



## **CLUB REFERENCE MANUAL**



**Robert G. Gross, District Governor  
2022-2023**

# **CLUB REFERENCE MANUAL**

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Dear Changemaker Presidents & Presidents Elect of District 7770:

*“Imagine a world that deserves our best where we get up each day knowing that we can make a difference.*

*“Imagine a world without Polio.*

*“Imagine a world with clean water for everyone.*

*“Imagine a world free of disease.*

*“Imagine a world where every child learns to read.*

*“Imagine kindness, hope, love, and peace.”*

These were the words of Rotary International President-elect Jennifer Jones as she rolled out her logo and theme for 2022-23.

These goals are coupled with Rotary’s vision - *“Together, we see a world where people unite and take action to create lasting change - across the globe, in our communities, and in ourselves”* – to give us guidance for Rotary year 2022-23.

While the world may be different today than when Rotary started in 1905, we remain constant in our Core Values – FELLOWSHIP, INTEGRITY, DIVERSITY, SERVICE, and LEADERSHIP. These will enable us to achieve Rotary’s priorities:

- **Increase** our impact
- **Expand** our reach
- **Enhance** participant engagement
- **Increase** our ability to adapt

Together, we will assess the needs of our communities to help determine the actions that Rotarians will take. These actions will benefit some that we may see in person or others that we may never see around the globe. We trust and take comfort in the fact that the work we take on around the globe is with fellow Rotarians who are also following the same Four-Way Test. We can rest assured that as we give our time, talents, and treasures, we will do good in the world.

To help tell the world who we are and show them the good things we do, please wear your Rotary pin, a logo shirt, hat, etc. Our communities’ perceptions of Rotary comes from their experiences with our clubs and programs, along with the stories we tell and the images we share. Compelling, consistent brand communications together with a great experience can strengthen our brand and help us engage and attract more members, donors, and partners.

As we implement Rotary’s priorities, we will inherently grow Rotary. Thus, District 7770’s tag line for 2022-23 – “Together, we Grow Rotary.”



Together, we are embarking on your service to Rotary and your club. It is important to understand that the work of Rotary is done at the club level. The district officers, district committees, and zone leaders have only one goal – to help you have a successful and enjoyable year.

Rotary is one of the activities where you get out of it what you put into it. Moreover, the world of Rotary extends far beyond the club level. To fully benefit from Rotary, attend a District Conference and get a better sense of the depth of impact that our district (through its clubs) provides. Attend a Rotary International Convention and see the true breadth and scope of Rotary, and the worldwide impacts we provide.

So, do not be complacent. Get involved at the District, Zone, and International levels. Broaden your Rotary vision. You will reap great benefits from the experience.

During PETS, you will hear more from RI President Elect Jennifer Jones on our 2022-23 theme - IMAGINE.

In the coming months as the 2022-23 Rotary year is upon us, I look forward to serving Rotary with you. I am happy to be a resource to be called upon by you or your clubs. It is my role to strengthen and encourage the clubs and Rotarians in District 7770. Together we will achieve what we can Imagine!

Yours In Rotary Service,

Bob Gross

District 7770

Governor 2022-23

## Critical Calendar Dates

### Training:

January 12, 2022, Memorandum of Understanding Training for District Grants  
February 8, 2022, Memorandum of Understanding Training for District Grants  
February 17, 2022 – Assistant Governor Training, Summerville, SC  
February 18-19, 2022 – PETS, Summerville, SC  
February 28, 2022 – RLI Part II -Mid-Atlantic (virtual)  
March 4, 2022 – RLI Part II -Mid-Atlantic (virtual)  
March 11, 2022 – RLI – Parts I-II-II, Mid-Atlantic, In-Person, Jacksonville, NC  
March 19, 2022 – RLI – Parts I-II-II, Mid-Atlantic (virtual)  
March 26, 2022 – RLI – Parts I-II-II, Mid-Atlantic, In-Person, Bowie, MD  
April 7, 2022 - District Training Assembly, TBD  
July 8-10, 2022 – Outbound Youth Exchange Training  
August 12-14, 2022 – Inbound Youth Exchange Training  
September 23, 2022 – District Vibrant Club Workshop, TBD  
February 16, 2023 – Assistant Governor Training, Summerville, SC  
February 17-18, 2023 – PETS, Summerville, SC

### Conferences and Conventions:

March 11-13, 2022 – All Club Conference at Sonesta Resort, Shipyard Plantation, Hilton Head  
May 3, 2022 – CART Fund Annual Meeting  
June 4-8, 2022 – Rotary International Convention in Houston, Texas  
June 25, 2022 - District Governor Installation, Beaufort, SC  
October 24, 2022 – World Polio Day, TBD  
September 28 – October 2, 2020 Zones 33-34 Leadership Summit 2022, Baltimore, MD  
May 2, 2023 – CART Fund Annual Meeting

### Important Due Dates:

First Quarter 2022 –Seek qualified Ambassadorial Scholar applicants  
January–April 2022 - Sponsoring clubs screen and select Ambassadorial Scholar applicants  
January 1, 2022 – Semi-Annual Rotary International Dues due to RI  
February 15, 2022 – 2021-22 Club Public Image Citation due to District Public Image Chair  
February 15, 2022 – 2021-22 Club Leadership Citation due to Assistant Governor  
March 15, 2022 - Submit quarterly Foundation contributions to The Rotary Foundation.  
March 15, 2022 - Signed MOU for Rotary year 2022-2023 due  
April 1, 2022 – Semi-Annual District Dues due to District Treasurer  
April 1, 2022 – Global Ambassadorial Scholar applications due to the sponsoring Rotary club  
May 1, 2022 – Peace Fellowship applications due to District Peace Chair  
May 1, 2022 – Youth Exchange Hosting Agreements due to District Youth Exchange Chair  
May 15, 2022 - District Grant project applications for 2022-23 due to District Grants Committee

May 15, 2022 - Submit quarterly Foundation contributions to The Rotary Foundation.  
May 15, 2022 - Submit 2022-23 Club Foundation Goals and Membership Goals forms to AG.  
June 1, 2022 – Global Ambassadorial Scholar applications due to District Global Scholar Chair  
June 30, 2022 – Child Protection Policy due to Assistant Governor  
June 30, 2022 – Entry into Rotary Club Central of 2021-22 RI Presidential Citation accomplishments  
July 1, 2022 – Semi-Annual Rotary International Dues due to RI  
July 1, 2022 – Entry into Rotary Club Central of 2022-23 goals  
July 1, 2022 - Sponsor clubs submit Ambassadorial Scholar applications to District Scholarship Committee  
August 19, 2022 – Ambassadorial Scholar District Reception  
August 20, 2022 - Ambassadorial Scholar District Interviews  
August 30, 2022 – Youth Exchange Long-Term preliminary applications due to District Youth Exchange Chair  
September 15, 2022 - Submit quarterly Foundation contributions to The Rotary Foundation.  
October 1, 2022 – Semi-Annual District Dues due to District Treasurer  
October 15, 2022 – Club Financial Review due to District Treasurer  
November 1, 2022 – Youth Exchange Long-Term applications due to District Youth Exchange Chair  
December 15, 2022 - Submit quarterly Foundation contributions to The Rotary Foundation.  
January 1, 2023 – Semi-Annual Rotary International Dues due to RI  
March 15, 2023 - Submit quarterly Foundation contributions to The Rotary Foundation.  
April 1, 2023 – Semi-Annual District Dues due to District Treasurer  
May 1, 2023 – Peace Fellowship applications due to District Peace Chair  
May 15, 2023 – 2022-23 Club Leadership Citation due to Assistant Governor  
May 15, 2023 – 2022-23 Club Public Image Citation due to District Public Image Chair  
May 15, 2023 – 2022-23 Club of the Year nomination due.  
May 15, 2023 - District Grant project applications for 2023-24 due to District Grants Committee  
May 15, 2023 - Submit quarterly Foundation contributions to The Rotary Foundation.  
June 1, 2023 – Global Ambassadorial Scholar applications due to District Global Scholar Chair  
June 30, 2023 – Child Protection Policy due to Assistant Governor  
June 30, 2023 – Entry into Rotary Club Central of 2022-23 RI Presidential Citation accomplishments



# Assistant Governors 2022-2023

## **Area 1 – Ram'on Wideman - Rotary Club of Eau Claire**

Blythewood, Camden, Eau Claire, Forest Acres, Spring Valley, Spring Valley  
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## **Area 2 – Benjamin Carlton – Rotary Club of Columbia Capital**

Columbia, Columbia Capital, Columbia East, Five Points, Main Street Columbia,  
The Vista Night, U of SC Rotaract Club  
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## **Area 3 – Babbie Jaco – Rotary Club of Chapin Sunrise**

Cayce-West Columbia, Chapin Sunrise, Lake Murray-Irmo, Lexington,  
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## **Area 4 – Mary Briggs - Rotary Club of Hilton Head Island**

Bluffton, Hilton Head Island, Hilton Head Island-Sunset, Hilton Head Island-Van  
Landingham  
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## **Area 5 – Whitney L. McDaniel - Rotary Club of Beaufort**

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## **Area 6 – Kimberly Nolte - Rotary Club of Moncks Corner**

Goose Creek, Moncks Corner, Summerville, Summerville-Oakbrook Breakfast,  
Summerville-Evening, Charleston Southern Rotaract  
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**Area 7 – Sandy Morckel - Rotary Club Charleston**

Charleston, Charleston Breakfast, St. Andrews (Charleston), St. John's  
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**Area 8 – Amy Heath – Rotary Club of North Charleston Breakfast**

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**Area 9 – Angie Kohl - Rotary Club of Georgetown**

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**Area 10 – Deborah C. Huntsberry - Rotary Club of Surfside**

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**Area 11 – Susan G. Cunnup - Rotary Club of Little River**

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**Area 12 – Melissa Evans - Rotary Club of Sumter Palmetto**

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**Area 13 – Henry Miller – Rotary Club of Orangeburg Morning**

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**Area 14 – Joseph “Butch” Byron – Rotary Club of St. George**

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**Area 15 – A L Hough-Everage - Rotary Club of Cheraw**

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**Area 16 – Charles Saverance - Rotary Club of Florence West**

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# CLUB PRESIDENT'S CALENDAR

## ROTARY YEAR 2022-2023

Success leading your Rotary club is determined long before you are sworn in as President. The most important part of the process is the six months before installation. Begin the planning process now, and you will be better prepared to implement the activities and assignments during your year of service without being overwhelmed. This is a general outline you can tailor to the practices of your club and your own goals and objectives.

### **January 2022 (6 months): Vocational Service Month**

- Meet with your Assistant Governor, President, Foundation and Membership Chairs to review the mid-year progress toward the club's goals and objectives. Check the progress on achieving the District Governor's Club Leadership and Presidential Citations.
- Review with your President the club's current budget.
- Work on your draft calendar and club goals for 2022-23.
- Make sure you know how to access and use the District database. Please update your contact information, if needed.
- Make sure you know how to access and use the Rotary International's Member Access portal.
- Register yourself and your club's President-Nominee to attend PETS, February 18-19. PETS is "Mandatory Fun" for all Presidents-Elect. If a President-Elect is unable to participate in the District 7770 PETS, you must have approval from the District Governor (DG) to attend an out-of-district PETS session.
- Begin pre-work courses on [www.Rotary.org](http://www.Rotary.org) Learning Center prior to PETS. Courses to be completed will be provided by District Trainer.
- Rotary International semi-annual dues are due January 1, 2022.
- Memorandum of Understanding Training for District Grants - January 12, 2022
- Club should begin recruiting Global Ambassadorial Scholar Candidates.
- Sponsoring clubs screen for selection Global Ambassadorial Scholar applicants.

### **February 2022 (5 months): Peace and Conflict Prevention/Resolution Month**

- Memorandum of Understanding Training for District Grants - February 8, 2022
- Submit the completed 2021-22 Club Public Image Citation to the District Public Image Chair by February 15, 2022.
- Submit the completed 2021-22 Club Leadership Citation to your Assistant Governor by February 15, 2022.
- Assistant Governor Training February 17, 2022.
- February 23, 2022 Rotary's Anniversary.
- Confirm registration for you and your President-Nominee for PETS.
- Complete pre-work courses on [www.Rotary.org](http://www.Rotary.org)'s Learning Center prior to PETS.
- Attend PETS - February 18-19, 2022 – Lowcountry Conference Center, Summerville, SC
- Sponsoring clubs screen for selection Global Ambassadorial Scholar applicants.

**March 2022 (4 months): Water and Sanitation Month**

- Meet with your new board to finalize committee assignments, budget, projects and calendar.
- Attend RLI sessions as posted on [www.rli33.org](http://www.rli33.org).
- Attend the All- Club Conference – March 11-13, 2022 – Sonesta Resort, Hilton Head
- District to advise clubs of District Grant DDF available by March 15, 2022.
- Submit quarterly Foundation contributions to The Rotary Foundation by March 15, 2022.
- Signed MOU for Rotary year 2022-2023 due - March 15, 2022
- Sponsoring clubs screen for selection Global Ambassadorial Scholar applicants.

**April 2022 (3 months): Maternal and Child Health Month**

- April 1, 2022 – Global Ambassadorial Scholar applications due to the sponsoring Rotary club
- Finalize committee assignments, budget and calendar with your new club board.
- Clubs recruit Outbound Youth Exchange candidates.
- District 7770 Semi-Annual Dues are due on April 1, 2022.
- Attend District Training Assembly on April 7, 2022 – Location TBD with your in-coming Secretary, Treasurer, Public Image Chair, Foundation Chair, Membership Chair, Public Image Chair, and other board members.
- Peace Fellowship applications are due May 1, 2022.
- Determine your District Grant and/or Global Grant project for 2022-23. Applications due no later than May 15, 2022.

**May 2022 (2 months): Youth Service Month**

- Have programs lined up for the first meetings of the 2022-23 Rotary year.
- Schedule a joint meeting with the current officers and board and your officers and board to assure a smooth transition.
- Youth Exchange hosting agreements due May 1, 2022.
- CART Fund Annual Meeting May 3, 2022
- Complete your 2022-23 Club Foundation Goals and Membership Goals forms and submit to your AG by May 15, 2022.
- Club must be current on RI and District dues by May 15, 2022, to be eligible for 2022-23 District and Global Grants.
- Club must reach EREY status by May 15, 2022, to be eligible for 2022-23 District and Global Grants.
- District submits District Block Grant application to The Rotary Foundation by June 1, 2022.
- Submit quarterly Foundation Contributions to The Rotary Foundation by May 15, 2022.

