

*Forms included in this document*  
in order presented

Club meeting agenda  
Guest sign-in sheet  
Program Suggestion form  
Letter to Speaker/Program committee  
Speaker Confirmation Letter  
Meeting Facility Bid Sheet  
Club Member Commitment Sheet: Committee Sign-up Form  
Committee definitions  
Club Service Plans: goals and objectives of each committee  
Club Pledge Sheet  
New Member Acceptance Letter  
RSVP Form  
PHF Presentation  
New Member Induction Ceremony

CHECK MICROPHONE AND TURN OFF MUSIC

Greeter for Visitors

ROTARY CLUB OF \_\_\_\_\_  
CLUB BUSINESS MEETING

Date: \_\_\_\_\_

- I. *Opening*
  - A. Pledge
  - B. Invocation
  - C. Four Way Test
  
- II. *President's Time*
  - A. Introduction of visiting Rotarians
  
  - B. Introduction of guests
  
  - C. Reminders  
upcoming projects/special programs  
  
greeters for the next two weeks  
  
program for the next week
  
  - D. Business
  
  - E. Introduction of new members
  
  - F. Congratulations
  
  - G. Review of newspaper articles on members or the club
  
  - H. Birthdays
  
  - I. Anniversaries
  
  - J. Honors
  
  - K. Rotary info

L. Paul Harris quote

M. Announcements

N. Special feature

III. *Business Meeting*

A. Report from Board Meeting

B. Secretary's Report

C. Financial Report

D. Induction of New Members

E. Club Service

F. Community Service

G. Vocational Service

H. International Service

IV. *Raffle*

This program was identified with:

*Club Service*

*Vocational Service*

*Community Service*

*International Service*

CHECK MICROPHONE AND TURN OFF MUSIC

Greeter for visitors

ROTARY CLUB OF \_\_\_\_\_  
CLUB MEETING

Date: \_\_\_\_\_

- I. *Opening*
  - A. Pledge
  - B. Invocation
  - C. Four Way Test
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  - A. Introduction of visiting Rotarians
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upcoming projects/special programs  
  
greeters for the next two weeks  
  
program for the next week
  - D. Business
  - E. New members
  - F. Congratulations
  - G. Review of newspaper articles on members or the club
  - H. Birthdays

- I. *Anniversaries*
- J. *Honors*
- K. *Rotary info*
- L. *Paul Harris quote*
- M. *Announcements*
- N. *Special feature*
  
- III. *Program*
  - A. *Chairperson*
  - B. *Speaker*
  - C. *Subject*
  - D. *Closing remarks*
  
- IV. *Raffle*

This program was identified with:

- Club Service*
- Vocational Service*
- Community Service*
- International Service*

ROTARY CLUB OF \_\_\_\_\_

GUESTS/VISITING ROTARIANS

DATE: \_\_\_\_\_

**NAME and ADDRESS**

**GUEST OF**

**VISITING ROTARIAN'S CLUB**

**PAID/BILL**

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
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_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

ROTARY CLUB OF \_\_\_\_\_

PROGRAM SUGGESTIONS

NAME/ORGANIZATION	TOPIC	PHONE NUMBER	DATE AVAILABLE
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

Club Member: \_\_\_\_\_

Please return to:  
\_\_\_\_\_, Program Chairman

Your input will help our Club to continue in our tradition of informative and interesting speakers.

March 19, 2006

Dear \_\_\_\_\_

Thank you for agreeing to schedule a speaker for next year. The following is a schedule of assignments. This is not cast in stone. If the date assigned to you is not convenient for your schedule, please try to rearrange your date with someone else on the list. If this isn't possible, please let me know and we can choose another date for you.

Program date	Deadline to schedule	Club Member
August 29		
January 23	December 15	
January 30	December 15	
April 10	March 15	
May 22	April 15	
June 26	May 15	

Although you will be reminded as your date approaches, I'd appreciate it if you could mark this on your calendar now.

Before you schedule your program, please check with \_\_\_\_\_, the program chairman and me to make sure it does not conflict with other programs already scheduled. The deadline dates were chosen so that your speaker can be printed in the Newsletter for the month of your program. If you need suggestions for a speaker, please call \_\_\_\_\_. She has a list of ideas.

In addition to scheduling the speaker, please confirm the engagement in writing and arrange with \_\_\_\_\_ for the necessary visual aids your speaker will need. A sample confirmation letter is attached.

You will also be asked to introduce your speaker, so it would probably be helpful if you asked your speaker to provide a bio. If you need copies made of your speaker's handouts or other assistance, please just ask and I'll do whatever I can to accommodate your request.

If you have any questions, please give me a call. Once again, thanks for assisting with this integral part of our club administration. It is greatly appreciated that you volunteered on your own accord.

