



ROTARYCOMMUNITYCORPS HANDBOOK



ROTARY INTERNATIONAL®



Contents

Introduction	2
What Is an RCC?	3
Program Goals	3
RCC History	3
Establishing an RCC	4
Assess the Community's Needs	4
Promote the RCC to Your Rotary Club	4
Recruit RCC Members	6
Identify and Mobilize Potential Members	8
Develop a Mission Statement	8
Register the RCC with RI	9
Implementing an RCC Project	10
Develop an Action Plan	10
Set Attainable Goals	12
Use Rotary Resources	14
Promote the RCC Initiative in the Community	15
Obtain Feedback on Completed Projects	16
Club and District Administration of RCCs	17
A Guide for Rotary Club RCC Committee Chairs	17
A Guide for District RCC Committee Chairs	18
RCC Project Highlight	19
Guidelines for Rotary Community Corps	20
Recommended Bylaws for Rotary Community Corps	23
Rotary Marks	24

Introduction

For over a century, Rotarians have devoted themselves to improving their local and global communities using the resources of Rotary International and their club members. Rotarians embrace the challenges of these humanitarian service efforts with compassion and a commitment to providing long-term, sustainable solutions.

A community's power to transform itself exists foremost with its residents, who have firsthand knowledge about the most pressing local problems. Developing service projects to address those problems can unite and empower the community at the grassroots level. Residents can form a Rotary Community Corps (RCC) to carry out the projects and substantially improve their quality of life.



Providing a home for AIDS orphans

The RCC of Cura, near Nairobi, established a home for children, some of them HIV positive, whose parents have died from AIDS.

The home has been able to take in more than twice the number of children it could originally support, thanks to donations from international Rotary clubs, the Arya Vedic Interact Club, and local organizations. Such donations include food, educational materials, a water tank, and kitchen appliances. Donations were also used to organize a New Year's party for the children featuring award-winning Kenyan musician Eric Wainaina and his band.





What Is an RCC?

A Rotary Community Corps (RCC) is a team of non-Rotarian men and women who are committed to their community's long-term development and self-sufficiency. An RCC is sponsored by a Rotary club and, like Rotaract and Interact clubs, is one of Rotary's partners in service. The main principle of the program is to enable RCC members to personally address and solve problems in the area where they work or live.

Sponsoring an RCC is a great way to initiate and implement enduring service projects. RCCs carry out creative and sustainable solutions to address a wide array of community issues, such as lack of safe water, hunger, pollution, illiteracy, and inadequate housing. An RCC works with its sponsoring Rotary club to consult with the local community, identify needs, and plan, implement, monitor, and evaluate a service project. Every community's needs are different, but what unites RCC members is the idea that no problem is too large to solve.

An RCC can be formed in any Rotary country or geographical area where non-Rotarians and Rotarians want to work together on service projects (the sponsoring Rotary club must be in the same country/district). RCCs are active in urban and rural communities in both developed and developing countries.

An RCC may comprise an entire village or community, or a smaller group within it. Some members may qualify for Rotary club membership but choose instead to participate in an RCC because of professional or personal commitments. RCCs and Rotarians find their association mutually beneficial in working together to meet the community's needs.

Consider what an RCC can do in your community:

- Establish a literacy center or tutor group at a local school or library
- Set up a clinic for people who cannot afford regular health and dental care
- Create a vocational training program to help workers obtain valuable skills
- Organize teams to clean up local parks and highways
- Develop neighborhood safety projects

Program Goals

All RCCs share four major goals:

- To encourage individuals to take responsibility for the improvement of their village, neighborhood, or community
- To recognize the dignity and value of all useful occupations
- To mobilize self-help activities and collective work to improve the quality of life
- To encourage the development of human potential to its fullest, within the context of the local culture and community

RCC History

The RI Board of Directors officially adopted the RCC program in 1988, following its introduction in 1985 by M.A.T. Caparas, who was then RI president-elect. The RCC was envisioned as an organization of community members who wish to improve the places where they live or work. Until 1999, RCCs were referred to as either Rotary Village Corps or Rotary Community Service Corps.

Today, the RCC program continues to grow worldwide, with more than 6,700 corps in over 75 countries and geographical areas.

Establishing an RCC

Assess the Community's Needs

Establishing an RCC begins with using your Rotary club's resources efficiently to determine which projects will have the greatest impact on the neediest part of the community. A community needs assessment is essential to planning the RCC's course of action and can save valuable time, money, and resources. Here are eight recommended assessment tools:

- Survey
- Asset inventory
- Community mapping
- Daily activities schedule
- Seasonal calendar
- Community cafe
- Focus group
- Panel discussion

Learn more about these tools in *Community Assessment Tools* (605) at www.rotary.org.

Promote the RCC to Your Rotary Club

To understand an RCC's value to the community, your club must be given an overview of the RCC program.

Gather Materials for a Presentation

Ask your club president to appoint an RCC committee of interested club members who can gather resource materials for Rotarians and potential RCC members, discuss program ideas with the district RCC chair, and research the activities of community groups with similar programs. Have the committee familiarize itself with the RCC Program Guidelines (see page 20 of this handbook).



