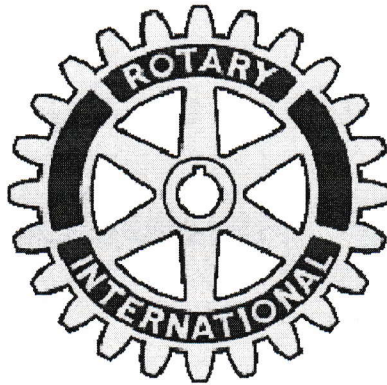


ROTARY CLUB OF LEBANON

MEMBER HANDBOOK



MASTER

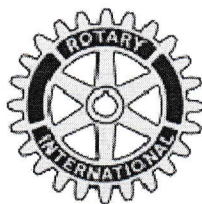
The Four Way Test

Is it the TRUTH?

Is it FAIR to all concerned?

Will it build GOOD WILL and BETTER RELATIONSHIPS?

Will it be BENEFICIAL to all concerned?



INTRODUCTION

Welcome to the Rotary Club of Lebanon. Rotary has been an integral part of Lebanon since 1955. The Rotary Club of Lebanon consists of individuals who either work or reside in the Lebanon area with the flexibility in their schedules to attend the weekly membership meetings and who want to participate with the club and our activities.

When you join a new organization, it is often difficult to understand what is happening. With the help of this guide, New Member Orientation, other members of the club, and the Rotary International website should get you started in a life long membership with Rotary.

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HISTORY OF ROTARY

Rotary was the world's first service club, the Rotary Club of Chicago, was formed on 23 February 1905 by Paul P. Harris, an attorney who wished to capture in a professional club the same friendly spirit he had felt in the small towns of his youth. The Rotary name is derived from the early practice of rotating meetings among members' offices.

Rotary's popularity spread, and within a decade, clubs were chartered from San Francisco to New York to Winnipeg, Canada. By 1921, Rotary clubs had been formed on six continents. The organization adopted the Rotary International name a year later.

As Rotary grew, its mission expanded beyond serving club members' professional and social interests. Rotarians began pooling their resources and contributing their talents to help serve communities in need. The organization's dedication to this ideal is best expressed in its motto: Service Above Self.

By 1925, Rotary had grown to 200 clubs with more than 20,000 members. The organization's distinguished reputation attracted presidents, prime ministers, and a host of other luminaries to its ranks — among them author Thomas Mann, diplomat Carlos P. Romulo, humanitarian Albert Schweitzer, and composer Jean Sibelius.

Today Rotary is a worldwide organization of more than 1.2 million business, professional, and community leaders. Members of Rotary clubs, known as Rotarians, provide humanitarian service, encourage high ethical standards in all vocations, and help build goodwill and peace in the world.

There are 33,000 Rotary clubs in more than 200 countries and geographical areas. Clubs are nonpolitical, nonreligious, and open to all cultures, races, and creeds. As signified by the motto Service Above Self, Rotary's main objective is service — in the community, in the workplace, and throughout the world.

The Four-Way Test

In 1932, Rotarian Herbert J. Taylor created The Four-Way Test, a code of ethics adopted by Rotary 11 years later. The test, which has been translated into more than 100 languages, asks the following questions:

Of the things we think, say or do

1. Is it the TRUTH?
2. Is it FAIR to all concerned?
3. Will it build GOODWILL and BETTER FRIENDSHIPS?
4. Will it be BENEFICIAL to all concerned?

NEW MEMBER PROPOSAL

Club membership consists of community leaders working or residing in the Lebanon area. Prospective members should be in a position that allows them to attend weekly club meetings.

Existing Rotarians propose new members. The protocol for proposing new members is as follows:

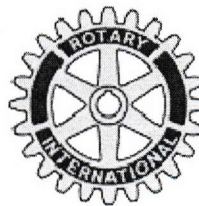
- The prospective member's name is submitted to the Board of Directors.
- The Board ensures that the prospective member is fully qualified and approves or disapproves the proposal within 30 days.
- The prospective member is then announced at the club's business meeting to allow for any discussion or opposition by the general membership. If no objection to the proposal is received by the Club President within seven days the proposed member becomes eligible for induction as a new Rotarian.
- After approval by the membership the prospective member is then invited to join. Upon acceptance of the invitation that new Rotarian has full privileges, expectations and responsibilities of club membership.
- The new member then is asked to fill out the new member information sheet and return it to the club Secretary.
- Induction of new members will occur at the next business meeting held the first Wednesday of every month.