**June 2022 (1 month): Rotary Fellowships Month**

- Hold a Club Assembly prior to taking office on July 1, 2022. Invite your Assistant Governor to attend the Assembly. Use your completed planning guide, 2022-23 Club Leadership Citation and the Club Foundation and Membership Goals you submitted to your Assistant Governor. They will be important references as you plan your Club Assembly.
- Enter 2022-23 club goals into Rotary Club Central no later than July 1, 2022.
- Attend the Rotary International Convention in Houston, Texas June 4-8, 2022
- Confirm your club's official visit from the District Governor if you have not already done so.
- District Governor Installation on June 25, 2022, Beaufort, SC.
- Child Protection Policy due to Assistant Governor by June 30, 2022.
- Ensure all requirements for the 2021-22 Rotary International Presidential Citation are entered into Rotary Club Central no later than June 30, 2022.

## **July 2022: CONGRATULATIONS!!**

### **Congratulations, you are now President!!**

- Make sure your club has a succession plan.
- Semi-Annual Rotary International Dues are due on July 1, 2022.
- Applications for Global Ambassadorial Scholarships are due to the district by July 1, 2022.
- Outbound Youth Exchange Training July 8-10, 2022.
- Make a personal contribution to End Polio Now to The Rotary Foundation by July 31, 2022.

## **August 2022: Membership and New Club Development Month**

- Look at your club's recruiting and retention plans and membership history over the past several years. Consider what strategies you will use to recruit and retain members and keep notes for President-Elect.
- Ask Membership Chair to develop a membership recruitment program and to develop a list of Rotary alumni in your area to invite to a meeting.
- Meet with Public Image Chair to begin implementation of the club communication plan.
- Inbound Youth Exchange Training August 12-14, 2022.
- Global Scholar District Interviews August 21, 2022.
- Youth Exchange Long-Term preliminary application due August 30, 2022.

## **September 2022: Basic Education and Literacy Month**

- Attend the District Vibrant Club Workshop (District Foundation Training Seminar, membership Summit), September 23, 2022 Location TBD.
- Assure that all current club officers and club members have current information listed on the District Database.
- Advise your President-Elect of the dates for PETS (February 17-18, 2023), All Club Conference (March 24-26, 2023) and District Training Assembly (TBD).
- Submit quarterly Foundation Contributions to The Rotary Foundation.
- Sponsor a new club member by September 30, 2022.

## **October 2022: Economic and Community Development Month**

- Review club projects. Will you contribute to a District Water Missions project?
- Follow up with your President-Elect to see if he/she is recruiting board members and officers for next Rotary Year.
- District 7770 Semi-Annual Dues are due by October 1, 2022.
- Submit Club Financial Review to District Treasurer by October 15, 2022.
- Attend or hold a World Polio Day Event on October 24, 2022.
- Schedule Foundation Programs for Foundation Month in November. Consider matching point program.
- Work with your Foundation Chair to decide if the club will have a matching points campaign during Foundation Month.
- Youth Exchange Long-Term Applications due November 1, 2022.

## **November 2022: Rotary Foundation Month**

- Review the club's Foundation report. Meet with your Foundation Chair and obtain the latest report.
- Work with the Foundation Chair to recruit new Paul Harris Society Members and Major Donors.
- Work with your Foundation Chair to recruit new Benefactors and Bequest Society Members.
- Publish in your club bulletin the proposed slate of candidates for club officers and board members for the election to be held in December.

- Register for the RI Convention in Melbourne, Australia before the early registration deadline.
- Submit quarterly Foundation contributions to The Rotary Foundation.

#### **December 2022: Disease Prevention and Treatment Month**

- Hold elections for club officers and board members, with the results reported to RI by December 31. Also, update the District Database with the results of club elections.
- Submit quarterly Foundation Contributions to the Rotary Foundation by December 15, 2022.

#### **January 2023: Vocational Service Month**

- Review your mid-year progress towards the club's goals and objectives with your Assistant Governor, President-Elect, Foundation and Membership Chairs. Check the progress on achieving the District Governor's Club Leadership and Presidential Citations.
- Ensure your President-Elect and President-Nominee are registered for PETS.
- Review your club's Strategic Plan.
- Semi-Annual Rotary International Dues are due January 1, 2023.
- Register for All Clubs Conference and obtain hotel reservation at the Marriott Grande Dunes, Myrtle Beach, S.C. on March 24-26, 2023.

#### **February 2023: Peace and Conflict Prevention/Resolution Month**

- Assistant Governor Training will be held February 16, 2023, Summerville, SC.
- Make sure your President-Elect and President-Nominee register to attend PETS, which is "Mandatory Fun" for all Presidents-Elect, in February 17-18, 2023, Summerville, SC. If a President-Elect is unable to participate in the District 7770 PETS, approval must be obtained from the District Governor (DG) to attend an out-of-district PETS session.
- February 23, 2023 Rotary's Anniversary.
- Final 2022-23 District Grant reports due from clubs to Grants Committee by 30 days after project completion.

#### **March 2023: Water and Sanitation Month**

- District to advise clubs of District Grant DDF available by March 15, 2023.
- Attend the All Club Conference at the Marriott Grande Dunes, Myrtle Beach, S.C. on March 24-26, 2023
- Semi-Annual District Dues are due by April 1, 2022.
- Submit quarterly Foundation contributions to The Rotary Foundation.

#### **April 2023: Maternal and Child Health Month**

- Peace Fellowship applications are due May 1, 2023.
- Determine your District Grant and/or Global Grant project for 2023-2024. Applications due no later than May 15, 2023.
- Check with Foundation Chair to ensure club will reach EREY and 100% sustaining member status.
- Check with your Membership Chair to ensure your club will reach its membership goals.
- Rotary District 7770 semi-annual dues due.

#### **May 2023: Youth Service Month**

- Attend along with the President-Elect the District Spring Assembly date and location to be determined. Presidents-Elect must attend PETS and District Assembly to hold the office of Club President.
- Complete planning for your end-of-year social and installation event.

- Order any necessary club awards or pins.
- Submit the completed 2022-23 Club Membership Citation to the District Membership Chair by May 15, 2023.
- Submit the completed 2022-23 Club Leadership Citation to your Assistant Governor by May 15, 2023.
- Submit the completed 2022-23 Club Public Image Citation to the District Public Image Chair by May 15, 2023.
- Submit final Foundation Annual Programs Fund contributions to the Foundation by May 15, 2023.
- Club must reach EREY status by May 15, 2023, to be eligible for 2023-24 District and Global Grants.
- District Grant project applications for 2023-24 due to the District Grants Committee May 15, 2023
- Club must be current on RI and District dues by May 15, 2023, to be eligible for 2023-24 District and Global Grants.
- Applications for Global Ambassadorial Scholarships are due to the district by June 1, 2023.
- District submits final 2022-23 District Grant reports to the Rotary Foundation by June 1, 2023.
- District submits District Block Grant 2023-24 application to the Rotary Foundation by June 1, 2023.
- Attend the Rotary International Convention in Melbourne, Australia on May 27-31, 2023.

#### **June 2023: Rotary Fellowship Month**

- Schedule a joint meeting with the current officers and board and the new officers and board to assure a smooth transition.
- Presidential Citation for 2022-23 year is due June 30, 2023, in Rotary Club Central.
- Assist the President-Elect with the planning of the Club Assembly prior to his/hertaking office on July 1, 2023.
- District Governor Installation June 2023 at a location to be determined.
- Child Protection Policy due to Assistant Governor by June 30, 2023.
- Enter 2023-24 club goals into Rotary Club Central no later than July 1, 2023.
- Semi-Annual Rotary International Dues are due July 1, 2023.

#### **July 2023:**

**Congratulations, you are now Past-President of your Rotary Club!**



# **THE DISTRICT GOVERNOR'S CLUB VISIT**

The District Governor will inform the Assistant Governor of his/her desire concerning honorariums. Your Club should follow this guideline.

- The District Governor is the program. There will be no other program presented at this meeting. Notify your Program Chair so no one is embarrassed.
- You should introduce your AG to the Club following the normal order of business, and, the AG will introduce the District Governor.
- After the introduction, the membership will stand and applaud, welcoming the District Governor.
- When the District Governor concludes his/her message, the membership will again stand and applaud.
- The AG will then thank the District Governor and return the meeting to the President.
- The President may then indicate to the District Governor any honorarium the club will make. The District Governor does not want to receive any material gift. Honorariums should be made to Polio Plus or the CART Fund in the club's name in honor of the District Governor.
- The meeting will proceed to the conclusion.
- The District Governor asks that a short Board meeting be held after or before the regular meeting so that he/she might address the Board separately.

# Role and Responsibilities

Your role as Club President is to lead your club, ensuring it functions effectively. An effective Rotary club is able to:

- Sustain or increase its membership base.
- Implement successful projects that address the needs of its community and communities in other countries.
- Support the Rotary Foundation through both program participation and financial contributions.
- Develop leaders capable of serving in Rotary beyond the club level.

The elements of an effective club can help clubs increase their ability to meet their goals in each Avenue of Service. Implementing successful service projects affects Vocational, Community, and International Service. Increased membership gives a club a greater pool of Rotarians working in each avenue. Supporting The Rotary Foundation affects both Community and International Service. Streamlined processes, better communication, strategic planning, and increased member involvement will improve Club Service. With efficient operations in place, your club can become more effective in conducting its service activities.

As you prepare to help lead your club, remember that your Rotary club is a member of Rotary International. Through this membership, it is linked to more than 35,000 Rotary clubs worldwide and granted access to the organization's services and resources, including publications in nine languages, information at [www.rotary.org](http://www.rotary.org), grants from The Rotary Foundation, and staff support at world headquarters and the seven international offices.

## Club President Responsibilities

Your responsibilities as Club President are summarized below and explained further throughout this manual. Go to the Rotary website for additional information.

<https://www.rotary.org/myrotary/en/learning-reference/document-center>

Note: An asterisk (\*) indicates a responsibility outlined in the Recommended Rotary Club Bylaws and Standard Rotary Club Constitution.

- Registering for Member Access at [www.rotary.org](http://www.rotary.org) to obtain your club's administrative data from RI
- Ensuring that your secretary and treasurer have registered for Member Access in order to keep membership and club data current
- Implementing and continually evaluating your club's goals for your year in office, ensuring that all club members are involved and informed
- Ensuring that each committee has defined goals\*
  - Encouraging communication between club and district committee chairs
  - Conducting periodic reviews of all committee activities, goals, and expenditures\*
  - Ensuring club goals and achievements are entered into Rotary Club Central

- Presiding at all meetings of the club\*
  - Ensuring that all meetings are carefully planned
  - Communicating important information to club members
  - Providing regular fellowship opportunities for members
- Preparing for and encouraging participation in club and district meetings
  - Planning for all monthly board meetings\*
  - Ensuring the club is represented at the district conference and other district meetings
  - Promoting attendance at the annual RI Convention and district meetings
- Working with your club and district leaders
  - Developing, approving, and monitoring the club budget while working closely with the club treasurer\*
  - Working with district leadership to achieve club and district goals
  - Using information and resources from the district, RI Secretariat, and [www.rotary.org](http://www.rotary.org)
  - Preparing for the governor's official visit
- Ensuring continuity in leadership and service projects\*
  - Submitting an annual report to your club on the club's status before leaving office
  - Conferring with your successor before leaving office and ensuring a smooth transition of leadership
  - Arranging for joint meeting(s) of the incoming board of directors with the outgoing board
- Ensuring that a comprehensive training program is implemented by the club, and appointing a club trainer(s) to carry out the training, if needed
- Ensuring that RI youth protection policies are followed
  - Ensuring that Rotarians in your club are familiar with the Statement of Conduct for Working with Youth
  - Terminating or not admitting to membership any person who admits to, is convicted of, or is otherwise found to have engaged in sexual abuse or harassment of youth
  - Prohibiting non-Rotarians who admit to, are convicted of, or otherwise found to have engaged in sexual abuse or harassment from working with youth in a Rotary context
  - Supporting the volunteer selection, screening, and training requirements outlined for the Youth Exchange program
  - Planning for youth protection in all club service activities that involve young people

Use the Club President's Monthly Checklist (also available at [www.rotary.org](http://www.rotary.org)) when planning your year as president and reviewing your responsibilities as president-elect and president.

The Secretariat is Rotary International's general secretary, RI and Foundation staff at RI World Headquarters in Evanston, Illinois, USA, and seven international offices (their locations are listed on the inside front cover of the *Official Directory* and at [www.rotary.org](http://www.rotary.org)).

## Club President-Elect Responsibilities

Your responsibilities as Club President-elect are summarized below and explained throughout this manual:

Note: An asterisk (\*) indicates a responsibility outlined in the Recommended Rotary Club Bylaws or Standard Rotary Club Constitution.

- Reviewing this *Club President's Manual* and preparing for the presidents-elect training seminar
- Serving as a director of your club's board, performing responsibilities prescribed by the president or the board\*
- Reviewing your club's long-range goals, using the elements of an effective club as a guide
  - Setting your club's annual goals, which support long-range goals, using the Be a Vibrant Club: Your Club Leadership Plan - North America [245EN-A]
  - Assessing your club's membership situation
  - Discussing and organizing service projects
  - Identifying ways to support The Rotary Foundation
  - Developing future leaders
  - Developing a public relations plan
  - Planning action steps to carry out your club's administrative responsibilities
- Working with your club and district leaders
  - Holding one or more meetings with your board of directors; reviewing the provisions of your club's constitution and bylaws
  - Serving as an ex officio member of all club committees\*
  - Supervising preparation of the club budget\*
  - Meeting with your assistant governor at PETS and the district assembly
- Ensuring continuity in leadership and service projects\*
  - Appointing committee chairs\*
  - Appointing committee members to the same committee for three years to ensure continuity, when possible\*
  - Conferring with your predecessor\*
  - Arranging a joint meeting of the incoming board of directors with the retiring board
- Ensuring regular and consistent training
  - Attending your presidents-elect training seminar and district assembly\*
  - Encouraging all club leaders to attend the district assembly
  - Holding a club assembly immediately following the district assembly
  - Attending the district conference

## **Club Leadership Plan**

The Club Leadership Plan is based on the best practices of effective clubs, with the goal of creating clubs that pursue the Object of Rotary through activities related to each Avenue of Service. Because each Rotary club is unique, the Club Leadership Plan is flexible and designed for each club to develop its own leadership plan.

