially if you have a large club.

- Ensure that your club is qualified to receive Rotary Foundation grants and that it maintains a system for managing grant funds as outlined in the club memorandum of understanding.
- Conduct inspirational Foundation-focused club programs at least four times a year.
- Contact your district Rotary Foundation committee chair to find alumni or volunteers to relate their experiences with The Rotary Foundation.
- Work with the service projects committee to develop signature and sustainable projects.

As you read more about these responsibilities, think about your committee goals, what your action plan will be, and what resources you will need for your year.

## Educating Club Members about the Foundation

One of the committee's responsibilities is educating club members about The Rotary Foundation. When Rotarians understand how the Foundation changes people's lives, they are eager to participate in its programs and support them financially. Educating your fellow club members about Rotary Foundation programs will help the Foundation committee achieve its goals.

**Club programs.** Work with the club president and club administration committee to schedule a program on The Rotary Foundation each quarter. Strive to have the program personalize what the Foundation does to save and change lives. Invite alumni and volunteers to present their experiences with Foundation activities such as:

- PolioPlus National Immunization Days
- Rotary Centers for International Studies in peace and conflict resolution
- Rotary Foundation grants

Before the presentation, ask presenters to highlight how the Foundation programs benefit the recipients or the community, Rotarians, your Rotary club, and alumni. Foundation videos and pamphlets, available at [shop.rotary.org](http://shop.rotary.org), may help enhance the presentation.

**Participation in grants.** Encourage club members to get involved in Foundation grants by planning or volunteering for a project or working with another Rotary club on a joint project. Once members have experienced the power of The Rotary Foundation, have them share their experiences with other club members. Participation in Foundation grants can make your club more attractive to new members.

**Weekly thought.** Presenting a Rotary Foundation thought at the beginning of each club meeting will allow club members to hear about the Foundation from different perspectives. Be sure that members understand the purpose of the weekly thought and that each thought expresses how the Foundation saves and changes lives.

Resources for the weekly thought include personal experience, *The Rotarian* or Rotary regional magazine, and the RI website (keyword search: Foundation thought).

**Foundation seminars.** Encourage club members to attend the district Rotary Foundation seminar to learn about the Foundation and how they might get involved. Your committee can also hold a club Foundation seminar, whose agenda might include:

- Overview of the Foundation
- Club and district Rotary Foundation committees' roles
- PolioPlus
- Rotary Foundation grants
- Stewardship and qualification
- Foundation funding
- Fundraising
- Rotary Peace Centers

Planning resources include the [District Rotary Foundation Seminar Manual](#), members of your district's Rotary Foundation committee, and your regional Rotary Foundation coordinator.

**Grant management seminar.** This seminar, held by the district, will focus on best practices to help ensure that all participants in The Rotary Foundation grants program have the appropriate controls in place to properly manage grant funds.

For a club to be qualified to receive Rotary Foundation Global Grants, the club must send at least one representative to this training seminar and must sign and agree to the club memorandum of understanding. Districts may have additional qualification requirements for clubs to be qualified; for example, some districts may require their clubs to be qualified in order to receive district grant funds.

## Rotary Foundation Grants

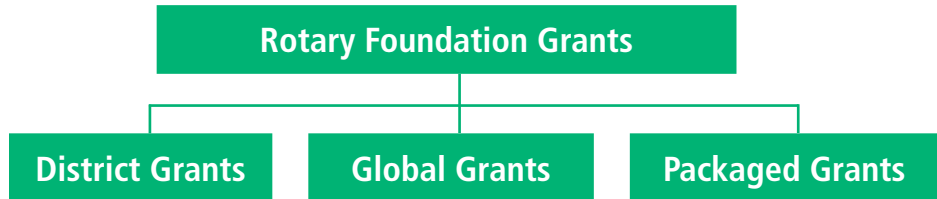
Based on input from a wide variety of Rotarians, the Trustees of The Rotary Foundation designed a new grant structure designed to

- Simplify Foundation programs and processes consistent with the mission
- Focus Rotarian service efforts where they will have the greatest impact by addressing major world needs that are relevant to Rotarians
- Offer funding options to help achieve both global and local goals

Sign up for *Rotary Grant News*, an online newsletter providing tips and resources about the new Foundation grant model, at [www.rotary.org/newsletters](http://www.rotary.org/newsletters).