Sincerely,

cc: \_\_\_\_\_, Program Chairman

**March 19, 2006**

**Name  
address**

**Re: Speaking engagement**

**Dear \_\_\_\_\_:**

**Thank you for agreeing to be the guest speaker at our meeting on \_\_\_\_\_,  
200\_\_. We meet at the \_\_\_\_\_, (address). (insert directions here if  
necessary).**

**Our meetings start at 7:30 am with breakfast. At 8:00 am we begin the business part  
of our meeting with announcements. Your program will follow the announcements. We  
usually allot about 20 minutes for our guest speakers and end our meetings promptly at  
8:30 am.**

**If you need any special visual aids, please let me know so I can make arrangements  
to get them. If you have any questions, please do not hesitate to contact me at  
\_\_\_\_\_.**

**Once again, thank you for being a part of our program on \_\_\_\_\_.**

**Sincerely,**

**MEETING BID SHEET**

**TO:** \_\_\_\_\_ **FROM: Rotary Club of** \_\_\_\_\_  
\_\_\_\_\_, Pres.  
\_\_\_\_\_ address and telephone number

**Name of Company Bidding:** \_\_\_\_\_

**Contact person:** \_\_\_\_\_

**Telephone Number of contact person:** \_\_\_\_\_

**Deadline to Submit bids:** \_\_\_\_\_

Please see the attached letter for a more detailed explanation of our needs and request for bids.

**Cost per meal per person:**

Currently our membership is \_\_\_ members. We average \_\_\_\_\_ % attendance each week.

- \$ \_\_\_\_\_ Base Cost
- \$ \_\_\_\_\_ Set-up Fee
- \$ \_\_\_\_\_ Gratuity at \_\_\_\_\_ %
- \$ \_\_\_\_\_ Tax
- \$ \_\_\_\_\_ Total cost per meal per person
- \$ \_\_\_\_\_ Room Rent

100% of Gratuity is paid to staff. \_\_\_\_\_ Yes \_\_\_\_\_ No

My company keeps part of the gratuity. \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, how much \$ \_\_\_\_\_ / \_\_\_\_\_ %

The above tax calculation includes taxes on the gratuity. \_\_\_\_\_ Yes \_\_\_\_\_ No

The bid price above is good for:\* \_\_\_\_\_ six months only ( \_\_\_\_\_ - \_\_\_\_\_ )  
\_\_\_\_\_ one year only ( \_\_\_\_\_ - \_\_\_\_\_ )

We require a guarantee each week. \_\_\_\_\_ Yes with a guarantee of \_\_\_\_\_ each week \_\_\_\_\_ No

We require \_\_\_\_\_ days notice of cancelled meetings.

**Equipment charges:**

- \$ \_\_\_\_\_ per use of screen
- \$ \_\_\_\_\_ per use of overhead projector
- \$ \_\_\_\_\_ per use of slide projector
- \$ \_\_\_\_\_ per use of TV/VCR
- \_\_\_\_\_ days advance notice for need of these visual aids

**Storage Fees:**

\_\_\_\_\_ We can store in a safe, secure location your three banners (approx. 4' X 6' each),  
briefcase of name badges, box of club info, bell and gavel. Our charge for the storage is

\$ \_\_\_\_\_ per \_\_\_\_\_.

\_\_\_\_\_ We cannot store these items for you.

**Food Selection:**

Please describe the food and drink selection you will offer for the above price. Attach additional sheets if necessary.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

We will serve the food buffet style. \_\_\_\_\_ Yes \_\_\_\_\_ No

Beverages will be served by: \_\_\_\_\_ wait staff or \_\_\_\_\_ self-serve?

We can provide an American flag. \_\_\_\_\_ Yes \_\_\_\_\_ No

We can provide a good quality microphone and podium at each meeting. \_\_\_\_\_ Yes \_\_\_\_\_ No

**Facilities:**

We agree to always provide a separate room or our banquet room for your use at meetings and will never seat you in our main dining area.

\_\_\_\_\_ Agreed \_\_\_\_\_ Not agree

Please describe any additional charges or conditions or special considerations your company will offer:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Signature of company representative**

\_\_\_\_\_  
**Date**

*ROTARY CLUB OF  
COMMITMENT TO A SUCCESSFUL 200\_\_-0\_\_*

**CLUB ATTENDANCE**

*I resolve to be a part of our Club's strong tradition of attendance by:*

- Improving my attendance by 10%
- Continuing to maintain my Century Club status
- Attending the prescribed 60% of all meetings and not miss four consecutive meetings

**CLUB SERVICE**

I resolve to contribute to the successful administration of our Club by serving on one of the following committees or fulfilling one of the following areas of need (please choose at least one):

