



DISTRICT 6960 EMERGING LEADERS SYLLABUS – 2023-2024

Syllabus is subject to change

All course materials will be emailed to program participants in advance of each class session or will be available online at My Rotary (www.myrotary.org), DACdb (www.DACdb.com). It is possible additional Zoom meetings will be held with senior Rotary leaders between class dates.

07/15/23 D6960 Emerging Leaders Official Introduction

Objective: Overview of program goals, introduction of participants, review of Rotary materials resources.

1. Program outline and objectives
2. Introduction of program participants
3. Connect for Good – PDF
4. Rotary Basics – PDF
5. Manual of Procedure - PDF
6. DACdb quick start guide - PDF
7. My Rotary
8. Getting Started with Learning Topics – 15 min
<https://learn.rotary.org/members/learn/course/internal/view/elearning/533/getting-started-with-learning-topics>
9. Guest Speaker: District Governor Alfred Current

08/19/23 Emerging Leaders Family Social & Cookout - Bonding Opportunity

Objective: Fun and fellowship, including partners/spouses and children, to build group cohesion.

09/16/23 First Forum: Rotary International – A Deeper Dive – homework time 5 hours

Objective: Upon completion of this forum participants should have an understanding of Rotary's history, structure, guiding principles, action plan, programs and areas of focus.

1. Rotary's History <https://www.rotary.org/en/about-rotary/history>
2. Rotary's Timeline <https://www.rotary.org/en/rotarys-timeline>
3. Guiding Principles: Object of Rotary, The Four-Way Test, Avenues of Service.
<https://my.rotary.org/en/guiding-principles>
4. Rotary's Structure – Clubs, Districts, Zones, Rotary International
5. Rotary Zones & Their Districts - PDF
6. Rotary Programs <https://www.rotary.org/en/our-programs>
 - A. Youth Programs <https://www.rotary.org/en/our-programs/youth-programs>
 - B. RYLA <https://www.rotary.org/en/our-programs/rotary-youth-leadership-awards>
 - C. Peace Fellowships <https://www.rotary.org/en/our-programs/peace-fellowships>
 - D. Rotary Community Corps <https://www.rotary.org/en/our-programs/rotary-community-corps>
 - E. Youth Exchange <https://www.rotary.org/en/our-programs/youth-exchanges>
 - F. New Generations Service Exchange <https://www.rotary.org/en/our-programs/new-generations-service-exchange>
 - G. Scholarships <https://www.rotary.org/en/our-programs/scholarships>
 - H. Friendship Exchange <https://www.rotary.org/en/our-programs/friendship-exchange>
7. Action Plan. (Four PDF documents) <https://my.rotary.org/en/action-plan-archive>

8. Strategic Planning – PDF
9. RI Official Directory - <https://my.rotary.org/en/search/official-directory>
10. Club Locator App

10/14/23

Second Forum: Leadership in Your Rotary Club – homework time 7 hours 30 min

Objective: Upon completion of this forum participants should have an understanding and appreciation of club roles and responsibilities including club committees, club secretary, club treasurer and club president.

1. Standard Rotary Club Constitution – PDF
2. Recommended Rotary Club Bylaws – MS Word Document
3. Club Leadership Plan – PDF
4. **Club Administration Committee Basics – 2 hours**
https://learn.rotary.org/members/learn/learning_plan/view/9/club-administration-committee-basics
 - A. Getting Started with the Learning Center – 15 min
 - B. Get Ready: Club Administration Committee – 15 min
 - C. Working with Your Club Leadership Team – 30 min
 - D. Best Practices for Engaging Members – 45 min
 - E. Leading Effective Committees – 15 min
 - F. Managing Club Business – 30 min
5. **Club Secretary Basics – 2 hours 45 min**
https://learn.rotary.org/members/learn/learning_plan/view/6/club-secretary-basics
 - A. Get Ready: Club Secretary – 15 min
 - B. Minimizing Risk – 15 min
 - C. Rotary Club Central Resources – 15 min
 - D. Online Membership Leads – 30 min
 - E. Protecting Personal Data – 30 min
 - F. Preventing and Addressing Harassment – 45 min
6. **Club Treasurer Basics – 15 min**
https://learn.rotary.org/members/learn/learning_plan/view/7/club-treasurer-basics
 - A. Get Ready Club Treasurer – 15 min
7. **Club President Basics – 1 hour**
https://learn.rotary.org/members/learn/learning_plan/view/442/club-president-basics
 - A. Get Ready: Club President – 15 min
 - B. Rotary’s Action Plan and You – 15 min
 - C. Protecting Youth Program Participants – 30 min
8. **Club Rotary Foundation Committee Basics – 1 hour 30 min**
https://learn.rotary.org/members/learn/learning_plan/view/10/club-rotary-foundation-committee-basics
 - A. Get Ready: Club Rotary Foundation Committee – 15 min
 - B. Rotary Foundation Basics – 45 min
 - C. The Power of Giving – 15 min
 - D. Fundraising Basics – 15 min

11/18/23

Third Forum: Leadership in Our Rotary District – Roles and Responsibilities – homework time 3 hours 45 min

Objective: Upon completion of this forum participants should have an understanding and appreciation of district roles and responsibilities including assistant governors, district governors and district committees.

