

## Georgia PN self-directed Training Program

**Complete by February 2021**

Name \_\_\_\_\_ Club \_\_\_\_\_

Club Number \_\_\_\_\_ District Number \_\_\_\_\_

District Governor 2021-22 \_\_\_\_\_

RI President 2021-22 \_\_\_\_\_

Assistant Governor \_\_\_\_\_

*This document is designed to be completed over a one-year period – the time when you are serving as President Nominee of your club. The information you collect on this form will give you the base knowledge you need to be a strong leader. Feel free to ask for help. Talk to former leaders in your club, your Assistant Governor, District Trainer or anyone else you think can help.*

### **Rotary Basic Training** - mark YES for each item completed

\_\_\_\_\_ Complete Rotary Leadership Institute Part 1

Have you completed other RLI training? Pt 2 \_\_\_\_\_ Pt 3 \_\_\_\_\_ Grad classes \_\_\_\_\_

\_\_\_\_\_ Attend District Assembly 2020

\_\_\_\_\_ Attend District Conference 2020

\_\_\_\_\_ Visit another Rotary club Where did you go? \_\_\_\_\_

\_\_\_\_\_ Visit an Interact club Where did you go? \_\_\_\_\_

\_\_\_\_\_ Visit a Rotaract club Where did you go? \_\_\_\_\_

Log into the Rotary website - Learning Center. Complete the following Learning Plans, enter the date you completed each Learning Plan

\_\_\_\_\_ Club Public Image Committee Basics

\_\_\_\_\_ Club Foundation Committee Basics

\_\_\_\_\_ Club Service Projects Committee Basics

\_\_\_\_\_ Club Membership Committee Basics

- \_\_\_\_\_ Club Administration Committee Basics
- \_\_\_\_\_ Club Secretary Basics
- \_\_\_\_\_ Club Treasurer Basics
- \_\_\_\_\_ Club President Basics

**Rotary Technology** – *mark YES for each item completed*

1. Log into your District Website

- \_\_\_\_\_ Review your club information – is the meeting time, day and location correct?
- \_\_\_\_\_ Review your personal information – are your phone and email correct?

2. Log into the Rotary website [www.rotary.org](http://www.rotary.org)

- \_\_\_\_\_ Review your club information – is the meeting time, day and location correct?
- \_\_\_\_\_ Review your personal information – are your phone and email correct?
- \_\_\_\_\_ Download or order a copy of the Manual of Procedures 2019

3. Log into the Rotary website – Rotary Club Central

- \_\_\_\_\_ Are the current year club goals entered?
- \_\_\_\_\_ Have current year accomplishments been entered?

4. Go to the GRSP website [www.grsp.org](http://www.grsp.org)

- \_\_\_\_\_ Download and read the GRSP Mission, Vision and Values document

5. Go to the Peachstate PETS website, PN Resources [www.peachstatepets.org](http://www.peachstatepets.org)

- \_\_\_\_\_ Download and read the GRSP history document

**Get to Know Your Club** – write *YES* for each item completed

**Meet with your club Treasurer and President to review the club Budget & Finances**

- \_\_\_\_\_ Are all dues invoices up to date?
- \_\_\_\_\_ Does your club have a written budget?
- \_\_\_\_\_ Does your membership vote on the budget each year?
- \_\_\_\_\_ Is your budget balanced?
- \_\_\_\_\_ Were your district dues and RI dues both paid in the past 12 months?
- \_\_\_\_\_ Does your club conduct a fundraiser annually? More than one? \_\_\_\_\_
- How much does it raise on average? \_\_\_\_\_