- Programs
  - Be responsible for scheduling the speaker for just one meeting
  - Present a program highlighting articles from current issues of *The Rotarian*
  - Present a program on Rotary Info (all materials &/or script will be provided)
- Club Directory
- Public Relations Committee
- Club Fellowship
- Club Historian
- Club Bulletin
- Hospitality Committee
- Greeter at club registration table for two weeks
- Greeter for Visiting Rotarians and Guests
- Finance Committee

**COMMUNITY SERVICE**

I pledge to better our community by serving on the following committees or projects (please choose at least two):

- Interact
- RYLA (Rotary Youth Leadership Awards) Food Fest
- Thanksgiving Baskets
- Christmas Party at K Bar B
- Service in Action Project Committee
  - Chairman of the Committee-basically the liaison with Boy Scouts
  - Volunteer on day of event to help with Swing Set Project-September or October 2000
  - Volunteer on day of event to help with Swing Set Project -February or March 2001
- Community Needs Assessment Committee
- Literacy

**MEMBERSHIP**

I recognize the need for continued growth of our membership and retention of members. Therefore, I pledge to be an active advocate of Rotary by serving on one of the following committees:

- Membership Development and Retention Committee
- New Member Orientation
- Attendance Committee
- Century Club
- Caring Committee
- Communications: Telephone Tree & E-mail Tree

**FUNDRAISING**

I recognize the major role fundraising plays in the success of our club. Therefore, I pledge to participate in at least one the following fundraisers:

- Golf Tournament Committee
  - Core Committee
  - Day of Event
- Heritage Festival
  - Core Committee
  - Day of Event (July 4, 2001)
- Sweet Potatoes-Core Committee (all members are encouraged to sell)
- Super Bowl Pool
- Funding Research

**INTERNATIONAL SERVICE**

I resolve to promote RI's fundamental ideals of goodwill and better friendships throughout the world by (please choose at least one):

- Hosting a GSE Team member in my home
- Hosting a youth exchange student or chaperon in my home
- Hosting a Russian delegate in my home
- Serving on the Rotary Partner Committee which will foster a relationship with a Rotary Club in a third world country
- Shots for Tots
  - Volunteering on day of Shots for Tots project
  - Coordinator with \_\_\_\_\_ for our club's participation in their Health Fair
- Serving on the Environmental Protection Committee (Water Purification)
- Serving on the Ambassadorial Scholarship Committee
- Rotary Foundation-Paul Harris Fellows and Benefactor Program

**VOCATIONAL SERVICE**

I promise to promote the highest ethical business standards, recognize the worthiness to society of all useful occupations and contribute my vocational talents by (please choose at least one):

- Serving on the Vocational Awareness Committee-to develop a vocational project and implement it
- Honoring our Public Servants by serving on the Public Service Awards Committee
- Presenting a club program on my vocation and career
- Coloring Book Project

**LEADERSHIP**

I am interested in serving in a leadership role in our Club and would like to chair the \_\_\_\_\_ Committee.

Name \_\_\_\_\_

Date \_\_\_\_\_

**REMEMBER YOU ARE NOT A VOLUNTEER UNTIL YOU VOLUNTEER.  
AND  
WHEN YOU VOLUNTEER, YOU ARE A ROTARIAN WITH A JOB TO DO!**

## ROTARY CLUB OF \_\_\_\_\_

### 200\_\_-0\_\_ COMMITTEES

1. **Ambassadorial Scholarship Committee:** submit already drafted ad for the scholarship to the local newspapers and distribute scholarship application as requested.
2. **Attendance Committee:** monitor attendance and send reminder cards to those who have missed consecutive meetings.
3. **Caring Committee:** send cards, flowers or donations or make personal contact with members when ill or during difficult times.
4. **Century Club:** monitor and reward longevity of perfect attendance.
5. **Christmas Party at K Bar B:** coordinate with Noon Club in planning and club participation in Christmas Party at K Bar B-youth residential facility.
6. **Club Bulletin:** publish 12 newsletters.
7. **Club Directory:** update Club Directory for new members.
8. **Club Fellowship:** organize and plan 3 socials during the year, including the Christmas Dinner.
9. **Club Historian:** organize written club history and present as club program.
10. **Coloring Book Project:** coordinate our club's distribution and presentation of coloring books to Abney Elementary School in \_\_\_\_\_ 200\_\_.
11. **Communications-Telephone Tree & e-mail Tree:** be responsible for contacting limited number of club members with reminders and announcements.
12. **Environmental Protection:** continue current pursuit of water purification project.
13. **Finance Committee:** establish investment policy for club and monitor investments of club funds.
14. **Funding Research:** find and apply for outside funding sources.
15. **Golf Tournament:** organize and put on the fundraiser.
16. **Greeter for Visiting Rotarians:** make visiting Rotarians feel welcome at meetings, introduce them and coordinate with them for a brief description of an interesting aspect of their club; make visiting Guests feel welcome.
17. **Heritage Festival:** organize and supervise the event; recruit participation from the club.
18. **Hospitality:** coordinate logistics for special events meetings.
19. **Hosts:** provide homes/hosts for 2-3 GSE Team members and possibly youth exchange and Russian visitors.

