



# LEAD YOUR CLUB

## Rotary Foundation Committee

2016-19 Edition





This is the 2015 edition of Lead Your Club: Rotary Foundation Committee, the manual for the club Rotary Foundation committee chairs holding office in 2016-17, 2017-18, and 2018-19. The information in this publication is based on Rotary's constitution and policy documents. Please refer to those resources for exact Rotary policy. Changes to Rotary's constitution and policy documents override policy as stated in this publication.

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# YOUR JOB AS CLUB ROTARY FOUNDATION COMMITTEE CHAIR



As club Rotary Foundation committee chair, you inspire your club to give to the Foundation and participate in its activities. Find details in [Lead Your Club: Rotary Foundation Committee](#).

## RESPONSIBILITIES

### ALL COMMITTEES

Attend your district training assembly

Working with the president-elect, select and prepare your committee members

Create subcommittees as needed (for example, global grants, district grants, fundraising, annual giving, major gifts, PolioPlus, and Rotary Peace Centers)

Meet regularly and plan activities

Set committee goals to help achieve the club's goals for the year and monitor progress toward them

Manage your committee's budget

Work with your club's other committees and your district committee on multiclub activities or initiatives

Report committee activities and progress to the club president, board of directors, and the full club

Determine what else your club expects your committee to do

### YOUR COMMITTEE

Promote Foundation grants and activities and help members participate in them

Inspire club members to give to The Rotary Foundation

Attend the grant management seminar to qualify your club for Rotary grants, or talk to your president-elect to determine who from your club will attend

Oversee the qualification process for Rotary global grants

Conduct inspirational Foundation-focused club programs at least four times a year

Work with your treasurer to manage any Rotary grant funds your club receives

Work with the service projects committee to develop and fund projects

# GET CONNECTED!

Make your Rotary experience truly international with these networking opportunities.



**EXCHANGE IDEAS:** [www.rotary.org/myrotary](http://www.rotary.org/myrotary)



# INTRODUCTION



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

Congratulations on your appointment as committee chair. This manual will help you set goals and understand your role in your club's support of the Foundation. It includes policy and procedures that all clubs should follow, as well as ideas that you may find useful.

The job description on page 1 summarizes your responsibilities. You'll learn more at your district training assembly, where you can connect and exchange ideas with other club and district leaders. Review the discussion questions on page 18 before attending.

## **Questions?**

If you have questions about your role, contact other leaders you work with, such as your assistant governor or a past Rotary Foundation committee chair. Your Club and District Support representative is also available to help. We offer support in eight languages at [Rotary.org](http://Rotary.org) and through our staff at our headquarters and international offices.

Send questions about this manual or any Rotary training materials to [learn@rotary.org](mailto:learn@rotary.org).

# WHAT ARE YOU WAITING FOR? BE A VIBRANT CLUB



## Be a Vibrant Club guide includes:

- A club success story from your region
- Ideas for your club to try
- Resources for your club on My Rotary



Get your free copy at  
[shop.rotary.org](https://shop.rotary.org)

Rotary 

# CHAPTER 1

## COMMITTEE ROLE AND RESPONSIBILITIES



The Rotary Foundation offers Rotary grants that fund projects that ultimately advance world understanding, goodwill, and peace through the improvement of health, the support of education, and the alleviation of poverty.

### BE YOUR CLUB'S FOUNDATION ADVOCATE

One of the Rotary Foundation committee's responsibilities is sharing stories with club members about how The Rotary Foundation makes service projects possible. When members connect Rotary projects with Foundation funding, they are inspired to get involved and contribute.

#### CLUB MEETINGS

Each quarter, ask to be included on the meeting agenda to recognize members who have contributed and to talk about how members can support the Foundation. Invite alumni and volunteers to speak about how they have benefitted from the Foundation or how they have seen it benefit others. Videos and images can be downloaded free of charge, and pamphlets available at [shop.rotary.org](http://shop.rotary.org) can also enhance your presentation.