- The Club Leadership Plan, which provides an opportunity for your club to assess its current operations, has many benefits:
  - All members have a chance to voice their opinions on the future of their club.
  - Standard club operations give members more time to focus on service and fellowship.
  - Greater involvement of club members develops future club and district leaders and increases retention.
  - All members are working to achieve club goals.
  - Continuity among leaders and club goals eases the transition from one Rotary year to the next.

### **Implementing the Club Leadership Plan**

Past, current, and incoming club officers should work together to customize a leadership plan that incorporates current club strengths and best practices using these nine implementation steps:

#### **1. Develop long-range goals that address the elements of an effective club.**

A club's long-range goals should support its strategic plan, cover the next three to five Rotary years, and address the elements of an effective club: membership, service projects, The Rotary Foundation, and leadership development. They should also include strategies for promoting your club's successes in each element.

#### **2. Set annual goals that are in harmony with the club's long-range goals using the Lead Your Club: President handout or the Rotary Website.**

Annual goals should address the Avenues of Service and work to help your club pursue the Object of Rotary. The planning guide lists common strategies that your club might use to achieve your annual goals, allowing you to add alternate strategies. Use it as a working document, updating it as needed.

#### **3. Conduct club assemblies to inform / involve members in the planning process.**

Periodic, regular club assemblies allow all members of the club to stay current, discuss decisions that affect the club, and hear committee reports on their activities.

#### **4. Plan for communication between club leaders, club members, and district leaders.**

Work with club leaders to develop a plan for communicating with each other, club members, and district leaders. The plan should specify who will communicate with whom, what method will

be used, and when communication will occur.

**5. Support continuity in club leadership and service projects.**

Because Rotary club leadership changes annually, every club needs a continual supply of leaders. Continuity may be achieved by making committee appointments for multiple years or by having the current club president work closely with the president-elect, president-nominee, and immediate past president. Continuity in project leadership is important because service projects can last longer than one year.

**6. Amend club bylaws to reflect the practices of the club, including committee structure and the roles and responsibilities of club leaders.**

Work with your club officers to modify the Recommended Rotary Club Bylaws from RI to reflect your club's operations. Ensure that any bylaw changes are in accordance with the Recommended Rotary Club Bylaws and Standard Rotary Club Constitution as well as all applicable local laws.

**7. Provide opportunities to increase fellowship among club members.**

Members who enjoy Rotary will feel more involved. Strong club fellowship will also support your club's service efforts. Involve the families of your members to ensure they support your club as well.

**8. Ensure that every member is active in a club project or function.**

Club involvement teaches members about Rotary and helps retain them as active members of the club.

**9. Develop a comprehensive training plan.**

Training is crucial for developing future leaders and ensuring that current club officers are well informed about Rotary, capable of leading the club, and able to provide better Rotary service. A solid, viable club training plan ensures that:

- Club leaders attend district training meetings
- Orientation for new members is provided consistently and regularly
- Ongoing educational opportunities are available for current members
- A leadership skills development program is available for all members

The Club Leadership Plan encourages clubs to review their committee structure to ensure that it meets their current needs. The plan recommends the following five committees:

- Club Administration – Hold a Strategic Planning Session for a 3-5 Year Plan
- Membership
- Public Image
- Service Projects
- The Rotary Foundation

The club should appoint additional committees and subcommittees as needed, such as for special projects or to reflect the traditional activities of the club. Each standing committee should set goals in support of the club's annual and long-range goals.

Club president responsibilities for each area of the Club Leadership Plan are integrated throughout this training manual. With your fellow club leaders, you should review the plan annually to ensure that it continues to meet your club's goals and reflect your club's identity. Ask district leaders, particularly your assistant governor, for help as you implement and review your plan.

## **Recommended Club Positions**

Each club encounters numerous opportunities during the year. It is recommended that each club have club members in each of the following positions. A single member may hold more than one position.

- President
- President-Elect
- President-Nominee
- Secretary
- Treasurer
- Foundation Chair
- Membership Chair
- Public Image Chair
- Projects Chair
- Fund Raising Chair
- End Polio Now liaison
- Cart Fund Liaison

## **Resources**

Contact information for Secretariat staff and RI and Foundation officers and appointees is listed in the *Official Directory* and at [www.rotary.org](http://www.rotary.org). Download publications at [www.rotary.org/downloadlibrary](http://www.rotary.org/downloadlibrary), or order them through [shop.rotary@rotary.org](mailto:shop.rotary@rotary.org)

The following resources are available to help you fulfill your responsibilities:

### **Human Resources**

- Past Club Presidents — Knowledgeable Rotarians who understand your club and its needs. They can serve as advisers when you plan your year and be assigned to lead club activities.
- District representatives — Assistant Governors, the District Governor, District Trainers, Past District Governors, and District Committee leaders. Also, staff members at international offices and RI World Headquarters can answer administrative questions and direct other inquiries to appropriate RI and Foundation staff.
- Other club presidents in your community and those you will meet at PETS

## Informational Resources

- *Club Leadership Plan (245-EN)* — Guide to implementing the Club Leadership Plan to strengthen your Rotary club.
- *Club President's Monthly Checklist* — Month-by-month list of activities and deadlines that apply to all Rotary clubs. Revised annually.
- *Manual of Procedure (035-EN)* — RI and Foundation policies and procedures, including the RI constitutional documents, established by legislative action, the RI Board of Directors, and the Trustees of The Rotary Foundation. Issued every three years after each Council on Legislation.
- *Official Directory (007-EN)* — Contact information for RI and Foundation officers, committees, resource groups, and Secretariat staff; worldwide listing of districts and governors; alphabetical listing of clubs within districts, including contact information. Issued annually (available in Member Access at [www.rotary.org](http://www.rotary.org) ).
- *RI Catalog (019-EN)* — List of RI publications, audiovisual programs, forms, and supplies. Updated annually.
- *Rotary Code of Policies and Rotary Foundation Code of Policies* — Policies and procedures established by the RI Board of Directors and the Trustees of The Rotary Foundation in support of the RI Constitution and Bylaws, revised following each Board or Trustees' meeting (most current versions available at [www.rotary.org](http://www.rotary.org) ).



**Rotary Club of** \_\_\_\_\_

## **Weekly Meeting Agenda**

Date: \_\_\_\_\_

Speaker/Program: \_\_\_\_\_

1. Ring the bell, meeting called to order and other club customs.
2. Please stand as \_\_\_\_\_ leads us in the pledge and invocation.
3. \_\_\_\_\_ Will you please introduce our visiting Rotarians and guest.
4. Announcements: EX: CART buckets, Happy Dollar, etc.

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5. New member induction (if any)\_\_\_\_\_
6. Rotarian\_\_\_\_\_ will introduce our speaker.
7. Closing – Four-Way Test or other club closing custom

**Rotary Club of** \_\_\_\_\_

## **Board Meeting Agenda**

Board Meeting (Month) \_\_\_\_\_

- **Welcome**
- **Approval of Minutes**
- **Treasurer's Report**
- **Membership Report**
- **Foundation Report**
- **Fundraising Report**
- **Club Committee Reports**
- **President-Elect Report**
- **Other: Ex. AG report if attending meeting, Old business, New business**
- **Adjourn**

# **ROTARY INTERNATIONAL MONTHLY THEMES**

July – No Specific Theme

August - Membership and New Club Development Month

September – Basic Education and Literacy Month

October – Economic and Community Development Month

November - Rotary Foundation Month

December - Disease Prevention and Treatment Month

January - Vocational Service Month

February - Peace and Conflict Prevention Month

March – Water and Sanitation Month

April - Maternal and Child Health Month

May - Youth Service Month

June - Rotary Fellowship Month

# GUIDING PRINCIPLES

These principles have been developed over the years to provide Rotarians with a strong, common purpose and direction. They serve as a foundation for our relationships with each other and the action we take in the world.

## Object of Rotary

The Object of Rotary is to encourage and foster the ideal of service as a basis of worthy enterprise and, in particular, to encourage and foster:

- **FIRST:** The development of acquaintance as an opportunity for service;
- **SECOND:** High ethical standards in business and professions; the recognition of the worthiness of all useful occupations; and the dignifying of each Rotarian's occupation as an opportunity to serve society;
- **THIRD:** The application of the ideal of service in each Rotarian's personal, business, and community life;
- **FOURTH:** The advancement of international understanding, goodwill, and peace through a world fellowship of business and professional persons united in the ideal of service.

## The Four-Way Test

The Four-Way Test is a nonpartisan and nonsectarian ethical guide for Rotarians to use for their personal and professional relationships. The test has been translated into more than 100 languages, and Rotarians recite it at club meetings:

Of the things we think, say or do

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?

## **Avenues of Service**

We channel our commitment to service at home and abroad through five Avenues of Service, which are the foundation of club activity.

- Club Service focuses on making clubs strong. A thriving club is anchored by strong relationships and an active membership development plan.
- Vocational Service calls on every Rotarian to work with integrity and contribute their expertise to the problems and needs of society. Learn more in *An Introduction to Vocational Service and the Code of Conduct*. \*
- 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. Learn more in *Rotary International People in Action* brochure. \*
- International Service exemplifies our global reach in promoting peace and understanding. Two ways to support this service avenue are sponsoring or volunteering on international projects and seeking partners abroad.
- Youth Service recognizes the importance of empowering youth and young professionals through leadership development programs such as Rotaract, Interact, Rotary Youth Leadership Awards, and Rotary Youth Exchange.

### **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.

### **Rotary's Core Values:**

Fellowship, Integrity, Diversity, Leadership, Service

# CITATION GOALS AND INSTRUCTIONS



The Rotary Citation is an award that recognizes the hard work clubs do throughout the year. Taking action toward achieving the citation goals helps clubs engage their members, stay relevant in their communities, and run more efficiently. A welcoming and engaging club also reflects the values of Rotary. When clubs work to achieve these goals, they also contribute to the overall health and culture of Rotary for generations to come.

To be eligible for the Rotary Citation, clubs need to begin the year as active clubs in good standing – or having paid each invoice balance in full upon receipt. To verify that your club is in good standing, check your daily club balance report under Club Administration > Club Finances. You should have an outstanding balance of \$0.00. Invoices are due when they are posted, in mid-January and mid-July.

Rotary club leaders can go into Rotary Club Central and select at least 13 out of 25 goals they wish to apply toward citation achievement. This flexibility allows clubs to choose the goals that are most relevant and achievable. In addition, many goals will be self-reported by marking “achieved” in Rotary Club Central.

To achieve the citation:

- Go to Rotary Club Central
- Review the 25 available goals
- Select at least 13 goals (or more than 50% of the available goals)
- Achieve those goals
- Report achievement in Rotary Club Central by 30 June.

Once you are in Rotary Club Central, navigate to the **Goal Center**, select the **year**, and click on the **All tab** to see the goals.

Goal	Goal Detail
Club membership	How many total members does your club want by the end of the Rotary year?
Service participation	How many members will participate in club service activities during the Rotary year?
New member sponsorship	How many members will sponsor a new club member during the Rotary year?
Rotary Action Group participation	How many club members will be members of at least one Rotarian Action Group (RAG) during the Rotary year?
Leadership development participation	How many members will participate in leadership development programs or activities during the Rotary year?
District conference attendance	How many members will attend your district conference?
Rotary Fellowship participation	How many club members will be members of a Rotary Fellowship during the Rotary year?

<b>Goal</b>	<b>Goal Detail</b>
District training participation	How many of your club's committee chairs will attend the district training assembly?
Annual Fund contributions	How much money will be contributed to The Rotary Foundation Annual Fund by your club and its members during the Rotary year?
PolioPlus Fund contributions	How much money will be contributed to The Rotary Foundation PolioPlus Fund by your club and its members during the Rotary year?
Major gifts	How many single outright donations of US\$10,000 or more will be made by individuals associated with your club during the Rotary year?
Bequest Society members	How many individuals or couples will inform The Rotary Foundation of their plans to leave US\$10,000 or more to The Rotary Foundation through their estate?
Benefactors	How many individuals or couples will inform The Rotary Foundation of their estate plans to include the Endowment Fund as a beneficiary or will make an outright gift of US\$1,000 or more to the Endowment Fund?
Service projects	How many service projects will your club complete during the Rotary year?
Rotaract clubs	How many new and existing Rotaract clubs will your club sponsor during the Rotary year?
Interact clubs	How many new and existing Interact clubs will your club sponsor during the Rotary year?
Inbound Youth Exchange students	How many Rotary Youth Exchange students will your club host virtually during the Rotary year?
Outbound Youth Exchange students	How many Rotary Youth Exchange students will your club sponsor virtually during the Rotary year?
RYLA participation	How many individuals will your club sponsor to participate in Rotary Youth Leadership Awards (RYLA) events during the Rotary year either in person or virtually?
Strategic plan	Does your club have an up-to-date strategic plan?
Online presence	Does your club's online presence accurately reflect its current activities?
Social activities	How many social activities will your club hold outside of regular meetings during the Rotary year?
Update website and social media	During the Rotary year, how many times per month will your club's website or social media accounts be updated?

<b>Goal</b>	<b>Goal Detail</b>
Media stories about club projects	How many media stories will cover your club's projects during the Rotary year?
Use of official Rotary promotional materials	Did your club use Rotary International's advertising and public service materials, such as broadcast videos, print ads, and other official materials available in the Brand Center, to promote Rotary in your community during the Rotary year?



# ROTARY CITATION FREQUENTLY ASKED QUESTIONS



## **How do I achieve the Rotary Citation for Rotary clubs?**

1. Go to Rotary Club Central.
2. Review the 25 available goals.
3. Select and set at least 13 goals.
4. Achieve your goals.
5. Report your achievement in Rotary Club Central.

## **How do I access Rotary Club Central?**

You can find [Rotary Club Central](#) in the Member Center on My Rotary, under Online Tools. To learn how to use Rotary Club Central, you can take the online course in the Learning Center called [Rotary Club Central Resources](#).

## **How do I find the Rotary Citation goals in Rotary Club Central?**

1. Go to the Goal Center on the left side of the page.
2. Select the Rotary year (in the middle of the screen).
3. Select the **All** tab.

If goals have already been selected, the club president, secretary, treasurer, membership and foundation chairs, executive secretary/director can click on the edit button to change your club's selection.

## **Where can I find a list of the Rotary Citation goals that I can print?**

The goals can be found in [this document](#).

