

Club Rotary Foundation Committee Manual

A part of the *Club Officers' Kit*

For clubs in Future Vision pilot districts,
a separate manual is available at www.rotary.org.

ROTARY INTERNATIONAL®



This is the 2009 edition of the *Club Rotary Foundation Committee Manual*. It is intended for use by 2010-11, 2011-12, and 2012-13 club committees. The information in this publication is based on the Standard Rotary Club Constitution, the Recommended Rotary Club Bylaws, the Constitution of Rotary International, the Bylaws of Rotary International, the Rotary Code of Policies, and The Rotary Foundation Code of Policies. Please refer to those resources for exact guidelines. Changes to these documents, by the Council on Legislation, the RI Board, or the Trustees of The Rotary Foundation, override policy as stated in this publication.

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Introduction



Rotary Reminder

If your club is in a Future Vision pilot district, use the 2010-11 Future Vision Addendum to the *Club Rotary Foundation Committee Manual*, available at www.rotary.org, instead of this manual.



Rotary Reminder

Committee chairs should make copies of chapter 1 and distribute to committee members so they are fully aware of the committee's responsibilities.

The *Club Rotary Foundation Committee Manual* was developed to help Rotary club Rotary Foundation committees worldwide establish goals and understand their responsibilities related to increasing club effectiveness. Because committee responsibilities vary according to area laws, cultural practices, and established club procedures, you should adapt the suggestions in this publication to fit your club's needs. Throughout the manual, cultural differences in Rotary clubs are highlighted in Around the World boxes, while general tips are offered in the Rotary Reminder boxes.

This publication includes three chapters. The first describes the major responsibilities of your committee. The second describes responsibilities specific to you as the chair of the committee. The third contains resources that may be useful for you and committee members. Following the third chapter are the appendixes, including the club Rotary Foundation section of the *Planning Guide for Effective Rotary Clubs* and a list of discussion questions, as well as the worksheets that will be used at the district assembly.

You should use this manual to prepare for your role as Rotary Foundation committee chair. Bring it with you to the district assembly, and review its contents beforehand. Pay particular attention to the questions in appendix 2, which will help you get the most out of the facilitated discussions at the meeting. After you have completed your training, this publication will serve as a resource as you work with your fellow club officers and members.

Under the Club Leadership Plan, the recommended administrative structure of Rotary clubs has the following five standing committees:

- Club administration
- Membership
- Public relations
- Service projects
- Rotary Foundation

Each committee has a manual which provides an overview of the committee and its responsibilities, as well as resources available to support you and your committee members. Information pertinent to your committee members should be distributed or communicated to them. Additional copies of this manual can be downloaded for free at www.rotary.org. This manual is part of the *Club Officers' Kit* (225-EN). However, each manual can be purchased separately through the *RI Catalog*.

As you prepare to help lead your club, remember that your Rotary club is a member of Rotary International. Through this membership, it is linked to more than 33,000 Rotary clubs worldwide and granted access to the organization's services and resources, including publications in nine languages, information at www.rotary.org, grants from The Rotary Foundation, and staff support at world headquarters and the seven international offices.

Comments?

If you have questions or comments about this manual or any of RI's training resources, please direct them to:

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Committee Role and Responsibilities



Rotary Reminder

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



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

The role of the club Rotary Foundation committee is to develop and implement a plan to support the Foundation through program participation and financial contributions through community and international service.

The responsibilities of the club Rotary Foundation committee summarized below are explained further in this chapter:

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



Rotary Reminder

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

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

Educating Members

One of the most important responsibilities of the club Rotary Foundation committee is educating club members about The Rotary Foundation. When Rotarians understand how the Foundation changes people's lives, they are eager to participate in its programs and support them financially. Educating your fellow club members about Rotary Foundation programs and why they need support will help the Foundation committee achieve its goals. This education can be provided in the various ways described below.

Club programs. Work with the club president and club administration committee to schedule at least four weekly meeting programs on The Rotary Foundation throughout the year. Strive to have the program personalize what the Foundation does to save and change lives. Spotlight Foundation programs by inviting alumni from the following programs to present their experiences:

- Group Study Exchange
- Ambassadorial Scholarships
- Rotary Centers for International Studies in peace and conflict resolution

Rotarians who have participated in one of the following programs can also share their Foundation experiences:

- Matching Grants
- Health, Hunger and Humanity (3-H) Grants
- PolioPlus National Immunization Days

Before the weekly program, ask presenters to highlight how participation in the Foundation programs benefit the recipients or the community, the Rotarians, your Rotary club, and the alumni. Foundation videos and pamphlets, available through the *RI Catalog*, may also help enhance Foundation presentations.

