

2024-2025

Leadership Handbook & Resource Manual



On behalf of District Governor Bret Hrbek, the Rotary District 7570 Training Team has prepared this Leadership Handbook & Resource Manual for use throughout the Rotary year. District Committee Chairs provided information about their area of responsibility to help you understand how they might be able to assist you and what you can do for them. We hope that you will refer to the Resource Manual throughout the year to educate and inform yourself as a leader in District 7570.

Included are important documents you will need such as Club Leadership Plan documents, Gold Club and Rotary Citation criteria and information about how to plan a Rotary Days of Service event or a World's Greatest Meal for polio eradication. Also provided is information about the many programs that District 7570 supports and the Rotarians who lead those efforts.

Thank you for your commitment to Rotary and District 7570 and for your leadership in the coming year.

Table of Contents

Rotary International & District Leadership	4
Stephanie A. Urchick	4
Patrick Eakes	4
Bret Hrbek	5
Andy Vanhook	6
Charlotte Whitted	6
District Leadership Contact List	7
District 7570 Area Governors	8
Area Governors – Rotary District 7570 Role and Responsibilities	9
Club Resources	10
Dues: Mandatory Rotary International & District Dues per member	10
Goals: District Rotary Foundation Goals	10
Preparing for your Rotary presidential year	10
Reading material	10
Monthly basis	11
Bi-weekly basis	11
Websites: Rotary International, Rotary 7570; DACdb; Your club	11
2024-2025 District 7570 Action Plan	12
Awards	15
Gold Club Award 2024-25	15
Rotary Citation	16
District Committees	16
Caribbean Partnership	16
CART Committee	17
Disaster Response Committee	18
District Training	19
District Team Training Seminar (DTTS)	19
President-Elect Learning Seminar (PELS) (formally known as PETS) including Pre-PETS	19
PELS Area Planning Breakout Session during PELS Training	23
Club Team Training (CTT): Free virtual training	23
Foundation: Steering Committee	25
Foundation: Annual Giving Committee and Annual Fund	25

Foundation: Endowment Committee.....	26
Foundation: Skelton / Jones Endowed Scholarship Committee	26
Foundation: District Grants Committee	27
Foundation: International Service Committee.....	27
Foundation: Paul Harris Society (PHS).....	28
Foundation: Planned Gifts and Major Gifts	28
Foundation: PolioPlus Committee	30
Foundation: Stewardship Committee	31
History & Archives Committee	31
Membership.....	32
New Club Development	32
Rotaract.....	33
Public Image Committee	33
Rotary Leadership Institute (RLI)	34
Strategic Planning Committee	34
Treasurer	34
Youth Services	35
Interact Committee	35
Early Act Committee.....	36
Rotary Youth Exchange Committee.....	36
RYLA Committee	37
Youth Protection Committee	37
Wheelchair Project	38
<i>Appendix</i>	39
Rotary International: Delegate online access	39
Other information:	43
CLUB & BOARD MEETING AGENDA SAMPLES	43
OUTLINE TEMPLATE FOR INSTALLATION OF PRESIDENT.....	47
NEW MEMBER INDUCTION TEMPLATE	48
PAUL HARRIS FELLOW (PHF) RECOGNITION (INDIVIDUAL IS DONOR)	49
Rotary Acronyms	50

Rotary International & District Leadership

Stephanie A. Urchick

President, Rotary International, 2024-2025



Stephanie Urchick is a member of the Rotary Club of McMurray, Pennsylvania, USA. She will serve RI as president in 2024-25. She has been an RI director and Rotary Foundation trustee. She has served RI in numerous capacities, including as training leader, regional Rotary Foundation coordinator, and RI president's representative. In addition, Stephanie was a representative and member-at-large to three sessions of the Council on Legislation.

Stephanie has also served as chair of the Rotary Strategic Planning Committee and The Rotary Foundation's Centennial Celebration Committee, as well as a member of various Rotary committees, including the Election Review Committee and Operational Review Committee.

A Rotary member since 1991, Stephanie has participated in a variety of international service projects, including National Immunization Days in India and Nigeria. In Vietnam, she worked with clubs to help build a primary school and traveled to the Dominican Republic to install water filters. A student of several Slavic languages, she has mentored new Rotary members in Ukraine and coordinated a Rotary Foundation grant for a mammography equipment and a biopsy unit for a hospital in Poland. In its commemorative book, the Rotary Club of Krakow, Poland, noted Stephanie as a key figure for helping the re-birth of Rotary in post-Communist Poland.

Currently, Stephanie is helping to partner clubs and districts in the U.S. with Rotary clubs in Albania, Kosovo, and Ukraine for humanitarian and educational services.

Stephanie's professional background is in the higher education, consulting, and entertainment industries. She received her doctorate degree in Leadership Studies from Indiana University of Pennsylvania and has been recognized and awarded by The Rotary Foundation and numerous community and international organizations.

Patrick Eakes

Director, Rotary International, 2024-2026



Patrick Eakes is a past president of Crescent Rotary Club in Greensboro, NC, USA. He served as Governor of District 7690 (central NC, USA) in 2014-15. He is a former Zone 33 Rotary Coordinator and Innovative Club Advocate, Zone 33 Regional Rotary Foundation Coordinator team member, and Vice Chair of Carolinas' PETS. Patrick formerly served as Training Chair on the Zones 33-34 Executive Committee, Training Leader at International Assembly three times, and Lead Facilitator of Rotary International's Regional Leaders Training.

Patrick and his wife are Major Donors and members of the Bequest, Paul Harris, and End Polio Now Societies. He has been awarded the Service Above Self, Distinguished Service Award, and Citation for Meritorious Service, and he is a member of the Membership Society.

Equally passionate about membership and Our Rotary Foundation, Patrick works closely with Director Jeremy Hurst by chairing the new Membership Action Plan initiative. Patrick also led his club's drive to become the first Triple Crown club in the world, where all 125 members were simultaneously Paul Harris Fellows, Sustaining Members, and Benefactors.

Patrick owns and operates C.P. Eakes Company, a manufacturer of high-end custom metal goods. The company produces a wide variety of products, including architectural stainless steel and brass, stainless steel trench drains for chemical and food applications, and many items for specialty contractors and manufacturers.

Bret Hrbek

District Governor, 2024-2025



Bret Hrbek joined the Rotary Club of Front Royal in 2001 and became a board member in 2016, serving as club president in 2019-2020. He served as District Youth Coordinator and Interact Chairman from 2019-2023 and chaired the district's Youth & Peace in Action Implementation Committee in 2020-2021. In 2017 Bret traveled with Rotarians from across the nation in a National Immunization Day delegation to India to deliver polio vaccinations.

Bret is a member of the Paul Harris Society, the PolioPlus Society, the Bequest Society, a benefactor and a RLI graduate. Bret and his wife, Jessica, are Major Donors. Besides Rotary, Bret is a member of the Board of the Community Foundation of the Northern Shenandoah Valley and president of the Zeta Beta Tau Foundation. He recently finished his third term on the Council on Finance & Administration for the Virginia Conference of the United Methodist Church. Bret served on the Front Royal Town Council from 2006-2010 and 2012-2016 and vice mayor from 2008-2010.

Bret is a past recipient of the Front Royal-Warren County Chamber of Commerce Citizen of the Year Award (2018), the Front Royal United Methodist Church Service Candle (2014), Dave Mormon Encouraging Youth Award (2022), Douglas A. Newton Excellence in Communication Award (2021) and the Ted Jones Spirit of Caring Award (2019 & 2021). Bret is an Eagle Scout.

He received a Bachelor of Arts in political science and economics from Virginia Tech in Blacksburg and a master's degree in financial planning from Bentley University in Waltham, MA. He is a financial advisor with Edward Jones in Front Royal since August 2000. Bret is a CERTIFIED FINANCIAL PLANNER™ professional and is a Chartered Advisor in Philanthropy®.

Bret's wife, Jessica, is a first-grade teacher at Hilda J. Barbour Elementary School in Front Royal. They have four children: Noah (18), Annie (16), Hunter (14) and Luke (10). In his spare time Bret enjoys attending his children's athletic events and performances, traveling, listening to podcasts, reading, and rooting for the Hokies.

Andy Vanhook

District Governor, 2025-2026



Andy Vanhook is a member of the Rotary Club of Harrisonburg, VA. He served as Club President in 2017-2018 and currently serves on the Zone 33-34 Membership Action Plan team. He was part of a team that travelled to Kenya to install a water well for a community of widows in rural Kenya as part of a Global Grant his club received. Also, he helped unite Rotary Clubs in Rockingham County and Harrisonburg to raise funds to address significant challenges in the community. Andy has served as liaison to the Rocktown Rotary Satellite

Club since 2019, member of District 7570's Membership Committee since 2021, Zone 33 Assistant Rotary Coordinator 2019-2022, and graduated from the Rotary Leadership Institute in 2016. A Paul Harris Fellow +8, Polio Plus Society member, and Bequest Society member, he has consistently supported the Rotary Foundation since joining in 2013.

Charlotte Whitted

District Governor, 2026-2027



Charlotte Whitted is a Winston-Salem native, a graduate of UNC-Chapel Hill, and a Rotarian since 2006. She has spent most of her career in non-profit management and development but retired in 2019 as executive director of Crab Orchard Museum in Tazewell. When the last of her three children left for JMU, Charlotte opened Weatherbury Cottage in Burke's Garden as an Airbnb. She is Past President of Tazewell Rotary Club, past Area 10 Assistant Governor, and now a board member of Abingdon Rotary Club. Charlotte and her family have hosted

two exchange students, Anri from Japan and Daniel from Spain. She became District Chairman for Rotary Youth Exchange in 2018. This year she became the Country Contact for Bolivia and Zimbabwe through Eastern States Student Exchange. Charlotte is also a Paul Harris Fellow, a member of the Paul Harris Society and the Bequest Society. Her passions outside of Rotary are her golden retrievers, Bo and Devon, puzzles of all kinds, songwriting, and pickleball. She has been selected to serve as District 7570 Governor in 2026-27.

