**ROTARY CLUB OF TULSA SUNRISE**

**MANUAL OF PROCEDURE**

Rotary Year 2021-2022

**Purpose**

The purpose of the Manual of Procedure (MoP) is to document the policies of the current Club Board. Although the Club Constitution and Bylaws provide ongoing guidelines largely prescribed by RI, those guidelines allow for Club latitude in many areas. This MoP defines those areas, and provides some more specific guidelines for our operations and communications. This MoP can be changed at any time by vote of the Board, with or without membership approval.

**Table of Contents**

**Section Subject Page**

Meeting Procedures 3

Agenda

Weather policy

Meeting Place Contact

Sign-in Sheets

District Governor Visit to Club Protocol

Board positions/Responsibilities/Changes 4

Officer/Director/Chair Job Descriptions

Changes to Positions

Communications within the Club 5

Project Questions: Where to find answers

Blast Emails

Roster and Buddies

Club Computer Information

Family of Rotary

Club & Foundation Finances 6

Dues

Meal Charges

Club Checkbook

Foundation Checkbook Transactions

Board Grant Request Guidelines

Programs & RoDs 8

RoD Instructions

Speaker Contact

Attendance 9

Make-up Policy

Rule of 85

Leaves of Absence

New Members 10

Prospective Members & Proposal Process

Membership Categories

Transferring from a previous club

Induction Ceremony

RI guidelines: Induction date vs Fiscal Year

New Member Training

Mentors for new Members

New Members/Red Badge

Member Identification 13

Member ID Cards

Rotary license plates (Tags)

Appendix (forms and docs needing printout for use) 15 thru 45

Table of Contents for Appendix

Current Club & Foundation Officers/Directors/Chairs 46

How to Give Money to Rotary 48

The Eleven Months of Rotary 49

Grant Review Guidelines 50

Grant Application 51

Memorial Gift Form Sample 53

**MEETING PROCEDURES**

**AGENDA**

A suggested agenda for the weekly meetings is a printable form in the Appendix, page 15.

**WEATHER POLICY**

If Tulsa Public Schools cancel classes due to weather conditions, Sunrise Rotary will NOT meet.

**MEETING PLACE CONTACT**

Regular weekly meetings are held at the Marriott Tulsa Hotel Southern Hills, 1902 East 71st Street, Tulsa, OK  74136 on Wednesday mornings at 7:00-8:00AM. Our contact person at the hotel is: Patricia Lashley. Any communication should be done by email and copied to the Marriott Manager. It would be helpful to also mention meeting changes to our hotel service staff as a reminder and alert them of the change. If we are not meeting or not using the meeting room on a day, a two-week notice is required. If there are any issues that need to be addressed, Patricia Lashley is the main contact. The Sunrise Club President or Secretary is responsible for handling all communication with the Marriott.

Patricia’s email: Patricia.lashley@tmsh.net

For those unable to attend the in-person meetings, there is a link in the weekly Funriser for access to the ZOOM meeting.

**SIGN-IN SHEETS**

Guest, member and makeup sign in sheets for Sunrise Rotary meetings can be printed by the Club Secretary or President in the absence of the Club Treasurer. Templates are located in the Appendix, pages 16-18.

**DISTRICT GOVERNOR VISIT TO CLUB PROTOCOL**

Each year, the Rotary District 6110 Governor will make a personal visit to Sunrise where he/she/they will be the primary speaker. Check the District Calendar for the date of our Club’s visit. The Governor will visit with Club Officers and Directors the evening before his/her Sunrise visit, typically at a dinner hosted by the current Club President. This pre-visit meeting is a special informal board meeting and is an opportunity to review Club goals and objectives, provide appropriate motivation and to review progress on plans to eliminate challenges reported by the Assistant Governor.

An invitation should be extended to the spouse/partner of the Governor and extended to the Assistant Governor as well. A club may request that the Governor’s official visit be at a special Club occasion as long as the Governor is the principal speaker at the event. A special occasion official visit may occur within the first nine months of the Rotary year, subject to the availability of the Governor.

At the official Club meeting with the Governor, the Assistant Governor will introduce the Governor. Club members are expected to stand as the Governor approaches the front of the room. The Governor should be allotted no less than twenty minutes to speak.

We should invite and pay for a Governor and spouse to attend special club events.

**BOARD POSITIONS/RESPONSIBILITIES/CHANGES**

**OFFICER/DIRECTOR/CHAIR DUTIES AND RESPONSIBILITIES**

Job descriptions for all Board members and some key Chair positions are in the Appendix, pages 30-42.

**CLUB DIRECTORS – Duals and Vacancies**

Any Avenue of Service may, at the discretion of the President, have dual chairmanship, as long as the nomination and approval of the chairs is voted and accepted by the Board. Dual chairs count as only one vote for board action.

Job descriptions are listed for each officer and director separately.

If a temporary vacancy is created by a Director’s need for a Leave of Absence, or if a Director has reason to vacate his/her/their position for the remainder of their term, the vacancy may be filled by the President naming his/her/their replacement, subject to the approval of the Board.

**COMMUNICATIONS WITHIN THE CLUB**

**CLUB PROJECT QUESTIONS: WHERE TO FIND ANSWERS**

Contact any Board member or go to Sunrise Club Website for information.

**BLAST EMAILS**

The Secretary will be responsible for emailing “Blasts” to Sunrise members when asked. The Secretary may designate a Blast Chair for this role. The Blast Chair will need a level 4 security, added by Club President or Secretary to DACdb, to pmail the blasts. This is an easy, convenient method of communicating to everyone when there is special need and should not be used for ordinary exchanges. If you ask for a Blast, please be prepared to handle any communication resulting from said Blast, as this will be YOUR responsibility, not the Secretary’s or Blast Chair.

**ROSTER AND MENTORS**

Club Service is responsible for creating and updating our Club Roster and may appoint a Roster Chair.

**CLUB COMPUTER INFORMATIO**N

The sign in for the Sunrise laptop is: First Name – Sunrise. Last Name – Rotary. The password is “Rotary4u.” The Dropbox name is Sunrise Rotary and uses the same password. The person designated to set up the AV equipment for the weekly meetings should have this information.

**FAMILY OF ROTARY**

A Family of Rotary Chair will be appointed by the Club President. He/She/They will be responsible for purchasing, circulating and mailing cards for any occasion such as get well, sympathy, birthday etc. He/She/They will notify club members of issues relating to members and calls for assistance. If flowers or gifts other than cards are to be sent, this chair will handle the arrangements.

**CLUB & FOUNDATION FINANCES**

**DUES**

Sunrise Rotary dues will be assessed and collected semi-annually, at a level necessary to maintain the fiscal health of the Club. As of July 1, 2016, dues are $130 per member each semester. Dues are payable July 1st and January 1st and are considered late after 30 days. Dues include a subscription to the Rotarian Magazine and liability insurance for Sunrise and RI Council of Legislation fees. Dues are payable to the Rotary Club of Tulsa Sunrise.

**MEAL CHARGES**

A current charge of $15.00 effective 1/1/2019 is attached to each buffet breakfast. This amount includes the cost of food, tax and gratuity. You may elect to prepay your meals each semester with your dues. If you prepay your meals, the cost of any unused meals (due to an absence on your part) will be retained by the Club toward Club activities. It will *not* be refunded. If you are not eating the buffet breakfast, there is a current setup fee of $5.00 effective 1/1/2019 for coffee or juice and the privilege of using our meeting room.

**CLUB CHECKBOOK**

Rotary banking is done at Prosperity Bank.

In case of a sudden absence of our Sunrise Club Treasurer, please use the following procedure.

When Club Treasurer is traveling, the Club Secretary or designated person will have the black briefcase with Treasurer documents, including bank ID and password. Club President will also have Bank ID & Password. In case of an emergency: Contact the Club President.

The black briefcase is at the Treasurer’s home. In it is a file folder with blank checks and he register. All club officers on the bank's signature list can write checks. Club officers may go to any Prosperity Bank branch and make deposits and withdrawals.

All financial Sunrise Rotary files are kept on the home computer of the Treasurer. They can be located by double clicking on the Rotary icon on his computer desktop. Club Treasurer reports can be found in the “Club secure files” on DACdb.

**FOUNDATION CHECKBOOK TRANSACTIONS**

Foundation banking is done at Bank of the West.Investment transactions are done through Edward Jones.

In case of a Foundation Treasurer absence please use the following procedure:

As of 9-6-17, Linda Ortega, is a registered, qualified signer for the Sunrise Foundation accounts and checks.This back up plan is intended as a safety net to maintain the Sunrise Club/Foundation Operations.

Requests must be accompanied by documentation and approved by the Foundation President/Board.

**Board Grant Request Guidelines for Approval**

All requests for Foundation project funding go to the Sunrise Club Board, for information collection and vetting purposes, prior to submission to the Foundation Board.

For Grant Requests, you must go to the Sunrise Website and complete a Grant Request form and submit by email to the Club Secretary or President at least 5 days prior to attending a scheduled club board meeting. The Board will review and be prepared with questions on the scheduled board meeting date. You will be placed on the agenda and be the first to talk. Have a printed copy and supporting documentation with you. The Board of Directors will be prepared to ask questions for clarification purposes and discussion at that time.