Participation in programs. Encourage club members to get involved in Foundation programs by planning or volunteering for a project. Once club members have experienced the power of The Rotary Foundation, have them share their experiences and enthusiasm with other club members. Participation in humanitarian or educational Foundation programs can make your club more attractive to new members.

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

Resources for the weekly thought include personal experience, *The Rotarian* or Rotary regional magazine, and the RI Web site.

Foundation seminars. Encourage club members to attend the district Rotary Foundation seminar to learn about the Foundation and how they might get involved. The club Rotary Foundation committee can also hold a club Foundation seminar to increase attendance and tailor the agenda to the knowledge level and interests of club members. The agenda might include:

- Overview of the Foundation
- Club and district Rotary Foundation committees' roles
- Humanitarian Grants Program
- Educational Programs
- PolioPlus/Rotary's US\$200 Million Challenge
- Raising money for the Foundation
- Finding support for Foundation initiatives from the district Rotary Foundation committee
- Donor recognition and understanding club Foundation reports
- Future Vision Plan

Members of your district's Rotary Foundation committee and your regional Rotary Foundation coordinator can help with your club Foundation seminar.

Stewardship training. Work with your club administration committee to have a club program on stewardship. Club members should be aware of how their contributions to the Foundation are spent and how grant money awarded by the Foundation to their club is used. For more information on stewardship, see www.rotary.org.

Rotary Foundation Programs

Rotarians and their clubs can support the Foundation financially and through participation in one of its many programs.

Through Foundation grants and programs, Rotarians and other contributors can help change the world. They can finance a well for a village that lacks clean water, improve the environment, or provide scholarships to educate the next generation. The grants and programs available to Rotarians allow them to realize Rotary's humanitarian mission throughout the world, including its top goal of eradicating polio. The Rotary Foundation has three main program areas:

- Educational Programs
- Humanitarian Grants Program
- PolioPlus

Educational Programs. Through Educational Programs, The Rotary Foundation furthers international understanding by providing opportunities for students, educators, and business and professional people to experience another culture and develop long-lasting relationships with peers in other countries. Educational programs help participants learn about the needs of their local and world communities and the opportunities available through Rotary to address those needs.

The educational programs include:

- Ambassadorial Scholarships
- Group Study Exchange
- Rotary Centers for International Studies in peace and conflict resolution

Rotarians are involved in the selection, orientation, and hosting of Educational Programs participants. Your club can get involved in these programs in a variety of ways:

- Invite current and past scholars, Rotary World Peace Fellows, and Group Study Exchange team members to share their experiences with your club.
- Nominate Ambassadorial Scholars, Rotary World Peace Fellows, or Group Study Exchange team members.
- Publicize the exchange opportunity.
- Serve as hosts and counselors to program participants.

Humanitarian Grants Program. The Humanitarian Grants Program provides grants to Rotary clubs and districts to implement humanitarian projects. The following grants are available to address different service needs and funding options:

- Matching Grants
- District Simplified Grants
- Health, Hunger and Humanity (3-H) Grants

The Trustees of The Rotary Foundation have established the following standards to guide the program:

- Grants should address humanitarian needs with the aim of providing sustainable development.
- All Rotary Foundation grants require the active participation of Rotarians.
- Grants should assist in the development of stronger Rotary networks.

All grants must display a commitment to good stewardship of funds, which reflects The Four-Way Test and responsible fiscal oversight. Stewardship includes:

- Detailed project planning
- Submitting complete and accurate applications with documentation
- Direct Rotarian involvement in the implementation of the project
- Transparency in all financial transactions
- Reporting in an efficient and effective manner

Find detailed program requirements at www.rotary.org.



PolioPlus. PolioPlus is the corporate program of Rotary International and its Foundation. It is Rotary's most recognized program, and its goal is to eradicate polio. More than one million Rotarians worldwide have contributed US\$800 million to PolioPlus. In addition, Rotarians serve as a powerful volunteer network at the local level, providing support at clinics and mobilizing their communities for immunization or other polio eradication activities.

Rotary received two grants from the Bill & Melinda Gates Foundation totaling \$355 million. In response, Rotary committed to raising \$200 million in matching funds. Because the poliovirus has been eradicated in all but four countries, most Rotary clubs' involvement with PolioPlus will be fundraising to meet Rotary's US\$200 Million Challenge.