Improving health and education at an elementary school

The RCC of Bahçekonak Village worked with the Rotary Club of Samsun Karadeniz, Samsun Interact club members, and local leaders to improve the resources available at Bahçekonak Village Elementary School. Donations included 90 desks, copy and projection machines, and educational games and books. In addition, two local dentists provided dental exams for all kindergarteners, and 75 students were screened for pinworms.



Make a Motivational Presentation

After the RCC committee has completed its research, ask one member to make a motivational presentation to your Rotary club on the merits and methods of the RCC program. Invite the RCC chair or a Rotarian from a club already sponsoring a corps to share his or her experiences. Discuss how RCC involvement can help address community needs, and distribute RCC brochures or other material to club members.

Outline Your Club's Role as Sponsor

Explain that the sponsoring Rotary club plays a unique role by drawing on the assets of club membership. Gain a consensus among members for a sustained commitment to sponsor an RCC; without it, the RCC will have difficulty achieving success. Discuss the idea of forming an RCC with club members to find out who is interested and would be able to participate in supporting the RCC.



Rotary Community Corps of Gainesville-Haymarket: Practicing Service Above Self

Successful Rotary clubs have learned that there are many ways to expand the good works of Rotary. One such way is to form a Rotary Community

Corps (RCC), just as the Rotary Club of Gainesville-Haymarket did in Prince William County, Virginia, USA.

"We knew of the many organizations that were crossing paths with us as we and they were working on valuable projects," says George Layne, a club member and District 7610 Rotary Community Corps chair. "We also thought the resulting combination of forces could produce more support and better service for projects and the various needs of our local communities."

Members of the board saw the RCC as an opportunity to enlist the support of individuals and organizations to work as a cohesive group on service projects to address community needs that were desperately needed and, yet, often hidden in the mostly suburban county. The Rotary club formed a small committee to develop the RCC of Gainesville-Haymarket and applied for an official charter from RI once they had gathered 13 committed members. The RCC, through direct contact with community groups, grew to include a postmaster, nurses, police and security personnel, business owners, health specialists, a news reporter, a Rotary Foundation Ambassadorial Scholar, a member of the Coast Guard, representatives of individual communities, and many others.

RCC members participate in Interact and Rotary club projects and also plan and carry out independent activities, such as collecting food for the local pantry and homeless shelter, providing holiday gifts for seniors and needy families and toys for the disadvantaged, and donating to a local animal shelter. Members are also knitting blankets for foster children and raising money to sponsor a foster child.

Hundreds of residents in Prince William County have been served by the efforts of the RCC since its inception. The RCC continues to expand its reach, truly reflecting Rotary's motto of Service Above Self.



Recruit RCC Members

Plan a Community Meeting

Once your Rotary club realizes an RCC is needed — either for a specific project or to provide a dependable service outlet for a particular community group — it can begin identifying and recruiting RCC members. Rather than recruiting residents to join an RCC project that your club has already planned, first consult with the community to understand its needs. This is also essential to getting the community to buy into the RCC and take ownership of it.

Using the club's community needs assessment as a resource, hold a community profiling meeting to brainstorm with local representatives about opportunities for service. Plan the meeting in a central location so that it is easy for residents to attend. Consider the community's daily routine, and make the meeting convenient for residents by combining it with a meal or a special event that is open to all

members. Promote the meeting in public areas — such as local libraries, universities, parks, recreation centers, and other gathering places — to attract a wide variety of interests and talents. Use fliers and posters that include an attractive slogan summarizing the overall purpose, such as “Building a Future for Our Community.”

Distribute *Rotary Community Corps: Changing Lives, Shaping the Future* (780), a brochure for prospective members, imprinted with your Rotary club's contact information. Invite as many local residents as possible who represent a cross-section of the population, including non-Rotarians involved in other Rotary service projects. Invite technical experts (health officials, engineers, and social workers) and meeting facilitators to offer their expert opinions and assist the community in voicing its concerns. Arrange for interpreters to assist members who speak another language.

“We are proud to report that our scholarship recipients have benefited greatly from the services provided by the hospital's Adult Day Health Program. The family caregivers have also benefited by gaining the freedom to perform family responsibilities, knowing that their family members are being cared for in a safe environment.”

— RCC of Adult Day Health Program Inc., USA



Teaching schoolchildren about disaster prevention

The RCC of Handa Volunteer Disaster Relief Coordinators Society works with local schools to organize disaster prevention classes for youth of all ages in the Handa city area. These classes take place in nursery, elementary, and secondary schools and at the university level. Class activities include first aid, building portable toilets, and emergency food preparation.



Meet with Community Members

At the meeting work with community representatives to identify problems that the community is facing and determine which of these would be best addressed by developing an RCC. Ask representatives of community organizations and nongovernmental agencies to join your club in a discussion of community problems and recommend possible corps members. Through consultation you can determine what resources are available and what others may be needed.

First, have all participants express their ideas, then break into small groups to discuss them. Bring the whole group together and ask all participants to prioritize these issues and problems and discuss possible strategies. Finally, request that participants leave their personal contact information and a list of any special skills or interests they have for future reference.



Providing educational seminars for women and children

The Anadolu Bahçeleri RCC organized educational seminars for low-income women and children on breast cancer diagnosis, violence against women, women's rights, positive child discipline methods, and children's rights. Local specialists, including lawyers, doctors, and social service specialists, presented at these talks.