INDUCTION

Upon induction into the Rotary Club of Lebanon the new member will receive a Red Member Badge with the name of the new member and the vocation classification. To encourage learning about Rotary new members are given a New Member Checklist (see page 5). This checklist indicates the activities that will earn a Blue Member Badge. To earn the Blue Member Badge the new member must complete at least five of the nine activities outlined on the checklist. There are some required activities that are necessary to complete the Blue Member Badge requirement.

DUES

Membership dues are billed quarterly by the Club Treasurer. Invoices will reflect current dues, scholarship funding and meals. Additionally, Paul Harris Fellowship contributions will be billed on the quarterly invoice for the Rotary Foundation. This is optional, but is necessary to fund the Rotary Foundation good works through their membership. More information on the Rotary Foundation and Paul Harris can be found in this member guide.



Rotary Club of Lebanon

New Member Checklist

New Member Checklist

Welcome to the Lebanon Rotary Club! As a new member, you will receive a Red Member Badge when you are inducted into the Rotary Club of Lebanon. The checklist below indicates the activities that will introduce you to the club and earn you the Blue Member Badge. Utilize your sponsor, Rotary buddy and club leadership as resources. To earn the Blue Member Badge complete at least five of the nine activities outlined below. Several of the activities are required as indicated by an (R) next to the activity. Once all five activities are complete, have your sponsor sign and date the checklist and return it to the club secretary.

Activity Checklist

Task (R)= Required Activity	Date Completed
• Greet all members present at one club meeting (R)	_____
• Attend another Club's Meeting	_____
• Attend a Rotary International Event/Seminar	_____
• Become a Committee Member	_____
• Participate in a club sponsored event or activity	_____
• Present personal bio at club meeting (R)	_____
• Attend New Member Orientation (R)	_____
• Attend a Board of Directors meeting	_____
• Participate in an activity with an exchange student	_____
• Become a Paul Harris Sustaining Member	_____
• Attend a District training seminar (counts as 2 activities)	_____

New Member Signature: _____

Sponsor Signature: _____

The Four-Way Test

"Is it the TRUTH? Is it FAIR to all concerned? Will it build GOOD WILL and BETTER RELATIONSHIPS?
Will it be BENEFICIAL to all concerned?"

ATTENDANCE

Attendance is required in the Rotary organization. The Rotary Club of Lebanon meets every Wednesday at Bings starting at noon. In addition you can complete a “makeup” meeting.

Failure to meet the attendance requirement may result in termination of membership, if the member fails to:

- Attend *or make-up* at least 50% of club meetings in each half of the year
- Attend 30% of their own club’s regular meetings in each half of the year
- Attend *or make-up* four consecutive meetings

MAKEUPS

Make-ups are an important part of Rotary. By making up at another club or a district meeting or club organized event, members come to understand the broader meaning of what Rotary really is all about. By attending an Interact meeting they not only encourage young people, they learn something in the process. By making up a meeting at a Board Meeting, they learn about how the club functions.

One of the many benefits of a Rotary Club membership is the luxury of being able to travel the world and never miss a weekly meeting. Club members are welcome and encouraged to visit clubs while traveling to make-up the meeting missed back home. To ensure credit for a makeup provide the Club Secretary with the makeup report provided by the visiting club. Attendance credit will apply for any of the following activities if, the make-up is completed within fourteen (14) days before or after the regular clubs meeting you are seeking to make-up:

- Attend a meeting of another club
- Attend a meeting of a Rotaract or Interact club, Rotary Community Corps, or Rotary Fellowship
- Attend certain district or RI meetings
- Participate in a club-sponsored event or service project
- Attend a club board or service committee meeting
- On-line: <http://www.rotaryclubone.org> or http://www.rotary.org/RIdocuments/en_pdf/eclub_list.pdf

To complete the online option, members can expect to spend 30 minutes participating in an interactive activity on a Rotary e-club website.

CLUB MEETINGS

The Rotary Club of Lebanon meets every Wednesday at Bings at noon. Each member is identified by either a Blue or Red Badge. Each member collects their perspective badge as they enter the room, usually greeted by an official Rotary greeter. You may sit anywhere in the room and we encourage you to change seats every few weeks so you can meet all club members. The President and program speaker(s) sit at the head table.

The President determines the order of the meeting and at approximately 12:15 the President will ring the bell starting the official meeting. All rise and then salute the flag. After the flag salute either an invocation or moment of silence will be observed.

GUESTS

Guests are then announced. Visiting Rotarians will be announced as they visit the club for their “make-up” meeting. Members are encouraged to bring guests to the meetings and will be asked to introduce their guests at this time. The bill for the guest lunch can be paid to the Club Treasurer at the beginning of the meeting or can be billed to the quarterly statement. If the guest is a potential Rotarian the Club will pay for the prospective member’s lunch during their first visit. Let the Treasurer know that your guest is a potential member at the beginning of the meeting.