20. **Interact:** visit the 2 Interact clubs at least twice each; arrange for representative of each club to visit our club at least once; in the Spring, make sure the RYLA paperwork is done.
21. **Literacy:** select a literacy project and implement it.
22. **Membership Development & Retention:** increase membership with Rotarians & ensure membership remains satisfied with their membership; put up booth or distribute info on the club at Rotary and community events.
23. **Needs Assessment:** Evaluate needs of community; report results to Board of Directors-to be used in funding charitable donations.
24. **New Member Orientation:** inform new members of basic Rotary info; conduct orientation as necessary.
25. **Programs:** schedule guest speakers except for business, vocational and rotary info meetings.
26. **Public Relations:** highlight club activities and accomplishments to media; submit already prepared news articles to local newspapers; contact media to attend our meetings and functions.
27. **Public Service Award:** solicit honorees, organize and put on program for the award.
28. **Rotary Foundation:** participate in the Rotary Foundation annual and permanent fund programs, present Paul Harris Fellowships and Benefactor Certificates to club members, and coordinate with District and RI on Foundation efforts.
29. **Rotary Information:** help present Rotary Information programs.
30. **Rotary Partner:** continue attempts to establish relationship with a Rotary Club in a third world country.
31. **RYLA Food Fest:** arrange for donation of ice cream and purchase of soft drinks and deliver them to RYLA Food Fest in New Orleans (usually 1st or 2nd Thursday in June).
32. **Shots for Tots:** arrange for immunization day and coordinate club participation with \_\_\_\_\_ Health Fair.
33. **Service in Action Chairman:** liaison with Boy Scout Troop to continue the swing set project in Fall 200\_\_ and Spring 200\_\_.
34. **Super Bowl Pool:** organize and put on this fundraiser.
35. **Sweet Potatoes:** organize and put on the fundraiser.
36. **Thanksgiving Baskets:** coordinate monetary donations and participation from club members, arrange grocery purchases and donations from local grocer, Abney Elementary and Northshore Interact, arrange purchase of laundry baskets to be used to hold groceries, and put together and deliver baskets.
37. **Vocational Awareness:** develop and implement a vocational project.
38. **Vocational Programs:** club members present a program on their vocations and careers.

*ROTARY CLUB OF SLIDELL NORTHSORE  
SERVICE PLAN  
2000-2001*

This outline has been developed to ensure that all members of the Rotary Club of Slidell Northshore (RCSN) are aware of the goals and objectives of service for the 2000-2001 Rotary year. It is developed with the belief that if Rotary club members are fully informed of the goals and objectives then the Club will more likely achieve those goals and objectives. Feedback from each club member is encouraged. It is the responsibility of each club member to choose areas of interest and make a commitment through active participation.

A primary objective of the 2000-01 year is to ensure that every club member actively participate in at least four major goals outlined in this plan, in addition to meeting attendance requirements and paying dues. We all joined Rotary to be a Rotarian, not to be just a member of a club. And remember, being a Rotarian means providing Service Above Self.

This outline is divided into three parts:

- I. Service Plan
  - A. Club Service Plan
  - B. Vocational Service Plan
  - C. Community Service Plan
  - D. International Service Plan
- II. Presidential Citation Award Plan
- III. Club Organization Chart

Please join us in thanking all of the Rotarians who have so graciously agreed to chair the following committees. Their leadership is vital to the success of our club, and we appreciate their willingness to give of their time and their talents.

The 2000-01 Board of Directors truly appreciates your dedication to service and wants to commend you for your choice to be a Rotarian. We look forward to an outstanding service year and know that can only be achieved through the efforts of each and every member of the club.

## I. 2000-2001 SERVICE PLAN

This year's Service Plan includes the continuation of services established by the club over the past years, as well as new areas of service that we hope will be the legacy of the 200\_\_-0\_\_ Rotary year. The Service Plan is divided into the Four Avenues of Service of Rotary. Each Avenue of Service is overseen by a member of the Board of Directors and has a variety of committees in its oversight. A club member chairs each committee, all as set forth below and in the attached organization chart.