District Leadership Contact List

2024-25 DG String				
DG	Bret Hrbek	Front Royal	brethrbek@gmail.com	540-660-5732
DGE	Andy Vanhook	Harrisonburg	andy@appealproduction.com	540-271-0023
DGN	Charlotte Whitted	Abingdon	charlottewhitted@gmail.com	336-391-5882
iPDG	Paula Alston	Blacksburg	paulakalston@gmail.com	757-651-0338
2024-25 District Officials				
District Treasurer	Jacob Higginbotham	Johnson City	jhigginbotham16@yahoo.com	423-943-4459
Asst. District Treasurer	Peter Howard	Danville-Riverview	pkhlov@comcast.net	434-250-9011
District Secretary	Nancy Whitlock	Waynesboro	nwhitlck@ntelos.net	540-280-3053
Asst. District Secretary	Tara Ellis	Bristol, Va.-Tn.	taraellis7570@outlook.com	423-575-5503
2024-25 Area Governors				
1	Scott Arthur	Winchester	scott.arthur@atlanticunionbank.com	540-533-9838
2	Jamie Baisden	Strasburg	jbaisden@gmtwindchimes.com	703-967-2175
3	Lydia Heatwole	Rockingham County	lydia.m.heatwole@gmail.com	304-629-0550
4	Diantha McCauley	Staunton-Augusta County	mccauley8@verizon.net	540-490-0082
5	Trish Cerulli	Bedford	RotarianTrish@gmail.com	804-382-0396
6	Anita Aaron	Botetourt	anita.aaron1@gmail.com	540-520-2258
7	Inez Rodenburg Hasson	Danville-Riverview	inezrodenburg_rotary@yahoo.com	434-251-6503
8	Tarek Moneir	Roanoke Valley (Roanoke)	tmoneir@roanokecountyva.gov	540-309-7070
9	Terri Fisher	Christiansburg-Blacksburg	t3rri.fish3r@gmail.com	540-230-4637
10	Josh Thompson	Tazewell	jthompson@asdevelop.org	276-971-0028
11	Heather Kime	Wytheville	HeatherKime.Rotary@gmail.com	276-613-4407
12	Kenny Schweitzer	Bristol, Va.-Tn.	kschweitzer@whcc.info	423-534-0284
13	Joe Ley	Kingsport Downtown	joeley@mac.com	423-7658401
14	Pauline Adams	Greeneville	paulinegreeneville@gmail.com	423-552-4321
AAG	Nina Beth Thornton	Chatham	ninathornton@mac.com	434-250-0470
Caribbean Partnership Chair	Byron Brill	Winchester	byronbrill2@gmail.com	540-327-1864
District CART Chair	Heather Kime	Wytheville	HeatherKime.Rotary@gmail.com	276-613-4407
District Communication Officer	Nancy Rudolph	Strasburg	rud0nan53@gmail.com	540-336-5993
Disaster Response	Jamie Baisden	Strasburg	jbaisden@gmtwindchimes.com	703-967-2175
District Audit Committee	Lola McVey	Bristol, Va.-Tn.	lmcvey@btcs.net	
District Conference Awards Chair	Josie Russell	Tri-Cities	josieannrussell@gmail.com	423-383-9291
District Conference Planning	Rick Novak	Front Royal	rckn1989@gmail.com	540-660-9597
District Finance Chair	Vivian Crymble	Tri-Cities	vcrymble@gmail.com	423-817-8682
District Training	Lee Beam	Staunton	lbeam@stauntonsteam.com	540-255-5849
Foundation - Steering Chair - DRFC (Ex-Officio of all Foundation Committees)	Tim Carter	Woodstock	tccscso@gmail.com	540-325-8222
Foundation - Annual Giving Chair	Patty Baisden	Strasburg	jbaisden@comcast.net	703-967-5972
Foundation - Endowed Scholarships & Scholarships Chair	Kathy Napier	Warren County	Knapiery@gmail.com	540-622-3758
Foundation - Grants Chair District	Marc Hudson	Harrisonburg-Rocktown Satellite	mahudsonod@hotmail.com	540-908-0756
Foundation - International Service Chair	Mike Quillen	Staunton	mquillen@gmail.com	205-527-3228
Foundation - Paul Harris Society	Pam Chitwood	Rocky Mount	pamchitwood@hotmail.com	540-489-1525
Foundation - Planned Giving / Significant Gifts Chair	Garry Norris	Salem	garry.norris@expresspros.com	540-204-1468
Foundation - PolioPlus Society Chair	Traci Blido	Bedford	tblido@gmail.com	434-258-8626
Foundation - PolioPlus Chair	Jeremy Spilman	Harrisonburg Massanutten	jeremy.spilman@mybrb.bank	540-820-7726
Foundation - Stewardship Chair	Fred Miller	Scott County	fmiller@aep.com	423-914-7394
District History/Archives Chair	Paula Alston	Blacksburg	paulakalston@gmail.com	757-651-0338
Information Technology Chair	John Elrick	Winchester	john.elrick@gmail.com	
Membership	Rick Novak	Front Royal	rckn1989@gmail.com	540-660-9597
New Club Extension Chair	Nancy Whitlock	Waynesboro	nwhitlck@ntelos.net	540-280-3053
Nominating Chair	Paula Alston	Blacksburg	paulakalston@gmail.com	757-651-0338
Public Image Chair	Cora Gnegy	Giles County	cgnegy@vt.edu	540-335-6314
Rotaract Chair	Tom Bell	Christiansburg-Blacksburg	tbell@vt.edu	540-808-7447
Rotary International Awards Chair	Ron Napier	Front Royal	ronnapier@hotmail.com	540-622-0159
Rotary Leadership Institute (RLI)	Leslie Lynch	Kingsport	kymalyn@charter.net	520-425-2259
Strategic Planning Chair	Paula Alston	Blacksburg	paulakalston@gmail.com	757-651-0338
Youth - Youth Service Coordinator	Michael Williams	Warren County	mdub0308@gmail.com	540-336-3127
Youth - Interact Chair	Kayla Payne	Skyline Connections	Kayla.payne90@gmail.com	540-448-0701
Youth - Early Act Chair	Michael Williams	Warren County	mdub0308@gmail.com	540-336-3127
Youth - Rotary Youth Leadership Awards (RYLA)	Inez Rodenburg Hasson	Danville-After Hours	inezrodenburg@yahoo.com	434-251-6503
Youth - Youth Exchange	Charlotte Whitted	Abingdon	charlottewhitted@gmail.com	336-391-5882
Youth - Youth Protection Officer	Mark Fenyck	Marion	lawyer@fenyk.com	276-685-7113
Wheelchair Project	Woody Sadler	Lexington Sunrise	lorwood@embarqmail.com	540-817-8139
Gold Club Achievement Awards Chair	Andy Vanhook	Harrisonburg	andy@appealproduction.com	540-271-0023

District 7570 Area Governors

District 7570 Area Governors 2024-2025

Nina Beth Thornton
Administrative AG
Chatham

Terek Moneir
Roanoke Valley
Roanoke Downtown
Rocky Mount
Salem
Smith Mountain Lake
The Blue Ridge

Terri Fisher
Blacksburg
Christiansburg-Blacksburg
Floyd County
Giles County
Montgomery County
Radford Noon

Josh Thompson
Bluefield
Russell County
Tazewell

Joe Ley
Kingsport
Kingsport Downtown
Kingsport Sunrise
Scott County
Tri-Cities

Kenny Schweitzer
Abingdon
Bristol Morning, Va-Tn
Bristol VA-TN
Washington County

Pauline Adams
Greeneville
Greeneville Morning
Johnson City
Johnson City Evening
Johnson City Morning
Unicoi County

Anita Aaron Botetourt
Buena Vista
Covington-Hot Springs
Lexington
Lexington Sunrise

Heather Kime
Hillsville
Marion
Marion Morning
Pulaski
Wytheville

Inez Rodenburg Hasson
Chatham
Danville
Danville After Hours
Danville-Riverview
Martinsville-Henry Co
Stuart

Jamie Baisden
Broadway-Timberville
Luray
Mt. Jackson-Edinburg
New Market
Strasburg
Woodstock

Scott Arthur
Clarke County
Frederick County
Front Royal
Northern Shenandoah Valley
Warren County
Winchester

Lydia Heatwole
Bridgewater
Harrisonburg
Harrisonburg-Massanutten
Rockingham County

Diantha McCauley
Nelson County
Skyline Connections
Staunton
Staunton-Augusta
Waynesboro
Waynesboro-East Augusta County

Trish Cerulli
Altavista
Amherst
Bedford
Forest
Lynchburg
Lynchburg Morning

THE MAGIC OF ROTARY

Area Governors – Rotary District 7570 | Role and Responsibilities

Responsibilities of the Area Governor (AG) include:

- Participating with committee chairs in DTTS
- Working with the DG and DGE to develop goals for the district
- Advising the DG and DGE on committee selections and prospective AGs
- Indicating club ratings, documenting official AG Club visits, and entering other observations about a club in the comments section of the club ratings in Rotary Club Central (RCC) prior to June 1
- Visiting each assigned club at least quarterly and communicating regularly via telephone, e-mail and/or mail
- Supporting each club president and seek ways to help clubs be successful in the local and global community
- Serving as the communications conduit to enable the DG to communicate effectively with local clubs while keeping the DG fully aware of the status of each club, with emphasis on both successes and problems
- Providing information and education about district and RI programs to each club, with emphasis on work the of TRF
- Attending the monthly DG/AG Zoom calls
- Attending other meetings as required by the DG, such as the District Conferences (before and during term), PELS, DLA, CTT, DTTS, and area workshop meetings
- Scheduling and making plans for the visit of DG to areas and clubs
- Performing other assignments as requested by the DG

(COP 2022 17.030.1; D7570 Policies and Procedures 2021/rev. 2023)

Additional responsibilities:

- Planning the Pre-PETS meeting with club presidents for your first and second years; for your third year, assist the incoming AG with this task
- Mentoring your replacement at least 3 months prior to the end of the Rotary year
- Working with the district committee chairs for Public Image, Membership and Foundation, recruit advocates for your area and ensure they understand their role; provide introduction to the district chair

Information about the Area Governor role:

The DGE appoints Rotarians as AG to assist in carrying out the District 7570 Action Plan and to serve as the liaison between the DG and club presidents and club committees. AGs have such authority as outlined in the RI District Leadership Plan and properly delegated to them by the DG and shall have only those responsibilities which may be assigned to them by the DG.

AGs are district appointees selected by DGE, and not officers of RI. AGs are appointed on an annual basis, with no AG serving more than three one-year terms. When possible, one-third of AGs should be first-term appointees. This allows continuity in district leadership and provides more leaders opportunity to serve.

Club Resources

Dues: Mandatory Rotary International & District Dues per member

RI Membership Dues	\$78.50 (billed \$39.25 twice a year: July & January)
Rotary Magazine	\$18.00 (billed \$9.00 twice a year: July & January)
Council on Legislation	\$1.00
Insurance: General Liability (VA / TN) Directors & Officers	\$5.19 (VA) / \$10.54 (TN) \$1.24
District Dues	\$40.50
TOTAL:	\$144.43 (VA) / \$149.78 (TN) (per member)

Goals: District Rotary Foundation Goals

Annual Fund-SHARE	\$175 per member
PolioPlus	\$50 per member

NOTE:

- *Annual Fund-SHARE funds allow us to provide service to others through local and district grants.*
- *PolioPlus: Rotary and the Bill & Melinda Gates Foundation generates up to \$150 million annually for polio eradication. Under the agreement, Rotary is committed to raising \$50 million a year over the next three years, and each dollar will be matched with an additional two dollars by the Gates Foundation.*

Preparing for your Rotary presidential year

Reading material

- District 7570 Resource Manual (on the District website)
- Rotary Basics
- The Rotary Foundation Reference Guide (19_rotary_foundation_reference_guide_en (8).pdf)
- Your club bylaws and constitution
- Policies and Procedures Manual for the district (found on the district website)
- Be a Vibrant club (<https://my-cms.rotary.org/en/document/be-vibrant-club-your-club-leadership-plan-presentation>)

Club Budget Preparation

- Mandatory RI and District Dues
- President-Elect Training Seminar fees and expenses
- RYLA student registration (if applicable)
- Rotary Youth Exchange (if applicable)
- Meeting meal cost
- Club service projects cost
- Additional club budget support for Rotary Foundation

Monthly basis

- Read the *Informer* (District Newsletter-on the District website and a link in the News blast from DG)
- Read the Rotary Magazine (USPS or emailed to you)

Bi-weekly basis

- Read the weekly email blast from the DG, arrives every other Tuesday (follow the links to various documents)
- Read the club bulletin or newsletter

Websites: Rotary International, Rotary 7570; DACdb; Your club

- www.rotary.org
You will need to set up an account when you log on for the first time; your username will be your email address, then create a password. Sign in each time you go to this site. To sign in, click on the MY ROTARY at the top, then click on SIGN IN on the top, then you get a dialog box where you sign in!

Access Rotary Club Central – Found in MY ROTARY > Online Tools > Rotary Club Central.

Also, Click through all the headings at the top and click on all the links you see. There is a ton of information here.