JUNIOR ROTARIANS

The Rotary Club of Lebanon partners with the Lebanon High School and East Linn Christian Academy for youth involvement. Three junior class representatives are invited to club meetings each month school is in session. The Club currently invites two students from Lebanon High School and one from East Linn Christian Academy. These students are selected by the schools and join club meetings for one month. Each Junior Rotarian is given an opportunity to update the Club regarding upcoming events, sports teams, or general information about their school.

At the end of their senior year, these students are eligible for a Rotary Scholarship. The Lebanon Rotary Club provides two annual scholarships in the amount of \$1,000. A scholarship committee reviews the applications and makes the determination as to who receives each scholarship.

BRAG FOR BUCKS

Brag for Bucks is a time for each Rotarian to talk about an event in their lives, either personal or business related for a price. This is also a time to brag about another member such as an award, personal accomplishment or good works. The brag should avoid political and religious comments as a respect to all other members. This money is all in good fun and is considered “Happy Bucks”. Money raised through Brag for Bucks goes into the general fund for projects the club supports.

ANNIVERSARY DOLLARS

The Rotary Club of Lebanon has a long standing tradition that occurs during the same time of the meeting as Brag for Bucks. The member on the meeting day closest to their wedding anniversary should provide the amount of money for the number of years they have been married. This provides "Happy Dollars" and allows the club the opportunity to celebrate with the member. Money raised through Anniversary Dollars goes into the general fund for projects the Club supports.

BIRTHDAY AUCTIONS

A Birthday Auction is conducted monthly at the Business Meeting, or first Wednesday meeting of every month. If a member's birthday occurs during that month, we ask that member to provide an item to auction off. In an effort to raise money for programs we support, the Rotary Club of Lebanon uses this as one of few fundraisers. If the member does not wish to participate the member will be billed \$25 on the quarterly billing to support the Club's community activities.

PROGRAMS

The Program Chair coordinates with the program committee to provide various programs of interest at each weekly meeting. Members are encouraged to participate by providing program or speaker suggestions to the Program Chair.

BUDDY PROGRAM

The Rotary Club of Lebanon has a Rotary Buddy Program. This fellowship program is designed as another way for members to get to know each other and to get members involved with Rotary. Each year, members are randomly paired together. Buddies are then encouraged to be creative and to have fun while abiding by one of the 4 way tests; "Will it Build Goodwill and Better Friendships".

Some suggestions or possibilities in building better friendships outside of a Rotary meeting with a buddy would be to ask your buddy to lunch, a random care call, just call to say hello. A birthday card or anniversary card, offering a ride to the weekly Rotary meeting, participate in a Rotary social event or community service together.

CLUB INVOLVEMENT

The Rotary Club of Lebanon has several ways to get involved. The Club has the following committees, and members are encouraged to participate in one or more committees. Contact the Club President to get involved.

Membership: This committee recruits new members and processes prospective member applications. This committee is also responsible for developing retention plans of current members.

Programs: This committee is responsible for coordinating presentations and speakers for the weekly meetings.

Community Service: This committee identifies, develops and implements educational, humanitarian and vocational projects that the Club participates in ultimately addressing the needs of the local community.

The Rotary Foundation (TRF): This committee educates, provides administrative functions and develops enthusiasm within the membership for the Rotary Foundation through fundraising efforts and program participation. See the Rotary Foundation section of this handbook for additional information relating to TRF programs.

World Community Service (WCS): This committee educates, identifies and facilitates projects related to educational, humanitarian and vocational needs of the world that the Club may participate in.

Public Relations: This committee is responsible for all advertising and press releases pertaining to the Club and the Club activities for media coverage in the local communities.

Fundraising: This committee is responsible for identifying, planning and implementing additional fundraising activities for a special project or ongoing service the Club may provide.

Family of Rotary: This committee is responsible for the general goodwill and building of relationships within the Club. This committee may honor members with special recognition on behalf of the Club.

Rotary Youth Leadership Award (RYLA): Established as a Rotary structured program in 1971, RYLA is Rotary's leadership training program for young people. RYLA emphasizes leadership, citizenship and personal growth. This committee works with the local RYLA group.

Junior Rotarians: The Rotary Club of Lebanon partners with the Lebanon High School and East Linn Christian Academy for youth involvement. This committee works with both schools to facilitate the selection and implementation of the program during the school year. This committee is integral in the process for the Rotary Scholarship process.

Rotary Youth Exchange: This committee is responsible for administering the international youth exchange program between Rotary host families here and International Students.

Vocational Service: This committee identifies, develops and implements ways to improve business relations while improving the quality of trades, industry, commerce and the professions both within the community and the Club.

