

FACULTY GUIDE

Part I: Creating Service Projects (9/20)

Prior to the Session:

1. Orient yourself to the material you will be teaching
2. Determine options for individual or group exercise when applicable
3. Collect materials needed for activities – newsprint; markers; post-it notes (large)
4. Cut apart quotes for warm-up – plan how to distribute them
5. Prepare fun, unique ways to create partners and groups

Begin the session:

- Introduce yourself and session
- Orient participants to the materials
- Review Session goals and where this course fits into the Service curriculum of RLI
- Point out referenced materials and where to find them
- Quickly review Insert CSP-1: “Good to Know” Information for Creating Service Projects

Warm-up: Howdy and a Quote

Prompt 1 – You each have a quote that is related to service. Stand up find a partner, exchange pleasantries, and tell each other what you think about each other’s quotes. After a moment, on my signal, talk to someone else. We’ll stop after three (3) visits and return to our seats. Then we’ll hear some thoughts and questions about your quotes.

- After one (1) minute have participants find a new partner
- Repeat two (2) times more
- Ask for volunteers to share some thoughts about what they shared with each other. Take two or three examples.

***NOTE:** If social distancing is an issue, instead of forming pairs, ask for a volunteer to read their quote and offer their thoughts about it; ask others for their reaction.*

Consensus Building/Brainstorming Exercise:

- Pose the question “What are the FIRST STEPS in a NEW SERVICE PROJECT?”
- List on posted newsprint

Prompt 2 – You have been appointed to chair a committee to develop a new service project for your Rotary club. How do you start? Without deciding on a particular project or type, in the next 2 minutes decide the FIRST STEPS you would take to develop your new service project. Record your thoughts on post-it notes.

Now we will list your thoughts. Call them out and I’ll record

- Make a list of the “steps” offered

Prompt 3 – We will now do some consensus building. Using the markers, look at the list. You have three (3) votes. Put a slash mark by what you believe is the most important. You can use all three of your votes for one item or spread your three votes out giving one vote to each of three items. (Give the group time to put their marks on the newsprint).

- Choose the three ideas that received the most votes.
- These are the ones that, through consensus, the group believes are the top three steps needed when considering a new service project

Additional Thoughts:

- Propose any other item that might be overlooked in the above exercise
 - Need?
 - Realities? Practicality? Feasibility?
 - Money, Time, Resources – human, talent, volunteer
 - Club and Community Buy-in
 - Fit with club Identity, mission, other projects?

Summary:

Prompt 4 – Your choice of project is key. It is important to your club, your members, your community and to the people benefitted by the project. Planning and building consensus are vital aspects of any successful service.

Group Activity: Create Your Service Project:

- Divide into groups of three (3) or five (5)
- In groups, brainstorm project idea that incorporates two (2) of the Areas of Focus.
- Briefly describe the project

NOTE: If your whole group is less than six work as one group rather than several. You will then have only one project from which to choose. There will subsequently be no need to do the second 'consensus' exercise below to choose a project.

Prompt 5 – Your committee now must choose an actual project idea. It does not have to be Rotary Foundation project eligible. In the next three (3) minutes agree on an idea for the new project. Write a 3-6-word descriptive title.

- Each group lists their project on a newsprint that is posted.
- Give each an opportunity to describe their project
- Repeat the consensus building exercise, above
- Choose the top vote getter as “Project in a Box”

Prompt 6 – Now we have our project. All successful service projects need a plan. We will now create a plan for our 'chosen' project.

- Form four (4) different groups
- Assign one of the following parts of project planning to each group
 - Funding & Partnerships
 - Publicity
 - Gaining support of club members and the community
 - Procedure & Timeline
- Each group's task is to develop their part of the project plan for the 'chosen' project
- Have each group summarize their findings on newsprint.
- Post sheets around the room and do Gallery Walk so all groups can review the others' work.
- Summarize key findings of the group

NOTE: If your whole group is less than six, assign each of the above parts of the project plan to an individual or pair and proceed as directed above.

Prompt 7 – In the next five (5) minutes, develop your part of the project plan for the “Project in a Box”, listing it on your newsprint for others to view.

Post your newsprint. Walk the room and view other groups’ results.

Debrief:

- There is no one way to do project planning, development, and management
- Needs are everywhere. Anyone in a club can suggest, promote, and engage in service activities. Rotary has significant published and people resources available to help.
- Most service projects are NOT Rotary Foundation related. However, the Areas of Focus are still a relevant consideration in project planning
- Rotary, founded upon “Service Above Self”, is, at its core, a “serve” organization, and it is important for membership and club identity to engage in meaningful service on a regular basis
- Meaningful service opportunities are the reason why many Rotarians join and stay in Rotary

Reflection:

- Conduct an open discussion by reviewing the plan for “outside the box”, creative alternatives or additions to the project.
- How can you make it ‘bigger, better and bolder’?