Most useful: Hover over THE ROTARY FOUNDATION for the drop-down menu. Click on “Foundation reports”, and the first thing you see is “Individual Reports” click on view report, then “donor history” and you will get to your individual donation report. Two tabs: Overview and transaction detail.

Most useful: Also under THE ROTARY FOUNDATION tab, click on “About.” There is a tremendous amount of information here on the Rotary Foundation.

Most useful: Hover over LEARNING & REFERENCE. (at the top), then click on “learning center.” If you get the message, page not found, just go back to the top and try again. It’s been taking 2 attempts. You will see icons for different topics. Each icon contains 8 to over 25 classes. They range from 15 minutes to a couple of hours. You can start and stop them. Start with the classes in “About Rotary”, “Club Leadership”, and “General”. Some of the classes are duplicated under different categories. Once you’ve started courses, you can get to your dashboard at the top of the Learning Center page. Look to the left of your screen, next to the Rotary logo and you will see 3 horizontal hashmarks. That is the user menu. Click that and find your personal dashboard. They keep track of everything for you! Don’t do them all in one sitting!!

- www.rotary7570.org
District website. No need to sign in or create an account. Click on the tabs, then the various pages with the tab. There may be documents at the bottom of the page. Look at those, too. This is where you will find current and back copies of the district newsletter, the Informer.
- www.dacdb.com
This is a database, not a website. Log on using your email address and given password. *You can (and should) change this to any password you would like after you initially sign in.* Just click through the tabs. This is where you will send out emails to all the club members and see information on each club member. This is where you access the GOLD CLUB information (it's on the DISTRICT tab under GOLD CLUB.)
- Your club website: _____

2024-2025 | District 7570 Action Plan

Rotary's Strategic Priorities and Objectives

INCREASE OUR IMPACT

Youth Programs

- Encourage clubs to start Early Act clubs in their elementary schools. District goal: 5 new clubs.
- Enhance Interact participation in the district by increasing the number of Interact clubs by 4.
- Increase awareness of youth exchange, RYLA and Interact clubs with presentations to high schools in all 15 areas.
- Increase awareness of the Empowering Girls initiative, find projects to support worldwide efforts, and projects that will have an impact in our communities. Encourage clubs to find ways to improve the health, well-being, education, and economic security of girls by stressing the initiative at each area visit by the District Governor.

Foundation

- Request that clubs host a single or multi-club event in October 2024 to recognize World Polio Day and raise funds for PolioPlus (End Polio Now.)
- Donate 20% of District DDF to PolioPlus. Encourage clubs to meet their goal for their PolioPlus donation (suggestion: \$50 per capita.)
- Encourage and support club efforts to the Annual Fund-SHARE to achieve \$175 per capita for to support "Our Foundation."
- Honor our District Rotary Foundation achievements and donors through our Legacy Campaign.

Service - Community & Global

- Work with the community to increase the awareness and support of local literacy efforts with at least 25% of our clubs doing one literacy project.
- Increase clubs' participation in Global Grant projects to expand our reach worldwide. Highlight Global grants in the Informer.
- Encourage clubs to apply for District and/or Collaborative Grants to support community projects. Highlight ongoing progress on grants each month in the Informer.

EXPAND OUR REACH

Grow Membership

- Encourage clubs to achieve moderate, yet consistent membership growth of 5% a year. Also, encourage clubs to carefully review the qualifications of prospective new members by using an impartial, but uniform process. Make sure that they are a good fit with the club and the club meets their expectations. Engage, educate, and take care of new members.
- Assist clubs in their efforts to grow and diversify their membership. Encourage the use of new, flexible membership options for bringing people together for fellowship and service. Goal: Membership advocates conduct a program per club in their area and share ideas with the Membership Committee.
- Actively work to create new and innovative club models, such as satellite clubs and community based Rotaract clubs. District goal: 5 new satellite or Rotaract clubs.
- Re-energize our Rotaract clubs by inviting Rotaractors to district training opportunities and have a program on Rotaract at district conference.

Public Image

- Remind clubs to maintain a club website and/or social media presence and to update them three to four times a month.
- Encourage clubs to tell their Rotary story often and increase their visibility in the community.

ENHANCE PARTICIPANT ENGAGEMENT

Engagement

- Encourage clubs to incorporate virtual components into more of their programs and activities. By using new technologies to make connections, we give more people the opportunity to experience our global community.
- Work with the District Rotaract Committee to identify how we can better integrate them into our Rotary clubs. Encourage partnerships among Rotary clubs, Rotaract clubs, and Interact clubs.

- Create a welcoming and inclusive environment; address issues associated with mental and emotional health.

Leadership and Training

- Encourage all Rotarians to expand their knowledge and understanding of Rotary and take advantage of leadership development opportunities at Rotary Leadership Institutes (RLI), Club Team Training (CTT), District Conference, and Rotary International Convention.
- Develop new Rotary leaders by proactively introducing Rotarians to and encouraging their participation in district committees.

INCREASE OUR ABILITY TO ADAPT

Take Action

- Encourage clubs to embrace innovation and overcome reluctance to make changes.
 - Always consider diversity, equity, and inclusion in all your club decisions.
 - Strongly encourage clubs to define and measure their service impact by entering goals, service projects, and measurable achievements in Rotary Club Central (RCC.)
-

Awards

Gold Club Award | 2024-25



UNLOCK YOUR CLUB'S POTENTIAL BY BECOMING A GOLD CLUB

Beyond gaining recognition, participating in Gold Club ignites success in your Rotary Club. Tap into resources, support, and guidance, to elevate your club's significance. From enhanced visibility, training access, and funding opportunities, becoming a Gold Club is your pathway to greater service engagement and community impact.

REQUIRED ACTIVITIES

- BUILDING FOR FUTURE SUCCESS**
 - President-elect attend President-elect Learning Seminar (PELS) Spring 2025
 - Club President-elect or designated club representative attends DLA in Spring 2025
 - Pay District & Rotary International dues, in full, upon receipt (posted mid-January & mid-July)
 - + 3% new members as of July 1, 2025
- DACDB**
 - Club Secretary listed
 - Club Treasurer listed
 - Club Membership Chair listed
 - Club Foundation Chair listed
 - Club Public Image Chair listed
 - Club Youth Services Coordinator listed
 - Club District Conference Chair listed
 - Update Club information
- MY.ROTARY.ORG**
 - Pres.-elect complete Club President Basics in Learning Center
 - Add goals for Club Membership, Service Participation & New Member Sponsorship
 - Add goals for Annual Fund & Polio Plus

KEY LINKS:

RIZONE33-34.ORG DACDB.COM MYROTARY.ORG

PAGE 1

ELECTIVE ACTIVITIES



MEMBERSHIP

- Achieve Zone 33/34 Membership Action Plan award **or - PICK 4**
- Hold at least 2 Discover Rotary Events
- Hold at least 2 service or fellowship events which non-Rotarians or family members participate
- At least 2 club members attend District Membership Summit in August 2024
- Membership committee meets quarterly
- Sponsor a new Satellite, Companion, or Rotaract Club
- Develop & offer flexible membership types
- Membership Chair completes Club Membership Basics in Learning Center
- Conduct 2 programs on Membership
- Register & attend 50% of Membership Action Plan monthly webinars
- Add membership goal to Membership Success Center
- Review membership trends in Membership Success Center with Club board monthly
- Conduct membership survey using survey tool in Membership Success Center

ROTARY FOUNDATION - PICK 5

- Conduct a program on The Rotary Foundation
- 75% of club members contribute individually to the Rotary Foundation through Annual Fund, Polio Plus, or approved Global Grant
- \$1,500 or 2%+ increase in club giving to Polio Plus
- Club Foundation Chair completes Club Rotary Foundation Committee Basics in Learning Center
- Host World Polio Day event to raise funds for Polio Plus
- Club attains 100% Paul Harris Fellows, on a single day between 7/1/24 - 06/30/25
- Conduct a Raise Rotary fundraiser - raise.rotary.org
- Club member attends Foundation Grants Management training
- 100% of club members contribute individually to the Rotary Foundation through Annual Fund, Polio Plus, or approved Global Grant
- Apply for District Grant or Collaborative District Grant
- Apply for a Global Grant
- Average \$50/member to PolioPlus
- Average \$175/member to Annual Fund
- Add new PolioPlus Society member
- Increase Paul Harris - new members, levels, or society - by 2
- Increase Major donor, bequest, or benefactor by 1

PUBLIC IMAGE

- Achieve Zone 33/34 Public Image award **or - PICK 4**
- Register & attend 50% of Elevate Rotary monthly webinars
- Post successful club projects on Rotary.org - funds raised, volunteer hours, activities, etc...
- Invite local press to cover your projects and events. Share coverage to social media
- Publish upcoming speaker bios in local press and social media
- Invite public to serve with your club via local press and social media
- Use Public Image calendar to map out activities to promote
- Announce new members in local press and social media
- Budget for advertising and promotions
- Maintain and post to your club's social media page once a month between 7/1/24 - 6/30/25
- Follow Rotary Brand Guidelines
- Club PI Chair completes Club Public Image Basics in Learning Center

KEY LINKS:

RIZONE33-34.ORG DACDB.COM MYROTARY.ORG

PAGE 2

ELECTIVE ACTIVITIES

LEADERSHIP - PICK 4

- Club Officer or Committee Chair (other than PE or PN) attend at least one CTT
- One Rotarian first time attendee at District Conference 2025
- 10% of Club membership attend District Conference 2025 (not including guests)
- Club member serves in District capacity
- Send one member to Rotary Leadership Institute (RLI) (other than PE)
- Club Secretary completes Club Secretary Basics in Learning Center
- Club Treasurer completes Club Treasurer Basics in Learning Center
- Club member completes the Rotary Action Plan courses in Learning Center
- Mentor new or younger member into leadership role
- Develop & implement a leadership succession plan
- PE attends RLI or is an RLI graduate
- PN attends PELS
- Develop 3-year goals for club

SERVICE - PICK 4

- Continue or establish a partnership outside your club to work on a project
- Conduct a Community Assessment using tools from Rotary Learning Center
- Partner with another Rotary Club in your area on a service project
- Initiate a new service project
- Sunset or retire projects or fundraisers
- Recognize a member for their service to the community
- Sponsor or co-sponsor a student for the RYLA Annual Speech Contest
- Host Incoming Rotary Youth Exchange student
- Sponsor outbound Rotary Youth Exchange student
- Sponsor an Interact or EarlyAct Club
- Sponsor a RYLA student
- Increase members involved in service projects
- Install a Peace Pole

FELLOWSHIP - PICK 3

- At least 2 members visit other clubs in District 7570
- At least 1 member visits club outside of District 7570
- Check on members who have missed 2+ consecutive meetings
- Host 2 Family of Rotary or social events for members & families in your club
- At least 1 member attend District Conference
- Recite The Four Way Test at each meeting
- Include Interact student in at least 1 club meeting, event, or service project
- Hold a Member Mixer for your members to get to know one another (could be during a meeting or a separate event)
- "Seasoned" Club member give thumbnail on career and Rotary's importance to them

KEY LINKS:

RIZONES33-34.ORG

DACDB.COM

MYROTARY.ORG

PAGE 3

Rotary Citation

To be eligible for the Rotary Citation, clubs need to begin the year as active clubs in good standing – or having paid each invoice balance in full upon receipt. Rotary club leaders can go into Rotary Club Central and select at least 13 out of 25 goals they wish to apply toward citation achievement. This flexibility allows clubs to choose the goals that are most relevant and achievable. In addition, many goals will be self-reported by marking “achieved” in Rotary Club Central.

Link to Rotary Citation – [click here](#).

