

Assistant Governor RESOURCE GUIDE

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ASSISTANT GOVERNOR OVERVIEW

Assistant Governors (AGs) are appointed by the District Governor to assist in the supervision of the clubs that are assigned to them. The number of clubs varies but they are typically in the same geographic area, and there are currently 10 areas in our district. This is a three-year job. As Assistant Governor you will be working with the club leaders to help them develop effective plans and goals. You will also be helping them maximize their clubs' community impact, while continuing to support their relationship with Rotary, our district and their fellow club leaders

As an AG, you will help incoming club presidents assess their club and develop goals, attend Pre-PETS and PETS, facilitate Area leadership meetings, advise club leaders on filing required paperwork, encourage club leaders and members to attend district workshops and events, visit each club at least once per quarter to offer guidance and assistance as needed, and attend monthly Leadership/AG meetings.

Preparation for AGs is divided into four different approaches:

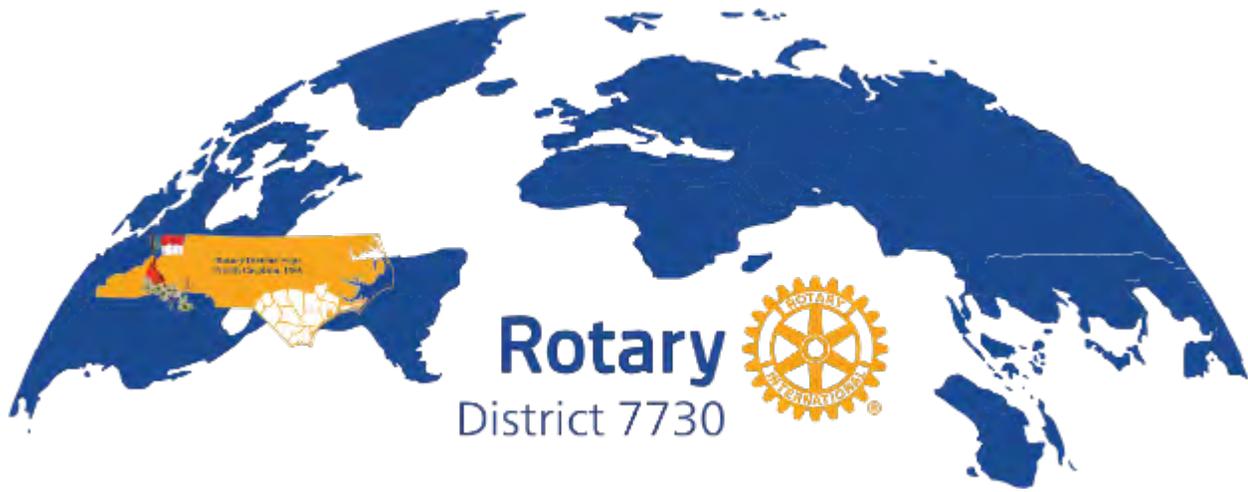
1. Rotary has structured a special group of courses in the Rotary Learning Center for AGs. This interactive curriculum provides a deeper understanding of successful district structure and resources for all AGs to complete their duties. **Each AG must complete these courses.**
2. Our district has developed an in-person training session to introduce the operations, challenges, and opportunities of our district. This interactive learning will be conducted by district leaders in January/February prior to the AG taking office.
3. Rotary's formal training for AGs continues with Pre-PETS in February. This is where you will be the President-Elects you will be supporting. Then, at PETS in March, AGs have specialized training, as well as time to interact with Pes and assist them in goal setting and filling out forms.
4. Since we recognize that education and information are constantly evolving, AGs will meet with the DGE or DG monthly to compare notes, discuss issues and opportunities, and receive new programs and/or updates as they become available.

If you are replacing an AG, they will serve as a mentor, sharing materials and inviting you to each club "just to visit". The AG is a key leadership role in the function of our district. You will be called on to address issues, celebrate achievements, monitor goals, and support as needed. It will be one of your best Rotary experiences!

This is your resource book. We will periodically send you information to add to it. You will also receive numerous articles, forms, worksheets, and guides – some from us and some you will find on your own – that you can add to your book as you see fit. You will build your book for the needs and opportunities in your area.

Feel free to share material you find valuable and let us know if there is anything you need to serve your area. Thanks for all you are already doing!

Shawn Braswell
D7730 District Governor 2026-2027



AG BASICS

JOB DESCRIPTION & GUIDELINES

Assistant Governors (also called Area Governors or AGs):

The role of the Assistant Governor (AG) is to help clubs succeed, to facilitate communication within the district, and to help the Governor with specific projects as requested. The duties of an Assistant Governor are as follows:

- Completing the Assistant Governor Basics Course in the on-line Rotary Learning Center.
- Assisting the DGE in identifying Rotarians qualified and capable of filling district leadership positions.
- Attending District and Zone training (i.e., PETS, Pre-PETS, District Team Learning Assembly, District Learning Assembly (Area Clubs)).
- Working with the DGE to develop goals for the district in the upcoming year.
- Visiting assigned clubs at least once a quarter including once during the first two months of the Rotary year to ensure they are aware of district level objectives and events for the year. A Club Visit Worksheet should be completed after each visit and sent to the AG Lead and DG.
- Meeting regularly with assigned club presidents to discuss the business of the clubs and resources available to assist them.
- Encouraging assigned clubs to actively participate in all five Avenues of Service.
- Assisting incoming assigned Club Presidents in identifying annual goals aligned with district goals, and ensuring those goals are entered in Rotary Club Central.
- Encouraging assigned clubs to have leadership succession plans that include identification of a President, President-elect, and President-nominee, all of which are recorded in DACdb.
- Maintaining close contact with assigned clubs ensuring they are appropriately represented in district events and activities, encouraging them to participate in district events with particular emphasis on:
 - PETS – All Club Presidents are required to complete PETS prior to taking office July 1.
 - District Training Assembly
 - District Conference
- Ensure assigned clubs to have at least one member who has completed the annual grants training seminar.
- Monitoring the progress of assigned clubs toward their goals and reporting assessment and feedback through Rotary Club Central.
- Actively participating in monthly Assistant Governor meetings and keeping the District Governor updated on the status of assigned clubs, highlighting areas of success as well as areas that need attention.
- Build team of area advocates for Membership, Foundation, Public Image, and DEI. Have these advocates work with appropriate District Committee Chairs.
- Assist clubs in building membership (new clubs, satellite clubs, impact clubs, alternate times)
- Preparing assigned clubs for the District Governor's annual official visit, attending if possible; and
- Performing other duties as assigned by the District Governor.

ROTARY LEARNING CENTER

AG CURRICULUM

Visit the [Rotary Learning Center](#).

Rotary.org → My Rotary → Learning Center → District Leadership

Assistant Governor Basics (13 Courses):

- Getting Started with the Learning Center
- Get Ready: Assistant Governor
- Working With Your District Team
- Supporting Your Clubs
- Maximizing Governor Visits
- Rotary's Action Plan and You
- Rotary Club Central Resources
- Online Membership Leads - Protecting Personal Data
- Committing to Diversity, Equity, and Inclusion
- Preventing and Addressing Harassment
- Rotary's Change Model
- Essentials of Understanding Conflict

Optional Courses:

- Your District Events
- Club President Basics Curriculum
- Club President Intermediate Curriculum
- Working with your Club Leadership Team
- Rotary Club Central Resources
- Vibrant Clubs in Action

ASSISTANT GOVERNOR PREPARATION TIMELINE



Use this timeline to prepare for your role. It contains the best practices and tips from other assistant governors.

January-February (before taking office)

Understand the leadership roles that you'll be working with at the club and district levels. Try to meet the people who'll hold these positions during your year:

District Leaders	Club Leaders
Governor	Presidents
Governor-elect	Secretary or executive secretaries
Governor-nominee	Treasurers
Trainers	Trainers
Other assistant governors	
Secretary or executive secretaries	
Past district governors	

February

Work with your district leadership team:

- Understand the structure of the district team and how its members support club committees.
- Understand their plan for communicating with you.
- Discuss district goals with the governor-elect.
- Inquire and discuss how online membership leads will be managed.
- Work with the outgoing assistant governor and the district team to make consistent, realistic, and long-lasting plans for supporting clubs.

February-March

Understand how to use Rotary's online tools:

- Resources in My Rotary under the [Manage](#) tab
- [Rotary Club Central](#)
- [Online Membership Leads](#) at the district level
- [Rotary Ideas](#)
- [Rotary Showcase](#)
- [Discussion groups](#)
- [Brand Center](#)

February-June

Get to know your clubs' strengths and weaknesses. Use this information to help plan your year:

- Review their goals, achievements, and ratings in Rotary Club Central.
- Review membership, Foundation, club balance, and other reports in My Rotary.
- Read your clubs' newsletters and follow their accounts on social media.
- Assess your clubs based on their:
 - Operating structure and effectiveness
 - Overall strength, including membership, Foundation giving, financial situation, management practices, and stewardship
- Work with your district team to create a plan for clubs that need the most attention and for those that are performing well.

February-April

Attend training sessions, including:

- The district team training seminar
- The presidents-elect orientation session (Pre-PETS)
- The presidents-elect training seminar (PETS)
- The district training assembly

February-May

Work with incoming club presidents during PETS:

- Build relationships so you understand their needs.
- Encourage them to identify their club's needs.
- Encourage club officers to create [My Rotary](#) accounts.
- Help them develop or refine their club goals and enter them in Rotary Club Central.

- Make sure current club officers add [incoming club officers](#) to My Rotary or their club management system. (You'll receive a list from Rotary in March of club officers who haven't been reported.)
 - Club officers should be reported by 1 February for the following year.
 - Club presidents, secretaries, treasurers, Foundation chairs, and membership chairs can add new officers.
- Discuss how the district and your clubs will manage online membership leads.

April-June

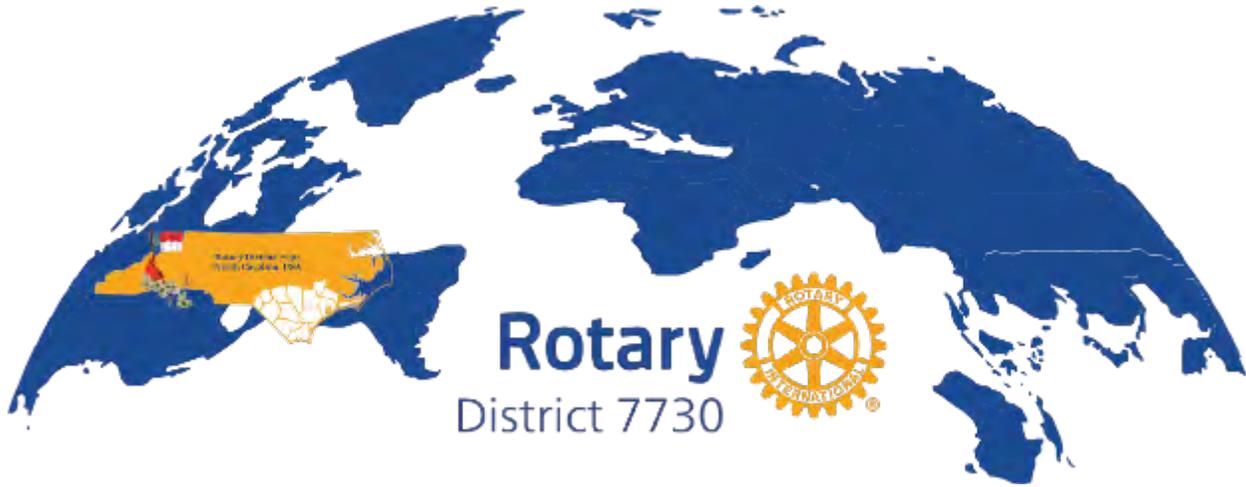
Schedule your club visits for the year:

- Plan to visit each club at least once per quarter.
- Schedule your visits based on the club's needs.
- Verify if you are invited to attend club installations and if they need you to participate.
- Meet with your club presidents monthly, either in person or virtually, to stay current on their

Ongoing

Make sure that you are familiar with the latest Rotary initiatives, policies, and resources:

- Subscribe to [Rotary newsletters](#), including Rotary Leader.
- Visit [District 7730 Website](#) often for news, stories, and updates.
- Visit MyRotary.org often for news, videos, and stories.
- Become familiar with resources available on My Rotary and the district website.
- Refer to [Rotary's governance documents](#) when you work with clubs on matters concerning policy. Your [Club and District Support representative](#) can also help.



AG RESOURCES

HELPFUL SCRIPTS

INDUCTING NEW MEMBERS

Fellow Rotarians and guests, on behalf of the Rotary Club of _____ and District 7730, it is my privilege to induct a new member today!

_____, please come forward with your sponsor _____.

_____, this club has extended to you its hand of friendship and membership in our worldwide organization dedicated to providing service to others, promoting integrity, and advancing world understanding, goodwill, and peace through its fellowship of business, professional and community leaders.

You are invited to join, but it will be by your own actions that you truly become a Rotarian. Learn all you can about Rotary. Strengthen your own leadership and communication skills by participating in the activities of this club and our district. Engage with your fellow Rotarians in their plans and projects to provide service to others in your community and in the world. Then, I encourage you to follow your own passions, find new opportunities to serve, and bring those ideas back to this club so it can increase its wealth of service done. And, of equal importance, as you meet others with your same qualities of character and commitment, invite them to join the Family of Rotary.

If you understand and agree to follow these ideals as I have outlined, please say "I Will."

When we join Rotary, we become part of something bigger than ourselves. Through membership, you will enjoy our network of leaders and professionals and, as your fellow Rotarians, we commit ourselves to making you feel welcome and included. Beyond enriching our own lives and those of our families, the relationships we build foster understanding across communities and cultures around the globe.

I am proud to be a Rotarian. So, it is my great pleasure to present you with this Rotary pin by which we, and people throughout the world, will recognize you as a Rotarian. I ask your sponsors to affix the pin to your lapel, and we ask that you wear it proudly every day.

With that, I declare you duly inducted into The Rotary Club of _____ and the worldwide Rotary Family of over 1.4 million members. Rotarians and friends, please rise and join me in welcoming Rotarian _____, Rotary's newest member!

HELPFUL SCRIPTS

INSTALLING OFFICERS

I am honored by the invitation to join you in your club meeting today because clubs are the heart and soul of Rotary, and this club is no exception . . . giving all members amazing opportunities to unite, take action, and create lasting change across the globe, in this community, and in yourselves!

Each year over 46,00 clubs around the world change their leadership with fun and fellowship. It's a tribute to Rotary that we have been doing so for over 100 years. So, let's continue the tradition for the Rotary Club of _____.

I invite Incoming President-Elect _____ to join me.
Please introduce your officers and board and ask them to come forward.

President-Elect	_____
Vice President	_____
Secretary	_____
Treasurer	_____
Sergeant-At-Arms	_____
Past President	_____
Director	_____

(the incoming president may present each with a pin of office)

Incoming Officers and Directors, you have been elected to important positions in the administration of the Rotary Club of _____. This is an indication of your fellow Rotarians' esteem and confidence in you. They believe you will uphold the traditions of your club; you will support _____ as your Club President, and you will give all you can to serve your community and to advance the Object of Rotary.

Please raise your right hand and repeat after me . . .

I, (state your name),
will fulfill the responsibilities of my office
in the Rotary Club of _____
to the best of my ability
and in accordance with
the constitution and bylaws of this club.

And now President-Elect _____, the members of this club have selected you to guide the club's affairs during the coming year. You have been entrusted with an important yet exciting responsibility that will help shape your club's future. This is your opportunity, along with your board, to make your club shine, to reach new heights, and to accomplish great things!

This year will be the best year of your Rotary Journey. It is your year to show the community and your fellow club members your vision of Rotary and of Rotarians making a difference in service and fellowship. Being elected President of this Rotary club by its members is surely an expression of their confidence in you!

Please raise your right hand and repeat after me . . .

I, (state your name),
do solemnly swear
that I will faithfully execute
the office of President
of the Rotary Club of _____,
that I will to the best of my ability
follow the Rotary 4 Way Test,
that I will give support and assistance
to our District Governor
and to Rotary International,
and that I will uphold
the constitution and bylaws of this club.

My Fellow Rotarians, Guests and Friends, I hereby declare the new President,
Officers and Directors of the Rotary Club of _____ duly installed!

(Presentation of president's pin, gavel, and other club traditions, followed by comments by the new president)

HELPFUL SCRIPTS

PAUL HARRIS RECOGNITION

We are here today to bestow Paul Harris Fellow Recognition!

This award is named after Paul Harris, a Chicago lawyer who founded Rotary with three business associates in 1905. But the award was not created until 1957, ten years after his death, because Rotarian Paul would not allow Rotary to make any sort of recognition during his lifetime saying that he “wasn’t that important!”

Today, the presentation of Paul Harris Fellow Recognition is The Rotary Foundation's way of expressing its appreciation for a substantial contribution to its humanitarian and educational programs which our founder so dearly loved and promoted.

We move closer to a world of peace and goodwill with recognition of

_____ Your gift to The Rotary Foundation's educational and humanitarian programs is a commitment to peace and to a better life for people across the world whom you or I may never meet. This is truly a selfless act. And it is because of such gifts that The Rotary Foundation can carry out an array of programs that achieve beneficial changes in our world.

This Paul Harris Recognition is given for your \$1000 donation to the Foundation. In receiving this recognition, you join a family of nearly a million Paul Harris Fellows worldwide, including several members of this club, who have been recognized for their devotion to the ideals of goodwill, peace and understanding.

As a Paul Harris Fellow, it gives me great pleasure to present you with this Paul Harris pin as a symbol of appreciation, and to thank you for making a difference in your community and in the lives of less fortunate people around the world.

Rotarians and guests, please rise and join me in honoring our latest Paul Harris Fellow!

TUTORIAL

MEMBERSHIP ACTION PLAN

1. Open DACdb.
2. Go to the DISTRICT tab
3. Click the Membership Success Center icon



- 1 SET YOUR MEMBERSHIP GOALS**
Start on the Membership Goal page and review your club's annual rate of attracting and terminating members.
- 2 IDENTIFY YOUR PROBLEM TO SOLVE**
Attrition? Attraction? Both? Neither?
- 3 DISCOVER SOME RECOMMENDED STRATEGIES**
These strategies are developed for your club's specific situation.
- 4 TRACK YOUR PROGRESS ON THE DASHBOARD**
Are you attracting new members at a rate that will meet your growth goal, plus replacing members likely to terminate?
- 5 CREATE A MEMBERSHIP SATISFACTION SURVEY**
Distribute to your members and use the feedback to make your club irresistible.

