

The Rotary Club of Leavenworth Club Manual

This document is incomplete and under construction.

Table of Contents

Preface	4
Introduction to Rotary	4
Club Manual Navigation	5
Table of Contents	5
Linked Documents	5
Short Cuts	5
Manual Organization	5
Appendix	6
Index	6
Text Notations	6
Editing	6
Formating Model (TOC 1)	7
Director (TOC -2)	7
Committee (TOC 3)	7
Chair (TOC 4)	7
Focus (TOC 5 - was subcommittee)	8
Club Administration	9
ROTARY INTERNATIONAL	9
Mission	9
Guiding Principles	9
Rotary Governance Documents	9
LEAVENWORTH ROTARY	10
Mission	10
Organization Chart	10
Club By Laws	10
Specific Tasks	10
Timeline	10
Policy	10
Informal Policy	11
Historical Activity	11
Club Officers	12
President	12
Secretary	15
Treasurer	17
Past President	19
President Elect	21
President Elect Nominee	24
International Service	25
Director	25
International Projects	27

Chair	27
Literacy	30
Health	32
Hunger.....	34
Clean Water	36
R.I. Foundation	38
Chair	38
<u>Vocational Service.....</u>	<u>41</u>
Director	41
Scholarships (moved from Youth service)	43
Chair	43
Membership (Moved from Club Service).....	45
Chair	45
Recruitment	46
Induction.....	49
Membership Development	50
Retention	52
Technology (Moved from Club Service).....	53
Chair	53
Programs: (moved from club Service)	54
Chair	54
<u>Club Service</u>	<u>56</u>
Director	56
Fellowship	57
Chair	57
Public Image	59
Chair:.....	59
Website/Bulletin.....	61
Social Media Admin.....	62
Fund Raising.....	63
Chair	63
<u>YOUTH SERVICE</u>	<u>66</u>
Director	66
Club Youth Protection Officer	68
Chair	68
Youth Committee.....	69
Chair	69
RYLA	70
HOBY (HUGH O'BRIEN YOUTH LEADERSHIP)	72
Interact	74
FBLA	77
Student of the Month	78
Chair	78
Youth Exchange	80

Chair	80
Education Coordinator.....	83
Housing Coordinator	84
Outbound / Rebound Coordinator	85
Inbound Counselor	86
Social & Information Coordinator	87
COMMUNITY SERVICE	88
Director	88
Local Funded Projects.....	90
Chair	90
Local Hands-On Projects	92
Chair	92
Local Major Projects	95
Chair	95
Appendix	98
Index Under Construction	102

Preface

Introduction to Rotary

Rotary Club was established in 1905 and is the world's first service organization.

Rotary is made up of over 33,000 clubs in more than 200 countries and its members form a global network of business, professional and community leaders who volunteer their time and talents to serve their communities and the world.

Rotary's motto is "Service Above Self" and this exemplifies the humanitarian spirit of the organization's 1.2 million members.

The Leavenworth Rotary club formed in 1974 and the current membership is approximately 47 members. We receive no governmental funding for our annual budget; we generate revenues from various fundraisers we conduct throughout the year. Revenues from fundraisers determine what we will be able to give back to the local community via funding requests and how we are able to fund our International Programs, Scholarships and our Youth Exchange Program. **LP1**

Club Manual Navigation

Table of Contents

Each topic listed in the Table of Contents (TOC) is linked to corresponding text within this Club Manual. Clicking on a topic in the Table of Contents will take you to the relevant area in the Manual. Once you arrive at topic, it is just as important to know how to return the beginning of the document, in this case the TOC. The method of doing this differs depending on what platform or operating system you are accessing the manual from. Take a little time now to understand what works for you.

Linked Documents

Throughout the text of this manual, references will be made to related documents. Note that when such reference is made, the name of the document will appear in blue ***[bold italic](#)*** text which contains a link to that document. Clicking on the blue ***[bold italic](#)*** text will open a linked .pdf document. These documents can then be printed. The exception to this rule is when the link is to a document created in MS word or PowerPoint. Clicking the link will automatically download the file to your browser, from where it can be opened if the above application resides on your computer. These latter documents are able to be edited according to your circumstances.

Short Cuts

Due to the length of the Club manual, it is very important to be able to navigate from one area to another without burdensome scrolling. Below are the keyboard steps for doing this.

Moving Curser Mac

To Beginning of Document: fn + command + Left arrow

To Ending of Document: fn + command + Right arrow

Moving Curser PC

To Beginning of Document: Home key

To Ending of Document: End key

Manual Organization

This manual's Table of contents is organized according to the Five Avenues of Services as per the ***[Club Organization Chart](#)***

Throughout this manual there are [Standard Manual Headings](#) that have specific definitions of the nature of text contained under those headings.

Appendix

If you know the name of the document you wish to find, at the end of this Manual, you will find an Appendix listing of all the documents linked throughout the text. Clicking on any one item in the Appendix will access a printable document without having to search the Guideline.

Index

The index located at the end of this document lists the linked documents and the pages that they appear within the Manual. **Under construction and will be completed when the manual is closer to being completed.**

Text Notations

Notations with a date, e.g. **(January 1,2015)**, following text, indicate motions passed by the Board of Directors and found in the Board meeting minutes from that date. The content of this text will always be found under the headings of **Policy**.

Notations with the specific date of **(August 9, 2011)** following manual text, indicate policy under consideration as of August 9th 2011. On that date a version of the Club Manual was accepted by the Board of Directors, meaning that they may not be deleted or altered without Board action. The content of this text will always be found under the headings of **Policy**.

Notations of Article XX, following manual text, indicate an article found in the current [Club By Laws](#), and may not be deleted or altered without Board action. The content of this text will always be found under the heading of **Policy**.

Alpha-Numeric notations following manual text, e.g.**P02**, are indicators pointing to source documents from the original Club Handbook accepted on August 9, 2011. The content of this text will always be found under the headings of **Policy** or in some cases **Informal Policy**.

Editing

This project is ongoing and very fluid, so edit requests are expected and welcome. Since the Club Manual is online, we can make changes easily, making possible an always up-to-date manual.

If you would like to suggest edits or additions simply contact us with your thoughts. Any edit suggestions can be sent to

Gary Schuster, Joel Walinski, Mike Worden, or Ross Frank

Formating Model (TOC 1)

The content of this manual was formatted using the “Styles” feature of MS Word. Below is the formatting model using this feature:

Director (TOC -2)

Director Heading

Director Text (heading)

- . Director Bullet (heading)
- 1. Director Number (heading)

Director Subheading

Director Text (subhead)

- Director Bullet (subhead)
- 1. Director Number (subhead)

Committee (TOC 3)

Chair (TOC 4)

Chair Heading

Chair Text (heading)

- Chair Bullet (heading)

2. Chair Number (heading)

Chair Subheading

Chair Text (subhead)

- Chair Bullet (sub head)

Chair Number (sub Head)

Focus (TOC 5 - was subcommittee)

Focus Heading

Focus Text (heading)

- Focus bullet (heading)
3. Focus Number (heading)

Focus Subheading

Focus Text (subhead)

- Focus bullet (subhead)

Focus Number (subhead)

Club Administration

ROTARY INTERNATIONAL

Mission

“The *mission* of Rotary International is to provide service to others, promote integrity, and advance world understanding, goodwill, and peace through its fellowship of business, professional, and community leaders.” **(August 9, 2011)**
IC1

Guiding Principles

[Guiding Principles](#) provide Rotarians with a strong, common purpose and direction. They serve as a foundation for our relationships with each other and the action we take in the world.

Rotary Governance Documents

The ***Manual of Procedure*** offers a concise version of Rotary’s policies and procedures. The manual is geared to Rotary club and district leaders and features information that’s most relevant to their roles. It is updated every three years to reflect adopted legislation and decisions of the RI conventions, the Council on Legislation, the Rotary International Board of Directors, and the Trustees of The Rotary Foundation.

The Rotary International constitutional documents provide club and districts the foundation for RI’s policies and procedures.

[Constitution of Rotary International](#) describes Rotary International (RI) and its structure and guiding principles.

[Bylaws of Rotary International](#) Evolving, additional provisions for the governance of RI consistent with the Constitution are adopted and may be amended by the council on legislation

All clubs admitted to Rotary membership must adopt [the Standard Rotary Club Constitution](#).

The [Rotary Code of Policies](#) compiles all of the organization’s general and permanent policies. The revised version is available after each meeting of the RI Board and the Council on Legislation. A separate [document](#) outlines amendments made to the code whenever it is updated.

The [Rotary Foundation Code of Policies](#) is maintained in a separate document. A revised version is available after each meeting of The Rotary Foundation Trustees.

LEAVENWORTH ROTARY

Mission

The *mission* of the Rotary Club of Leavenworth is to provide service to others, promote integrity, and advance world understanding, goodwill, and peace. Focusing on humanitarian efforts relating to health, poverty, water, education and other needs through our fellowship of business, professional, and community leaders. **(August 9, 2011) IN3**

Mission statements, policies and procedures adopted by majority vote of the Leavenworth Rotary Board of Directors are Club policy, until amended or revised by the Board. **(August 9, 2011)**

Organization Chart

[Club Organization Chart](#) This chart shows how the Club administration and related committees are organized by the Rotary five Avenues of Service.

Club By Laws

Definition of By Laws – Board of Directors developed or reviewed, and approved rules which govern the structure, guidance and conduct of club affairs
[Club By Laws](#) **02/16/2022**

Specific Tasks

Maintain and distribute [Club organization chart](#) and [Club By Laws](#)

Timeline

Officer and Service Directors term lengths.

Terms shall apply to officers and directors. No consecutive terms shall be served except for the Secretary and the Treasurer, for which there are no consecutive term limits. **Article 3 Section 5**

The term for an officer shall be one year. **Section 5a**

The term for a director shall be two years **Section 5b**

Policy

Club committees are charged with carrying out the annual and long-range goals of the club based on the five Avenues of Service. The president-elect, president, and immediate past president shall work together to ensure continuity of leadership and succession planning. While any member can nominate another member for the upcoming Board, the president-elect has a responsibility to recruit and nominate directors and work with the elected

Directors in consultation with the committees' desires, for appointing committee chairs, and conducting planning meetings prior to the start of the year in office. When feasible, committee members shall be appointed to the same committee for three years to ensure consistency. It is recommended that the chair have previous experience as a member of the committee. The chair is responsible for the regular meetings and activities of the committee, supervises and coordinates its work, and reports to the respective Director and Board on all major committee activities and results. (**Article 6, Section 1)**)

Proposed Bylaw amendments will be published and read to the membership at a regular meeting, 30 days prior to a call for a vote by members at a regular club meeting. Bylaws may be amended at any regular meeting, a quorum being present, by a two-thirds vote of all members present, provided that notice of such proposed amendment shall have been mailed or emailed to each member at least ten (10) days before such meeting. No amendment or addition to these bylaws can be made which is not in harmony with the standard Rotary Club Constitution and with the Constitution and Bylaws of Rotary International and the Rotary Code of Policies. These Bylaws acknowledge that the Board also adopts written policies and procedures to implement the guidance in the Bylaws. (**Article 13, Amendments)**)

Informal Policy

Definition of Informal Policy: Ongoing activities not needing BOD action for adoption or changes. Informal policy, as opposed to Policy dictated by formal BOD motions or ongoing Procedures. This is the handing down of information, beliefs, or Customs from one club administration to the next.

Historical Activity

Definition – Significant programs/events/activities undertaken in the past and found in the [List of Club Projects & Donations](#) as an aid to understand where the club has been in the past.