You are invited to attend the entire board meeting, if you wish, but the board will vote with proposer not present. The proposer will be advised of the board decision by the President as soon as possible.

If the request, and all documentation, is approved by the Club Board, it will be submitted via email, by the Club Board Liaison to the Foundation for consideration. The Foundation Board makes the final determination. Notification will be made by the Foundation or Club President.

**PROGRAMS & RoDS**

**RoD INSTRUCTIONS**

The prescribed procedures for the Rotarian of the Day are in the Appendix, page 19 for easy printout.

**SPEAKER CONTACT**

After an agreement has been made with a speaker, by the Speaker/Program Chair, a follow-up email should be sent to the speaker, by the Speaker/Program Chair. A copy of a suggested letter is included separately in the Appendix, page 21.

Following a speaker, the Rotarian of the Day should send a *hand-written* thank you note of appreciation. Sunrise stationery and envelopes are kept in the cabinet in the Sunrise meeting room.

**DONATION TO RI IN SPEAKER’S NAME**

We use the term 'honorarium' to tell our speakers that a donation will be made to Rotary International/End Polio now in their honor. The coffee cups that we previously gave speakers cost about $12.50, so that is the amount that is sent to RI. The Treasurer waits until the end of a month to send in forms for the current month's speakers. RI then mails a form letter to the speakers stating that a donation has been made in their name. The amount of the donation does not appear on the letter. A sample of the form that is sent to RI is in the Appendix of this document.

**ATTENDANCE**

**MAKE-UP POLICY**

A missed meeting can be made up in any of several ways. You may attend any meeting of another Rotary club anywhere in the world. Any Sunrise Club or Foundation board meeting may be counted as a makeup. A workday at MSNI, service projects\*, committee meetings, District Assembly, District Conference, District Training or any other activity open to other Rotarians may count as a makeup to be used within 30 days. (Check with Club Secretary for makeups needed.) A makeup can be done online using an e-meeting format or viewing a recording of a club meeting on Dacdb. Several Sunrise functions throughout the year are designated as “Wild Card” makeups: Superbowl Chili Cook-off in February, Change of Ducks in June, Lobsterfest, Mennonite Dinner, Christmas Party in December are make ups that can be used for any missed meeting in the entire Rotary year.

\*Regarding service projects only, there are two options for additional makeups. (a) If the Sunriser spends multiple hours at the project, each hour will count as one makeup. Example: 3 hours at MSNI on a Saturday would be 3 makeups. (b) If the Sunriser brings someone outside the Club to a service project (e,g. friend, family, prospect, etc.) that will count as one additional makeup for the Sunriser. (One credit per guest, multiple hours not applicable to guests.)

Makeups also may be purchased for $10 each. ~~(~~Money collected can be specified to the Sunrise Club, MSNI or the Sunrise Foundation. ) In all cases, makeups must be reported to the Club Secretary or Attendance Chair for credit.

**Rule of 85**

A member’s absence shall be excused if the aggregate of the member’s years of age and years of membership in one or more clubs is 85 years or more, the member has been a member of one or more clubs for at least 20 years, and the member has notified the club secretary in writing of the member’s desire to be excused from attendance and the board has approved.

\*From the RI Council on Legislation 2016 Report of Action.

**LEAVES OF ABSENCE**

A member may request a Leave of Absence, for a period no longer than six months, stating the dates and reason for the request, in writing, to the Club Secretary or Club President. The Board must vote on the request and will notify the member upon approval/disapproval as soon as possible. The LOA will extend for the requested time, unless the LOA overlaps a Rotary year, in which case the new Board would then vote to continue the LOA.

**NEW MEMBERS**

**PROSPECTIVE MEMBERS AND PROPOSAL PROCESS**

There is an application form for new members listed separately, Appendix page 23. There is also a form listing the proper order of steps (Appendix page 24) to follow an applicant through application, Board approval, publication to membership and induction. New member applications may also be found on the Sunrise Website or in the cabinet in the Sunrise meeting room. For questions, please contact the Membership Chair or the Club Secretary.

**MEMBERSHIP CATEGORIES**

* **STANDARD MEMBERSHIP**
  + Requires a minimum of 60% attendance/year; half may be makeups.
  + Semester dues: $130
* **YOUNG PROFESSIONAL**
  + Requires a minimum of 12 meetings a year and 24 hours of service/year\*
  + Age: 35 and under
  + Semester dues: $75
* **SERVICE MEMBERSHIP**
  + Requires a minimum of 12 meetings a year and 24 hours of service/year\*
  + Semester dues: $130
* **FAMILY MEMBERSHIP**
  + Requires a minimum of 60% attendance year; half may be makeups. Any approved family member counts for attendance.
  + Semester dues: $130 for first family member, $105 for additional family members\*\*

\*Service must be a Rotary sponsored or approved project.

\*\* Family designation will be determined on a case-by-case basis, assuming same household

* **CORPORATE MEMBERSHIP**
  + Requires a minimum of 60% attendance/year; half may be makeups. Any approved corporate member counts for attendance.
  + Semester dues: $130 each for the first two members, $105 each for the next two members.
  + Description:
    - The Corporation will, in all instances, be the member. The Corporation is intended to refer to any business entity. The business entity must be in good standing at all times with the state of Oklahoma. If the business is abandoned or dissolved, the Corporate membership will automatically be suspended. The Corporation may name up to four members. The “Primary” will be the representative of the Corporate Member for all Club purposes and additional members will serve as “Alternates.”
  + Process:
    - When a Corporation is proposed for membership, the Membership Committee shall investigate the application to determine that the Corporation meets the standards for membership. When the Corporation’s application is completed, the Corporation shall designate its Primary and Alternate members. Such designates will furnish the same information as is required for individual memberships. The Corporation may at any time, substitute its Primary or Alternate designees, provided that each is subject to the same screenings as for individual membership.
    - The Primary and Alternates must attend New Member Training. The Primary **and** the Alternates are encouraged to attend any and all Club meetings, activities and functions.
    - The membership of a Corporate Member, as well as those of the Primary and Alternate designees are subject to the same requirements of conduct and good standing as all other Club members. If a Primary should be removed from membership, the Alternate will then automatically become the Primary.
    - If the Corporate Member does not have a Primary or Alternate designee, the Corporate Member will become inactive until a new name is proposed for review and approval; however, the Corporate Member is still responsible to pay its membership dues.
    - Any present or former Primary or Alternate in good standing may at any time, apply to transfer from Corporate Membership to admission to Sunrise as an individual Club Member.

**TRANSFERRING FROM A PREVIOUS ROTARY CLUB**

Rotarians from another Rotary club requesting membership in Rotary Club of Tulsa Sunrise are required to be in good standing with their previous club, including debt. The Sunrise Club Secretary will request this information from the transferring Rotarian’s previous club secretary and/or other club officers. If we are unable to obtain the necessary status verification, once a background check is successfully completed, the Club board will make a final determination regarding membership in Sunrise.

**INDUCTION CEREMONY**

The Sunrise Induction Ceremony is scripted and semi-formal. The protocol and script are in the Appendix, beginning with page 25.

**NEW MEMBER TRAINING**

New member training will be scheduled by the Club President. It should be arranged for two dates during the Rotary year, depending on new member numbers. If deemed necessary we may provide a “fireside chat” type of training to expedite training.

The Membership Committee should also provide a checklist of requirements for new members to be eligible to receive their blue badge. The Secretary should order both a red and blue badge for the new member and hold the blue until training is complete. The Membership Chair will send the Secretary notice when the new member has completed training and can then have their blue badge presentation.

**RI GUIDELINES: INDUCTION DATE VS ROTARY FISCAL YEAR**

If we have new members we want counted in our membership achievements for the current Rotary year, they must now be reported to RI on or before 30 June.

* Members added with 1 July 2021 effective dates will no longer be included in your annual 1 July 2021 membership start number, but they will be billed on the 1 July 2021 club invoice and counted toward 2021-2022 membership growth.
* Members terminated with effective dates on or before 1 July 2021 will reduce your club’s 2020-2021 membership achievement, reduce your 1 July 2021 membership start number, and will not be billed on the 1 July 2021 club invoice.

As a result, it is possible for our Club’s July 2021 annual membership start number to be lower than our July 2021 invoice if new members were added with a 1 July 2021 effective date.

In summary, beginning immediately with the 2021-2022 Rotary year, new members added on or before 30 June will count toward the current Rotary year, while members added with 1 July effective dates will count toward the new Rotary year.

**MENTORS FOR NEW MEMBERS**

The Sunrise Mentor Program replaces the previous Sunrise Buddy System started by Kit Sprague. Upon the induction of each “New Member” into Rotary Club of Tulsa Sunrise, a Mentor will be assigned for the first year of club membership. The Mentor assigned will typically be the member Sponsor, as a relationship already exists. If the Sponsor is unwilling or unavailable to serve as Mentor, a different volunteer will be assigned. A resource list of Mentor Volunteers will be listed in DaCdb, under the “Committee” section. The Mentor Committee will fall under the direction of the Sunrise Membership Chair, who is an active member and serves on the Sunrise Club Board.