### **Do clubs have to be in good standing to earn the Rotary citation?**

Yes. To be eligible for the Rotary Citation, clubs need to begin the year as active clubs in good standing and remain so throughout the year. For the purposes of the citation only, good standing means that a club has paid each invoice balance in full upon receipt (and hasn't received a 60-day reminder letter from Rotary International Accounts Receivable).

### **How can I verify that a club is in good standing?**

To see whether your club is in good standing, you will need to check whether the club balance has been paid in full and within the 60-day time frame.

To check your daily club balance, check the report under Manage, then Club Administration, then Club Finances. You should have an outstanding balance of \$0.00. Invoices are due when they are posted, in mid-January and mid-July.

To check whether your July and January club dues were paid on time, check the Citation Recipients Report. This report can be found on My Rotary. Navigate to the **Manage tab**, then **Club and District Administration**, and find **Reports**. In the **Awards** section, you'll see the Rotary Citation. This report also lives in Rotary Club Central. Clubs are in good standing as long as they haven't received a 60-day reminder to pay their dues.

If you have questions about the club invoice or where to send your payment, including whether your club has a zero balance or received a 60-day reminder letter, contact your [financial representative](#).

### **What if social distancing makes it hard to achieve some goals?**

The current process allows clubs to select goals that are achievable and relevant. There are many goals to choose from that don't require in-person gatherings.

#### **Who can see and set goals?**

All Rotarians can see the goals that their club president, secretary, treasurer, membership chair, foundation chair or executive secretary/director has set for any given year. If a member doesn't see a goal for the incoming year, it might be because one of these officers hasn't set it yet, or because the member hasn't been reported as a member of the club.

Any incoming officer at the club or district level, including assistant governors, can set goals for the upcoming year. If a club leader does not have the ability to set goals in Rotary Club Central, it might be that their leadership role hasn't been reported in My Rotary.

### **Is our club still eligible for the citation if we achieve different goals than the ones we set at the beginning of the year?**

Yes. If club leaders find that a goal that is set at the beginning of the year is going to be unattainable, but another will be attainable, they can edit the goals selected at any time during the year. As long as more than half of the goals are reported as achieved by the end of the Rotary year, the club is eligible for the citation.

### **Where should I enter my club's accomplishments?**

The achievements for data-driven goals like membership numbers and Rotary Foundation giving are updated from our database, so you don't need to report those. All other self-reported goals can be reported in Rotary Club Central by marking them "Achieved."

### **Why are clubs asked to choose at least 13 goals to achieve for the citation?**

Allowing clubs to choose their goals provides flexibility and recognizes that some goals are more important or achievable than others, and this varies from club to club. There are 25 goals in total and clubs have to achieve more than 50%, or at least 13.

### **Can members who aren't club leaders enter a club's accomplishments?**

No. However, a club president, secretary, treasurer, membership or foundation chair, or executive secretary/director can [delegate online access](#) temporarily to a member to allow them to enter a club's accomplishment in Rotary Club Central.

### **How can I see my club's progress?**

Members who have My Rotary accounts can see their club's accomplishments in the Rotary Citation Recipients Report. You can find the report in Rotary Club Central in the reports tab. The report is also available in My Rotary. Go to **Manage**, then **Club and District Administration**, and then **Reports**. In the **Awards** section, you'll see the Rotary Citation. The report becomes available in December and will remain active until 1 July.

### **I just achieved a goal for my club. Why isn't the achievement showing?**

Achievement of self-reported goals appears as soon as you enter the achievement in Rotary Club Central. You can enter the achievement at any time. It may take 24 hours to show as achieved on the report.

If the goal is for a data-generated achievement, such as membership numbers or Rotary Foundation giving, the achievement may not appear in Rotary Club Central for 48 hours. Please check the Citation Recipients report a day or two after the reporting achievement to Rotary International (i.e., reporting membership changes or submitting contributions).

### **What are Rotary Action Groups and Rotary Fellowships?**

[Rotary Action Groups](#) are independent, international, Rotary-affiliated groups whose members have expertise and experience in a particular area of specialization. Aligned with Rotary's priority to

increase humanitarian impact, they use their knowledge and passion to help clubs and districts plan and carry out impactful service projects.

- Membership is open to any individual. Rotarians, Rotaractors, and Peace Fellows can serve in leadership roles.
- By joining a Rotary Action Group, you can use your professional skills to advise on meaningful service activities outside your own club, district, or country.
- Rotary Action Groups provide networking opportunities with likeminded individuals from around the world.

[Rotary Fellowships](#) are international groups that share a common passion. Being part of a fellowship is a fun way to make friends around the world, explore a hobby or profession, and enhance your Rotary experience.

### **What are examples of a leadership development program?**

A leadership development program can be anything designed to give members opportunities for developing their leadership skills. Clubs can offer leadership development opportunities to their members, such as asking them to be on a committee or lead a club initiative. They can also support members interested in professional development by having a mentor program or giving them opportunities to develop new skills through new experiences, such as taking the professional development courses in [Rotary's Learning Center](#), and creating a supportive environment for them as they complete the assignments involved. There are eight leadership and public speaking courses available that Toastmasters-developed for Rotarians in Rotary's [Learning Center](#). These could be used to build a leadership program in your club to achieve this goal.

### **What district training events count for the district training participation goal?**

The description of the goal in Rotary Club Central notes that this goal refers to club committee attendance at the district training assembly. The district training assembly is the RI-Board recommended training held by the district governors-elect for incoming club officers, including club presidents, secretaries, treasurers, and club administration, membership, public relations, service project, and Rotary Foundation committee chairs.

### **What social activities count for the goal in Rotary Club Central?**

Any social activity held outside of the regular club meeting that is open to all club members can count for this goal, including virtual events.

### **Can clubs earn a presidential distinction?**

No. The Rotary Citation no longer includes distinction levels.

### **Where can I find the presidential theme address?**

You can listen to RI President Shekhar Mehta's theme address on [Rotary.org](http://Rotary.org).

### **Why is my previous year's membership growth not showing? I didn't remove members until 1 July.**

Members who are added on 1 July count toward the next year's membership growth. Members who are removed on 1 July count toward the previous year's loss since they aren't members at the start of the Rotary year.

The membership trends graph in Rotary Club Central is updated based on 1 July membership figures so it won't update throughout the year. To find your club's current membership figures, go to your Reports on My Rotary's Manage tab.

### **How can I report an ongoing or completed service project?**

If you have a multi-year project, and are concerned about it impacting your achievement of the goal in Rotary Club Central, you can break your project into parts that will be achieved each year and mark each part complete when the Rotary year ends.

### **How are new and existing members defined?**

For the purposes of the citation, a new member is defined as those who were added on or after 1 July of the Rotary year in question. Existing members are those who were members prior to 1 July of the Rotary year in question.

### **Are clubs chartered during the current Rotary year eligible for this year's citation?**

If a newly chartered club is in good financial standing and has achieved 13 goals before the end of the Rotary year, it is eligible. If it was chartered after January, it is considered to be "in good standing." If it is chartered before January, it is only considered to be "in good standing" if it has satisfied the January invoice payment on time. To confirm eligibility, presidents of newly chartered clubs should write to [riawards@rotary.org](mailto:riawards@rotary.org).

### **Why isn't my Rotary club showing as having earned the citation on the citation recipients report?**

If your club received an exception for one of the requirements, it will not be reflected on the report.

### **What does my club get for earning the Citation?**

If a club successfully completes all the goals necessary for the citation, they will receive a digital certificate which can be printed locally if desired.

### **When are citation awards processed?**

Clubs should report achievement of goals by 30 June, the last day of the Rotary year. At that time, the Citation Recipients Report is pulled to determine recipients. In rare instances, exceptions are granted for extenuating circumstances. Citation certificates will be generated and sent in the first quarter of the new Rotary year. Requests for exceptions are considered on a case-by-case basis through October.

### **How will Citation certificates be distributed to clubs?**

Citation certificates will be emailed to immediate past district governors and assistant governors of clubs who have earned the award. The email will link to a folder where certificates can be found. This allows district leaders to award their clubs with the certificate if they choose. A month afterward, the link to the certificates will be emailed to directly to immediate past club presidents to ensure receipt. The certificates will be organized by district number and club name.

### **My club earned the citation, but we didn't get the certificate. Where can we find them?**

A link to the certificates for the 2020-2021 Rotary year will be shared with the appropriate club and district leaders in the first quarter of the 2021-2022 Rotary year.

### **My club had achieved the citation when I checked the report during the Rotary year, why did we not get the citation certificate?**

The Citation Recipient Report is dynamic and may update as membership or Foundation giving figures change. If it shows a club as having earned the citation in May for example, but not in June, it may be that members were terminated at the end of the year which impacted their eligibility. The report is pulled on 1 July to determine recipients. Members terminated on 1 July will count as membership losses for the previous Rotary year. Members added on 1 July will count as membership gain for the current Rotary year.

## ROTARY CITATION FOR ROTARACT AND INTERACT CLUBS

### **How does the citation work for Rotaract and Interact clubs?**

Rotaract and Interact clubs can be nominated online for the citation by 15 August of the following Rotary year. For example, for the 2021-2022 Rotary year, nominations are accepted until 15 August 2022. Rotaract and Interact clubs can't be nominated by email, mail, or phone. The link to the nomination form can be found on [rotary.org/citation](https://rotary.org/citation).

### **When does nomination for the Rotaract and Interact club citation open?**

The nomination form for Rotaract and Interact club citations opens in late August or September of the current Rotary year.

### **Where can I find the Rotaract and Interact Citation Goals?**

The goals for the Rotary Citation for Rotaract and Interact clubs can be found on [Rotary.org/citation](https://Rotary.org/citation)

### **How do Rotaract clubs achieve the Rotary Citation for Rotaract Clubs?**

Rotaract clubs need to achieve more than half of citation goals to earn the Rotary Citation for Rotaract Clubs. The nominator submits an online form indicating which goals have been met. You can find a list of goals and a link to the nomination form on [Rotary.org/citation](https://Rotary.org/citation). If more than half of the goals were met, the nominator receives a link to the certificate for presentation to the club.

### **How do Interact clubs achieve the Rotary Citation for Interact Clubs?**

Interact clubs need to achieve more than half of citation goals to earn the Rotary Citation for Interact Clubs. The club sponsor president or Interact club adviser has to submit an online form indicating which goals have been met. You can find a list of goals and a link to the nomination form on [Rotary.org/citation](https://Rotary.org/citation). If more than half of the goals were met, the nominator receives a link to the certificate for presentation to the Interact club.

### **Who can nominate a Rotaract club for the Rotary Citation for Rotaract clubs?**

The sponsor club president or Rotaract club president can submit the nomination.

### **Who can nominate an Interact club for the Rotary Citation for Interact clubs?**

Only sponsor club presidents and Interact club advisers may submit the nomination form for Interact clubs. If the Interact club is sponsored by more than one club, sponsor clubs should coordinate to submit the nomination. Only one nomination per Interact club is accepted.

**Is there a list of Rotaract/Interact clubs who have achieved the citation?** Rotary International has a record but does not distribute the list.

**What do I do if the Rotaract/Interact citation certificate doesn't arrive?**

Upon submitting a citation nomination form for a Rotaract or Interact club, the nominator will receive an automatic email that links to the certificate if the club achieved the required goals. The nominator can then download the certificate and send or print it for presentation to the club. If the nominator doesn't have that email, it may be in their junk mail. If it's not there, they can email [RIawards@rotary.org](mailto:RIawards@rotary.org) for help.





# Rotary Club of the Year 2022 – 2023



Please answer each question as completely as possible and email this form to your Assistant Governor by May 15, 2023.

Rotary Club of \_\_\_\_\_ President \_\_\_\_\_  
Email \_\_\_\_\_ Phone no. \_\_\_\_\_

1. Club Leadership Citation achieved for 2022-2023: \_\_\_\_ Yes \_\_\_\_ No
2. Will Rotary Citation be achieved by end of 2022-2023: \_\_\_\_ Yes \_\_\_\_ No
3. Club held a Strategic Planning session with members Yes \_\_\_\_ No \_\_\_\_ Describe your club’s leadership development plan: \_\_\_\_\_
4. What type of Rotary information does your club share with your community and how often? \_\_\_\_\_
5. What makes your club attractive to potential new members? \_\_\_\_\_
6. Membership as of 7/1/2022: \_\_\_\_\_ New members inducted this year: \_\_\_\_\_
7. New members under the age of 40 inducted this year: \_\_\_\_\_
8. Is your club a Sustaining Member club? \_\_\_\_ Yes \_\_\_\_ No
9. If no, how many sustaining members in your club? \_\_\_\_\_
10. Number of ACTIVE Paul Harris Society members: \_\_\_\_\_
11. Number of Major Donors: \_\_\_\_\_
12. Foundation Challenge Goal met: \_\_\_\_ Yes \_\_\_\_ No
13. Polio Commitment met: \_\_\_\_ Yes \_\_\_\_ No If exceeded, by what percentage? \_\_\_\_\_
14. Does your club routinely contribute to CART? \_\_\_\_ Yes \_\_\_\_ No
15. Describe your club’s plan for emphasizing Foundation and Polio giving: \_\_\_\_\_
16. Describe the most significant service project(s) conducted in 2022-2023: \_\_\_\_\_
17. Describe the most successful fund raising project(s) conducted in 2022-2023: \_\_\_\_\_
18. Describe the most successful club social event in 2022-2023: \_\_\_\_\_
19. Describe your club’s participation in youth programs (Earlyact, Interact, Rotaract, Youth Exchange, RYLA, Global Scholars, etc.) \_\_\_\_\_
20. Was your club represented at the District events in 2022-2023? \_\_\_\_ Yes \_\_\_\_ No How many at 2023 District Training Assembly? \_\_\_\_ 2022 Vibrant Club Workshop? \_\_\_\_ 2023 District Conference? \_\_\_\_

Additional pages may be used to tell the club’s story, but the total application package must be limited to **seven pages**.