#### GRANT-FUNDED ACTIVITIES

Apply for grants to enhance the quality and impact of your club's projects. Better projects will make your club more attractive to new members. Get members involved as planners and volunteers. Once they have seen the impact of a successful service project, they will be inspired to promote Rotary, the Foundation, and your club.



## FOUNDATION SEMINARS

Encourage club members to attend the district Rotary Foundation seminar to learn about the Foundation and how they can get involved. Your committee can also hold a club Foundation seminar.

Planning resources include the [District Rotary Foundation Seminar Leader's Guide](#), members of your district's Rotary Foundation committee, your regional Rotary Foundation coordinator, and your endowment/major gifts adviser.

## INDEPENDENT STUDY

Members can go to the Learning Center at [learn.rotary.org](http://learn.rotary.org) and find courses to improve their Rotary knowledge. The Rotary Foundation Basics course includes a PowerPoint presentation on Rotary Foundation topics, and a quiz to test your knowledge.



## GRANT MANAGEMENT SEMINAR

This seminar, held by the district, focuses on best practices to make sure that all Rotary grants sponsors are prepared to manage grant funds.

To qualify for Rotary global grants, at least one club member — the president, you, or another member — must attend the training seminar and sign the Memorandum of Understanding.

Sign up for the [Giving & Grants newsletter](#) to get the latest information, tips, and resources on Rotary grants.

## ROTARY GRANTS

The Rotary Foundation offers grants that support a wide variety of projects, scholarships, and training that members organize around the world. There are two grant types: district and global.

## DISTRICT GRANTS

District grants allow clubs and districts to support small-scale, short-term activities that address immediate needs in their local communities and abroad, and align with the mission of the Foundation. Clubs submit project funding requests to the district, which determines which requests to approve as well as the grant amount to apply for from the Foundation. Once the grant is received, the district disburses funds to clubs. The district is eligible to receive one district grant annually.

## GLOBAL GRANTS

Global grants support large, international projects and activities that respond to a need the benefiting community has identified, and that involve the active participation of club and community members. Global grants have a sustainable, measurable impact in one or more of Rotary's areas of focus and are designed to continue aiding the community long after the Rotary club or district has concluded its work.

The areas of focus are:

- Peace and conflict prevention/resolution
- Disease prevention and treatment
- Water and sanitation
- Maternal and child health
- Basic education and literacy
- Economic and community development

Global grants offer a minimum World Fund award of \$15,000 for a minimum project budget of \$30,000. The World Fund award is based on a 100 percent match of District Designated Fund (DDF) or a 50 percent match of cash contributions. Beginning in 2015, sponsors will need to add 5 percent to cash contributions, which is used to help cover the costs associated with processing them. Global grants must have two primary sponsors, which can be clubs or districts: a host partner in the country where the activity takes place and an international partner outside the country.

The global grant application is a two-step process. First, Rotarian sponsors sign in to the [grant application tool](#) and answer the First Step questions to make sure they are ready to submit an application. These questions review the grant Terms and Conditions. Once the host and international sponsors are confident that the grant request meets all the requirements, your club or district can submit the application online. Both district Rotary Foundation committee chairs must authorize the application before the Foundation reviews it. Use this [online guide](#) or contact Rotary Foundation staff to answer questions as you prepare the application.

**Stewardship and qualification.** To show their commitment to the ethical management of Rotary Foundation grant funds, grant sponsors must be qualified by their district. Your district must become qualified in order to participate in these grants and must in turn qualify your club if you wish to apply for global grants. Find more details in the [Club Memorandum of Understanding Resources](#).

The Foundation has two minimum requirements for club qualification:

- The club president-elect or a club-designated appointee attends the district grant management seminar
- The club president and president-elect sign the [Club Memorandum of Understanding](#) on behalf of their club

Your district may have additional qualification requirements. Once your district qualifies your club, you may apply for a global grant. For questions about qualification, contact your district Rotary Foundation committee chair.