By sponsoring a new member into Sunrise Rotary, you are indicating that you are willing to monitor and mentor him/her through their first year of membership. You will be their first resource for information and assist them in completing their Red Badge Program. By agreeing to sponsor and mentor a new member, you will fulfill the following responsibilities:

* Join the new member during his/her month as greeter, helping to introduce the new member to every club member.
* For the first three months, sit with your new member at breakfast, moving around to different tables each week, to facilitate getting to know everyone.
* Monitor the new member’s comfort level and involvement in the club through periodic conversations and personal meetings.
* Explain the Avenues of Service and club committees and if possible, suggest a committee assignment that is compatible with the new member’s interests. With the new member’s permission, let the appropriate director know you have someone who might be interested in working with them.
* If possible, offer to accompany the new member to club meetings and activities.
* Inform the new member about special meetings and Rotary social events held throughout the year. Attend as many of these events as possible and act as in informal host to the new member and the member’s family. Introduce their families to other club members and make them feel at home.

If you are unable or unwilling to act in this capacity, please advise the membership chair so that another mentor can be assigned.

**SUNRISE RED BADGE PROGRAM**

Upon joining our club, you received a **RED BADGE**. To convert this membership badge to your permanent **BLUE BADGE**, you will need to complete the following steps; steps in **RED** are mandatory to receive your **blue badge**:

1. Be a Greeter at the entrance to our Sunrise meeting room for one month (4 times). The first time your mentor/sponsor will assist you. You must be there by 06:40 with your badge on. **Dates:** \_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_.
2. \_\_\_\_\_Keep all Sunrise financial obligations current.
3. \_\_\_\_\_ Upload your picture and enter your bio into DaCdb. The club secretary or assigned club member will assist you.
4. \_\_\_\_\_Create an account in RI, www.rotary.org. Login into “My Rotary”. It will help you learn more information about Rotary.
5. \_\_\_\_\_ Attend a committee meeting and become actively involved in a committee or a club project.
6. \_\_\_\_\_Read “Rotary Basics” guide.
7. \_\_\_\_\_ Attend a brief orientation with the membership committee chair to help familiarize you with Rotary and our club’s projects and activities to help you connect quickly.
8. \_\_\_\_\_Attend the Sunrise Rotary Club Group Training as soon as possible. This fun evening is to further your Rotary education and become familiar with the history of Sunrise.
9. \_\_\_\_\_ Sign up to be Rotarian of the Day to give a short Vocational talk about yourself at your first opportunity, check with your sponsor.
10. \_\_\_\_\_ Maintain a 90% meeting attendance while completing your Red Badge Program.
11. \_\_\_\_\_ Attend another Rotary meeting in our city. If traveling you may attend a meeting

**MEMBER IDENTIFICATION**

**SUNRISE ID CARDS**

Rotary Club of Tulsa Sunrise membership cards are ordered by the Club Board Secretary for Club members after the beginning of the Rotary year in July. ID Cards will be distributed as soon as possible. If you need a Sunrise ID card prior to distribution, please contact the Club Secretary.

**ROTARY LICENSE PLATES (TAGS)**

A Rotary International license plate is available from your local tag agency with an application form, included separately, and $20.00, in addition to your regular tag fees. It may be renewed each year for an additional annual payment of $16.54, as of 5/2021. Cost is subject to change. The Application form is in the Appendix, pages 44-45.

**APPENDIX**

(Includes forms that may need to be printed out for use)

**Form Appendix Page(s)**

Meeting Agenda 15

Member weekly sign in sheet 16

Guest weekly sign in sheet 17

Member weekly make up sheet 18

RoD Instructions 19

Guidelines for Club Speakers 21

Speaker Pre-Meeting Letter 22

New Member Proposal Form 23

New Member Proposal Checklist 24

New Member Induction Ceremony 25

Club Board MembersJob Descriptions

President 30

President-Elect 31

Membership Chair 32

Immediate Past President 33

Treasurer 34

Secretary 35

Sergeant-At-Arms 36

Club Service Director 37

Community Service Director 38

Vocational Service Director 39

International Service Director 40

Youth Service Director 41

Rotary Foundation Chair 42

Rotary Car Tag Application 43

Officer/Director/Chair personnel list 46

How to Support Rotary 48

Eleven Months of Rotary 49

Grant Review Guidelines 50

Grant Application 51

**Sunrise Rotary Meeting Agenda** – , 2021

1. **Ring the Bell (07:00)**

“Good morning, Sunrise!”

2. **Prayer and Pledge**

“Please stand and join our Rotarian of the Day,

, as s/he leads us in Prayer and the Pledge of Allegiance.”

3. **Sergeant at Arms:**

“Please join me in welcoming our Sergeant-at-Arms

4. **Announcements:**



5. **Family of Rotary -- Illnesses and MIA’s**

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6. **“Ladies & gentlemen, our Rotarian of the Day,** ”

7. **Drawing**: “How much is in the new pot?”

Have speaker draw the winning ticket and read the last 3 numbers.

8. **Gift to the Speaker**

“Thanks for joining us & sharing your insight. As a thank you, we will make a donation to Rotary International for the End Polio Now campaign in your name.

9. **Next Week’s Program**:

10. **Thought for the Week**:

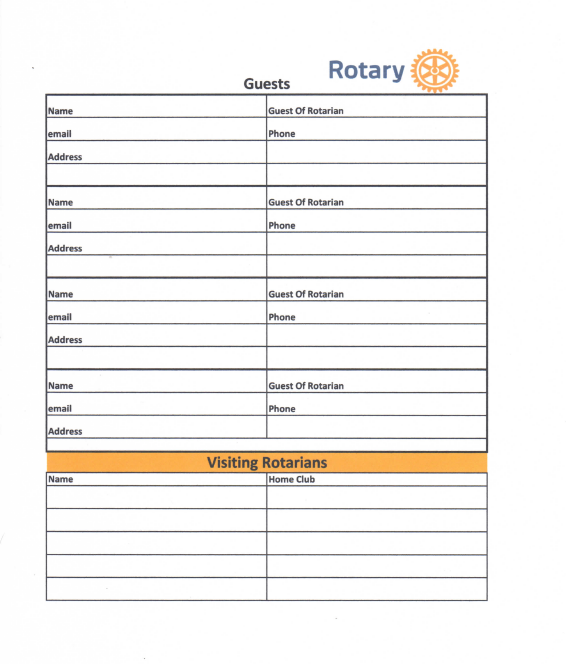
“Invite someone to breakfast next week and Serve to Change Lives!”

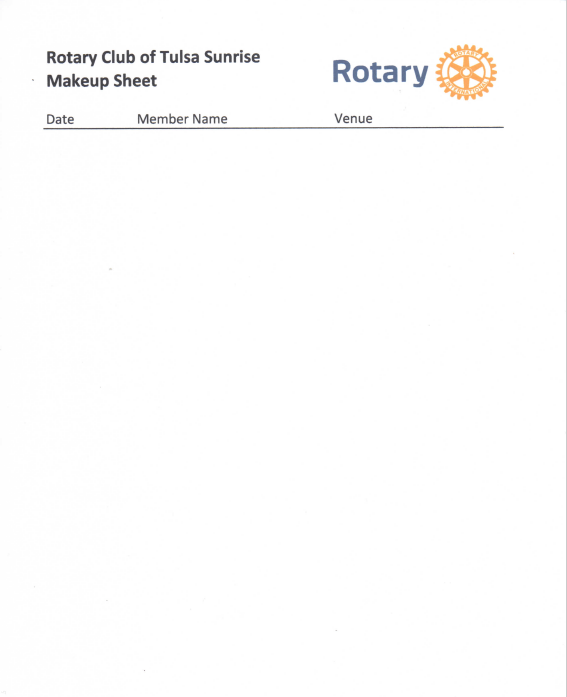
11. **Adjournment**: Ring the Bell (08:00)

**SUNRISE ROTARY SIGN-IN SHEET**

**Table

Description automatically generated**





**INSTRUCTIONS FOR ROTARIAN OF THE DAY (RoD)**

Rotarian of the Day has *four* main duties.

1. If Tulsa Public Schools is closed due to weather, Sunrise Rotary will not meet and it is the RoD’s responsibility to notify the speaker if we will not be meeting.
2. Lead the prayer and pledge.
3. **5-minute** brief bio/intro of yourself.