President’s Signature \_\_\_\_\_ Date \_\_\_\_\_

Assistant Governor’s Signature \_\_\_\_\_ Date \_\_\_\_\_

## Resources

- Lead Your Club: President – <https://my.rotary.org/en/learning-reference/learn-role/president>
- Be A Vibrant Club, Your Club Leadership Plan - 245NAM-EN
  - o <https://my.rotary.org/en/document/be-vibrant-club-club-leadership-plan-worksheet>
- Rotary Club Strategic Planning Guide
  - o <https://my.rotary.org/en/document/strategic-planning-guide>
- DACdb Quick Start Guide
  - o See files tab within Rotary District 7770 database
- Rotary Club Central Worksheet
  - o See files tab within Rotary District 7770 database
- Rotary International Resource Guide
  - o <https://my.rotary.org/en/document/manual-procedure-035>
- District Policy Manual
  - o See files tab within Rotary District 7770 database
- An Introduction to Vocational Service
  - o <https://my.rotary.org/en/document/introduction-vocational-service>
- Rotary International Code of Conduct
  - o <https://my.rotary.org/en/document/rotarian-code-conduct>
- Rotary International People in Action Communities in Action: A Guide to Effective Projects
  - o <https://www.rotary.org/en/rotary-people-action>

District Governor 2022-2023 – Robert G. Gross

Phone: 843-321-0196

Email: [bob@beaufortgroup.net](mailto:bob@beaufortgroup.net)

District Governor 2023-2024 – Michael A. Jukofsky

Phone: 843-684-0074

Email: [mikejukofsky.d7770@gmail.com](mailto:mikejukofsky.d7770@gmail.com)

District Governor 2024-2025 – Mary Gasque

Phone: 803-553-0020

Email: [mary@gasque.com](mailto:mary@gasque.com)

District Foundation Chair – Paula Mathews

Phone: 803-261-175743- 290-3054

Email: [pajmatt2@bellsouth.net](mailto:pajmatt2@bellsouth.net)

District Membership Committee Chair – Sandra J. Olson

Phone: 803-530-0961

Email: [sandyo@sc.rr.com](mailto:sandyo@sc.rr.com)

District Public Image Committee Chair – Ken Gasque

Phone: 803-553-0010

Email: [ken@gasque.com](mailto:ken@gasque.com)

District Training Chair – George Chastain

Phone: 843-340-9527

Email: [Chastain.george@gmail.com](mailto:Chastain.george@gmail.com)

# 2022-2023 CLUB LEADERSHIP CITATION FORM

To receive the Club Leadership Citation, a club must develop plans and achieve certain tasks identified below and then complete and submit this form to your Assistant Governor no later than May 15, 2023.

CLUB NAME \_\_\_\_\_

## 1. AVENUES OF SERVICE (minimum of 5 points required)

- Club creates and utilizes a service project / initiative calendar, offering a wide variety of service opportunities to members. ***This earns two points.***
- Club participates in a literacy project (dictionary project, imagination library, reading mentor, etc.). ***Bonus point set up/managing Little Free Library***
- Club participates in community service project that supports protecting the environment.
- Club participates in a Rotary Youth Program (Early Act, Interact, Rotaract, RYLA, Youth Exchange, Ambassadorial Global Scholar, etc.). ***Bonus point for starting a new EarlyAct or Junior Interact or Interact Club***
- Club makes CART buckets or cartfund.org available at all meetings and makes donation to CART by December 31, 2022.
- Holds one program on dementia/Alzheimer's related disease.
- Club recites the Four-Way Test at every meeting and operates club business based upon the Four-Way Test.
- Club creates, promotes, and executes a Rotary Days of Service or Rotary ROCS day (Rotarians Offering Community Service). Follow Rotary Days of Service event plans.

## 2. MEMBERSHIP (minimum of 6 points required)

- Club President and Membership Growth Team Chair lead by example and sponsor at least 1 new member within the first quarter of the Rotary year.
- Club develops a Membership Growth Team (one member does not a team make).
- Membership Growth Team develops an annual written Membership Growth Plan.
- Club achieves a net +1 increase for the year. One bonus point for 2% increase (min. net +2 in membership growth).
- Club implements Intentional Growth Strategies and Discover Rotary as the primary strategy for growing membership.
- Club applies for a Membership Event Grant.
- Club plans special programming to celebrate Membership & New Club Development Month-August
- Club embraces Diversity, Equity, and Inclusion by adding at least 2 members from under-represented demographic groups.
- Club actively pursues the addition of Innovative Club and Membership options.
- Club President conducts a New Member Induction Ceremony that is meaningful for all club members.
- Membership Growth Team appoints a New Member Mentor for new club members for the first year of membership.
- Club President ensures that New Member Orientation & Training is conducted for new members.
- 25% of club members bring a prospective member to a club meeting, activity, or Discover Rotary.
- Club responds to and follows up with all leads assigned to them by the District Leads Manager.
- A minimum of three club members attend District Membership Training Events including President, President-Elect, Membership Growth Team Chair and any additional club members.
- Club has Rotaract member on Membership Growth Team.

## 3. ROTARY FOUNDATION (minimum of 6 points required)

- Club will meet its Annual Programs Fund goal. ***One Bonus Point for meeting the Challenge Goal.***
- Club achieves 10% increase over 2021-22 annual fund contributions.
- Club submits 50% of its Annual Programs Fund goal by December 31, 2022.

- Club achieves EREY status. **One bonus point for achieving 100% Sustaining Member status.**
- Club sends two representatives to attend District Foundation Training Seminar and club completes MOU qualification.
- Club secures at least one new Paul Harris Society member.
- Club meets their End Polio Now Goal. **One bonus point for having at least one program on Polio. One bonus for using <https://raise.rotary.org/> for a Polio fundraiser.**
- Club qualifies for and completes a District Grant project.
- Club holds a World Polio Event in October.
- Club secures 1 new major donor or 1 member steps up to the next level.

**4. LEADERSHIP DEVELOPMENT (minimum of 5 points required)**

- Club President attends 2022 PETS and District Training Assembly (**Both required to hold the position of Club President**) plus another training seminar (Vibrant Club Workshop) or 2023 All Club Conference.
- Club appoints 2023-24 President-Elect by July 1, 2022. **Bonus point for President Nominee appointed before December 1, 2022.**
- Incoming Secretary, Treasurer, Foundation Chair, Membership Chair, and Public Image Chair attend Spring District Assembly and Fall Be a Vibrant Club Seminar or have a representative attend if they are unable to do so.
- Club appoints the President-Elect to monitor and update the Club Leadership Citation and input information and completion of projects and programs for the Rotary Citation.
- At least one member attends the 2023 RI Convention.
- Club appoints a Database Manager who updates club and member information including photos on the District database by August 1, 2022.
- At least 1 member per 35, including a new member (<1 yr.), attends at least one of the following: 2022 Spring Training Assembly, 2022 Vibrant Club Workshop, or 2023 District Conference.
- Club sends at least one member to Rotary Leadership Institute (RLI).
- Club updates Rotary Club Central goals and establishes at least 1 goal in each area by August 1, 2022.

**5. PUBLIC IMAGE (minimum of 3 points required)**

- Club appoints a PI Chair who publicizes club activities in the community and submits info to the District media, website and newsletters at least quarterly.
- Club updates website and social media with current Rotary International 2022-23 Theme. **One bonus point: Ask all club members to “like” or “follow” Club & District social media.**
- Club presents copy of Four-Way Test to all members for proper display in offices or businesses.
- Club participates in the District 7770 Four-Way Test Essay Contest
- Club Public Image Chair participates in District Public Image Zoom Calls
- Public Image has a committee that shares duties posting on club and district FB and the district newsletter.
- Club posts regularly on social media of their club having FUN!

**6. REQUIRED**

- Required completion Incoming President and Club Protection Chair complete Child Protection Memorandum of Compliance no later than June 30, 2022.

\_\_\_\_\_  
Signature of Club President

\_\_\_\_\_  
Signature of Club President – Elect

\_\_\_\_\_  
Signature of Assistant Governor

**ROTARY CLUB REFERENCE MANUAL  
2022-2023 CLUB LEADERSHIP CITATION  
SECTION I---SERVICE**

**Citation Items**

- Club creates and utilizes a service project / initiative calendar, offering a wide variety of service opportunities to members. ***This earns two points.***
- Club participates in a literacy project (dictionary project, imagination library, reading mentor, etc.). ***Bonus point set up/managing Little Free Library***
- Club participates in community service project that supports protecting the environment.
- Club participates in a Rotary Youth Program (Early Act, Interact, Rotaract, RYLA, Youth Exchange, Ambassadorial Global Scholar, etc.). ***Bonus point for starting a new EarlyAct or Junior Interact or Interact Club***
- Club makes CART buckets or cartfund.org available at all meetings and makes donation to CART by December 31, 2022.
- Holds one program on dementia/Alzheimer’s related disease.
- Club recites the Four-Way Test at every meeting and operates club business based upon the Four-Way Test.
- Club creates, promotes, and executes a Rotary Days of Service or Rotary ROCS day (Rotarians Offering Community Service). Follow Rotary Days of Service event plans.

Service is the cornerstone of Rotary, and we need to incorporate service into our routine club activities and club discussions. Each club should review its service plan and make the service opportunities touch as many lives as possible. We need to encourage members to participate in service opportunities so that we as Rotarians can truly make a difference in the world.

**Rationale**

- Clubs should use a service project / initiative calendar so that members can look ahead and select service projects to participate in. Creating and using such a document will help with planning, communication and participation.
- There are numerous ways in which clubs can participate in improving the literacy of our communities. Projects can include giving out dictionaries, setting up libraries, and helping children and adults learn to read. Projects are only limited by the imagination of the clubs. Assess the needs of the community and create a project to fit the need.
- Environmental community service projects are intended to help the environment and the community. Each club has the latitude to choose areas of need and decide how best to serve these needs. The purpose of this section is to encourage participation among club members in service related activities to help the environment.
- Rotary Youth programs span a wide range of age groups. Earlyact, Interact and Rotaract are service clubs for young people sponsored by a local Rotary club. Earlyact clubs are open to students age 5-13 within a school setting. Interact clubs are open to students age 14-18 within a school setting. Rotaract organizations are available to young adults age 18-30 either in a post

high school academic setting or as a community group. Youth Exchange students live with a host family in a different country for a year and must be sponsored by a Rotary club. Rotary Youth Leadership Awards (RYLA) is an opportunity for high school students to receive leadership training. Each participant must be sponsored by a Rotary club. Ambassadorial Global Scholar students must be sponsored by a Rotary club in order to participate in one-year abroad graduate study.

- Over 500,000 people in the U.S. are diagnosed with Alzheimer's disease each year. The purpose of the CART (Coins for Alzheimer's Research Trust) Fund is to collect and provide dollars for leading edge research for the cure and prevention of Alzheimer's disease. It started with Rotarians voluntarily emptying their pockets and purses of change at weekly meetings. 100% of every dollar donated goes to Alzheimer's research. Help inform your club members by having at least one program each year on the CART Fund.
- The Four-Way Test is the framework for instilling integrity in everything we do. Clubs are encouraged to recite the Four-Way Test at every meeting and conduct club business based on the principles of the Four-Way Test. When a club presents copies of the Four-Way Test to all new members for display in their offices or businesses, the club extends the practice of integrity to many beyond the Rotary family.
- Rotary ROCS (Rotarians Offering Community Service) is a day of providing service to the community. The club chooses the projects based on the needs of the community. Encourage club members and the community to participate. Rotary should be about providing service while having fun. Clubs are encouraged to make projects fun, make the club's atmosphere more attractive, as well as provide fellowship opportunities.



## The Youth Exchange Scholarship provided by your local Rotary Club



Valued at over \$24,000: Room, board, tuition,  
and monthly stipend for a high school year abroad.

### HAVE YOU ALWAYS DREAMED OF...

- ▶ TRAVELING THE WORLD?
- ▶ LIVING IN ANOTHER COUNTRY?
- ▶ BEING FLUENT IN ANOTHER LANGUAGE?

#### The Rotary Scholar Program:

1. Academic year long program (August – June)
2. Non – English speaking countries

THE YOUTH EXCHANGE SCHOLARSHIPS ARE MADE POSSIBLE BY THE GENEROSITY OF OUR OVERSEAS PARTNERS AND LOCAL ROTARY CLUBS IN ROTARY DISTRICT 7770 (EASTERN SOUTH CAROLINA). QUALIFIED APPLICANTS MUST BE AGES 15-18 ½ AT THE TIME OF DEPARTURE. THE SCHOLARSHIP COVERS ROOM, BOARD, TUITION, AND A MONTHLY STIPEND FOR ONE ACADEMIC YEAR. THE STUDENT/FAMILY PAYS FOR THE AIRFARE, INSURANCE, AND SOME OTHER FEES.

[WWW.ROTARYYOUTHEXCHANGE7770.ORG](http://WWW.ROTARYYOUTHEXCHANGE7770.ORG)

or contact your local Rotary club



Contact:

Lou Mello

Co-Chair D7770 RYE Committee

Lou.mello9@gmail.com

Applications due November 30 for the following school year





**2023 - 2024**

## **Ambassadorial Global Grant Scholarships**

Rotary Foundation Global Grants can be used to fund scholarships with sustainable, high-impact outcomes in one of Rotary's six [areas of focus](#): peace and conflict prevention/resolution, disease prevention and treatment, water and sanitation, maternal and child health, basic education and literacy, economic and community development.

**Ambassadorial Global Grant Scholarships** are for graduate study during **one academic year abroad** and provide a cash grant of no more than \$45,000 from which the applicant must provide for round-trip transportation, tuition and fees, room, board and language training (if necessary) and living expenses.

### **TERMS OF SCHOLARSHIPS**

- Scholars are required to attend at least one orientation seminar if offered in their district or region.
- Study or training must be undertaken in another country or territory where there are Rotary clubs.
- Each scholar is responsible for applying directly to the assigned institution, gaining admission, and obtaining required visas.
- Scholars may receive additional funding from other sources during the scholarship period.
- Any applicant whose native language is not that of the proposed country of study must submit evidence of the ability to read, write and speak the language of that country even if the course of study is done in English.
- Scholar cannot be a lineal descendent of an active Rotarian. Must be out of Rotary for three years.

### **IMPORTANT DATES For Interested Clubs**

- Seek qualified applicants Fall 2022 and 1<sup>st</sup> Quarter 2023
- Sponsor clubs screen and select applicants January – April 2022
- Applicants submit application to sponsoring Rotary Club April 1, 2022
- Sponsor clubs submit applications to District Scholarship Committee July 1, 2022, including a preliminary costs proposal for the Scholarship to meet the minimum \$30,000 requirement. The costs are to include all tuition, books, travel, travel insurance, living expenses and a one-month language training course in the country of destination as required. A local project in the country of destination can be included if necessary, to meet the \$30,000 minimum. A Club Endorsement form must also be submitted to the Scholarship Committee.