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

- Holding a fundraising event aimed at the general public to help raise funds for Rotary's US\$200 Million Challenge and to increase public awareness of Rotary's effort to eradicate polio
- Contributing to Rotary's challenge to support critical global eradication needs in polio-endemic countries
- Devoting a weekly club program to the topic of polio eradication
- Ensuring club members remain informed and involved until the world is certified polio-free

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

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

Working with Foundation alumni. More than 110,000 people have received program awards from The Rotary Foundation since 1947. It is important to maintain contact with former Foundation program participants in your area because they are powerful advocates for the Foundation and are potential donors as well. Alumni can also help your club by

- Connecting Rotary clubs from different countries for service projects and fellowship
- Sharing with club members and the media their personal experience of how the Foundation changes lives
- Promoting the program opportunity to their peers
- Advising on selection, orientation, and hosting programs
- Becoming a member of your club

Contact The Rotary Foundation alumni coordinator for your region to find out how you can integrate Foundation alumni into club activities.

Future Vision Plan

The Rotary Foundation Trustees adopted the Future Vision Plan, a forward-looking, strategic approach to fulfilling the Foundation's mission that will continue its transformation and advancement. Based on input from a wide variety of Rotarians, the Foundation Trustees developed the Future Vision Plan, which is designed to

- Simplify Foundation programs and processes consistent with the mission
- Focus Rotarian service efforts where they will have the greatest impact by addressing major world needs that are relevant to Rotarians
- Offer program options to help achieve both global and local goals
- Increase the sense of ownership at the district and club levels by transferring more decisions to the districts

Grants structure. Under the new grants structure, the Foundation will provide two types of grants:

- **Rotary Foundation District Grants** — Block grants made to districts to support smaller projects, both locally and internationally. Districts may use up to 50 percent of their available District Designated Fund (DDF) for these grants in a given Rotary year and administer the grant without the Foundation's involvement.
- **Rotary Foundation Global Grants** — Grants that support larger projects with sustainable, high-impact outcomes in one of the six areas of focus:
 - Peace and conflict prevention/resolution
 - Disease prevention and treatment
 - Water and sanitation
 - Maternal and child health
 - Basic education and literacy
 - Economic and community development

Clubs and districts can either create their own global grant project in the areas of focus or choose to work on a packaged grant developed by The Rotary Foundation in conjunction with its strategic partners.

Club- and district-developed global grant projects are funded by the sponsors and a matching World Fund award. Packaged global grants are developed by the Foundation and its strategic partners. The World Fund and the strategic partner provide 100 percent of the funding, and Rotarians implement the grant project.

Implementation. The Future Vision Plan will be implemented in stages until its full implementation in 2013-14. Selected districts will participate in the Future Vision pilot, which will run 2010-13. This pilot will have the following timeline:



Rotary Reminder

A separate Rotary Foundation committee manual is available for clubs in Future Vision pilot districts. For more information about the Future Vision Plan, e-mail futurevision@rotary.org or go to www.rotary.org/futurevision.

- **2010-11:** Begin awarding grants to pilot districts. Approximately 100 districts will participate in the three-year pilot.
- **2011-12:** Continue awarding grants to pilot districts. Begin to phase out current Foundation programs.
- **2012-13:** Continue awarding grants to pilot districts. Begin to adjust the grant model based on pilot districts' feedback. Qualify and train all districts.
- **2013-14:** Begin awarding new grants worldwide and phase out remaining Foundation programs.



Around the World

In some parts of the world, Rotary clubs use local versions of the *TRF Global Contribution Form* (123-EN) and the *Multiple Donor Form* (094-EN). Check with your club's outgoing treasurer to determine which forms your club uses.

Contributions to The Rotary Foundation

Rotary Foundation programs are funded by voluntary contributions worldwide. When Rotarians see the extraordinary results of education, cultural exchanges, and humanitarian projects, they understand why supporting The Rotary Foundation financially is vital to making the world a better place. Contributions sent to the Foundation can be directed to the Annual Programs Fund, the Permanent Fund, or the PolioPlus Fund.

Contributions should be submitted with the *TRF Global Contribution Form* or the *Multiple Donor Form*.



PolioPlus and Rotary's US\$200 Million Challenge. Rotarians are encouraged to make contributions to the PolioPlus Fund, which helps to fulfill Rotary's US\$200 Million Challenge for polio eradication. In addition, clubs are encouraged to hold special fundraising events in support of PolioPlus. Grants made from this fund help pay for National Immunization Days and surveillance activities. Rotary districts may also direct District Designated Fund allocations to Rotary's US\$200 Million Challenge.