### A. Club Service

#### Chairperson:

**Purpose:** to foster the successful administration of our club.

**Committees under Club Service:** See the attached chart and the following discussion

#### Chairperson responsibilities

- ❖ report on each committee's activities at each meeting
- ❖ report to committee information regarding it as directed by the Board

#### 1. Attendance Committee

##### Chairperson:

**Purpose:** to monitor attendance

**Goal:** Achieve \_\_\_% overall attendance for the year

##### Chairperson Responsibilities:

- ✓ contact members missing more than two meetings either by telephone or in writing

#### 2. Century Club

##### Chairperson:

**Purpose:** to encourage and reward longevity of perfect attendance

**Goal:** achieve perfect attendance for one year for \_\_\_% of club members

##### Chairperson responsibilities:

- ✓ track perfect attendance records
- ✓ regularly reward club members for attendance accomplishments
- ✓ enact other strategies as needed to achieve goals

#### 3. Rotary Information Committee

##### Chairperson:

**Purpose:** regularly inform club members about RI and observe Rotary Awareness Month in January

**Goals:** ensure that all club members know basic history and structure of RI, the Object of Rotary and current RI activities.

#### Chairperson Responsibilities:

- ✓ arrange for club member to present interesting facts regarding RI at each business meeting
- ✓ arrange for activities in January in observance of Rotary Awareness Month. Suggestions for this can be found on page 15 of the President's Manual.
- ✓ ensure that information regarding current RI activities is shared in meetings. Such information can be found in *The Rotarian* magazine.

#### 4. Membership Development and Retention Committee

##### Chairperson:

**Purpose:** to increase membership with ROTARIANS and ensure retention

**Goals:** increase membership by at least \_\_\_%; lose no more than \_\_\_ members, for reasons other than relocation

##### Chairperson Responsibilities:

- ✓ ensure classification roster is up to date
- ✓ implement strategies to continuously increase membership throughout the year

#### 5. Public Relations Committee

##### Chairperson:

**Purpose:** to highlight the achievements of our club encourage community support and foster membership; highlight our achievements with RI.

**Goal:** Have at least two major stories in local newspapers highlighting our club's achievements; coordinate news media at club events; one story highlighting our club in the RI Magazine; qualify for the RI Public Relations Award.

##### Chairperson Responsibilities:

- ✓ establish and implement strategic plan to qualify for the RI Public Relations Award
- ✓ Invite media to club events
- ✓ Recruit club members to participate on this committee

#### 6. New Member Orientation Committee

##### Chairperson:

**Purpose:** Ensure all new members have an understanding of their membership

**Goal:** Ensure all new club members have a new member orientation within \_\_\_\_\_ months of induction into the club

#### Chairperson Responsibilities:

- ✓ Schedule new member orientations on an as needed basis
- ✓ Ensure all new members attend a new member orientation
- ✓ Serve as the presenter, or have a designee serve as the presenter, for the new member orientation

#### 7. Caring Committee

##### Chairperson:

**Purpose:** Reach out to club members who are experiencing difficult life circumstances to let the member know that support/help is available and that the club cares about their welfare. Difficult life circumstances include death in the family and health crisis or extended illnesses.

**Goals:** Ensure that every club member who experiences difficult life circumstances is contacted to express the club's support and to assess if assistance is needed.

##### Chairperson Responsibilities:

- ✓ Contact club member as soon as it is determined that the club member is experiencing a difficult life situation and express club's support, and assess if any assistance is needed.
- ✓ Secure support if any is needed

#### 8. Socials Committee

##### Chairperson:

**Purpose:** To provide social activities for members and their significant others to bond the club socially and to have some fun.

**Goal:** Have at least \_\_ socials, with at least \_\_\_\_% attendance at each event

##### Chairperson Responsibilities:

- ✓ Survey the club members to see what types of socials would be best attended.
- ✓ Schedule club socials
- ✓ Ensure club socials are well publicized and members are highly encouraged/motivated to attend.

#### 9. Club History Committee

##### Chairperson:

**Purpose:** To organize and present the club history

**Goal:** Organize the club history in a visual manner and make one presentation to the club regarding our history

**Chairperson Responsibilities:**

- ✓ Organize club history
- ✓ Present club history in a program to club membership

**10. Club Newsletter Committee**

**Chairperson:**

**Purpose:** To provide the members and their significant others with written information regarding the activities of the club, RI and district.

**Goal:** To produce and distribute a minimum of 12 newsletters

**Chairperson Responsibilities:**

- ✓ Organize information gathered from the Avenue of Service or Committee Chairpersons and publish a newsletter.

**11. Programs**

**Chairperson:**

**Purpose and Goal:** To schedule informative, exciting guest speakers for club meetings that stimulate interest in community topics.

**Chairperson Responsibilities:**

- ✓ Schedule guest speakers for all meetings except business, Rotary information and vocational meetings.