WHAT IS THE MEMBERSHIP ACTION PLAN?

The Rotary Membership Action Plan is an initiative of Zones 33/34.

[CLICK HERE](#) for recordings of "bite-sized" webinars that provide club leaders with actionable strategies, tried and proven, and **GUARANTEED** to help your club create a culture of consistent, moderate membership growth.

[REGISTER](#) for upcoming MAP Webinars on the same page.

Welcome to **IGNITE**, a cool tool for DACdb users!



IGNITE by Member Minder Pro, LLC provides ease of use for DACdb users by not only helping manage their organizations, but by making member engagement more accessible.

Members can

- pay their invoices (in clubs that use the finance module),
- make donations,
- log service hours,
- add service projects to their calendars,
- send service selfies,
- connect with each other by scanning QR codes to save contact information, and

Leaders can communicate one on one or broadcast messages to an entire group.

Member engagement has never been so easy!

Now the fun part!!

Download the mobile app. You'll need your DACdb login credentials to get started but do it once and your phone biometric function takes over from there. Now let's have some fun and share our DIGITS!



[IGNITE - Apps on Google Play](#)



<https://apps.apple.com/us/app/ignite-by-member-minder-pro/id1664594979>

HOW TO CREATE A MY ROTARY ACCOUNT



1

CREATE AN ACCOUNT

Go to my.rotary.org.



Select Register.

Complete the fields under Create an Account and select CONTINUE.
You'll receive an email with a link to activate your account.

Create an Account

Already have a My Rotary Account? [SIGN IN](#) >

First Name*

Last Name*

Email*

Are you 18 years or older?*

- Yes
- No

By creating an account, you agree to the [Terms of Service](#) and acknowledge our [Privacy Policy](#).

CONTINUE

2 ACTIVATE YOUR ACCOUNT

Activate Account

After you activate your account, this screen appears.

Complete the fields and select CONTINUE.

To activate your account, please add a password and security question.

Your password:

- Must be at least 8 characters
- Must contain 1 lowercase letter
- Must contain 1 number
- May not include any part of your email address

Password*

Confirm Password*

Security Question*

Answer*

By creating an account, you agree to the Terms of Service and acknowledge our Privacy Policy.

CONTINUE

To sign in, enter your email address and newly created password and select Sign In.

Sign In

Username

Password

Remember me

Sign In

If your email address matches our records, no further steps are needed. **If it doesn't match, follow step 3.**

3

VERIFY MEMBER STATUS

Welcome to My Rotary! Answer the following questions to finish setting up your account

Your Member Status

Tell us your member status.

What is your member status?*

- I'm a current or former member of a Rotary Club
- I'm a current or former member of a Rotaract Club
- I have never been a member of any Rotary Club or Rotaract Club

Note: If you belong to both a Rotary Club and Rotaract Club, you can choose either option.

CONTINUE

If your email address **doesn't match** one in our records, **you'll be asked for** your member status.

Choose your member status and select **CONTINUE**.

You'll be asked to enter a previous email that may be associated with us.

If you don't have access to that email address, **we'll** create a new account for you.

HOW TO SET A GOAL

For club officers



1

NAVIGATE TO GOALS

Dashboard

Welcome to Rotary Club Center. Explore data and trends related to your club's goals and tracking progress. Please note: data reported in other Rotary systems and third party vendor systems will be delayed for at least 24 hours.

Global My District All Club Groups All Clubs

Global

Membership Trends

1,000,000 500,000 0

2012-13 2013-14 2014-15 2015-16 2016-17

2013-14 2014-15 2015-16 2016-17

Select **Goal Center** from the navigation menu on the left

2

FIND GOALS TO TRACK

Goal Center

The Goal Center is where you can set goals your club will focus on, and track progress. Please note: data reported in other Rotary systems and third party vendor systems will be delayed for at least 24 hours.

All Club Groups All Clubs Search clubs...

Rotary Club of

0.0 OF 8 ACHIEVEMENT

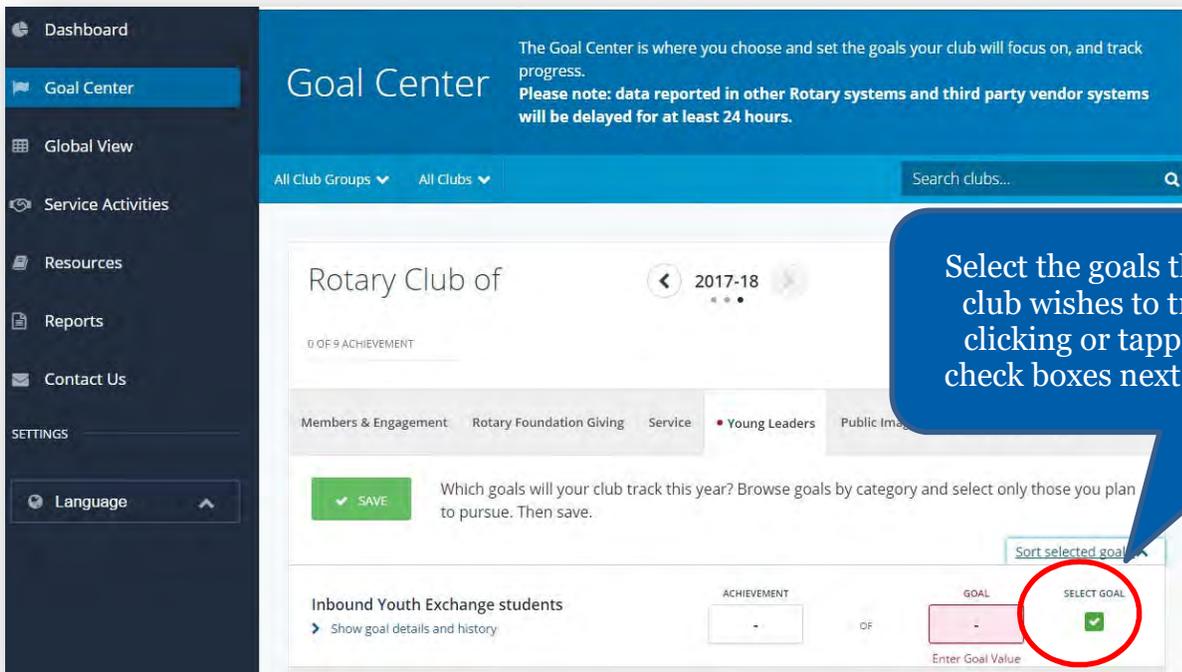
Members & Engagement Rotary Foundation Giving Service Young Leaders Public Image Rotary

EDIT

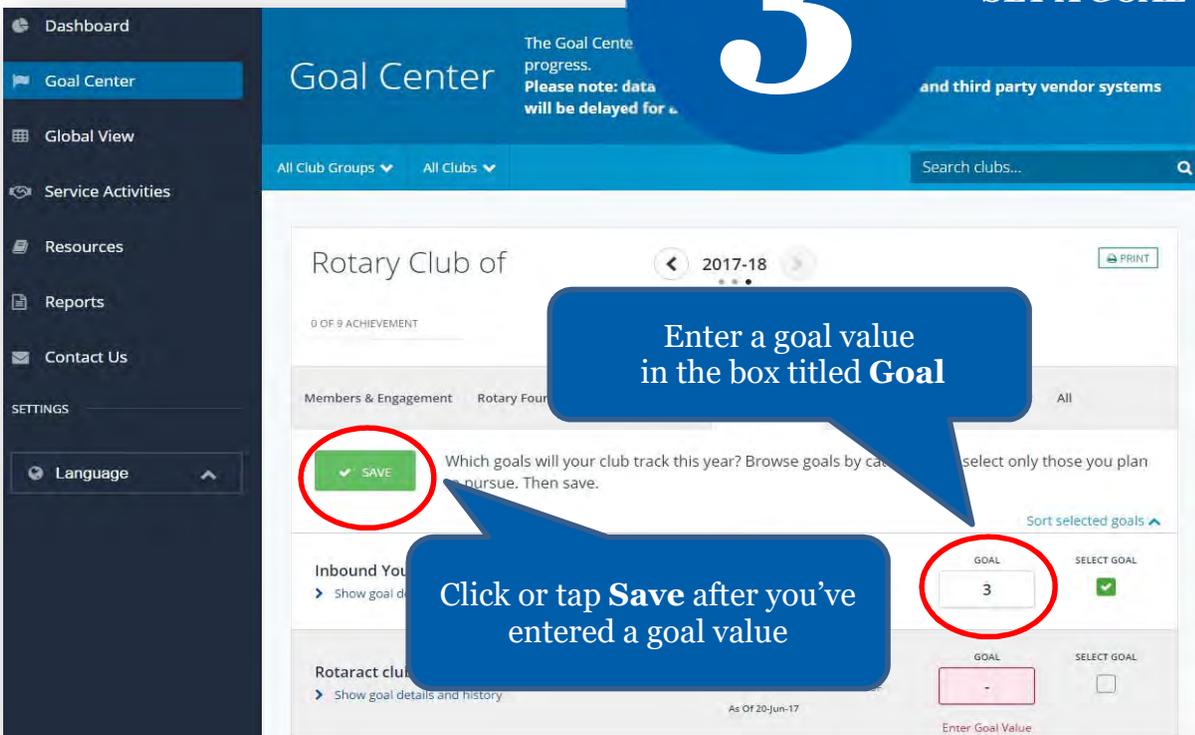
The goals you select will appear below. To report progress or add, remove, or edit a goal, select EDIT

Before choosing your club's goals, make sure the **appropriate year** is listed

If the **Edit** button appears, click or tap it to find goals your club wants to track. If this button reads **Save** and goals are displayed, proceed to the next step



3 SET A GOAL



HOW TO REPORT PROGRESS ON GOALS

For club officers



1 NAVIGATE TO GOALS

Select **Goal Center** from navigation menu on the left

Dashboard

Welcome to Rotary Club C. Explore data and trends re goals, project activities, and i. Please note: data reported in. be delayed for at least 24 hours.

Global My Zone My Dis... Groups All Clubs

Global

Membership Trends

Gender Tre

1,000,000

500,000

0

2012-13 2013-14 2014-15 2015-16 2016-17

2012-13 2013-14 2014-15 2015-16 2016-17

2 FIND GOALS TO UPDATE

Before reporting progress on goals, make sure the **appropriate year** is listed

Click or tap **Edit** to see a list of club goals

Dashboard

Goal Center

Global View

Service Activities

Resources

Reports

Contact Us

SETTINGS

Language

Goal Center

The Goal Center is v progress. Please note: data n will be delayed for a

All Club Groups All Clubs Search clubs...

Rotary Club of

2017-18

0 OF 8 ACHIEVEMENT

Members & Engagement Rotary Foundation Giving Service Young Leaders Public Image Rotary Citation All

EDIT

The goals you EDN.

edit a goal, select

Goal Center

The Goal Center is where you choose and set the goals your club will focus on, and track progress. Please note: data reported in other Rotary systems and third party vendor systems will be delayed for at least 24 hours.

All Club Groups ▾ All Clubs ▾ Search clubs...

Find the goals that you plan to update

Tip: Click **Sort selected goals** to arrange your club's goals for easy updating

Rotary Club of 2017-18

0 OF 9 ACHIEVEMENT

Members & Engagement Rotary Foundation Giving Service Young Leaders Public Image Rotary Citation All

SAVE Which goals will your club track this year? Browse goals by category and select only those you plan to pursue. Then save.

Inbound Youth Exchange students
Show goal details and history

ACHIEVEMENT OF GOAL SELECT GOAL

Enter Goal Value

3 UPDATE A GOAL

Goal Center

The Goal Center is where you choose and set the goals your club will focus on, and track progress. Please note: data reported in other Rotary systems and third party vendor systems will be delayed for at least 24 hours.

All Club Groups ▾ All Clubs ▾ Search clubs...

Rotary Club of 2017-18 PRINT

0 OF 9 ACHIEVEMENT

Members & Engagement Rotary Foundation Giving Service Young Leaders Public Image Rotary Citation All

SAVE Which goals will your club track this year? Browse goals by category and select only those you plan to pursue. Then save.

Inbound Youth Exchange students
Show goal details and history

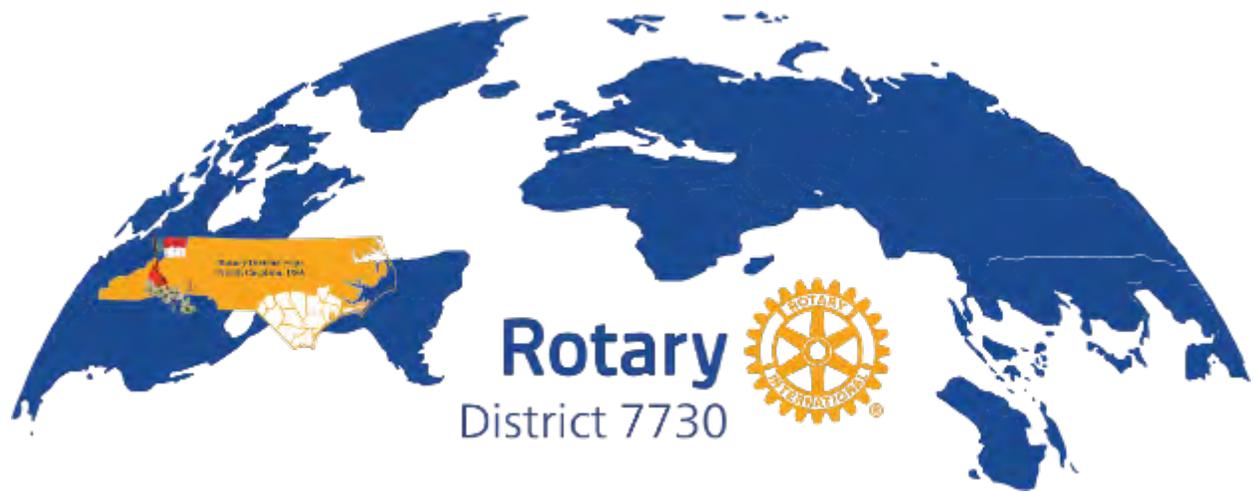
ACHIEVEMENT OF GOAL SELECT GOAL

2 OF 3

As Of 20-Jun-17 Enter Goal Value

Enter your club's progress toward a chosen goal in the **Achievement** column

Click or tap **Save** after you've reported progress on your club's goal



SUPPORTING YOUR PRESIDENTS

CLUB TYPES, FORMATS, AND MODELS



All Rotary and Rotaract clubs share similar values and a passion for service, but each offers a unique experience. When you start a club, **you'll need to choose a club type**, a meeting format, and a club model. Consider the needs of your community and **the club's** prospective members to decide which kind of club would be best.

CLUB TYPE: First, determine whether your new club will be a Rotary club, a Rotaract club, or a satellite of a Rotary or Rotaract club.

Club type	Description	Appeals to	Member minimum for new clubs
Rotary club	Professionals and other leaders who meet regularly for service, connection, and personal growth Learn about a successful Rotary club.	People who are looking for friendship, service, and networking opportunities Learn more with the Starting a Club online course.	15 required
Rotaract club	Adults who take action through community and international service while learning leadership skills and developing professionally Learn about a successful Rotaract club.	Younger professionals and university students who want to become more effective leaders, find innovative solutions to community issues, and have fun through service Learn how to start a club .	12 recommended
Satellite club	A part of a Rotary or Rotaract club that has its own meetings, projects, bylaws, and board, managed in collaboration with its sponsor club Learn about a successful satellite club.	Those who want a club experience, meeting format, or meeting time other than what local clubs offer and who appreciate the support and partnership of another club. Some satellite clubs eventually form standalone clubs, while others, sometimes called companion clubs, do not. Learn more in the Guide to Satellite Clubs .	8 for a satellite Rotary club 4 for a satellite Rotaract club

MEETING FORMAT: Next, determine whether your club will meet in person, online, or both.

Meeting format	Description	Appeals to
In person	A club that meets in person at a designated location Learn about a successful club that meets in person.	Those who consider face-to-face interactions an important part of the meeting experience or who don't enjoy online meetings
Online	A club that meets primarily online and offers in-person service opportunities Learn about a successful club that meets online.	Frequent travelers, people who have difficulty attending in-person meetings, or those who prefer an online experience Learn more about online club meetings .

CLUB TYPES, FORMATS, AND MODELS



In person and online	<p>A club that holds some meetings in person and others online, or one that holds in-person meetings that some members attend virtually</p> <p>Learn about a successful club that meets in person and online.</p>	<p>People who have various needs and enjoy a flexible schedule and those who want many attendance options or a mix of experiences</p> <p>Learn more about clubs that meet online and in person.</p>
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CLUB MODEL: Finally, determine the approach your club will offer. You can choose a model below or design your own.

Club model	Description	Appeals to
Traditional	<p>The club experience includes having a meal, hosting a speaker, and practicing traditions that members value. Traditional clubs often have higher dues because of venue and meal costs.</p> <p>Learn about a successful traditional club.</p>	<p>People who want to socialize over a meal while learning about a new topic or an opportunity to serve the community</p>
Passport	<p>A club that allows members to attend other clubs' meetings frequently if they attend a specified number of home club meetings each year</p> <p>Learn about a successful passport club.</p>	<p>People who travel frequently or who enjoy trying a variety of club experiences and meeting lots of people</p> <p>Learn more in the Guide to Passport Clubs.</p>
Cause-based	<p>A club whose members are passionate about a specific cause and focus their service efforts on that topic</p> <p>Learn about a successful cause-based club.</p>	<p>People who want to connect with others while addressing a particular issue</p>
Interest-based	<p>A club that focuses on a particular interest or hobby</p> <p>Learn about a successful interest-based club.</p>	<p>People who want to enjoy Rotary by focusing on a shared interest or activity, such as professional development</p>
Corporate	<p>A club whose members (all or most of them) work for the same employer</p> <p>Learn about a successful corporate club.</p>	<p>Employees of one organization who want to do good in their community</p>
Alumni-based	<p>A club in which most members (or a majority of charter members) are former Rotary program participants or former Rotaractors or Rotarians</p> <p>Learn about a successful alumni-based club.</p>	<p>People who have previously participated in Rotary International or Rotary Foundation programs, or are former members</p>
Service-based	<p>A club that meets at least twice monthly for service projects and meets occasionally for social events or fundraisers</p> <p>Learn about a successful service-based club.</p>	<p>People who join Rotary to participate in service but who don't want to or can't attend meetings, or those who want a club with lower dues</p>

CLUB TYPES, FORMATS, AND MODELS



Language-based	A club whose members speak a common language other than the primary language of their district Learn about a successful language-based club.	People, such as expatriates, who want to connect with each other using a common language, or people who prefer to connect through that language
International	A club whose members are from different countries than the district where they reside Learn about a successful international club.	People who want to connect with others from all over the world or want a more international club experience
Districtwide online	A club whose members are from anywhere in the district rather than a specific locality, and who meet online. These clubs can function as a temporary club for members exploring different Rotary experiences or a permanent club for those who prefer this format. Learn about a successful districtwide virtual club.	People who want to connect online with others from a larger geographical area, and those who want to volunteer and meet others but may not be able to attend regular meetings in person and fulfill other club membership commitments. This model works well to engage prospective members or re-engage former members and program participants who may want to explore various projects and clubs.