## POLIOPLUS

Rotary's top priority is the global certification of polio eradication. Through club members' fundraising efforts, Rotary has contributed over \$1 billion to the PolioPlus campaign. In addition, members make up a large volunteer network at the local level, providing support at clinics and mobilizing communities for immunization or other polio eradication activities.

Your club can help achieve the goal of global polio eradication by participating in three key ways:

- **Advocate** — Invite policy makers (members of parliament, ministers, members of Congress, development agency representatives) to a local Rotary club meeting to discuss progress against polio and how they can make history by supporting the fight to end polio.
- **Fundraise** — Hold a polio fundraising event or devote a club program to the topic of polio eradication. Share information with social networks and write to your government leaders to secure public support for the polio eradication program.
- **Educate** — Inform club members about progress the organization has made and the importance of staying involved until the world is certified polio-free. Share stories with local media to tell your community about the work your club is doing to end polio. Include examples of how you are making an impact and quotes from local Rotary members and other supporters.

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

- **Get involved** — Offer to assist your national PolioPlus committee chair with immunization or surveillance activities.
- **Advocate** — Contact government leaders and health officials to affirm their commitment to a polio-free world. Reach out to community and corporate leaders to encourage support for polio eradication efforts in your country.
- **Educate** — Tell members of your community about polio, routine immunization, and how a polio-free world contributes to better health for all children.

Materials that can be used to support these efforts are available at [endpolio.org](http://endpolio.org). If you have questions about PolioPlus, email [polioplus@rotary.org](mailto:polioplus@rotary.org).

## ROTARY PEACE CENTERS

The Rotary Peace Centers program provides fellowships to professionals pursuing either a degree in international relations, peace studies, conflict resolution, or related subjects or a professional development certificate in peace and conflict resolution studies at one of the Rotary Peace Centers.

Your club should submit Rotary Peace Fellowship applications to your district by 31 May. Districts must submit applications to The Rotary Foundation by 1 July.

Your club can get involved in several ways:

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

Potential and newly selected participants can learn more by taking the Orientation for Scholars, Vocational Training Teams, and Peace Fellows course in Rotary's [Learning Center](#).

## WORKING WITH ALUMNI

Contact your district Rotary Foundation committee chair to find alumni or volunteers to share their stories about the impact of The Rotary Foundation in their lives.

Rotary alumni include anyone who has participated in a Rotary program. More than 118,000 people have participated in programs funded by The Rotary Foundation. Alumni are powerful advocates for Rotary and the Foundation and potential members and donors as well. Alumni can also help your club by:

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

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

## SHARE AND DISTRICT DESIGNATED FUND

Through the SHARE system, contributions to The Rotary Foundation are transformed into grants that improve the world and change lives. The Foundation Trustees involve Rotarians worldwide in the decision-making process for Foundation grants and programs.

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

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

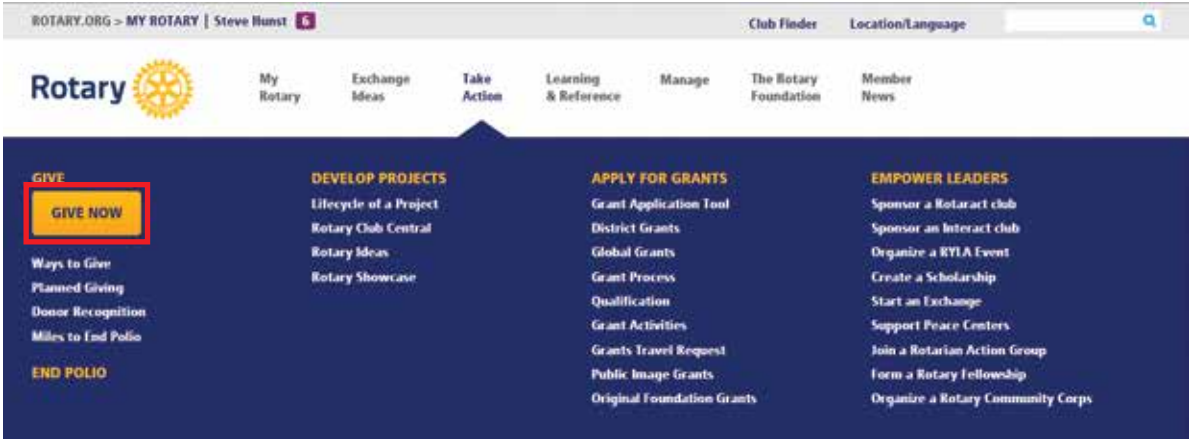
The Foundation uses the World Fund portion to pay for the worldwide programs available to all Rotary districts. Your district uses the DDF portion to fund the Foundation grants and programs of its choice.