**12. Club Communications Committee**

**Chairperson:**

**Purpose:** To provide structure to club communications so that all members can be contacted quickly with a minimum of work placed on one individual

**Goal:** To organize telephone calling/e-mail tree and keep it in functional order

**Chairperson Responsibilities:**

- ✓ Organize telephone-calling/e-mail tree
- ✓ Implement telephone calling/e-mail tree when need arises

**13. Nominating Committee**

**Purpose:** To present a slate of directors and officers and coordinate vote by club.

**Goal:** To present the slate of officers and directors and conduct vote within time delays called for in the Bylaws.

**Chairperson:** \_\_\_\_\_ (Immediate Past-President)

**Chairperson Responsibilities:** to make sure goal is achieved

## B. Vocational Service

### Chairperson:

**Purpose:** To foster and support Rotary ideals such as the highest of ethical business standards, the recognition of the worthiness to society of all useful occupations, and the contribution of one's vocational talents to the problems and needs of society.

**Committees:** See the attached chart and the following discussion

### Chairperson Responsibilities:

- ❖ Report on each committee's activities at each Board meeting
- ❖ Relay information from the Board to the committees.

### 1. Vocational Awareness Committee

#### Chairperson:

**Purpose:** promote vocational ideals to schoolchildren; promote awareness of the importance of the Vocational Avenue of Service among club members and encourage club members to use their vocation to better our community

**Goal:** develop one project that promotes career development in our community.

**Chairperson Responsibilities:** Ensure goals are achieved.

### 2. Vocational Club Programs

#### Chairperson:

**Purpose:** Promote awareness of various club members' chosen professions

**Goal:** Schedule \_\_\_\_\_ Vocational Service presentations.

**Chairperson Responsibilities:** Ensure goals are achieved.

### 3. Public Servant Awards Committee

#### Chairperson:

**Purpose:** To acknowledge community service of public servants

**Goals:** Provide acknowledgement through a recognition program

#### Chairperson Responsibilities:

- ✓ Contact local public service departments to secure nominees for award
- ✓ Arrange for gift certificates for nominees
- ✓ Arrange program to present awards, including a bio on each recipient

### 4. Literacy

#### Chairperson:

**Purpose:** To promote literacy in our community to provide individuals with a more secure vocational future.

**Goals:** To determine how our club can make a lasting contribution to the fight against illiteracy and institute a project to do so.

**Chairperson Responsibilities:**

- ✓ Survey existing local efforts in literacy programs
- ✓ Determine a project that our club could be most effective implementing
- ✓ Implement a literacy project

**C. Community Service**

**Chairperson:**

**Purpose:** To provide substantial and lasting contributions to the quality of life in our community.

**Committees:** See the attached chart and the following discussion

**Chairperson Responsibilities:**

- ❖ Oversee each committee to ensure that goals are being met.
- ❖ meet with committee chairperson if committee is not meeting goals to develop plan of correction
- ❖ report on each committee's activities at monthly Board of Directors meetings
- ❖ ensure information regarding each committee's activities is directed to the newsletter committee each month for inclusion in the club newsletter
- ❖ monitor current events and RI information to ensure that our club is responding timely to events in which we can make a difference.

**1. Golf Committee**

**Chairperson:**

**Purpose:** To organize and implement the golf tournament fundraiser.

**Goal:** Raise a minimum of \$\_\_\_\_\_ in profit

**Chairperson Responsibilities:**

- ✓ Recruit club members for service in this club effort
- ✓ Organize and supervise activities to ensure a successful fundraiser.

**2. Heritage Festival Committee**

**Chairperson:**

**Purpose:** To organize and implement the Heritage Festival fundraiser.

**Goals:** Raise a minimum of \$\_\_\_\_\_ in profit

**Chairperson Responsibilities:**

- ✓ Recruit club members for service in this club effort
- ✓ Organize and supervise activities to ensure a successful fundraiser.

3. Sweet Potatoes

Chairperson:

Purpose: To organize and implement the Sweet Potato fundraiser.

Goals: Raise a minimum of \$\_\_\_\_\_ in profit

Chairperson Responsibilities:

- ✓ Recruit club members for service in this club effort
- ✓ Organize and supervise activities to ensure a successful fundraiser.

4. Funding Research Committee

Chairperson:

Purpose: To research alternate outside funding sources for service projects

Goals: Locate funds that would allow the club to increase monies available for service projects by a minimum of \_\_\_%.

Chairperson Responsibilities:

- ✓ Research RI grants and funding, as well as governmental and private grants available for service projects.
- ✓ Instruct service committees on how to access funding.
- ✓ Assist the Board of Directors in establishing a long-term fund through investment vehicles so that future, larger projects may be well funded.

5. Interact

Chairperson:

Purpose: To provide an active link between our club and the Interact clubs that we sponsor.