- Transfer more decisions to the districts and their member clubs
- Advance greater understanding of The Rotary Foundation’s work and enhance Rotary’s public image

**Grant structure.** To simplify the grant-making process, the model offers three types of grants: district grants, global grants, and packaged grants. Together, they enable clubs and districts to carry out a broad spectrum of humanitarian and educational efforts, both locally and abroad. See Terms and Conditions for Rotary Foundation District Grants and Global Grants on [www.rotary.org](http://www.rotary.org).



Check with your district Rotary Foundation committee chair to determine your district’s application process for district grants.

**District grants** allow clubs and districts to support specific service interests that are in line with The Rotary Foundation mission and that address immediate needs in their local communities and abroad. Clubs submit project funding requests to the district, which administers the grants, before activities begin. The district determines which requests to approve as well as the grant amount to apply for from the Foundation. Once the grant is received, the district disburses funds to clubs. The district is eligible to receive one district grant annually.

### Examples

Club requests US\$2,500 from the district to purchase new dictionaries for three local elementary schools.

To provide a scholarship for a local high school student to attend a summer foreign language program, club applies to the district for \$2,500 for tuition.

Club requests \$12,000 for tools, food, and travel expenses for three Rotarians to help restore a village hit by a hurricane.

**Global grants** fund large-scale projects and activities that respond to a need the benefiting community has identified, and that include active participation by Rotarians and members of the benefiting community. Global grants have measurable results in one or more areas of focus and are designed to continue benefiting the community long after the Rotary club or district has concluded its work. The areas of focus are:

- Peace and conflict prevention/resolution
- Disease prevention and treatment



- Water and sanitation
- Maternal and child health
- Basic education and literacy
- Economic and community development

Global grants offer a minimum World Fund award of US\$15,000 for a minimum project budget of \$30,000. The World Fund award is based on a 100 percent match of District Designated Fund (DDF) allocations or a 50 percent match of cash contributions. Global grants must be sponsored by two clubs/districts: a host partner in the country where the activity takes place and an international partner outside the country.

The global grant application is a two-step process. First, Rotarian sponsors log in to Member Access and answer questions to ensure that they are prepared to submit an application. Once the sponsor is confident that the grant request meets all the requirements, the club or district can submit the application online. The district Rotary Foundation committee chair must authorize the application before the Foundation reviews it.

## Examples

Several clubs want to send a team of six Rotarian medical professionals and one Rotarian team leader to Nigeria to evaluate maternal and child health care and train local doctors in new medical techniques in urban and rural hospitals. The cost of the trip and medical supplies is US\$15,000. Following the hospital training, the Rotarian medical professionals would meet up with Rotarians from their home clubs and from Nigerian host clubs to distribute maternal and child health kits to rural health centers. The Rotary teams would provide basic implementation training for rural health service providers to ensure proper use of the kits, at a cost of \$15,000. With a project budget of \$30,000, the club would use \$15,000 in DDF, and The Rotary Foundation would provide a \$15,000 match from the World Fund.

A club wants to provide a scholarship to send a graduate student to a university abroad to study prevention and treatment for tropical illnesses. The scholar plans on opening a clinic in their community after graduation. The tuition, travel, and accommodation expenses total US\$42,000. The club, together with the host club in the district where the university is located, will submit an application to the Foundation with a total budget of that amount. The districts will provide a combined \$21,000 in DDF, and the Foundation will provide a World Fund match of \$21,000.

A club that has assisted a Rotary club in Guatemala with a community water well has been asked to set up training programs there for starting and maintaining businesses. Funds are needed for training materials, supplies, and travel expenses for eight Rotarians who would train 100 community members for one month. Rotarians would also provide an initial investment in the start-up businesses to cover marketing costs, product inventory, or other needs. Rotarians in Guatemala would remain connected with the businesses after the project's completion and provide follow-up visits and training as needed. The district can contribute US\$50,000 in DDF and \$10,000 in cash contributions. The Foundation will provide a \$50,000 World Fund match and a \$5,000 match for the cash contribution, for a total project funding of \$115,000.

**Packaged grants** are developed by the Foundation and its strategic partners. The World Fund and the strategic partner provide 100 percent of the funding, and Rotarians implement the grant project. Packaged grant opportunities are posted at [www.rotary.org](http://www.rotary.org) as they become available.