Earning the Rotary Citation is easy for Rotary clubs:

1. Go to Rotary Club Central.
2. Review the available goals.
3. Set goals for more than half of the available goals (at least 51%).
4. Achieve those goals.
5. Report your achievements in Rotary Club Central.
6. Celebrate!

District Committees

Caribbean Partnership

ROTARY ALLIANCE FOR PARTNERING WITH THE CARIBBEAN

Caribbean Partnership was developed to enhance strong ties between Districts in Zones 33 and 34. It provides a network for friendship and projects between Clubs and Districts.

How can our committee help you?

[Table of Contents](#)

We are here to help your Club when you are ready for an International Project, Friendship Exchange, Youth Exchange, or travel. We can connect you with other Rotarians and serve as a resource if you are traveling to another country.

Committee Chair: Byron Brill - byronbrill2@gmail.com

CART Committee

The CART committee provides resources, information, and updates to district officers and clubs about Alzheimer's and CART research efforts, grant awards, events, and fundraisers.



Our goals are to:

1. Raise Alzheimer's and CART above the radar through social media, club visits, district events, and encouraging clubs to participate in fundraisers, and
2. Increase districtwide support for CART so that cutting edge Alzheimer's research grants can continue to be awarded. We provide resources, information, and updates to district officers and clubs about Alzheimer's and CART research efforts, grant awards, events, and fundraisers.

What does our committee need from YOU?

- **Creativity:** Think outside the box and try something new!
- **Ability:** To socialize, share the news!
- **Renew:** Your faith. There's hope if we work together.
- **Trust:** Join us and help find a cure. Tell someone about CART.

Subscribe to the [CARTWHEEL](#) newsletter for more ideas

How can our committee help you?

- Provide updates on Alzheimer's research and CART progress
- Assist clubs with brainstorming potential fundraisers
- Portal training for depositing donations and monitoring progress
 - Go to www.mycartfund.org
- Resources: speakers, videos, technical support

Learn more at www.cartfund.org

Committee Chair: Heather Kime - HeatherKime.Rotary@gmail.com

Disaster Response Committee

The Committee has prepared a “Guide for Responding to Disasters” for Rotary Clubs in the District:

- A. Disaster events within the District: Impacted Clubs and Area Governors should communicate, and AGs then work with District Leadership to formulate a response. The response may be in materials or manpower expertise which would be coordinated through the Disaster Response Committee. If money is the appropriate response, then it would be funneled through the District Treasurer.
- B. Disaster events within the United States: District Leadership will determine whether it is practical to send materials or manpower expertise coordinated through the committee or to send money coordinated through the District Treasurer.
- C. Disaster events Internationally: The Committee will provide advice to clubs interested in responding to an international event, including connecting clubs with District individuals who have experience in international disaster events
- D. The Committee has asked club presidents to identify materials or manpower expertise that the club would contribute to a local, regional, or international disaster event.

In 2024-2025, the Committee is looking at working in these areas:

- Assemble and keep the resource inventory updated from the Clubs in the District
- Take advantage of District Training Opportunities to get the word out about how clubs can help with disaster responses
- Offer to help individual clubs build disaster response plans
- Have Zoom meetings to talk through “what if” situations, disaster simulations, and how the committee can help the district when a disaster occurs
- Examine whether disaster simulation software would be helpful in involving more people, particularly young people, in disaster preparedness planning
- Talk with the district leadership about decision processes and disaster response protocols.

What does our committee need from YOU?

Make sure your current club president has informed the Committee about any resources that the Club has to offer during a disaster event, even if the club has no resources at this time.

Be on the lookout for Rotarians in your club who would be a good contact for emergency preparedness activities.

How can our committee help you?

We will communicate information about the formation and work of the committee to ensure you have accurate and up to date information to share with clubs and Rotarians across the district.

Committee Chair: Jamie Baisden - jbaisden@qmtwindchimes.com

District Training

Develops and delivers the District Training Program to equip District and Club leaders to serve. Led by the District Trainer, the committee is responsible for District Team Training Seminar (DTTS), President Elect Learning Seminar (PELS), and Club Team Training (CTT).

Committee Chair: Lee Beam - lbeam@stauntonsteam.com

District Team Training Seminar (DTTS)

The training program for the District Leadership, addressing: DG/AG/Committee Chair Teamwork, RI Theme, District Objectives & Leadership Plan, District Administration, Club Communications, Foundation, Membership, Public Image, Youth Programs, and other Items as suggested by the DGE.

- Costs: Covered by District
-

President-Elect Learning Seminar (PELS) (formally known as PETS) including Pre-PETS

The learning program for Presidents-Elect, addressing: Club Administration, Rotary Information & Procedures, Foundation Programs, Youth Programs, Membership, Public Image, and other items as suggested by the DGE.

Cost: (2024/25 costs have not been set yet)

Approximate Registration: \$350

Approximate Hotel: \$160 per night

A Guide for Area Governors' Pre-PETS Meeting

Preparing your Presidents-Elect (PE) for their new Rotary year is important. The more you help them prepare, the more successful their presidential year will be. A prepared president will be a happy, dedicated, giving, service-oriented leader who can instill these qualities into their club members who will, in turn, refer their friends and acquaintances to Rotary.

Tips for Preparing PEs for a Successful Presidency:

1. Follow the attached suggested schedule and curriculum for Pre-PETS to guide your meeting discussions with the PEs.
2. Provide important dates to Club Presidents to share with their PEs, PNs, club officers, and committee chairs including:
 - a. District Conference: **April 4-6, 2025 @ Inn at Virginia Tech, Blacksburg**
 - b. PELS (Presidents-Elect Learning Seminar): **TBD**
 - i. **Required of PEs**
 - ii. Optional DACdb training prior to PELS weekend

Other Training Opportunities:

- Rotary Leadership Institute (RLI)
 - Virtual \$35 per member
 - In Person \$95 per member
- Rotary International Learning Center
 - FREE:
<https://learn.rotary.org/learn>

- c. CTT (Club Team Training): **February – May 2025 (Schedule to be announced)**

PEs are encouraged to attend as many as possible; they should also invite and encourage club officers and committee chairs to attend.

3. Be in contact with your PEs as PELS approaches and be prepared to meet with them individually, if necessary.
4. Host regular Presidents Council meetings. We suggest every 2 months or quarterly, at a minimum.
5. Encourage Club Presidents to include PEs and PNs in planning during their year for continuity. A vibrant and effective club will engage in long term planning. These meetings can foster strategic discussions.
6. Most of all, encourage your PEs to have fun while they prepare to lead their clubs. This will be an extremely rewarding experience for all who take on the challenge of Club President!

Pre-PETS Timeline for Area Governors

First Quarter

July

Consider inviting PEs to your Presidents Council meetings. Invite Advocates as well when appropriate.

Second Quarter

November

Encourage PEs to become familiar with District (www.rotary7570.org) and Rotary.org / Rotary Club Central websites. This can be done on their own.

Provide dates for PELS and District Conference to your clubs, and remind them that their PE and PN should be listed in DACdb in the CURRENT year so they will receive communication on PELS for the next spring.

Once dates are confirmed for Club Team Training (CTT), provide the calendar to all club leaders.

PEs begin planning for their presidential year District Grant proposal. PEs should bring District Grant application (or rough draft of proposal) to PELS for review and opportunity to discuss with the District Grants Committee.

Resources: *District website – [What We Do tab](#) – District Grants (General Info), District Grants Application, and District Collaborative Grants Application*

Third Quarter

January

If you haven't already included PEs in your Presidents Council meetings, Invite PEs to this quarter's meeting and include PEs in most, if not all, of your communications with Presidents moving forward.

Encourage PEs to begin discussing their **goals** for the upcoming year. Buy-in from club members and the Board are essential for setting realistic (and stretch) goals for their year as President. Assist PEs with obtaining Foundation reports to facilitate setting their Foundation goals. ***Sign-in to My Rotary - Online Tools - Rotary Club Central***

Resources: (1) RCC - Goal Center (for setting goals): Members and Engagement, Rotary Foundation Giving (Annual Fund & PolioPlus), Service, Young Leaders, and Public Image goals. (2) RCC - Reports - Rotary Foundation Giving - District Reports - Club Fundraising Analysis (Club's five-year history of Annual Fund giving).

February PEs hold planning discussions with their Club Board of Directors and become more familiar with District website, DACdb, My Rotary (RCC), and begin finalizing their goals.

Hold Pre-PETS meeting between February - April, 2025.

March PEs will need adequate time for self-study and consultation with their Boards to set goals. This meeting is essential to prepare your PEs for their upcoming attendance and success at PELS. Be sure that all have a login to DACdb as well as My Rotary. Be prepared to meet with PEs individually if necessary. A suggested agenda follows.

Pre-PETS Meeting Topics

(Ideally, the site where you host your pre-PETS meeting should have Wi-Fi if possible to access website resources. Ask attendees to bring laptop or tablet. Plan for a 2 hour meeting)

1. Items to Review

- a. www.dacdb.com – District database (DACdb) – can also be accessed from District 7570 website.
 - i. Please have your login information for DACdb at pre-PETS.
- b. www.rotary.org – Visit this website to access My Rotary/Rotary Club Central (RCC).
 - i. Please have your login information for My Rotary/RCC at pre-PETS.
- c. www.rotary7570.org – District 7570 website that includes a myriad of information about the District including District Grant information, club information, District leadership, training, District calendar, and much more!
- d. Establish best time for the group and schedule President's Council Meetings for upcoming Rotary year.

2. Goal Setting

- a. Plan to set club goals for Members and Engagement, Rotary Foundation Giving (Annual Fund & PolioPlus), Service, Young Leaders, and Public Image on RCC under Goal Center. Get input from your club board. Goals established will help your club to achieve the Rotary Citation. (*See 3b)
- b. Set goals for Foundation (Annual Fund-Share and PolioPlus) and all other areas (membership, service, etc.) prior to the start of the new Rotary year or no LATER than **August 1, 2024**.

3. Award Opportunities

- a. **Gold Club Achievement Award** - The Gold Club Achievement Award is awarded by the District and its purpose is to provide a path towards a well-managed club and create a focus on Rotary International's areas of focus. The final document for your year as President is made available close to beginning of new Rotary year. Record activities in DACdb under DISTRICT – GOLD CLUB tab.
- b. **Rotary Citation*** – The Rotary Citation is awarded by Rotary International. Achieving citation goals helps clubs engage their members, stay relevant in their communities and run more efficiently. To be considered for the Rotary Citation, you must identify at least 13 of the 25 goals in RCC and achieve these goals. Once these goals have been identified in RCC, some will automatically populate (Ex., membership, annual fund, etc.), yet others need to be confirmed as completed (Ex., service participation, district conference attendance, online presence, etc.). *Please revisit the Goal Center as the year progresses and definitely before the end of the Rotary year (Monday, June 30, 2025) to acknowledge completion of selected goals.*

4. What to Expect at PELS

- a. General sessions that include topics around The Rotary Foundation, Membership, Public Image, Youth and other relevant topics and programs in District 7570.
- b. **Breakout Session with your AG and other area PE's** – Topics will include planning your year as President, as well as club leadership and membership planning and an opportunity to discuss projects and club activities with area club PE's.
- c. **District Grants** - The District Grants chair will be at PELS. If you wish to have your grant proposal reviewed, reach out ahead of PELS to schedule time with them.
 - i. District Grant submission deadline for 2024-2025 grants is **Friday, May 31, 2025**.