SUPPORTING YOUR PRESIDENTS

Checklist

In order to support your Area Presidents, be prepared to remind them about:

- Availability of support from you and the District
- Attending Pre-PETS
- Attending PETS
- Performing a Club Satisfaction Survey
- Reviewing Club By-Laws and Budgets
- Completing a Strategic Plan
- Entering their Officers in DACdb
- Creating a Membership Action Plan
- Submitting their Goals in Club Central on the Rotary.org website
- Providing anticipated membership growth plans to the DG
- Providing anticipated Foundation contribution plans to the DG
- Completing Rotary Learning Center courses for Club Presidents
- Coordinating with the DG for official club visits
- Club Excellent Award and other awards due dates
- District Grant training
- District Grant due dates

CLUB PRESIDENT PLANNING CALENDAR 2026-27

July 2026 – Maternal and Child Health Month	
1 July	<p>Download the most recent versions of the standard constitutions for Rotary and Rotaract clubs on our Governance Documents page. All clubs admitted to Rotary membership need to adopt their standard constitution in its entirety. You can also download the most recent versions of the recommended bylaws for Rotary and Rotaract clubs.</p> <p>Nominations for the Avenues of Service Award are open now and can be made throughout the year. You can nominate a member who has demonstrated service in any or all of the five Avenues of Service for district recognition. Details are on the Awards page.</p>
15 July-1 October	<p>Nominations for the Service Award for a Polio-Free World are accepted. Details are on the Awards page.</p>
<ul style="list-style-type: none"> • In mid-July, Rotary clubs receive their invoices, which are due on receipt. Only clubs that pay within 60 days are eligible for the Club Excellence Award. RI posts club invoices to My Rotary and emails a copy to each club’s president, secretary, treasurer, and general email address. Reported officers can update their primary contact email addresses on My Rotary by clicking on My Account. Update the club email address in Club Details. • Set your annual goals in Rotary Club Central. To achieve the Club Excellence Award, review all the available goals, select at least half of them, and then report in Rotary Club Central by the end of the year that your club met those goals. • Update your club details in My Rotary, including where and when the club meets, whether you offer an online option, and other details that describe your club culture so that prospective members can connect with you. Learn how to update your club details. 	
August 2026 – Membership and New Club Development Month	
1-31 August	<p>Nominations for the Sylvia Whitlock Leadership Award are accepted. Details are on the Awards page.</p>
15 August	<p>Nominations for the Club Excellence Award for Interact Clubs for the previous Rotary year are due. Details are on the Club Excellence Award page.</p>
<ul style="list-style-type: none"> • If you haven’t received your club invoice, write to clubinvoice@rotary.org. Reported club officers can find the invoice online by signing in to My Rotary and selecting My Rotary from the navigation menu before selecting your club’s name. From there, select Finance and choose Club Invoice from the options to View Current Invoice. • RI emails 30-day reminder letters to all Rotary clubs with balances due. (Clubs that receive the 60-day reminder won’t be eligible for the Club Excellence Award.) 	
September 2026 — Basic Education and Literacy Month	
1 September to end of November	<p>Submissions for the Interact Awards are accepted.</p>
<ul style="list-style-type: none"> • RI emails 60-day reminder letters to all Rotary clubs with balances due. (Clubs that receive this reminder aren’t eligible for the Club Excellence Award.) 	

October 2026 — Community Economic Development Month	
1 October	Nominations for the Service Award for a Polio-Free World are due. Details are on the Awards page.
1-31 October	Nominations for the Service Above Self Award are accepted. Details are on the Awards page.
5-11 October	Rotary Alumni Reconnect Week
24 October	World Polio Day
<ul style="list-style-type: none"> • RI emails 90-day reminder letters to Rotary clubs with balances of US\$250 or more. • Clubs that were terminated in May for unpaid financial obligations become ineligible to be reinstated after five months and need to apply for new charters. 	

November 2026 – Rotary Foundation Month	
1-30 November	Nominations for the Rotary Foundation Citation for Meritorious Service are accepted. Details are on the Awards page.
2-8 November	World Interact Week; Interact’s anniversary is 5 November.
<ul style="list-style-type: none"> • Update your membership data through My Rotary or your club management system before 1 January to ensure that your club invoice will be accurate. You can also write to data@rotary.org to make changes. • Update your club details in My Rotary. Learn how to update your club details. • RI emails 120-day termination letters to Rotary clubs with balances of US\$250 or more. RI may terminate clubs that have owed these balances for 120 days or longer. • Start the process for electing your 2027-28 club officers. Selections need to be complete by 31 December. 	

December 2026 — Disease Prevention and Treatment Month	
15 December	This is the last day to get the deeply discounted registration rate for the 2027 Rotary International Convention. Register at convention.rotary.org .
31 December	Finalize the election of 2027-28 club officers. Report incoming officers through My Rotary or your club management system by 1 February. Any current club officer in My Rotary may report incoming officers.
	This is the last day to make Rotary Foundation contributions that will be credited to 2026. Write to rotarysupportcenter@rotary.org for updates on due dates for specific gift types.
<ul style="list-style-type: none"> • Update your membership data through My Rotary or your club management system before 1 January to ensure that your club invoice will be accurate. You can also write to data@rotary.org to make changes. 	

January 2027 — Vocational Service Month	
1-31 January	Nominations for the Rotary Foundation Distinguished Service Award are accepted. An endorsement from the governor is required. Details are on the Awards page.
<ul style="list-style-type: none"> • In mid-January, Rotary and Rotaract clubs receive their invoices, which are due on receipt. Only clubs that pay within 60 days are eligible for the Club Excellence Award. RI posts club invoices to My Rotary and emails a copy to each club’s president, secretary, treasurer, and general email address. • Report incoming officers through My Rotary or your club management system by 1 February. Any current club officer listed in My Rotary may report incoming officers. 	

February 2027 — Peacebuilding and Conflict Prevention Month

1 February	Club secretaries need to report all 2027-28 club officers in My Rotary or a club management system.
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23 February	World Understanding and Peace Day (Rotary’s anniversary)
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- If you haven’t received your club invoice, write to clubinvoice@rotary.org.
- RI emails 30-day reminder letters to all Rotary and Rotaract clubs with balances due. (Clubs that receive the 60-day reminder won’t be eligible for the Club Excellence Award.)

March 2027 — Water, Sanitation, and Hygiene Month

8-14 March	World Rotaract Week; Rotaract’s anniversary is 13 March.
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31 March	This is the last day to get a discounted registration rate for the 2027 Rotary International Convention. Register at convention.rotary.org .
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	Club presidents-elect need to report all 2027-28 club committee chairs in My Rotary or a club management system.
--	--

- RI emails 60-day reminder letters to all Rotary and Rotaract clubs with balances due. (Clubs that receive the 60-day reminder letters aren’t eligible for the Club Excellence Award.)
- Update your club details in My Rotary. Learn [how to update your club details](#).

April 2027 — Environmental Month

- RI emails 90-day reminder letters to Rotary clubs with balances of US\$250 or more and Rotaract clubs with balances of US\$75 or more.
- Clubs that were terminated in November for unpaid financial obligations are no longer eligible to be reinstated after five months and need to apply for new charters.

May 2027 — Youth Service Month

- Update your club’s progress on annual goals in [Rotary Club Central](#). You’ll need to report achieving half or more of the goals by 30 June to earn the Club Excellence Award.
- RI emails 120-day termination letters to Rotary clubs with balances of US\$250 or more and Rotaract clubs with balances of US\$75 or more. RI may terminate clubs that have owed these balances for 120 days or longer.
- Update club membership data through My Rotary or your club management system before 1 July to ensure that your club invoice will be accurate. You also can write to data@rotary.org to make changes, but note that June is the busiest month for updates.
- Report achievement of your club’s goals in Rotary Club Central before 30 June.

June 2027 — Rotary Fellowships Month

June	The Rotary International Convention takes place.
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30 June	This is the last day to report achieving your club’s goals in Rotary Club Central to earn the Club Excellence Award.
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	This is the last day to make Rotary Foundation contributions that will be credited to the 2026-27 Rotary year. Write to the Rotary Support Center for updates on due dates for specific gift types.
--	---

- Submit a report to your club about its finances and how well it achieved its goals for the year.
- Work with the president-elect to transfer all relevant records, documents, and financial information to ensure a smooth transition.
- Arrange a joint meeting of the incoming and outgoing club boards to provide continuity and help the new board succeed.

AREA LEADERSHIP COUNCIL

“Presidents’ Meeting”

Meeting Agenda

Each Area is expected to hold Area Leadership Council meetings on a regular basis. Ideally, meetings will be monthly but may be bi-monthly or quarterly. Council meetings area open to club presidents, president-elect, and other interested club leaders.

As the Area AG, you will convene your meetings at times and locations suitable to the Area clubs. District leaders can be involved in the participation and planning of the meetings. Below is a suggested discussion agenda for optimizing that time.

From AG:

- Membership Updates sfor Area
- District News & Initiatives
- Rotary Updates (if applicable)
- Upcoming Events/Rotary Dates

From Presidents:

- What’s Going Well
- Where are there challenges
- Fundraisers or other Major Events
- Area Projects
- How we can support each other

Consider also inviting:

- President-Elects
- Incoming AG
- District Governor Line
- District Leaders (as appropriate)
- Membership/Foundation Advocates

Club Visit Worksheet

Club _____ AG _____ Date _____

Event (Meeting, Social, Service Project) _____

# Club Members Present _____	# Rotary Visitors _____	#Non-Rotarian Guests _____
Was there a greeter? _____	Were you warmly greeted? _____	Introduced to others? _____
Guest name badges? _____	Member name badges? _____	Was there a sign-in table? _____
Was there a meal? _____	Was event well organized? _____	Guests properly introduced? _____
Was there a lectern? _____	Was there a Rotary bell? _____	Flag & club banner displayed? _____
Start & end on time? _____	Was there a program/speaker? _____	Recommend the speaker? _____

Notes: _____

Was it easy to find? _____ Parking an issue? _____ Did it function well for this event? _____

Notes: _____

Share your impressions and thoughts regarding the overall “temperature” of the event and any observations (highlights and challenges) or recommendations to improve the club and/or it’s gatherings at this stage of the year.

Notes: Describe the club’s goals and how they are progressing; resources available/needed to help achieve these goals; join t/ties with other clubs planned or recommended; and your plans to share information and support the club’s leadership.

Member Satisfaction Survey

This survey focuses on your typical experiences in our club. Your input is valuable and will be used to make the club even better for everyone. There are no right or wrong answers, so simply offer your honest opinions. Thank you for taking this survey.

1. Overall, how satisfied are you with being a member of our club?

Mark only one oval.

- Not at all satisfied
- Not satisfied
- Neither satisfied nor dissatisfied
- Somewhat satisfied
- Very satisfied

2. Thinking about our club’s **culture, members, and meetings**, indicate how much you agree with the following statements.

Mark only one oval per row.

	Disagree	Somewhat disagree	Neither agree nor disagree	Somewhat agree	Agree
I enjoy our club meetings.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My club does a good job involving new members.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Members of my club care about each other.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My club is as diverse as our community.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Members are involved in ways that match their interests and skills.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The number of fundraising activities is appropriate.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Our club has a welcoming environment.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I can freely express myself among our club members.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I'm proud to belong to this club.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments and suggestions:

3. How do you rate the following aspects of club meetings?

Check all that apply.

	Very poor	Poor	Fair	Good	Excellent	Not applicable
Rotary International updates	<input type="checkbox"/>					
Length	<input type="checkbox"/>					
Frequency	<input type="checkbox"/>					
Format (online, in person, or hybrid)	<input type="checkbox"/>					
Time for socializing	<input type="checkbox"/>					
Professional connections and networking	<input type="checkbox"/>					
Content variety	<input type="checkbox"/>					
Location	<input type="checkbox"/>					
Meeting time and day	<input type="checkbox"/>					
Meals or other food options	<input type="checkbox"/>					
Opportunities to offer input and have discussions	<input type="checkbox"/>					

4. **Comments and suggestions:**

5. What do you think about these aspects of our club's **service projects**?

Mark only one oval per row.

	Too few	Too many	Just right
Total number of projects	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Number of local projects	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Number of international projects	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

6.

Mark only one oval per row.

	Disagree	Agree	No opinion
Our projects are well-organized.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Our projects make a difference in the community or the world.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Our projects are meaningful to me.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

7. **Comments and suggestions:**

8. Thinking about **communication** and **responsiveness** in our club, indicate how much you agree with the following statements.

Mark only one oval per row.

	Disagree	Somewhat disagree	Neither agree no disagree	Somewhat agree	Agree
My club is good at communicating with members.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My club is good at listening to members.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My club seeks input and ideas from members.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My club regularly acts on input and ideas from members.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My club updates our processes and rules to meet the needs of our members.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I'm comfortable with the pace of change in my club.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

9. **Comments and suggestions**

10. Indicate how much you agree with the following statements about being a member.

Mark only one oval per row.

	Disagree	Somewhat disagree	Neither agree nor disagree	Somewhat agree	Agree
I am welcome in my club.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I can be myself around members of my club.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My club members know me and value me.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I make valuable connections through my club.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My club provides opportunities to use my talents and skills.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I have access to leadership opportunities in my club.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My Rotary experience is worth the cost.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My experience as a member is worth the time I commit to Rotary.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My family understands the value I place on my Rotary membership.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My friends understand the value I place on my Rotary membership.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Through Rotary, I make a difference in my community.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Through Rotary, I make a difference in the world.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

11. **Comments and suggestions:**

12. Indicate how much you agree with the following statements about club engagement.

Mark only one oval per row.

	Disagree	Somewhat disagree	Neither agree nor disagree	Somewhat agree	Agree
I invite my friends, family, and colleagues to club events.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I invite prospective members to join my club.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I frequently participate in my club's activities, projects, and programs.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I'm proud of my club.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

13. **Comments and suggestions:**

14. Think about the costs associated with being a club member and rate these factors.

Check all that apply.

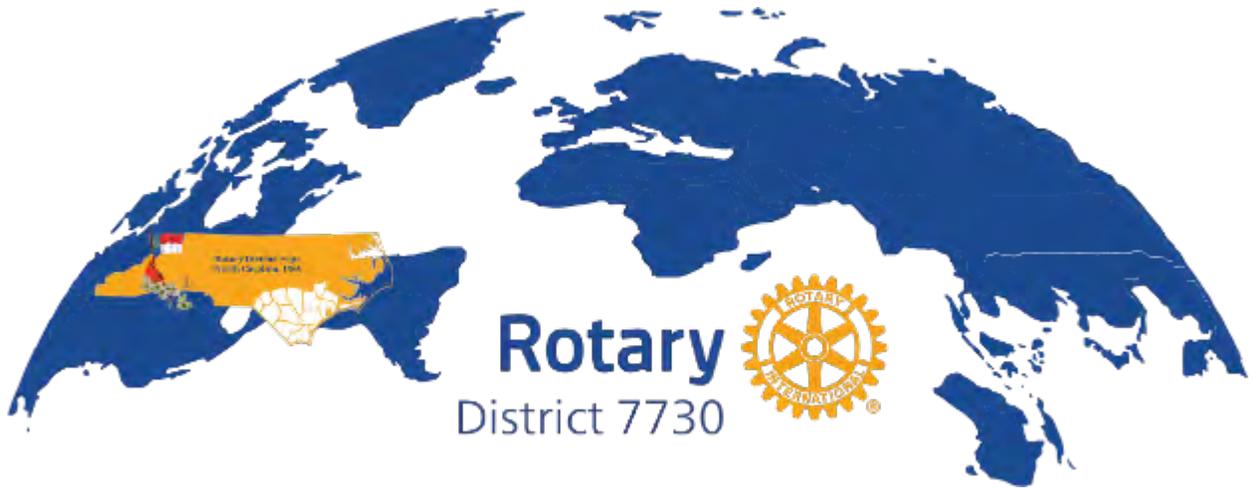
	Too high	Too low	Just right	Not applicable
Club dues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Food	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Club fees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Requests for donations for service projects	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Requests for contributions to The Rotary Foundation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

15. **Comments and suggestions:**

16. What didn't we ask about that you'd like to start, stop, or continue in your club?

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Google Forms



DISTRICT INFORMATION

Established in 1926 (as District 57)

Rotary District 7730 is in Southeastern North Carolina, includes 51 clubs in with more than 1600 members. This includes 5 virtual clubs with members representing 22 countries.

District 7730 is also part of Rotary Zones 33/34. Our district belongs to Zone 33 which is roughly 35,000 members from 17 districts and 925 clubs in MD, DE, DC, VA, WV, NC, SC and parts of TN and PA.

We are part of 1.4 million Rotarians worldwide from 529 districts over 46,000+ clubs in over 200 countries and territories. Rotary International is headquartered in Evanston, IL and has 7 international offices around the world.

Email: Rotarydistrict7730@gmail.com

Website: <https://rotary7730.org>

2025-2026 DG Line

District Governor – Andrea (Andi) Young

District Governor Elect – Shawn Braswell

District Governor Nominee – Bill Kampa

Immediate Past District Governor – CJ Crooks

2025-26 LEADERSHIP TEAM

District Governor
Andi Young

District Governor Elect
Shawn Braswell

Executive Secretary
Lin Kelly

Public Image
Krystal Johnson/Rebekah Thurston

Foundation Chair
CJ Crooks

Membership Chair
Eileen Coite

Youth Services Chair
Open

Rotary Youth Exchange
(RYE) Open

Learning Facilitator
Gerome Banks

2026-2027 LEADERSHIP TEAM

District Governor
Shawn Braswell

District Governor Elect
Bill Kampa

Executive Secretary
Lin Kelly

Public Image
Krystal Johnson/Rebekah Thurston

Foundation Chair
CJ Crooks

Membership Chair
Eileen Coite

Youth Services Chair
Magda Baggett

Rotary Youth Exchange
(RYE) Dianne Bennett

Learning Facilitator
Susan Reid

Remember: You can find additional local support, resources, and leadership on DACdb and the District 7730 website.