The policies for "Club Policy Manual" completed as requested from committees. The Board of Directors moved to: "Accept the Club Policy Handbook

August 9, 2011

More history on the production of that handbook can be found in the [Club Manual Birth](#)

Club Officers

President

Function:

Mission

Lead and represent the Club

Responsibilities

Specific Tasks

- Preside over Club Meetings
- Preside over Annual Meeting
- Preside over Board Meetings
- Assist in succession

Timeline

Policy

Preside over Club Meetings:

President. It shall be the duty of the president to preside at meetings of the club and the Board and to perform other duties as ordinarily pertain to the office of president. **Article 5, Section 1**

The regular weekly meetings of this club shall be held on ~~Wednesdays~~ Fridays at Noon. These meetings will be held on video/teleconference and/or in person. Due notice of any changes in or canceling of the regular meeting shall be given to all members of the club by telephone, email or text and posting on website, Facebook or Newsletter. All members excepting an honorary member are encouraged to be present at regular meetings at least 50% of the time. This can be accomplished either in person or virtually. Additionally, members may remain in good standing by attendance at this Club, any other Rotary Club, satellite meetings (if available), social events, fund-raising events, service projects and any other activity sponsored by the Club. Members may also fulfill their attendance through participation in webinars/education platforms available through Rotary. Members can document their attendance at a sign-in book available at the registration/badge table upon entrance. **Article 7, Section 2**

Preside over Annual Meeting:

Annual Election Meeting. An annual meeting of this club shall ordinarily be held on the first ~~Wednesday~~ Friday in March in each year, at which time the election of officers and directors to serve for the ensuing year shall take place. **Section 7, Section 1**

One-third of the membership shall constitute a quorum at the annual and regular meetings of this club. **Article 7, Section 3**

The business of this club shall ordinarily be transacted by a vocal ascent vote with the exception of the election of officers and directors, which shall be by ballot. The Board may determine that a specific resolution be considered by ballot rather than by vocal ascent. **Article 9, Section 1**

Preside over Board Meetings:

All Board meetings will be conducted in line with Robert's Rules of Order. **Article 3, Section 1**

A majority of the officers and directors (6) shall constitute a quorum of the Board. If a quorum is present, votes will be determined by the majority of Board members in attendance. **Article 3, Section 2**

Regular meetings of the Board shall be held monthly in a video/teleconference and/or in person. The time and date will be determined by the President with due notification by email, text or telephone call at least 7 days prior. Email notices will be the primary means of communicating notifications in this club, although social media postings can also be used. Members may choose to opt out with a request in writing. **Article 3, Section 7**

Special meetings of the Board (video/teleconference and/or in person) shall be called by the President, whenever deemed necessary, or upon the request of two (2) directors, with due notification (which includes nature and purpose of the special business) by email, text or telephone call with adequate notification. Votes may be cast in person, by telephone or by email to whomever the president designates (normally the secretary), but must be in form of a record (as defined by RCW 24.03.005). **Article 3, Section 7a**

Board actions may be taken from time to time without a meeting with full Board consensus if the issue is clearly defined and from an authorized, identifiable Board source and the email, text or phone response is from an authorized, identifiable Board member and can be recorded (as defined in RCW 24.03.005). **Article 3, Section 8**

Succession Planning

Club committees are charged with carrying out the annual and long-range goals of the club based on the five Avenues of Service. The president-elect, president, and immediate past president shall work together to ensure continuity of leadership and succession planning. While any member can nominate another member for the upcoming Board, the president-elect has a

responsibility to recruit and nominate directors and work with the elected Directors in consultation with the committees' desires, for appointing committee chairs, and conducting planning meetings prior to the start of the year in office. When feasible, committee members shall be appointed to the same committee for three years to ensure consistency. It is recommended that the chair have previous experience as a member of the committee. The chair is responsible for the regular meetings and activities of the committee, supervises and coordinates its work, and reports to the respective Director and Board on all major committee activities and results. **Article 6, Section 1**

Informal Policy

The President will schedule an annual review of the **Club bylaws**, policies, **Club Organization Chart**, and the **List of Club Projects & Donations** sometime in January for the purpose of updating the Club Manual.

Historical Activity

Definition – Significant programs/events/activities undertaken in the past and found in the **List of Club Projects & Donations** as an aid to understand where the club has been in the past.

Secretary

Function

Mission:

Keep records and RI informed

Responsibilities Overview

- Inform Rotary International of membership changes
- Keep Membership Records
- Attend Board Meeting and record minutes
-

Specific Tasks

Recording Board Meeting minutes.

- Record of those attending.
- Motions to be clearly defined: eg: underlined with mover and seconded named.
- Action items to be in bold type for clear identification
- Distribute minutes of previous board meeting one week prior to the next Board meeting. Make any needed corrections.
- Once minutes are approved, post minutes in DACdb Maintaining an electronic record of all minutes.

DACdb Maintenance:

- Update the list of directors and committees.
- Manage the access to DACdb for new members and the update of the current Board members' level of access to DACdb.
- Edit Club positions following the election yearly election of Officers.
- Club data Synchronization with Rotary International (RI Club Compare)

Timeline

Policy

All Board meetings will be conducted in line with [Robert's Rules of Order](#) (Revised-2020). **Article 3 Section 1**

Secretary: It shall be the duty of the secretary to keep membership records, record and preserve the minutes of Board meetings, report as required to RI, report changes in membership, and perform other duties as usually pertain to the office of the Secretary. **Article 5, Section 3**

The Board shall approve or disapprove the proposal within 30 days of its submission and shall notify the proposer, through the club secretary, of its decision. **Article 12, Section 3**

The following appears in the current Bylaws as a footnote to Article 7.

(Note: Members will provide contact information (emails, addresses and phone numbers) to the club secretary so all can be contacted in most convenient way: 1) email; 2) text; 3) telephone; 4) postal mailing. If individual members have a different priority for being contacted, they must document such to the club secretary)

Informal Policy

Historical Activity

Definition – Significant programs/events/activities undertaken in the past and found in the [List of Club Projects & Donations](#) as an aid to understand where the club has been in the past.

Amendment:, deleted executive secretary and Article 4, added secretary and changed service of president-elect from officer to vice president. **October 30, 2009: Article 2**

Treasurer

Function

Mission

Custody of funds, finances and preparation of tax report

Responsibilities Overview

Specific Tasks:

- Remittances made for all Club payables.
- Bank deposits of all income.
- Accounting of club income and expenses at Board meetings.
- Processing of taxes
- Send yearly dues notices to all Club members via the [Club Dues and Payment Template](#).

Timeline

Policy

Brad moved that semi-annual dues payment will be accepted if necessary, Christine seconded, motion passed. **(September 21, 2022)**

The fiscal year of this club shall extend from 1 July to 30 June. **Article 1, Section 5**

Treasurer. It shall be the duty of the treasurer to have custody of all funds, accounting for it to the club at each Board meeting and at any other time upon demand by the Board, and to perform other duties as pertains to the office of the treasurer. Upon retirement from office, the treasurer shall turn over to the incoming treasurer or to the president all funds, books of accounts, or any other club property. **Article 5, Section 4**

[The *membership dues* and fees shall be invoiced by 1 August payable by 1 September, with the understanding that a portion of each payment shall be applied to each member's subscription to the Rotary International official magazine. Members who do not pay are not in good standing. Members not in good standing for 12 consecutive months shall no longer be considered members. When in the interest of the Club and its members, and with the Club's financial health permitting, the Board may decide to provide temporary, full or partial waivers to dues requirements.

Article 8, Section 1

The treasurer shall deposit all club funds in a bank, named by the Board. **Article 11, Section 2**

All bills shall be paid by the treasurer (or another authorized officer) when authorized by two officers or designated signers. **Article 11, Section 3**

Although finances are updated and reviewed at each Board meeting, a thorough review of all financial transactions by a qualified person or a committee, as determined by the Board, shall be made once each year. This review shall be conducted in July and shall be completed by August 31.

Article 11, Section 4

In the event the club is dissolved for any reason all funds remaining after meeting financial commitments will be donated to the Rotary Foundation.

Article 11, Section 6

The Rotary Club of Leavenworth does not donate funds for religious purposes, or to individuals, except for scholarships, youth exchange or similar established Rotary programs. **(June 12, 2012)**

Informal Policy

Historical Activity

Definition – Significant programs/events/activities undertaken in the past and found in the [List of Club Projects & Donations](#) as an aid to understand where the club has been in the past.

Send yearly dues billing to all members, via the [Club Dues and Payment Template](#), by June 1st of each year, making the due date July 1st. If dues are not paid by July 1st, send another reminder the 3rd week of July with a notation that payment must be made by August 1st to avoid a \$10 fee added to the bill. **(May 11, 2010) PO1**

Motion made by Ross Frank that the club change our accounting system to two accounts, one for Club Operations, and one for Club Services with the appropriate funds in each, held separately. Seconded by Bill Dick. Motion passed, Approved.

Motion: 6/18

The Board of Directors will use funds donated to and raised by the Rotary Club of Leavenworth for service projects, strictly for such purposes. The expense associated with raising donated funds may be deducted from the funds raised. Club administrative costs and other non-service expenses will be paid for with non-service funds.

(June 12, 2012)

Past President

Function:

Mission

Counsel the President and Board

Responsibilities Overview

Specific Tasks

Assist with leadership succession planning

Head the President Elect Committee

Timeline

Policy

Provide counsel to the President and Board Immediate Past President. It shall be the duty of the immediate past president to provide experience, past continuity and counsel to the Board. **Article 5, Section**

Club committees are charged with carrying out the annual and long-range goals of the club based on the five Avenues of Service. The president-elect, president, and immediate past president shall work together to ensure continuity of leadership and succession planning. While any member can nominate another member for the upcoming Board, the president-elect has a responsibility to recruit and nominate directors and work with the elected Directors in consultation with the committees' desires, for appointing committee chairs, and conducting planning meetings prior to the start of the year in office. When feasible, committee members shall be appointed to the same committee for three years to ensure consistency. It is recommended that the chair have previous experience as a member of the committee. The chair is responsible for the regular meetings and activities of the committee, supervises and coordinates its work, and reports to the respective Director and Board on all major committee activities and results.

Article 6, Section 1

The PE committee, headed by the immediate past president will recruit 3 PE'S, one serving as VP and the other 2 serving as PE nominees. The expectation and policy of PE committee is that the nominees will serve on the board of directors, committee chair or committee member as part of their pathway to the presidency.

Historical Activity

Definition – Significant programs/events/activities undertaken in the past and found in the [List of Club Projects & Donations](#) as an aid to understand where the club has been in the past.

The following individuals submitted thoughts about the presidential year and is linked the below to the appendix.

[Ken Kohnhorst 2015 -16](#) H3

[Mary Scheibler 2017-17](#) L2

[Sandy Owens-Carmody 2012-13](#) C9

President Elect

Function:

Mission

Serve as Vice President and prepare to become President

Responsibilities overview

Specific Tasks

- Encouraged to attend PETS training and other Conferences.
- Planning the Transition Dinner
- Assist the President as “Vice President”
- Preside over the Nomination Committee
- Preside over the budget planning effort
- Prepare Budget for their coming year as President.
- Assist in succession planning.
- Encouraged to attend PETS training and other Conferences.