Meeting Tips

- Use visual aids and graphics such as a "problem tree" to analyze complex issues.
- Take a walk through a neighborhood or community and stop to discuss problems that are evident in certain areas.
- Make maps of the community, pointing out the characteristics and resources of different areas. See "Community Mapping" in *Community Assessment Tools* (605).
- Review the roles and impact of groups and organizations involved in ongoing projects; an RCC project should complement and strengthen these projects rather than duplicate or compete with them.
- Be open to a range of opinions, methods, and approaches.
- Assume the role of a facilitator — helping the community achieve its goals — rather than a provider of solutions.

Identify and Mobilize Potential Members

Prepared with project ideas, have the RCC committee meet again to begin recruiting a core group of dedicated individuals. Contact the motivated people you met at the first community profiling meetings and compile a list of recommended individuals who were referred to the RCC committee. Ask Rotarians to spread the word about the RCC in their daily activities and continue your promotional efforts to recruit community representatives who were unable to attend earlier meetings.

Introduce Rotary to the RCC

Invite RCC membership candidates to your Rotary club meeting and explain the mission of Rotary International and the goals of the RCC program. Have the candidates introduce themselves and talk about their priorities and willingness to join the RCC as a volunteer. Stress that the program strives to develop the community's potential and does not function as a charity. Distribute informational and promotional materials for their future reference.

Compile an Asset Inventory

The local population's knowledge and experience are among the RCC's greatest resources. Residents have an intimate understanding of their surroundings and often can analyze and assess their situation better than professionals. Compile an asset inventory by having RCC member candidates list their particular skills and capacities that would be most useful in an RCC, such as:

- Access to available community resources (financial, donated goods, space)
- Availability to participate
- Mastery of local knowledge or traditions
- Entrepreneurial experience
- Training and educational experience
- Civic or community-based experience
- Talents and ideas
- Enthusiasm and energy

Develop a Mission Statement

Developing a mission statement before the RCC begins working helps to define the corps' purpose, operation, and values. The statement should motivate and inspire the RCC and the people it serves. Mission



Organizing medical missions and day care centers

Sponsored by the Rotary Club of Santa Ana, the RCC of San Vicente Day Care Center has provided a yearlong

day care center since 1985 for preschool children (ages 4-6). During the 2008-09 Rotary year, this center was renovated with the help of donations. In addition, this RCC provides medical missions at least twice a year for the Purok community. These missions include medical checkups by volunteer physicians and the distribution of vitamins and medicines to children and adults.

statements will vary among RCCs, but should reflect what its members, together, would like to accomplish in their community, united in action by shared humanitarian values.

Questions an RCC should ask when composing a mission statement include:

What existing community needs will be addressed?

What will the RCC do to address these needs?

What are the values that guide the RCC?

Sample Mission Statement

- To inspire and motivate community members to take an active role in identifying and addressing community problems
- To mobilize community members to carry out sustainable service projects that will improve the lives of everyone in the community
- To always use humanitarian principles as a guide when carrying out service projects

Review the RCC Program Guidelines (see page 20), and establish the RCC's bylaws based on the Recommended Bylaws for Rotary Community Corps (see page 23).



Register the RCC with RI

Once an RCC is established and includes at least 10 members, the sponsor club can apply for a charter from Rotary International. Chartering the RCC formalizes its relationship with Rotary, creating a useful communications link. After an RCC is officially registered with RI, the sponsor club will receive regular mailings/updates from the RI Programs Division and have the opportunity to share its success stories in RI's publications and on its website.

Download and complete the *RCC Organization Form* (769), which requires signatures from the RCC representative, president of the sponsoring Rotary club, and district governor. Send the form to RI World Headquarters or the RI international office serving your area. Once RI receives the completed form, an official charter certificate will be mailed to the sponsor Rotary club's president. Sponsor clubs are encouraged to plan a special ceremony or celebration to present the RCC charter certificate.



Expanding employment opportunities for disabled individuals

The RCC of Panchkula, with help from Disability Empowerment and Rehabilitation and the National Institute for the Disabled, organized interviews at IBM for disabled individuals in their community. Most of the RCC's members are themselves disabled and work hard to improve the lives of disabled individuals in Panchkula. The individuals were trained at a computer center established by the National Institute for the Disabled and supplied with computers donated by a Rotarian. Once trained, the disabled students were interviewed by IBM managers and executives, and 6 of the 18 job candidates received job offers from IBM.

Implementing an RCC Project

The RCC and its sponsor club can use the following information as a guide for implementing an RCC project.

Develop an Action Plan

Using as your guide the mission statement and goals established from the community needs assessment, develop an action plan to implement specific projects. An RCC may have one project focus or an agenda of different projects. Detail the work that needs to be done to meet your goals in the most efficient manner. Match the corps members' abilities to specific tasks. Define a set of strategies and time lines for achieving the goals. By clearly listing the tasks and agenda for corps members, the RCC can plan ahead to overcome potential difficulties (see the Sample Action Plan on page 13).

For more information on choosing and planning projects, see *Communities in Action/Community Assessment Tools* (605).

Planning Details

- Coordinate materials and supplies
- Prepare and distribute informational and promotional materials
- Schedule volunteers according to their availability
- Establish a record keeping system
- Set up a telephone or other contact system

Create a Project Proposal

A concise project proposal introduces corps activities to potential funding sources. This document includes the mission statement and goals and action plan. Be specific. If certain aspects of the project seem too difficult to explain, that may indicate more research needs to be done.