Goals: Representatives from Interact clubs attend our meetings at least twice; representatives from our club visit Interact clubs at least twice; Send two Interact members to RYLA; combine Interact/Rotary forces on at least two projects.

Chairperson Responsibilities:

- ✓ Attend Interact meetings on a semi-regular basis.
- ✓ Organize joint meetings and projects.
- ✓ Complete paperwork and secure funds for RYLA.

6. Thanksgiving Baskets

Chairperson:

Purpose: To collect and distribute food to needy families over the Thanksgiving holidays

Goal: To distribute 100 baskets

**Chairperson Responsibilities:**

- ✓ Organize collection, packaging and distribution of food
- ✓ Determine which organizations/persons will benefit from the distribution.

7. **Service in Action Project**

**Chairperson:**

**Purpose:** To implement a Rotary legacy project in which as many club members as possible participate in the "hands on" completion of a service project that will fulfill a great need in our community.

**Goals:** Qualify for the RI Significant Achievement Award

**Chairperson Responsibilities:**

- ✓ Determine a great need in our community
- ✓ Organize project so that all members participate in the implementation of the project.
- ✓ Ensure that the project meets the criteria to qualify for the RI Significant Achievement Award.

8. **Super Bowl Pool**

**Chairperson:**

**Purpose:** To raise funds

**Goal:** To raise \$\_\_\_\_\_ for charity.

**Chairperson Responsibilities:**

- ✓ Have the Super Bowl Squares printed
- ✓ Ensure all squares are filled by Super Bowl time

9. **Needs Assessment Committee**

**Chairperson:** \_\_\_\_\_ (Immediate Past-President)

**Purpose:** To ensure that our service projects and charitable donations are meeting the larger needs of the community.

**Goals:** Continue monitoring community needs to ensure that the purpose of the committee is achieved.

**Chairperson Responsibilities:**

- ✓ Convene the committee when the need arises
- ✓ Report to the Board of Directors regarding community needs.

#### D. International Service

##### Chairperson:

**Purpose:** To advance understanding and goodwill among people of different nations and to improve the quality of life of people in those nations.

**Committees:** See the attached chart and the following discussion

##### Chairperson Responsibilities:

- ❖ Oversee each committee to ensure that goals are being met.
- ❖ meet with committee chairperson if committee is not meeting goals to develop plan of correction
- ❖ report on each committee's activities at monthly Board of Directors meetings
- ❖ ensure information regarding each committee's activities is directed to the newsletter committee each month for inclusion in the club newsletter
- ❖ monitor current events and RI information to ensure that our club is responding timely to events in which we can make a difference.

#### 1. Hosts Committee

##### Chairperson:

**Purpose:** To provide a welcoming environment for guests from other countries to our area by assisting in organizing welcoming and educational events and arranging for host families for lodging.

**Goals:** To host a minimum of one GSE Team. Establish a way to keep in contact with these delegates for future projects.

##### Chairperson Responsibilities:

- ✓ Work with District 6840 to secure delegates
- ✓ Organize housing for the delegates
- ✓ Establish a way to keep in contact with these delegates for future projects.

#### 2. Rotary Partners

##### Chairperson:

**Purpose:** To establish contact with a Rotary Club in a third world country with which our club could partner to improve the quality of life in that country.

**Goals:** To establish contact with a Rotary Club in \_\_\_\_\_ and complete an introduction of our club. Complete a needs assessment for the area that the \_\_\_\_\_ club serves to determine projects to partner on.

##### Chairpersons Responsibilities:

- ✓ Determine club with which to partner
- ✓ Organize initial introductions and establish a means of regular, efficient communication.

- ✓ Organize an introduction of each club to the other.
- ✓ Complete a needs assessment of a \_\_\_\_\_ area.
- ✓ Make recommendations to our club regarding partner project(s).

3. Rotary Foundation

Chairperson:

Purpose: To present Rotary Foundation info to the Club.

Goal: Have at least one program on Rotary Foundation during November, Rotary Foundation month.

Chairperson Responsibilities

- ✓ organize and present Rotary Foundation program in November
- ✓ Present Paul Harris Fellows

4. Shots for Tots

Chairperson:

Purpose: To provide immunization against childhood diseases for families who might not otherwise get such immunization.

Goal: Provide or sponsor at least one Shots for Tots event

Chairperson Responsibilities:

- ✓ Contact \_\_\_\_\_ to arrange for local Shots for Tots.
- ✓ Arrange for advertising for the Shots for Tots.