Rotary.org and rizones33-34.org are also great places to look for additional contacts, templates and information.

Assistant Governors

Lead Assistant Governor: Barbara Johnson

AREA 1

2025-26 Assistant Governor: Barbara Johnson

2026-27 Assistant Governor: Pam Hilbert

Area 1 Clubs: Beaufort-Ole Towne, Morehead City, Morehead City Lookout, Morehead City Noon, Morehead City Soundview, Newport

AREA 2

2025-26 Assistant Governor: Dennis Murphy

2026-27 Assistant Governor: Bill Little

Area 2 Clubs: Hubert, Jacksonville, Jacksonville Breakfast, Jacksonville New River, Jacksonville South, Richlands, Swansboro

AREA 2A

2025-26 Assistant Governor: Dennis Murphy

2026-27 Assistant Governor: Dennis Murphy

Area 2 Clubs: Sneads Ferry, Surf City, Coastal Pender

AREA 3

2025-26 Assistant Governor: Cathy Barlow

2026-27 Assistant Governor: Mike Reid

Area 3 Clubs: Wilmington, Wilmington Cape Fear, Wilmington Central, Wilmington East, Wilmington South, Wilmington West

AREA 4

2025-26 Assistant Governor: OPEN

2026-27 Assistant Governor: David Vanasse

Area 4 Clubs: Leland, Shallotte, South Brunswick Islands, Southport, Southport Evening

AREA 5

2025-26 Assistant Governor: Jim Brooks

2026-27 Assistant Governor: Kathy Baker

Area 5 Clubs: Bladenboro, Elizabethtown, Fair Bluff, Fairmont, Whiteville

AREA 6

2025-26 Assistant Governor: Rhonda Williamson

2026-27 Assistant Governor: Carolyn Justice-Hinson

Area 6 Clubs: Fayetteville, Laurinburg, Liberty Point, Lumberton, Red Springs

AREA 7

2025-26 Assistant Governor: Pam High

2026-27 Assistant Governor: Pam High

Area 7 Clubs: Burgaw, Clinton, Clinton-Sampson County, Duplin, Wallace

AREA 8

2025-26 Assistant Governor: Carol Foy

2026-27 Assistant Governor: Carol B Foy

Area 8 Clubs: Jones County, Kinston, La Grange, Pollocksville

AREA 9

2025-26 Assistant Governor: Joe Coffey

2026-27 Assistant Governor: Joe Coffey

Area 9 Clubs: District 7730 Passport, Empowering Our Girls, Global Partners in Peace, Safe Childhoods, The Friendship Knot



Rotary Club of _____ Photo Release Form

I hereby authorize the Rotary Club of _____ and its representatives (collectively "Rotary") to capture my image in a photograph, video, or other digital media (collectively "photo") and to use my photo(s) for educational and promotional purposes in any of its presentations and publications, including print, web-based, and electronic presentations and publications.

I understand and agree that my photo(s) will become the property of Rotary and will not be given or returned to me.

I hereby irrevocably authorize Rotary to edit, alter, copy, exhibit, publish, and/or distribute my photo(s) for any lawful purpose. In addition, I waive any right to inspect or approve any finished product that contains my photo(s). Additionally, I waive any right to payment, royalties, or other compensation of any kind arising from or related to the use of my photo(s).

I hereby hold harmless, release, and forever discharge Rotary from all claims, demands, and causes of action which I, my heirs, representatives, assigns, agents, executors, administrators, or any other persons acting on my behalf or on behalf of my estate have or may have by reason of the use of my photo(s) or of this photo authorization, waiver, and release.

I HAVE READ AND UNDERSTAND THE ABOVE PHOTO AUTHORIZATION, WAIVER, AND RELEASE. I AFFIRM THAT I AM AT LEAST 18 YEARS OF AGE, OR, IF I AM UNDER 18 YEARS OF AGE, I HAVE OBTAINED THE REQUIRED CONSENT OF MY PARENT(S)/GUARDIAN(S) AS EVIDENCED BY THEIR SIGNATURES BELOW. I HEREBY ACCEPT THE TERMS OF THIS PHOTO AUTHORIZATION, WAIVER, AND RELEASE.

Signature

Date

Print Name

IF UNDER 18, THE PARENT(S) OR LEGAL GUARDIAN(S) MUST SIGN. I/WE HEREBY GRANT THE ROTARY CLUB OF _____ AND ITS REPRESENTATIVES PERMISSION TO USE THE PHOTO(S) OF THE ABOVE-NAMED MINOR, AND WE APPROVE AND ACCEPT THE TERMS OF THIS PHOTO AUTHORIZATION, WAIVER, AND RELEASE.

Signature Individually and as Parent/Legal Guardian

Date

Print Name and Capacity

Signature Individually and as Parent/Legal Guardian

Date

Print Name and Capacity

District Responsibilities

District Governor (DG):

The District Governor is the officer of Rotary International in the district, functioning under the general control and supervision of the RI board. The District Governor shall ensure the district functions consistent with the RI Manual of Procedures while inspiring and motivating the clubs in the district. The District Governor shall ensure continuity within the district by working with past, current, and incoming district leaders.

The duties of the District Governor include:

- Organizing new clubs.
- Strengthening existing clubs.
- Promoting membership growth.
- Working with district and club leaders to encourage participation in the district leadership plan.
- Furthering the Object of Rotary by providing leadership and supervision of the clubs in the district.
- Filling positions within the District Leadership Team in cooperation with the District Nominating Committee and District Committee Chairs.
- Supporting The Rotary Foundation (TRF).
- Promoting cordial relations between the district, its clubs and between the clubs and RI.
- Planning for and presiding at the district conference and assisting the District Governor-elect in planning and preparing the PETS, the district training assembly and AGTS.
- Conducting an official visit to each club, individually or in multi-club meetings, with the
 - Focusing attention on important Rotary issues.
 - Providing special attention to weak and struggling clubs.
 - Motivating Rotarians to participate in service activities.
 - Ensuring that the club constitution and bylaws comply with RI governing documents; and
 - Personally, recognizing the outstanding contributions of Rotarians in the district.
- Issuing monthly communication to each club and to previous Rotary International Officers active in the district.
- Reporting promptly to RI as required by RI.
- Providing the DGE, before the annual international assembly, full information about the condition of clubs and recommended action to strengthen them.
- Assuring that district nominations and elections comply with the RI governing documents.
- Inquiring regularly about the activities of Rotarian organizations in the district.
- Attending all relevant Rotary International, Zone and district training sessions.
- Completing records of the year of service and turning district files over to the successor District Governor by September 1st of the year immediately following 4 Approved 7.1.23 their year of service as District Governor.

- Ensuring district files to DACdb for succession.
- Serving as the Chair of the Council of Governors and convening at least one annual meeting of the Council of Governors.
- Performing other duties inherent of an RI officer.

District Governor-Elect (DGE):

The District Governor-elect will serve as District Governor commencing July 1 through June 30 of the Rotary year immediately following the term of the current District Governor.

The duties of the District Governor-elect include:

- Attending all relevant Rotary International training, including the annual Rotary International Convention, International Assembly and all relevant Zone and district training sessions.
- Identifying and appointing members of the District Leadership Team to serve during the year of service as District Governor.
- Developing, preparing, and refining training programs and agendas in concert with the District Training Chair for AGTS and PETS. (d) Serves as a member of the Council of Governor's meetings.
- Serving as a member of the District Nominating, District Finance and District Conference Committees to ensure the continuity and succession of the district.
- Serves as primary leadership for the training planning committee for Carolinas PETS, a multi-district training organization formed to support the training of President Elect.
- Other duties as requested or assigned by the District Governor.

District Governor-Nominee (DGN):

The District Governor-nominee will serve as District Governor-elect commencing July 1 through June 30 of the Rotary year immediately following the term of the current District Governor-elect.

The duties of the District Governor-nominee include:

- Beginning the preparations to become District Governor.
- Attending all relevant Rotary International, Zone and district training sessions.
- Supporting the DGE in developing, preparing, and refining training programs and agendas in concert with the District Training Chair for AGTS and PETS.
- Performing other duties as assigned by the District Governor.
- Serving as a member of the District Nominating, District Finance, District Grant, and District Conference Committees to ensure the continuity and succession of the district.

- Serving as a voting member of the CART Advisory Board and attending the CART Annual Meeting.
- Serving in leadership for the Planning Committee for Carolinas PETS, a multidistrict training organization formed to support the training of Presidents Elect.
- Serving as a member of the Council of Governors.
- Other duties as requested or assigned by the District Governor.

District Governor-Nominee Designate (DGND):

The District Governor-nominee Designate will serve as District Governor-nominee commencing July 1 through June 30 of the Rotary year immediately following the term of the current District Governor nominee. In order to provide the greatest opportunity for development for a newly designated DGND, as well as to maximize their familiarity with the district and the duties for which they will be responsible, the DGND once selected shall immediately become an ex officio (non-voting) member of all district committees and shall be included in all District 7730 meetings, including those of the Council of Governors.

The duties of the District Governor-nominee Designate include:

- Attending all relevant Zone and district training sessions:
- Participating in a broad cross-section of district committee meetings to observe their operations and familiarize themselves with district level Rotarians.
- Supporting the District Governor-elect in developing, preparing, and refining training programs and agendas in concert with the District Training Chair for AGTS and PETS.
- Serving as a member of the District Finance and District Conference Committee.
- Serving as a member of the Council of Governors.
- recording minutes of the District Governor Line weekly calls.
- Recording minutes of the District Disaster Relief Committee meetings, and
- Performing other duties as requested or assigned by the District Governor.

Immediate Past District Governor (iPDG):

The Immediate Past District Governor is the District Governor who last completed a full term as District Governor prior to the current District Governor assuming their position.

The duties of the Immediate Past District Governor include:

- Mentoring the currently serving District Governor.
- Serving as Chair of the District Nominating Committee.
- Serving as Chair of the District 7730 Foundation (for Disaster Relief).
- Coordinating with the District Governor, Rotary International Award Nominations.
- Remaining active in the district and supportive of the currently serving District Governor.
- Serving as a member of the District Finance Committee; and
- Performing other duties as requested or assigned by the District Governor.

DISTRICT CHIEF OF STAFF

ROLE:

The Chief of Staff (COS) supports and works with the District Governor Elect (DGE) / District Governor. Assists in developing and supporting the DGE/DG's Leadership Team, programs, and vision. Assists in the training of Presidents-Elects and the District Leadership Team. Supports and attends district functions. Serves as a resource, sounding board, and confidant to the DGE/DG.

RESPONSIBILITIES:

Assist in identifying and developing PEs & PNs, AGs, and District Committee Chairs.
Coordinate DG official club visits and attend as appropriate.
Work with the District Leadership Team, webmaster, and others as necessary.
Identify future district leaders
Assist, support, attend, and/or coordinate major district events as requested by the DGE/DG including, but not limited to:

- Leadership Team Training
- Pre-PETS
- District Assembly
- DG club visits
- District Foundation/Major Donor event
- District Conference

QUALIFICATIONS:

Rotarian in good standing with your Rotary Club and the district for at least 3 years.
Must have been a past president of a Rotary Club.
Ideal candidate will have been an AG or a DLT member.
Should have served other District committees or subcommittees.
Should have visited and participated in projects with other Rotary Clubs.
Must have good organizational, time management skills, and computer skills.
Must be knowledgeable about Rotary International tools and reports: My Rotary, Rotary Club Central, District and club membership and foundation reports, etc.
Ability to work with district level and club members.
Desire to make a difference beyond the club level in Rotary.
Sense of humor.

TERM OF OFFICE:

Two – Three years; Serves during DGE and District Governor year. (Candidate is identified during DGN year)

District Finance Chair:

The District Finance Chair oversees the duties of the Finance Committee in support of the District Governor's vision for the Rotary Year and in compliance with RI requirements, its Manual of Procedures and Code of Policies. This position ensures compliance with the Fiscal Matters Article of this document. This position should be a Past District Governor due to the expansive knowledge and oversight required. This position also chairs the Business Sessions for the District when held.

Duties of the District Finance Committee include:

- (a) Creating the annual district budget for the ensuing Rotary year on or before March 1st. The committee reviews the necessary administrative costs and helps prepare a budget. The budget is typically submitted to clubs at least four weeks before a meeting of incoming club presidents. When planning the budget, the committee considers,
 - The necessary costs of district administration;
 - Expenses that support the responsibilities of the governor, governor-elect, and governor-nominee that may cost more than the DG funding amount covers;
 - Special club and district events that the governor or governor-elect may attend; and
 - If your district plans to host visits from your zone's director and from officers of Rotary International or The Rotary Foundation, include expenses related to these visits as part of your budget;
- (b) Coordination with the Committee Chairs with payables or liabilities of the district, to include District Grants, training events, celebration events, etc.;
- (c) Ensuring the budget is presented at a District Business Meeting and made available to all clubs thereafter by either mail, electronic means or website posting;
- (d) Reviewing and approving the end of term summary financial statement prepared by the District Governor, comparing actual expenditures and fund ending positions against the approved budget;
- (e) Identifying a suitable and appropriate source to conduct a financial review of the district books and District Treasurer's records after the end of each fiscal year;
- (f) Making available to the succeeding District Governor as well as each Rotary Club in the district, the approved end-of-year financial statement along with the report resulting from the year-end financial review;
- (g) After the fiscal year, prepare the annual statement, arrange for an independent review of the annual statement, distribute the annual statement to clubs, present the annual statement for adoption so that the governor can send it to Rotary by 30 June, within 12 months of the end of their year, and prepare the DG funding report and send it to Rotary by 31 July, one month after the end of the governor's year;

- (h) Review of the annual 990 filing, which the District Treasurer facilitates the completion of.
- (i) Oversight, includes:
- **Accounting Software/Platforms:** The Committee shall periodically review the accounting software being utilized to determine whether it is in keeping with transparency for the district, cost effective, easy to learn, secure, etc.;
 - **Audit:** An Audit Committee shall complete an annual review of the financial statements of the district. This review should be a consolidated financial statement review of all accounts associated with District 7730.
 - **Authorized Expenditures:** The Treasurer is authorized to pay all properly presented bills or vouchers for budgeted items, without specific further instructions or authorizations provided that such funds are available from other budgeted items.
 - **Bank and Savings Accounts:** The Committee shall provide for depositing and withdrawing of funds and shall authorize signers for the account to be recorded where funds are deposited. Typically, the signers are the District Finance Chair and District Treasurer for segregation of duties.
 - **Budget and Certification:** The budget of the projected income and expenditures for each year shall be prepared by the Committee and presented to the District Assembly for approval, together with per capita levy on the members to be requested from the Rotary Clubs in District 7730.
 - **Budgeted Items:** The Committee shall budget for effective and efficient operation of the district taking into consideration the recommendations of the District Governor and District Governor Elect.
 - **Financial Statements:** The Committee shall keep a complete record of its transactions and shall require a bond on the Treasurer in an amount equal to the total of all funds for which the District Treasurer has control.
 - **Income and Expenditures:** The expenditures of any one year shall not exceed the receipts thereof, unless by specific authorization of the District Assembly, District Conference or by a club majority mail or e-mail ballot.
 - **Records:** The Committee shall keep complete records. Complete and accurate reports on all activities and finances shall be presented to the District Assembly. A summary of the activities of the Committee with a condensed statement of its finances shall be included in the District Governor's annual report to the Business Meeting of the District.

District Treasurer

The District Treasurer is responsible for the day-to-day management of district finances and ensuring good financial stewardship consistent with the approved district budget. The District Treasurer is a 3-year term and should be selected by the Governor Line every 3 years, with review annually to ensure continuity of service for the district.

Duties of the District Treasurer include:

- Receiving and disbursing district funds with sufficient internal controls in accordance with the policies and procedures established by the Finance Committee and approved by the District Governor;
- Maintaining accounting records of the district and related materials in accordance with document retention requirements;
- Invoicing clubs for district dues and other approved billings and collecting associated payments;
- Reviewing of credit card purchases and reconciliation of discrepancies;
- Making district payments to RI on a timely basis;
- Managing district project/event funds, including paying bills and related expenses;

- Working with the District Governor Line to ensure expenditure and reimbursements are made in alignment with the RI District Governor funding requirements;
- Distributing approved grant and scholarship funds;
- Working with the Rotary Foundation to submit contributions and receive grant funding;
- Preparing monthly financial statements and distributing them to the Finance Committee
- Preparing and submitting tax returns as required;
- Attending the District Conference and annual District Assembly;
- Supporting the District Finance Committee in drafting an annual budget in time for it to be reviewed and endorsed by the Finance Committee for presentation at the District Conference or Business Session;
- Overseeing completion of the annual Internal Revenue Form 990 for review and approval by the District Finance Committee in time to meet the submission deadline of November 15 or as otherwise imposed by any applicable governmental authority;
- Preparing an annual financial statement of income and disbursements attributable to each District Governor's year of service comparing actual expenditures against approved budgeted expenditures for review and approval by the District Finance Committee;
- The District Treasurer is ex-officio, and is non-voting, and serves as Treasurer of The Rotary District 7730 Foundation; and
- Performing other duties as requested or assigned by the District Finance Chair and/or the District Governor.

Membership Chair

This position, a three-year term, oversees the duties of the Membership Committee in support of each District Governor's goals and vision for the Rotary Year and in compliance with RI requirements, its Manual of Procedures and Code of Policies. The Membership Chair attends Zone Training and Meetings to ensure continuity and knowledge of RI and Zone resources for the district. This role communicates committee progress, challenges, and opportunities with your Rotary Coordinator and District Governor on a regular basis.