Create a Budget

The Rotary club may choose to provide start-up funds for corps development but is not required to do so. However the RCC is funded, it is important to create a detailed budget to avoid running out of money midway through a project. Underestimating the job costs doesn't help anyone in the long run, so budget wisely.

- Consider all expenditures (e.g., printing, transportation, materials, supplies, meals or refreshments for participants, etc.).
- Calculate income sources such as donated goods and services, funds raised by the club, and possible grants.
- Start small and expand projects as more funds become available.
- List all the materials you will need and match them against the resources and community assets at your disposal.
- Budget for training whenever necessary.
- Refer to Use Rotary Resources on page 14 for more ideas.



Encouraging positive activity through sports

In an effort to decrease the crime rate in the community, the RCC of Gizri arranged a community-wide soccer tournament to establish positive activities. More than 72 registered soccer clubs entered the tournament, which helped to unite the community through spirited competition and gain support for community development. The RCC has also conducted health awareness programs in local schools and eye camps for cataract scanning, with surgeries funded by the Rotary Club of Karachi Karsaz.

Plan for Project Emergencies, Protect Against Liabilities

It is important to have a plan in place for dealing with any accidents and emergencies that might occur during service projects, and for the RCC and Rotary club to be legally protected against liabilities. For more information, see "Project Liability and Protection" in *Communities in Action: A Guide to Effective Projects* (605).

Team Building Tips

It is important that members' roles are clearly defined and that the RCC stays focused on its task. Keep members motivated by reminding them of the mission behind the difficult work they are carrying out. Here it is important to acknowledge the sacrifice they are making in their personal lives in order to be a part of the service project. A simple thank you can go a long way.

Involve all sectors of the community at an early stage in the project.

Foster principles such as accountability, shared responsibility, trust, and mutual respect.

Understand that people want to be involved for a variety of reasons and at different levels of participation; incorporate different tasks based on the participants' interests and abilities.

Coordinate and mobilize the community's talents and energies, which previously had not been well used or were fragmented.

Communicate to relevant media outlets what the group is doing and how other community residents can get involved.

Team Building Tip

Always incorporate community members' skills before seeking outside assistance.

Formal training or experience is not always necessary. RCC members should have the ability, interest, and initiative required to learn the basics of the field in which they will be working. Some people have hidden talents that emerge when they work together with others to achieve a common goal. Therefore, it is important to give people who desire to help the opportunity to participate in RCC projects.

Set Attainable Goals

It is essential to the RCC's success that its leaders and Rotary club representatives establish the RCC's overall goals, taking into consideration the community needs assessment. Set goals that are attainable based on your club and community resources.

The broad goals and objectives represent what the RCC hopes to achieve and reflect the mission statement (for example, "to improve and foster public health by establishing a community health clinic"). The goals should be community specific, practical, and realistic. Objectives should be measurable and achievable.

In defining the RCC's goals, consider the following:

Identify where the RCC would have the greatest impact.

Prioritize the community's needs in relation to the RCC's capabilities — undertaking projects that are too large can present problems.

Create a timeline for a project's completion and consider events that might affect implementation.

Consider project sustainability. For example, if special equipment is involved, a community member with the knowledge to maintain it will be required.

Review the skills and interests of the corps members listed in the asset inventory; consider additional expertise that might be needed.

Determine possible funding sources (e.g., microloan program, organizing a cooperative, and/or fundraising). For fundraising strategies and ideas, see *Communities in Action: A Guide to Effective Projects* (605).

Words of Advice

- Rely on a core group to implement an RCC project.
- Tap leaders in the community.
- Don't be discouraged by slow progress.
- Consider teaming up with a community development institution that has social workers and experience.
- Register RCC projects on ProjectLINK to gain support (financial, donated goods, or volunteers) from other Rotary clubs worldwide.
- Consider applying for grants offered through The Rotary Foundation to help fund projects.
- Bring club members and sister clubs to the RCC project site so they appreciate the project and provide ideas and support.
- Document, photograph, and recognize efforts of Rotarians and RCC members.
- Share achievements with the district and RI.

Monitor and Evaluate

Set a timeline for monitoring and evaluating your project to determine if the established goal has been, or is on track to be met. The evaluation timeline will vary, depending on the size and type of project. Consider sending updates on the project's progress to donors or potential donors. Remember to document your RCC activities and keep detailed financial records for donors requesting reports. Monitoring and evaluation will ensure the continued transparency and success of the project.

"One of the first RCC projects seen by Past RI President M.A.T. Caparas [of the Philippines] was a well in Cagayan de Oro, in the big island of Mindanao, Southern Philippines. When the water started flowing, there were tears in the eyes of women in the community; they no longer had to carry water buckets up a hill to their homes!"

— Jun Tambunting, Past District Governor

Clean-Up Day — Sample Action Plan

TASK/EVENT	WHO'S INVOLVED?	TIME FRAME (to finish)	PURPOSE
Initial meetings	Resident groups, Rotarian representatives	4 months before	Discuss RCC formation process
Project planning	RCC group, Rotarian representatives, speaker/facilitator	4 months before	Plan project
Press release	Rotarians, club PR contact, press	1 month before	Create public awareness and involvement
Clean-Up Day	General public, RCC participants	day of event	Meet RCC's goals of improving the community's environment
Follow-up	General public, RCC participants	1 week after event	Get feedback, distribute information on project's success, thank participants



Use Rotary Resources

Rotary Internal and The Rotary Foundation offer various publications, databases, grants, and other resources for implementing RCC projects.