March 19, 2006

(Mr. or Ms.) Name  
street address  
city/LA/zip

Dear \_\_\_\_\_:

We are pleased to advise you that you have been selected as an Active Member of the Rotary Club of \_\_\_\_\_. Your membership is contingent on your signature on the pledge below, completion of the enclosed New Member Information Sheet and payment of the \$50 initiation fee. If you have any questions, please do not hesitate to contact your sponsor or me.

After satisfaction of the above, you will be formally inducted at the next regular business meeting (usually the third Tuesday of the month). At that time you will be given several membership documents.

Welcome Aboard.

Sincerely,

\_\_\_\_\_, Secretary

#### NEW MEMBER PLEDGE

I pledge to be a good Rotarian by:

- attending the required 60% of weekly meetings
- not missing more than 2 consecutive meetings
- promptly paying club dues, which will average \$\_\_\_\_\_ a quarter (\$\_\_\_\_\_ annually)
- actively participating in club projects
- actively participating in club committees
- participating in the growth of our club by nominating new members
- attending a new member orientation

\_\_\_\_\_  
Name/Signature



## PAUL HARRIS FELLOWSHIP PRESENTATION

The presentation of Paul Harris Fellow recognition is The Rotary Foundation's way of expressing its appreciation for a substantial contribution to its humanitarian and educational programs. It is named for our founder, Paul Harris, a Chicago lawyer who started Rotary International with three business associates in 1905. In 1917 Arch Klumph suggested that an Endowment be created. One was and it later became the Rotary Foundation. The first grant from the Foundation was \$500 to what is now the Easter Seals. Contributions were slow for several years, until 1947, the year Paul Harris died. It was his request that donations be

made to the Foundation. Last year contributions to the Foundation totaled almost \$74 million. Since its creation, the Foundation has received more than \$1.2 billion.

We move closer to a world of peace and goodwill today as (name) become(s) a Paul Harris Fellow(s). His/her gift to The Rotary Foundation's educational and humanitarian programs is a commitment to peace and to a better life for people across the world that we may never meet.

It is because of these gifts that The Rotary Foundation is able to carry out an array of programs that achieve beneficial changes in our world: improved living conditions, increased food

production, better education, wider availability of treatment and rehabilitation for the sick and disabled, new channels for the flow of international understanding, and brighter hopes for peace. For example, a \$500 donation to the Foundation will provide prosthetic limbs to 12 disabled people in Thailand and Cambodia. A \$1000 donation will provide all the materials necessary for the construction of a deep borewell in India, which supplies clean drinking water to 300 people. A \$1000 donation will also provide mattresses, pillows and blankets to 100 homeless children in an orphanage in the Bangladesh.

It gives me great pleasure to present you with the three emblems of appreciation given to a Paul Harris Fellow: certificate, medallion and pin.

## New Member Induction

Club President:

(name of new member) it is my great pleasure on behalf of the board of directors and members of the Rotary Club of \_\_\_\_\_ to welcome you as a member. We welcome you not only for the fine fellowship that we shall share, but also for your strong arm that will help us to carry out or many projects to make our community, our country, and the world a better place in which to live.

Rotary is not a political organization, but all Rotarians are vitally concerned with everything pertaining to good citizenship and the election of good men and women to public office.

Rotary is not a charitable organization, yet its activities exemplify the charity and the sacrifices that one should expect from people who believe that they have a responsibility to help others.

Rotary is not a religious organization, but it is built on those eternal principles that have served as the moral compass for people throughout the ages.

Rotary is an organization of business and professional people pledged to upholding the highest professional standards. Rotarians believe that worldwide fellowship and international peace can be achieved when business people unite under the banner of service.

You have been chosen for membership of the Rotary Club of \_\_\_\_\_ because your fellow members believe you to be a leader in your special line of activity and because you manifest those qualities of head and heart that fit you to interpret and impart the message of Rotary.

You are the representative of your vocation in this club and any information of an educational value pertaining to your craft must naturally come to us through you.

At the same time you become an ambassador from us to your classification, and we rely on you to carry the principles and ideals of service, which we

here inspire, to those who share your professional activity.

The community will know and judge Rotary by your embodiment of it in character and service, and we accept you as a member because we know our principles and organization to be safe in your keeping.

We also expect you to give us the inspiration that will help us to become better Rotarians, and it is with this hope that I present you with the distinguishing badge of a Rotarian, and gladly offer you the right hand of Rotary fellowship.

It is also my pleasure to present you with this folder of information pertaining to Rotary, which I hope you will read and think about.

Your membership identification card shows that you are a member in good standing of the Rotary Club of \_\_\_\_\_ . It is all the identification you need to visit any other Rotary club in the world.

Fellow Rotarians, I have much pleasure in presenting you Rotarian \_\_\_\_\_ .

The new member addresses the club and the president offers the following closing statement:

I invite everyone to introduce yourselves to our new member at the earliest opportunity.