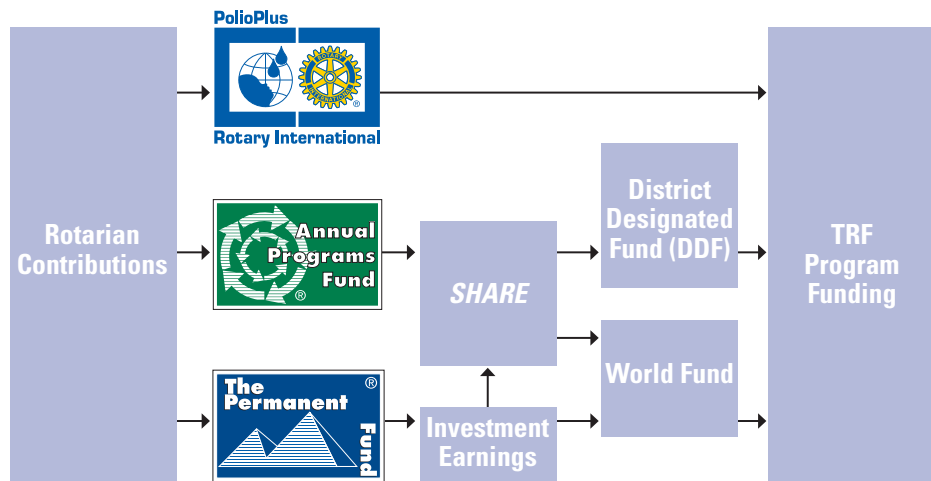
Annual Programs Fund. The Annual Programs Fund is the primary source of support for the programs of The Rotary Foundation. Money from this fund is spent every year on Foundation programs, such as Group Study Exchange, Ambassadorial Scholarships, District Simplified Grants, and Matching Grants. Rotarians are encouraged to make financial contributions to The Rotary Foundation annually. To support the Every Rotarian, Every Year effort, you should:

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



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

Rotary Foundation Funding



SHARE and District Designated Fund. Through the *SHARE* system, contributions to The Rotary Foundation are transformed into Ambassadorial Scholarships, Matching Grants, Group Study Exchanges, and other Foundation programs awards and activities, and the Foundation Trustees involve Rotarians worldwide in the decision-making process for Foundation programs. No other foundation gives its donors as much freedom to decide how contributions are spent.

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

- 50 percent credited to the World Fund
- 50 percent credited to the District Designated Fund (DDF)

The Foundation uses the World Fund portion to pay for the worldwide programs available to all Rotary districts, such as Group Study Exchange and Matching Grants. Your district uses the DDF portion to fund the Foundation programs of its choice.

The Rotary Foundation's unique funding cycle uses contributions for programs three years after they are received. The three-year cycle gives districts time to plan programs and select participants and allows the Foundation to invest the contributions. The earnings from those investments pay for general administration and fund development expenses.

Your district Rotary Foundation committee is responsible for deciding how to use the district’s available DDF, in consultation with the clubs. Contact your district Rotary Foundation committee chair to learn more.

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

Contribution recognition. The sincere acknowledgement of a donor’s gift is the first step toward additional financial support. The Rotary Foundation presents recognition to donors in appreciation of financial contributions or commitments for future contributions.

RECOGNITION FROM THE ROTARY FOUNDATION	
RECOGNITION FOR INDIVIDUALS	RECOGNITION FOR CLUBS
ROTARY FOUNDATION SUSTAINING MEMBER	100% ROTARY FOUNDATION SUSTAINING MEMBER CLUB BANNER (AWARDED ANNUALLY)
PAUL HARRIS FELLOW RECOGNITION	EVERY ROTARIAN, EVERY YEAR BANNER (AWARDED ANNUALLY)
MULTIPLE PAUL HARRIS FELLOW	TOP THREE ANNUAL PROGRAMS FUND PER CAPITA CLUB BANNER (PER DISTRICT; AWARDED ANNUALLY)
MEMORIAL PAUL HARRIS FELLOW	100% PAUL HARRIS FELLOW CLUB BANNER (UPON REQUEST)
MEMORIAL PAUL HARRIS CERTIFICATE	
MAJOR DONOR	
BENEFACTOR	
ANNUAL PROGRAMS FUND RECOGNITION BANNER	
THE ROTARY FOUNDATION BEQUEST SOCIETY	
CERTIFICATE OF APPRECIATION (ALSO AVAILABLE TO CORPORATIONS)	

FOR MORE INFORMATION ON RECOGNITION, KEYWORD SEARCH “APPRECIATION AND RECOGNITION OPPORTUNITIES” AT WWW.ROTARY.ORG.