5. District Legislative Assembly (DLA)

- a. The DLA is held annually in our District to elect District officers, vote on the District budget and conduct any other necessary District business. Information, including the proposed budget, will be sent to PEs by email prior to DLA. Roll call for each club will occur to confirm attendance of all clubs (either PE or their proxy must attend).
- b. Voting members: District Governor-Elect, Presidents-Elect, incoming AGs (including AAG)

6. Club Team Training (CTT)

- a. CTT is training opportunity for club officers, committee chairs and assistant governors to further develop leadership skills, refine strategies to achieve their goals and build the club leadership team. All Rotarians who accept key club leadership roles are encouraged to attend CTT. CTT sessions in District 7570 are held typically on Thursday evenings during from February through June via Zoom. Refer to the CTT schedule for specific topics/ dates/times.

7. **PE Self-Study**

- a. District 7570 Resource Manual: [Resource: District website – Resources – Resource Manual](#)
 - b. Club Presidents Manual: [Resource: District website – Clubs – Club Officers & Committees - Presidents – Club Presidents Manual 2016-19](#)
 - c. Manual of Procedure: [Resource: District website – Resources – District Downloads – RI Manuals - Manual of Procedure](#)
 - d. Review modules under Learning and Reference in the Learning Center on www.rotary.org.
-

PELS Area Planning Breakout Session during PELS Training

TOPIC ONE: Planning Your Year as President

1. DLA (District Legislative Assembly) ... PROXY if needed
2. PolioPlus & Annual Fund Goals - have they been approved by the BOD or have you spoken to your club for its input
3. Gold Club 2024-2025 (questions/concerns)
4. Status of club budget for 2024-2025
5. Status of current COVID-19 club policies for 2024-2025

TOPIC TWO: Club Leadership, Membership, and Planning

1. Have all committee chair/BOD positions been filled & input into DACdb
2. Membership Committee ... target number of new members
3. Leadership Succession Plan status

TOPIC THREE: Projects & Club Activities

1. Review club's existing projects – do they fall in at least one Rotary Area of Focus
 2. Grant status (district/global) for the 2024-2025 Rotary year
 3. Status of club support for Rotary Youth Exchange, Interact, RYLA, and Rotaract
 4. Club Events, Milestones, Fundraisers: have you scheduled events and appointed chairs to run/coordinate
 5. DG Visit (Club OR Area)/ Scheduled Date – submit to DG Bret Hrbek to confirm availability.
-

Club Team Training (CTT): Free virtual training

Virtual training seminars, preparing Club Leaders on their roles, including but not limited to Secretaries, Treasurers, Club Membership, Public Image, Foundation, and Grants Committees. All interested club members are welcome to join.

CTT Session Recordings/Videos

DACdb Training Session: [click here](#) | passcode: ^9H5H3#w

Grants:

- Rotary District Grants: <https://youtu.be/vdTFpaCp2vY>
- Rotary Global Grants: <https://youtu.be/LCAsYqWjVJA>

Rotary Foundation Session: [click here](#) | passcode: Dc2!?GsZ

Secretary Training: [click here](#) | passcode: a.Cbe7rH

Treasurer Training: [click here](#) | passcode: +kt2qaWG

Youth:

- Rotary RYLA: <https://youtu.be/eGsMZ4TpyLg>
 - Rotary Youth Exchange: <https://youtu.be/ItCAAUDTFdk>
 - Rotary Youth Programs: [click here](#) | passcode: ^9H5H3#w
-

Foundation: Steering Committee

The Foundation Steering Committee is made up of all ten committee chairs who fall under the District Foundation. Working together, they are charged with providing each Club and every Rotarian in the District the necessary tools to enhance, educate and support the District Foundation.

What does our committee need from YOU?

- Review and utilize District Foundation resources.
- Share pertinent information that you receive from the Foundation Team with the Clubs.
- Request information and support from your Foundation Advocates and members of the Steering Committee.
- Advocate and plan now for an event during Foundation Month in November.

How can our committee help you?

The Foundation Steering team is a committee of experts that advise, guide, facilitate and support the District Clubs and Rotarians on all Foundation matters. Please do not hesitate to contact any of the team for whatever needs that might arise during your year as Club President. We are here to support you in all things *Foundation!*

Committee Chair: Tim Carter, District Rotary Foundation Chair (DRFC) - tccscso@gmail.com

Foundation: Annual Giving Committee and Annual Fund

The Annual Giving Committee promotes, strengthens, and monitors Rotary Foundation fundraising and recognition within District 7570, advises clubs on setting fundraising goals and provides strategies to achieve them, organizes club and district fundraising activities, and motivates and advises clubs on all Rotary Foundation fundraising initiatives and promotes the initiatives.

What does our committee need from YOU?

- Set Annual Fund and PolioPlus Goals in Rotary Club Central
- Appoint Club Rotary Foundation Chair and enter the applicable name in both DACdb and My Rotary
- Partner with Area Rotary Foundation Advocate (and/or Area Governor) to promote The Rotary Foundation
- Commit to the goal of \$175 per capita to Annual Fund-SHARE
- Encourage 100% participation in:
 - Every Rotarian Every Year (minimum of \$25 to Annual Fund-SHARE per Rotarian)
 - Sustainers (minimum of \$100 to Annual Fund-SHARE per Rotarian)

Committee Chair: Patty Baisden - jpbaisden@comcast.net

Foundation: Endowment Committee

This Committee markets and promotes our endowment scholarships including the Skelton Endowment and Reid Jones Endowment, provides recognition to contributors, raises funds, and supports scholarships managed by our District.

What does our committee need from YOU?

- Encourage members to become a Skelton Fellow by give a gift of \$500
 - Donors will receive a pin and certificate
- Honor someone for his/her service to Rotary or the community such as an outgoing President or other officer
- Leave a legacy of international education, peace and goodwill

How can our committee help you?

The Endowment Committee can help you with brochures and other promotional materials to inform your club members of the William E. (Bill) Skelton Endowment that sustains the Skelton Scholarships. Skelton Scholarship is for graduate level students majoring in an area related to one of the seven Areas of Focus:

- Promoting peace
- Fighting disease
- Providing clean water and sanitation
- Saving mothers and children
- Supporting education
- Growing local economies
- Protecting the environment

Foundation: Skelton / Jones Endowed Scholarship Committee

This committee interviews candidates for the Skelton and Jones Scholarships and select finalists, assists the finalists in completing Global Grant applications to The Rotary Foundation to ensure the awarding of \$35,000 scholarships for one year of graduate studies in a country outside of their native country, and secures host clubs in the scholar's country of study. The committee completes reports to The Rotary Foundation following the completed year of study.

What does our committee need from YOU?

- Encourage Clubs to identify scholarship candidates, interview and endorse the best candidates
- April-May – Remind Clubs to encourage the candidates they plan to endorse to identify desired graduate schools and begin completing the scholarship application

How can our committee help you?

- Provide a club program on the District's Scholarship program
- Assist with ideas for discovering qualified candidates
- Answer questions regarding qualifications for ideal candidates, parameters regarding study plans, etc.
- Keep clubs informed regarding the interview process and results of finalists
- Offer updates as we work through the Global Grant process

Endowments & Scholarships Committee Chair: Kathy Napier kpnapier@gmail.com

Foundation: District Grants Committee

The District Grants Committee help grant writers by reviewing their proposals prior to submittal. The committee reviews applications with an eye on guidelines and leads the process of awarding grant funds. Upon award, the committee helps clubs get started on their grants and serves as a bridge to the Stewardship Committee.

What does our committee need from YOU?

- Promote District Grants to your Clubs
- Inspire clubs to help their communities by developing a District Grant
- Direct Rotarians to the grant resources in the district website
- Remember that for larger projects a Collaborative Grant is available
- Facilitate communication between Clubs and the District Grant committee

How can our committee help you?

- Do you need a club program? We can speak to your club!
- We have a committee member assigned to help Clubs with the entire Grant process
- We have a Quick Guide to Grants and a YouTube video on the district website
- We offer a preliminary review of your Grant proposal if you get it to us by June 15

District Grant Chair: Marc Hudson - mahudsonod@hotmail.com

Foundation: International Service Committee

The International Service Committee advocates for international service by district clubs. We help individuals and clubs interested in pursuing global grant projects including grants management training by webinar and at Club Team Training. We monitor global grant projects in progress. We recommend the use of district designated funds (DDF) for prospective global grant projects.

What does our committee need from YOU?

The International Service Committee encourages every club to budget some amount for international service. This can be used for a club's global grant project or for projects undertaken by the district or other clubs. We encourage every club to have a program on a global grant project that has district or district club support. We encourage leadership to refer member questions and expressions of interest to our committee members. We ask that club leadership obtain a basic knowledge about global grants by reading the Guide to Global Grants (link below).

How can our committee help you?

The International Service Committee can advise clubs as to projects to which they can provide financial assistance. We can provide guidance for clubs interested in undertaking a global grant project by helping identify possible projects and international partners. We can also facilitate club programs on global grants. Finally, the committee's webpage on the district's website provides information and links to

publications such as Guide to Global Grants and Terms and Conditions for Rotary Foundation District Grants and Global Grants. The link to the webpage is <http://www.rotary7570.org/global>. The link to the Global Grants portion of the annual grants management webinar is <https://youtu.be/Xpzaf13FQjo>.

International Service Chair: Mike Quillen: mquillen@gmail.com

Global Grants Chair: Earline Lane: earlinelane@gmail.com

Foundation: Paul Harris Society (PHS)

The Paul Harris Society recognizes individuals who elect to contribute \$1,000 or more each year to the Annual Fund, PolioPlus Fund, or approved global grants. Rotary honors new PHS members with a certificate and chevron. The chevron (placed behind the Paul Harris Fellow pin) shows the member is a dedicated funder bringing Rotary programs to life.

What does our committee need from YOU?



Remind Rotarians through PHS membership they support eradicating polio, promoting peace, fighting disease, providing clean water, saving mothers and children, education, growing local economies, and responding to disasters.



JOIN AT ROTARY.ORG/PHS

How can our committee help you?

- Presentations for your clubs
- Sign up eligible Rotarians
- Help with award presentations and club assemblies.

Committee Chair: Pamela Chitwood - pamchitwood@hotmail.com

Foundation: Planned Gifts and Major Gifts

This committee serves as a resource to assist you with giving opportunities to The Rotary Foundation's Endowment Fund and Major Gifts of \$10,000 or more to any fund. Our committee will answer questions to help you or someone you know make a planned gift to provide ongoing support to Rotary programs and/or a structured gift to take advantage of financial and tax benefits.

- Benefactor
 - When you include The Rotary Foundation Endowment Fund as a beneficiary in your estate plans for \$1,000+ or you donate \$1,000+ to the Fund outright. *Note: If you donate \$1,000 outright to the District 7570 Skelton Fellow Endowment Fund, you can become a Skelton Fellow, name someone else as a Skelton Fellow, and become a Benefactor.*

- Bequest Society
 - When you make a commitment for future gifts of \$10,000 or more to The Rotary Foundation's Endowment Fund, you will be invited to join the Bequest Society
 - Level 1: \$10,000
 - Level 2: \$25,000 - Named Endowment Opportunity
 - Level 3: \$50,000
 - Level 4: \$100,000
 - Level 5: \$250,000 - Posthumous Induction into Arch Klumph Society
 - Level 6: \$500,000

- Legacy Society
 - When individuals and or couples substantiate a gift of \$1 million or more to the Endowment Fund, you become a member of the Legacy Society.