World Community Service (WCS)

World Community Service occurs whenever a Rotary club in one country assists a club in another country with a service project. An RCC project seeking international funding, donated goods, and/or volunteers may be registered as a WCS project.

The online ProjectLINK database, available at www.rotary.org, publicizes hundreds of Rotary club, Rotaract club, and RCC projects needing assistance. A sponsor Rotary club can register a project on behalf of the RCC (provided the club complies with RI and Rotary Foundation reporting and stewardship policies) using the downloadable *ProjectLINK Submission Form: Project Seeking Support*.



Supporting projects through a Matching Grant

The Rotary Club of Agrabad partnered with the Rotary Club of Hiroshima North (Japan) to provide a Matching Grant for projects initiated by the RCC of Masajidda, which the Agrabad club sponsors. Projects include a tube well for clean drinking water, computer and sewing training centers, free monthly eye clinics, sapling plantation, and literacy schools.



Model Projects

RCCs can publish their successfully completed projects on ProjectLINK by submitting the *ProjectLINK Model Project Submission Form*. RCCs looking for project ideas can refer to the listed model projects.

Rotary Volunteers

The Rotary Volunteers database is an online registry of Rotarian and non-Rotarian volunteers who have numerous skills and are willing to serve abroad and assist an RCC project, either in the planning or execution stages.

Rotary Foundation Grants

Matching Grants provide matching funds for the international service projects of Rotary clubs and districts. Clubs and districts interested in Matching Grants are encouraged to submit their applications as early as possible in the Rotary year.

The Foundation's new Future Vision Plan offers two types of grants: **Rotary Foundation District Grants** and **Rotary Foundation Global Grants**.

For more information on how to apply for a grant, contact your district Rotary Foundation chair or go to www.rotary.org.

Publications

Rotary Community Corps Brochure (779)

This full-color brochure for Rotarians provides a general overview of the program and examples of successful RCC projects. It can be distributed at club and district meetings.

Rotary Community Corps: Changing Lives, Shaping the Future (780)

This brochure is a recruiting resource that Rotary clubs can give to prospective RCC members in their community. The back panel of the brochure has a blank space for attaching a label with your club or RCC contact information.

Communities in Action/Community Assessment Tools (605)

The *Communities in Action* handbook provides step-by-step instructions on how to develop, carry out, and evaluate a service project. The information can be applied to any type of service project the RCC is interested in undertaking. *Community Assessment Tools* provides a set of practical methods for clubs to learn about and identify important issues and project resources in their communities.

World Community Service Handbook (742)

The handbook includes information for finding support for and publicizing projects, as well as donations-in-kind and disaster relief.

Marketing ideas



- Create an interactive project display.
- Post the goals, mission statement, and strategies of the project.
- Include news and updates of the project's status.
- Use maps, drawings, and photos.
- Ask the community for feedback via a paper handout, suggestion box, etc., and record responses for later evaluation.
- Create a photo gallery featuring the project.
- Host a dinner discussion about the project.
- Hold talks on the project at a community center.



Organizing a youth orchestra

The RCC Alianza para la Educación established a youth orchestra for children in the community of El Talar. Through this program, the RCC aims to promote self-esteem and develop the techniques and social skills necessary for artistic and professional development in children, particularly those in vulnerable social conditions. In addition, children who register for the program are given a health exam to raise awareness and promote preventive measures for medical conditions. Agreements have been made with governmental entities that will allow diagnosed medical problems to be treated.



Promote the RCC Initiative in the Community

Transforming a community involves building relationships and invoking change. What better way to get community members involved than to advertise your RCC's current efforts and celebrate its achievements. Marketing your RCC's work will allow the entire community to see the project's results while encouraging residents to get involved and offer feedback.

For more information on promoting service projects, see "Public Relations" in *Communities in Action: A Guide to Effective Projects* (605).

Beyond Your Community

Discover new project ideas, market community efforts, and search for global resources via the online ProjectLINK database, and by taking advantage of Rotary International's social media, including Facebook, Twitter, LinkedIn, Flickr, and YouTube (www.rotary.org/socialnetworks).

Another useful resource is the *International Service Update*. This newsletter combines current information on World Community Service, Rotary Volunteers, and RCCs that your club or district can use to administer international service projects in your area. Sign up for this free e-mail newsletter at www.rotary.org.

Obtain Feedback on Completed Projects

Adapt the form below to solicit feedback on completed projects from community and RCC members.

Sample feedback form

What was your involvement in the project? What skills did you use?

Did you feel that your skills were utilized?

What is your understanding of the objectives of the RCC and its project?

What motivated you to get involved?

What impact has your project had on the community?

Was the completed project able to address the original goals and objectives of your RCC?

What was particularly successful about the project?

What improvements would you make if the project was done again?

What would your advice be to others organizing a similar project?

Any other comments?

Thank you for your time.

Please return this form to:

For more information on assessing project effectiveness, see “Evaluating Success” in *Communities in Action: A Guide to Effective Projects* (605).