Club Rotary Foundation Committee Chair



To prepare for your term as committee chair, learn what will be expected of you and your committee by the club's board of directors and members, your district, and Rotary International. It is recommended that you assist the outgoing club Rotary Foundation chair before taking office to better understand your role. Ask questions such as:

- What is your role as committee chair?
- How can the club Rotary Foundation committee help educate members about the Foundation?
- How can you practice good stewardship of Rotary Foundation funds?
- How can you help committee members do their job?
- What are your committee's long-range and annual goals?

As chair of your committee, you are responsible for ensuring that your committee does its job well. There are several things you should do before you take office to prepare for your role. In addition to attending your training sessions at the district assembly, you should

- Review this entire manual.
- Review your club's bylaws to become familiar with your club's procedures and regulations.
- Select your committee members with the president-elect.



Rotary Reminder

Answer discussion questions in appendix 2, and discuss them with your peers from other clubs at the district assembly.

- Prepare your committee members for the coming year.
- Create subcommittees if needed.
- Develop committee goals to achieve club's Rotary Foundation goals.
- Develop a communication plan for the year.
- Review and establish club long-range and annual goals with the president-elect.

Good preparation will lead to a productive year. Once you have taken office, you will have the following major responsibilities as committee chair:

- Manage your committee's budget.
- Work with other committees in your club and your district committee on multiclub activities or initiatives.
- Plan and conduct regular committee meetings and activities.
- Monitor status toward your committee goals, and report committee activities and progress to the club president, board of directors, and the full club.

Consult the outgoing club Rotary Foundation committee chair for duties that may be specific to your club. Developing your own list of regular duties will help keep you and your committee organized and on task. The major responsibilities listed above are described below.



Rotary Reminder

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

Your Committee

Work with the president-elect to select committee members to fill vacancies and conduct planning meetings before the start of the year. When feasible, committee members should be appointed to the same committee for three years for continuity. Committee members should have excellent communication skills. When selecting new members, consider the following important characteristics:

- International experience
- Volunteer experience
- Fundraising experience

Once your committee is formed, it is your responsibility to prepare it for the coming Rotary year. You can prepare committee members by

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



Around the World

Clubs vary in size and goals and can structure their committees accordingly.



Rotary Reminder

Various tools are available to clubs to plan ahead, including the *Club Leadership Plan*, the *Strategic Planning Guide*, and the *Planning Guide for Effective Rotary Clubs*.

Subcommittees

Depending on the size and goals of your club, the Rotary Foundation committee can be divided into subcommittees such as those listed below or others as determined by your club:

- Program participation
- Foundation fundraising

If your club is large, you may need more committees:

- Alumni
- Annual giving
- Grants
- Group Study Exchange
- Permanent Fund
- PolioPlus
- Rotary World Peace Fellowships
- Scholarships

Determine how to best utilize the skills and interests of your members and assign tasks accordingly. Hold committee members accountable for the responsibilities they have assumed, and recognize them for their hard work.

Goal Setting

As the chair of your committee, you are responsible for ensuring your committee sets and achieves its goals. Committee goals should be based on the long-range and annual goals of your club. Think about your club's strategic plan, and what your committee can do to help it achieve its vision.

The *Planning Guide for Effective Rotary Clubs* is a goal-setting tool that helps the club president-elect work with club committees to assess the current state of the club and establish annual goals that support the club's long-range goals for the year. The planning guide has a section for each of the recommended club committees that you should bring to the district assembly, where you'll have an opportunity to work on it with your club president-elect and other incoming club leaders. The *Planning Guide for Effective Rotary Clubs* can be used throughout the year to help measure progress toward established goals. It should be reviewed periodically and updated as needed.

Effective goals. To ensure that the goals established are effective, be sure that they accurately reflect committee capabilities and club interests. Goals should be

- **Shared.** Those who participate in setting a goal and developing strategies to achieve that goal are committed to implementing it. Consult with club leaders, club members, and district leaders in setting a goal.
- **Measurable.** A goal should provide a tangible point to pursue.

- **Challenging.** A goal should be ambitious enough to go beyond what the club has accomplished in the past.
- **Achievable.** Rotarians should be able to accomplish the goal with the resources available. Compare goals to previous goals achieved by the committee and the club.
- **Time specific.** A goal should have a deadline or timeline.

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

- Establish a time frame for each step.
- Determine who is responsible for implementing each step.
- Establish the criteria for measuring progress and success for each step.
- Consider the resources and tools available from your club, district, and RI to support the goal.
- Secure human, informational, and financial resources before taking action.
- Evaluate the success of previous goals and your current plan, making modifications as necessary.

Regularly evaluate your goals to ensure steady progress is being made toward achieving goals as envisioned, and adjust if necessary.