Timeline

Policy

The *president-elect*, by request of the President, shall select a nomination committee no later than January to help seek nominees for the upcoming year. At the first regular meeting in February, one month prior to the meeting for election of officers, the President elect as presiding officer shall ask for nominations by members of the club for president- elect, secretary, treasurer, and open director positions. The nominations may be presented by any member or committee. Nominees must consent to their nomination. The nominations duly made shall be placed on a ballot in alphabetical order under each office and shall be voted for at the yearly election meeting which occurs at the first regular meeting of March. Votes may be cast in person, by telephone or by email to whomever the president designates (normally the secretary), but must be in form of a record (as defined by RCW 24.03.005). The candidates for president-elect, secretary, treasurer, and directors receiving a majority of votes for the respective positions shall be declared elected. The elected candidates (to include the previous president-elect) shall take office on July 1st following the vote. **Article 4, Section 1**

President-elect. It shall be the duty of the president-elect to serve as vice president of the club and to perform such other duties as may be prescribed by the president or the Board **Article 5, Section 2**

Club committees are charged with carrying out the annual and long-range goals of the club based on the five Avenues of Service. The president-elect, president, and immediate past president shall work together to ensure continuity of leadership and succession planning. While any member can nominate another member for the upcoming Board, the president-elect has a responsibility to recruit and nominate directors and work with the elected Directors in consultation with the committees' desires, for appointing committee chairs, and conducting planning meetings prior to the start of the year in office. When feasible, committee members shall be appointed to the same committee for three years to ensure consistency. It is recommended that the chair have previous experience as a member of the committee. The chair is responsible for the regular meetings and activities of the committee, supervises and coordinates its work, and reports to the respective Director and Board on all major committee activities and results.

Article 6, Section 1

Prior to the beginning of each fiscal year, the President Elect as the presiding officer, with the assistance of the Board, shall prepare a budget of estimated income and expenditures for the year, which shall stand as the limit of expenditures for these purposes, unless otherwise ordered by action of the Board. The budget shall be broken into two separate parts: one in respect of club operations and one in respect of charitable/service operations. **Article 11, Section 1**

President Elect Expenses:

The club shall reimburse the President Elect for the registration costs of Pre-PETS meeting, PETS meetings, Post PETS meeting, District Conference, and International Conference. Additionally, the club will reimburse the airline ticket cost, airline trip insurance cost, lodging and meals at the International Conference. If the President Elect does not have the money to put forward for reimbursement, he/she can request an advance payment from the club.

In the event that the PETS program is held at a location out of the area (greater than 25 miles from home location), the President Elect may request reimbursement for lodging and associated travel costs (mileage, parking, etc.). Reimbursement for the use of a personal vehicle mileage will be based on the current standard mileage rate for business travel issued by the Internal Revenue Service (IRS).

The president-elect shall submit all paid invoices to the treasurer and president when requesting reimbursement.

Informal Policy

This List of [Thoughts for Presidency](#) is a helpful primer for a Present Elect to review.

The Club adopted the informal policy of having the responsibility for planning [Annual Officer Installation](#) dinner fall to the President Elect under the President's direction.
(April 13, 2010) PO1

President Elect Expenses:

- The club shall reimburse the President Elect for the registration costs of Pre-PETS meeting, PETS meetings, Post PETS meeting, District Conference, and International Conference. Additionally, the club will reimburse the airline ticket cost, airline trip insurance cost, lodging and meals at the International Conference. If the President Elect does not have the money to put forward for reimbursement, he/she can request an advance payment from the club.
- In the event that the PETS program is held at a location out of the area (greater than 25 miles from home location), the President Elect may request reimbursement for lodging and associated travel costs (mileage, parking, etc.). Reimbursement for the use of a personal vehicle mileage will be based on the current standard mileage rate for business travel issued by the Internal Revenue Service (IRS).
- The president-elect shall submit all paid invoices to the treasurer and president when requesting reimbursement.

The PE is encouraged to attend the following events.

President Elect Training Seminar (PETS): The President Elect Training Seminar is a program to help train president elects on the club president's responsibilities, assist the president elect in forming goals and develop an action plan for the upcoming year and a chance for president elects to meet other club presidents. PETS recently has been a mix of onsite and online training programs coordinated by District 5060. The PETS program typically initiates with a pre-PETS meeting in November or December; PETS training held sometime in January through March and followed up with a post-PETS meeting.

District Conference: The District 5060 Conference for the Rotary year is held annually in May. The Club has encouraged the president-elect to attend the District Conference as part of the training, club promotion, and resource building for the incoming president.

International Conference: The International Conference is typically held in May or June. The Club has encouraged the president elect to attend the International Conference prior to the president elect taking office on July 1 of the Rotary year.

Historical Activity

Definition – Significant programs/events/activities undertaken in the past and found in the [List of Club Projects & Donations](#) as an aid to understand where the club has been in the past.

[Club Presidential Goals – Sandy Owens Carmody 2012 - 2013](#)

President Elect Nominee

Function

Mission

Prepare to be President Elect: (Review Pres. Elect section)

Responsibilities Overview

Specific Tasks

Timeline

Policy

Informal Policy

Historical Activity

International Service

Director

Function

Mission

“Our mission is to encourage, promote and support/fund the humanitarian programs of Rotary International and the Rotary Foundation in areas outside of the United States where help is needed and wanted. The Leavenworth Rotary International Committee’s mission is to provide building blocks for future generations to enjoy the benefits of good health, clean water, enough food and literacy.” **May 2011 ICI**

Responsibilities overview

- Provide oversight of the International Projects and Rotary Foundation committees.
- Plan and budget for the two committees in partnership with the committees.
- Serve as representative between the two committees and the Board.

Specific Tasks

There are standard [Expectations of Service Directors](#) serving on the Club Board.

Timeline

Policy

The term for a director shall be two years. **Article 3, Section 5b**

Club International Service Director – Responsible for planning, budgeting and oversight of international projects and the Rotary Foundation. **Article 5, Section 6d**

This committee should develop and implement plans to find and award international service projects that provide building blocks for future generations to enjoy the benefits of good health, clean water, enough food and literacy **Article 6, Section 1m**

Policy & Procedure from Ross’s Club handbook found in [International Policy Statement IC1](#)

Informal Policy:

Projects accepted by the Committee and approved by the Board must:

- Be followed through and administered by the sponsoring International Committee member.
- Be funded in a timely manner and prior to the fiscal year ending.
- Have reports written by the sponsoring International Committee member.
- Have a written summation report at the termination of the project or at the end of the fiscal year if a continuing project. This report is the responsibility of the sponsoring International Committee member.
- Have all reports submitted to the Committee's Chair. May, 2011

There are [General Procedures for all Projects](#) under the heading of International Service.

Historical Activity

Ed Baroch Thoughts on International Service

Significant programs/events/activities undertaken in the past and found [in List of Club Projects & Donations](#) as an aid to understand where the club has been in the past.

International Projects

Chair

Function

Mission

“Our mission is to encourage, promote and support/fund the humanitarian programs of Rotary International and the Rotary Foundation in areas outside of the United States where help is needed and wanted. The Leavenworth Rotary International Committee’s mission is to provide building blocks for future generations to enjoy the benefits of good health, clean water, enough food and literacy.” **IC1**

Responsibilities overview

All committee chairs operate under a list of [Universal Chair Functions](#)

International Projects Committee: this committee should develop and implement plans to find and award international service projects that provide building blocks for future generations to enjoy the benefits of good health, clean water, enough food and literacy.

Specific Tasks

The causes listed below represent The Leavenworth Rotary International Committee’s predetermined course of action, as stated in its [Mission Statement and Memorandum of Understanding](#).

Literacy Policy

Health Policy

Hunger Policy

Clean Water Policy

Timeline

Policy:

Policy & Procedure from Ross’s Club handbook found in [International Policy Statement](#) **IC1**

International Projects Committee: this committee should develop and implement plans to find and award international service projects that provide building blocks for future generations to enjoy the benefits of good health, clean water, enough food and literacy. **Article 6, Section 1m**

Projects accepted by the Committee and approved by the Board must:

- Be followed through and administered by the sponsoring International Committee member.
- Be funded in a timely manner and prior to the fiscal year ending.
- Have reports written by the sponsoring International Committee member.
- Have a written summation report at the termination of the project or at the end of the fiscal year if a continuing project. This report is the responsibility of the sponsoring International Committee member.
- Have all reports submitted to the Committee's Chair. May, 2011

Informal Policy:

There are [General Procedures for all Projects](#) under the heading of International Service.

Potential projects to be considered by the Committee must:

Answer all four questions mentioned in the aforementioned Memorandum of Understanding.

Fit into the framework of one or more of the Policies of the Committee.

Be thoroughly researched and studied by the Committee member(s) presenting the proposed project.

Have one or more of the Committee's members personally involved, or have visited the project, or is an active project of another Rotary Club or Rotary International.

Be presented in a timely manner for budgeting purposes.

Be presented in a thorough and complete statement or report, along with supporting documents and proposed financial expectations stated clearly.

Projects accepted by the Committee and approved by the Board must:

Be followed through and administered by the sponsoring International Committee member.

Be funded in a timely manner and prior to the fiscal year ending.

Have reports written by the sponsoring International Committee member.

Have a written summation report at the termination of the project or at the end of the fiscal year if a continuing project. This report is the responsibility of the sponsoring International Committee member.

Have all reports submitted to the Committee's Chair

Historical Activity

"Significant programs/events/activities undertaken in the past and found in the [List of Club Projects & Donations](#) as an aid to understand where the club has been in the past."

Literacy

Function

Mission

It is Leavenworth Rotary International Committee's policy to promote literacy and to establish/support literacy programs for people who are in need in areas beyond the borders of the U.S.

Responsibilities overview

- Provide and/or ship supplies, such as books and writing materials for the education of those people in need.
- Provide services for education.
- Provide the means to achieve education. **IC1**

Specific Tasks

Timeline

Policy:

Policy & Procedure from Ross's Club handbook found in [International Policy Statement](#) **IC1**

International Projects Committee: this committee shall develop and implement plans to find and award international service projects that provide building blocks for future generations to enjoy the benefits of good health, clean water, enough food and literacy. **Article 6, 1m**

It is Leavenworth Rotary International Committee's policy to promote literacy and to establish/support literacy programs for people who are in need in areas beyond the borders of the U.S. **May 2011**

Informal Policy:

Historical Activity

Significant programs/events/activities undertaken in the past and found in the [List of Club Projects & Donations](#) as an aid to understand where the club has been in the past.”

International Projects – Ed B H11

Guatemala Literacy - Ed B IC2 –

Health

Function

Mission

It is Leavenworth Rotary International Committee's policy to aid in providing whatever tools are required to promote and encourage good health to those people who are in need in areas beyond the borders of the U.S. This will include education, supplies, and financial support of various organizations or people.

Responsibilities overview

Specific Tasks

- Fund and/or provide medical supplies, as well as ship those supplies as needed.
- Fund/support medical professionals providing services and/or procedures to those people in need.
- Inform the people of the methods of access to health care; including medical treatment, healthy food, clean water and sanitation.
- Provide pertinent information and materials necessary to educate the people about good health and maintaining that good health. **May, 2015 IC1**

Timeline

Policy:

Policy & Procedure from Ross's Club handbook found in [International Policy Statement](#) **IC1**

It is Leavenworth Rotary International Committee's policy to aid in providing whatever tools are required to promote and encourage good health to those people who are in need in areas beyond the borders of the U.S. This will include education, supplies, and financial support of various organizations or people. **May, 2015 IC1**

Informal Policy

There are ***General Procedures for all Projects*** under the heading of International Service.

Historical Activity:

Significant programs/events/activities undertaken in the past and found in the [List of Club Projects & Donations](#) as an aid to understand where the club has been in the past.”