### Example

One packaged grant will provide vocational training teams that will conduct medical service and training based on a needs assessment conducted by Mercy Ships. Rotarians will develop the teams who will perform or assist in critical surgeries and provide skill training to local health care professionals. Grants will be sponsored by international (those outside of the project country) Rotary clubs and districts. Activities may take place while the ship is in port or after the ship has moved to its next port.

Rotary's strategic partner Mercy Ships uses ships as mobile bases of operation to provide aid and assistance to communities in need. The *Africa Mercy*, their current ship, has six surgery suites and capacity for 7,000 surgeries per year. The ship has a 450-member international crew, all volunteers.

When applying for a grant from the Foundation, be sure that both partners are up-to-date on reporting for all open grants.

Get more information about qualification at [www.rotary.org](http://www.rotary.org); email questions to [fvqualification@rotary.org](mailto:fvqualification@rotary.org).

**Stewardship and qualification.** Grant sponsors must display a commitment to the proper stewardship of Rotary Foundation grant funds through responsible fiscal oversight. Stewardship reflects The Four-Way Test and includes:

- Detailed project planning
- Complete and accurate applications with documentation
- Involving Rotarians directly in the implementation of the project
- Transparency in all financial transactions
- Reporting in a timely manner

The Foundation has two minimum requirements for club qualification; however, the district may have additional requirements. Once the district qualifies a club, it may apply for global or packaged grants. In order to qualify:

- The club president-elect or club-designated appointee(s) attends a grant management seminar.
- The club president and president-elect agree to and sign the club memorandum of understanding.
- The club fulfills any additional qualification requirements set by the district.

For information on grant management, refer to the [Grant Management Manual](#).

**PolioPlus.** Rotary's top priority is the global certification of polio eradication. PolioPlus is Rotary's most recognized program, and through Rotarians' fundraising efforts, Rotary has contributed over US\$1 billion to the campaign. In addition, Rotarians constitute a powerful volunteer network at the local level, providing support at clinics and mobilizing their communities for immunization or other polio eradication activities.

Your club can help ensure that the goal of global polio eradication is achieved by:

- Holding a public event to help raise funds for PolioPlus and to increase public awareness of Rotary's effort to eradicate polio
- Devoting a club program to the topic of polio eradication
- Ensuring that club members remain informed and involved until the world is certified polio-free

If your club is in a polio-endemic country, it can

- Offer to assist your national PolioPlus committee chair with surveillance activities
- Work with local health officials to maintain high rates of immunization for polio and other diseases

**Rotary Peace Centers.** Rotary Centers for International Studies in peace and conflict resolution provide Rotary Peace Fellowships to individuals pursuing a master's degree or a professional development certificate in peace and conflict studies at one of the Rotary Peace Centers.

Clubs can submit Rotary Peace Fellowship applications to the district Rotary Foundation committee. Check to determine your district committee's application deadline. All applications must be sent to The Rotary Foundation by 1 July.

Rotarians are involved in the selection, orientation, and hosting of fellowship recipients. Your club can get involved in a variety of ways:

- Invite current and past Rotary Peace Fellows to share their experiences with your club.
- Nominate Rotary Peace Fellowship candidates for district consideration.
- Serve as hosts and counselors to fellows.

**Working with Foundation alumni.** More than 118,000 people have received program awards from The Rotary Foundation. It is important to maintain contact with former Foundation program participants in your area because they are powerful advocates for the Foundation and are potential Rotarians and donors as well. Alumni can also help your club by

- Connecting Rotary clubs from different countries for service projects and fellowship
- Sharing with club members and the media their personal experience of how the Foundation changes lives

- Promoting the program opportunity to their peers
- Advising on the selection of program participants and helping with orientation and hosting programs
- Becoming a member of your club

Contact your district membership committee chair to find out how you can integrate Foundation alumni into club activities.

**SHARE and District Designated Fund.** Through the SHARE system, contributions to The Rotary Foundation are transformed into grants that improve the world and change lives. The Foundation Trustees involve Rotarians worldwide in the decision-making process for Foundation grants and programs. No other foundation gives its donors as much freedom to decide how contributions are spent.

At the end of every Rotary year, contributions to the Annual Fund-SHARE from all Rotary clubs in a district are divided into two funds:

- 50 percent is credited to the World Fund.
- 50 percent is credited to the District Designated Fund (DDF)\*.