Duties of District Membership Committee include:

- Collaborating with the DG and club leaders to help community members learn about and join Rotary;
- Coordinating district-wide membership development activities;
- Planning and conducting training in consultation with the governor and district trainer, as well as the district public image and Rotary Foundation chairs.
- Encouraging clubs to participate in District, RI or presidential membership development recognition programs;
- Maintaining communication with other district committees to coordinate activities that will aid membership growth;
- Assisting in organizing, establishing, and supporting new and different club types and models, where Rotary is currently not present, as well as in areas where Rotary is already active.
- Working with campus and community based Rotaract Clubs to maximize their membership in Rotary;
- Assigning any prospective, referred, or relocating members who are hoping to join a club using the RI web-based membership management system.
- Make the committee known to all clubs, and ensure that members of the committee are available to help them;
- Encouraging clubs to develop and implement an effective Club Leadership Plan that includes membership growth and training in the plan;
- Assisting club membership chairs in carrying out their responsibilities;
- Seeking opportunities to visit clubs to speak about successful membership development activities and share information on successful activities;
- Promote the use of the four-way test in acceptance of members to achieve a wide variety of membership in a club to represent the club's cultural and vocational climate;
- Ensuring that each club Membership Committee is connected routinely with RI and Zone resources, such as Rotary Learning Center.
- Staying informed of Club and District trends, analyzing and reporting to the District Governor and Leadership Team as an active part of strategy in growth and retention of membership; and
- Reporting to the District Leadership Team and the District Governor on a routine basis.
- Supporting the District Governor in innovative strategies as requested or assigned.

District Public Image Chair.

This position, a three year term, oversees the duties of the Public Image Committee in support of each District Governor's vision for the Rotary Year and in compliance with RI requirements, its Manual of Procedures and Code of Policies. The Public Image Chair attends Zone Training and Meetings to ensure continuity and knowledge of RI and Zone resources for the District. This role communicates committee progress, challenges, and opportunities with your Rotary Coordinator and District Governor on a regular basis.

Duties of District Public Image Committee include:

- Developing and executing a public image plan for the district in support of the District Governor and their vision for stories and initiatives highlighted;
- Coordinating district-wide membership development activities;
- Planning and conducting training in consultation with the governor and district trainer, as well as the district public image and Rotary Foundation chairs.
- Supporting District Leadership Chairs in identifying Public Image support for the committee work that can be a part of this Committee;
- Providing resources to present, explain, and promote Rotary to the public in cooperation with district clubs;
- Assisting clubs in their public image efforts and responsibilities;
- Leading by example and share stories that show your district as people of action, through social media and other media;
- Seeking opportunities to visit clubs to speak about successful public image initiatives and activities;
- Encourage clubs to communicate with external audiences to promote the impact they make in their communities;
- Getting media coverage for local projects by cultivating relationships with journalists.
- Collaborating with clubs to use the resources available on the Brand Center to create and use club logos that reflect Rotary's brand guidelines and develop materials that are distinctly Rotary;
- Promoting the End Polio Now campaign, our areas of focus, grant successes, and alumni activities;
- Plan and conduct the district Vibrant Club Workshop in consultation with the governor and district trainer, as well as the district membership and Rotary Foundation chairs;
- Taking Courses in Rotary Learning Center and participating in Zone training;
- Reporting to the District Leadership Team and the District Governor on a routine basis;
- Supporting the District Governor in innovative strategies as requested or assigned.

District Foundation Chair. This position, a three-year term, oversees the duties of the Foundation Committee in support of each District Governor's vision for the Rotary Year and in compliance with RI requirements, its Manual of Procedures and Code of Policies. The Foundation Chair attends Zone Training and Meetings to ensure continuity and knowledge of RI and Zone resources for the district. This role communicates committee progress, challenges, and opportunities with our assigned Rotary Foundation Coordinator and District Governor on a regular basis. This position has signing authority for global grants, in coordination with the District Governor.

Duties of District Rotary Foundation Committee include:

- Developing and executing a plan for the district in support of the District Governor and their vision for cultivating and stewardship of gifts to the Rotary Foundation;
- Coordinating district-wide Foundation development activities;
- Planning and conducting training in consultation with the governor and district trainer, as well as the District Membership Chair and District Membership Chair.
- Coordinating fundraising efforts within the district to include both Annual Fund Share and Polio Plus gifts;
- Identifying potential major gift donors and working with the Zone 33 Major Gifts Officer in pursuing major gifts;
- Encouraging Paul Harris Society membership within the district;
- Arranging special recognition events and providing stewardship support to major donors and PHS members within the district;
- Coordinating Polio Plus educational and fundraising campaigns within the district;
- Planning and executing one district-wide Polio Plus program annually;
- Marketing the Rotary Peace Fellows program and coordinating application processing within the district;
- Deciding how to use the District Designated Funds allocated to District Grants in consultation with the District Governor and District Governor-elect;
- Conducting an annual Grants Management Seminar, and
- Coordinating the district and global grants process within the district to ensure participation, recognition and furthering the understanding of how the Rotary Foundation works for communities;
- Planning and conducting the district Vibrant Club Workshop in consultation with the governor and district trainer, as well as the District Membership and Public Image chairs;
- Taking Courses in Rotary Learning Center and participating in Zone training;
- Reporting to the District Leadership Team and the District Governor on a routine basis; and
- Supporting the District Governor in innovative strategies as requested or assigned.

NOTE:

This is not a complete list of district positions. If you would like more information, please refer to the District Leadership Plan. This document is available in the district files in DACdb.

DISTRICT 7730 CRISIS MANAGEMENT PLAN

I. PURPOSE

The health, safety and security of our volunteers and program participants is our highest priority. As such, this document has been developed to serve as a valuable resource to assist District 7730 (hereinafter referred to as **the district**) respond effectively when a crisis occurs to minimize risk to recovery volunteers and help ensure the safety of all, to the greatest extent possible. This plan covers multiple levels of incidents, and the different responses needed, who will coordinate and who will speak on behalf of the district.

II. PREPARATION AND CRISIS PREVENTION

a. Development:

The district's crisis management plan includes comprehensive assessment of the local risks, in collaboration with the following external agencies: NC Emergency Management System, local law enforcement and first responder agencies, Rotary International, and the National Council for Mental Wellbeing.

b. Training:

The district will implement the following training schedule for all individuals involved in the program prior to hurricane season and after completion of training. To the extent you can, this should occur in the spring in advance of hurricane season - our most likely crisis/disaster period of the year, particularly for our district along the coast. Assistant Governors (AGs) and Club Presidents will be trained during PETS and the District Learning Assembly. The Crisis Management Team will be trained in person at the District Learning Assembly and the District Conference *AND/OR* via scheduled Zoom trainings. Participants involved in the Youth Exchange programs will be trained in person at inbound orientations. Volunteers and students involved in supervision of additional youth at RYLA will be trained in-person at RYLA volunteer orientation.

c. Planned and Unplanned Simulations:

To testing for readiness in the event of a crisis, the District Governor may initiate, at least once a year, a planned or unplanned simulation of a crisis. The following guidelines will be following during either simulation:

- It will be clearly identified that the crisis is a simulation and there is no immediate risk.

- A crisis simulation shall not be conducted during an active crisis or immediately following a resolved crisis.
- A crisis simulation shall not be conducted during a scheduled conference, training event, planned group travel, or other event to avoid confusion.
- The District Governor will confirm when the crisis simulation has ended.
- The Crisis Management Team will immediately conduct a debriefing session as outlined in this document.

III. CRISIS MANAGEMENT TEAM

The district's Crisis Management Team (**CMT**) will constitute the following members and includes the outlined responsibilities. In the event of a vacancy, temporary leave of absence, or incapacitation of any member of the Core CMT or other additional CMT members, the District Governor shall designate a trained replacement. Alternates should be designated in advance.

District Crisis Management Team:

District Governor: Responsible for overseeing all aspects of crisis response, convenes meetings, and delegates tasks, as necessary. Activates the Crisis Management Team (CMT). Represents the district and serves as the appointed spokesperson when answering media inquiries. Has ultimate decision-making authority when determining the level of a crisis (upon consultation with the CMT) and actions to be taken in response to a crisis according to the response protocols. The Governor Elect and Governor Nominee should also be trained and available in case the District Governor is impacted by the crisis or otherwise unable to perform their crisis management duties.

District Treasurer & District Finance Chair: Activates the Disaster Relief Foundation Committee (DRFC) at the instruction of the District Governor (or alternate). This committee and its procedures are outlined in the documents governing the District 7730 Foundation.

Disaster Recovery (DR) Coordinator (Primary & Secondary): Liaison between District Leadership & local Rotary Clubs. Notifies the District Governor of the crisis and coordinates the Crisis Management Team (CMT).

District Secretary: Scribes decisions, next steps, and schedules meetings. The District Governor Nominee will fill this role if the District Secretary is impacted by the crisis or otherwise unable to perform their duties.

District Public Image: Keeps focus on maintaining clear and transparent communications to the Local Rotary Clubs, the District and Rotary International.

District Technology: Provide technical support if needed.

Disaster Relief Foundation Committee (DRFC) Representative: Liaison between the Disaster Relief Foundation Committee and the Crisis Management Team. This role is filled by the immediate Past District Governor as Chair of the Disaster Relief Foundation Committee.

Assistant Governors (AGs): First point-of-contact for the local Rotary Club Presidents or club representative in the event of a crisis. AGs will liaison between the local Rotary Clubs in their assigned areas and the Disaster Recovery Coordinator. If the AG is unable to fulfill their duties, the club presidents will contact the Disaster Recovery Coordinator directly. Club Presidents and AGs will be responsible for maintaining contact information (including emergency contact information) for all members in their Rotary Club(s) and communicating all directives to the membership.

PLEASE NOTE: *Electronic and/or online databases may not be available for use in the event of a crisis. An updated printout/hard copy should always be available.*

Other Crisis Management Team Members as needed & appropriate:

District Youth Protection Officer: Assists with overseeing crisis response and serves as a consultant (when appropriate) or consults with local experts for guidance, when necessary, monitors developments of the situation, and coordinates communication within the district and its clubs and with Rotary International. This person does not need to be an active member of a club to serve in this role.

District Youth Exchange Chair: Serves as the main point-of-contact for students and families involved in the Rotary Youth Exchange, coordinating communication with them. Ensures all students are safe and accounted for in the event of a crisis. Responsible for reporting updates to all members of the CMT.

District Interact Chair: Serves as the point-of-contact for youth and families involved in Interact, coordinating communication with them. Ensured all students are safe and accounted for in the event of a crisis. Responsible for reporting updates to all members of the CMT.

District RYLA Chair: Serves as the point-of-contact for youth and families involved in Rotary Youth Leadership Awards, coordinating communication with them. Ensures all students are safe and accounted for in the event of a crisis. Responsible for reporting updates to all members of the CMT.

IV. CRISIS SITUATIONS & RESPONSE PROTOCOLS

Each section below outlines crisis situations by type and the appropriate protocols to be followed depending on the Level. All incidents are expected to be handled at the local club level unless the

club determines that district involvement is needed. If you do not see your specific crises, please use the protocols outlines for a situation that closely resembles it.

a. Accidents (car accidents, construction accidents, falls, sports injuries, assault, robberies, etc.)

Level 1 – Minor Injury/Accident: The emergency (or perceived emergency) does not currently present a significant health or safety risk and does not appear to require medical intervention and involves only one or two people. Although available, Level 1 incidents do not require district intervention.

If more than two people are affected by a minor injury/accident, follow the **Level II** response.

- i. Immediately alert the on-site or responsible health, safety, or medical personnel to access the injury/accident.
- ii. Ensure qualified/trained volunteers provide first aid and transport individuals to the refuge if necessary.
- iii. Continue to monitor the affected person(s) and contact emergency medical assistance if necessary (escalate to **Level II**).
- iv. If the incident involves a youth participant, contact the parent/guardian within 24 hours of the injury/accident.
- v. If the incident involves a youth participant, report the injury/accident to the District Youth Protection within 72 hours of the injury/accident. The District Youth Protection Officer notifies the District Governor of the incident.

Level II – Serious Injury/Accident: The emergency (or perceived emergency) may present a significant health or safety risk and requires medical intervention for one or more person or more than two people affected by a minor injury/accident. Level II incidents do not require District intervention.

- i. Immediately alert the on-site or responsible health, safety, or medical personnel to assess the injury/accident.
- ii. Immediately contact emergency medical services (CALL 9-1-1).
- iii. Ensure qualified/trained volunteers provide first aid and transport individuals to the refuge if necessary.
- iv. Ensure that any youth participants are being supervised while attending to the needs of the injured person(s).
- v. If the incident involves a youth participant, contact the parent/guardian and the District Youth Protection Officer. Again, emergency medical services should be contacted first.

- vi. If the injured person(s) is a youth participant and is required to be transported to a hospital or emergency medical facility, designate an adult volunteer to accompany them and other adult volunteers to supervise any remaining youth participants.
- vii. Contact Rotary International Club & District Support for insurance-related questions or claims to determine what steps may be required to report to the insurance provider(s). If school-age youth are involved, this may also include contacting the school for insurance questions and claims.
- viii. Determine whether there will be or may be any media coverage and if any, notify the District Governor.
- ix. Report the injury/accident to the Districted Youth Protection Officer with 72 hours of the injury/accident. The District Youth Protection Officer notifies the District Governor of the incident.

Level III – Critical Injury/Accident: The emergency (or perceived emergency) presents a significant or critical health or safety risk and requires immediate medical intervention or life-saving procedure.

- i. Immediately alert the on-site or responsible health, safety, or medical personnel to access the injury/accident.
- ii. Immediately contact emergency medical services (CALL 9-1-1).
- iii. Ensure qualified/trained volunteers provide first aid and transport individuals to the refuge if necessary.
- iv. Ensure that other youth participants are being supervised while attending to the needs of the injured person(s).
- x. If the incident involves a youth participant, as soon as emergency medical services have been called, contact the parent/guardian and District Youth Protection Officer. Again, emergency medical services should be contacted first.
- xi. If the injured person(s) is a youth participant and is required to be transported to a hospital or emergency medical facility, designate an adult volunteer to accompany them and other adult volunteers to supervise any remaining youth participants.
- v. Contact Rotary International Club & District Support for insurance-related questions or claims to determine what steps may be required to report to the insurance provider(s). If school-age youth are involved, this may also include contacting the school for insurance questions and claims.
- vi. Determine whether there will be or may be any media coverage and if there is any, notify the District Governor.
- vii. Report the injury/accident to the Districted Youth Protection with 72 hours of the injury/accident. The District Youth Protection Officer notifies the District Governor of the incident.

b. Natural Disasters (*floods, forest fires, tornadoes, hurricanes, etc.*)

Critical Incident: The emergency (or perceived emergency) presents a significant or critical health or safety risk and requires immediate medical intervention or life-saving procedure.

- i. Immediately alert the on-site or responsible health, safety, or medical personnel to access any injuries.
- ii. Immediately contact emergency medical services (CALL 9-1-1), NC Emergency Management Services and any federal agencies that are needed.
- iii. Ensure qualified/trained volunteers provide first aid and transport individuals to the refuge if necessary.
- iv. Ensure that any youth are being supervised while attending to the needs of the injured person(s).
- xii. If the incident involves youth participant(s), as soon as emergency medical services have been called, contact the parent/guardian and District Youth Protection Officer. Again, emergency medical services should be contacted first.
- v. Assistant Governors contact ALL clubs in their assigned area to ensure they have been able to contact all their respective club members and that they are accounted for and out of immediate danger. Attempts to contact continue until all members have been located.
- viii. Determine whether there will be or may be any media coverage and if there will be, notify the District Governor.

c. Physical Health Emergencies (*covid-type illness, violence, terrorist threats, etc.*)

Level I – Monitor: The emergency (or perceived emergency) does not directly impact youth or volunteers and is perceived to be a contained/isolated situation.

- i. Notify the District Recovery Coordinator of the current situation. The District Recovery Coordinator will notify the District Governor.
- ii. The District Governor will contact Rotary International to educate stakeholders on how to protect themselves, and to assure them that the Crisis Management Team is monitoring the situation.
- iii. The District Governor, after consultation with the Crisis Management Team, will distribute or communicate information to volunteers, students, and their parents, etc. related to how the emergency is impacting or has impacted nearby cities, countries, etc. to create awareness.
- iv. Continue to monitor developments, including any alerts and updates issued by federal, state, and local government agencies for further guidance.

Level II - Plan: The situation does not yet directly impact students or volunteers but has developed or progressed/spread to other areas and is no longer isolated or contained.

- i. The District Governor will activate Crisis Management Team to monitor developments, prepare for and plan for the next level of severity.
- ii. Prepare formal communication to individuals who express concerns about the developments, as well as proactive, informational communication to all stakeholders (volunteers, students, and parents).
- iii. Identify the criteria that would require activities, such as in-person gatherings or travel, to be postponed or cancelled.
- iv. Identify the criteria that would require program participants to self-isolate, quarantine, seek medical treatment, or be repatriated (returned to their own country).
- v. Develop a specific plan based on the criteria identified should the emergency spread to or directly impact your region, including students and volunteers, and communicate this plan to all. *The plan should include specific dates that actions will be taken if the situation does not improve or worsens. It should also include specific factors that will result in a decision to cancel in-person events like travel, conferences, RYLA, or require currently hosted Youth Exchange students to be returned to their home country if safe and possible to do so.*
- vi. Contact Rotary International Club & District Support for insurance-related questions or claims to determine what steps may be required to report to the insurance provider(s) and to access any resources the carrier may have available.

Level III – Act: The emergency directly affects your district/region, students, and volunteers.

- i. Implement action steps identified in **Level II** to prevent risk to students or volunteers (e.g., cancelling activities, events, or travel).
- ii. Communicate emergency and contingency procedures to students, volunteers, and parents.
- iii. Communicate emergency and contingency procedures to all relevant local, national, or international government or health agencies as necessary to coordinate repatriation or safe travel.
- iv. Contact the designated person responsible for insurance-related questions or claims to determine what steps may be required to report to the insurance provider(s) and to access any resources the carrier may have available.
- v. Issue refunds or notice of cancellation for all pre-paid or registered events, trips, or other program-related costs.
- vi. Notify Rotary International within 72 hours of any emergency medical treatment, hospitalization, or repatriation of program participants related to the emergency.
- vii. Continue to monitor and adapt procedures as the situation develops.

V. CRISIS RESOLUTION

a. Deescalating a Crisis and Declaring a Crisis Resolved:

The District Governor shall be responsible for deescalating a crisis (moving a crisis from a higher level to a lower level) and declaring a crisis resolved according to the following:

Deescalating a crisis: a crisis level will be moved from a higher level to a lower level, when appropriate, but there is still a need to maintain a level of crisis awareness or response, and that response is more appropriate to the protocols described in the lower level. The District Governor will communicate with the Crisis Management Team in the event of a de-escalation of a crisis and activate the notification protocols, as necessary.