Club and District Administration of RCCs

Rotary Community Corps is an integral part of a club's balanced service program and provides a means to expand its service endeavors to include non-Rotary members in addressing community concerns. It is recommended that clubs and districts establish RCC committees with the objective of promoting greater participation and collaboration in all types of community service activities. Club presidents and governors are encouraged to appoint their RCC committee chairs as ex officio members of the club service projects committee and the district community service committee, when appropriate.



Sponsoring RYLA training

The RCCs of Gurabo, La Torre, Los Almacigos, and Los Higos sent 66 young adults on a RYLA (Rotary Youth Leadership Awards) training weekend with the help of many Rotary clubs in the area. Three Rotarians and five RCC members joined the youth for the program. Activities included hand-washing tutorials, antiviolence workshops, and nutrition discussions.



The following guidelines will help RCC committee chairs effectively carry out their responsibilities.

A Guide for Rotary Club RCC Committee Chairs

The club RCC committee should:

- **Become familiar with** the RCC pages on the RI website and all RCC publications.
- **Create awareness** of the RCC program among club members and promote the benefits of sponsoring an RCC.
- **Research** the need for and feasibility of establishing an RCC, and identify potential RCC members.
- **Guide the process** of forming an RCC once the club has agreed to sponsor one.
- **Provide ongoing guidance and support** to the RCC in developing its service projects.
- **Collaborate** with other relevant committees to determine how the club and RCC can work together.
- **Help** your RCC register its project on ProjectLINK to gain support from other Rotary clubs.
- **Network** with local organizations that your club and RCC can collaborate with on service projects.
- **Invite** club members' spouses and family members, Rotaractors, Interactors, and Rotary Foundation alumni to participate in RCC service projects.
- **Keep your district informed** of the status of your club's RCC and all RCC activities.
- **Share** successful RCC project stories and photos with RI.



A Guide for District RCC Committee Chairs

The district RCC committee should:

- **Promote** understanding of and participation in the RCC program through regular contact with clubs in the district and through district meetings.
- **Encourage** clubs to perform community assessments to determine the feasibility of forming RCCs.
- **Help** clubs in establishing RCCs and instruct them on how the RCCs can be officially chartered by RI.
- **Assist** clubs in registering their RCC's projects on ProjectLINK.
- **Share** knowledge with clubs about non-Rotary service organizations in the district and identify areas for possible cooperation.
- **Link** clubs with RCCs that are working on similar projects or those that are in need of additional support.
- **Urge** clubs to send reports and photos of successful RCC projects for promotion via the district website, governor's monthly newsletter, and RI publications.

- **Administer** districtwide RCC projects.
- **Maintain** records of RCC status and activities in the district, and report periodically to the governor and Secretariat.

For more on RCC administration, see "Managing Project Activities" in *Communities in Action: A Guide to Effective Projects* (605).



Establishing a microenterprise venture

The RCC of Houston, Texas, based in a poor, at-risk Latino neighborhood outside of Houston, focuses its efforts in the jewelry business. A designer from Texas-based department store Neiman Marcus has offered to teach women from the community how to be successful in this industry. The Rotary Club of Houston develops business partnerships for the women to sell their products. Project participants have received custom design orders due to these efforts. The Rotary Club of Houston plans to expand this microbusiness venture to Rotary clubs in other cities and states.

RCC Project Highlight

Microcredit project in the Philippines creates opportunities for small enterprises and livelihood projects

In 2000-01, the Rotary Club of Parañaque, Rizal, Philippines, established the Rotary Community Corps of Sitio Malaya in the neighborhoods of Sitio Malaya, Tuyuan, and Cubic Side in Merville, Parañaque City. This RCC participates in a microcredit project sponsored by the Rotary Club of Parañaque. By providing small loans and helping RCC members create and expand small businesses and livelihood projects, the Rotary club hopes to create an environment of financial independence. The Malaya Tuyuan Multipurpose Cooperative was created in 2008 to provide a means of income to its members, who are also members of the Sitio Malaya RCC. This cooperative sells affordable basic necessities to the community, and the money raised is used as a means to decrease dependency on the Parañaque club. The project has been registered as a WCS project on ProjectLINK for three years, and also received a Matching Grant to help with funding.

This project loans money to small businesses and microprojects that are owned by members of the RCC

and in need of assistance, without asking for collateral. Most of the loan recipients are women. Before being granted a loan, they are asked to form self-help groups of five to eight members, which helps ensure, through mutual support and accountability, that the loans will be repaid. In this way, the project promotes self-sufficiency among the RCC members. Once a group has been formed, its members are trained in the procedures and principles of the credit plan, microenterprise management, livelihood skills, and value formation.

The project has been a success. Over 200 families have seen improvements in their quality of life, and in the economic and social conditions of the area. In addition, the collection record for the project is 100 percent, demonstrating that the members of the RCC have learned the importance of loan repayment to improve their credit.

Currently, the 30 borrowers in the Malaya Tuyuan Multipurpose Cooperative are on their eighth loan cycle. They have consistently repaid their loans in full and are successful business owners and entrepreneurs. This cooperative has saved its own funds over the years, which will help to decrease its dependency on the Parañaque club and increase its sustainability.





