

## Here are a few Tips and Reminders for District and Regional RLI Coordinators

“Many districts have experienced an exciting level of success in getting their Rotary and Leadership learning activities back in gear in 2022. We look forward to even more RLI activity and success in 2023.” By JD Rottero, RLI-HOA Registrar

### Year-round tasks -

- Strive to keep your District’s RLI Member History in DACdb complete and accurate. RLI Member History is recorded in the RLI (or Classes) Tab in each Member’s Profile in DACdb. Members can view their own RLI History. District RLI Coordinators are responsible for updating their member’s RLI History in DACdb.
- Assess your District’s RLI training needs by reviewing your District’s list of “RLI Members”. This list is available upon hitting the RLI Icon to get into the RLI Module. “RLI Members” is the second item in the left-hand column under RLI Navigation. This list can be filtered, sorted, and downloaded. You can also PMail selected Rotarians from this list --- targeted invitations.
- Plan your RLI schedule of events out far in advance with your District Leadership. Make RLI a key part of your District’s Training Strategy. RLI is for all Rotarians – new and not so new.

### RLI Event Promotion and Preparations –

- It’s a good idea to put your long-range projected RLI events on your District’s DACdb Calendar as a brief “Save the Date” entry. Then about two – three months out, submit a request to the RLI-HOA Registrar to create your “real” RLI Event on the HOA-wide DACdb Calendar. Once the real event is posted, you could either set your local event to “Inactive” to hide it, change it to a future projected RLI date, or delete it. Just use “District Event” as the Event Category for your local “Save the Date” event. For several reasons, do not use the “RLI Training Event” category for a district level event.
- Promote your RLI events in your District’s Newsletters, Bulletins, Stories, etc and on your DACdb Home Page, Website, and in your social media.
- Order any RLI Materials and Supplies needed about three weeks ahead of your event.



## Conducting the RLI Event –

- Arrange your RLI event schedule and orient your Facilitators to achieve a good mix of content delivery and interactive discussion. You want to accomplish the main topic goals by “finding the answer in the room” as much as possible. Many Rotarians say the sharing of ideas and experiences between participants from different clubs is one of the most valuable aspects of RLI.



- Ensure you account for all participants so you know who should be credited with completion of their RLI Part at the end of the day.

## Post RLI Event Tasks -

- After the RLI event’s start date, the event no longer shows up on the RLI Dashboard page. You will find it in the DACdb Calendar, “List Year” view. Hit the “Manage Event” button to get into it administratively so you can continue to manage and ultimately close out your event.
- Closing out your event in DACdb is simply ensuring everyone who completed their RLI Part is properly registered in their own member profile and in the correct RLI Part, payment status is accurate, and they are “checked in” so you can “Post the Class” to update their RLI History in their DACdb member profile. Those registrants who did not complete their RLI Part should not be checked in. Their registration is Cancelled and possibly Deleted if they have not paid. If they have paid then their registration could be moved to a future RLI event or they could be reimbursed, situation dependent.
- Remember to submit the RLI Expense Report with copies of reimbursable expense receipts and any fee payment checks (all in one package) to the RLI-HOA Treasurer, PDG Frank Bradshaw.

## Other Tips –

- Stay in touch with your Regional RLI Coordinator. Include them in your RLI scheduling, promotion, and any problem solving. They are experienced and knowledgeable Rotarians who are willing to assist their RLI District Coordinators.
- Consider collaborating with neighboring RLI Districts. A multi-district effort may yield even better results for all involved.
- Find and orient your replacement. Having two Rotarians working the District RLI program builds depth, continuity and shares the workload.