**Meet with your club Foundation Chair & President to review grants and giving**

- \_\_\_\_\_ Does your club collect Foundation money quarterly?
- \_\_\_\_\_ Was a donation sent to the Foundation in the past 12 months?
- \_\_\_\_\_ Was money credited to individuals or to the club?
- \_\_\_\_\_ What is the total Foundation for your club since chartering? \_\_\_\_\_
- \_\_\_\_\_ Does your club have a District Grant? More than one?
- \_\_\_\_\_ What project(s)? \_\_\_\_\_
- \_\_\_\_\_ Does your club have a Global Grant? More than one?
- \_\_\_\_\_ Where is the grant taking place? \_\_\_\_\_
- \_\_\_\_\_ Who are your grant partners? \_\_\_\_\_
- \_\_\_\_\_ What is the total amount of the grant? \_\_\_\_\_

### Meet with your club Public Image chair & President to review information

- \_\_\_\_\_ Does your club have a website? \_\_\_\_\_
- Who updates your website? \_\_\_\_\_
- Who has the passwords to access? \_\_\_\_\_
- What company hosts your website? \_\_\_\_\_
- Who owns your URL / website address? \_\_\_\_\_
- \_\_\_\_\_ Go to your club website – is it up to date and correct?
- \_\_\_\_\_ Does your club use social media (SM)?
- Which ones do you use? \_\_\_\_\_
- Who updates your SM? \_\_\_\_\_
- Who has the passwords to access? \_\_\_\_\_

### Meet with your club Membership Chair & President to review information

- How many active members are in your club? \_\_\_\_\_
- How many new members were added in the past 12 months? \_\_\_\_\_
- How many terminated memberships in the past 12 months? \_\_\_\_\_
- \_\_\_\_\_ Does your club do exit interviews?
- \_\_\_\_\_ Does your club have a written membership plan?
- \_\_\_\_\_ Do all members have access to it?
- \_\_\_\_\_ Is it updated annually?
- What types of membership does your club offer?
- \_\_\_\_\_
- \_\_\_\_\_ Does your club sponsor an Interact Club? More than one?
- Where? \_\_\_\_\_
- \_\_\_\_\_ Does your club sponsor a Rotaract Club? More than one?
- Where? \_\_\_\_\_

### Meet with your club Service Chair & President to review projects

What is your club's signature project? \_\_\_\_\_

What annual projects does your club do? \_\_\_\_\_

How are new projects added? \_\_\_\_\_

How often are projects reviewed? \_\_\_\_\_

Are projects posted in Rotary Club Central? \_\_\_\_\_

\_\_\_\_\_ Does your club sponsor a RYLA student? More than one? \_\_\_\_\_

\_\_\_\_\_ Does your club sponsor a GRSP student?

Who? \_\_\_\_\_

Do you have a co-sponsor? Who? \_\_\_\_\_

\_\_\_\_\_ Does your club sponsor a Youth Exchange student? More than one? \_\_\_\_\_

Who? \_\_\_\_\_

### Find and read your club Constitution and Club by Laws

\_\_\_\_\_ Are they published so all members can access them?

\_\_\_\_\_ Are they up to date with the most recent RI Manual of Procedures? (2019)

When was the last change made to your club By Laws? \_\_\_\_\_

\_\_\_\_\_ Does your club have a strategic plan?

\_\_\_\_\_ Is it posted for all members to see?

\_\_\_\_\_ When was it last updated?

\_\_\_\_\_ Attend at least one club Board meeting

\_\_\_\_\_ Does your club belong to a Rotary Council?

Which one? \_\_\_\_\_ Attend 1 meeting \_\_\_\_\_

***Bring this completed form with you to PETS 2021 for special recognition!***

**PN Training Report Form 2020****Your Name** \_\_\_\_\_**Your Club** \_\_\_\_\_**Your District** \_\_\_\_\_

To receive special recognition on your PETS completion certificate, please have your Assistant District Governor sign below confirming that you have completed this program and bring this page only to PETS. Turn the form in at the check in desk where you pick up your name badge and information packet.

Congratulations on completing the self-directed PN Study Program! The information you reviewed will make PETS and preparation for your year as President a lot easier.

**Assistant Governor Signature** \_\_\_\_\_