[The Good that Rotary Does– Ed B](#) H11

Motion: To provide matching funds from members for Polio Plus up to \$1,500 with Dec 15th as a Cutoff date: Moved by {Ken G} 2nd {Bill Dick} Passed 11/17

Hunger

Function

Mission

It is Leavenworth Rotary International Committee's policy to aid in reducing and alleviating hunger to those people in need. This will include not only providing food to those in need, but the education and financial support required to eradicate hunger in world. **May, 2015 IC1**

Responsibilities overview

Specific Tasks

- Collect and ship food.
- Establish training programs in the proper selection, production, storage and preparation of food.
- Provide the supplies, materials, and/or the means to support these people to become self-sustaining now and for future generations.

Timeline

Committee Description:

Committee Overview:

Policy

Policy & Procedure from Ross's Club handbook found in [International Policy Statement](#) **IC1**

It is Leavenworth Rotary International Committee's policy to aid in reducing and alleviating hunger to those people in need. This will include not only providing food to those in need, but the education and financial support required to eradicate hunger in world.

Informal Policy:

There are [**General Procedures for all Projects**](#) under the heading of International Service.

Historical Activity:

Significant programs/events/activities undertaken in the past and found in the [**List of Club Projects & Donations**](#) as an aid to understand where the club has been in the past.”

Clean Water

Function

Mission

Leavenworth Rotary International Committee's policy is to promote, educate and encourage the need for clean water for all people who are in need in areas beyond the borders of the U.S. **May, 2015 IC1**

Responsibilities overview

Specific Tasks

- Provide the necessary supplies, tools, or means to establish clean water in areas of need.
- Provide the means or funds to ship those supplies or tools.
- Provide the means to use the tools, including the instructions for their use.
- Provide the education and understanding for sustaining clean water for good health and long life May,2015 IC1

Timeline

Policy:

Policy & Procedure from Ross's Club handbook found [in International Policy Statement](#) **IC1**

Leavenworth Rotary International Committee's policy is to promote, educate and encourage the need for clean water for all people who are in need in areas beyond the borders of the U.S.

Informal Policy

There are [General Procedures for all Projects](#) under the heading of International Service.

Historical Activity:

Significant programs/events/activities undertaken in the past and found in the [List of Club Projects & Donations](#) as an aid to understand where the club has been in the past."

Clean Water - Ed B._IC4

[Guatemala – Birth Defects - Ed Baroch](#) **H1**

R.I. Foundation

Chair

Function

Mission

The mission of The Rotary Foundation is to enable Rotarians to advance world understanding, goodwill, and peace through the improvement of health, the support of education, and the alleviation of poverty. The Rotary Foundation transforms your gifts into service projects that change lives both close to home and around the world. **P6**

“The mission of The Rotary Foundation is to enable Rotarians to advance world understanding, goodwill, and peace through the improvement of health, the support of education and the alleviation of poverty.” **IC1**

Responsibilities overview

Specific Tasks

All committee chairs operate under a list of [Universal Chair Functions](#)

Timeline

Policy:

Rotary Foundation representative keeps the club informed on Rotary Foundation participation. **Article 6, Section 1n**

Rotary Foundation representative keeps the club informed on Rotary Foundation participation. **(Article 6, Section 1n)**

FOUNDATION: award a P.H. award to our club members who give \$1000 to our Ed Cadman Foundation account. **(September 27,2007) PO1**

Motion: To approve annually a local hero with someone who exemplifies service above self-non-Rotarian to receive a Paul Harris Fellow. Moved by {Sandy} 2nd {Ken G} **4/14/17**

Informal Policy:

For More about the [Rotary Foundation](#)

Historical Activity

Significant programs/events/activities undertaken in the past and found in the [List of Club Projects & Donations](#) as an aid to understand where the club has been in the past.”

The Board approved awarding Siegrid Willems a PH award using Club accumulated points. **(October 19,2022)**

Foundation Update 2022

Motion: To present John Bangsund a Paul Harris Fellow to honor a Leavenworth Community Resident who exemplifies “service above self” with Rotary foundation points to be presented at Installation Banquet June 29th.

Moved by [Ken G] 2nd [Ken K} **Passed 5/9/17**

FOUNDATION: The Ted Price donation of \$10,000 was discussed. [Later in the meeting, Byron came with the actual check from Ted and we reported our decisions to Byron to pass on to Ted] It was decided, particularly in view of Ted’s wish for tax deductibility and that the donation be used for humanitarian purposes, the check should go directly into our Leavenworth Rotary Endowment Fund administered by the organization, Community Foundation of North Central Washington. Future Club officers and boards are directed to specify amounts up to \$10,000 used for humanitarian purposes from the Leavenworth Rotary Endowment Fund to fulfill the terms of this donation. (October 7, 2008) PO1

Jim Willems - World Polio Day & Foundation 10-20. Special Donation \$3,300. Gates Foundation will match 2:1. 11/17

L-3 Former PH Fellows

During the past 100 years, the Foundation has spent \$3 billion on life-changing, sustainable projects.

With your help, we can make lives better in your community and around the world. Why should I donate to The Rotary Foundation?

Your donation makes a difference to those who need our help most. More than 90 percent of donations go directly to supporting our service projects around the world.

How does The Rotary Foundation use donations?

Our 35,000 clubs carry out sustainable service projects that support our six causes. With donations like yours, we’ve wiped out 99.9 percent of all polio cases. Your donation also trains future peacemakers, supports clean water, and strengthens local economies.

What impact can one donation have?

It can save a life. A child can be protected from polio with as little as 60 cents.

Our partners make your donation go even further. For every \$1 Rotary commits to polio eradication, the Bill & Melinda Gates Foundation has committed \$

Vocational Service

Director

Function

Mission

Responsibilities overview

- Provide oversight of the Scholarship, Membership, Technology, and Program committees.
- Plan and budget for these committees in partnership with the committees.
- Serve as representative between the committees and the Board

Specific Tasks

There are standard [Expectations of Service Directors](#) serving on the Club Board.

Timeline

Policy

The term for a director shall be two years **Article 3, Section 5b**

Vocational Service Director – Responsible for planning, budgeting and oversight of vocational initiatives and the programs, membership and tech committee. **Article 5, Section 6b**

Article 5 does not match Article 6 Bylaw needs revision

Club Vocational Service Director oversees: **Article 6**

Membership Committee: this committee shall develop and implement a comprehensive plan for the recruitment and retention of members. **Section 1e**

Club Programs Committee: this committee shall secure interesting speakers or presentations for our weekly club meetings. **Section 1f**

Tech Committee: this committee shall develop and implement plans to provide technical support to Club meetings and activities to ensure high quality and broad exposure. **Section 1g**

Vocational Initiatives Committee: includes updating robust classification materials and nominating presentations to the programs committee. **Section 1h**

Scholarship Committee: this committee shall organize, communicate and award Rotary scholarships. **Section 1i**

Informal Policy

For a full understanding of this Avenue of Service, refer to [Intro to Vocational Service](#). Also see [Voc Service Presentation](#)

Historical Activity:

Significant programs/events/activities undertaken in the past and found in the [List of Club Projects & Donations](#) as an aid to understand where the club has been in the past.”

Scholarships (moved from Youth service)

Chair

Function

Mission

To introduce the concept of Service to our youth while recognizing the efforts of our youngest and brightest citizens, giving us yet another connection to this vital resource.

Responsibilities overview

Specific Tasks

All committee chairs operate under a list of [Universal Chair Functions](#)

- Select a scholarship committee.
- Publicize scholarship program
- Interview candidates, and select recipients.

Timeline

The Document [Scholarship Policies and Procedure Timeline](#) organizes chronologically, by month, the specific committee activities.

Policy

Scholarship Committee: this committee shall organize, communicate and award Rotary scholarships. **Article 6, Section 1i**

Informal Policy

The Document [Scholarship Policies and Procedure Timeline](#) is a guide to organize, communicate and award 3 scholastic scholarships.

Guidance on scholarship award criteria and other details are contained in the Scholarship Application

A detailed guide for in providing [Scholarship Letters of Recommendation](#) is provided to all references.

Historical Activity

Significant programs/events/activities undertaken in the past and found in [List of Club Projects & Donations](#) as an aid to understand where the club has been in the past.”

Membership (Moved from Club Service)

Chair

Function

Mission

Responsibilities overview

Oversees the activities of:

- Recruitment
- Induction
- Membership Development
- Retention

Specific Tasks

All committee chairs operate under a list of [Universal Chair Functions](#)

- Appointing committee members
- Cultivate an [Effective Committee](#)
- Organizing periodic committee meetings with an [Agenda](#).
- Assign a committee member to take meeting [Minutes](#)
- Officiating at [New Prospect information meeting](#)
- Overseeing the steps in [Approving New Members](#).
- Formulating [Membership Plan of action](#) with the committee
- Liaison to other Club Service committees
- Communication of Goals & Results
- Monthly communication with the Club Service Director
- Documentation of Policy
- Successor Training

Timeline

Committee Structure

For Structure & Tasks refer to [Membership Committee Structure](#).

Policy

Membership Committee: this committee shall develop and implement a comprehensive plan for the recruitment and retention of members. **Article 6, Section 1e**

The Board approved a couple rate giving an introductory discount equating to one member club fee for one year. The board will review this policy in the Spring. **(September 21,2022)**

Informal Policy

Historical Activity

Recruitment

Function

Mission

Responsibilities overview

Specific Tasks

- Club Member Education through [Active Recruiting](#) and [Rotarian Guest Questions](#)
- [Solicitation Approach](#)

- A [Member Solicitation](#) and [Focus Group](#) power_point is linked to Club Runner
- [New Prospect information meeting](#) August 9, 2011
- Updating the [New Member – Prospect Tracking form](#)
- For Recruitment Tasks refer to [Membership Committee Structure](#).

Timeline

Membership recruiting process:

- Anyone can sponsor a new member by submitting a sponsorship form to the membership chair.
- Membership Chair then sends the sponsorship form to the President
- The President submits the form to the board for a **motion** to approve or stop the process of proceeding.
- The membership meets with the propose member who is given information about the benefits and obligations of Rotary membership and is assigned a mentor.
- If the candidate agrees to proceed, and to have their name circulated to the Club members for consideration, the membership chair forwards that information to the Club President.
- The Club President initiates notification to the club membership, with a seven-day window for their approval or objection of the proposed member.
- After the seven-day comment period, the board accepts / rejects the proposed member via a Board motion. **(October 19, 2022)**

Policy

The two below items should be compared. The green one has been linked in the Information meeting document listed above under specific tasks

M4 Membership [Proposal form](#)

Membership [Proposal Form Part A & B](#)

Membership *Proposal Processing*

Informal Policy

The membership Process

Historical Activity

Induction

Function

Mission

Responsibilities overview

Specific Tasks

- Prepare Induction Packet.
- Gather data using [Membership Data Form](#) for Club Roster
- Give Charge Speech ([Induction Format](#))
- Gather [New Member Background Inf](#) for Club & RI Directories
- Preside over member [Red to Blue Ceremony](#)
- For Structure & Tasks refer to [Membership Committee Structure](#).

