Stewardship Roadmap for Committee Champion

Project (Attach Application)_____

Is the Recipient a 501c(3), a 501c(4) **or** otherwise structured charitable organization? [Recipients do not have to be a charitable nonprofit]
____ Yes   ____No

Rotary Member Champion (member who proposes project)
_____Email: _____

Committee Liaison (assigned within Stewardship Committee)
_____Email: _____

CHECKLIST FOR COMMITTEE LIAISON

1. Member submits a proposal to the Stewardship Chair by using the **Application for Funding Request**. The Chair will discuss with the Grants Committee to see if there is any opportunity in coordinating with Grants funding. If it becomes a Stewardship Request, the member should be given the document titled **Project Reporting to Rotary Club of Durham Board** to understand the process and expectations.
2. A Committee Liaison will be assigned. Up to the Chair, assignment may be random, volunteer of committee member, a set rotation of committee members, or some other reasonable and fair method of assigning committee members as Liaisons.
3. Liaison is responsible for:
    a. Understanding the proposal.
    b. Coordination with the Member Champion for additional clarification on the proposal, if needed.
    c. Seeking each member of the Committee to complete an evaluation matrix and compile all results into an average number for the Committee to consider when evaluating the proposal. Or other evaluation method as deemed appropriate.
    d. After receiving evaluations and clarifications, presenting the proposal to the Committee.
4. Depending upon the recommendation of the Committee, the Liaison will:

a. Await the Board determination on the Recommendation.
   i. Contact the member regardless of the recommendation.
   ii. If the Member Champion proposing the project is a member of the Board, that member should be recused from the Board vote on this project.
b. IF the proposal is Rejected.
   i. Explain the reasons for Not recommending the proposal.
   ii. Encourage re-application, if appropriate.
c. IF the proposal is Recommended:
   i. Contact the Member Champion
   ii. Follow up on Expectations
      1. Member Champion and Recipient of Funds should understand the responsibility of reporting to the Board while the project is active and be able to report as indicated on their **Project Reporting Form**
         a. Where the funds were applied
         b. Who are the beneficiaries
         c. Quantify the impact of the funding deployed compared to the initial expectations presented
         d. Be able to answer Board questions about their organization beyond that which is publicly available on the website or other source of public information.
         e. If there are questions about a nonprofit's compliance with IRS regulations, the Committee Liaison will check the IRS's Tax-Exempt Database to determine if the organization is in good standing with the IRS (https://www.irs.gov/charities-non-profits/search-for-tax-exempt-organizations)

      2. Tell the Member Champion to work with the Treasurer to ensure the club **Check Request form** is completed, if appropriate. See Page 6 for a Sample. Board should determine how the funds will be managed.

         a. When will the funds be available to the cause?

b. Who gets the funds?

3. After Project Completion Considerations. Committee Liaisons should see the project through to completion and confirm the Member Champion's reporting to the Stewardship Committee and Board on the **Project Reporting Form to Rotary Club of Durham Board** which includes:

    c. Rotary Recognition
        i. Was the club recognized?
        ii. Were the expected demographics assisted?
        iii. Was there press coverage? IF so, what?
        iv. Was Social Media leveraged?
            1. By benefactor?
            2. By sponsoring Member?
            3. By club?
            4. By other?
        v. Was there an article in the club Bulletin?
        vi. Was there an article in the District Newsletter?
        vii. Was Rotary Brand well served? How?
    d. Support of Area of Focus
        i. Which Rotary Area of Focus was intended?
        ii. Did the project succeed in supporting the area of focus?
    e. Overall Evaluation
        i. Was this a good project?
        ii. Should it be considered for a repeat?

Stewardship Committee Guidelines & Expectations

The Rotary Club of Durham welcomes and is supportive of requests from civic, charitable and other worthy groups.

The Board of Directors adopts the following expectations for transparency and accountability from all outside parties receiving Club funds and establishes procedures for internal monitoring of and reporting about such disbursements.

Agreement to comply with these expectations is required of all recipients of Club funds disbursed.

1. Rotary Club funds support charitable purposes.   Per Rotary International guidelines, no political or non-charitable advocacy or other such groups are eligible to receive Club funds.

2. When considering an organization to be supported, the presentation should be made without the Member Champion's name so that evaluation is fair and based on merit rather that the influence of a club member. . The Board needs to consider the organization independent of the individual or group bringing the request to the Board for consideration.

3. The recipient organization acknowledges at time of receipt of Rotary funds its obligation to account for use of the funds on an agreed timeline and agrees to comply. The Board requires a form to be completed prior to considering support.

    a. Rotary Member Champion. For each funding commitment by the Club, the Club member proposing the project will be designated as Champion to the outside group for accountability purposes.
        i. Member Champions should limit their proposals to one funded project in a 12 month period.
        ii. The Member Champion will usually be one of the proposers of the funding.
        iii. The Member Champion will monitor the group funded and report developments to the Board as directed.
        iv. Reports will document where Rotary funds are applied and who are the beneficiaries.

v. Reports will quantify the impact of the funding deployed through the outside group compared to the initial expectations presented.

vi. For one-time projects or other one-time occasions, final accounting for use of funds will be provided timely upon completion.

1. The Committee Liaison will monitor the organization's use of funds and upon request, report the current status of the project to the Board.

vii. For ongoing funded projects, programs or other occasions, progress reports from the Member Champion and the group funded will be prepared by the Member Champion at least quarterly. The Committee Liaison will provide progress updates using the Project Reporting Form to the Stewardship Committee, which will then communicate to the Club Board. Updates to this form can be made throughout the project period.

viii. Through the Member Champion, groups funded will be prepared to answer Board questions about their organization beyond that which is publicly available on a web site or other source of public information.

ix. For projects that have not been completed at the end of each Rotary Year, the Club Board will receive from each Member Champion an updated Project Reporting Form. The Board will determine how to make reports available to members of the Club.

4. Recipients agree to promptly and publicly acknowledge receipt of Club funding in a manner arranged by the Member Champion that is satisfactory to the Board. At a minimum, the outside group will show the Rotary Club of Durham on a list of contributors to the cause.

5. Any Club member shall have the right to request information from any recipient organization, in a manner to be determined by the Board.

6. The Four-Way Test will always apply fully to any use of Club funds.

Sample of Rotary Club of Durham Check Request Form.
Note: Please use the latest version per the current Treasurer.
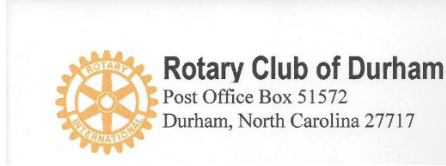
Rotary Club of Durham
Expense Reimbursement and Request for Payment Form
ALL RECEIPTS MUST BE ATTACHED/ SUBMITTTED

Request Date	
Due Date for Payment	
Payee Name	
Amount	
Budget Line Item or Description	
Mailing address if check mailed:	
Street Address	
City, ST , ZIP	
Additional Notes, if necessary	

NOTE: Please plan in advance and give treasurer minimum two week turnaround time as checks are only cut twice a month. If treasurer not given adequate notice to meet time constraints, please arrange for pick up.

Committee Chair approval
_____Date_____

For Member Projects through the Stewardship Committee, please provide date of Board Approval vote and/or Board Minutes if possible. Board Approval Date:
_____
Please email form and receipts to: Treasurer at email address _____