- In addition to the Rotary Global Grant application, a University transcript, a photo and 2 letters of recommendation must be submitted.
- Coach and prepare applicant for District Interview June - July 2022.
- District Reception and Interviews – Reception August 19<sup>th</sup>, Interviews August 20, 2022.
- Host and Sponsor Districts submit applications online to TRF May 2023 for approval on July 1, 2023.

Each Rotary Club in District 7770 may submit two (2) applications for the Academic Year.

**Applications and additional information are available on the District Database [www.dacdb.com](http://www.dacdb.com) or please contact:** Rotary Scholarship Program – [Chair Sandee Brooks brooksrambo@gmail.com](mailto:Chair Sandee Brooks brooksrambo@gmail.com)

### Resources

- Short-Term Youth Exchange Overview
  - See files tab within Rotary District 7770 database
- Long-Term Youth Exchange Overview
  - See files tab within Rotary District 7770 database
- Interact Guide – 654EN
  - <https://my.rotary.org/en/document/interact-guide-rotary-club-sponsors-and-advisers>
- Statement of Policy Relating to Rotaract - 660EN
  - <https://my.rotary.org/en/document/policy-related-rotaract>
- Rotaract Club Handbook - 562EN
  - <https://my.rotary.org/en/content/rotaract-handbook>
- Global Ambassadorial Scholarship Application
  - See files tab within Rotary District 7770 database
- Rotary Peace Fellowship Application
  - <https://my.rotary.org/en/peace-fellowship-application>
- RYLA (Rotary Youth Leadership Awards) Fact Sheet
  - See files tab within Rotary District 7770 database
- Rotary’s Seven Areas of Focus – 965EN
  - <https://my.rotary.org/en/document/rotarys-areas-focus>
- The CART Fund
  - [www.cartfund.org](http://www.cartfund.org)

District Earlyact Chair – Paul R. Walter  
Phone: 843-301-8878  
Email: paulwalter.d7770@gmail.com

District RYLA Chair – Herman Dixon  
Phone: 304-839-5101  
Email: thinkbighd@twc.com

District Youth Exchange Co-Chair – Lou Mello  
Phone: 843-437-9084  
Email: loumello9@gmail.com

District Youth Exchange Co-Chair – Allison Ford  
Phone: 803-461-8750  
Email: aford@burkettcpas.com

District Ambassadorial Global Scholar Chair - Sandee Brooks  
Phone: 843-290-3054  
Email: brooksrambo@gmail.com

District Peace Scholar Chair – Tiffany Burkett  
Phone: 803-451-5110  
Email: tiffany@burkettlawsc.com

District Alumni Chair – Jim Deas  
Phone: 786-553-4235  
Email: jimgolfdeas@hotmail.com

District Public Image Committee Chair – Ken Gasque  
Phone: 803-553-0010  
Email: ken@gasque.com

District Newsletter – Patrick Quilter  
Phone: 843-945-4598  
Email: patrick@quilmont.com

District Website – Terry Moore  
Phone: 843-297-6691  
Email: [tr\\_moore@bellsouth.net](mailto:tr_moore@bellsouth.net)

District CART Chair – Rod Funderburk  
Phone: 803-760-5275  
Email: rfunderburkrotary@gmail.com

District End Polio Now Chair – Mary Gasque  
Phone: 803-553-0020  
Email: mary@gasque.com

District Protection Officer – Brett Camp  
Phone: 843-563-3643  
Email: [b.camp@stgeorgepolice.com](mailto:b.camp@stgeorgepolice.com)

**ROTARY CLUB REFERENCE MANUAL  
2022-2023 CLUB LEADERSHIP CITATION  
SECTION II---MEMBERSHIP**

**Citation Items**

- Club President and Membership Growth Team Chair lead by example and sponsor at least 1 new member within the first quarter of the Rotary year.
- Club develops a Membership Growth Team (one member does not a team make).
- Membership Growth Team develops an annual written Membership Growth Plan.
- Club achieves a net +1 increase for the year. One bonus point for 2% increase (min. net +2 in membership growth).
- Club implements Intentional Growth Strategies and Discover Rotary as the primary strategy for growing membership.
- Club applies for a Membership Event Grant.
- Club plans special programming to celebrate Membership & New Club Development Month- August
- Club embraces Diversity, Equity, and Inclusion by adding at least 2 members from under-represented demographic groups.
- Club actively pursues the addition of Innovative Club and Membership options.
- Club President conducts a New Member Induction Ceremony that is meaningful for all club members.
- Membership Growth Team appoints a New Member Mentor for new club members for the first year of membership.
- Club President ensures that New Member Orientation & Training is conducted for new members.
- 25% of club members bring a prospective member to a club meeting, activity, or Discover Rotary.
- Club responds to and follows up with all leads assigned to them by the District Leads Manager.
- A minimum of three club members attend District Membership Training Events including President, President-Elect, Membership Growth Team Chair and any additional club members.
- Club has Rotaract member on Membership Growth Team.

Rotary International is a membership organization and our members are our most important resource. Membership growth is Rotary’s number one internal priority and is every Rotarian’s responsibility. Club leadership must plan vibrant club activities and events to engage and retain all club members. Each club should implement Intentional Growth Strategies and Discover Rotary as part of their Membership Growth Plan. Every club should ask “does our club membership reflect the diversity of the community we serve?” Embracing Diversity, Equity and Inclusion strengthens membership growth and addresses two of the major reasons members leave clubs: club environment and unmet expectations. Clubs are encouraged to conduct periodic health checks because members who have a positive Rotary experience are more likely to stay.

## Rationale

- Membership growth starts with club leaders who understand they are “leading change.” When the Club President and Membership Growth Team Chair set the example by attracting new members, the club will follow suit
- To succeed in membership growth clubs must develop and actively support their Membership Growth Team. Identify spark plugs in the club who have a passion for membership growth and put them on the team.
- The annual written Membership Growth Plan states clearly what the club will do to attract and engage members.
- Clubs lose on average 14% of their members every year. Attrition is real and we need to plan for it. Clubs should make growing by a minimum of Net +1 a priority.
- Intentional Growth Strategies and Discover Rotary are still the gold standard for growing Rotary Clubs. Discover Rotary creates members for life because they fully understand the time and commitment **before** joining the club.
- Membership Event Grants provide funding to plan and conduct Rotary information events like Discover Rotary. They can help with costs such as venue rental, printing, mailing, and refreshments.
- August is Membership and New Club Development Month a time to focus on attracting new members by having club members answer the question “what is your why?” Identifying your why for joining Rotary is the first step in communicating the benefits of being a Rotarian to prospective members
- Rotary International’s policy on Diversity, Equity and Inclusion encourages clubs to cultivate a diverse, equitable and inclusive culture in which people from underrepresented groups have greater opportunities to participate as members and leaders.
- In a changing world clubs must learn to flex, adapt, and evolve if they want to successfully grow membership. Clubs now have more flexibility re club formats, attendance, and membership types. Consider varying meeting times, locations, and reducing fees for new or younger members. Young members are more likely to stay with Rotary if they believe their clubs are willing to accommodate their interests, work, family, and personal needs.
- A well planned and orchestrated New Member Induction Ceremony that is meaningful and makes the new member feel special is a great way to launch a new member. It also reminds club members of what it means to be a “true Rotarian.” Presidents should give this important event the time and attention it deserves.
- Rotary Clubs generally lose 50% of their new members during the first three years of membership. A positive New Member Mentor experience can reverse that statistic and help create a member for life. When we conduct a New Member Interview, we get a better understanding of what the new member’s expectations are and stand a better chance at fulfilling them.

- New Member Orientation and Training should occur no later than 30 days after a new member joins a club. It is an opportunity to get a new club member involved right away and goes hand in hand with the New Member Mentor Program for reducing new member attrition.
- What better way to informally introduce a prospective member to Rotary than to invite them to club activities, social events, or Discover Rotary? It's a great way to help potential members appreciate what it means to be a Rotarian and the difference we make in people's lives.
- Rotary processes tens of thousands of membership leads every year from people around the world who want to be a Rotarian. The District Leads Manager (DLM) will route leads to clubs based on information gleaned from the candidate. Clubs must review and act on the leads by contacting the candidate to determine if they are a good fit for the club. Follow up with the DLM to report results. Clubs should never squander membership leads.
- One of the best ways to build a strong Membership Growth Culture is stay abreast of all new growth strategies and concepts. RI and Zone 33 offer a variety of in-person and virtual training events on membership growth. D-7770 also offers fall and spring training assemblies and membership summits. RI's Learning Center has over 600 courses that can be found at [rotary.org/learn](https://my.rotary.org/en/learn). Zone 33 offers an easily accessible Resource Library of forms, guides, checklists, and videos

## **Resources**

- Strengthening Your Membership Brochure – 417EN
  - <https://my.rotary.org/en/document/strengthening-your-membership-creating-your-membership-development-plan>
- Membership Satisfaction Survey – 801E
  - <https://my.rotary.org/en/.../enhancing-club-experience-member-satisfaction-survey>
- Be A Vibrant Club, Your Club Leadership Plan - 245NAM-EN
  - <https://my.rotary.org/en/.../be-vibrant-club-your-club-leadership-plan-north-america>
- Club Leadership Plan Worksheet
  - <https://my.rotary.org/en/document/be-vibrant-club-club-leadership-plan-worksheet>
- Rotary Club Health Check
  - <https://my.rotary.org/en/document/rotary-club-health-check>
- Intentional Membership Strategies

- <http://www.rizones33-34.org/MembershipResourceLibrary/02-2017Rev2-GRATIntentionalStrategiesHandout4-UP.pdf>

District Membership Committee Chair – Sandra Olson

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Asst. DMC & New Member Attraction - Alison Jean Hamilton

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843-907-3084

Diversity, Equity & Inclusion - Dr. Benetta Bell

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803-269-3344

New Club Development & Innovative Club Advocates - Gary & Susan Bradham

[sgcb@earthlink.net](mailto:sgcb@earthlink.net)

843-458-0947

Member Engagement - R. Andrew Folks

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District Leads Manager - Mark McCain

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843-812-4044

Diversity, Equity, & Inclusion - Brenda Austin

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803-290-6434

Member Engagement - Alia Bostaji

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803-203-1802



**ROTARY CLUB REFERENCE MANUAL  
2022-2023 CLUB LEADERSHIP CITATION  
SECTION III---FOUNDATION**

**Citation Items**

- Club will meet its Annual Programs Fund goal. ***One Bonus Point for meeting the Challenge Goal.***
- Club achieves 10% increase over 2021-22 annual fund contributions.
- Club submits 50% of its Annual Programs Fund goal by December 31, 2022.
- Club achieves EREY status. ***One bonus point for achieving 100% Sustaining Member status.***
- Club sends two representatives to attend District Foundation Training Seminar and club completes MOU qualification.
- Club secures at least one new Paul Harris Society member.
- Club meets their End Polio Now Goal. ***One bonus point for having at least one program on Polio. One bonus for using <https://raise.rotary.org/> for a Polio fundraiser.***
- Club qualifies for and completes a District Grant project.
- Club holds a World Polio Event in October.
- Club secures 1 new major donor or 1 member steps up to the next level.

The Rotary Foundation is our charity. By supporting the Rotary Foundation, we can accomplish more than any of us can as individuals. We need to encourage our members to give by telling them where the money goes and what can be accomplished through giving. November is Foundation month. Clubs are encouraged to have a speaker for at least one program during this month and throughout the year to educate members on the Rotary Foundation.

**Rationale**

- Each year we need to focus on “doing good” in the world by giving generously to The Rotary Foundation and executing needed projects with the funds given. Money given to the Annual Program Fund comes back to the district in the form of District Designated Funds each year. This is the source of funding for District and Global Grants used by clubs to support critical programs and to provide service projects.
- Each club is asked to increase contributions to the Annual Program Fund for 2022-23 by 10% over 2021-22 contributions.
- Clubs are requested to submit Foundation contributions throughout the year, including at least 50% by December 31, 2022.
- EREY is Every Rotarian Every Year. Encourage every club member to make a contribution to the Rotary Foundation.
- Two representatives of the club must attend the District Foundation Training Seminar in September 2022 and complete the grant MOU to qualify to participate in the district grant program.
- Membership in the Paul Harris Society is a commitment of \$1,000 per year to the Rotary

Foundation. Each club should strive to secure at least one new Paul Harris Society member.

- Although polio is very close to being eradicated, polio remains in three countries. We must finish the job of eradication from the face of the world. Each club is asked to give an amount equal to or greater than the prior year's polio contribution.
- District Grant funds are available for local service projects. Clubs are encouraged to qualify for these funds and submit applications for worthwhile projects.
- New Benefactors, Bequest Society members and Major Donors will help your clubs meet their Foundation goals as well as show our support of The Rotary Foundation Programs.

## **CLUB RECOGNITION SUMMARY CRS**

This report can be found at:

<http://www.directory-online.com/Rotary/accounts/7600/Pages/uPAGES/Using%20the%20CRS.pdf>

### **What does this report track?**

Club Member's:

- Recognition amounts
- Current Paul Harris Fellow (PHF) level and date achieved
- Available Foundation Recognition Points
- Last contribution data and designation
- Club data including:
  - Number of PHFs, Major Donors, Benefactors, Bequest Society members, Rotarian donors, Rotarian non-donors and non-Rotarian donors.
- All-time giving

### **How do I read this report?**

- A. District and club number appear on the top left.
- B. Number of club's Paul Harris Fellows and Benefactors.
- C. Number of Rotarian donors, Non-Rotarian donors, Bequest Society and Major Donors.
- D. Total historical contributions to The Rotary Foundation credited to the club. Includes all contribution types (Annual Fund, Other Giving, and Permanent Fund).
- E. Identifying information by individual, including member ID (+ indicates deceased member), name, and membership status (Y = active member; N = former/deceased member or non-Rotarian with a contribution history; H = honorary member).
- F. Recognition Amount, which can be a combination of cash contributions and Foundation recognition points received (points do not count toward Major Donor recognition). Maximum amount that can be shown on the report is 9,000 (9,000+ indicates actual amount exceeds maximum).

- G. Paul Harris Fellow/Multiple PHF status, and month and year first PHF recognition was achieved.
- H. Available Foundation recognition points, which can be transferred to other individuals to help them achieve their first or multiple PHF recognition. Points accumulate 1:1 for every dollar contributed.
- I. Month and year along with the restriction (program fund) of most recent contribution.
- J. Indicates Benefactor status. A Benefactor is anyone who informs the Foundation in writing that s/he has made provisions in their will, or other estate plan, naming the Foundation's Permanent Fund as a beneficiary; or anyone who makes an outright gift of US\$1,000 or more to the Foundation's Permanent Fund.