The Rotary Foundation operates on a three-year funding cycle designed to give districts time to plan and select projects and activities and enables the Foundation to use the investment earnings to pay for administrative and fund development costs.

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

## GIVING TO THE ROTARY FOUNDATION

Gifts to the Foundation can be directed to the Annual Fund, the Endowment Fund, or the PolioPlus Fund. Submit contributions through Rotary.org by going to Take Action tab, then choosing GIVE NOW.



You can sign in to your My Rotary account to make a contribution on behalf of a club member and to access your club's Foundation reports and the multiple donor form and individual contribution form. If you don't have access to these reports, have your secretary or president add you as a club officer on Rotary.org.



## *POLIOPLUS FUND*

Despite the enormous resources already committed, more money is urgently needed to reach all children in the remaining polio-endemic countries. Club members are encouraged to make contributions to the PolioPlus Fund, which helps to continue immunization efforts until the world is declared polio-free. Your committee can organize fundraising events in support of PolioPlus. Grants made from this fund help pay for National Immunization Days and surveillance activities.

## *ANNUAL FUND*

The Annual Fund is the main funding source for Rotary grants and activities. The Every Rotarian, Every Year initiative encourages every member to participate in a Foundation project and contribute to the Annual Fund every year. You can support this effort in the following ways:

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

## *ENDOWMENT FUND*

The Endowment Fund ensures the long-term viability of the Foundation's grants and programs. Contributions to the Endowment Fund are invested in perpetuity. A percentage of the total value of the fund is directed annually to Foundation grants and programs. Donations to the Endowment Fund tend to be of substantial size and can be outright cash contribution, stocks, and other securities, bequests, or life-income agreements. Club members who want to support the Rotary Peace Centers can make a gift to that program through the Endowment Fund. If you know a member of your club who can make a large gift to the Foundation, please contact the regional Rotary Foundation coordinator or assistant RRFCC serving your area for information on how to finalize such a gift.

## *FUNDS FROM THE COMMUNITY*

While many of our contributions come from members, the community also contributes through fundraisers and independent donations. Plan fundraisers to give the community the opportunity to support your club and Rotary. For more information, see the fundraising section in [Lead Your Club: Service Projects Committee](#).

## CONTRIBUTION RECOGNITION

Sincerely acknowledging a donor's gift is the first step toward additional financial support. The Rotary Foundation recognizes donors for financial contributions or commitments for future contributions. Find more information on Rotary.org's [Recognition](#) page.

### 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	Every Rotarian, Every Year banner (awarded annually)
Multiple Paul Harris Fellow	Top Three Annual Fund Per Capita Club banner (per district; awarded annually)
Memorial Paul Harris Fellow Certificate	100% Paul Harris Fellow Club banner (upon request)
Paul Harris Society	PolioPlus Certificate of Appreciation (for clubs giving \$1,500 to PolioPlus)
Certificate of Appreciation (also available to corporations)	
Benefactor	
Bequest Society	
Major Donor	
Arch Klumph Society	

## CHAPTER 2

# CLUB ROTARY FOUNDATION COMMITTEE CHAIR



You're the chair of your club Rotary Foundation committee. What happens next? Meet with the outgoing committee chair, review your club's bylaws and strategic plan, and start thinking about who else will be on your committee. You can also start planning how you will run your committee. In addition to becoming an expert on your committee's subject area, you will be managing your committee members.