- Major Donor
 - When your cumulative outright donations reach \$10,000, to any fund, you become a Major Donor. You can also become a Major Donor by pledging \$10,000 to be contributed over the course of three years.
 - Level 1: \$10,000 to \$24,999
 - Level 2: \$25,000 to \$49,999
 - Level 3: \$50,000 to \$99,999
 - Level 4: \$100,000 to \$249,999

- Arch Klumph Society
 - When your cumulative outright donations reach \$250,000, to any fund, you become a member of the Arch Klumph Society.
 - Trustees Circle: \$250,000 to \$499,999
 - Chair's Circle: \$500,000 to \$999,999
 - Foundation Circle: \$1,000,000 to \$2,499,999
 - Platinum Trustees Circle: \$2,500,000 to \$4,999,999
 - Platinum Chair's Circle: \$5,000,000 to \$9,999,999
 - Platinum Foundation Circle: \$10,000,000 and above

What does our committee need from YOU?

Let others know about www.rotary.planmygift.org. Identify individuals who are interested in becoming a Benefactor, Bequest Society Member, or Major Donor by providing the potential donor's name to Dana and/or Laurie or giving the potential donor Dana and/or Laurie's contact information.

Committee Chair: Garry Norris garry.norris@expresspros.com

Major Gifts Officer, Zone 33: Laurie Menzel laurie.menzel@rotary.org

Foundation: PolioPlus Committee

We are focused on fundraising, educating, and encouraging all clubs and members to participate.

What does our committee need from YOU?

- Tell the ROTARY Story! Many do not know that we've almost wiped out this disease and many don't know that Rotary has been instrumental in reducing the cases by 99.9%; but, the main thing to tell others is that polio could return to our hometown if we don't stamp it out everywhere. Clubs can easily send a photo and caption, or short press release when they hold events for polio. They can share videos and messages that tell our story, and they can give funds! It's a great story to tell prospective members, too!
- Raise a minimum of \$50 per member
- How will you raise it?
 - World's Greatest Meal? (See WGMeal.org)
 - Pints for Polio? Paddling for Polio? Auction cupcakes?
 - Invite a polio speaker and collect money.
 - Plan an event or speaker for World Polio Day, Oct. 24, 2024. You can have it any day around that date - whatever works best for your club.
- **How can our committee help you?**
 - Give ideas for fundraising
 - Provide tools to educate & inspire
 - Arrange a speaker for your club



Join the PolioPlus Society!

The PolioPlus Society recognizes individuals who elect to contribute \$100 or more each year to the PolioPlus Fund. Rotary honors new members with a certificate and pin.

[Click here to join the PolioPlus Society](#). Donations to PolioPlus may be made in your normal ways of giving, but it's easiest to do online at www.rotary.org/donate and select the Polio Plus Fund (be sure you are signed in so you and your club will be credited). Also, if you make your donation online, you will have the ability to set it up as a recurring donation which makes the annual giving that much easier. Thank you for your continued support to Rotary's PolioPlus efforts.

Polio Committee Chair: Jeremy Spilman - jeremy.spilman@mybrb.bank

PolioPlus Society Chair: Traci Blido - tblido@gmail.com

[Table of Contents](#)

Foundation: Stewardship Committee

The Stewardship Committee ensures adherence to District 7570 and Rotary International standards, applies uniform guidelines and treatment to ALL grants, and provides accountability for all District Grant Funds.

What does our committee need from YOU?

- Follow and implement grant plan and guidelines
- Maintain and provide records of all expenditures, receipts, invoices, and proofs of payments attached to your progress and final reports
- Complete and submit onto District website PROGRESS REPORTS by 31 January
- Complete and submit onto District website FINAL REPORTS by 15 May
- Ask any questions concerning the grants; we or the District Grant Committee will help any way possible
- If any situations occur which inhibit your grant progress as planned, let us know ASAP so an approved plan can be developed along with the Grants Committee

How can our committee help you?

- Assisting in avoiding problems or irregularities that may occur regarding grants
- Answering your questions
- Verifying the grant plan was followed, and expenditures have been made as per the approved grant
- Completing RI reports regarding district grant funding
- Closing grants once the final reports along with necessary documentation regarding expenditures have been submitted
- VERY IMPORTANT – ALL grants MUST be closed with RI before our district may apply for the next grant cycle funding

Committee Chair: Rick Miller - fmmiller@aep.com

History & Archives Committee

The History & Archives Committee collects and stores club history & archives information.

What does our committee need from YOU?

Easy steps to record your club's activities:

1. Appoint someone to do this enjoyable task
2. Complete your club's History Collection Form annually
3. File the form with the History Committee

Committee Chair: Paula Alston paulakalston@gmail.com

Membership

We are your resource for ideas, how-to's, and direction for ALL things MEMBERSHIP!

What does our committee need from YOU?

- Identify and engage Club Membership Chairs
 - These important people need to be identified in DACdb & My Rotary for communication & engagement!
- We also need everyone engaged in Membership strategies, ideas, & work – it is not up to one person in your club, area, & district.

How can our committee help you?

We are your resource for information, strategies, events, virtual club assemblies, etc. We want to help you assess your club, engage your current members, connect with prospective members, make new members feel welcome, develop your club, start a new club, etc.!

Committee Chair: Rick Novak - [rickn1989@gmail.com](mailto:ricken1989@gmail.com)

New Club Development

With the assistance and support of the District Leadership Team, this committee assists Clubs and Areas to expand existing clubs and develop new clubs.

What does our committee need from you?

- A desire to “Expand our Reach” through membership growth and opportunities for increased community engagement!
- Anyone interested in club expansion (e.g., a satellite club) or starting a new club should contact the District Membership – New Club Development Committee to discuss the process.

How can our committee help you?

We are your resource for information about new club models and the process for starting a new club. We will support you from start to finish!

Membership / starting a new club:

<https://my.rotary.org/en/learning-reference/learn-topic/membership>

<https://my.rotary.org/en/learning-reference/learn-topic/start-club>

Committee Chair: PDG Nancy Whitlock - nwhitlck@ntelos.net



Rotaract

This Committee promotes Rotaract, encourages formation of new clubs, and provides support for existing clubs.

What does our committee need from YOU?

Inform the committee of:

- Interest in forming a new Rotaract Club
- Needs of Rotaract Clubs or sponsors
- Persons interested in promoting Rotaract
- Existence of Rotaract as a type of Club
- Rotaract Committee and DRC for help



How can our committee help you?

- Stay current with RI
- Follow pertinent publications
- Share with and interpret to team
- Contact RI for more information & clarifications
- Respond to Team

Committee Chair: Tom Bell - tbell@vt.edu

Public Image Committee

The District Public Image Committee assists District 7570 and its clubs with public image needs. Our goal is to give resources to promote and celebrate what clubs have done and are doing together in their community. Help us by sharing your stories with us and on your Facebook pages!

What does our committee need from YOU?

- Identify your Public Image Chair in DACdb
- Promote your club often via social media
- Send in stories for the district newsletter, *The Informer*

How can our committee help you?

- Our committee will be there for your club with any Public Image needs.
- Social Media:
 - examples for posting
 - scheduling posts
 - How to gain members by posting

Public Image Training Videos:

- Using Canva for Rotary:
<https://www.youtube.com/watch?v=8GI1f10RFg8>

Committee Chair: Cora Gnegy - cgnegy@vt.edu

Public Image & Membership Resources

[Brand Center](#) includes guidelines, templates, logos, and ads.

Hold a Membership Event – Here is a [Recipe](#) for a successful event. [Here is an example](#) from D7360. [Here](#) is a presentation that RI created.

Before the event use [this resource](#) to help members identify individuals to invite to the event.

Have your PI Committee make up a club flyer/brochure to give

Rotary Leadership Institute (RLI)

The purpose of Rotary Leadership Institute (RLI) is to strengthen your club and your life. With service, Rotary comes a learning experience in the areas of leadership, team building, planning, marketing, communication, and organization. RLI provides an opportunity to enrich that learning through sharing experiences and ideas with other Rotarians throughout the region. Rotarians who know about Rotary are more likely to stay in Rotary.

What does our committee need from YOU?

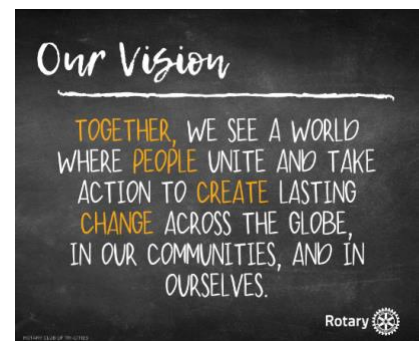
Participate in RLI. Rotarians benefit from the three sessions of training offered in RLI. For more information, visit: <http://midatlanticrli.org/>. Each session is highly interactive and, therefore, contains a minimum of lecturing and provides lots of opportunity for participants to share their experience and ideas. The sessions are led by Rotary leaders who have been trained in the facilitation techniques that maximize the learning experience.

Committee Chair: Leslie Lynch - kymalyn@charter.net

Strategic Planning Committee

This committee is responsible for drafting and coordinating the approval of the District 7570 Strategic Action Plan. The plan incorporates the Rotary International Vision and identifies the strategic priorities of District 7570:

- Increase our Impact
- Expand our Reach
- Enhance Participant Engagement
- Increase our Ability to Adapt.



The plan provides a “way forward” for the District Governors for Rotary Years 2020-2025 and for District Committees and Clubs. The Strategic Plan lists specific objectives which are incorporated into the Gold Club standards and the Club President’s objectives for their Rotary year. If you have a desire to develop a Strategic Plan for your club, we can help! The committee can provide you with surveys to identify how your club is doing now and help you develop your strategic plan and offer suggestions on tracking your progress.

Treasurer

What does the District Treasurer need from YOU?

We need proper documentation and sufficient time to process the information sent in so we can send it back out promptly. Below is the voucher you will need to turn in with any receipts to be reimbursed. Please contact the District Treasurer if you have questions to save time in getting your reimbursement to you.

Contact information: Jacob Higginbotham, District Treasurer JHigginbotham16@yahoo.com

Rotary International District 7570 Reimbursement Voucher

Fillable voucher is available at: www.rotary7570.org/finance



Rotary International District 7570 Reimbursement Voucher
Western Virginia and Northeastern Tennessee

Name: _____
Address: _____

Phone Number: _____

Account to Charge: _____

Purpose of Expenditure: _____

0.67								
DATE	DESCRIPTION	MILEAGE	MILEAGE CALCULATION	LODGING	REGISTRATION FEE	MEALS	OTHER**	TOTAL
								-
								-
								-
								-
								-
								-
								-
								-
								-
								-
								-
								-
								-
TOTALS				-	-	-	-	-

**OTHER - explanation required in block below

Attach receipts for all expenses. Submit to District Treasurer for processing.
 I hereby certify that expenses listed above in the amount of \$ _____ were incurred by me on Rotary District 7570 business, and include only such expenses as were necessary in the conduct of business. By signing, I attest that if expenses are reimbursed to me prior to an event taking place and I fail to attend the event, I will within 30 days of the event, pay the total expensed amount back to Rotary District 7570.

Submitted by: _____
 Approved by: _____

Date: _____
Office Use Only:
 Date Processed: _____
 Initials: _____

Expense reports must be submitted within 60 days of when the expenses were incurred to be eligible for reimbursement.

Version 2024

Youth Services

Interact Committee

This committee helps clubs engage the Interact Clubs they sponsor, starts new Interact Clubs, works with the RYLA Committee to encourage Interact attendance, and works with the District Conference Committee to encourage youth attendance at conference.

What does our committee need from YOU?

- Area or Club Interact advisors and contact information
- Names of schools in your community without Interact clubs

How can our committee help you?