### **How do you get Foundation recognition points?**

Foundation recognition points are awarded for contributions to the Annual Fund, PolioPlus, or the sponsor portion of a Foundation grant. One Foundation recognition point will be given for every US dollar contributed to these funds, which can then be extended to others to help them become a Paul Harris Fellow. Donors no longer need to be a Paul Harris Fellow themselves before Foundation recognition points are awarded.

### **How can I use Foundation recognition points to increase TRF contributions?**

Many Rotary clubs use a matching system to help their members achieve PHF recognition and to promote additional Foundation support. To determine whether your club is close to achieving 100% PHF status, review the Recognition Amounts (section F) of all Rotarians who are currently listed as active club members (indicated by a Y in section E). Calculate the amount needed to get all members to at least 1,000. Matching their contribution with Foundation recognition points may help your club reach or even surpass its Annual Fund goal as well as achieve 100% PHF recognition. Use the Paul Harris Fellow Recognition and Transfer Request (102-EN) to transfer points.

### **How do I promote giving to the Annual Fund?**

Club Presidents and club Rotary Foundation chairs can track participation in the Annual Fund in section I. Noting the designation of the most recent contribution will help track progress toward TRF's goal of Every Rotarian, Every Year (EREY) – participation of every Rotarian in supporting the Foundation's programs. Use the Every Rotarian, Every Year Brochure (957-EN) to promote giving to the Annual Fund. To achieve 100% EREY recognition status for your club, each active member needs to make a contribution to the Annual Fund during the current Rotary year.

### **How do I promote Benefactors and Permanent Fund Support?**

Benefactors are individuals who have given USD \$1,000 or more to the Permanent Fund; or who have committed US\$1,000 or more in their will to TRF. Rotarians can become Benefactors by completing and submitting the Benefactor Commitment Card (149-EN).

The investment earnings from the Permanent Fund are already having a significant impact in helping fund Foundation programs. Supporting the Permanent Fund is a way to leave a personal legacy with Rotary and to ensure support for Rotary's work for future generations.

## **Where can I find this report?**

This report is available through Member Access to district governors, district governors-elect, district Rotary Foundation committee chairs, district fundraising chairs, Annual Giving subcommittee chairs, and to club presidents and club secretaries. The club president can add the club treasurer and/or club Rotary Foundation chair by updating club data in Member Access. To request a copy of this report from the Foundation, e-mail [contact.center@rotary.org](mailto:contact.center@rotary.org).

## **Resources**

- 2021-2022 District Grant Application
  - o See files tab within Rotary District 7770 database
- 2021-20221 District Grant MOU
  - o See files tab within Rotary District 7770 database
- District Grant Closing Report
  - o See files tab within Rotary District 7770 database
- Rotary Conflict of Interest Policy
  - o <https://my.rotary.org/en/document/conflict-interest-policy-program-participants>
- Global Grant Application
  - o <https://my.rotary.org/en/take-action/apply-grants/global-grants>.
- Your Rotary Legacy Form – 330EN
  - o <https://my.rotary.org/en/document/your-rotary-legacy-doing-good-world-beyond-your-lifetime>
- Rotary Direct Enrollment Form - 1215EN
  - o <https://my.rotary.org/en/document/rotary-direct-rotarys-recurring-giving-program-form>
- Rotary Foundation Contribution Form - 123EN
  - o <https://my.rotary.org/en/document/contribution-form-rotary-foundation>
- Paul Harris Society FAQ
  - o <https://my.rotary.org/en/document/paul-harris-society-frequently-asked-questions>
- Rotary Marks Guideline
  - o <https://my.rotary.org/en/document/guidelines-rotary-foundation-funded-project-signage>

- End Polio Now Brochure
  - o <https://www.rotary.nl/d1550/FoundationGrants/940EN12web.pdf>
- Using the Foundation Club Recognition Summary (CRS)
  - o <http://www.directory-online.com/Rotary/accounts/7600/Pages/uPAGES/Using%20the%20CRS.pdf>
- Using the Foundation Monthly Contribution Report (MCR)
  - o <http://www.directory-online.com/rotary/accounts/7600/pages/upages/Using%20the%20MCR.pdf>
- Using the Foundation EREY Eligibility Report
  - o <http://www.directory-online.com/Rotary/accounts/7600/Pages/uPAGES/Using%20the%20EREY%20Report.pdf>

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District Annual Giving Chair - Alice Howard  
 Phone: 843-271-0550  
 Email: [howardag@hargray.com](mailto:howardag@hargray.com)

District Paul Harris Society Chair – Deborah Burt  
 Phone: 843-422-4413  
 Email: [Deborah@PhoenixHCG.org](mailto:Deborah@PhoenixHCG.org)

District Major Gifts Chair – Alex Wilkins  
 Phone: 276-806-1795  
 Email: [wilkinsra@gmail.com](mailto:wilkinsra@gmail.com)

District Foundation Grants Committee Chair – Rick Moore  
 Phone: 843-696-5795  
 Email: [Rick@Keelforce.com](mailto:Rick@Keelforce.com)

District Foundation Stewardship Chair – Jeff Mense  
 Phone: 843-236-1613  
 Email: [jmense@sccoast.net](mailto:jmense@sccoast.net)

District Grants Committee Chair – James “Drew” A. Hansen  
Phone: 843-281-9055  
Email: dhansen@firstpalmetto.com

District End Polio Now Chair – Mary Gasque  
Phone: 803-553-0220  
Email: mary@gasque.com

District Public Image Committee Chair – Ken Gasque  
Phone: 803-553-0010  
Email: ken@gasque.com

District Newsletter – Patrick Quilter  
Phone: 843-945-4598  
Email: patrick@quilmont.com via yahoo.com

District Website – Terry Moore  
Phone: 843-297-6691  
Email: tr\_moore@bellsouth.net

**ROTARY CLUB REFERENCE MANUAL  
2022-2023 CLUB LEADERSHIP CITATION  
SECTION IV---LEADERSHIP DEVELOPMENT**

**Citation Items**

- Club President attends 2022 PETS and District Training Assembly (*Both required to hold the position of Club President*) plus another training seminar (Vibrant Club Workshop) or 2023 All Club Conference.
- Club appoints 2023-24 President-Elect by July 1, 2022. *Bonus point for President Nominee appointed before December 1, 2022.*
- Incoming Secretary, Treasurer, Foundation Chair, Membership Chair, and Public Image Chair attend Spring District Assembly and Fall Be a Vibrant Club Seminar or have a representative attend if they are unable to do so.
- Club appoints the President-Elect to monitor and update the Club Leadership Citation and input information and completion of projects and programs for the Rotary Citation.
- At least one member attends the 2023 RI Convention.
- Club appoints a Database Manager who updates club and member information including photos on the District database by August 1, 2022.
- At least 1 member per 35, including a new member (<1 yr.), attends at least one of the following: 2022 Spring Training Assembly, 2021 Fall Be a Vibrant Club Seminar, or 2023 District Conference.
- Club sends at least one member to Rotary Leadership Institute (RLI).
- Club updates Rotary Club Central goals and establishes at least 1 goal in each area by August 1, 2022.

Leaders are our future. We must prepare our leaders for the future and provide training opportunities for potential leaders to learn needed skills. The district provides multiple opportunities for training, and it is incumbent on clubs to take advantage of these trainings. Clubs need an updated succession and strategic plan.

**Rationale**

- We need to prepare leaders to lead. Club Presidents for 2022-2023 must attend the 2022 PETS, the 2022 District Training Assembly, the 2022 Vibrant Club Workshop (Foundation / Membership / Public Image) and the 2023 District Conference.
- Every club should have a succession plan. The club president for 2022-2023 should be appointed no later than July 1, 2021. Earlier would be even better.
- Club leadership other than the President needs training as well. Incoming club Secretary, Treasurer, Foundation Chair, Membership Chair, Public Image Chair and members of the club board should attend the 2022 District Training Assembly. If these individuals are unable to do so, someone should

attend for them.

- The club President-Elect should monitor and update the Club Leadership Citation, input information and completion of projects and programs for the RI Citation, and manage the Club Leadership Plan. The Club Leadership Plan will ensure that all the leaders know their roles and are properly trained to perform those roles. This will integrate the president-elect into the workings of the club and help to prepare him or her for the position of club president.
- Rotary International Conventions are opportunities to see the bigger picture of Rotary. Clubs should encourage members to attend the 2022 convention in Houston TX, June 4-8, 2022. When appropriate offer funds to offset some of the attendance cost.
- Clubs are encouraged to appoint a Database Manager to update club and member information on the District database, including photos.
- The 2022 District Training Assembly, 2022 Vibrant Club Workshop, and 2023 All Clubs Conference are excellent training opportunities. Clubs should encourage members to attend. The information presented will help the clubs become more dynamic and attractive. The Club should have 1 member per 35, including a new member, attend at least one of the Leadership Training sessions. This will help to ensure membership retention as well as develop upcoming leaders.
- RLI (Rotary Leadership Institute) provides a unique training opportunity through an interactive class setting. Clubs are encouraged to advertise these classes to the membership and help members attend the classes during the Rotary year.
- It is essential to update club information in Rotary Club Central Goals by August 1, 2022. This must be done by the President or Secretary.



## **Paul Allen Ten-Star Rotarian**

### **Purpose of the Paul Allen Ten-Star Rotarian Award**

In Rotary, there are opportunities to experience the many facets of service and leadership. The Paul Allen Ten-Star Rotarian Award recognizes someone who has taken the time to hold leadership positions, visit other clubs, and participate in training events, conferences and conventions. The person achieving this designation will have a broader perspective of Rotary International and the Rotary District and be better able to lead his/her club in service.

### **How to Become a Paul Allen Ten-Star Rotarian**

The designation of a Rotarian as a Paul Allen Ten-Star Rotarian is based on the Rotarian earning a minimum of 110 points for certain services he/she has rendered to their club and Rotary. There are 25 “must” points which are mandatory in the 110 points required, regardless of the total number of points above the earned minimum requirement. The Paul Allen Ten-Star Rotarian program specifies the number of points that can be awarded in each category for the various types of service – with 10 points as the maximum in each category. Remember the “must” points! Points are cumulative from month to month, but duplicate points cannot be awarded. Example: Category #4, a Rotarian might serve as a member of the Board of Directors of the club more than one term; but after he/she has earned the maximum number of points authorized for that service, no more point credits may be earned in that category. Points earned for service rendered by a Rotarian in one club who becomes a member of a 2nd or 3rd club are also cumulative. Example: Category #17, a Rotarian sponsored two new members and earned 4 points while a member in Club A. The Rotarian moves or is transferred to an area where there is not a club or membership available and is no longer a Rotarian. Later, the Rotarian is invited into Club B; the points previously earned are cumulative and may be transferred. A Rotarian who qualifies may become a Paul Allen Ten-Star Rotarian even though their club does not adopt the program. The application and check for \$10 made payable to Rotary Club of Five Points should be sent to the address listed below. The \$10 covers the cost of the Paul Allen Ten-Star Rotarian Emblem and Certificate.

Paul Allen Ten-Star Rotarian Program c/o Mary Gasque, 3195 Leaphart Road, West Columbia, SC 29169

Sponsored by the Rotary Club of Five Points, Columbia, SC and RI District 7770.

### **The History of the Paul Allen Ten-Star Program**

The Ten-Star Program was initially a promotional activity of the Rotary Club of West Point, Mississippi, in 1935 to increase attendance and maintain interest in the Club’s development. Tom Douglas was the author of the Ten-Star Program. It was presented to the Board of Directors of Rotary International in the general form that we have now. The board approved it as a voluntary activity for interested clubs and authorized it to be introduced officially to affiliated clubs at the 1960 Rotary International Convention in Miami. The board also approved the Ten-Star Emblem as a back up to the Rotary Pin. The initial program installation for the Rotary Club of Five Points was held July 3, 1964. Since this time, the Rotary Club of Five Points, under the leadership of PDG Paul Allen, has been the

sole provider and sponsor of the Ten-Star Program for all of Rotary. In 2016 under the leadership of District 7770 Governor Sandee Brooks the name of the program was changed to the Paul Allen Ten-Star Rotarian Program to reflect PDG Paul Allen's leadership and dedication to the Ten-Star Program. In early 2017 the pin was redesigned; and the program revised to keep current with Rotary's progress. The Paul Allen Ten-Star Program is promoted throughout District 7770 and throughout the Rotary World.

Contact: Mary G. Gasque - [mary@gasque.com](mailto:mary@gasque.com)  
Nancy Moody, [nancymm1@icloud.com](mailto:nancymm1@icloud.com)

## **Rotary Leadership Institute**

The purpose of the Rotary Leadership Institute (RLI) is to strengthen your club and strengthen your life. Rotary provides an opportunity for all of us to provide service to our community and throughout the world. The Rotary motto is Service Above Self; and with that service comes a learning experience in the areas of leadership, team building, planning, marketing, communication and organization. RLI provides an opportunity to enrich that learning through sharing experiences and ideas with other Rotarians throughout the region.

The Zone 33 Rotary Leadership Institute conducts over 25 events each year in the states of Delaware, Maryland, North Carolina, South Carolina, Tennessee, Virginia, West Virginia, and The District of Columbia. The program consists of three separate sessions, Part I, Part II, and Part III. Attendees progress through the three parts on separate days and complete the program at their own pace.

Each session is highly interactive and, therefore, contains a minimum of lecturing and provides numerous opportunities for participants to share their experiences and ideas. The sessions are led by Rotary leaders who have been trained in the facilitation techniques that maximize the learning experience. A general list of subjects is shown below.