Guidelines for Rotary Community Corps

ARTICLE I — Purpose and Goals

The purpose of the Rotary Community Corps program is to improve community living and enhance the enjoyment of life by encouraging community members to contribute to these goals by acting in the spirit of service to the community and their fellow man.

The goals of the Rotary Community Corps program are:

- a) To encourage individuals to take responsibility for the improvement of their village, neighborhood, or community;
- b) To recognize the dignity and value of all useful occupations;
- c) To mobilize self-help activities and collective work to improve the quality of life; and
- d) To encourage the development of human potential to its fullest, within the context of the local culture and community.

ARTICLE II — Sponsorship

The sponsorship of each Corps shall be one or more local Rotary clubs which, through a committee of Rotarians, shall provide counsel on activities, programs, and policies of the Corps. The continued existence of the Corps shall depend on the continued active participation of the sponsoring Rotary club.

The members of the Corps are not members of the sponsoring club and are not to be considered as associate or apprentice Rotarians.

ARTICLE III — Membership

- a) The membership of each Corps shall consist of adults with good character and leadership potential. Membership shall be open to men and women, who are residing, employed, or studying in or near the Corps' village or community.

- b) The method of electing members of each Corps shall be determined by the Corps in consultation with the sponsoring Rotary club.
- c) Membership may be terminated (a) upon failure to continue to meet the qualifications for membership, or (b) for cause, as determined by the Corps by vote of not less than 2/3 of all the members in good standing.

ARTICLE IV — Meetings

- a) Each Corps shall meet not less than once per month, at a time and place suited to the convenience of the members.
- b) The leadership group of each Corps shall meet not less than twice per month.
- c) No meeting of the Corps or of its leadership group shall be deemed official unless a member of the Rotary Community Corps committee (or other Rotarian designated by the Rotary club president) of the sponsoring Rotary club is in attendance.

ARTICLE V — Leadership Group

- a) The leadership group of each Corps shall consist of as many members as the Corps itself shall determine, in consultation with the sponsoring Rotary club, all to be elected from among the members in good standing.
- b) Election of members of the leadership group shall be by methods compatible with local customs and procedures, but in no case shall more than a simple majority vote be required for election.
- c) The leadership group shall elect from among themselves a representative, who shall represent the Corps in dealings with the sponsoring Rotary club and the public.
- d) The term of office of all Corps leaders shall be one year, unless a shorter term is determined by the Corps in consultation with its sponsoring Rotary club.

ARTICLE VI — Activities and Projects

- a) Each Corps shall be responsible for planning, organizing, financing, and conducting its own activities and shall itself supply the manpower and creative imagination necessary thereto, except that in the case of joint projects or activities undertaken in cooperation with other organizations, such responsibility shall be shared with such other organization(s). Members working on Corps projects may be paid reasonable compensation for their work, out of the revenue from such projects. Projects may be undertaken partially in order to provide gainful employment to the members, but the net proceeds from the project shall be expended for the service projects of the Corps.
- b) Each Corps shall undertake among its activities at least two major projects annually. One of the major projects shall be to serve the community and the other shall be to promote the recognition of the dignity and value of all useful occupations. Such major projects shall involve all or most of the members of the Corps.
- c) Each Corps shall raise the funds necessary to carry out its programs. It shall not solicit or accept more than occasional or incidental financial assistance from its sponsoring Rotary club, nor shall it make general solicitations from other Rotary clubs or other Rotary Community Corps. It shall not solicit financial assistance from individuals, businesses, or organizations in the community without prior approval of the sponsoring Rotary club.

ARTICLE VII — Committees

- a) The Corps representative, with the approval of the leadership group, may appoint such committees as he or she may deem necessary, citing their duties at the time of appointment. All such committees shall lapse upon completion of their duties, upon discharge by the appointing Corps representative, or with the end of his or her term of office, whichever occurs first.
- b) Committees for administration, vocational service, community service, and finance are recommended for each Corps.

ARTICLE VIII — Fees and Dues

- a) Any fees, dues, or assessments to be paid by the membership of the Corps shall be nominal and shall be for the sole purpose of meeting administrative costs.
- b) Funds for activities and projects undertaken shall be raised apart from such fees or assessments.
- c) A thorough audit by a qualified person shall be made once each year of all financial transactions and reported to the members of the Corps and to the sponsoring Rotary club.

ARTICLE IX — Acceptance of Guidelines

All members of Rotary Community Corps, by their acceptance of membership and continuation thereof, accept the principles of the Rotary Community Corps expressed herein and agree to comply with and be bound by these Guidelines. No member shall be absolved from the observance of these Guidelines on the plea that he or she has not received a copy of them.

ARTICLE X — Adoption of Bylaws

Each Corps shall adopt bylaws for its management and governance. The bylaws shall be similar to the "Recommended Bylaws for Rotary Community Corps" as approved by the Board of Directors of Rotary International, but such recommended bylaws may be modified to accommodate local customs and procedures.

ARTICLE XI — Emblem

The emblem of the Rotary Community Corps shall be preserved for the exclusive use and benefit of its members. Members shall be entitled to wear or otherwise display the emblem in a dignified and appropriate manner during the period of their membership. Each member shall relinquish such entitlement upon termination of his or her membership or upon termination of the Corps.