Timeline

Policy

Informal Policy

Historical Activity

Membership Development

Function

Mission

Responsibilities Overview

Specific Tasks

- Assign, Instruct, and Support a Mentor [**Mentor Check List**](#) for new members.
- Facilitate new member Bulletin Notice
- New Member Committee Enrollment
- Orientation & Education Information Sessions:
 - Policy & Procedures
 - Service Opportunity
 - History & Tradition
- [**Track New Members**](#) Progress
- Organize Membership Moments at Club meeting
- Maintain and distribute [**Club Organization Chart**](#)
- Facilitate printed Club Director
- For Structure & Tasks refer to [**Membership Committee Structure**](#).
- [**Developing and Retaining Members**](#)
- [**Member Relocation Program**](#)
- [**Membership Growth**](#)

Timeline

Policy

Informal Policy

Termination Profile

Membership Moment

Historical Activity

Retention

Function

Mission

Responsibilities overview

Specific Tasks

- Rotary Fellowship activities:
- Family Involvement:
- For Structure & Tasks refer to Membership Committee Structure.
- Continued Member Education:

Policy

Informal Policy

Historical Activity

MEMBERSHIP: motion to give special recognition to Dan Firth, who resigned on June 24th. His resignation was accepted with deep regret by all members. a move to Honorary member. (July 3, 2008)

MEMBERSHIP: Entry to be included in the upcoming Club Policy Manual stipulating the encouragement of recruiting spouses. Full dues and a classification apply as usual. (May 11, 2010)

MEMBERSHIP: To provide “Ed Baroch” as an Honorary Member of the Leavenworth Rotary Club, which will waive all dues and fees. (for his dedication & support to Leavenworth Rotary International program.) (June 10, 2014)

Technology (Moved from Club Service)

Chair

Function

Mission

The Tech Committee supplies and operates sound, projection and computer operation capabilities for any venue requested by the BOD.

Responsibilities overview

The Committee shall have a chairperson to whom requests for services will be directed by the Club president or other members the president may authorize.

Specific Tasks

Prepare IT equipment for hybrid Club meetings guided by the [IT Operator Checklist](#)

Timeline

Policy

Article 6, Section 1g - Tech Committee: this committee shall develop and implement plans to provide technical support to Club meetings and activities to ensure high quality and broad exposure.

Informal Policy

Historical Activity

[Website Design](#) and Instructions

It was moved, seconded, confirmed (MSC) to authorize the technology task force up to \$2,500 to proceed with technology improvements including the projector, video camera, router, etc. 7/20 As part of the operational budget, it was determined to reference these improvements as part of the membership dues letter, as tangible items being supported through the membership.

Programs: (moved from club Service)

Chair

Function

Mission:

The Program Committee is responsible for securing interesting speakers for our weekly club meetings. Any area of interest is open such as business, education, technology, sports, hobbies, nature and environment, travel, ethics, etc. Each year the Program Committee will ask the Club President if s/he has particular topics of interest for the coming year. **C10**

Responsibilities overview

Specific Tasks

All committee chairs operate under a list of [Universal Chair Functions](#)

The committee will determine areas of interest for the year, research potential speakers, schedule each speaker, coordinate with the speaker and the person making the introduction, send speaker/program information to the newsletter editor, and follow up with a thank you. In addition, the committee maintains the calendar of speakers, including the previous year to ensure a diverse range of topics from week to week and over a longer time frame. The committee regularly shares this schedule with the Club President and newsletter editor. **C10**

Timeline

- Coordinate dates
- Ask for at least 2 that work, in case one is already filled
- Confirm time and place
- Get speaker's contact information, including cell phone for last minute communications
- Two weeks before the program
- Confirm date, time and place with speaker
- Ask if speaker is prepared, has questions, etc.
- Get newsletter info to newsletter editor
- Get speaker's bio and plan who will introduce
- Day of Program

- If speaker will use computer, encourage him/her to get there by 11:30
- Arrive when speaker arrives to facilitate speaker getting settled, meeting Club members, getting lunch, etc.
- After Program
- Thank the speaker with an email, note or phone call **C10**

Policy:

Club Programs Committee: this committee shall secure interesting speakers or presentations for our weekly club meetings. **Article 6, Section 1f (March 15, 2022)**

Informal Policy

Locating, scheduling, preparing speakers, and execution is covered in [Program Guidelines](#)

Choosing a speaker:

- Look for topics that match the criteria listed above
- Look for people who are good speakers – if you haven't heard the person speak before, see if you can get references who have, such as other Club members, other Rotary Clubs, etc. See [Program Recommendation C12](#) form for soliciting member's ideas for programs.
- Align the speaker's expectations with those of our Club.
- Key points: Topic, amount of time to speak, basic rules, one free lunch
- What are the Technology needs of the speaker.
- Send [Guest Speaker Guidelines](#) document to speaker

Historical Activity

Club Service

Director

Function

Mission

Club Service Director focuses on ensuring the effective functioning of the club through fellowship, public image, fundraising and general operation.

Responsibilities overview

- Provide oversight of the Fellowship, Public Image, and Fund Raising committees.
- Plan and budget for these committees in partnership with the committees.
- Serve as representative between the committees and the Board.

Specific Tasks

There are standard [Expectations of Service Directors](#) serving on the Club Board.

Timeline

Policy

Club Service Director – Responsible for planning, budgeting and oversight of fellowship, public image, and fund-raising committees. **Article 5, Section 6a (March 15, 2023)**

Informal Policy

Historical Activity

Significant programs/events/activities undertaken in the past and found in [List of Club Projects & Donations](#) as an aid to understand where the club has been in the past.”

Fellowship

Chair

Function

Mission

The mission of the Leavenworth Rotary Fellowship Committee is to bring fun fellowship opportunities to members, member's families and friends.

Responsibilities overview

A club committee chair:

- Oversees committee functions (goals, budget oversight)
- Convenes regular committee meetings and activities.
- Set monthly meetings (or more frequently as needed) and post on Club calendar
- Supervises and coordinates the committee's work
- Reports activities to Club Service Director and/or Board

Specific Tasks

All committee chairs operate under a list of [Universal Chair Functions](#)

- Attend District training opportunities for Leadership development or Fellowship Committee.
- Plan welcoming and inclusive, fun, monthly (or timelines set by the President/Board) activities with the assistance of the committee and work with Public Image committee to promote to our club, or to the public if the public is invited
- Share fellowship photos with the Public Image committee to share on social media.
- Work closely with Hands on Committee and Fundraising Committee to schedule gathering and engagement opportunities for our club that balance and support all three areas.
- When planning fellowship activities allow enough time to plan and coordinate with entities involved and also allow enough time to promote on our club calendar/newsletter

Timeline

Policy

Fellowship Committee: this committee shall develop and implement plans to bring fun fellowship opportunities to members, member's families and friends. **Article 6, Section 1d**

Informal Policy

The Fellowship committee strives to provide a variety of fellowship activities for members throughout the year (usually at least one a month) with the idea that different types of events will appeal to different members. Examples of fellowship activities might include, but are certainly not limited to, burgers and brews, wine tastings, concerts, miniature golf, movies night, nature walks and hikes, dinners, sporting events, Christmas party etc. **C2**

Historical Activity

Sip and Paint, Live music at brewery, Road Rally, Live music at Ski Hill lodge, Exchange student welcome party, Scavenger hunt, fundraisers, holiday parties, bingo, pollinator project, golf/minigolf, movie night, highway cleanup, charades, road rally etc.

Public Image

Chair:

Function

Mission:

Tell Rotary's story to the public, effectively promote your club's projects and activities to the community, current and prospective members.

Responsibilities overview

A club committee chair:

- Oversees committee functions (goals, budget oversight)
- Prepare and send agenda in advance along with minutes of previous regular meeting
- Assign a committee member to take meeting Minutes
- Convenes regular committee meetings and activities
- Supervises and coordinates the committee's work
- Reports activities to Club Service Director and/or Board
- Set monthly meetings (or more frequently as needed) and post on Club calendar
- Attend District training opportunities if available.

Specific Tasks

All committee chairs operate under a list of [Universal Chair Functions](#)

- Create Awareness of Rotary in the community.
- Produce displays featuring our work in the community and world.
- Invite community members to participate in projects or events
- Frequent updates of our website and social media pages
- Maintain club website.
- Public image plan (outline Public Image efforts for the year ahead)
- Format and email out weekly club newsletters
- Refer to the following for supplies: Rotary [Master list of approved vendors](#) & [1905/Gear](#) (A Washington company) [Russell Hampton](#)

- Beware of [Rotary Public Image Branding Guidelines](#).
- Maintain inventory of all club promotional materials (merchandise, banners, signs, business cards, etc.)
- Print media (student of the month, fundraising, press releases and promotion for projects, activities etc.)
- Maintain accessible files of club photos (historical on Snapfish.com and social media is on Google Photos)
- Support other Directors and Committees with needed promotional materials (events, activities, fundraising PR, new member outreach etc.)
- Maintain [Social Media Passwords](#)
- Follow all media submission guidelines for ads or press releases.
- Special notices to announce Rotary events to members & friends (Fellowship events as example)
- Make other Committees are aware of opportunities to help in promoting Rotary and are given help in what they can do:
Examples: Pictures of projects being done, exchange students, students of the month, local individuals recognized by Rotary, special events and projects. Photos go a long way in showing what Rotary is doing. **C13**

Timeline

Policy

Club Public Image Committee: this committee shall create and implement a plan to tell Rotary's story to the public and promote the club's projects and activities. (**Article 6, Section 1a**)

Informal Policy

Historical Activity

Website/Bulletin

Function

Mission

Update website as needed and newsletter weekly

Responsibilities overview

Specific Tasks

Timeline

Policy

Informal Policy

Historical Activity

Ken Kohnhorst navigated through a newly designed club website, complete with attractive club resources, history, and helpful links.

Joel Walinski provided an overview of the club Facebook page. Current administrators include Tim McElravy, Mary Kostka, Colin Brine, and Joel. The protocol and expectation for best success of the website and Facebook page is for members and committee chairs to forward pictures, stories, and updates to Ken K. for the website and one of the administrators for the Facebook page to regularly post. This will help keep both formats active and interesting. The task force recommends time at a forthcoming weekly meeting to present to the club, and to provide simple guidelines and training to gain ownership and high participation. Kudos to the task force for all their work!

Dean Johnson has provided a link, password, and instructions for snapfish photo storage below:

website: Snapfish.com | sign in: graphicone@charter.net | password: wurst1

On the blue upper banner, click "My Photos"

What appears is a vertical list, chronologically ordered, of "Album Covers". Click on the Album Cover picture and it opens to all the photos in that particular album. There is no administrator. You can download, order prints, or upload your own as desired.

Social Media Admin.

Function

Mission

Responsibilities overview

Frequent Social Media posts (2-3 times weekly, meetings, fellowship, fundraising, general Rotary information, Facebook, Instagram etc.)

Specific Tasks

Timeline

Policy

Informal Policy

Historical Activity

Fund Raising

Chair

Function

Mission

Responsible for the strategic direction and management of the fundraising activities of the Club. These activities include fundraising events and other projects which the Committee and Board of Directors deem appropriate to meet short and long-term fundraising objectives. Fundraising sub-committees are struck for specific projects.

Responsibilities overview

A club committee chair:

- Oversees committee functions (goals, budget oversight)
- Convenes regular committee meetings and activities
- Supervises and coordinates the committee's work
- Reports activities to Club Service Director and/or Board
- Set monthly meetings (or more frequently as needed) and post on Club calendar

Specific Tasks

All committee chairs operate under a list of [Universal Chair Functions](#)

- Evaluate fundraiser ideas and formulate recommendations
- Recommendations shall include budget, timeline, projected income, Rotary member participation, partners in fundraising
- The President and President Elect shall make recommendations concerning fundraisers that he/she would like to see pursued during their term in office
- Recommendations shall be presented to the Board of Directors for discussion and approval
- Upon approval of a fundraiser, the Committee will oversee the fundraising efforts with the help of entire membership. Hands On and Major Projects committees may be the recipient of funds and will execute their projects themselves.