Declaring a crisis resolved: a crisis will be deemed resolved when there is no immediate risk to young people or volunteers, and there is no need to maintain a level of crisis awareness or response. The District Governor will communicate with the Crisis Management Team in the event of a resolution of a crisis and activate the notification protocols necessary.

b. Debriefing:

Immediately following a resolved crisis, a crisis simulation, or a narrowly avoided crisis, the Crisis Management Team shall conduct a debriefing. Other members involved may also be included, as necessary. This debriefing can be done in person or remotely. The purpose of the debriefing is to ensure that the response protocols were followed, if there are any action steps needed because of a crisis resolution, including but not limited to, making updates to the Crisis Management Plan and conducting emergency training.

A copy of the debriefing questionnaire (Appendix B) shall be included with any formal records and the District Governor shall be responsible for ensuring that any actions recommended because of the debriefing are implemented.

c. Updating the Crisis Management Plan and Emergency Training:

It is important to review the Crisis Management Plan regularly. The plan shall be updated as follows:

- Annually prior to the start of a new Rotary year.
- Following any changes to leadership or other youth protection policies.
- As a result of recommendations from a debrief following a resolved crisis, a crisis simulation, or a narrowly avoided crisis.

Emergency (unscheduled) training shall be conducted as follows:

- Immediately following a crisis resolved when the results of a debriefing reveal a need to do so.

- If a crisis or emergency that involves young people is narrowly avoided, especially when the results of a debriefing reveal that youth protection policies or response protocols were not followed.

VI. OTHER IMPORTANT CONSIDERATIONS

a. Supporting Young People During a Crisis

Young people may require additional support, mental health counseling, or medical attention during or immediately following a crisis. It is important to check-in with young people who have experienced a crisis themselves as well as others who may have been present during an in-person emergency or who may also be indirectly impacted (friends, family, or others close to someone who experienced a crisis).

The following procedures should be followed during a crisis and immediately following a crisis:

- Assess the physical, mental, and emotional state of young people directly or indirectly impacted by a crisis.
- Be supportive but also respect the young person's right to privacy or confidentiality if there is no reporting requirement.
- Schedule a follow-up with anyone directly or indirectly impacted by a crisis with an appropriate person (Club counselor, District Youth Protection Officer, etc.).
- Offer additional support services as outlined in [Appendix C](#). Notify the District Governor and the Youth Protection Officer when additional services are required.

b. Administrative Protocols

Reporting: All required reporting (district-level, local, state, national, international, and Rotary International) shall be completed within the designated required timeframe.

Record-keeping: An official record of a crisis response, including the corresponding completed debriefing questionnaire, along with any other relevant materials (press/media releases, media coverage, insurance claim application forms, official letters, email correspondence, police reports, etc.) shall be filed along with other private and confidential reports, accessible to only those with a need to review the record. If stored online, documents must be stored where they can only be accessed by those with the proper security level.

c. Insurance and Expenses

Insurance: The district maintains liability insurance which can include coverage for bodily injury and/or property damage incurred in an emergency/crisis. Review the policy coverage/limits for additional information and policy reporting guidelines. See [APPENDIX D](#) for additional insurance information.

Expenses: The district maintains an emergency crisis management fund if there are expenses incurred that require immediate payment to provide for the safety and well-being of youth and volunteers, including expenses that may be later reimbursed by a liability insurance provider and those that may not be reimbursed. To the extent possible, all expenses must be approved in advance by the District Governor and all receipts must be submitted for reimbursement and record-keeping. The District 7730 Foundation Committee maintains and controls these funds as outlined by the foundation's specific procedures.

d. Media Crisis Guidelines

In the event of a media inquiry, request for comment, interview, or other details related to the crisis, the designated media spokesperson shall be the District Governor, unless otherwise noted. All volunteers should be instructed as part of their crisis training to not respond to or otherwise comment on a crisis and refer all inquiries to the designated spokesperson. All volunteers should refrain from commenting on or otherwise sharing published content involving a crisis and refer the content to the designated spokesperson.

APPENDIX A – DISTRICT CRISIS NOTIFICATION CONTACT LIST

This contact list should be updated annually or anytime a change is made in district leadership. This list should be distributed to everyone listed below and anyone who may need to contact those on the list in the event of an emergency (students, parents, host families, on-site medical personnel, etc.)

Role	Name	Phone	CMT Responsibility
District Governor (primary)	Shawn Braswell	(704) 737-5852	Responsible for determining strategic objectives to support the crisis, determine financial support needs, initiate Crisis Management Team (CMT)
District Governor Elect (Secondary)	Bill Kampa	(910) 389-1095	
Treasurer	Terry Smith	(910) 392-6050	
Finance Chair	Dave Baggett	(910) 309-1061	
Disaster Recovery Coordinator (Primary)	Dan Parks	(207) 692-7052	
Disaster Recovery Coordinator (Secondary)	Esmeralda Valdez	(910) 382-3563	
District Secretary	Lin Kelly	(910) 393-7154	Scribe decisions, next steps & schedule
District Public Image	Krystal Johnson Rebekah Thurston	(727) 417-2651 (217) 341-4627	Keeps focus on mitigating negative impact to local clubs, the district and RI
District Technology	Ken Dresser	(704) 965-5195	
DRFC Representative	Andi Young	(910) 286-3381	Activates DRFC
Other District Leaders, based on emergency impact area	Area 1 – Pam Hilbert Area 2 – Bill Little Area 2A - Dennis Murphy Area 3 – Mike Reid Area 4 – David Vanasse Area 5 – Kathy Baker Area 6 – Carolyn Justice-Hinson Area 7 – Pam High Area 8 – Carol Foy Area 9 – Joe Coffey	(252) 241-1152 (252) 341-4806 (717) 386-6825 (910) 964-3998 (910) 880-0314 (910) 234-4122 (910) 308-6956 (910) 305-5632 (252) 671-7725 (614) 257-9483	Participates as needed, Initial POC for local clubs
Local Rotary Club POCs	Club Presidents or Designee		Coordinate w/AG & DRC
Youth Protection Officer	Esmeralda Valdez	(910) 382-3563	
RYLA Chair	Phil Panzarella	(252) 241-4326	
Local Law Enforcement			
Local Medial/First Aid			
Local Emergency Mgmt			
NC Emergency Mgmt			
Local FEMA Contact			
Local Power Company			
Local Water Company			
Other			

APPENDIX B – DEBRIEFING QUESTIONNAIRE

Section 1 – Crisis Overview

Crisis Type:

Crisis Level:

Brief description:

Date(s) occurred:

Section 2 – Crisis Response Checklist

- Yes No 1. Were the crisis type and level appropriately identified?
- Yes No 2. Was the crisis level appropriately escalated/deescalated?
- Yes No 3. Were the response protocols followed according to the crisis type/level?
- Yes No 4. Were the notification protocols followed appropriately?
- Yes No 5. Were the reporting requirements followed appropriately?
- Yes No 6. *If reporting required:* Was a report submitted to RI within 72 hours?
- Yes No 7. Was an insurance carrier notified?
- Yes No 8. Was the crisis resolved appropriately?

If any answer is marked “No” describe below for all instances:

Section 3 – Crisis Management Plan Updates and Emergency Training

Yes No 1. Does the Crisis Management Plan need to be updated?

If yes, describe what updates are required and include details in Section 3:

Yes No 2. Is an emergency training required?

If yes, describe what updates are required and include details in Section 3:

Section 5 – Acknowledgments

The underwritten acknowledge that they have participated in the crisis debriefing and agree to any follow-up actions described in Section 4.

Print name *Date*

APPENDIX C – ADDITIONAL YOUTH RESOURCES

- 988 Suicide & Crisis Line offers 24/7 access to trained crisis counselors who can help people experiencing mental health related distress, including thoughts of suicide, mental health or substance use crisis, or any other kind of emotional distress. You may call for yourself or if you are worried about a loved one. The line is free and confidential. Learn more at <https://www.ncdhhs.gov/divisions/mental-health-developmental-disabilities-and-substance-abuse/crisis-services/988>.
- www.TeensAndTech.org, funded by the Winston National Center on Technology Use, Brain, and Psychological Development at UNC-Chapel Hill, offers free curriculum on adolescent technology use and well-being. Learn more at www.TeensAndTech.org.
- The Substance Abuse and Mental Health Services Administration (SAMHSA) offers resources for parents and caregivers to help with the conversation about the dangers of drinking alcohol and using other drugs at an early age. Learn more at <https://www.samhsa.gov/talk-they-hear-you/parent-resources>.
- Truth Initiative offers various resources, including the curriculum, Vaping: Know the truth and a youth and young adult quit vaping text message program, this is Quitting. Learn more at <https://truthinitiative.org/truth-resources>.
- SAMHSA provides an Evidence-Based Practices Resource Center designed to improve prevention, treatment, and recovery support services for mental and substance use disorders. Learn more at <https://www.samhsa.gov/resource-search/ebp>.
- Resources for Resilience, a North Carolina nonprofit, provides practical, science-based tools designed to build up and support everyone’s resilience, including youth. Learn more at <https://resourcesforresilience.com/>.

For more resources and information, visit ncdoj.gov/nextgen.

Abuse and Neglect of Minors and Other Incidences

According to North Carolina law, any person or institution who has known or has cause to **suspect** that any juvenile is abused, neglected or dependent, or has died as a result of maltreatment, as defined by G.S. 7B-101, is required by law to report the case to local police and the director of Department of Social Services in the county where the juvenile resides or is found, as outlined in G.S. 7B-301.

APPENDIX D –U.S. Rotary Club & District Liability Insurance Program

Active U.S. Rotary clubs and districts and Rotaract clubs are provided with general liability ("GL") and directors & officers/employment practices liability ("D&O/EPL") insurance through the U.S. Rotary Club and District Liability Insurance Program ("Program"). The Program is financed by insurance assessments collected from U.S. members.

To report an incident or claim, please email [Rotary International Risk Management](mailto:claims@rotary.org) (claims@rotary.org).

To obtain a certificate of insurance, insurance policies and summaries, loss prevention strategies, and more, please visit the insurance broker's website, [U.S. Rotary Insurance Portal](https://rotary.hylant.com). (https://rotary.hylant.com)

The U.S. Rotary Insurance Portal can be accessed with a username and password that have been emailed to your club and district officers through annual insurance e-mailings or you can contact [Rotary International Risk Management](mailto:insurance@rotary.org) (insurance@rotary.org)

If you have questions regarding coverage, please contact the insurance broker, the Hylant Group:

Email: rotary@hylant.com

Phone: 419-259-2710

Website: <https://rotary.hylant.com>

APPENDIX E –District Disaster Relief Foundation Committee (DRFC)

OFFICERS

Section 1. Six Rotarians from District 7730 shall constitute the Board of Directors. These six Rotarians will be drawn from the five most recent Past District Governors (PDG) residing in the District on July 1 of that year. The sixth Rotarian will be the District Governor Elect (DGE) on July 1 of that year. Directors from the same Rotary Club cannot serve on The Foundation Board of Directors. In the event that Rotarians from the same Rotary Club are among the six Rotarians identified above, by agreement, either the PDG or the DGE will step down from her or his Director position and the next most senior PDG designated as a Member of the Board of Directors of The Foundation. The Immediate PDG, among the above identified six Rotarians, will serve as Chair of the Board of Directors and will only vote in the event of tie. The second most recent PDG among the above identified six Rotarians will serve as the Vice Chair of the Board of Directors of The Foundation. The District Governor (DG) is ex-officio, and is non-voting. The District Treasurer is ex-officio, and is non-voting, and serves as Treasurer of The Foundation.

Section 2. In the event a vacancy occurs on the Board of Directors of The Foundation during the Rotary Year, July 1 – June 30, the District Governor will appoint a PDG, not from her or his Club, to fill the vacancy.

DISTRICT 7730 YOUTH PROTECTION PLAN

Rotary International strives to create and maintain a safe environment for all youth who participate in Rotary activities. To the best of their ability, Rotarians, Rotarians' spouses and partners, and other volunteers must safeguard the children and young people with whom they come into contact and protect them from physical, sexual, and psychological abuse.

I. PURPOSE

The health, safety and security of our volunteers and Rotary youth program participants (Rotary Youth Exchange (RYE), Rotary Youth Leadership Awards (RYLA), Interact, and their related programs is our highest priority. This document serves as an important procedural resource to

assist in responding effectively to a crisis to minimize risk and help ensure the safety of all, to the greatest extent possible.

Tragedy and crisis can strike at any time. Many types of events could produce a situation requiring coordinated, appropriate, and immediate attention from District, Club and Rotary Youth program leadership. Examples of such events include a traffic accident, a violent crime, a shooting at an event, a national health crisis, a natural disaster such as a hurricane or flood, or an event caused by an action or inaction of a Rotarian or non-Rotarian.

When such an event occurs, it is important to have an established plan that can be followed to ensure that the matter is handled with the utmost care. Key objectives include, but are not limited to:

- Ensuring that those involved in the incident are kept safe,
- Communicating with those who need to know quickly and professionally,
- Taking other action swiftly and professionally when needed.

Additionally, in our current information age, written and video content can be transmitted in a matter of seconds, which makes it important that if a crisis occurs, our Rotary District responds with a clear, honest, and timely message to everyone involved in the program.

II. PREPARATION AND CRISIS PREVENTION

a. Development:

The district's crisis management plan includes comprehensive assessment of the local risks, in collaboration with the following external agencies: NC Emergency Management System, local law enforcement and first responder agencies, Rotary International, and the National Council for Mental Wellbeing.

b. Training:

The district will implement the following training schedule for all individuals involved in the program prior to hurricane season and after completion of training. To the extent you can, this should occur in the spring in advance of hurricane season - our most likely crisis/disaster period of the year, particularly for our district along the coast. Assistant Governors (AGs) and Club Presidents will be trained during PETS and the District Learning Assembly. The Crisis Management Team will be trained in person at the District Learning Assembly and the District Conference *AND/OR* via scheduled Zoom trainings. Participants involved in the Youth Exchange programs will be trained in person at inbound orientations. Volunteers and students involved in supervision of additional youth at RYLA will be trained in-person at RYLA volunteer orientation.

c. *Planned and Unplanned Simulations:*

To testing for readiness in the event of a crisis, the District Governor may initiate, at least once a year, a planned or unplanned simulation of a crisis. The following guidelines will be following during either simulation:

- It will be clearly identified that the crisis is a simulation and there is no immediate risk.
- A crisis simulation shall not be conducted during an active crisis or immediately following a resolved crisis.
- A crisis simulation shall not be conducted during a scheduled conference, training event, planned group travel, or other event to avoid confusion.
- The District Governor will confirm when the crisis simulation has ended.
- The Crisis Management Team will immediately conduct a debriefing session as outlined in this document.

III. CRISIS MANAGEMENT TEAM

The district's Crisis Management Team (**CMT**) will constitute the following members and includes the outlined responsibilities. In the event of a vacancy, temporary leave of absence, or incapacitation of any member of the Core CMT or other additional CMT members, the District Governor shall designate a trained replacement. Alternates should be designated in advance.

District Crisis Management Team:

District Governor: Responsible for overseeing all aspects of crisis response, convenes meetings, and delegates tasks, as necessary. Activates the Crisis Management Team (CMT). Represents the district and serves as the appointed spokesperson when answering media inquiries. Has ultimate decision-making authority when determining the level of a crisis (upon consultation with the CMT) and actions to be taken in response to a crisis according to the response protocols. The Governor Elect and Governor Nominee should also be trained and available in case the District Governor is impacted by the crisis or otherwise unable to perform their crisis management duties.

District Treasurer & District Finance Chair: Activates the Disaster Relief Foundation Committee (DRFC) at the instruction of the District Governor (or alternate). This committee and its procedures are outlined in the documents governing the District 7730 Foundation.

Disaster Recovery (DR) Coordinator (Primary & Secondary): Liaison between District Leadership & local Rotary Clubs. Notifies the District Governor of the crisis and coordinates the Crisis Management Team (CMT).

District Secretary: Scribes decisions, next steps, and schedules meetings. The District Governor Nominee will fill this role if the District Secretary is impacted by the crisis or otherwise unable to perform their duties.

District Public Image: Keeps focus on maintaining clear and transparent communications to the Local Rotary Clubs, the District and Rotary International.

District Technology: Provide technical support if needed.

Disaster Relief Foundation Committee (DRFC) Representative: Liaison between the Disaster Relief Foundation Committee and the Crisis Management Team. This role is filled by the immediate Past District Governor as Chair of the Disaster Relief Foundation Committee.

Assistant Governors (AGs): First point-of-contact for the local Rotary Club Presidents or club representative in the event of a crisis. AGs will liaison between the local Rotary Clubs in their assigned areas and the Disaster Recovery Coordinator. If the AG is unable to fulfill their duties, the club presidents will contact the Disaster Recovery Coordinator directly. Club Presidents and AGs will be responsible for maintaining contact information (including emergency contact information) for all members in their Rotary Club(s) and communicating all directives to the membership.

PLEASE NOTE: *Electronic and/or online databases may not be available for use in the event of a crisis. An updated printout/hard copy should always be available.*

Other Crisis Management Team Members as needed & appropriate:

District Youth Protection Officer: Assists with overseeing crisis response and serves as a consultant (when appropriate) or consults with local experts for guidance, when necessary, monitors developments of the situation, and coordinates communication within the district and its clubs and with Rotary International. This person does not need to be an active member of a club to serve in this role.

District Youth Exchange Chair: Serves as the main point-of-contact for students and families involved in the Rotary Youth Exchange, coordinating communication with them. Ensures all

students are safe and accounted for in the event of a crisis. Responsible for reporting updates to all members of the CMT.

District Interact Chair: Serves as the point-of-contact for youth and families involved in Interact, coordinating communication with them. Ensured all students are safe and accounted for in the event of a crisis. Responsible for reporting updates to all members of the CMT.

District RYLA Chair: Serves as the point-of-contact for youth and families involved in Rotary Youth Leadership Awards, coordinating communication with them. Ensures all students are safe and accounted for in the event of a crisis. Responsible for reporting updates to all members of the CMT.

IV. CRISIS SITUATIONS & RESPONSE PROTOCOLS

Each section below outlines crisis situations by type and the appropriate protocols to be followed depending on the Level. All incidents are expected to be handled at the local club level unless the club determines that district involvement is needed. If you do not see your specific crises, please use the protocols outlines for a situation that closely resembles it.

a. Accidents (*car accidents, construction accidents, falls, sports injuries, assault, robberies, etc.*)

Level 1 – Minor Injury/Accident: The emergency (or perceived emergency) does not currently present a significant health or safety risk and does not appear to require medical intervention and involves only one or two people. Although available, Level 1 incidents do not require district intervention.