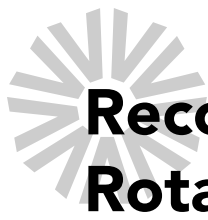
ARTICLE XII — Duration

- a) Each Corps shall exist so long as it continues to function in accordance with the provisions of these Guidelines or until it is terminated:
 - 1) by the Corps upon its own determination and action;
 - 2) by the sponsoring Rotary club upon withdrawal of its sponsorship of the Corps; or
 - 3) by Rotary International for failure of the Corps to function in accordance with these Guidelines or for other cause.
- b) Upon termination of the Corps, all rights and privileges relating to the Rotary Community Corps name and emblem shall be relinquished by the Corps and by its members individually and collectively.

ARTICLE XIII — Amendments

These Guidelines may be amended only by action of the Board of Directors of Rotary International.





Recommended Bylaws for Rotary Community Corps

SECTION A — Name

The name of this organization shall be the Rotary
Community Corps of _____,
sponsored by the Rotary Club of _____.

SECTION B — Approval of Guidelines

This organization shall be conducted in accordance with the "Guidelines for Rotary Community Corps" as adopted by the Board of Directors of Rotary International.

SECTION C — Elections

- 1) Elections to choose the members of the leadership group shall be held annually prior to the _____ day of _____ in each year. The representative shall be elected by the leadership group within one week after their election. Those elected as the leadership group and the representative shall take office on the _____ day of _____ following their election.
- 2) Nominations for election to the leadership group shall be made in writing and filed with the representative at least one week before the regular meeting at which voting shall be held. Notice of the election shall be made at the regular meeting preceding the election. Voting shall be by secret ballot. Those candidates receiving a majority of the votes of the members present and in good standing shall be elected, provided a quorum is present at the meeting.

SECTION D — Duties of Officers

- 1) Representative. The representative shall preside at all regular and special meetings of the Corps and of the leadership group. He or she shall, with the approval of the leadership group, fill all vacancies by appointment, until the next regular election of the Corps. He or she shall be an ex officio member of all committees with the right to vote.

- 2) Treasurer. One member of the leadership group shall be treasurer and have custody of all Corps funds, maintaining all necessary records, and depositing all such funds in a bank approved by the leadership group. The treasurer shall report on the Corps' financial status at each meeting of the Corps and shall hold all records available for inspection by any member. All disbursements shall be by check which shall require the signatures of two authorized members of the leadership group.

SECTION E — Meetings

- 1) The Corps and the leadership group shall each meet regularly at such time and place as they may determine. The Corps shall meet not less than once each month, and the leadership group shall meet not less than twice each month.
- 2) A majority of the members in good standing shall constitute a quorum at any regular or special meeting of the Corps. Any four members of the leadership group shall constitute a quorum at any meeting of the group. No meeting of the Corps or of the leadership group shall be deemed official unless a member of the Rotary Community Corps committee (or a Rotarian designated by the Rotary club president) of the sponsoring Rotary club is in attendance.

SECTION F — Fees and Dues

- 1) The admission fee for new members shall be _____. Annual dues shall be _____ paid at the rate of _____ per month.
- 2) All fees and dues must be paid before a member will be considered in good standing.

- 3) Dues may be paid in the form of value of services and labor performed on a Rotary Community Corps project, at a rate and under conditions decided by the membership. However, members electing to pay dues in this way are not eligible to receive “reasonable compensation” for the same work, as provided under article VI, section a, of the “Guidelines for Rotary Community Corps.”

SECTION G — Committees

The representative, with approval of the leadership group, shall appoint the following standing committees:

- 1) Administrative. This committee shall be responsible for attendance, membership programs, fellowship, public relations, and such other matters as may be deemed appropriate.
 - 2) Community Service. This committee shall be responsible for formulating and developing projects designed to serve the community.
 - 3) Vocational Service. This committee shall be responsible for developing projects designed to improve the quality of work and to promote the recognition of the dignity and value of all useful occupations especially as they affect the quality of life in the community, and for providing information about various kinds of livelihood open to citizens of the Corps’ village or community.
- 4) Finance. This committee shall devise ways and means of financing any and all Corps activities requiring funds and shall work in cooperation with the appropriate committees for such activities.

The Community Service and Vocational Service committees each shall have the duty of initiating and planning one major activity in its field each year which shall involve all or most of the membership of the Corps.

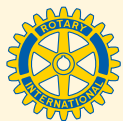
SECTION H — Amendments

- 1) These bylaws may be amended by majority vote of the members in good standing at any regular or special meeting of the Corps at which a quorum is present, provided notice of intention to vote on such amendment is given at least 14 days earlier at a meeting of the Corps at which a quorum is present, and provided such amendment is approved by the sponsoring Rotary club.
- 2) Nothing in these bylaws shall contravene any provision of the “Guidelines for Rotary Community Corps” as adopted by the Board of Directors of Rotary International.



Using the Rotary name, emblem, and other RI trademarks (known collectively as the Rotary Marks) in project publicity is an excellent way to promote Rotary’s mission. Make sure that the RCC promotional materials clearly identify both the sponsor Rotary club(s) or district and the Rotary Community Corps

that planned and implemented the project, and that all Rotary Marks adhere to RI and Rotary Foundation guidelines. The RCC logo may be reproduced in any one color. Find more information at www.rotary.org (keyword search: Rotary Marks).



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