* Your goal is to tell something about yourself, your work (this is not intended to be a commercial), your hobbies, your family, or whatever you think might be of interest. The objective is to let the other Rotarians know you better. NOTE: Do not blow on by this by saying something like, “You’ve all heard about me before.” Not everyone in the room has heard you, and you can always put a new spin on your story. Plus, if you’re a seasoned Sunriser, set the example for the newer members as to how the RoD talk is supposed to be done.
* As a concluding topic, tell something about “What Rotary or Sunrise means to you”. Who is your sponsor and why did you join Rotary? What was your biggest surprise about Rotary? What has been your best experience in Sunrise? In your opinion, what is the best thing that Rotary does? You do not have to answer all of these questions, just pick one you are comfortable with. Once you have taken your **5-minutes**, read the speaker bio and introduce our Sunrise speaker.
* WHEN INTRODUCING OUR SPEAKER: Speaker bio may be condensed to save time, if necessary.  Please, at least, introduce speaker with their title, if they have one, and use one or two sentences to give the topic of their talk for the day.

1. Speaker Host Preparation (RoD)
   * You should receive the speaker’s bio and contact information from the Sunrise Speaker Chair.  The Speaker Chair reports to Club Service. If you don’t get contact info by two weeks out, CALL the Sunrise Speaker Chair to get it. If you cannot reach the Speaker Chair, call the Club Service Director. In a few cases, it may be necessary for you, as the RoD, to write a bio yourself with information you gather from the internet.
     + Please contact the speaker 7-10 days prior to our club meeting to introduce yourself and to see if they have any special needs.  Check to see if the speaker has computer or audio/visual requirements (AV needs). Give this info to the Sunrise Speaker Chair asap and plan to help set it up. Give the speaker your cell number and email address, and get his/hers, in case of an urgent need.
     + Send the speakers a copy of the Funriser on the Monday before they speak so they will know what information the Club has about them.
   * Find out if the speaker has any literature or information to pass out to the club. It may be placed on the tables ahead of the presentation.

* The speaker is given a 6:45 a.m. arrival time. Be there early to greet and introduce yourself to our speaker. Walk him/her/them to the meeting room and show him/her/them where to sit at the speaker table in front of the podium.
* Take the speaker through the buffet line and sit with him/her/them at the speaker table. (A speaker should never be left unattended!) Make sure to put on the best face possible as a representative of Sunrise Rotary. Have a Sunrise brochure and Member Application with you in case you have an opportunity to suggest joining Sunrise. Brochures are available in the Sunrise meeting room cabinet and New Member Proposal Form is in the Appendix, pages 20-21.

1. Follow up and Thank You Note (RoD)

* Sometime during the same week of the Rotary meeting, please send an electronic thank you note to the speaker. If you wish to do a handwritten note, stationery is in the cabinet in the Sunrise meeting room. It is important that our speakers know that we appreciate their giving us their valuable time. If you have any questions, please contact the Sunrise RoD Coordinator.

**Rotary Club of Tulsa Sunrise**

**GUIDELINES FOR CLUB SPEAKERS**

* **Choose a speaker with a topic of interest to all club members**. Topics may be informational, educational, motivational or have entertainment value.
* **Be aware of controversial topics or volatile issues** that could arouse anger and division among members. Consider the Four-Way Test when considering speakers and topics.
* **Avoid repetition or sameness.** Look for a speaker we haven’t heard before with a fresh topic.
* **No Political topics**. Rotary International is a non-political and non-religious organization. Rotary International and member clubs refrain from issuing partisan political statements. Rotarians likewise are prohibited from adopting statements with a view to exerting any corporate pressure on governments or political authorities.
* **Avoid product or service promotion**. Advise company executives who are invited to speak to deal with issues that affect their industry and the community and how they cope with them. **They should not use the Rotary podium to promote their products or services.**
* **Political candidates.** It is acceptable to have current political office holders and candidates for office speak to the club when the format is simply a report on issues that face the community, or speaking on behalf of another entity. The speaker should not use the speaking invitation as an opportunity to garner support for the office that they are seeking.
* **Non-profit organizations.** Consider such speakers of organizations that impact our community that is not a sales pitch for funding. Never allow requests for funding unless the request has been formally approved in advance by the club board of directors.



**SUGGESTED EMAIL LETTER FOR SPEAKER**:

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

It was a pleasure to talk with you today and confirm your being a speaker at Sunrise Rotary on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. (Fill in date.) Here is the information you will need for that day.

Please send me your BIO and contact information as soon as possible so that we can get it into our newsletter and on our website. If you have AV needs, please make them known to me ahead of time so we can help you set up properly. A computer and Wi-Fi are available in the meeting room, and the AV contact can help set up.

We meet on Wednesday mornings, at the Marriott Southern Hills Hotel (on 71st Street, just West of Lewis, on the South side of the street.) Please arrive about 6:30 a.m. Our Rotarian of the Day will be waiting to greet you, assist with your AV requirements and introduce you to our President and other Rotarians. You will be escorted thru the buffet line.

Our meeting begins promptly at 7:00 a.m. with a prayer and the Pledge of Allegiance. We typically go thru several announcements and conduct club business. Then our Rotarian of the Day will come to the podium, give his/her/their own brief comments and introduce you. Typically, you’ll have 20 minutes or so to speak with a few minutes after for Q and A.

At the end of the meeting, you’ll be asked to draw a ticket out of a bucket. This is for a weekly 50-50 pot where the ticket holder will have the chance to draw a card from a deck, hoping he/she/they gets the joker and the pot! After that, we’ll adjourn, and hope it’s exactly 8:00 a.m.

I will send a reminder to you approximately one week prior to your scheduled speaking engagement.

We are looking forward to your presentation and having you with us at Sunrise!

Sincerely,

Bob Archibald, Program Chair

Rotary Club of Tulsa Sunrise

918-645-1471

A piece of paper with writing

Description automatically generated with low confidence

**NEW MEMBER PROPOSAL CHECKLIST**

**Submitted to Sunrise secretary: \_\_\_\_\_\_**

Transfer from another club \_\_\_\_\_\_

Former Rotary club contacted \_\_\_\_\_\_

In good standing \_\_\_\_\_\_ Not in good standing \_\_\_\_\_\_

If in good standing, send to club President for final Sunrise board approval.

New to Rotary \_\_\_\_\_\_

Submitted to Membership committee \_\_\_\_\_\_

**Membership Committee**

Committee decision

Approved \_\_\_\_\_\_ Not approved \_\_\_\_\_\_

Submit for background check

Pass \_\_\_\_\_\_ Fail \_\_\_\_\_\_

**Submit to Sunrise Board**

Board decision

Approved \_\_\_\_\_ Not approved \_\_\_\_\_\_

**Propose to Club**

Publish twice \_\_\_\_\_\_

If any objection is filed, board should address issue at its next meeting.

**Presidential Responsibility**

Set date for induction, coordinate date with new member, sponsor and past president participants. Notify Secretary and Treasurer of induction.

**Treasurer Responsibility**

Signed form and admission fee and dues received \_\_\_\_\_\_

**Secretary Responsibility – Monitor process to be within the 15-day timeline set in the club By-Laws.**

Admitted to membership \_\_\_\_\_\_

Entered Member Access \_\_\_\_\_\_

**To be completed by Secretary:**

Classification \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If member is former Rotarian, provide previous club and district information

Club name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

District number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Club ID number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dates \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rotary membership ID number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Sunrise Rotary Induction Ceremony (5 pages)**

**(Part 1 of 5)**

**President**

***(Optional: Have proposer or Club President read bio narrative prior to beginning formal Induction Ceremony.)***

(First name of inductee(s)), please stand in front of the podium facing the members

You are about to become the newest member(s) of the Rotary Club of Tulsa -Sunrise

The Rotarian who proposed you \_\_\_\_\_\_\_\_\_\_, paid you a great compliment.

(Name of Proposer) saw in you those characteristics which would make a true Rotarian, that is high praise.

All the responsible committees, the Board and the members of Sunrise Rotary have approved you for membership.

And now 4 of our past presidents will formally induct you into Sunrise.

**Sunrise Rotary Induction Ceremony**

**(Part 2 of 5)**

**First Past President**

(Standing in front of Candidate)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, I stand next to you to symbolically accompany you along with all our members into a new adventure. The purpose of this adventure is to make the world a better place through service to others

You will be presented with multiple opportunities to contribute your time, talent and treasure to achieve this goal.

You are joining the Rotarians of Sunrise along with about 900 members in the Tulsa area, 40000 in District 6110 and 1.2 million members worldwide. You are always a welcome guest to attend any of the 36000 clubs worldwide. You will never be far from a welcoming club filled with members with your same goals

**Sunrise Rotary Induction Ceremony**

**(Part 3 of 5)**

**Second Past President**

(Standing near Candidate)

*(First Name)* , welcome to Sunrise

Rotary’s founder was Paul Harris. He was born in 1868 and raised in rural Vermont.

He set up a law practice in Chicago and soon realized how much he missed the spirit of friendliness and community that he had been surrounded by growing up.

So on February 23,1905 he and 3 friends met at one of the other men’s office to begin to rekindle that spirit that they were searching for.

His goal was to gather professionals with diverse backgrounds to exchange ideas and form meaningful lifelong friendships. Thus, Rotary came to be.

Paul Harris later said. ‘’Friendship was the foundation rock on which Rotary was built and tolerance is the element that holds it together”.

Although the original goal was fellowship, the rapidly growing group quickly evolved into an organization dedicated to also serving the community.