The Foundation uses the World Fund portion to pay for the worldwide programs available to all Rotary districts. Your district uses the DDF portion to fund the Foundation grants and programs of its choice.

The Rotary Foundation's funding cycle makes district contributions available three years after they are received. The three-year cycle gives districts time to plan projects and activities and allows the Foundation to invest the contributions. The earnings from those investments pay for general administration and fund development expenses.

Your district Rotary Foundation committee decides how to use the district's available DDF allocations, in consultation with the clubs in your district. Contact your district Rotary Foundation committee chair to learn more.

## Contributions to The Rotary Foundation

Rotary Foundation grants are funded by contributions from Rotarians and friends of the Foundation worldwide. When Rotarians see the extraordinary results of educational and humanitarian activities, they understand why supporting The Rotary Foundation financially is vital to making the world a better place. Contributions sent to the Foundation can be directed to the Annual Fund, the Permanent Fund, or the PolioPlus Fund. Contributions should be submitted through Member Access with the [TRF Global Contribution Form](#) (123) or the [Multiple Donor Form](#) (094).

---

\* *Annual Fund contributions designated for an area of focus are not included in a district's SHARE calculation and are not credited to the District Designated Fund.*

Search [www.rotary.org](http://www.rotary.org) to find the regional Rotary Foundation coordinator serving your area for assistance or advice on Foundation matters.

**PolioPlus Fund.** The greatest challenge in the battle against polio today is financial. Despite the enormous resources already committed, more money is urgently needed to reach all children in the remaining polio-endemic countries. Rotarians are encouraged to make contributions to the PolioPlus Fund, which helps to continue immunization efforts until the world is declared polio-free. Clubs are encouraged to hold special fundraising events in support of PolioPlus. Grants made from this fund help pay for National Immunization Days and surveillance activities.

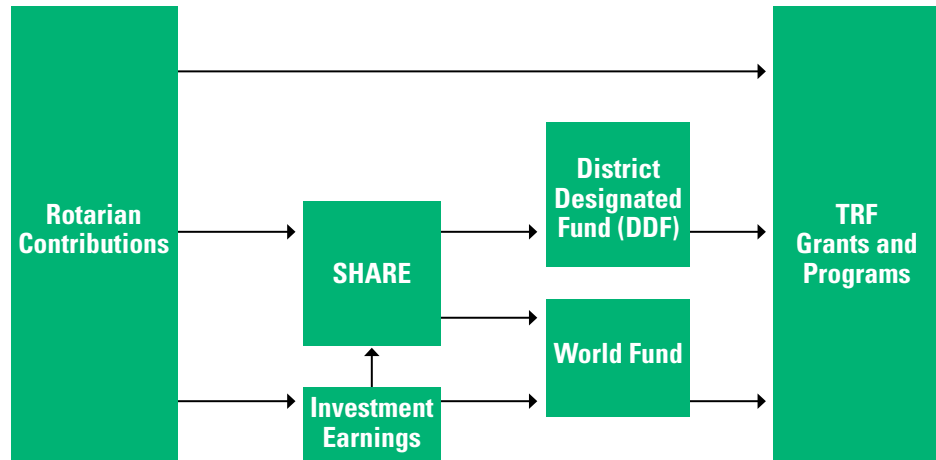
**Annual Fund.** The Annual Fund is the primary source of support for Rotary Foundation grants and activities. Rotarians are encouraged to make financial contributions to The Rotary Foundation annually. To support the Every Rotarian, Every Year effort:

- Make your gift to the Foundation early in the Rotary year.
- Encourage every club member to make a gift every year.
- Inform members of how their contributions to the Annual Fund support Foundation grants and activities that achieve good in the world.
- Recognize those who support The Rotary Foundation.

**Permanent Fund.** The Permanent Fund is Rotary's endowment. The principal is never spent, and a portion of the earnings is directed toward Foundation grants and activities. Donations to the Permanent Fund can be outright gifts, securities, bequests, or life-income agreements. Many Rotarians direct substantial gifts to the Permanent Fund. Rotarians who wish to support the Rotary Peace Centers may make a gift to that program through the Permanent Fund. If you know that a member of your club has the capacity to make a large gift to the Foundation, please contact the regional Rotary Foundation coordinator or assistant RRFC serving your area.