- Attend District training opportunities for Leadership development or Fellowship Committee.

Timeline

Policy

Fund-raising Committee: this committee shall solicit, evaluate and make recommendations to the Board to raise money for Rotary Causes and appropriate Club Expenditures. **Article 6, Section 1c**

Informal Policy

The role of the Fund Raising Committee is soliciting and evaluating ideas for events, the sole purpose of which is raising funds for a single project or for the general fund to support a wide variety of local or international projects. The committee is to evaluate such projects and gather all pertinent information, i.e.: budget, timeline for completion, projected income, Rotary member participation, partners in project, etc. The committee shall report to the Board and provide recommendations. **C3**

Aside from the above, the fundraising committee should strive to:

- plan welcoming and inclusive, fun, creative fundraising activities with the assistance of the committee and work with Public Image committee to promote to our club, or to the public if the public is invited
- Share fundraiser photos with the Public Image committee to share on social media.
- Work closely with Hands on Committee and Fellowship Committee to schedule gathering and engagement opportunities for our club that balance and support all three areas.
- When planning fundraising activities allow enough time to plan and coordinate with entities involved and also allow enough time to promote on our club calendar/newsletter (ideally events take approximately 3-6 months to plan and execute properly)

Historical Activity

Significant programs/events/activities undertaken in the past and found in the [List of Club Projects & Donations](#) as an aid to understand where the club has been in the past.”

Rotaryfest, Online Auction, Rummage Sale, Fasching event, Raffle tickets (E-Bikes, Vacations), Christmas Lighting Food/Bratwurst Booth, Chamber Ambassador Program...

YOUTH SERVICE

Director

Function

Mission

Responsibilities overview

- Provide oversight of the Youth, Youth Exchange, and Youth Protection committees.
- Plan and budget for these committees in partnership with the committees.
- Serve as representative between the committees and the Board.

Specific Tasks

There are standard [Expectations of Service Directors](#) serving on the Club Board.

Timeline

Policy

The term for a director shall be two years. **Article 3, Section 5b**

Club Youth Service Director - Responsible for planning, budgeting and oversight of scholarship committee, youth and youth exchange committees as well as the youth protection program and officer. **Article Five, Section 6e**

Club Youth Service Director oversees: **Article 6**

- The Youth Committee: this committee supports, promotes and oversees youth activities within the community. **Section 1o**
- The Youth Exchange Committee: this committee should develop and implement plans to find and award candidates for outbound youth exchange as well as host international youth exchange students. **Section 1p**

Informal Policy

Historical Activity

Significant programs/events/activities undertaken in the past and found in [List of Club Projects & Donations](#) as an aid to understand where the club has been in the past.”

Club Youth Protection Officer

(This position is not filled and is inactive)

Chair

Function

Mission

Responsibilities overview

All committee chairs operate under a list of [Universal Chair Functions](#)

Specific Tasks

Timeline

Policy

Motion: Mike proposed that Tracey Beckendorf-Edou, CSD Superintendent, recruit a Club Youth Protection Officer who will establish the processes and procedures for the youth programs outside of the Exchange Program. **(July 21, 2022)** The above was later amended to include that Tracey's pick for the Club Youth Protection Officer position would become a Club member and pay District dues of \$45, and R.I. dues of \$86, with Club dues being waived. **(August 18, 2022)**

Informal Policy

Historical Activity

Youth Committee

Chair

Function

Mission

Responsibilities overview

Specific Tasks

All committee chairs operate under a list of [Universal Chair Functions](#)

Timeline

Policy

Section 6, Section 1o – The Youth Committee: this committee supports, promotes and oversees youth activities within the community.

Informal Policy

C19-Club Administration- [Youth Committee](#) DRAFT

Historical Activity

Significant programs/events/activities undertaken in the past and found in [List of Club Projects & Donations](#) as an aid to understand where the club has been in the past.”

RYLA

Function

Mission

Rotary Youth Leadership Awards (RYLA) is an intensive leadership experience organized by Rotary clubs and districts where you develop your skills as a leader while having fun and making connections.

Responsibilities overview

RYLA events are organized locally by Rotary clubs and districts for participants ages 14-30. Depending on community needs, RYLA may take the form of a one-day seminar, a three-day retreat, or a weeklong camp. Typically, events last 3-10 days and include presentations, activities, and workshops covering a variety of topics.

Your community might host a RYLA event for secondary school students to hone their leadership potential, for university students to develop creative problem-solving strategies, or for young professionals to learn ethical business practices.

Specific Tasks

Connect with leaders in your community and around the world to:

- Build communication and problem-solving skills
- Discover strategies for becoming a dynamic leader in your school or community
- Learn from community leaders, inspirational speakers, and peer mentors
- Unlock your potential to turn motivation into action
- Have fun and form lasting friendships

Timeline

Policy

Informal Policy

Historical Activity

Significant programs/events/activities undertaken in the past and found in the [List of Club Projects & Donations](#) as an aid to understand where the club has been in the past.”

HOBY (HUGH O'BRIEN YOUTH LEADERSHIP)

Function

Mission

HOBY's mission is to inspire and develop our global community of youth and volunteers to a life dedicated to leadership, service and innovation. Founded in 1958, HOBY programs are conducted annually throughout the United States, serving local and international high school students.

Our Vision is to motivate and empower individuals to make a positive difference within our global society, through understanding and action, based on effective and compassionate leadership. **August 9, 2011**

Responsibilities overview

Specific Tasks

Timeline

Policy

Informal Policy

Historical Activity

Refer to [List of Club Projects & Donations](#) for a list of committee activities.

Policy:

Informal Policy:

Core Values

Volunteerism - Volunteerism is the heart and soul of our organization. We appreciate the myriad contributions of our volunteers and recognize the power of thank you and of giving back. We seek to promote and encourage service among our stakeholders. We recognize and value the positive accomplishments that volunteers can achieve by working together. We believe that our programs positively impact volunteers as much as the youth and communities we serve.

Integrity – Integrity forms the foundation of our organization. We demand the highest level of ethics. We grow our organization based on interactions that

promote mutual trust and respect with our stakeholders and partners. We strive to ensure the highest level of organizational effectiveness by continually reviewing our programs and processes to improve quality and efficiency.

Excellence – We strive to continually raise our programs and business to new levels of excellence. We encourage entrepreneurship and innovation in business, education, and social responsibility. We develop creative solutions to address challenges and to utilize opportunities. We believe that leadership skills can and should be continually improved and refined.

Diversity – We value and embrace diversity. We seek out views that reflect all walks of life, and reflect those views in our programs. We are sensitive to the special needs and diverse backgrounds of individuals. We give all individuals an equal opportunity to be heard and to benefit from our programs.

Community Partnership – We value community partnerships. We recognize the importance of working with community organizations to strengthen our supportive network. We value the input we receive from our community partners, and strive to work together cooperatively and constructively for the betterment of all. - See more at: <http://hoby.org> August 9, 2011

Historical Activity:

Significant programs/events/activities undertaken in the past and found in the [List of Club Projects & Donations](#) as an aid to understand where the club has been in the past.”

Interact

Function

Mission

The Mission of Cascade Cares is to provide local high school students with the opportunity to learn service to their school, community, and the world and to build leadership skills that will prepare them to be contributing adults in the community in which they choose to live. **P9**

Our goals are:

- To identify humanitarian needs in the community and the world
- To measure the capacity of the Club to serve identified needs
- To represent the Four Way Test of Rotary in each individual's life and in the activities of the Club
- To raise funds necessary to achieve identified tasks and to further training
- To assure that new students are invited into the Club annually to sustain the viability of the Club
- To serve the school, community, and the world by implementing strategies leading to meeting the identified needs **August 9, 2011**

Responsibilities overview

For more information about Interact Clubs, refer to [Guide for Our Members](#)

Committee Structure

The Cascade Cares Interact Club will have a President, Vice President, Secretary, and Treasurer. Other positions may be named as need arises. The President will lead both the meetings of the officers and the meeting of the general membership.

The Club will have at least one Rotarian present for each general membership meeting and service activity. An Interact representative will frequently attend the weekly Rotary meeting to inform the Rotary Club of the activities that Cascade Cares is involved in. **August 9, 2011**

Specific Tasks

Timeline

Policy

POLICY: Interact: 37 people. To approve a separate charter for High School. (July 12, 2016)

Each prospective member will need to agree to follow the by-laws of Interact International and agree to support the goals of Cascade Cares. **August 9, 2011**

The Club will have at least one Rotarian present for each general membership meeting and service activity. An Interact representative will frequently attend the weekly Rotary meeting to inform the Rotary Club of the activities that Cascade Cares is involved in.

Operational costs for Cascade Cares will be raised by the Club's fund raising activities and there will not be an effort to solicit funding from the Rotary Club or any entity in the community. August 9, 2011

Operational costs for Cascade Cares will be raised by the Club's fund raising activities and there will not be an effort to solicit funding from the Rotary Club or any entity in the community. **August 9, 2011**

Informal Policy

The Officers will meet for planning every other week in the school year and the general membership will meet on alternate weeks to plan and assess Interact business. Club membership will be open to any student of Cascade High School or Upper Valley Christian School. Each prospective member will need to agree to follow the by-laws of Interact International and agree to support the goals of Cascade Cares. August 9, 2011

Historical Activity

Significant programs/events/activities undertaken in the past and found in the [List of Club Projects & Donations](#) as an aid to understand where the club has been in the past."

Our Interact Club, Cascade Cares, will glean apples from a Cashmere Orchard for Rotary's First Harvest Program on Saturday, October 28. Leavenworth Rotarians are encouraged to come help pick. Future plans include a December 6 blood drive at the fire hall and a regional student peace conference. 10/17

Interact Club - John Fishburne - Planned upcoming blood drive in December. Volunteering at the Christmas Lighting food booth and volunteering for the March Escape from Paradise and looking into international service projects. 11/17

- Opportunity to help MEND (empty bowls)
- Interact club helped at the food both at Christmas Tree Lighting.

FBLA

Function

Mission

P7

Our mission is to bring business and education together in a positive working relationship through innovative leadership and career development programs.

August 9, 2011

The purpose of FBLA is to provide, as an integral part of the instructional program, additional opportunities for secondary students (grades 9–12) in business and/or business-related fields to develop vocational and career supportive competencies and to promote civic and personal responsibilities. August 9, 2011

Responsibilities overview

Specific Tasks

Timeline

Policy

High school students explore college and career opportunities through a number of cocurricular educational programs. Members take part in [academic competitions](#), networking events with accomplished business professionals at [conferences](#), and community service projects. Plus, members have exclusive access to [scholarships](#) from a select group of academic institutions. **August 9, 2011**

Informal Policy

Historical Activity

Significant programs/events/activities undertaken in the past and found in the [List of Club Projects & Donations](#) as an aid to understand where the club has been in the past.”

Student of the Month

Chair

Function

Mission

To introduce the concept of Service to our youth while recognizing the efforts of our youngest and brightest citizens, giving us yet another connection to this vital resource. **August 9, 2011**

Responsibilities overview

One outstanding Student every month is chosen from a list submitted by a process overseen by the Superintendent which would include a community service element.

Specific Tasks

The committee Chair will work with the Superintendent to manage this program and build certificates for presentation at the appropriate Rotary Meeting. The winner's family will also be invited to the meeting and presentation/photo.

Timeline

Policy

Informal Policy

Procedure:

SUMMARY:

One outstanding Student every month is chosen from a list submitted by the Cascade School District Superintendent. This student would then be showcased at Friday Rotary meetings and give a speech on the last week.