You have now heard two important principles of Rotary. “Fellowship and Service”

In 116 years, the organization has spread worldwide but it’s founding principles have stayed intact.

**Sunrise Rotary Induction Ceremony**

**(Part 4 of 5)**

**Third Past President**

(Standing behind Candidate)

*First Name)* I speak to you from behind to symbolically urge you forward into this new endeavor. Moving forward to become more than a member of Rotary but to become a true Rotarian.

The primary object of Rotary International is to “encourage and foster the ideal of service as a basis of worthy enterprise”

This is accomplished through following the two founding principles of Rotary

“He profits most who serves best” and Service above self”

And of course, the famous and now familiar 4-way test

Is it the Truth?

Will it be fair to all concerned?

Will it build good will and better friendships?

Will it be beneficial to all concerned?

And lets never forget ‘’is it fun?”

The most important contribution to your growth in Rotary is participation. This begins with your regular weekly attendance whether in person or virtually. Make Rotary an important part of your week.

Participate in the numerous projects Sunrise and District 6110 have to offer.

Visit other clubs in the city to see the contribution other clubs make in our area.

To appreciate the broad scope of Rotary, attend district assemblies and conferences. There is a yearly international conference as well that brings Rotarians together from all over the world.

Welcome to Sunrise!

**Sunrise Rotary Induction Ceremony**

**(Part 5 of 5)**

**Fourth Past President**

(Standing beside Candidate)

*(First Name)* , \_\_\_\_\_\_\_\_.

I stand before you to be one of the first to welcome you as Sunrises newest member(s).

Here is your lapel pin (pinned on by proposer)

Here is your membership card. With this you can attend any club meeting in the world.

You have been accepted as our newest member. Any great organization needs participation and leadership. You stand on the shoulders of giants both from club and worldwide. My hope is that you will emulate those who have come before you and achieve your own greatness in Rotary.

You are committing to the new member training. To serve in club projects and to initially serve on club committees in preparation for your role in leading them yourself.

We want you to become acquainted with all your fellow Sunrise members and enjoy the fellowship of interacting with those with similar ideals and goals.

If you are willing to take this step into Rotary step forward with me and receive your official welcome.

**PRESIDENT JOB DESCRIPTION**

The Sunrise President serves as a member and officer of the Rotary Club of Tulsa Sunrise Board of Directors and is generally responsible for leading and guiding the club to ensure that it functions effectively.

**Responsibilities:**

* Preside over club and board meetings
* Conduct club assemblies
* Appoint club committee chairs and members
* Serve as a standing member on every Sunrise committee
* Assist with the budget and management of club finances, including arranging for an annual financial review.
* Ensure that each committee has definite objectives and is functioning consistently
* Work with your District Governor and Assistant Governor
* Assess your clubs’ strengths, weaknesses, opportunities and
* Develop your action plan for your annual goals
* Attend~~s~~ and participate~~s~~ in every club social and volunteer function possible
* Prepare~~s~~ budget request for Presidential responsibilities and submit~~s~~ to the Club Treasurer by

June 1st.

* Chart and display member involvement in Committee, Club and District work
* Mentor members to participation
* Communicate important information to Secretary and Club membership.
* Track goals in Rotary Club Central in RI
* Promote the Rotary International Convention
* Attend monthly Presidents Council meetings if applicable
* Submit an annual report
* Work with successor before leaving office.
* Arrange for a joint board meeting of the incoming and outgoing boards.
* Family of Rotary – appoint a Chair to keep the Club advised of all member’s life events and send cards as needed
* Speakers/Club Weekly Meeting Programs – select a program chair/committee
* Fundraising – Every Rotarian Every Year

**Special projects:**

* 100% Attendance Awards
* Music at meetings
* Develop a theme for club weekly meetings – sometimes based on the speaker or calendar
* Use table topics and fellowship as a meeting
* Randomize seating at meetings once a month
* Rotary License Plates project
* Fundraising: Lobsterfest, Polio Plus
* Earn Presidential Citation for Sunrise

**President Support:**

* Assistant Governor and District Leadership
* All Club Past Presidents

**PRESIDENT-ELECT JOB DESCRIPTION**

The Sunrise President-Elect serves as a member and officer of the Rotary Club of Tulsa Sunrise Board of Directors and serves as Foundation and Club Liaison. The President-Elect is the first back up to the duties of the President of the Club.

**Responsibilities:**

* Assist President and Board with pre-year planning budget. Submit to the Club Treasurer by June 1
* Consult the Club President on decisions affecting the Club.
* Create an account in RI
* Encourage Board officers to attend Rotary Training Assembly.
* Chair Sunrise weekly meetings and Board Meetings when President is absent
* Attend President-elect Training Seminar (PETS)
* Attend District 6110 Training Assembly
* Attend District 6110 Conference
* Attend both Club and Foundation Board meetings regularly.
* Form a “Past-Presidents” selection committee by Oct. 1st for next year’s board.
* Work alongside selection committee to select new slate of officers by October 31st.
* Select a Membership Chair for membership committee.
* Select a Foundation Chair for Paul Harris Fellow Management.
* Present new slate of Club officers/directors at December club assembly for club vote.
* Serve as a voting member of the Sunrise Foundation Board and as the Club Liaison between the Foundation Board and the Club Board.
* Report Foundation activities and information to the Club Board monthly.
* Report Club activities and information to the Foundation board monthly.
* Assist President and Club with achieving the Presidential Citation goals.
* Work with Sunrise Board members and Committee Chairs to ensure success.
* Begin preparation for your Presidential year in February.
* Enter your goals in Rotary International.
* Assist with Change of Ducks planning in June.
* Manage the Membership Function\*

**\* Membership Function includes working with the Membership Chair and committee:**

* Submit ideas for retention of current membership.
* Monitor recruitment of new members.
* Assist with reclamation of former Sunrise Rotarians.
* Participate and assist with new member training
* Assist with a Rotary meeting greeters program.
* Perform annual review of Rule of 85 and Honorary Member Status designations

**President-Elect support:**

* **Current Membership Committee**
* All Sunrise Past Presidents
* Current Club President

**MEMBERSHIP CHAIR AND COMMITTEE JOB DESCRIPTION**

As Club Membership Committee Chair, you create and follow an action plan to attract and engage members. Find detailed information in Lead Your Club: Membership Committee.

**Responsibilities:**

* Work with the President-Elect, select and prepare your committee members.
* Meet regularly and plan activities.
* Manage your committee’s budget.
* Report Committee activities and progress to the Club President, Board of Directors, and the full Club.
* Work with the Club Secretary to facilitate the member application and vetting process.
* Work with the Club Secretary on Rotarian transfer members to your Club.
* Work directly with member sponsors to guide them through the member proposal process.
* Membership Chair is a member of the Club Board and is expected to attend Board Meetings.

**Committee Specifics:**

* Develop a membership action plan to improve member satisfaction.
* Educate Club members on how to attract new members and keep them involved.
* Set membership goals to help achieve the Club goals and Presidential Citation goals for your Club.
* Create subcommittees as needed (identifying potential new members, to encourage member participation, for new member training, mentoring)
* Look at your Club’s meetings, projects, and other activities and assess what it offers new members.
* Conduct club assessments to ensure that membership development and retention efforts succeed.
* Work with your Club’s other committees and your District committee on multiclub activities or initiatives.
* Determine what else your Club expects your committee to do.

**Membership Chair Support:**

* All Sunrise Members

**IMMEDIATE PAST PRESIDENT JOB DESCRIPTION**

The Sunrise Immediate Past President serves as a voting member and an Officer of the Rotary Club of Tulsa Sunrise Board of Directors and is generally responsible for providing support to promote a successful Club structure and the standards of Rotary.

**Responsibilities:**

* Mentorship: Mentor and assist the current President, especially as he/she/they begins the new Rotary year.
* Assist member sponsors with a new member pre-induction expectation list and a post-induction ‘get-together’ to detail the start of being an active Sunrise Rotarian.
* Participate in new member training.
* Member Retention: Alumni Liaison - reach out to past Sunrise members. Invite to club social functions. Emphasis on member fellowship.
* Rotary International: Rotary Moments Program monthly.
* Social Media: Post on Sunrise and other social media sites. Update club brochure
* Chair Club board meetings, if requested, in the absence of the President

**Support:**

Mark Welty

Ellie Tonquest

Carolyn McGhay

Linda Ortega

Tim Holder

Barbara Smallwood

**TREASURER JOB DESCRIPTION**

The Sunrise Treasurer serves as a member & officer of Rotary Club of Tulsa Sunrise Board of Directors and is generally responsible for the management and stewardship of Club funds.

Realistic financial expectations, outlined in a detailed budget, will lessen the chances of unforeseen costs arising as club projects & events progress. The Treasurer should base the Rotary budget on pre-determined work plans and aim for transparency in all aspects of planning. A good budget not only helps clubs efficiently manage club resources but also builds community support and protects resources from misuse.