THE ROTARY FOUNDATION (TRF)

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 Foundation is a not-for-profit corporation supported solely by voluntary contributions from Rotarians and friends of the Foundation who share its vision of a better world.

History

In 1917, RI President Arch C. Klumph proposed that an endowment be set up “for the purpose of doing good in the world.” In 1928, when the endowment fund had grown to more than \$5,000, it was renamed The Rotary Foundation, and it became a distinct entity within Rotary International.

Two years later, the Foundation made its first grant of \$500 to the International Society for Crippled Children. The organization, created by Rotarian Edgar F. “Daddy” Allen, later grew into the Easter Seals.

After Rotary’s founder, Paul P. Harris, died in 1947, the first Foundation program – the forerunner of Rotary Foundation Ambassadorial Scholarships – was established. In 1965-66, three new programs were launched: Group Study Exchange, Awards for Technical Training, and Grants for Activities in Keeping with the Objective of The Rotary Foundation, which was later called Matching Grants.

The Health, Hunger and Humanity (3-H) Grants program was launched in 1978, and Rotary Volunteers was created as a part of that program in 1980. PolioPlus was announced in 1984-85, and the next year brought Rotary Grants for University Teachers. The first peace forums were held in 1987-88, leading to the Foundation's peace and conflict studies programs.

The Rotary Foundation or TRF has two main streams of activity: Programs and Fundraising.

The Rotary Foundation Programs

The Rotary Foundation has three distinct programs that are funded with dollars contributed by individual members of Rotary. Those programs are Humanitarian Grant Programs, PolioPlus and Educational Programs worldwide.

Humanitarian Grants Program

The Humanitarian Grants Program provides a set of tools that Rotary Clubs and districts can use to build community projects that help improve the lives of people throughout the world.

- District Simplified Grants- support for multiple projects locally or internationally supported by a Rotary District.
- Volunteer Service Grants- support for international travel of qualified Rotarians and spouses of Rotarians to provide a needed service to a community.
- Matching Grants – support for local Rotary Clubs to carry out international humanitarian projects in cooperation with Rotarians in another country.
- Heath, Hunger and Humanity (3-H) Grants – awarded to fund large, international, self-help grassroots development projects that use sustainable, integrative approach to humanitarian needs.
- Disaster Recovery – support for long-term reconstruction in response to specific disasters.

PolioPlus

PolioPlus is a special program of Rotary International that supports the eradication of Polio worldwide.

Educational Programs

- Rotary Foundation Ambassadorial Scholarship – International scholarship program for university level studies in countries where Rotary clubs are located.
- Rotary Grants for University Teachers – scholarship whose purpose is to emphasis education and volunteer service. The grant is awarded to higher education faculty to teach in low-income countries.
- Rotary Center for International Studies – This program funds the study for a master's level degree in international studies, peace and conflict resolution.
- Group Study Exchange (GSE) – Travel grants awarded to business or professionals to exchange visits between Rotary districts in different countries.

The Rotary Foundation Fundraising

Fundraising directly feeds program activities. Members contribute through their quarterly invoice billings or can make a separate donation to the Club Treasurer.

Members contribute to the Annual Programs Fund, which supplies monies for the Educational and Humanitarian Programs; and the Permanent Fund which is Rotary's Endowment. The Rotary's Permanent Endowment is a fund whose principal is never spent and investment earnings are channeled into programs. The Polio Plus program is funded through a separate PolioPlus Fund, however money donated to the Polio Plus program counts towards becoming a Paul Harris Fellow.

Paul Harris Fellow

Any individual member that contributes or has a contribution made on their behalf in an amount of \$1,000 or more is honored for that contribution. Rotary recognizes those donors by making them a Paul Harris Fellow. Each new Paul Harris Fellow is recognized with a commemorative certificate, pin and a medallion honored by fellow Rotarians. Paul Harris Fellowships can be in one time contributions of \$1,000 or accumulated over time.

For additional gifts over the original \$1,000 a member is recognized as a Multiple Paul Harris Fellow. At that time Paul Harris Fellows may choose to honor someone else as a Paul Harris Fellow by donating their Foundation Recognition Points on someone else's behalf.

Rotary Foundation Sustaining Members

Anyone who contributes \$100 or more per year to the Annual Programs Fund will be recognized as a Sustaining Member. Our club goal is to have 100% of our members be sustaining members.

Resources

Rotary International Website: www.rotary.org

District Website: <http://district5110.org/Main/HomePage>

Rotary Foundation International Website:
<http://www.rotary.org/en/AboutUs/TheRotaryFoundation/Pages/ridefault.aspx>

Rotary Member Access Website:
<https://www.rotary.org/en/selfservice/Pages/login.aspx>