Club Rotary Foundation chairs can view Foundation contribution and recognition reports through Member Access at [www.rotary.org](http://www.rotary.org). The club president or secretary activates this access.

## Rotary Foundation Funding



**Funds from the community.** While much of the Foundation’s contributions come from Rotarians, the community also contributes through fundraisers and independent donations. Consider planning fundraisers to encourage the community to support your club and the organization. For more information, see the fundraising section in the *Club Service Projects Committee Manual*.

**Contribution recognition.** The sincere acknowledgment of a donor’s gift is the first step toward additional financial support. The Rotary Foundation recognizes donors for financial contributions or commitments for future contributions.

## RECOGNITION FROM THE ROTARY FOUNDATION

### Recognition for Individuals

- Rotary Foundation Sustaining Member
- Paul Harris Fellow
- Multiple Paul Harris Fellow
- Memorial Paul Harris Fellow Certificate
- Certificate of Appreciation (also available to corporations)
- Benefactor
- Bequest Society
- Major Donor
- Arch C. Klumph Society

### Recognition for Clubs

- 100% Rotary Foundation Sustaining Member Club banner (awarded annually)
- Every Rotarian, Every Year banner (awarded annually)
- Top Three Annual Fund Per Capita Club banner (per district; awarded annually)
- 100% Paul Harris Fellow Club banner (upon request)

For more information on recognition, keyword search “Appreciation and Recognition Opportunities” at [www.rotary.org](http://www.rotary.org).

# 2

## Club Rotary Foundation Committee Chair



To prepare for your term as committee chair, learn what will be expected of you and your committee by the club's board of directors and members, your district, and Rotary International. There are several things you should do before you take office to prepare for your role. In addition to attending training sessions at the district assembly, you should

- Meet with the outgoing club Rotary Foundation chair
- Review your club's bylaws to become familiar with your club's procedures and regulations
- Review your club's strategic plan and develop annual goals to support it
- Select and prepare your committee members with the president-elect.
- Create subcommittees as needed (global grants, district grants, fundraising, annual giving, major gifts, PolioPlus, and Rotary Peace Centers)
- Develop a communication plan for the year
- Determine what additional responsibilities or duties your club has for your committee

Answer the discussion questions at the end of this manual to prepare for the district assembly.



Good preparation will lead to a productive year. Once you take office, you will have the following major responsibilities:

- Manage your committee's budget.
- Work with other committees in your club and with your district committee on multiclub activities or initiatives.
- Plan and conduct regular committee meetings and activities.
- Monitor progress toward your committee goals, and report committee activities and progress to the club president, board of directors, and the full club.
- Oversee the qualification process to be eligible to receive Rotary Foundation global grants.

## Your Committee

Work with the president-elect to select committee members to fill vacancies and conduct planning meetings before the start of the year. For continuity, committee members should be appointed for three years. When selecting new members, consider whether they have international, volunteer, or fundraising experience.

Once your committee is formed, it is your responsibility to prepare members for the coming Rotary year. Determine how to use the skills and interests of your members and delegate tasks accordingly. You can prepare committee members by

- Informing them of the committee's ongoing activities and plans related to the club's strategic plan
- Pairing new committee members with more experienced ones
- Encouraging communication with counterparts in other clubs using the district directory
- Sharing the resources available to your committee
- Giving members a list of district activities and meetings

## Goal Setting

As the chair of your committee, you are responsible for ensuring that it sets and achieves its annual goals to support the club's strategic plan. You'll have an opportunity to work on goal setting with your president-elect and other incoming club leaders at the district assembly. RI is developing an online tool to help clubs submit their goals via Member Access.

**Effective goals.** Be sure that the annual goals reflect committee capabilities and club interests. Goals should be shared, measurable, challenging, achievable, and time specific.

**Action plan.** Work with club leaders and committee members to develop an action plan that outlines the steps needed to achieve each goal. The following steps can help:

- Establish a time frame for each step.

Various planning tools are available to clubs, including *Be a Vibrant Club: Your Club Leadership Plan* and the *Strategic Planning Guide*.



- Determine who is responsible for implementing each step.
- Establish the criteria for measuring progress and success for each step.
- Consider the resources available and needed from your club, district, and RI to support the goal.
- Decide how you will evaluate success in attaining your goals, and whether baseline data is needed.