Motivation. It is important to remember that Rotarians are volunteers, and their involvement is dependent upon personal motivation. Part of your responsibility as committee chair is keeping committee members motivated. Common motivators include:

- Assurance that the goal will benefit the community and their club, district, and Rotary
- Opportunities for fellowship
- Opportunities for networking
- Belief that the goal is achievable and they will be successful
- Assignments that challenge members or use their expertise
- Recognition of efforts and time spent working toward committee goals

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

Budget

Before 1 July, work with your committee and the club treasurer to determine what funds your committee will need to achieve its goals. Also include any planned fundraising activities. Ensure your committee's financial needs are included in the club budget.

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

Communication

Before the start of the year, develop a communication plan with other club leaders that outlines with whom, when, and how you will communicate, including communications with:

- **Committee members.** Committees should meet regularly to review and identify available resources, discuss ongoing projects and new initiatives, and develop strategies to achieve committee and club goals.
- **Your club.** Report your committee's activities, including action plans and progress toward goals, to your club's president, board, and all club members.
- **Other committees.** Often, the work of one committee affects the work of another. Effective communication will help committees work together to coordinate projects and initiatives. The club Rotary Foundation committee should work with the following club committees to meet club Rotary Foundation goals:
 - Service projects committee (to consider if Rotary Foundation grants can be used to fund service projects)
 - Public relations committee (to ensure timely promotion of Rotary Foundation projects and member participation)
 - Club administration committee (to schedule a Rotary Foundation program each quarter and the presentation of service and contribution recognition)
- **Your district.** If your committee needs guidance or information, contact your district counterpart or your assistant governor.
- **Your region.** Your regional Rotary Foundation coordinator is available to help your club with its Rotary Foundation issues. Subscribe to your RRFC's newsletter or blog to ensure you are receiving all of the latest Rotary Foundation news and initiatives within your region.

Resources



There are many resources available to help your committee fulfill its role. Take advantage of the informational resources produced by Rotary International, the information on the RI Web site, and from fellow Rotarians and RI staff who may be able to answer your questions.



Rotary Reminder

Download publications at www.rotary.org/downloadlibrary, or order them through shop.rotary.org, shop.rotary@rotary.org, or your international office.

Informational Resources



The Rotary Foundation Quick Reference Guide (219-EN) — Compilation of the programs and services of The Rotary Foundation in a quick reference format.

- District directory — Listing of district leaders and activities (if your district produces a directory).
- *Every Rotarian, Every Year Club Success Kit* (958-EN) — Brochures, stickers, and instructions to help Rotary clubs promote contributions to the Annual Programs Fund.
- *Official Directory* (007-EN) — Contact information for RI and Foundation officers, committees, task forces, and Secretariat staff; worldwide listing of districts and governors; alphabetical listing of clubs within districts, including contact information.
- *Planning Guide for Effective Rotary Clubs* — Club assessment and goal-setting tool used to plan the club's Rotary Foundation goals (see appendix 1).

- *PolioPlus Brochure* (323-EN) — Update on the global polio eradication effort, including recent developments and statistics, a description of the contributions of Rotary and its major partners, and the challenges remaining to achieve a polio-free world.
- *Rotary's US\$200 Million Challenge Brochure* (986-EN) — Informs Rotarian and non-Rotarian supporters about Rotary's commitment to eradicate polio and encourages support for Rotary's fundraising challenge.
- Recommended Rotary Club Bylaws — A legal document that expands on club operations guidelines in the club constitution.
- *Rotary Foundation Facts* (159-EN) — Pocket-size leaflet with recent Foundation statistics.
- *Rotary International and The Rotary Foundation Annual Report* (187-EN) — Annual report on service and financial highlights and major events of the previous Rotary year.
- *The Rotarian* (or Rotary regional magazine) — RI's official monthly magazine, which reports club and district projects, RI Board decisions, and RI meetings. In addition, 31 Rotary regional magazines in 25 languages serve Rotarians around the world.
- *TRF Global Contribution Form* (123-EN) and *Multiple Donor Form* (094-EN) — Official forms for submitting single or multiple donations to The Rotary Foundation.