**Responsibilities:**

* Work closely with the Secretary and Club President
* Record all transactions, make all bank deposits, pay all invoices in a timely manner.
* Prepare and assist with a draft budget of estimated income and expenses for the Sunrise fiscal year for yearly financial review.
* Report financial status of the Club on a semi-annual basis at a weekly Sunrise meeting and/or Club Assemblies.
* Prepare and submit a Treasurer’s report of financial status of the Club at monthly Board meetings for approval.
* Prepare and distribute semi-annual member dues statements to membership and collect said dues.
* Serve as financial liaison to Sunrise Foundation.
* Serve as financial liaison to Marriott Hotel or current breakfast meeting site host.
* Collect, record and deposit to bank the weekly income from Sergeant-at-Arms.
* Collect, record and deposit to bank or distribute to beneficiary the revenues generated by a special event auction or sale at a Sunrise event or meeting.
* Prepare budget for approval by Sunrise Board of Directors at first meeting in July.
* Maintain accurate Club financial records always.
* Write and present detailed annual report at end of Rotary year.

**Support:**

* Club Secretary/President/Past President
* Bill Lawson
* Linda Ortega
* Joy Ondracek

**SECRETARY JOB DESCRIPTION**

The Sunrise Secretary serves as a member and officer of the Rotary Club of Tulsa Sunrise Board of Directors and performs administrative tasks related to the general operation of Sunrise, including taking attendance, record keeping, writing minutes of Board meetings, and reporting attendance to Rotary International (RI).

**Responsibilities:**

* Work closely with the Treasurer and the President
* Keep the President and Board of Directors out of trouble.
* Notify Board of upcoming meetings, prepare and circulate agendas and materials to be considered at the meetings.
* Keep all club records
* Handle any member appeals or complaints with the Club Board.
* Prepare all bank documents for transition of Boards.
* Provide any correspondence requested by membership for car tags or membership transfers.
* Record the minutes of Board or committee meetings.
* Document all action items of the Board of Directors.
* Send minutes out to Club membership once approved by the Club Board.
* Report attendance, Ro85, LoA’s and terminations to the membership at Club assemblies.
* Monitor attendance data in DaCdb.
* Order all materials and supplies to support Sunrise administrative functions, including badges, mugs, banners, pins and membership materials.
* Liaison to the Marriott or meeting facility on issues and Rotary meeting schedule.
* Prepare budget request for Secretarial function and submit to Treasurer by June 1st.
* Give all club invoices to the Club Treasurer and follow up on submission of payment.
* Update Club and officer information in DaCdb and RI.
* Manage Club correspondence, send official notices, invitations and blasts.
* AED maintenance and info to Club
* Select a Secretary of Attendance and Parliamentarian
  + Serve as resource to Board on Sunrise Bylaws, Constitution and Sunrise Manual of Procedure.
  + Provide membership cards to all members
  + Prepare and correspond with members requiring notice of member status such as Ro85, LoA, need for make ups or termination.
  + Manage member make ups and wild card make ups.
  + Manage updating and publishing the member roster.
  + Keep membership current in DaCdb and in RI.
  + Report attendance to RI monthly.
* Submit an end-of-year report to the Club Board.

**Support:**

* Kit Sprague
* Carolyn McGhay

**SERGEANT-AT-ARMS**

The Sunrise Sergeant-at-Arms serves as a member of Rotary Club of Tulsa Sunrise Board of Directors and manages the member and guest check-in process, maintains order, and serves as main cheerleader at weekly meetings.

**Responsibilities:**

* Work closely with President and Club Services Director on weekly meeting themes, management, spirit, entertainment and topics to ensure fellowship among members at meetings.
* Establish, publicize and enforce system of fines for meetings.
* Keep meeting order and time management.
* Receive meal funds and manage the deck of cards drawing of winning tickets, records sign-in attendance and make-up sheets at weekly meetings.
* Notify membership of current birthdays and anniversaries.
* Collect “Happy Bucks”.
* Introduce guests, visiting Rotarians.
* Report member & guest attendance to Club Secretary on a weekly basis after regular Club meetings.
* Set up the meeting room and facilities for weekly Club meetings.
* Manage the badge box and the supply of speaker mugs, replacement of member pins and exchange banners.
* Notify the Secretary to re-order supplies if they need to be replenished.
* Check newspapers and other media for recognition and fines of Sunrise Rotarians.
* Prepare budget request for Sergeant-at-Arms function and submit to the Club Treasurer by June 1st.
* Establish a Sergeant-at-Arms back-up plan (1 or 2 members) for when he/she/they is unavailable to attend a meeting.
* Motivate club members and seek new service opportunities.
* Transfer funds for meals, Happy Bucks, fines, etc. to Treasurer in a timely manner.

**Support:**

* Steve Care
* Mike Bibby
* Rich Orvis
* Andy Leithner
* Megan Korn

**CLUB SERVICE DIRECTOR**

The Sunrise Club Service Director serves as a member of the Rotary Club of Tulsa Sunrise Board of Directors and manages the social and fellowship events for the Club. The focus is on strengthening fellowship and ensuring effective functioning of our Club.

**Responsibilities:**

* Create general **goals** and planning of programs to accomplish these goals.
* Develop a budget that realistically assesses the cost of the programs and submit to the Incoming Club Treasurer by June 1st.
* Plan and schedule fellowship events calendar for the Rotary year.
* Select an event chair/committee for each social event.
* Work with the President on the Weekly Program Calendar for dates of Club Assemblies, DG Visit, Yearly Business Meetings, proposed field trips, holiday meeting cancelations, Speech Contest, dates speakers are expected, etc.
* Consider use of District 6110 speakers on Rotary Topics of interest.
* Rotarian of The Day – select an ROD Chair to sign up weekly Rotarians of the Day (ROD Chair works with Speaker Chair on speaker bios for introductions and the Funriser).
* Funriser management – appoint Newsletter Chair for news from weekly meetings and Club programs, projects and social events.
* Appoint Website Manager
* Assist with Club Public Relations
* Assist with Lobster Fest Specific PR/ Media/Magazine Calendars/Newspaper/TV/You Tube/Facebook/Twitter
* Appoint a Facebook Page Chair/Manager

**Club Social Events may include:**

* District Governor Dinner for Club board and Assistant Governor.
* Change of Ducks (Wildcard make-up) (June)
* Mennonite Dinner (Wildcard make-up) (Oct. hopefully to correspond with World Polio Day)
* Christmas Party (Wildcard make-up) (Dec.)
* Progressive Dinner
* Valentine’s Dinner (Feb.-Can be a wildcard make up)
* Superbowl Chili Cook-off (Polio Plus) (Feb. – Can be a Wildcard make up)
* Happy Hour evening gathering/social (Anywhere) (Anytime)
* Bowling Party (Anytime)
* Mystery Party (Anytime)
* Trivia Party (Anytime)
* Scavenger Hunt Party (Anytime)
* Wine Party (at a wine bar) (Anytime)
* Ice Cream Social (Anytime) Can coordinate with Community Service for Laura Dester or Boy’s Home kids
* Any activity that encourages Sunrise member participation in the other 4 Avenues of Service.

**Support:**

* Janet Cheek
* V. J. Lively
* Carolyn McGhay
* Barbara Smallwood

**COMMUNITY SERVICE JOB DESCRIPTION**

The Sunrise Community Service Director serves as a member of the Rotary Club of Tulsa Sunrise Board of Directors and manages programs and activities that Rotarians undertake to improve the quality of life in the Tulsa community. These activities frequently involve assistance to youth, the aged, the poor, the disabled and others who look to Rotary as a source of hope for a better life.

**Responsibilities:**

* Create general goals, schedule projects to accomplish those goals, and develop measurements to calculate the effectiveness of the projects in accomplishing the goals.
* Develop a budget that realistically assesses the cost of the projects to be implemented and submit to Club Treasurer by June 1st.
* Develop projects that encourage Sunrise Rotarians to serve others through their local volunteer efforts.
* Recruit Sunrise volunteers and provide that manpower as needed to support community projects funded by Sunrise Foundation or other non-profits.

**Community Service projects may include:**

* Tulsa Hills Youth Ranch workdays
* Clothing collections & distributions
* Eye glasses collection
* Revitalize Tulsa Together
* Angel Tree
* Canned food donations
* Rebuilding Together Tulsa
* Outdoor and cleanup projects
* Salvation Army Christmas Bell Ringing
* Jenks Community Food Bank
* Joy in the Cause
* MSNI Warehouse Sunrise Saturdays

**Support:**

* Barney Tonquest
* Jim Blackburn
* Ellie Tonquest
* Jim Milburn

**VOCATIONAL SERVICE DIRECTOR JOB DESCRIPTION**

The Sunrise Vocational Service Director serves as a member of the Rotary Club of Tulsa Sunrise Board of Directors and manages projects that involve Rotarians serving others through their professions and promoting high ethical standards among members and the business community. Provide each Rotarian the opportunity to represent the dignity and value of his or her vocation to other members of Sunrise and the community.