Regularly assess your goals to ensure that steady progress is being made toward achieving them, and adjust if necessary.

**Motivation.** Part of your responsibility as committee chair is keeping committee members motivated. Common motivators include:

- Assurance that the goal will be beneficial
- Belief that the goal is achievable and the project or activity will be successful
- Opportunities for fellowship and networking
- Assignments that use each member's expertise
- Recognition of efforts and time spent working toward committee goals

Using these motivating factors can help maintain member commitment to Rotary and encourage continued participation in club activities.

## Budget

Before 1 July, work with the outgoing committee and the club treasurer to determine what funds your committee will need and that these funds are included in the club's budget. Be sure to include any planned fundraising activities.

Provide oversight of committee funds, transactions, and reports, and be aware of the financial condition of your committee's budget at all times. By meeting regularly with your club's treasurer, you can take action if issues arise.

## Communication

Think about how you will communicate with the following club leaders:

- **Committee members.** Committees should meet regularly and identify available resources, discuss ongoing projects and new initiatives, and develop strategies to achieve committee and club goals.
- **Your club.** Report your committee's activities, including action plans and progress toward goals, to your club's president, board, and all club members.

- **Other committees.** The work of one committee affects the work of another. Your committee should work with the following club committees:
  - Service projects committee (to consider if Rotary Foundation grants can be used to fund service projects)
  - Public relations committee (to ensure timely promotion of Rotary Foundation projects and member participation)
  - Club administration committee (to schedule a Rotary Foundation program and the presentation of service and contribution recognition)
  - Membership committee (to keep in contact with Rotary International and Rotary Foundation alumni and involve them in the club, and to consider alumni for membership)
- **Your district.** If your committee needs guidance or information, contact your district counterpart or your assistant governor.
- **Your region.** Your regional Rotary Foundation coordinator (RRFC) is available to help your club with Rotary Foundation questions. Find the RRFC in your region at [www.rotary.org](http://www.rotary.org).

# 3

## Resources



Many resources are available to help your committee fulfill its role. Download resources at [www.rotary.org](http://www.rotary.org), or order them at [shop.rotary.org](http://shop.rotary.org), by email at [shop.rotary@rotary.org](mailto:shop.rotary@rotary.org), or from your international office.

- [\*Every Rotarian, Every Year Club Success Booklet\* \(958\)](#) — Brochures, stickers, and instructions to help Rotary clubs promote program participation and contributions to the Annual Fund
- [\*Gift Acceptance Policy Manual\*](#) — Overview of the types of gifts accepted by The Rotary Foundation, including gifts to the Permanent Fund
- [\*Rotary Foundation Facts\* \(159\)](#) — Pocket-size leaflet with recent Foundation statistics
- [\*Rotary International and The Rotary Foundation Annual Report\* \(187\)](#) — Year-end financial figures and notable program achievements

### Human Resources

- District Rotary Foundation committee — Responsible for overseeing all Rotary Foundation activity in your district

- Regional Rotary Foundation coordinator — Rotarian appointed to help districts and clubs in all aspects of The Rotary Foundation
  - Assistant regional Rotary Foundation coordinators — Assist RRFs, districts, and clubs with their annual giving, major gifts, and program participation
  - End Polio Now coordinators — Provide leadership and foster awareness, advocacy, and financial support activities to districts and clubs for the campaign to eradicate polio
  - Rotary Foundation alumni coordinators — Assist RRFs, clubs, and districts in reconnecting with Foundation program alumni and involving alumni in Rotary activities
- PolioPlus committees — Serve as international, regional, national, or local advisers on Rotary’s participation in the polio eradication effort
- Contact Center — A team available to answer questions; can be reached at [contact.center@rotary.org](mailto:contact.center@rotary.org) or toll-free (within U.S. and Canada) at 866-9-ROTARY (866-976-8279). Rotarians outside North America should continue to contact their international office.

## District Assembly Discussion Questions

When considering these questions, talk to outgoing and incoming club leaders to compare ideas.

What are the responsibilities of the club Rotary Foundation committee and what are your responsibilities as chair?

How will your committee support your club's strategic plan?

How can we encourage and help members to contribute to The Rotary Foundation?

What ways can we use to educate members about The Rotary Foundation?