Rotary Reminder

The RI Web site provides online resources and current information on all aspects of Rotary. Download free publications, shop on the online catalog, or locate the meeting time and place of any Rotary club.

www.rotary.org

- End Polio Now pages (www.rotary.org/endpolio) — Detailed information on status of polio eradication and on Rotary's US\$200 Million Challenge.
- *End Polio Now* newsletter — Bimonthly update on Rotary's progress toward eradication polio, available free for download at www.rotary.org.
- Gift Acceptance Policy Manual — Overview of gifts accepted by The Rotary Foundation, including gifts to the Permanent Fund.
- Awards section — RI and Rotary Foundation awards and recognition programs, including Service Award for a Polio-Free World, Citation for Meritorious Service, Distinguished Service Award, and District Service Award.
- Rotary Code of Policies and Rotary Foundation Code of Policies — Policies and procedures established by the RI Board of Directors and the Trustees of The Rotary Foundation in support of the RI Constitution and Bylaws, revised following each Board or Trustees meeting.
- Rotary E-Learning Center — Online independent learning Rotarians can access at any time.
- The Rotary Foundation (click the About Us tab) — Current source of detailed information on all aspects of Rotary Foundation programs; Every Rotarian, Every Year fundraising strategies; and recognition opportunities. Many free downloads are available.

- ProjectLINK — Searchable database of Rotary club and district community service projects in need of funding, volunteers, donated goods, or partners for a Rotary Foundation Matching Grant, and completed projects that can be used as examples of best practices.

Human Resources

Find contact information in the *Official Directory*, at www.rotary.org, or from your district governor.

- Assistant governor — Rotarian appointed to assist the governor with the administration of designated clubs. Your assistant governor will visit your club quarterly (or more often) and is available to answer questions or provide advice.
- Assistant regional Rotary Foundation coordinators — Rotarians appointed to assist the regional Rotary Foundation coordinator with fundraising for the Annual Programs Fund and the Permanent Fund, and with program activities within the zone/area.
- District governor — RI officer responsible for advising your club on strategies to make your club more effective.
- District Rotary Foundation committee — Rotarians appointed to support your club's Rotary Foundation efforts.
- District grants subcommittee chair — Member of the district Rotary Foundation committee appointed to help clubs pursue Foundation grants. Chair must certify your grant application before it can be submitted to The Rotary Foundation.
- Foundation Contact Center — Foundation staff available to answer Foundation-related questions by e-mail at contact.center@rotary.org (or toll-free by phone, in North America only, at 1-866-976-8279).
- National PolioPlus committees — Rotarians responsible for supporting PolioPlus at the national level and submitting project requests to the PolioPlus Partners program.
- Other club committee chairs in your district — Club leaders who can serve as a resource to help support your club's projects and initiatives.
- Past club committee chairs and leaders — Knowledgeable Rotarians who can advise you as you plan your year and can be assigned to lead committee activities.
- Regional Rotary Foundation coordinator — Rotarian appointed to serve as the primary Foundation resource for your region.
- Rotary Foundation alumni coordinator — Rotarian appointed to work with the regional Rotary Foundation coordinator to encourage Rotary clubs and districts to involve Foundation alumni in Rotary activities.
- Rotary Foundation Development Services staff — Staff members at RI World Headquarters who can answer questions about recognition contributions to The Rotary Foundation.

- Rotary Foundation staff — Staff members at RI World Headquarters and international offices dedicated to supporting Rotarians, clubs, and districts for Rotary Foundation programs and fund development.
- Zone challenge coordinator — Rotarians appointed to help clubs and districts with their fundraising efforts to meet Rotary’s US\$200 Million Challenge.

Financial Resources

- Club members
- Club fundraisers
- Club or district foundation
- District Designated Fund
- Funds from individual donors or local businesses
- Grants from other foundations
- Humanitarian Grants Program
- Rotary Foundation grants for club and district humanitarian projects

Appendix 1: Club Rotary Foundation Section of the *Planning Guide for Effective Rotary Clubs*

August 2009

The *Planning Guide for Effective Rotary Clubs* is a tool to help clubs assess their current state and establish goals for the coming year. It is based on the Club Leadership Plan. The strategies listed in each section are common ways clubs might choose to pursue goals. Clubs are encouraged to develop alternative strategies to achieve their goals when appropriate. Presidents-elect should complete this form in cooperation with their club and submit a copy of it to their assistant governor by 1 July.

Download a Microsoft Word version at www.rotary.org.