**Responsibilities:**

* Create general goals, schedule programs/projects to accomplish those goals and develop measurements to calculate the effectiveness of the programs/projects in accomplishing the goals.
* Develop a budget that realistically assesses the cost of the programs/projects to be implemented and submit it to the Club Treasurer by June 1st.
* Manage & recruit volunteers for projects related to such areas as career planning and vocational training.
* Design and carry out projects that promote high ethical standards in the workplace.
* Foster programs that promote citizenship, professionalism and personal and technical capabilities that can be applied in our vocations.
* Determine special recognition on Veterans’ Day, Memorial Day and Independence Day.
* Develop programs that encourage Rotarians to serve others through their vocations.

**Vocational Service projects may include:**

* Classification Talks/Tours of Rotary member’s businesses
* 4-Way-Test Speech Contest (Rotary Code of Conduct)
* Use member vocational skills to serve or train others – Vocational Training Teams
* Choices Program
* Sunrise Rotarian Offsite Business Meetings at 3 or 4 locations (Programs Calendar)
* Mentoring programs
* Outstanding Career Business Awards (exemplary leaders who embody Rotary principles)
* Police and Fireman Meal to thank them for their service
* Veterans Day Activity or Program
* Career Fair or Workshop

**Support:**

* Joan Freeman
* Paul Mikes
* Mark Welty
* Bob Archibald

**INTERNATIONAL SERVICE JOB DESCRIPTION**

The International Service Director serves as a member of the Rotary Club of Tulsa Sunrise Board of Directors and manages Sunrise projects designed to advance international understanding, goodwill, and peace through a world fellowship of business and professional people united in the ideal of service.

**Responsibilities:**

* Create general goals, schedule international projects to accomplish those goals, and develop measurements to calculate the effectiveness of the programs in accomplishing the goals.
* Report at Sunrise Club Assemblies.
* Develop an International Service budget that realistically assesses the cost of the projects to be implemented and submit it to the Club Treasurer during the Club budgeting process.
* Prepare an International Service event/project calendar for Sunrise.
* Serve as or select a project chair/committee for each international project or event.
* Partner with other Rotary clubs in our community and/or around the world as needed.
* Recruit Sunrise volunteers to provide manpower as needed to support international projects.

**International Service projects may include:**

* PolioPlus
* MSNI Warehouse Sunrise Saturdays/ Club Liaison
* Water Wells in Nicaragua Project
* WASH Projects
* Ambassadorial Scholarships
* Shoes for Orphan Souls
* Alliance for Smiles
* Collection of eyeglasses
* Wheelchair distribution
* Manufacturing eyeglasses by Sunrise Rotarians
* Togo
* Ghana

**Support:**

* Bill Bowen
* Gary Miller
* Stan Grogg

**YOUTH SERVICE DIRECTOR JOB DESCRIPTION**

The Sunrise Youth Service Director serves as a member of the Rotary Club of Tulsa Sunrise Board of Directors and manages programs/projects/activities that Rotarians undertake to support youth of the community and foster youth interest in Rotary programs and projects.

Youth Service refers to the young generation in the family of Rotary. Youth Service recognizes the importance of empowering youth and young professionals through leadership development activities, involvement in community and international service projects and exchange programs that enrich and foster world peace and cultural understanding. Sunrise Rotary should seek to include youth and young adults in our Vocational, Community and International Avenues of Service projects.

**Responsibilities:**

* Create general goals, schedule programs/projects/activities to accomplish those goals and develop measurements to calculate the effectiveness of the programs in accomplishing the goals.
* Develop a Youth Services budget that realistically assesses the cost of the programs to be implemented and submit to the Club Treasurer by June 1st.
* Develop programs that promote Rotary and its ideals of Service Above Self to youth and young professionals in our community.
* Invite youth and young adults to join Sunrise Rotary volunteers in hands-on service projects such as MSNI, Salvation Army Bell Ringing, Jenks Food Bank, etc.
* Seek partnerships with other Rotary Clubs to sponsor a Youth project or Rotaract/Interact club.
* Work with Rotary Foundation on scholarships.

**Youth Service projects may include:**

* Interact Club Sponsorship (High School Service Club)
* Rotaract Club Sponsorship (Service Club for Young Men & Women ages 18-30)
* Rotary Youth Leadership Awards (RYLA) (Leadership Training Program/HS Juniors)
* Rotary Youth Exchange
* South Central Rotary Youth Exchange Event (SCRYE)
* Dictionary Project – 3rd Graders
* 4-Way Speech Contest
* Recognition & Scholarship Competitions
* Geography Bee (Edison)
* After Hour Gatherings/Socials for Youth and Young Professionals
* Other local school support activities (science fair judging)

**Support:**

* Bill Lawson
* Janet Cheek

**ROTARY INTERNATIONAL FOUNDATION CHAIR DESCRIPTION**

The Sunrise Rotary International Foundation Chair serves as a voting member of the Rotary Club of Tulsa Sunrise Board of Directors and manages programs/projects/activities that Rotarians undertake to support the Rotary International Foundation and its humanitarian projects, both internationally and locally.

**Responsibilities:**

* Educate club members about the Paul Harris Fellow program, Society, Major Donor, Bequest Society, etc. and how funds donated to RI will funnel back to our District and our Club.
* Promote Foundation grants and activities and help members participate through their giving.
* Inspire club members to give to the Rotary Foundation through the Annual Fund and Polio Plus.
* Conduct inspirational, Foundation-focused club programs at least twice a year.
* Work with the Club Treasurer and the Club Foundation Treasurer to manage any funds received for the RI Foundation and submit them to RI in a timely manner.
* Work with the Club Membership Committee to educate new members about the RI Foundation and its programs and projects.

**Foundation projects may include:**

* Participation in Every Rotarian Every Year and Rotary Direct.
* Encourage understanding of the Seven Areas of Focus of RI.
* Encourage 100% participation in the Paul Harris Fellow recognition.
* Plan activities to match member recognition points with member dollars to achieve Paul Harris Fellows.
* Participation in achieving Club’s annual goals.

**Support:**

* Ed Hardesty, District Foundation Chair
* Mike Bibby
* Rotary Support Center - (866) 976-8279

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**ROTARY CLUB OF TULSA SUNRISE**

**2021-2022 BOARDS, CHAIRS AND JOB TITLES**

(To be edited each Rotary year)

**SUNRISE CLUB BOARD MEMBERS**

|  |  |  |
| --- | --- | --- |
| BILL BOWEN - PRESIDENT | Wjbowen10@gmail.com | 918-691-4995 |
| MARTHA LOWE – PRESIDENT-ELECT | [martha.lowe@choiceconnections.com](mailto:martha.lowe@choiceconnections.com) | 918 994-6464 |
| MIKE BIBBY – TREASURER | [hogfanman@cox.net](mailto:hogfanman@cox.net) | 918-240-0460 |
| BILL LAWSON – SECRETARY | [Bill.lawson@att.net](mailto:Bill.lawson@att.net) | 918-631-3335 |
| JESSY POOLE – MEMBERSHIP | [jessy.poole@KIPPTulsa.org](mailto:jessy.poole@KIPPTulsa.org) | 801 865-4485 |
| MEGAN KORN – CLUB SERVICE | [megankorn@cox.net](mailto:megankorn@cox.net) | 918 344-0518 |
| GIFTY BENSON - INTERNATIONAL CO-CHAIR | [gifty.benson@hotmail.com](mailto:gifty.benson@hotmail.com) | 918 402-5445 |
| KOMI FOLLY – INTERNATIONAL CO-CHAIR | [komifolly918-@gmail.com](mailto:komifolly918-@gmail.com) | 918-691-7881 |
| JANET CHEEK – COMMUNITY SERVICE | [jancdo@msn.com](mailto:jancdo@msn.com) | 918-931-7024 |
| MARTHA LOWE – VOCATIONAL SERVICE | [martha.lowe@choiceconnections.com](mailto:martha.lowe@choiceconnections.com) | 918 994-6464 |
| LAURA GARRETT – YOUTH SERVICE | [ksuouosu@gmail.com](mailto:ksuouosu@gmail.com) | 405 496-4049 |
| BARBARA SMALLWOOD – PAST PRESIDENT | [BISMALLW2016@GMAIL.COM](mailto:BISMALLW2016@GMAIL.COM) | 918-625-9617 |
| LINDA ORTEGA - RI FOUNDATION CHAIR | [lindao@astral.com](mailto:lindao@astral.com) | 918-519-0355 |