How can you help committee members do their job?

What are your committee's long-range and annual goals?



## Worksheet 2: Rotary Foundation Grants

What are some projects that your club has participated in recently that might fall under one of the areas of focus? (Peace and conflict prevention/resolution, Disease prevention and treatment, Water and sanitation, Maternal and child health, Basic education and literacy, Economic and community development)

How can you partner with other clubs in your district to create larger, more sustainable projects?

What are some ways that you could find international partners?

How will you ensure grant funds adhere to stewardship guidelines?

## Worksheet 3: Goals

Use this worksheet to draft a long-range goal and annual goals for three years to reach the long-range goal. Ensure that your goals are:

**Shared.** Those who participate in setting a goal and developing strategies to achieve that goal are committed to implementing it.

**Measurable.** A goal should provide a tangible point to pursue.

**Challenging.** A goal should be ambitious enough to go beyond what your club has accomplished in the past.

**Achievable.** Rotarians should be able to accomplish the goal with the resources available.

**Time specific.** A goal should have a deadline or timeline.

**Long-range goal** (goal for your club three years from now)

**Year 1 annual goal**

**Year 2 annual goal**

**Year 3 annual goal**



# Worksheet 4: Action Plan

In the space below, write one annual goal from your goals worksheet. Then determine the action steps that need to be taken to meet this goal.

Annual goal
-------------

Action step	Who will be responsible?	How long will this step take?	How will progress be measured?	What resources are available?
1.				
2.				
3.				
4.				
5.				

Resources needed
------------------

# Worksheet 5: Rotary Foundation Committee Case Studies

Read the case study below and answer the questions. Create a plan using the case study action plan on page 26.

## Case Study 1

Your club members confuse your district's foundation with The Rotary Foundation.

How can you raise members' awareness about both foundations?

## Case Study 2

The new global grants of The Rotary Foundation require larger projects that last longer than one year. Because of this, several members have contacted you about developing high-impact projects.

What are some characteristics of sustainable projects?

Discuss how you can ensure that your project design is sustainable.

Describe a sustainable project your club is involved with now or one that your club wants to make more sustainable.

## Case Study 3

You have been asked to develop innovative ways to encourage the community to contribute more money to The Rotary Foundation's polio eradication campaign.

---

What are some creative ways of asking community members to donate?

## Case Study 4

Your club has an annual fundraiser that is a popular social event among members. The fundraiser, which features free food and drinks, has grown over the years to include several hundred people. Many members look forward to this event each year, and your club has a separate subcommittee to coordinate it. You learn from the club treasurer that rather than raising money, this event actually costs your club money, owing to the rising costs of food, drinks, and other amenities.

---

What do you recommend to the subcommittee about this fundraiser?

## Case Study 5

It's halfway through your first year in office and several members are not performing to your expectations. They don't respond to email and don't show up at committee meetings. You are frustrated and thinking of resigning as committee chair if the situation doesn't change.

---

What do you do?

Case Study Action Plan

Action step	Who will be responsible?	How long will this step take?	How will progress be measured?	What resources are available?
1.				
2.				
3.				
4.				
5.				

What did you learn that you can apply to your club?

Resources needed

# Worksheet 6: Problem-Solving Guide

Use the Planning Guide for Effective Rotary Clubs and the goals worksheet from session 2 to develop your problem-solving guide. Analyze your club’s goals, and think about potential challenges to achieving them. Then, offer solutions to these challenges.

	Goal	Potential Challenge	What resources are available?
<b>Administration</b>			
<b>Membership</b>			
<b>Public Relations</b>			
<b>Service Projects</b>			
<b>Rotary Foundation</b>			
<b>Other</b>			

# Just a Click Away!



**Log on to Member Access to**

- **Take courses to learn more about Rotary**
- **Update club information and download reports**
- **View your club's semiannual report (SAR) and pay dues**
- **Enter your club's annual goals and track your achievements**

**Enter Member Access by clicking on the link in the top right corner of Rotary's home page. It's your one-stop shop for all your Rotary business.**

**[www.rotary.org/memberaccess](http://www.rotary.org/memberaccess)**



**ROTARY INTERNATIONAL®**

One Rotary Center

1560 Sherman Avenue

Evanston, IL 60201-3698 USA

[www.rotary.org](http://www.rotary.org)