1. **District Committee Basics – 2 hours 15 min**
https://learn.rotary.org/members/learn/learning_plan/view/150/district-committee-basics
 - A. Working with Your District Team – 15 min
 - B. Committing to Diversity, Equity, and Inclusion – 15 min

- C. Leading Change – 30 min
- D. Essentials of Understanding Conflict – 30 min
- 2. **Assistant Governor Basics – 45 min**
https://learn.rotary.org/members/learn/learning_plan/view/121/assistant-governor-basics
 - A. Get Ready: Assistant Governor – 15 min
 - B. Supporting Your Clubs – 15 min
 - C. Maximizing Governor Visits – 15 min
- 3. **District Governor Basics – 45 min**
https://learn.rotary.org/members/learn/learning_plan/view/193/district-governor-basics
 - A. Get Ready: District Governor-nominee – 15 min
 - B. Your District Events – 15 min
 - C. The Rotary Brand – 15 min

12/09/23

Fourth Forum: Focus on Membership – homework time 8 hours 30 min

Objective: Upon completion of this forum participants should have an understanding of club and district membership resources, and membership recruitment and retention strategies.

- 1. **Club Membership Committee Basics – 2 hours 30 min**
https://learn.rotary.org/members/learn/learning_plan/view/8/club-membership-committee-basics
 - A. Get Ready: Club Membership Committee – 15 min
 - B. Is Your Club Healthy – 1 hour
 - C. Creating an Inclusive Club Culture – 15 min
 - D. Strategies for Attracting New Members – 15 min
- 2. **Membership Action Plan - <https://rotarymembershipactionplan.org/> & <https://www.rizones33-34.org/membership-action-plan/>**
 - A. Introductory Webinar – 1 hour
 - B. Where and How to Find membership Related Resources and Tools – 12 min
 - C. Session 1: Create a Membership Pipeline – 45 min
 - D. Session 2: Connect with Prospects – 49 min
 - E. Session 3: Meaningful Onboarding – 49 min
 - F. Session 4: Creating Clubs for Today – 36 min
 - G. Session 5: Ask Us Anything! – 42 min
 - H. Session 6: Become an Irresistible Club – 48 min
 - I. Session 7: New Membership Tools – 40 min
 - J. Session 8: Innovative Clubs – The Easiest Way to Grow – 43 min
 - K. Session 9: Member Care – 43 min
 - L. Session 10: membership Success Center – 42 min
- 3. **Membership Progress Dashboard <https://rotarymembershipactionplan.org/progress-dashboard>**
- 4. Guest Speaker: DGN Gerard Sola

01/13/24

Fifth Forum: The Rotary Foundation – History, Mission, Programs and Funding – homework time 4 hours

Objective: Upon completion of this forum participants should have an understanding of the history, mission, programs and funding of The Rotary Foundation.

- 1. History and Mission of The Rotary Foundation
- 2. The Rotary Foundation Reference Guide - PDF
- 3. Rotary Peace Programs - PDF
- 4. **Areas of Focus – 30 min**
<https://learn.rotary.org/members/learn/course/internal/view/elearning/83/areas-of-focus>
- 5. Areas of Focus Policy Statements - PDF

6. **District Rotary Peace Fellowship Process – 30 min**

https://learn.rotary.org/members/learn/learning_plan/view/108/district-rotary-peace-fellowship-process

- A. All About Rotary Peace Fellowships – 15 min
 - B. Get Ready: District Rotary Peace Fellowship Subcommittee – 15 min
7. PolioPlus – History, Mission and Funding
8. Rotary Vocational Service Teams
9. Understanding Rotary Foundation Funding and SHARE
10. Guest Speaker: D6960 Rotary Foundation Chair Jim Hinck

02/17/24

Sixth Forum: Understanding Rotary Foundation Grants – homework time 6 hours

Objective: Upon completion of this forum participants should have an understanding of the scope, type, funding and administration of Rotary Foundation Grant programs.

1. Guide to Global Grants – PDF
<https://my.rotary.org/en/take-action/apply-grants/global-grants>
2. Community Assessment Tools – PDF
3. Global Grant Community Assessment Results – Microsoft Word
4. How to Use the Grants Center – PDF
5. Six Steps to Sustainability – PDF
6. Rotary Foundation Grants Contact Sheet – PDF
7. Global Grant Calculator – Microsoft Excel
8. Rotary Foundation Cadre of Technical Advisors
9. **Global Grant Management – 2 hours 25 min**
<https://learn.rotary.org/members/learn/lp/101/Grant%2520Management%2520Seminar>
 - A. Grant Management Overview – 15 min
 - B. Planning for Sustainability – 15 min
 - C. Conducting a Community Assessment – 15 min
 - D. Project Planning – 15 min
 - E. Global Grant Roles and Responsibilities – 10 min
 - F. Global Grant Financial Management – 15 min
 - G. Global Grant Reporting – 45 min
 - H. Club Qualification – 15 min
10. District Grant Approval Process – PDF
11. Memorandum of Understanding (MOU) – PDF
12. District Grant Application Process – PDF
13. **District Grant Application and Final Report – Video 30 min**
<https://www.dacdb.com/Grants/Help/Video.cfm>
14. **Programs of Scale Grants** <https://my.rotary.org/en/take-action/apply-grants/programs-scale-grants>
 - A. Programs of Scale FAQs – PDF
15. **Increase Your Impact – 1 hour 35 min**
https://learn.rotary.org/members/learn/learning_plan/view/343/increase-your-impact
 - A. Scaling Impact for Transformative Change – 40 min
 - B. What is a Theory of Change – 30 min
 - C. Using a Theory of Change – 25 min