GOAL:

To introduce the concept of Service to our youth while recognizing the efforts of our youngest and brightest citizens, giving us yet another connection to this vital resource.

PROCESS:

Student Selection:

Student Interaction with Rotary:

We invite the student and family. We introduce the Student, and give them 5 minutes to tell us of their passions and what they've learned from their SOM experience with Rotary.

This is a general outline of what occurs at the meetings and may be deviated from depending on the circumstances.

BUDGET:

The budget would be for 10 meals for the families and winner. And whatever Public Image funds we want to spend on advertising in the Echo

Historical Activity

Past Students of the Month

Significant programs/events/activities undertaken in the past and found in [List of Club Projects & Donations](#) as an aid to understand where the club has been in the past.”

Youth Exchange

Chair

Function

Mission

Each year, Rotary Youth Exchange provides approximately 7000 young people from over 100 countries with the opportunity to experience the cultures, concerns and accomplishments of people in other countries. Through this Rotary program, students are given the opportunity to grow as individuals while their concept of the world expands as well. But why do we do it? It's all about PEACE.

Responsibilities overview

The Chair is Responsible, with the assistance of a committee, for planning, implementation and support of all activities involving hosting an inbound Rotary exchange student and sponsoring an outbound student.

Committee Structure

Chair

Social & Information Coordinator

Host Family Coordinator

Education Coordinator

Outbound / Rebound Coordinator

Inbound Student Support / Counselor

Specific Tasks

All committee chairs operate under a list of [Universal Chair Functions](#)

The detailed tasks of the Chair are listed in the [YE Chair Specific Responsibilities](#) document. In addition, the following tasks are required.

- Assure that the Club adheres to the minimum R.I. and U.S. DoS requirements for [YE Club Certification](#) to participate in Youth Exchange.

- Process paper work for new inbound students via [YEO Instructions for New Inbounds](#)
- Prepare [YE Budget & Cash Flow](#) for submission to the Club Youth Services Director
- [Recruitment of Committee Members](#) when necessary.
- Call monthly meeting using [YE Committee Member Meeting Preparation](#) outline.
- The YE Program consumes a large part of the Club's resources, so the Program requires a detail accounting via a [YE Budget and Cash Flow](#) document.
- Recruit and training of YE Chair via the [YE Chair Transition Plan](#)

Timeline

The tasks can occur at specific times within a year. To assist in performing tasks in a timely manner, the [Timeline - Chair](#) document is helpful.

Recruiting for outbound students and host families occurs year-round. Selection of outbounds in September, leaving in July. Inbounds arrive in August, departing in July.

Policy

The **Youth Exchange Committee**: this committee shall develop and implement plans to find and award candidates for outbound youth exchange as well as host international youth exchange students. **Article 6, Section 1p**

Informal Policy

YE Chair Transition

The YE Program is one of the more demanding Rotary programs to administer. To assure that the program continues in the Club, it is of the utmost importance to recruit the correct person for this position. The [YE Chair Transition Plan](#) document is the guide for this process.

Historical Activity

Significant programs/events/activities undertaken in the past and found in the [List of Club Projects & Donations](#) as an aid to understand where the club has been in the past."

Education Coordinator

Function

Mission

Responsibilities overview

The Education Coordinator is the liaison between the Club YE Committee and the student's School.

Specific Tasks

The detailed tasks of the Education Coordinator are listed in the [**YE Education Coordinator Specific Responsibilities**](#) document

Timeline

The tasks can occur at specific times within a year. To assist in performing tasks in a timely manner, the [**Timeline – Education**](#) document is helpful.

Policy

Informal Policy

Historical Activity

The Leavenworth Club has a long history of participation with the YE Program. For insight, check the [**Master list Students & Host Families**](#) featuring our past inbound and outbound students, along with their host families. Also check [**Host Family History**](#) and [**Past Leavenworth YE Students**](#).

Housing Coordinator

Function

Mission

Responsibilities overview

Responsible for securing, scheduling, training, and supporting host families.

Specific Tasks

The detailed tasks of the Housing Coordinator are listed in the [**YE Host Family Coordinator Specific Responsibilities**](#) document.

Timeline

The tasks can occur at specific times within a year. To assist in performing tasks in a timely manner, the [**Timeline – Housing**](#) document is helpful.

Policy

Informal Policy

Historical Activity

The Leavenworth Club has a long history of participation with the YE Program. For insight, check the [**Master list Students & Host Families**](#) featuring our past inbound and outbound students, along with their host families. Also check [**Host Family History**](#) and [**Past Leavenworth YE Students**](#).

Outbound / Rebound Coordinator

Function

Mission

Responsibilities overview

Responsible for Outbound Student selection process and the support of the outbound Rotary exchange students before and after departure.

Specific Tasks

The detailed tasks of the Outbound Coordinator are listed in the [YE Outbound Coordinator /Counselor](#) Specific Responsibilities document.

Timeline

The tasks can occur at specific times within a year. To assist in performing tasks in a timely manner, the [Timeline - OB Support & Counselor](#) document is helpful.

Policy

Informal Policy

Historical Activity

The Leavenworth Club has a long history of participation with the YE Program. For insight, check the [Master list Students & Host Families](#) featuring our past inbound and outbound students, along with their host families. Also check [Host Family History](#) and [Past Leavenworth YE Students](#).

Inbound Counselor

Function

Mission

Responsibilities overview

Responsible for being a source of information before arrival into this country. After arrival the counselor is a support person who guides and assists the student.

Specific Tasks

The detailed tasks of the Inbound Coordinator are listed in the [**YE Inbound Student Support/Counselor Specific Responsibilities**](#)

Timeline

The tasks can occur at specific times within a year. To assist in performing tasks in a timely manner, the [**Timeline – Inbound Coordinator**](#) document is helpful.

Policy

Inbound Student Processing:

There is much to do when a student first arrives that can be overlooked with all the excitement. The [**Inbound Student Checklist**](#) document will lead you through the details of things to check for.

Informal Policy

Historical Activity

The Leavenworth Club has a long history of participation with the YE Program. For insight, check the [**Master list Students & Host Families**](#) featuring our past inbound and outbound students, along with their host families. Also check [**Host Family History**](#) and [**Past Leavenworth YE Students**](#).

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List of Past Inbound Exchange Students C21 needs updating and linked

Social & Information Coordinator

Function

Mission

Responsibilities overview

Responsible for promoting social activities of the inbound exchange students.

Specific Tasks

The detailed tasks of the Social & Information Coordinator are listed in the [YE Social & Information Coordinator Specific Responsibilities](#) document.

Timeline

The tasks can occur at specific times within a year. To assist in performing tasks in a timely manner, the [Timeline – Social & Information](#) document is helpful.

Policy

Informal Policy

Historical Activity

The Leavenworth Club has a long history of participation with the YE Program. For insight, check the [Master list Students & Host Families](#) featuring our past inbound and outbound students, along with their host families. Also check [Host Family History](#) and [Past Leavenworth YE Students](#).

COMMUNITY SERVICE

Director

Function

Mission

To service our local community and district through hands on projects, financial assistance, and collaborative partnerships that align with one or more of [Rotary's causes](#).

Community service projects and initiatives can have overlapping qualities. Refer to [Community Service Committees Overview](#) for comparisons.

Responsibilities overview

- Provide oversight of the local major projects, local funded projects, and local hands-on projects committees.
- Plan and budget for the three committees in partnership with the committees.
- Serve as representative between the three committees and the Board

Specific Tasks

- There are standard [Expectations of Service Directors](#) serving on the Club Board.
- Ensure sufficient communication between the local major projects, local funded projects, and local hands-on projects committees to optimize the impact of the Club.

Timeline

At the request of the PE, present committee budget requests and plans to the Board

Policy

The term for a director shall be two years **Article 3, Section 5b**

Local Community Service Director – Responsible for planning, budgeting and oversight of the local major projects, local funded projects and local hands-on projects committees.

Article 5, Section 6c

Informal Policy

The Rotary Club of Leavenworth does not donate funds for religious purposes, or to individuals, except for scholarships, youth exchange or similar established Rotary programs. **(June 12, 2012)**

Historical Activity

Significant programs/events/activities undertaken in the past and found in [List of Club Projects & Donations](#) as an aid to understand where the club has been in the past.”

Local Funded Projects

Chair

Function

Mission

To provide financial assistance for local needs relating to health, hunger, water and literacy or other needs that are deemed appropriate to receive funding from the Leavenworth Rotary Club. Other needs can include any that align with one or more of [Rotary International Causes](#) and is in the Club's and District's service areas.

Responsibilities overview

The Committee is responsible for identifying, soliciting, evaluating, and deciding on grants for local projects that aligns with its mission.

Projects may overlap with those supported through other Community Service committees. In such cases, inter-committee coordination is required. Refer to [Community Service Committees Overview](#) for clarification on committee functions.

Specific Tasks

All committee chairs operate under a list of [Universal Chair Functions](#)

- Identify and solicit for eligible grant applications.
- Discuss and make recommendations to the board on submitted applications.
- In advance of board meetings, provide in writing to the community services director a list of applications recommended for funding and reasoning for the recommendations.
- Upon approval of an application by the board of directors, the community services director will inform the committee chair. The committee chair will expedite payment to the applicant.

Timeline

At the request of the Community Services Director or the Board, the committee will provide the committee's annual budget request and plan for the coming year alongside a list of applications for the current year with funded or not funding decision. This will typically be in the spring.

The committee will decide on or about July 1 of each year what the meeting schedule will be for the current Rotary year through June 30 of the next year. Typically, the committee meets within a week of the monthly Board of Director meeting so they can review any funding applications that may have been received.

The committee requests funding applications be received by the 25th of the previous month for funding consideration the next month so that time is available to gather additional information that might be needed for individual funding applications received by the committee.

Although the committee intends to have compliance with application deadlines and committee meeting dates, the committee also reserves discretion to be flexible to address special or unanticipated circumstances.

Policy

This committee shall provide local financial assistance for needs that align with the mission statement, that generally amount to \$5000 or less. **Article 6, Section 1k**

All funding requests must have a completed [Local Funded Projects Funding Application](#) filled out by the entity that is requesting the funding. Refer to that form for instructions. Funding requests will not be considered without a completed application. All Leavenworth Rotarians and their partners are not eligible to make direct application for funding from the Funded Local Project Committee.

Refer to [Local Funded Projects Application](#) for how to apply for local funded projects

Informal Policy

Historical Activity

Significant programs/events/activities undertaken in the past and found in the [List of Club Projects & Donations](#) as an aid to understand where the club has been in the past.”

Local Hands-On Projects

Chair

Function

Mission

The undertaking of service projects of a physical and hands on nature.

Community Service projects can include hands on as well as funded components. Refer to [Community Service Committees Overview](#) for comparisons and examples.

Responsibilities overview

The committee projects will be an avenue of service for those who wish to get their hands dirty, break sweat and use skilled trades expertise to complete hands on projects.

Committee Structure

The members of the committee will be those individuals who enjoy and look for projects of a hands-on nature.

Specific Tasks

All committee chairs operate under a list of [Universal Chair Functions](#)

- The Committee will identify possible projects and decide on which projects they wish to adopt.
- The Committee will present their project proposal to the Board of Directors for the Boards' approval.
- The Hands On Committee will be responsible for all the various aspects of completing the project.
- One of the yearly recurring activities is the Highway Cleaning event, following a detailed [Highway Cleanup Procedure](#).