If more than two people are affected by a minor injury/accident, follow the **Level II** response.

- i. Immediately alert the on-site or responsible health, safety, or medical personnel to access the injury/accident.
- ii. Ensure qualified/trained volunteers provide first aid and transport individuals to the refuge if necessary.
- iii. Continue to monitor the affected person(s) and contact emergency medical assistance if necessary (escalate to **Level II**).
- iv. If the incident involves a youth participant, contact the parent/guardian within 24 hours of the injury/accident.
- v. If the incident involves a youth participant, report the injury/accident to the District Youth Protection within 72 hours of the injury/accident. The District Youth Protection Officer notifies the District Governor of the incident.

Level II – Serious Injury/Accident: The emergency (or perceived emergency) may present a significant health or safety risk and requires medical intervention for one or more person or more than two people affected by a minor injury/accident. Level II incidents do not require District intervention.

- i. Immediately alert the on-site or responsible health, safety, or medical personnel to assess the injury/accident.
- ii. Immediately contact emergency medical services (CALL 9-1-1).
- iii. Ensure qualified/trained volunteers provide first aid and transport individuals to the refuge if necessary.
- iv. Ensure that any youth participants are being supervised while attending to the needs of the injured person(s).
- v. If the incident involves a youth participant, contact the parent/guardian and the District Youth Protection Officer. Again, emergency medical services should be contacted first.
- vi. If the injured person(s) is a youth participant and is required to be transported to a hospital or emergency medical facility, designate an adult volunteer to accompany them and other adult volunteers to supervise any remaining youth participants.
- vii. Contact Rotary International Club & District Support for insurance-related questions or claims to determine what steps may be required to report to the insurance provider(s). If school-age youth are involved, this may also include contacting the school for insurance questions and claims.
- viii. Determine whether there will be or may be any media coverage and if any, notify the District Governor.
- ix. Report the injury/accident to the Districted Youth Protection Officer with 72 hours of the injury/accident. The District Youth Protection Officer notifies the District Governor of the incident.

Level III – Critical Injury/Accident: The emergency (or perceived emergency) presents a significant or critical health or safety risk and requires immediate medical intervention or life-saving procedure.

- i. Immediately alert the on-site or responsible health, safety, or medical personnel to access the injury/accident.
- ii. Immediately contact emergency medical services (CALL 9-1-1).
- iii. Ensure qualified/trained volunteers provide first aid and transport individuals to the refuge if necessary.
- iv. Ensure that other youth participants are being supervised while attending to the needs of the injured person(s).
- x. If the incident involves a youth participant, as soon as emergency medical services have been called, contact the parent/guardian and District Youth Protection Officer. Again, emergency medical services should be contacted first.

- xi. If the injured person(s) is a youth participant and is required to be transported to a hospital or emergency medical facility, designate an adult volunteer to accompany them and other adult volunteers to supervise any remaining youth participants.
- v. Contact Rotary International Club & District Support for insurance-related questions or claims to determine what steps may be required to report to the insurance provider(s). If school-age youth are involved, this may also include contacting the school for insurance questions and claims.
- vi. Determine whether there will be or may be any media coverage and if there is any, notify the District Governor.
- vii. Report the injury/accident to the Districted Youth Protection with 72 hours of the injury/accident. The District Youth Protection Officer notifies the District Governor of the incident.

b. Natural Disasters (*floods, forest fires, tornadoes, hurricanes, etc.*)

Critical Incident: The emergency (or perceived emergency) presents a significant or critical health or safety risk and requires immediate medical intervention or life-saving procedure.

- i. Immediately alert the on-site or responsible health, safety, or medical personnel to access any injuries.
- ii. Immediately contact emergency medical services (CALL 9-1-1), NC Emergency Management Services and any federal agencies that are needed.
- iii. Ensure qualified/trained volunteers provide first aid and transport individuals to the refuge if necessary.
- iv. Ensure that any youth are being supervised while attending to the needs of the injured person(s).
- xii. If the incident involves youth participant(s), as soon as emergency medical services have been called, contact the parent/guardian and District Youth Protection Officer. Again, emergency medical services should be contacted first.
- v. Assistant Governors contact ALL clubs in their assigned area to ensure they have been able to contact all their respective club members and that they are accounted for and out of immediate danger. Attempts to contact continue until all members have been located.
- viii. Determine whether there will be or may be any media coverage and if there will be, notify the District Governor.

c. Physical Health Emergencies (*covid-type illness, violence, terrorist threats, etc.*)

Level I – Monitor: The emergency (or perceived emergency) does not directly impact youth or volunteers and is perceived to be a contained/isolated situation.

- i. Notify the District Recovery Coordinator of the current situation. The District Recovery Coordinator will notify the District Governor.
- ii. The District Governor will contact Rotary International to educate stakeholders on how to protect themselves, and to assure them that the Crisis Management Team is monitoring the situation.
- iii. The District Governor, after consultation with the Crisis Management Team, will distribute or communicate information to volunteers, students, and their parents, etc. related to how the emergency is impacting or has impacted nearby cities, countries, etc. to create awareness.
- iv. Continue to monitor developments, including any alerts and updates issued by federal, state, and local government agencies for further guidance.

Level II - Plan: The situation does not yet directly impact students or volunteers but has developed or progressed/spread to other areas and is no longer isolated or contained.

- i. The District Governor will activate Crisis Management Team to monitor developments, prepare for and plan for the next level of severity.
- ii. Prepare formal communication to individuals who express concerns about the developments, as well as proactive, informational communication to all stakeholders (volunteers, students, and parents).
- iii. Identify the criteria that would require activities, such as in-person gatherings or travel, to be postponed or cancelled.
- iv. Identify the criteria that would require program participants to self-isolate, quarantine, seek medical treatment, or be repatriated (returned to their own country).
- v. Develop a specific plan based on the criteria identified should the emergency spread to or directly impact your region, including students and volunteers, and communicate this plan to all. *The plan should include specific dates that actions will be taken if the situation does not improve or worsens. It should also include specific factors that will result in a decision to cancel in-person events like travel, conferences, RYLA, or require currently hosted Youth Exchange students to be returned to their home country if safe and possible to do so.*
- vi. Contact Rotary International Club & District Support for insurance-related questions or claims to determine what steps may be required to report to the insurance provider(s) and to access any resources the carrier may have available.

Level III – Act: The emergency directly affects your district/region, students, and volunteers.

- i. Implement action steps identified in **Level II** to prevent risk to students or volunteers (e.g., cancelling activities, events, or travel).
- ii. Communicate emergency and contingency procedures to students, volunteers, and parents.

- iii. Communicate emergency and contingency procedures to all relevant local, national, or international government or health agencies as necessary to coordinate repatriation or safe travel.
- iv. Contact the designated person responsible for insurance-related questions or claims to determine what steps may be required to report to the insurance provider(s) and to access any resources the carrier may have available.
- v. Issue refunds or notice of cancellation for all pre-paid or registered events, trips, or other program-related costs.
- vi. Notify Rotary International within 72 hours of any emergency medical treatment, hospitalization, or repatriation of program participants related to the emergency.
- vii. Continue to monitor and adapt procedures as the situation develops.

V. CRISIS RESOLUTION

a. Deescalating a Crisis and Declaring a Crisis Resolved:

The District Governor shall be responsible for deescalating a crisis (moving a crisis from a higher level to a lower level) and declaring a crisis resolved according to the following:

Deescalating a crisis: a crisis level will be moved from a higher level to a lower level, when appropriate, but there is still a need to maintain a level of crisis awareness or response, and that response is more appropriate to the protocols described in the lower level. The District Governor will communicate with the Crisis Management Team in the event of a de-escalation of a crisis and activate the notification protocols, as necessary.

Declaring a crisis resolved: a crisis will be deemed resolved when there is no immediate risk to young people or volunteers, and there is no need to maintain a level of crisis awareness or response. The District Governor will communicate with the Crisis Management Team in the event of a resolution of a crisis and activate the notification protocols necessary.

b. Debriefing:

Immediately following a resolved crisis, a crisis simulation, or a narrowly avoided crisis, the Crisis Management Team shall conduct a debriefing. Other members involved may also be included, as necessary. This debriefing can be done in person or remotely. The purpose of the debriefing is to ensure that the response protocols were followed, if there are any action steps needed because of a crisis resolution, including but not limited to, making updates to the Crisis Management Plan and conducting emergency training.

A copy of the debriefing questionnaire (Appendix B) shall be included with any formal records and the District Governor shall be responsible for ensuring that any actions recommended because of the debriefing are implemented.

c. Updating the Crisis Management Plan and Emergency Training:

It is important to review the Crisis Management Plan regularly. The plan shall be updated as follows:

- Annually prior to the start of a new Rotary year.
- Following any changes to leadership or other youth protection policies.
- As a result of recommendations from a debrief following a resolved crisis, a crisis simulation, or a narrowly avoided crisis.

Emergency (unscheduled) training shall be conducted as follows:

- Immediately following a crisis resolved when the results of a debriefing reveal a need to do so.
- If a crisis or emergency that involves young people is narrowly avoided, especially when the results of a debriefing reveal that youth protection policies or response protocols were not followed.

VI. OTHER IMPORTANT CONSIDERATIONS

a. Supporting Young People During a Crisis

Young people may require additional support, mental health counseling, or medical attention during or immediately following a crisis. It is important to check-in with young people who have experienced a crisis themselves as well as others who may have been present during an in-person emergency or who may also be indirectly impacted (friends, family, or others close to someone who experienced a crisis).

The following procedures should be followed during a crisis and immediately following a crisis:

- Assess the physical, mental, and emotional state of young people directly or indirectly impacted by a crisis.
- Be supportive but also respect the young person's right to privacy or confidentiality if there is no reporting requirement.
- Schedule a follow-up with anyone directly or indirectly impacted by a crisis with an appropriate person (Club counselor, District Youth Protection Officer, etc.).
- Offer additional support services as outlined in [Appendix C](#). Notify the District Governor and the Youth Protection Officer when additional services are required.

b. Administrative Protocols

Reporting: All required reporting (district-level, local, state, national, international, and Rotary International) shall be completed within the designated required timeframe.

Record-keeping: An official record of a crisis response, including the corresponding completed debriefing questionnaire, along with any other relevant materials (press/media releases, media

coverage, insurance claim application forms, official letters, email correspondence, police reports, etc.) shall be filed along with other private and confidential reports, accessible to only those with a need to review the record. If stored online, documents must be stored where they can only be accessed by those with the proper security level.

c. Insurance and Expenses

Insurance: The district maintains liability insurance which can include coverage for bodily injury and/or property damage incurred in an emergency/crisis. Review the policy coverage/limits for additional information and policy reporting guidelines. See **APPENDIX D** for additional insurance information.

Expenses: The district maintains an emergency crisis management fund if there are expenses incurred that require immediate payment to provide for the safety and well-being of youth and volunteers, including expenses that may be later reimbursed by a liability insurance provider and those that may not be reimbursed. To the extent possible, all expenses must be approved in advance by the District Governor and all receipts must be submitted for reimbursement and record-keeping. The District 7730 Foundation Committee maintains and controls these funds as outlined by the foundation's specific procedures.

d. Media Crisis Guidelines

In the event of a media inquiry, request for comment, interview, or other details related to the crisis, the designated media spokesperson shall be the District Governor, unless otherwise noted. All volunteers should be instructed as part of their crisis training to not respond to or otherwise comment on a crisis and refer all inquiries to the designated spokesperson. All volunteers should refrain from commenting on or otherwise sharing published content involving a crisis and refer the content to the designated spokesperson.

APPENDIX A – DISTRICT CRISIS NOTIFICATION CONTACT LIST

This contact list should be updated annually or anytime a change is made in district leadership. This list should be distributed to everyone listed below and anyone who may need to contact those on the list in the event of an emergency (students, parents, host families, on-site medical personnel, etc.)

Role	Name	Phone	CMT Responsibility
District Governor (primary)	Shawn Braswell	(704) 737-5852	Responsible for determining strategic objectives to support the crisis, determine financial support needs, initiate Crisis Management Team (CMT)
District Governor Elect (Secondary)	Bill Kampa	(910) 389-1095	
Treasurer	Terry Smith	(910) 392-6050	
Finance Chair	Dave Baggett	(910) 309-1061	
Disaster Recovery Coordinator (Primary)	Dan Parks	(207) 692-7052	
Disaster Recovery Coordinator (Secondary)	Esmeralda Valdez	(910) 382-3563	
District Secretary	Lin Kelly	(910) 393-7154	Scribe decisions, next steps & schedule
District Public Image	Krystal Johnson Rebekah Thurston	(727) 417-2651 (217) 341-4627	Keeps focus on mitigating negative impact to local clubs, the district and RI
District Technology	Ken Dresser	(704) 965-5195	
DRFC Representative	Andi Young	(910) 286-3381	Activates DRFC
Other District Leaders, based on emergency impact area	Area 1 – Pam Hilbert Area 2 – Bill Little Area 2A - Dennis Murphy Area 3 – Mike Reid Area 4 – David Vanasse Area 5 – Kathy Baker Area 6 – Carolyn Justice-Hinson Area 7 – Pam High Area 8 – Carol Foy Area 9 – Joe Coffey	(252) 241-1152 (252) 341-4806 (717) 386-6825 (910) 964-3998 (910) 880-0314 (910) 234-4122 (910) 308-6956 (910) 305-5632 (252) 671-7725 (614) 257-9483	Participates as needed, Initial POC for local clubs
Local Rotary Club POCs	Club Presidents or Designee		Coordinate w/AG & DRC
Youth Protection Officer	Esmeralda Valdez	(910) 382-3563	
RYLA Chair	Phil Panzarella	(252) 241-4326	
Local Law Enforcement			
Local Medial/First Aid			
Local Emergency Mgmt			
NC Emergency Mgmt			
Local FEMA Contact			
Local Power Company			
Local Water Company			
Other			

APPENDIX B – DEBRIEFING QUESTIONNAIRE

Section 1 – Crisis Overview

Crisis Type:

Crisis Level:

Brief description:

Date(s) occurred:

Section 2 – Crisis Response Checklist

- Yes No 1. Were the crisis type and level appropriately identified?
- Yes No 2. Was the crisis level appropriately escalated/deescalated?
- Yes No 3. Were the response protocols followed according to the crisis type/level?
- Yes No 4. Were the notification protocols followed appropriately?
- Yes No 5. Were the reporting requirements followed appropriately?
- Yes No 6. *If reporting required:* Was a report submitted to RI within 72 hours?
- Yes No 7. Was an insurance carrier notified?
- Yes No 8. Was the crisis resolved appropriately?

If any answer is marked "No" describe below for all instances:

Section 3 – Crisis Management Plan Updates and Emergency Training

Yes No 1. Does the Crisis Management Plan need to be updated?

If yes, describe what updates are required and include details in Section 3:

Yes No 2. Is an emergency training required?

If yes, describe what updates are required and include details in Section 3:

Section 4 – Crisis Resolution Follow-up

Outline all follow-up steps required, the person responsible for each, and a timeline to complete the action steps:

Follow-up	Responsible person	Timeline
<i>Ex. Update the Crisis Management Plan</i>	<i>DG, Core CMT</i>	<i>4 weeks or by (insert date)</i>
<i>Ex. Conduct online Zoom training to share the updated Crisis Management Plan</i>	<i>District Youth Protection Officer, Core CMT</i>	<i>6 weeks or by (insert date)</i>

Section 5 – Acknowledgments

The underwritten acknowledge that they have participated in the crisis debriefing and agree to any follow-up actions described in Section 4.

Print name

Date

APPENDIX C – ADDITIONAL YOUTH RESOURCES

- 988 Suicide & Crisis Line offers 24/7 access to trained crisis counselors who can help people experiencing mental health related distress, including thoughts of suicide, mental health or substance use crisis, or any other kind of emotional distress. You may call for yourself or if you are worried about a loved one. The line is free and confidential. Learn more at <https://www.ncdhhs.gov/divisions/mental-health-developmental-disabilities-and-substance-abuse/crisis-services/988>.
- www.TeensAndTech.org, funded by the Winston National Center on Technology Use, Brain, and Psychological Development at UNC-Chapel Hill, offers free curriculum on adolescent technology use and well-being. Learn more at www.TeensAndTech.org.
- The Substance Abuse and Mental Health Services Administration (SAMHSA) offers resources for parents and caregivers to help with the conversation about the dangers of drinking alcohol and using other drugs at an early age. Learn more at <https://www.samhsa.gov/talk-they-hear-you/parent-resources>.
- Truth Initiative offers various resources, including the curriculum, Vaping: Know the truth and a youth and young adult quit vaping text message program, this is Quitting. Learn more at <https://truthinitiative.org/truth-resources>.
- SAMHSA provides an Evidence-Based Practices Resource Center designed to improve prevention, treatment, and recovery support services for mental and substance use disorders. Learn more at <https://www.samhsa.gov/resource-search/ebp>.
- Resources for Resilience, a North Carolina nonprofit, provides practical, science-based tools designed to build up and support everyone’s resilience, including youth. Learn more at <https://resourcesforresilience.com/>.

For more resources and information, visit ncdoj.gov/nextgen.

Abuse and Neglect of Minors and Other Incidences

According to North Carolina law, any person or institution who has known or has cause to **suspect** that any juvenile is abused, neglected or dependent, or has died as a result of maltreatment, as defined by G.S. 7B-101, is required by law to report the case to local police and the director of Department of Social Services in the county where the juvenile resides or is found, as outlined in G.S. 7B-301.

APPENDIX D –U.S. Rotary Club & District Liability Insurance Program

Active U.S. Rotary clubs and districts and Rotaract clubs are provided with general liability ("GL") and directors & officers/employment practices liability ("D&O/EPL") insurance through the U.S. Rotary Club and District Liability Insurance Program ("Program"). The Program is financed by insurance assessments collected from U.S. members.

To report an incident or claim, please email [Rotary International Risk Management](mailto:claims@rotary.org) (claims@rotary.org).