- Help with growth of the Interact Clubs in your area
- Help identify opportunities for youth involvement in your area

Committee Chair: Kayla Payne - Kayla.payne90@gmail.com

Early Act Committee

Early Act is a service club for elementary school students and sponsored by one of the local Rotary Clubs. The mission and operation of Early Act are closely linked to the ideals of Rotary and provided a foundation and natural succession into Interact when the students move into middle and high school. Early Act provided young students the opportunity for gaining an increased awareness and knowledge of their community and the world. Additionally, it teaches students to live the Rotary motto of "Service Above Self." At a young age, all students can easily be encouraged to be caring and helpful. Their minds are open to recognize the dignity and worth of each individual which builds reasons for others.

What does our committee need from YOU?

- Name of clubs interested in learning more about Early Act Clubs

How can our committee help you?

- Help with growth of the Early Act Clubs in your area
- Help identify opportunities for youth involvement in your area

Committee Chair: Michael Williams - mdub0308@gmail.com

Rotary Youth Exchange Committee

We cultivate interest among students who want to go outbound on either short-term or long-term exchange to a foreign country as part of RI's focus on peacebuilding. We shepherd the application process, interview candidates, orient students, and offer counseling support throughout their exchange. We also welcome inbound foreign exchange students that are hosted by individual clubs and placed in host families and local schools; and, conducting year-round orientations, get-togethers, activities, and presentations. Our District is sending at least 6 students outbound long-term in 2024-2025, to countries like France, Belgium, Sweden, Croatia, and more. We will be placing at least 6 inbound exchange students into our District as well, so we need host clubs to commit to accepting a student in their communities and schools. Short-term exchange is back to full strength also without restrictions.

What does our committee need from YOU?

Invite members of our committee, past youth exchange officers, or past participants to speak to your club in person or virtually about the RYE program and cultivate continued interest in it. Have a conversation with your club to see if your club is interested in hosting a long-term inbound student for the academic year. The club's commitment would be \$100 per month for the student allowance, recruiting 2-3 host families, gaining the school's acceptance of the student without a fee, and registration fee for RYLA. This is approximately a \$1,250 financial commitment altogether.

How can our committee help you?

If you know of students through Interact, school guidance counselors, etc. that may want more information about the RYE program, send them to www.exchangestudent.org , give them my contact information and have them watch this video: <https://www.youtube.com/watch?v=vws8ZLE8-8>

Contact Information: Charlotte Whitted - rye7570@gmail.com

Ryla Committee

The Rotary Youth Leadership Academy (RYLA) is responsible for planning, organizing, and executing a RYLA event each year. RYLA brings together high school juniors and seniors from the district for fun, leadership building, service, and team building. Our plan is to hold an IN-PERSON event, December 1st – December 6th, 2024. The weekend will consist of team building exercises, a diverse group of speakers, and a service project.



What does our committee need from YOU?

The RYLA committee needs assistance from all District 7570 Rotarians in promoting and marketing Rotary opportunities for our youth, specifically high school juniors and seniors. Please remember that students do not need to be in Interact to participate!

How can our committee help you?

The RYLA committee will provide appropriate information to share with area high schools and other sources to promote this great leadership event for the youth in our district. The committee will be available to answer questions and strategize with you for the best ways to share information with schools and other sources.

Committee Chair: Inez Rodenburg Hasson inezrodenburg_rotary@yahoo.com

Youth Protection Committee

We train and monitor to see that youth are protected from abuse and harassment. We ensure all Rotarians and volunteers are properly screened & certified through background checks and that Rotarians are properly trained in Youth Protection Policies. We educate Rotarians about abuse, harassment and with reporting procedures.

What does our committee need from YOU?

- Comply with Rotary International requirements and follow guidelines in Youth Protection Policy
- Inform members of the requirements of the Youth Protection Policy

- Club Youth Exchange, RYLA, Interact, and Rotaract Chairs are required to participate in training and complete background checks
- Certify that club will comply with Youth Protection Policy and appoint a Club Youth Protection Coordinator
- Submit background checks to District Youth Protection Officer

How can our committee help you?

- Work directly with Club Youth Protection Coordinators
- Assist in training to help others understand different types of abuse and harassment
- Assist in reporting procedures

[Youth Protection Background Check Submission Form](#)

Committee Chair: Mark Fenyk - lawyer@fenyk.com

Wheelchair Project

The Wheelchair Project Committee collects funds needed to purchase and distribute wheelchairs to those in need. Watch to learn more:

<https://animoto.com/play/PJS7cNF1fAWfa7xdlk4STw?autostart=1>



What does our committee need from YOU?

- Consider contributing to the Wheelchair project.
- Cost of a Wheelchair: \$150
- Cost of a Container (280 chairs): \$62,000
 - District receives a 1 for 1 match from the Wheelchair Foundation
- Deliver a wheelchair by Rotarians: PRICELESS
- Online Contributions:
 - Wheelchairfoundation.org (GIVE - Rotary District 7570 Project)
 - Mail to Wheelchair Foundation Rotary District 7570 Project 3820 Blackhawk Rd, Danville, CA 94506

Committee Chair: Woody Sadler: sadlerwa@vmi.edu

HOW TO DELEGATE YOUR ONLINE ACCESS



CONTENTS

[What Is Delegation?](#)

[Starting Delegation](#)

[Editing or Removing Delegation](#)

[Questions?](#)

WHAT IS DELEGATION?

As a club, district, or regional officer you can delegate temporary permission to conduct online Rotary business on your behalf to an individual in the same organizational level who has an active My Rotary account. You control the start and end date, and can schedule delegates in advance. However, you will only be able to share your access with one person at a time. Your role cannot be further delegated.

Delegation is designed only to share your online access, and it is not intended to relieve you of your duties as an officer. Your delegate will not have access anything of a personal nature such as your profile, personal contribution history, or Rotary Community Discussions. You will continue to have the same online experience for your role.

As a delegator, it is very important to begin this process only after having a thorough conversation with your delegate. Make certain that you both understand the significance and risks of this relationship because, ultimately, the responsibility of all activity lies with the delegator. You will not receive a notification stating that a change was made on your behalf.

For certain roles, a delegate will have access to sensitive information and functions. You will not be able to turn off any features. Specific areas that may be effected include,

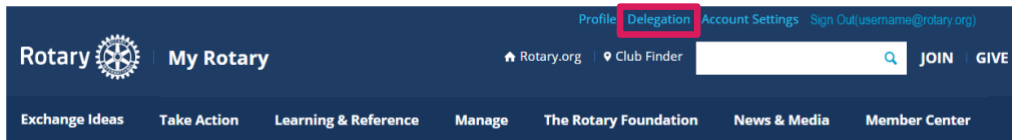
Grants Application Tool	Rate Clubs (Rotary Club Central)
<ul style="list-style-type: none">• Club Presidents• District Governors• District Rotary Foundation Chairs• District Grant Subcommittee Chairs• District Scholarship Chairs• District Stewardship Chairs• RRFCs (view only access to one member within their zone)	<ul style="list-style-type: none">• Assistant Governors• District Governors



APRIL 2017

STARTING DELEGATION

To begin, log on to www.rotary.org/myrotary and hover over your name. Then, select “Delegation”:



The delegation screen features 4 sections: (1) **Your Roles**; (2) the **Roles You Have Delegated**; (3) the **Roles that have been Delegated To You**; and (4) your **Delegation History**:

YOUR NAME

PROFILE **DELEGATION** CONNECTIONS (1) MESSAGES (0) ACCOUNT SETTINGS

DELEGATION

You can delegate temporary permission to conduct online Rotary business on your behalf to any individual in your club or district who has an active My Rotary account. You control the start and end date and can schedule multiple delegations at one time.

[View the delegation quickstart](#)

1 YOUR ROLES

- CLUB TREASURER**
Rotary Club
Start 01-Jul-2015 - End 30-Jun-2016
[Delegate role](#)
- CLUB EXECUTIVE SECRETARY/DIRECTOR**
Rotary Club
Start 01-Jul-2016 - End 30-Jun-2017
[Delegate role](#)

2 ROLES YOU HAVE DELEGATED

- CLUB TREASURER**
Rotary Club
Delegated to My Delegate
Start 17-Jul-2015 - End 17-Jul-2015
[Edit](#) | [Remove delegation](#)

3 ROLES DELEGATED TO YOU

You have no roles currently delegated to you.

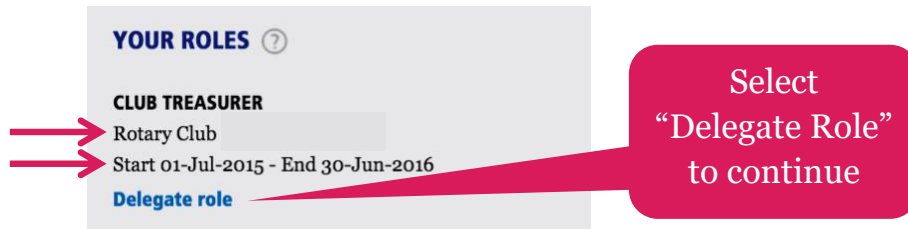
4 DELEGATION HISTORY

- CLUB TREASURER**
Rotary Club
Delegated to My Delegate
Start 09-Jul-2015 - End 09-Jul-2015
- CLUB MEMBERSHIP CHAIR**
Rotary Club
Delegated to My Delegate
Start 17-Jun-2015 - End 30-Jun-2015



APRIL 2017

Under each role, the organization (club name, district number, or region) and respective term dates are listed.



YOUR ROLES ?

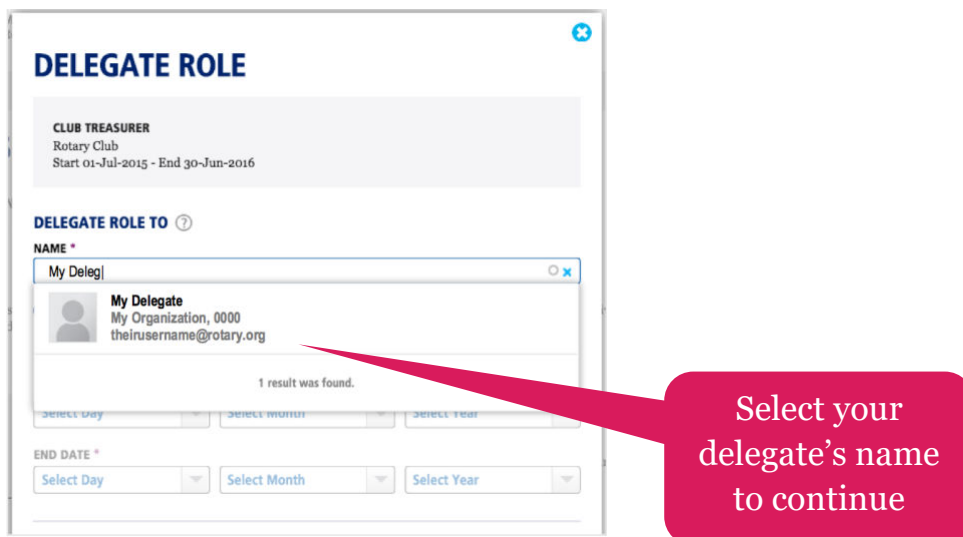
CLUB TREASURER
Rotary Club
Start 01-Jul-2015 - End 30-Jun-2016
[Delegate role](#)

Select
“Delegate Role”
to continue

In the pop-up, start typing the name or email address of your delegate. **Please Note**, the search will only return the names of those who are (1) in the same organizational level as you *and* (2) if they have created a My Rotary account that is associated with their membership. **Tip:** enter the email address they use to log in to My Rotary.

If the search is unsuccessful, it may mean that the delegate has yet to create their account, or has created a secondary account that must be merged by Rotary Staff. If you require assistance, please email RotarySupportCenter@rotary.org.