THE ROTARY FOUNDATION

Current State

Number of grants awarded:

District Simplified Grants: _____ Matching Grants: _____

Number of Ambassadorial Scholars: Nominated _____ Selected _____ Hosted _____

Number of Group Study Exchange (GSE) team members: Nominated _____ Selected _____ Hosted _____

Number of Rotary World Peace Fellows: Nominated _____ Selected _____ Hosted _____

Current year's contributions to PolioPlus activities: _____

Current year's contributions to Annual Programs Fund: _____

Current year's contributions to Permanent Fund: _____

Number of club members who are

Paul Harris Fellows: _____ Benefactors: _____ Major Donors: _____

Rotary Foundation Sustaining Members: _____ Bequest Society members: _____

Number of Foundation alumni tracked by your club: _____

Future State

Our club has established the following Rotary Foundation goals (as reported on the Fund Development Club Goal Report Form) for the upcoming Rotary year:

Polio fundraising: _____ Annual Programs Fund contributions: _____

Major gifts: _____ Benefactors: _____

Bequest Society members: _____

Our club will participate in the following Rotary Foundation programs:

How does the club plan to achieve its Rotary Foundation goals? (check all that apply)

- Ensure the club's Rotary Foundation committee understands the programs of The Rotary Foundation and is committed to promoting financial support of the Foundation
- Help club members understand the relationship between Foundation giving and Foundation programs

- Plan a club program about The Rotary Foundation every quarter, especially in November, Rotary Foundation Month
- Include a brief story about The Rotary Foundation in every club program
- Schedule presentations that inform club members about The Rotary Foundation
- Ensure the club's Rotary Foundation committee chair attends the district Rotary Foundation seminar
- Use Rotary Foundation grants to support the club's international projects
- Recognize club members' financial contributions to The Rotary Foundation and their participation in Foundation programs
- Encourage each club member to contribute to the Foundation every year
- Participate in:
 - Group Study Exchange PolioPlus
 - Matching Grants Ambassadorial Scholarships
 - District Simplified Grants Rotary World Peace Fellowships
- Invite Foundation program participants and alumni to be part of club programs and activities
- Other (please describe):

Action steps:

Appendix 2: District Assembly Discussion Questions

Reviewing this manual before you attend the district assembly will help you prepare for your training, which will include facilitated discussion sessions that address the questions below. When considering the questions, refer to earlier sections in this manual, and talk to outgoing and incoming club leaders to compare thoughts.

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

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

What are ways we can educate members about The Rotary Foundation?

How can you help committee members do their job?

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

Worksheet 2: Goals

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

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

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

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

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

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

You will continue working on these preliminary goals with your club teams, using the *Planning Guide for Effective Rotary Clubs* in session 4.

<ul style="list-style-type: none"> • Long-range goal (goal for your club three years from now):
<ul style="list-style-type: none"> • Year 1 annual goal:
<ul style="list-style-type: none"> • Year 2 annual goal:
<ul style="list-style-type: none"> • Year 3 annual goal:

Worksheet 3: Action Plan

In the space below, write one annual goal from your goals worksheet. Then, determine the action steps that need to be taken to meet this goal, noting for each step the person responsible, the time frame, the signs of progress, and the necessary resources.

Annual goal:

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

Resources needed:

Worksheet 4: Rotary Foundation Committee

Case Study

Read the case study below, then create a step-by-step Rotary Foundation plan for the Rotary Club of South Mountain using the case study action plan on the next page. Consider the questions listed as you develop your plan.

The Rotary Club of South Mountain is located in a town of 42,000. South Mountain, a prosperous residential community, has dozens of flourishing retail businesses and a growing number of small manufacturing companies. Most of its citizens commute to work in the nearby city, a thriving metropolis of over three million people.

The Rotary Club of South Mountain has 60 members, who seem to have less and less time to devote to Rotary activities. Nonetheless, the club is very active in the community. It sponsors an active Interact club at the local high school, holds an annual fundraiser that supports a local food pantry, and helps organize an annual immunization campaign on World Health Day.

Despite these successful local efforts, South Mountain club members have done little to support The Rotary Foundation. Last year, several members considered working on a grant proposal with a club in another country, but they didn't complete the proposal because they had difficulty communicating with the partner club. The South Mountain club consistently has among the lowest contribution levels of all the Rotary clubs in its district and has failed to meet annual giving goals for the past four years.

Recently, one club member who served as a Rotary Volunteer made a major gift to the Foundation after directly experiencing the benefits of service through a Rotary Foundation program. Another member joined the club because of her positive experience as a Group Study Exchange team member several years before. For most South Mountain Rotarians, however, the Foundation continues to be a mystery.

What can be done to help educate club members about The Rotary Foundation?

What resources can the club call on for help?

How can the club learn from its past experiences with the Foundation?

How can the club increase its participation in Foundation programs?

What else can the club do to meet its annual giving goal?

How can the club make use of Foundation alumni to encourage increased participation and contributions?

Case Study Action Plan

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

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



Plan your club's future using these guides

**Club Leadership Plan
Strategic Planning Guide
Planning Guide for Effective Rotary Clubs**

Guides are designed to work together. Download at www.rotary.org.



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