**SUNRISE CLUB COMMITTEE CHAIRS**

|  |  |  |
| --- | --- | --- |
| KIT SPRAGUE – SECRETARY ATTENDANCE CHAIR | [bluedot1967@gmail.com](mailto:bluedot1967@gmail.com) | 918 346-3215 |
| KIT SPRAGUE – BLAST CHAIR | [bluedot1967@gmail.com](mailto:bluedot1967@gmail.com) | 918 346-3215 |
| KIT SPRAGUE – ROSTER | [bluedot1967@gmail.com](mailto:bluedot1967@gmail.com) | 918 346-3215 |
| BOB ARCHIBALD – ROTARIAN OF THE DAY CHAIR/SPEAKER CHAIR | [archiengr@yahoo.com](mailto:archiengr@yahoo.com) | 918-355-0674 |
| TIM HOLDER - MEETING AV CHAIR | [tim.sunriserotary@gmail.com](mailto:TIM.SUNRISEROTARY@GMAIL.COM) | 918.639.1492 |
| MEGAN KORN – FUNDRAISER CHAIR | [megankorn@cox.net](mailto:megankorn@cox.net) | 918 344-0518 |
| JESSY POOLE - FUNRISER CHAIR | [jessyjpoole@gmail.com](mailto:jessyjpoole@gmail.com) | 801 865-4485 |
| CAROLN MCGHAY – WEBMASTER | [seemcghay@gmail.com](mailto:seemcghay@gmail.com) | 918-271-0880 |
| ? – HISTORIAN |  |  |
| KIT SPRAGUE – PARLIAMENTARIAN | [bluedot1967@gmail.com](mailto:bluedot1967@gmail.com) | 918 346-3215 |
| VJ LIVELY - MSNI CHAIR | [vjl.rotary@gmail.com](mailto:vjl.rotary@gmail.com) | 918.639.1492 |
| FAMILY OF ROTARY – MAGGIE BROWN | [BROWNIE226@HOTMAIL.COM](mailto:BROWNIE226@HOTMAIL.COM) | 918-712-9484 |

**SUNRISE FOUNDATION BOARD MEMBERS**

|  |  |  |
| --- | --- | --- |
| BARNEY TONQUEST –PRESIDENT AND DISTRICT GRANT MENTOR | [bgt.rotary@gmail.com](mailto:bgt.rotary@gmail.com) | 918-740-8885 |
| ANDY LEITHNER – PAST PRESIDENT | [adleithner@gmail.com](mailto:adleithner@gmail.com) | 918-691-1739 |
| DAVID FRANCIS – VICE PRESIDENT | [daf@mtfas.com](mailto:daf@mtfas.com) | 918-747-4855 |
| JOY ONDRACEK – TREASURER | [jkondracek@gmail.com](mailto:jkondracek@gmail.com) | 918-899-5983 |
| MARK WELTY – DIRECTOR | [markdwelty@gmail.com](mailto:markdwelty@gmail.com) | 918-691-3231 |
| DON WASSON - DIRECTOR | [dwsw9663@gmail.com](mailto:dwsw9663@gmail.com) | 918-557-3209 |
| MARTHA LOWE – CLUB LIAISON | [Mlowe.sunrise2022@gmail.com](mailto:Mlowe.sunrise2022@gmail.com) | 918 994-6464 |

**MARRIOTT HOTEL CONTACTS**

PATRICIA LASHLEY [PLASHLEY@SHMH.COM](mailto:PLASHLEY@SHMH.COM) (918) 493-7000

REILLY O’HARA [reillyaohara@gmail.com](mailto:reillyaohara@gmail.com) 214 533-1900

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| A yellow and blue logo  Description automatically generated with low confidence   |  | | --- | | **Rotary Club of Tulsa Sunrise** | | | |
| **"How to Give Money to Your Club, Club Foundation,**  **or Rotary Int'l Foundation"** | | |
|  |  |  |
| **Make check out to:** | **Give check to:** | **Specify:** |
|  |  |  |
| **Rotary Club of Tulsa Sunrise** | **Mike Bibby, Club Treasurer** | Club Dues, Breakfast, Coffee/Juice, Happy Bucks, Pot of Gold tickets |
|  |  | Club Social events - Mennonite Dinner, Change of Ducks, Christmas Party, etc |
| **Rotary Tulsa Sunrise Foundation, Inc.** | **Joy Ondracek, Club Foundation Treasurer** | Club Foundation Donation |
|  |  | Club Fundraiser - Lobster Fest, Appetizers for Autism |
| **Rotary International Foundation** | Linda Ortega, Club RI Foundation Chair | **Annual Fund** (Goes 50/50 to \*World Fund/\*\*District Designated Funds |
|  | or myrotary.org online \*\*\*Rotary Direct | Counts toward Paul Harris. District/Global Grants) |
|  | or myrotary.org online one time donation | **Polio Plus** (Goes directly to EndPolio.org - Counts toward PH only) |
| *World Fund - at discretion of RI goes to Polio, Peace Centers, other Districts, Endowment Fund* |  |  |
| *District Designated Funds - invested for 3 years and interest returns to local Districts to be used for Club grants* |  |  |
| *Rotary Direct - online recurring donation through member's bank account or credit card* |  |  |
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| **Questions - contact:** |  |  |
| **Linda Ortega lindao@austral.com (918)519-0355** |  |  |

**The Eleven Months of Rotary**

The monthly themes are meant to highlight the wide range of Rotary’s good work and give clubs some suggestions, timing, and guidance for their programs and activities.

Here’s the list:

January – Vocational Service  
February – Peacebuilding and Conflict Prevention  
March – Water, Sanitation and Hygiene  
April – Maternal and Child Health  
May – Youth Service  
June – Rotary Fellowships  
July – (no specific monthly theme since the annual theme starts with the new Rotary Year)  
August – Membership and New Club Development  
September – Basic Education and Literacy  
October – Community Economic Development  
November – Rotary Foundation  
December – Disease Prevention and Treatment

**GRANT REVIEW GUIDELINES**

Our Mission: To support local organizations, with a special focus on education and children’s needs, and to support regional, national, and international Rotary projects.

Please make sure the following information is included in the grant application:

1. Organization’s Mission Statement
2. Balance Sheet (most recent year)
3. Income Statement (most recent year)
4. Proposed Budget for Project
5. Description of Proposed Project and Expected Outcomes including number of clients or participants expected to be served
6. List of Major Funders

For Grant Requests greater than $5,000, please review:

1. Organizational Budget for the current year
2. Check GuideStar for the organization’s most recent 990 form

Make sure to evaluate the following before a grant is approved:

1. Mission: Does the investment align with the mission of the organization?
2. Return on Investment:
3. Number of activities/services offered
4. Number of clients anticipated to be served
5. Number of participants expected
6. Number of services to receive
7. Evaluate:
   1. Percentage of income spent on the program
   2. Percentage of income spent on administration
   3. Percentage of income spent on fundraising
8. Timeline: Is the proposed time line reasonable for the money requested?

Overall Evaluation (after Grant is completed):

1. What were the outcomes of the grants?
2. Did these outcomes align with the original grant request?
3. If not, why were changes made?

**GRANT APPLICATION**

Amount Requested: $

Total Amount of Grant: $

Purpose of Grant:

Name of Rotary Sponsor (if any):

1. Applicant Information: Person(s) making request (please include complete address/ phone number/email contact information):

Name/Title:

Address:

Cell Phone Number:

Business Phone Number:

Preferred Email Address:

1. Information of Organization:
   1. Legal name of organization:
   2. Legal mailing address of organization:
   3. EIN (Federal Tax ID Number):
   4. Please include below all that applies:
      1. Principal business address:
      2. Location of principal activities (if different):
      3. Business phone number, email and website:
   5. Nonprofit’s Mission Statement:
2. Project Information:
   1. Description of Project:
   2. How will this grant help your organization fulfill your nonprofit’s stated mission?
   3. Proposed project budget/specific funding purpose: $
   4. Anticipated Project start date:
   5. Anticipated Project end date:
   6. Past Sunrise Rotary Funding history (if any):
   7. Immediate and Expected Long Term Benefits of Project/Goals:
   8. Expected Number of Clients/Participants served by this project:
   9. Amount Requested: $
   10. Amount Granted: $      (to be completed by Foundation Board)
   11. Total Cost of Project: $

Attach a copy of the following: *(can send as an e-mail attachment if sending electronically)*

* Proposed Budget for Project
* Current Fiscal Year Organizational Budget
* Balance Sheet (most recent year)
* Income Statement (most recent year)
* List of Major Funders

**Additional information may be requested after initial review of application.**

*Please submit completed application one of the following ways:*

* *via email – bgt.rotary@gmail.com*
* *via mail – P.O. Box 701391, Tulsa, OK 74170)*
* *give to a Sunrise Board Member at least two weeks prior to a scheduled Sunrise Board meeting.*

*If application is approved, checks need to be made out to:*

*Address for mailing check:*

**For your information, the following reports will be required as detailed below:**

For grants of $2,500 or less:

Upon completion of the project, a report of the money spent and the impact of the project for the nonprofit organization.

For grants over $2,500:

Quarterly reports with copies of receipts of the money spent (during the quarter) until the entire funded amount has been expended.

For grants over $10,000:

Quarterly reports with copies of receipts of the money spent (during the quarter) until the entire funded amount has been expended.

Please anticipate a visit by Rotarians within 12 months of the project completion to see the results of the Grant.

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1. Sunrise Tulsa Rotary Foundation Approval: (for Board use only)

Amount approved for project: $\_\_\_\_\_\_\_\_\_\_\_\_ Approved by board on \_\_\_/\_\_\_/\_\_\_

President’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Treasurer’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Funds Dispersed: \_\_\_/\_\_\_/\_\_\_

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