If both criteria are met, the search will populate results:



DELEGATE ROLE

CLUB TREASURER
Rotary Club
Start 01-Jul-2015 - End 30-Jun-2016

DELEGATE ROLE TO ?

NAME *
My Delegr

My Delegate
My Organization, 0000
theirusername@rotary.org

1 result was found.

Select Day Select Month Select Year

END DATE *
Select Day Select Month Select Year

Select your
delegate's name
to continue



After making your selection, the remaining fields will activate: (1) **Duration of Delegation**, and (2) **Terms of Delegation**. Both areas must be completed to continue.

Select the start and end date for their online access. Again, you control the duration of delegation; a delegate may have as little as 24 hours of access and as long as an entire Rotary Year.

DURATION OF DELEGATION ? 1

START DATE *

18 July 2015

END DATE *

30 June 2016

TERMS OF DELEGATION * 2

I understand that I am temporarily delegating some of my authority and responsibility to another individual. I understand that I will continue to be responsible for the duties delegated, and that the delegation will continue until I revoke it.

SAVE Cancel

The Start Date cannot be in the past and the End Date cannot exceed the final date of your term.

If you are satisfied with your selections, click “Save”. The assignment will now appear in the second column, “Roles You Have Delegated”:

YOUR ROLES ?	ROLES YOU HAVE DELEGATED ?	ROLES DELEGATED TO YOU ?
CLUB TREASURER Rotary Club Start 01-Jul-2015 - End 30-Jun-2016 Delegate role	CLUB TREASURER Rotary Club Delegated to My Delegate Start 16-Jul-2015 - End 17-Jul-2015 Edit Remove delegation	You have no roles currently delegated to you.
CLUB EXECUTIVE SECRETARY/DIRECTOR Rotary Club Start 01-Jul-2016 - End 30-Jun-2017 Delegate role	CLUB TREASURER Rotary Club Delegated to My Delegate Start 18-Jul-2015 - End 30-Jun-2016 Edit Remove delegation	

You will be copied on an automated email that informs the delegate of the Terms of Agreement, and the Duration of Delegation. The next time they log on to My Rotary, they will have the same role-based access that you experience.



Other information:

CLUB & BOARD MEETING AGENDA SAMPLES

Sample #1: Club Meeting Agenda Sample

ROTARY CLUB OF _____

Date: _____

12:05 PM

- 1. Welcome: _____
- 2. Pledge to the Flag: _____
- 3. Song: _____
- 4. Invocation: _____

12:20 PM

- 5. Visiting Rotarians & Guests _____
- 6. Sunshine and Rain: _____
- 7. 50-50 Raffle: _____
- 8. Announcements:
 - a) _____
 - b) _____
 - c) _____

9. INDUCTION OF NEW MEMBER (if there is one):

10. PROGRAM: Introduction by _____

11. Book Presentation to the Speaker—Thank you for speaking to our club today.

12. Thank You for Attending. Read guests' name(s)

13. Please stand and join me in the 4-WAY TEST. Of all the things we think, say or do: Is it the truth? Is it fair to all concerned? Will it build goodwill and better friendships? Will it be beneficial to all concern?

Adjourn

Sample #2: Club Meeting Agenda Sample

[Table of Contents](#)

Rotary Club Meeting Agenda

- (Ring Bell) Call to Order
- Pledge _____
- Invocation _____
- Rotarian of the Week (who is it?) _____
- Secretary's Report (Visitors, Guests, New Member postings)
- Happy Dollars
- Announcements
 - _____
 - _____
 - _____
 - _____
- Guest Speaker (Program) - _____
- Upcoming Events:
 - Service Project: _____
 - Next Meeting program: _____
- Raffle
- 4-Way Test
- Ring Bell

Sample #3: Club Meeting Agenda Sample

Rotary Club of XXXX

- Pledge of Allegiance
- Invocation
- Attendance Report & Introduction of Guests
- Birthdays & Anniversaries

- Happy Dollars
- Member Re-Introduction / Rotary Minute
- Announcements
 - Service Projects
 - Fundraising Projects
 - Fellowship events
 - District Events
- Paul Harris Recognition
- Today's Program –Introduction of Speaker
- Next Week's Program
- 50/50 Raffle
- 4-Way Test
- Adjournment

Sample #4 – Board Meeting Sample

Rotary Board Meeting Agenda ___/___/___

- 1.** Call to order (TIME)
- 2.** Secretary
 - a.** Minutes from previous meeting
 - b.** Proposed New Member Updates (approvals)
 - c.** Current Member Changes (Rule of 85, terminations, etc.)
- 3.** Treasurer
 - a.** Approval of Financials
 - b.** Delinquent accounts/financial concerns
- 4.** Immediate Past President (Membership Chair)

- a.** New member orientation schedule
- 5.** President Elect
 - a.** Gold Club status updates
- 6.** Board of Directors (update on the committees: Next meetings, initiatives, issues, etc.)
 - a.** (Board member name) - Rotary Foundation and Fundraising Committees
 - i.** Grants Committee needs to start the process of receiving grant applications, set deadlines and schedule recipients to receive check at rotary meetings
 - ii.** Fundraising Initiatives - what did the committee decide on? Timeline/needs?
 - b.** (Board member name) - Public Relations Committees
 - i.** Vocational awards: award recipients and presentation schedule
 - c.** (Board member name) - Membership Committees
 - i.** Any social events upcoming?
 - ii.** RLI training: who is in process or next to enroll?
 - d.** (Board member name) - Service Project Committees
 - i.** Service projects for next month?
 - ii.** Code of Ethics Committee update
 - iii.** RYLA student speakers - Need to schedule as a program
 - e.** (Board member name) - Administration Committees
 - i.** Updates?
- 7.** President
 - a.** March upcoming activity
 - b.** Timeline goals before July
- 8.** New Business (open floor)
- 9.** Adjourn meeting (by noon)

OUTLINE TEMPLATE FOR INSTALLATION OF PRESIDENT

Farewell Comments - _____ (Outgoing President):

- Thank the Outgoing Officers and Directors
 - _____ as _____
 - _____ as _____
 - _____ as _____
 - _____ as _____
 - _____ as _____
- Acknowledge the continuing Officers and Directors
 - _____ as _____
 - _____ as _____
 - _____ as _____
 - _____ as _____
- Comments

Installation of New President, Officers and Directors

I

Installation of New President:

- *CURRENT PRESIDENT (P) asks INCOMING PRESIDENT (PE) to come forward*
- *(PE repeats after P):*

I, _____, do solemnly pledge that I will faithfully execute the office of president of the Rotary Club of _____ and that I will to the best of my ability support the district governor and Rotary International and that I will uphold the constitution and bylaws of this club.

(President pins PE as new Club President)

Installation of New Officers and Directors:

- *Current President asks NEW OFFICERS to come forward*
- *(Officers and Directors repeat after me:*

I do solemnly pledge that I will fulfill the duties of my office in the Rotary Club of CHATAHM to the best of my ability, that I will support President ROBERT, and will abide by our club's constitution and bylaws.

New officers are pinned with D&O pinned

II

Comments to New Officers and Directors: (current president)

You have been selected by the members of this club to guide its affairs during the coming year. You have been entrusted with an important responsibility that will help shape our club's future. [Current President to D&O: You may be seated]

Comments to New President: (current president)

_____, you have been elected to the office of president of the Rotary Club of _____ by its members. It is an expression of their confidence in your leadership. I now have the pleasure of presenting this gavel as symbols of your office.

Recognition of Committee Chairs: (Newly appointed President)

- _____ - Public Relations
- _____ - Administration
- _____ - Membership
- _____ - Foundation
- _____ - Projects

New President's Address/Comments to the Club: (Newly appointed President)

NEW MEMBER INDUCTION TEMPLATE

_____, you have been chosen to membership in the Rotary Club of _____ because your fellow members believe you to be a leader in your vocation and because you manifest those qualities of head and of heart which fit you to interpret and impart the message of Rotary to those with whom you come in contact.

You are the representative of your vocation in this club and any contribution of an educational value pertaining to that vocation must naturally come to us through you. On the other hand, you become the ambassador from us to your vocation, and it becomes your duty to carry the ideals and principles of service to your work.

We also expect much from you in help and inspiration, which will enable us to be better Rotarians, and with this hope we most heartily offer you Rotary fellowship.

_____, I wish to impress upon you that you have been admitted not only to the Rotary Club of _____, but to a worldwide association; and by virtue of your membership in this club, you will be welcomed into the fellowship of any Rotary club in the world.

The honor and privilege of Rotary membership carries with it duties and obligations. You will be expected to attend the club's meetings regularly, to perform your share of club service, and to place your knowledge and talents at the disposal of the club in its task of carrying the principles of Rotary into the daily life of the community. The community will know and judge Rotary through your embodiment of it in character and service, and we accept you as a member because we believe our principles and organization to be safe in your keeping.

I ask all members to rise.

_____, it is now my distinct pleasure, in the name of the Rotary Club of _____ I now formally admit you to membership in this club and ask that your sponsor affix to your lapel our emblem.

Fellow Rotarians, I commend to you our newest member, Rotarian _____ who has been loaned the title of Club Member, and request all of you to welcome him/her.

PAUL HARRIS FELLOW (PHF) RECOGNITION (INDIVIDUAL IS DONOR)

Rotarians associate the naming of a Paul Harris Fellow as a tribute to a person who has demonstrated a shared purpose and support for the educational and humanitarian objectives of The Rotary Foundation.

The recognition is named after Rotary's founder, the late Paul Harris, a Chicago lawyer, who started Rotary with three business associates in 1905. A world of goodwill and better understanding comes closer to reality today because (name donor) _____ has made a substantial donation to The Rotary Foundation so that (name of recipient) _____ can be named as a Paul Harris Fellow.

In being presented with a Paul Harris Fellow recognition (name) _____ joins a remarkable company of people throughout the world, all recognized for their commitment to 'Service Above Self' to benefit local and international communities.

It gives me great pleasure (name) _____ to present you with the emblems of appreciation given to Paul Harris Fellow recipients.

- Certificate
- Pin
- Medallion (optional)

We congratulate you and thank you for your commitment to Rotary's common goals of world understanding and peace. Could you all please stand and join me in congratulating our newest Paul Harris Fellow.

Rotary Acronyms

AG	Area Governor <i>(also known as Assistant Governor)</i>	RIP	Rotary International President
COG	Council of Governors	RIPE	Rotary International President Elect
COL	Council on Legislation	RYE	Rotary Youth Exchange
CTT	Club Team Training	RYLA	Rotary Youth Leadership Award
DDF	District Designated Fund	TRF	The Rotary Foundation
DG	District Governor	VTT	Vocational Training Team
DGE	District Governor Elect		
DGN	District Governor Nominee		
DGNd	District Governor Nominee designate		
DLA	District Legislative Assembly		
DRFC	District Rotary Foundation Chair		
DTTS	District Team Training Seminar		
EREY	Every Rotarian Every Year		
GETS	District Governor Training Seminar		
GSE	Group Study Exchange		
IPDG	Immediate Past District Governor		
IPP	Immediate Past President		
MOP	Manual of Procedure		
NID	National Immunization Days (Polio)		
PDG	Past District Governor		
PE	President Elect		
PELS	Presidents Elect Learning Seminar		
PHF	Paul Harris Fellow		
PHF+	Paul Harris Fellow Multiple Recognition		
PHS	Paul Harris Society		
PN	President Nominee		
PP	Past President		
RAG	Rotary Action Group		
RFE	Rotary Friendship Exchange		
RI	Rotary International		
RID	Rotary International Director		