## YOUR COMMITTEE

In many clubs, members serve on a committee for three years, so it's likely that some current committee members will continue into your term. If you need to fill any openings on the committee, work with the president-elect to find someone with international, volunteer, or fundraising experience.

As chair, you'll delegate tasks, so you'll need to determine how best to use the skills and interests of your committee members. You can prepare them by:

- Informing them of the committee's ongoing activities and goals
- Pairing new committee members with more experienced ones
- Encouraging them to communicate with counterparts in other clubs
- Notifying them of district activities and meetings
- Sharing resources

Collaborate with your club's other committees to maximize your club's impact. For example, work with the committee for:

- Service projects, to consider if any can be funded by Rotary grants
- Public relations, to promote projects, fundraisers, and member participation
- Membership, to find and involve alumni in club activities

These conversations should be ongoing and can take place at your club's board meetings.

## SETTING GOALS

As chair you make sure the committee sets and achieves annual goals that support the club's strategic plan. You'll set goals with your incoming president and other club leaders at the district training assembly. The president or secretary can enter the goals in Rotary Club Central.

### *EFFECTIVE GOALS*

Be sure that the annual goals reflect committee capabilities and club interests. Goals should be shared, measurable, challenging, achievable, and time-specific. For example: All of our club members will contribute to the Annual Fund by 1 January.

### *ACTION PLAN*

Work with your committee to develop an action plan, or series of smaller goals or steps needed to achieve each goal. For each step:

- Set a deadline
- Determine who's responsible for implementing it
- Decide how you'll measure progress and success
- Consider which resources you have and get the ones you need

Regularly assess your progress and adjust your goals if necessary.

### *MOTIVATION*

Part of your role as chair is keeping committee members motivated. Remember that your committee members are volunteers. Common motivators include:

- Assurance that the goal will be beneficial
- Belief that the goal is achievable and will be successful
- Opportunities for fellowship and networking
- Assignments that use each member's expertise
- Making sure members enjoy their committee work

## BUDGET

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

Oversee committee funds, transactions, and reports, and be aware of the financial condition of your committee's budget at all times. If you meet regularly with your club's treasurer, you'll be able to take action if issues arise.

## CHAPTER 3

# RESOURCES



### CLUB, DISTRICT, AND SECRETARIAT SUPPORT

- District Rotary Foundation committee — Oversees all Rotary Foundation activity in your district
- Regional Rotary Foundation coordinator — Helps districts and clubs in all Foundation-related topics, including grants and grant management, fundraising, and programs such as PolioPlus and Rotary Peace Centers
- Assistant regional Rotary Foundation coordinators — Assist RRFs, districts, and clubs with all Foundation-related topics, including grants and grant management, fundraising, and programs such as PolioPlus and Rotary Peace Centers
- Endowment/major gifts advisers — Help with soliciting and facilitating major gifts and contributions to the Endowment Fund
- End Polio Now coordinators — Provide leadership and foster awareness, advocacy, and financial support activities by districts and clubs for the campaign to eradicate polio
- PolioPlus committees — Serve as international, regional, national, or local advisers on Rotary’s participation in the polio eradication effort
- Financial representatives — Staff members from the Finance Department at Rotary International who oversee the club invoice billing, payment, charter fees, and other finance-related issues
- Fiscal agents — Contact your international office to learn who your fiscal agent is
- District governor — Can advise you on strategies to make your club more effective
- Assistant governor — Visits your club at least once per quarter and can answer questions and offer advice
- Other club committee chairs in your district — Serve as a source of new ideas and are potential partners in club initiatives
- Past club committee chairs and leaders — Advise you as you plan for the year