To obtain a certificate of insurance, insurance policies and summaries, loss prevention strategies, and more, please visit the insurance broker's website, [U.S. Rotary Insurance Portal](https://rotary.hylant.com). (https://rotary.hylant.com)

The U.S. Rotary Insurance Portal can be accessed with a username and password that have been emailed to your club and district officers through annual insurance e-mailings or you can contact [Rotary International Risk Management](mailto:insurance@rotary.org) (insurance@rotary.org)

If you have questions regarding coverage, please contact the insurance broker, the Hylant Group:

Email: rotary@hylant.com

Phone: 419-259-2710

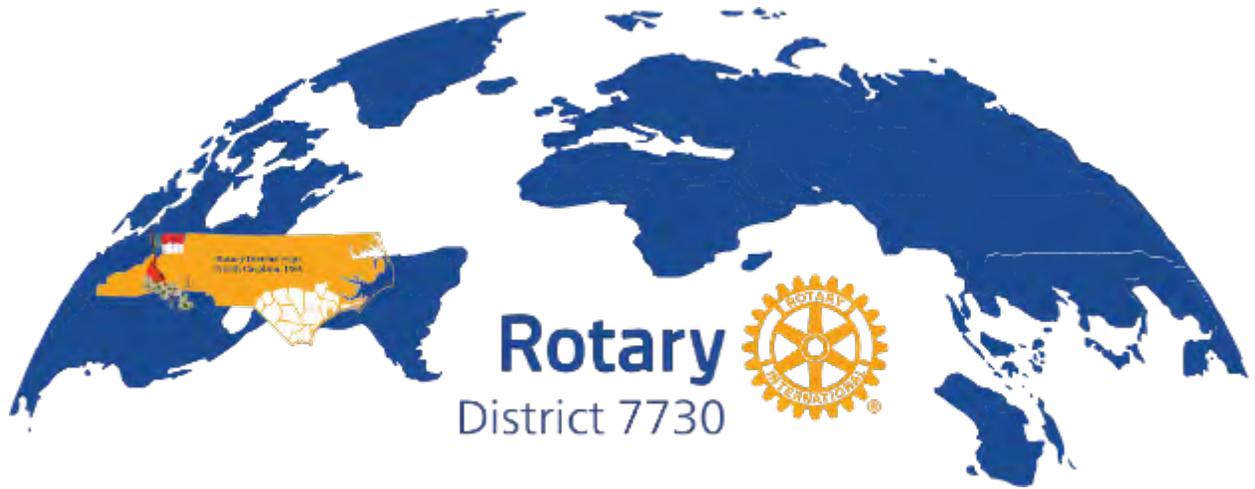
Website: <https://rotary.hylant.com>

APPENDIX E –District Disaster Relief Foundation Committee (DRFC)

OFFICERS

Section 1. Six Rotarians from District 7730 shall constitute the Board of Directors. These six Rotarians will be drawn from the five most recent Past District Governors (PDG) residing in the District on July 1 of that year. The sixth Rotarian will be the District Governor Elect (DGE) on July 1 of that year. Directors from the same Rotary Club cannot serve on The Foundation Board of Directors. In the event that Rotarians from the same Rotary Club are among the six Rotarians identified above, by agreement, either the PDG or the DGE will step down from her or his Director position and the next most senior PDG designated as a Member of the Board of Directors of The Foundation. The Immediate PDG, among the above identified six Rotarians, will serve as Chair of the Board of Directors and will only vote in the event of tie. The second most recent PDG among the above identified six Rotarians will serve as the Vice Chair of the Board of Directors of The Foundation. The District Governor (DG) is ex-officio, and is non-voting. The District Treasurer is ex-officio, and is non-voting, and serves as Treasurer of The Foundation.

Section 2. In the event a vacancy occurs on the Board of Directors of The Foundation during the Rotary Year, July 1 – June 30, the District Governor will appoint a PDG, not from her or his Club, to fill the vacancy.



ROTARY REMINDERS

Brand Elements

Cheat Sheet

Rotary's brand colors should be used to create a consistent look across all Rotary communications. Our colors have been carefully chosen to complement one another in most situations and should be used in their pure forms, never altered nor screened. Each color includes formulations for the following uses:

- Pantone™ colors for print
- CMYK for 4-color process print
- Hexadecimal for web
- RGB for digital

PMS 130C
C0 M41 Y100 K0
Hex #f7a81b
R247 G168 B27
Rotary Gold

PMS 286C
C100 M84 Y12 K3
Hex #17458f
R23 G69 B143
Rotary Royal Blue

PMS 2175C
C100 M56 Y0 K0
Hex #0067c8
R0 G105 B200
Azure

PMS 2202C
C96 M11 Y2 K0
Hex #00a2e0
R0 G162 B224
Sky Blue

PMS 214C
C13 M100 Y37 K0
Hex #d41367
R212 G19 B103
Cranberry

PMS 485C
C6 M98 Y100 K1
Hex #e02927
R224 G41 B39
Cardinal

PMS 2165C
C66 M44 Y28 K3
Hex #657f99
R101 G127 B153
Slate

PMS 290C
C26 M6 Y3 K0
Hex #b9d9eb
R185 G217 B235
Flamingo Blue

PMS 7466C
C96 M1 Y31 K0
Hex #00adbb
R0 G173 B187
Turquoise

PMS 2070C
C53 M100 Y0 K0
Hex #901f93
R144 G31 B147
Violet

PMS 665C
C21 M25 Y7 K0
Hex #c6bcd0
R198 G188 B208
Lavender

PMS 2162C
C42 M30 Y21 K0
Hex #9ba4b4
R155 G164 B180
Mist

PMS 2018C
C0 M66 Y100 K0
Hex #ff7600
R255 G118 B0
Orange

PMS 355C
C99 M12 Y100 K2
Hex #009739
R1 G151 B57
Grass

PMS 7537C
C36 M26 Y36 K0
Hex #a7aca2
R167 G172 B162
Moss

PMS 7501C
C16 M19 Y42 K0
Hex #d9c89e
R217 G200 B158
Taupe

Warm Gray 10C
C50 M51 Y54 K17
Hex #7a6e66
R122 G110 B102
Storm

Warm Gray 7C
C42 M41 Y45 K5
Hex #968b83
R150 G139 B131
Ash

Warm Gray 3C
C26 M24 Y28 K0
Hex #bfb7b0
R191 G183 B176
Platinum

Warm Gray 1C
C15 M14 Y18 K0
Hex #d6d1ca
R214 G209 B202
Cloud

Cool Gray 11C
C66 M57 Y52 K29
Hex #54565a
R84 G86 B90
Charcoal

Cool Gray 8C
C49 M40 Y38 K4
Hex #898a8d
R137 G138 B141
Pewter

Cool Gray 5C
C32 M25 Y26 K0
Hex #b1b1b1
R177 G177 B177
Smoke

Cool Gray 2C
C18 M14 Y15 K0
Hex #d0cfd
R208 G207 B205
Ghost

Typography

Primary Fonts

Use the primary fonts for headlines and navigation labels.

Frutiger (Licensed)
Open Sans (Free)
Arial (Free)

FRUTIGER LT STD

47 Light Condensed
57 Condensed
67 Bold Condensed
77 Black Condensed

FRUTIGER

45 Light
46 Light Italic
55 Roman
56 Italic
65 Bold
66 Bold Italic
75 Black
76 Black Italic
95 Ultra Black

OPEN SANS CONDENSED

Condensed Light
Condensed Light Italic
Condensed Bold

OPEN SANS

Light
Regular
Italic
Bold

ARIAL NARROW

Regular
Italic
Bold
Bold Italic

ARIAL

Regular
Italic
Bold
Bold Italic

Secondary Fonts

Use the secondary fonts for body text, secondary headlines, and captions.

Sentinel (Licensed)
Georgia (Free)

Sentinel

Light
Light Italic
Book
Book Italic
Medium
Medium Italic
Semibold
Semibold Italic
Bold
Bold Italic
Black
Black Italic

Georgia

Regular
Italic
Bold
Bold Italic

The Right Logos

Club, District & Zone Logo Samples

Masterbrand Signature

Masterbrand Signature Simplified

Club Name
above or
Rotary
Club Name, District,
or Zone below



Club Name
above or
Rotary
Club Name, District,
or Zone below



Examples

Rotary
Club of Evanston



Sunrise Kampala
Rotary
Club



Rotary
District 3310



Rotary
Zone 8



Logo Lockup Sample



Partnerships & Programs

Logo Lockup Examples

Rotary
District 3310




Sunrise Kampala
Rotary
Club




Word Lockup Examples

Rotary
Club of Evanston
Lighthouse



Taste of
Evanston

Rotaract
Club of Taipei



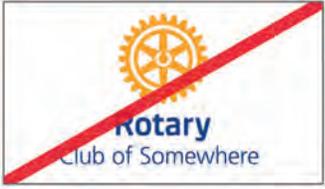
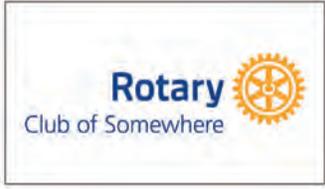
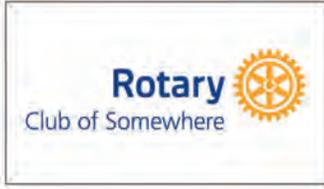
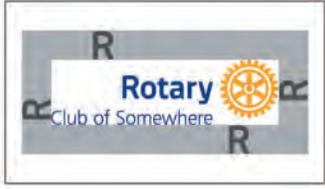
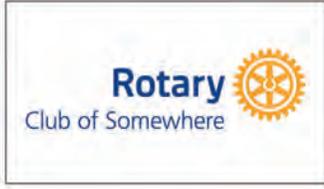
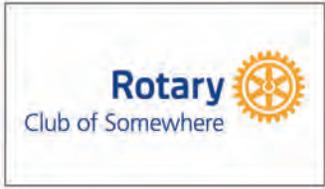
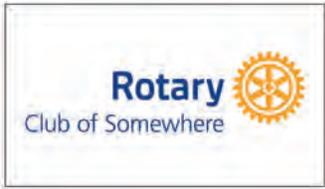
Let's Fight
Against Hunger

Interact
Club of Evanston
Township High School



Kits and Cats

Do's & Don'ts





ROTARY'S VISION STATEMENT

TOGETHER WE SEE A WORLD
WHERE **PEOPLE** UNITE AND TAKE ACTION
TO **CREATE** LASTING
CHANGE ACROSS THE GLOBE
IN OUR COMMUNITIES AND IN OURSELVES

As we stand on the cusp of eliminating polio, we find ourselves poised for our next challenge. The time is right to move toward realizing a new vision that brings more people together, increases our impact, and creates lasting change around the world.

To achieve the vision of Rotary International and The Rotary Foundation, we have set four priorities that will direct our work over the next five years.

ROTARY'S STRATEGIC PRIORITIES AND OBJECTIVES

INCREASE OUR IMPACT

- Eradicate polio and leverage the legacy
- Focus our programs and offerings
- Improve our ability to achieve and measure impact

EXPAND OUR REACH

- Grow and diversify our membership and participation
- Create new channels into Rotary
- Increase Rotary's openness and appeal
- Build awareness of our impact and brand

ENHANCE PARTICIPANT ENGAGEMENT

- Support clubs to better engage their members
- Develop a participant-centered approach to deliver value
- Offer new opportunities for personal and professional connection
- Provide leadership development and skills training

INCREASE OUR ABILITY TO ADAPT

- Build a culture of research, innovation, and willingness to take risks
- Streamline governance, structure, and processes
- Review governance to foster more diverse perspectives in decision-making

ROTARY'S CORE VALUES

The world today is not the same as it was when Rotary was founded in 1905. Demographics have shifted, the pace of change has accelerated, and technology has created new opportunities for connection and service. What hasn't changed is a need for the values that define Rotary:

FELLOWSHIP
INTEGRITY
DIVERSITY
SERVICE
LEADERSHIP

By honoring our past and embracing our future, we can evolve and keep Rotary not only relevant, but thriving.



rotary.org/actionplan

4410-EN—(220)

ROTARY'S ACTION PLAN

INCREASE OUR IMPACT



DEVELOP A STRATEGY for educating members about the importance of impactful service projects. Research shows that measurable, data-driven results offer proof of the impactful service that is attractive to the next generation of leaders.

CONDUCT A COMMUNITY ASSESSMENT to determine which issues are top concerns in the area. Learn about needs and strengths and identify the key decision-makers. Try conducting evaluations both before and after you implement projects to get a better sense of where and how you can create measurable, lasting change that truly helps the communities you serve.

FOCUS YOUR EFFORTS. Review your club's activities and determine which ones can be streamlined or eliminated so your club can spend more time on activities that make a real impact.

ENCOURAGE YOUR CLUB OR DISTRICT TO CELEBRATE THE LONG-TERM SUCCESSES of service and program offerings, but to be open to new projects or opportunities to prove that your club or district's impact has only begun. Apply for a global or district grant to fund a project that will have sustainable, measurable outcomes.

EXPAND OUR REACH



SET A GOAL to collaborate with new groups in your community, either through service projects or social events, to introduce more people to Rotary. As our vision statement says, we want to unite people — not just Rotarians — to create lasting change.

USE ROTARY'S MEMBERSHIP TOOLS and resources to assess your club and learn how to make it more diverse, open, and attractive to everyone in your community.

Districts should **CONSIDER FORMING NEW CLUBS.** Take advantage of flexible club models to create clubs that are welcoming to people with diverse interests, backgrounds, and needs. As always, these new clubs should embrace our core values and deliver value to members.

BE SURE TO TELL COMPELLING STORIES about how your club or district is making a difference. Use the People of Action materials and other resources in the Brand Center to learn how to show your club or district's impact through the media, on social media, and in the community. Strengthening your public image can help you attract like-minded people to your club, form new partnerships for service, and build a stronger and more diverse network of collaborators.

ENHANCE PARTICIPANT ENGAGEMENT



FOCUS NOT ONLY ON GAINING NEW MEMBERS BUT ALSO ON DELIVERING VALUE — both personal and professional — to current members. Hold a brainstorming session or use a survey to ask members what's important to them in their club experience and how they want to grow and develop through Rotary.

Consider everyone who encounters Rotary a participant. Invite them to **OFFER NEW IDEAS AND SHARE THEIR THOUGHTS**. Encourage them to stay involved (whether or not they join the club) so they feel valued and are inspired to support Rotary activities.

USE OUR CURRICULUM in the Learning Center, to develop leadership and other skills in members and participants.

INCREASE OUR ABILITY TO ADAPT



HOLD INNOVATION FORUMS AND BRAINSTORMING SESSIONS with club members and other participants to gather ideas for activities and service projects in the community. Contact other organizations or clubs that have a strong record of innovation or reinvention and look for ways to apply what they did to your own club.

SET ASIDE A SMALL FUND to try new ideas. Expand initiatives that succeed and document what you learn from those that don't.

REVIEW YOUR CLUB ROLES, PROCESSES, AND TASKS and look for ways to be more efficient — whether it's by reducing, combining, or eliminating responsibilities or using different technology.

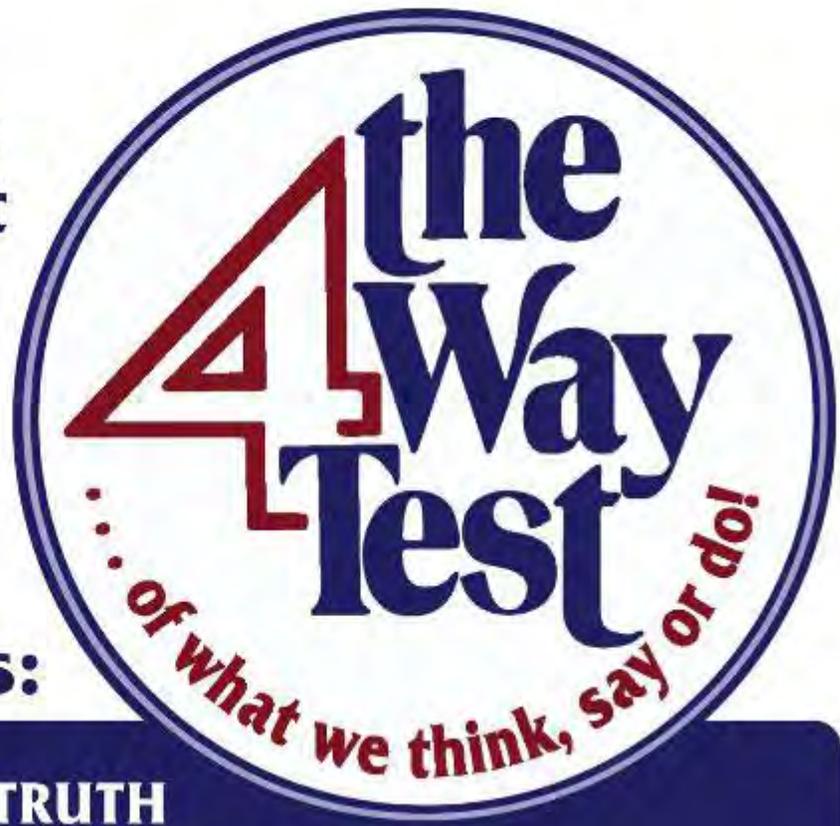
ESTABLISH A CONTINUITY PLAN. Encourage club presidents, district governors, and other officers to work with the incoming leaders chosen for the next few years so that their efforts will be cohesive and all will be invested in a joint success.

EXPLORE ROTARY'S ACTION PLAN:
rotary.org/actionplan



**Good
decisions
don't just
happen.**

**Ask
yourself
these 4
questions:**



- 1. Is it the TRUTH**
- 2. Is it FAIR to All Concerned?**
- 3. Will it build GOODWILL and Better Friendships?**
- 4. Will it be BENEFICIAL to All Concerned?**

ROTARIAN CODE OF CONDUCT

As a Rotarian, I will:

1. Act with integrity and high ethical standards in my personal and professional life
2. Deal fairly with others and treat them and their occupations with respect
3. Use my professional skills through Rotary to mentor young people, help those with special needs, and improve people's quality of life in my community and in the world
4. Avoid behavior that reflects adversely on Rotary or other Rotarians
5. Help maintain a harassment-free environment in Rotary meetings, events, and activities; report any suspected harassment; and help ensure non-retaliation to those individuals that report harassment



Rotary



AVENUES OF SERVICE

Channel our commitment to service at home and abroad through five Avenues of Service.

CLUB SERVICE

focuses on making clubs strong.

VOCATIONAL SERVICE

calls on every Rotarian to work with integrity and contribute their expertise to the problems and needs of society.

COMMUNITY SERVICE

encourages every Rotarian to find ways to improve the quality of life for people in their communities and to serve the public interest.

YOUTH SERVICE

recognizes the importance of empowering youth and young professionals through leadership development programs.

INTERNATIONAL SERVICE

exemplifies our global reach in promoting peace and understanding.