03/16/24

Seventh Forum: Rotary’s Public Image – homework time 3 hours 30 min

Objective: Upon completion of this forum participants should have an understanding of how to build Rotary’s public image, protect and promote Rotary’s brand, and advance successful Rotary public relations.

1. **Public Image – 2 hours** https://learn.rotary.org/members/learn/learning_plan/view/5/club-public-image-committee-basics

2. Get Ready: Club Public Image Committee – 15 min
 - A. The Rotary Brand – 15 min
 - B. Building Rotary’s Public Image – 15 min
 - C. Our Logo – Representing Rotary – 30 min
 - D. Promoting Your Club as people of Action – 15 min
 - E. Public Relations and Your Club – 15 min
1. **Promoting Rotary on Social Media – 15 min**
<https://learn.rotary.org/members/learn/course/internal/view/elearning/1892/PromotingRotaryonSocialMedia>

04/13/24

Eighth Forum: The Rotary World – Events and Governance – homework time 3 hours

Objective: Upon completion of this forum participants should have an understanding of club, district, zone and international events and governance.

1. Club Events
 - A. Club meetings
 - B. Club fundraisers
 - C. Club socials
 - D. Club assemblies
 - E. Club board meetings
 - F. Club officers and directors annual installation
2. District Events
 - A. District Assembly
 - B. District Conference
 - C. District TRF and Membership Seminars
 - D. District Grant Management Seminar – required annually for Rotary grant eligibility
 - E. District Rotary Foundation Gala
 - F. Presidents-elect Training Seminar (PETS)
 - G. Rotary Youth Leadership Awards (RYLA) – RYLA Handbook - PDF
 - H. Seminar for Tomorrow’s Leaders (S4TL) – Fact Sheet - PDF
3. Zone Events
 - A. Zone Institutes/Summits
 - B. Governors-elect Training Seminar (GETS)
 - C. Zone Leadership Seminars and Training
4. International Events
 - A. International Assembly
 - B. Rotary International Convention
5. Council on Resolutions and Council on Legislation
<https://my.rotary.org/en/learning-reference/about-rotary/councils>
 - A. Resolutions
 - B. Enactments
6. Rotary Day at the United Nations <https://www.rotary.org/en/un-day>
7. DINNER WITH THE D6960 COLLEGE OF GOVERNORS

05/11/24

Ninth Forum: Rotary Action Groups (RAGS), Fellowships and Friendship Exchanges – homework time 3 hours

Objective: Upon completion of this forum participants should have an understanding Rotary Action Groups, Rotary Fellowships and Rotary Friendship Exchanges.

1. Rotary Action Groups (RAGS)
<https://my.rotary.org/en/take-action/empower-leaders/rotary-action-groups>
2. Rotary Action Groups Flier - PDF
3. Rotary Action Groups Officer Directory – PDF

4. How to Start a Rotary Action Group – PDF
5. Rotary Experts – PDF
6. Rotary Action Groups Stories
<https://rotaryserviceblog.org/category/service-activities-and-resources/rotary-action-groups/>
7. Rotary Fellowships - PDF
<https://www.rotary.org/en/our-programs/more-fellowships>
8. Guide to Prospective Rotary Fellowships – PDF
9. Rotary Friendship Exchange <https://www.rotary.org/en/our-programs/friendship-exchange>

06/15/24

Tenth Forum: Communicating, Inspiring and Leading – homework time 3 hours

Objective: Upon completion of this forum participants should have a good understanding of the leadership and communication resources available to Rotarians and how to design, implement and monitor effective inspirational leadership programs.

1. Regional Rotary Leaders <https://my.rotary.org/en/regional-leaders-list>
 - A. Regional Rotary Foundation Coordinators (RRFCs)
 - B. Rotary Coordinators
 - C. Rotary Public Image Coordinators
 - D. Endowment/Major Gifts Advisors
 - E. End Polio Now Coordinators
2. Toastmasters Alliance <https://my.rotary.org/en/toastmasters-alliance>
3. Inspiring and Leading – Effective Story Telling
<https://www.rotary.org/en/columnist-shares-how-tell-your-story>
4. Guest Speaker: Past Rotary International Director John Smarge