- [Club and District Support representatives](#) — Staff members at Rotary headquarters or international offices who are available to answer administrative questions and direct other inquiries to appropriate Rotary staff
- [Rotary Support Center](#) — A team available to answer questions; can be reached at [contact.center@rotary.org](mailto:contact.center@rotary.org) or toll-free (within the U.S. and Canada) at 866-9-ROTARY (866-976-8279); Rotarians outside North America should contact their [international offices](#)

## POLICY AND REFERENCE DOCUMENTS

- [Manual of Procedure](#) — Policies and procedures of Rotary International and its Foundation established by legislative action, the RI Board of Directors, and the Trustees of The Rotary Foundation, issued every three years following the Council on Legislation; contains RI constitutional documents
- [Rotary Code of Policies and Rotary Foundation Code of Policies](#)
- [Recommended Rotary Club Bylaws](#)
- [Standard Rotary Club Constitution](#)

## ONLINE RESOURCES

- [Rotary.org](#) — Rotary’s website gives club leaders the information, resources, and tools they need to support all their club activities; go to My Rotary to access club-level resources for developing membership, creating promotional materials, running your club, fundraising, and more

## LEARNING & REFERENCE

- [Learning Center](#) — Take courses to develop your skills and learn more about Rotary
- [Official Directory](#) — Contact information for RI and Foundation officers, committees, resource groups, and Secretariat staff; worldwide listing of districts and governors; alphabetical listing of clubs within districts, including contact information; issued annually



## MANAGE

- [Shop.rotary.org](#) – Rotary’s online store for ordering publications, DVDs, forms, and supplies
- [Club administration](#) – Manage your club’s member lists, officers, club information, and more
- [Brand Center](#) – Customize your club brochure and download Rotary logos

## COMMUNICATIONS AND PUBLICATIONS

- [Be a Vibrant Club: Your Club Leadership Plan](#) – Regionalized publication with examples of how clubs have gone from mediocre to vibrant
- [The Rotary Foundation Reference Guide](#) – An overview of Rotary Foundation programs and services as well as information on additional resources
- [Gift Acceptance Policy](#) – Overview of the types of gifts accepted by The Rotary Foundation, including gifts to the Endowment Fund
- [Rotary Foundation Facts](#) – Pocket-size leaflet with recent Foundation statistics
- [Rotary Annual Report](#) – Year-end financial figures and notable program achievements
- [Giving & Grants](#) – A bimonthly online newsletter with information to help you support Rotary’s work through contributions and grant-funded activities
- [Rotary Leader](#) – A bimonthly online newsletter for Rotary club and district leaders
- [Rotary magazines](#) – [The Rotarian](#), Rotary’s official monthly magazine, and [30 Rotary regional magazines in 24 languages](#)

# DISTRICT TRAINING ASSEMBLY DISCUSSION QUESTIONS

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

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

What club goals are assigned to your committee?

How can your committee encourage members to contribute to The Rotary Foundation and help them to do so?

How will you advocate for the Foundation and inspire members to give?

What will you delegate to committee members, and how will you support them?

# ROTARY CLUB CENTRAL PLAN TOGETHER TRACK PROGRESS ACHIEVE GOALS



## Why should clubs use Rotary Club Central?



It's a one-stop shop.



It eliminates paper.



It fosters continuity in leadership.



It enables clubs to track their progress.



It creates transparency.



It showcases the important work that Rotary clubs do worldwide.

## How do I get to Rotary Club Central?

Go to [www.rotary.org/clubcentral](http://www.rotary.org/clubcentral).

## Who can use Rotary Club Central?

All Rotarians can view the goals and achievements for their club. The current and incoming club president, secretary, executive secretary, treasurer, Foundation chair, and membership chair can add and edit the goals and achievements for their club.



One Rotary Center  
1560 Sherman Avenue  
Evanston, IL 60201-3698 USA  
[www.rotary.org](http://www.rotary.org)