Timeline

At the request of the Community Services Director or the Board, provide committee annual budget request and plan for the coming year. This will typically be in the spring.

Policy

Hands On Committee: this committee will identify possible pure volunteer labor projects, decide on which projects they wish to adopt and present their project proposal to the Board for approval. **Article 6 Section 11**

Informal Policy

There will typically be no funding for the projects as part of the Club budget.

Costs associated with the execution of a project will usually be addressed and accounted for within the project proposal, although Club funds to cover materials and other needed expenses may at times be needed.

Historical Activity

Hands-On Committee Activities

July 2010

Loaded wheelchairs for Guatemala plus crutches, walkers, parts, etc.
Signed up with DOT for another four years of Highway 2 cleanup

August 2010

Assisted Lions Club with dinner for Rotary-sponsored bicycle ride

September 2010

Installed shelves in the storage shed
Announced and assisted with Autumn Leaf Parade

October 2010

Helped prepare YMCA Camp for winter
Helped Dwelling Place demolish and rebuild their garage

November 2010

Helped Dwelling Place install Roof Trusses
Completed Spring Highway Cleanup
Hauled bicycles for Karl Reuther
Helped prepare YMCA Camp for summer
Cleaned up trash dump sites for National Forest Ranger District

April 2014

Completed Spring Highway Cleanup Hauled bicycles for Karl Reuther Helped
Children assemble bird houses at Kinderfest
Delivered dinner meals to shut-in clients of Nazarene Church
Painted ceramic tile trail markers as part of Eagle Scout project at Empty
Bowls fund raiser event

April 2015

Completed Spring Highway Cleanup Hauled bicycles for Karl Reuther Helped
Children assemble bird houses at Kinderfest July 4 festival
Work Party cleaned up President Dave's Yard and gutters/downspouts

April 2016

Completed Spring Highway Cleanup

Fall 2016

Cleared down wood fire hazard at Ingalls Creek Retreat Center

Fall 2018

Cleared and hauled leaves and brush from Carol Forhan's property.

Fall 2022

Assisted the Wenatchee River Institute in spreading gravel in and around the
outdoor classroom structure.

Installed the sign at the Jim Adamson Soccer Pitch located at the Beaver
Valley School in Plain.

Fall 2022

Installed Doggie Station at Osborne Park

Local Major Projects

Chair

Function

Mission

The main purpose of the Major Projects Committee is to execute Rotary International's "Causes" in our local community through high impact, collaborative projects.

These causes are: 1. Ending Polio 2. Promoting Peace 3. Fighting Disease 4. Providing Clean Water 5. Supporting Education 6. Saving Mothers and Children 7. Growing Local Economies and Improving Local Life 8. Protecting the Environment 9. Disaster Response

The Major Projects Committee's focused mission is to partner with community entities in providing a product or service that aligns with a Rotary cause and meets that entity's prioritized need. (9/23/2011)

Community Service projects can include hands on as well as funded components. Refer to [Community Service Committees Overview](#) for comparisons and examples.

Committee Structure:

The Committee membership will represent the diversity in our community and include Hands On and Local Projects committee members.

Responsibilities overview

The Major Projects Committee will inform and coordinate major community service projects.

Specific Tasks

All committee chairs operate under a list of [Universal Chair Functions](#)

Committee Procedures: **(September 9, 2021)**

- Visit potential community partners and solicit possible projects from them and our membership while building relationships. See the Major Project [Solicitation Approach](#):_ for details.

- Evaluate and prioritize all projects to assess fit with Rotary's Causes using the [Major project Evaluation Table](#). (In special circumstances "Cause" can be waived with majority approval of Board)
- Gather all pertinent information and produce the outline of a project proposal to include projected impact, cost, sources of funding, timeline, and role of the Club and the partner entity
- Report to proper Director for guidance and work with him/her to present prioritized proposals to the Board for further discussion and approval of the product to take to the membership for approval.
- Present to membership for final approval.
- Raise additional funds through District Grants and/or other sources, if warranted
- Select lead Rotarian and Partner representative. Develop work plan and budget and oversee project implementation

Timeline

At the request of the Community Services Director or the Board, provide committee annual budget request and plan for the coming year. This will typically be in the spring.

The committee will generally solicit in the summer or fall to gather latest community needs and will meet as required to complete the project identification, decision, and implementation process.

Policy

Local Major Projects Committee: This committee shall develop and implement plans to find and award complex projects or those that generally exceed \$5000. **Article 6, Section 1j**

There are [Major Projects Committee Procedure Goals](#) that are multi faceted, and designed to engage the community and Rotary

Informal Policy

Historical Activity

Significant programs/events/activities undertaken in the past and found in the List of Club Projects & Donations as an aid to understand where the club has been in the past.”

Appendix

[1905/Gear](#)

[Absence from Club Meetings](#)

[academic competitions](#)

[Active Recruiting](#)

[Agenda.](#)

[Annual Officer Installation](#)

[Approving New Members.](#)

[Attendance Requirements](#)

[Benefits of Rotary Membership](#)

[bylaws](#)

[Bylaws of Rotary International](#)

[Cadman- Financial Statement](#)

[Classification Talk Outline](#)

[Clean Water - Ed B.](#)

[Clean Water - Ed B.](#)

[Club Administration- Presidential Citation](#)

[Club By Laws](#)

[Club Dues and Payment - Invoice letter for Annual Dues](#)

[Club Dues and Payment Template.](#)

[Club Manual Birth](#)

[Club Meeting Agenda](#)

[Club Organization Chart](#)

[Club Presidential Goals – Sandy Owens Carmody 2012 - 2013](#)

[Community Service Committees Overview](#)

[conferences](#)

[Constitution of Rotary International](#)

[Developing and Retaining Members](#)

[Directory Information](#)

[document](#)

[Ed Baroch Thoughts on International Service](#)

[Ed Cadman Fellows](#)

[Ed Cadman Fund Formation](#)

[Effective Committee](#)

[ew Member – Prospect Tracking](#)

[Expectations of Service Directors](#)

[Focus Group](#)

[Former PH Fellows](#)

[Foundation Update 2022](#)

[Gather Data](#)

[General Procedures for all Policies](#)

[graphicone@charter.net](#)

[Greeter Duties](#)

[Guatemala – Birth Defects - Ed Baroch](#)

[Guatemala Literacy](#)

[Guest Speaker Guidelines](#)

[Guide for Our Members](#)

[Guiding Principles](#)

[Highway Cleanup Procedure](#)
[Host Family History.](#)
[Howdy-Doody Processing](#)
<http://hoby.org>
[Inbound Student Checklist](#)
[Induction](#)
[information meeting](#)
[International Committee Policy & Procedure](#)
[International Policy Statement](#)
[International Projects – Ed B](#)
[Intro to Vocational Service.](#)
[ist of Club Projects & Donations](#)
[IT Operator Checklist](#)
[Jim Adamson Biography](#)
[Jim Adamson Fund](#)
[Joel](#)
[Ken Kohnhorst 2015 -16](#)
[Ken Korhorst 2015 -16](#)
[Leavenworth Rotary Endowment Fund](#)
[List of Club Projects & Donations](#)
[Local Funded Projects Application](#)
[Local Funded Projects Funding Application](#)
[Local Projects Funding Application](#)
[Major project Evaluation Table](#)
[Major Projects Committee Procedure Goals](#)
[Major Projects Committee Procedure Goals](#)
[Manual of Procedure](#)
[Mary Scheibler](#)
[Master list of approved vendors](#)
[Master List of Past Students](#)
[Master list Students & Host Families](#)
[Media Submission Guidelines](#)
[Member Relocation Form](#)
[Member Relocation Program](#)
[Member Retention](#)
[Member Solicitation](#)
[Membership Committee Structure](#)
[Membership Growth](#)
[Membership Moment](#)
[membership Process](#)
[Memorandum of Understanding.](#)
[Mentor](#)
[Mentor Check List](#)
[Mentor Introduction Letter](#)
[Minutes](#)
[New Member Background Inf](#)
[New Member Inventory of Interests](#)
[New Member Tracking](#)
[New Prospect information meeting](#)
[Orientation](#)
[Past Leavenworth YE Students.](#)
[Plan of action](#)

[**Program Guidelines**](#)
[**Program Recommendation**](#)
[**Proposal form**](#)
[**Proposal Form Part A & B**](#)
[**Proposal Processing**](#)
[**Recruitment of Committee Members**](#)
[**Red to Blue Ceremony**](#)
[**Robert's Rules of Order**](#)
[**Rotarian Guest Questions**](#)
[**Rotary Code of Policies**](#)
[**Rotary Foundation**](#)
[**Rotary Foundation Code of Policies**](#)
[**Rotary Information Sessions**](#)
[**Rotary International Causes**](#)
[**Rotary Public Image Branding Guidelines**](#)
[**rotary-foundation-info**](#)
[**Rotary's causes.**](#)
[**Rule of 85**](#)
[**Rule of 85 members**](#)
[**Russell Hampton**](#)
[**Sample Budget**](#)
[**Sandy Owens-Carmody**](#)
[Scholarship Application](#)
[Scholarship Letters of Recommendation](#)
[Scholarship Policies and Procedure Timeline](#)
[**scholarships**](#)
[**Social Media Passwords**](#)
[**Solicitation**](#)
[**Solicitation Approach:**](#)
[SOM Monthly Processing](#)
[SOM Recruiting Procedures](#)
[**Specific Responsibilities - Counselor**](#)
[**Specific Responsibilities – Inbound**](#)
[**Specific Responsibilities Inbound Coordinator**](#)
[**Standard Manual Headings**](#)
[**Standard Rotary Club Constitution.**](#)
[**Student of the Month Application**](#)
[**Student of the Month Criteria**](#)
[**Student of the Month Nomination Form**](#)
[Student of the month Outline](#)
[**Suggested Secretary Tasks**](#)
[**Termination Profile**](#)
[**The Good that Rotary Does– Ed B**](#)
[**Thoughts for Presidency**](#)
[**Timeline - Chair**](#)
[**Timeline - OB Support & Counselor**](#)
[**Timeline – Education**](#)
[**Timeline – Housing**](#)
[**Timeline – Inbound Coordinator**](#)
[**Timeline – Social & Information**](#)
[**Track New Members**](#)
[**Universal Chair Functions**](#)

[Voc Service Presentation](#)
[Website Design](#)
[YE Budget & Cash Flow](#)
[YE Budget and Cash Flow](#)
[YE Chair Overview & Specific Responsibilities](#)
[YE Chair Specific Responsibilities](#)
[YE Chair Transition Plan](#)
[YE Club Certification](#)
[YE Committee Member Meeting Preparation](#)
[YE Education Coordinator Specific Responsibilities](#)
[YE Host Family Coordinator Specific Responsibilities](#)
[YE Inbound Student Support/Counselor Specific Responsibilities](#)
[YE Outbound Coordinator /Counselor](#)
[YE Social & Information Coordinator Specific Responsibilities](#)
[YEO Instructions for New Inbounds](#)
[Youth Committee](#)

Index Under Construction

Absence from Club Meetings	71
academic competitions	102
Active Recruiting	67
Attendance Requirements	67
Benefits of Rotary Membership	66
Cadman- Financial Statement	74, 128
Classification Talk Outline	71, 128
Clean Water - Ed B	42, 128
Club Administration- Presidential Citation	15, 128
Club By Laws	10, 14, 19, 25, 28, 31, 48, 128
Club Bylaws	14, 128
Club Dues and Payment - Invoice letter for Annual Dues	23, 128
List of Club Projects & Donations	19, 24, 29, 31, 34, 94, 96