Part I	Part II	Part III
The Roots of Rotary	Strategic Planning	Public Image and Public Relations
My Club and Beyond	Team Building	Effective Leadership Strategies
Engaging Members	Rotary and Ethics	International Service
Our Foundation	Targeted Service	Club Communications
Creating Service Projects	Attracting Members	Vocational Service and Expectations

## **Resources**

Paul Allen Ten-Star Rotarian Program

- See files tab within Rotary District 7770 database

Rotary Leadership Institute

- [www.rli33.org](http://www.rli33.org)

District Training Chair – George Chastain

Phone: 843-904-9010

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District Foundation Training Chair – Paula Matthews

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District RLI Chair – Rod Funderburk

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2022 International Convention Promotion Chair – Robert “Bob” Gross

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**ROTARY CLUB REFERENCE MANUAL  
2021-2022 CLUB LEADERSHIP CITATION  
SECTION V---PUBLIC IMAGE / COMMUNICATION**

**Citation Items:**

- \_ Club appoints a PI Chair who publicizes club activities in the community and submits info to the District media, website and newsletters at least quarterly.
- \_ Club updates website and social media with current Rotary International 2022-23 Theme. ***One bonus point: Ask all club members to “like” or “follow” Club & District social media.***
- \_ Club presents copy of Four-Way Test to all members for proper display in offices or businesses.
- \_ Club participates in the District 7770 Four-Way Test Essay Contest
- \_ Club Public Image Chair participates in District Public Image Zoom Calls
- \_ Public Image has a committee that shares duties posting on club and district FB and the district newsletter.
- \_ Club posts regularly on social media of their club having FUN

In 2022-23, we want to increase the communication efforts from the club to the club’s membership, to the community served by the club, and to the district’s website in order to make information about the club and its projects more accessible by a larger audience. We also want to increase the public image awareness of the clubs and help clubs recognize how to best project what they do in their communities. We want to provide information to the clubs about the tools offered by the District and RI in the area of communication and public image.

**Rationale**

- Clubs should find every way possible to share their Rotary story throughout the community. Clubs should use a Service and Initiative Calendar to keep the membership updated on events and how they can plug into the activities. The calendar will provide a framework for advertising the Rotary Club and all it accomplishes throughout the community and around the world. RI has the Rotary Showcase where projects, fundraisers, and fellowship events are “showcased” for all of Rotary to see. Share your own story with your community and Rotary around the world. It is easy to submit items to the District website or newsletter. Use: rotary7770news@gmail.com. District 7770 has a website that functions extremely well. Club projects, club speakers, local Rotarians who have been honored in some way, non-Rotarians who have been recognized by the local Rotary club, and club fundraiser events are all posted on the front page of the website as they are submitted by the clubs. The district weekly newsletter containing submitted material is automatically published to the district’s membership via email. Encourage club members to subscribe to the newsletter to see items about their club and other clubs in the district.
- Providing copies of the Four-Way Test to members for proper display in their offices and businesses will enhance Rotary’s awareness within the community.
- When clubs complete service projects, the results of those projects should be published in print media, on websites, on social media or in other means of communication to inform the

community about what the club is doing in and for the community.

Telling the Rotary story should be in the forefront of what we do each and every day. We need every member and every club to take an active role and help in this venture to increase our efforts to “tell the story.”

### **Why Public Image?**

“Strengthening Rotary” is a global public image initiative to enhance and amplify the volunteer service organization’s great story, visual identity and digital experience. Study shows we are great at volunteering and doing great things in the world. We build schools, we vaccinate, we feed the hungry, we supply fresh water – just to name a few. What we don’t do is tell our story. We don’t tell the public about the good deeds we are doing. When we tell our story, we create interest. When we create interest, people will want to become a part of our story. Rotary will grow, the Foundation will flourish, and we will do more good for humanity.

And all you have to do is tell someone.

# **Rotary Public Image**

**Do good,  
have fun,  
tell someone!**

**#dogoodhavefuntellsomeone**

## **Tools for promoting Rotary, your club and events**

**Website**--You can get one through the District Data Base-Contact Terry Moore  
tr\_moore@bellsouth.net

**Bulletin/Newsletter** – Weekly bulletin/ newsletter info about speakers, member news, etc.

**Email/Texting** – Great way to keep members informed of meeting dates, speakers, special projects, etc. Some clubs have replaced the weekly bulletin with weekly e-blasts.

**Social Media** – FB, Link-in, Snapchat, Twitter, Instagram, YouTube

**District Newsletter** – Keep fellow Rotarians informed

**Advertising** - Billboards, Newspaper, Magazines, Radio/TV, Banners/Flags

**Press Releases** – Local newspapers will appreciate and publish

**Public Service Announcements** - Special events

**Tee-shirts** – “Rotarians making a difference,” “Join Rotary, Do Good, Have Fun,” “Rotarian at Work”

**Car window sticker** - “Ask how I do good and have fun—Rotary”

**Premium items** - Cups, pencils, tee shirts, briefcases, bags

**Wear your Rotary Pin**

### **Social Media**

Make sure you have a gmail account that can be shared between president, members and PI coordinator. Also gives you access to YouTube to post your club videos.

#### **Facebook:**

- A good FB page can take the place of a website.
- Use the gmail account to set up your FB page.
- Administrator – assign to manage all media sites. Have more than one administrator.

- Update the sites at least once a week. Ask club members to like the page and ask their friends to also like the club FB page.
- Respond quickly to any comments left on your club page.
- Keep the good, bad and ugly! Post fun, active photos and remember to tag people so the photo shows up on their page.
- Post regularly.
- Create event pages within your FB page.
- Encourage members to share posts onto their personal FB page so their connections can see it, like it and increase your club's exposure. (This is key to keeping your club's posts in the newsfeed).
- Tag other businesses and organizations you work with. Place the @ sign in front of the business name and their FB page should appear. Select it, and it will be tagged in the post. That sends a notice to that business and gives them the opportunity to share your post onto their page.
- Schedule post – best time to post is between 1pm – 3pm Monday – Friday.
- Remember to hashtag posts on FB and Twitter.

#### **Facebook Don'ts:**

- Don't post personal info (email/phone numbers without permission).
- Don't post photos of members' children without permission.

#### **Twitter:**

- Twitter is limited to short 280 character messages (tweets).  
Be sure to connect your club twitter account to your club FB account.
- Twitter and FB hash-tags help people who are interested in your topic find your posts and tweets.
- Remember to hashtag posts on FB and Twitter.

#### **Instagram:**

- Instagram – social networking for sharing photos and videos from smartphones. Fun software. Has a young following.
- If you want to look cool with the younger members, use Instagram.

#### **Snapchat:**

- Snapchat – mobile app that allows user to send and receive “self- destructing” photos and videos.

#### **LinkedIn:**

- LinkedIn – Good for business contacts.



## **Press Release**

- Develop a media list and keep it current.
- Send out event-related press releases.
- Make sure the first sentences of a press release have the most important information: Who, What, When, Where and Why.
- It helps if you send a photo with your release. Make sure you identify who is in the photo.
- Most newspapers accept online or email submissions. Google search the publication and look for a tab or link for submitting your press release. Email each press contact individually.
- Add quotes for color and additional information about your project or news.
- Include a description or “boilerplate” at the end of your press release to describe your club and RI.
- Add your full contact information.

## **District Awards Guidelines**

Awards will be given to small, medium and large clubs in each category. **Material must be submitted by February 16.**

**Newsletter/Bulletin** – hard copy of weekly bulletin/newsletter

Should have current RI theme and correct logo with newsworthy information about club meeting, speaker, projects, membership.

**Website** –

Should have current RI theme and current logo with information about meeting time/place, information about membership, info on how to join, listing of club projects, info on club leadership, links to FB, LinkedIn, etc.

**Social Media** –

Should have current RI theme and current logo with information about meeting time/place, interactive, photos of club projects, photos of speakers, informative.

**Media** –

Newspaper articles, TV/radio ads, magazine stories.

## **District 7770 Newsletter Instructions**

Please consider the following instructions for submitting news items for the district newsletter:

1. Send all newsletter content to [rotary7770news@gmail.com](mailto:rotary7770news@gmail.com).

2. In the email subject field, include the text "NEWS -" followed by the title of the article.  
Example Email Subject - "NEWS - Rotary club made donations of over \$135,000 to more than 25 organizations!"

This helps us clearly determine that the submission was meant as newsletter content.

3. Include at least a 3-5 sentence description of the news event. This could be about club meetings, special guests, club events and fundraisers. Include 1-3 pictures or video links for the newsletter post.

4. Once your article has been posted, you will receive a confirmation that the submission was received and published. The newsletter is automatically emailed every Tuesday morning. You can also see the post here: <http://www.rotary7770.org/news-room/>.

5. If you do not see your submission within 2 weeks, please notify Patrick Quilter, [patrick@quilmont.com](mailto:patrick@quilmont.com).

### **Resources**

- Rotary Messaging Guide 547EN
  - o <https://clubrunner.blob.core.windows.net/00000000214/en-ca/files/homepage/rotary-messaging-guide/Rotary-Messaging-Guide.pdf>
- Rotary Branding Frequently Asked Questions
  - o <https://my.rotary.org/en/document/rotary-brand-faqs>.
- Rotary Brand Center
  - o <https://brandcenter.rotary.org/en-gb>
- DACdb Quick Start Guide
  - o See files tab within Rotary District 7770 database
- Rotary District 7770 Newsletter
  - o <http://www.rotary7770.org/category/newsletter-content/>

District Public Image Committee Chair – Ken Gasque

Phone: 803-553-0010

Email: [ken@gasque.com](mailto:ken@gasque.com)

District Newsletter – Patrick Quilter

Phone: 843-945-4598

Email: [patrick@quilmont.com](mailto:patrick@quilmont.com)

District Website – Terry Moore

Phone: 843-297-6691

Email: [tr\\_moore@bellsouth.net](mailto:tr_moore@bellsouth.net)

**ROTARY CLUB REFERENCE MANUAL  
2021-2022 CLUB LEADERSHIP CITATION  
SECTION VI--- REQUIRED COMPLETION**

**Citation Item**

- Incoming President and Club Protection Chair complete Child Protection Memorandum of Compliance no later than June 30, 2022.

Rotary International is committed to creating and maintaining the safest possible environment for all participants in Rotary activities. It is the duty of all Rotarians, Rotarians' spouses, and other volunteers to safeguard to the best of their ability the welfare of and to prevent the physical, sexual, or emotional abuse of children and young people with whom they come in contact.

**Rationale**

District 7770 requires clubs to conduct background checks of all Rotarians and prospective members in the clubs and other volunteers. All Rotarian members have a duty to immediately report any suspected abuse to the District Governor and the District Protection Officer, who will immediately notify the appropriate law enforcement authorities in cases of abuse. All clubs are required to complete the process and sign the Memorandum of Compliance no later than June 30, 2021 prior to the beginning of the Rotary year.

**Resources**

District Protection Officer – **Brett Camp**

Phone: 843-636-4194

Email: [b.camp@stgeorgepolice.com](mailto:b.camp@stgeorgepolice.com)

## **DISTRICT 7770 CHILD PROTECTION PROCESS**

Rotary International is committed to creating and maintaining the safest possible environment for all participants in Rotary activities. It is the duty of all Rotarians, Rotarians' spouses, and other volunteers to safeguard to the best of their ability the welfare of and to prevent the physical, sexual, or emotional abuse of children and young people with whom they come into contact. District 7770 requires clubs to conduct background checks of all Rotarians and prospective members in the Clubs and other volunteers. All Rotarian members have a duty to immediately report any suspected abuse to the District Governor and the District Protection Officer, who will immediately notify the appropriate Law Enforcement Authorities in cases of abuse.

Henceforth, all clubs are required to complete the following process and commit to its conclusion by signing the Memorandum of Compliance no later than July 1 of each Rotary year.

1. The president will share with the club's board of directors that this is the policy. The board must then decide:
  - a. who will be responsible for implementing this policy (recommended it be one person who can maintain confidentiality and who will be designated as club protection chair)?
  - b. should the membership-at-large be notified?
2. The club protection chair should then take the roster of all members (active, on leave, honorary, inactive) and check their names against the South Carolina Law Enforcement's Sex Offender Registry. This is required regardless of whatever background checks the member may have completed as part of other volunteer work or their profession.
  - a. Go to <http://www.sled.sc.gov/>.
  - b. Select Sex Offender Registry from the menu on the left hand side of the home page.
  - c. At that page, select the button on the top left called, "Search for Offenders in your area."
  - d. From there, you have the options of checking each individual by using their names, their emails, or their addresses.
3. If the person is not listed on the registry, your search will come up blank. You have the option of printing a page with that information although that is not required.
4. If the person is listed in the registry, then do print that page and information. Contact your club president and give him or her the information.
5. The club president will then contact the District Protection Officer, who will perform the necessary investigation and will inform the District Governor, the Assistant Governor and the Club President of the recommended next steps.

### **District Protection Chair Brett Camp**

*Email* [b.camp@stgeorgepolice.com](mailto:b.camp@stgeorgepolice.com)

Cell: 843-843-636-4194

Office: 843-563-3643

### **For new member candidates (to be completed from now until the policy is changed or rescinded)**

1. All potential candidates for membership must be told that part of the process includes a SLED sex offender registry check.
  - a. If the candidate does not agree, their name must be removed from consideration.
  - b. If the candidate agrees, then follow steps 2-5 above.
2. If the candidate's name does not appear on the registry, continue with the membership process.

3. If the candidate's name does appear on the registry, follow steps 4 and 5 above. The candidate must be told that their name did show up and that their membership is on hold until further investigation.

**Club Authorization and Agreement**

Every year the incoming Club President and the Club Protection Chair must sign the Memorandum of Compliance (attached) and send to their AG, no later than June 30 of that year. The AG's will in turn send their area's forms to the District Protection Officer and the District Governor.

***CHILD PROTECTION POLICY  
MEMORANDUM OF COMPLIANCE***

*We, being responsible for administering the protection policy of the **Rotary Club of***

*\_\_\_\_\_ , certify that the Club adheres to the requirements provided in the District 7770 Child Protection Policy and has completed all the required steps in the District 7770 Child Protection Process and will notify **Rotary International District 7770 Protection Officer** of any changes or revisions to Club policies and procedures related to these requirements.*

**CLUB PRESIDENT**

**Term:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**CLUB PROTECTION OFFICER**

**Term:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**The Rotary Club of \_\_\_\_\_**  
**Financial Assessment**  
**For the club year ending June 30, 2022**

Please attach the following to this report.

1. Balance Sheet (Statement of Position) as of June 30, 2022
2. Income Statement (Statement of Revenues and Expenses) for the year ended June 30, 2022
3. Budget for club year 2022-23

Our Treasurer presented to our Board of Directors financial statements as follows:

- Monthly
- Quarterly
- Annually
- Did not make a presentation

The club's bank accounts were reconciled timely and filed with our bank statements.

- Monthly
- Quarterly
- Annually
- Could not determine

Paid invoices (receipt or bill) substantiate each check written and are filed systematically.

- |                                      |     |    |
|--------------------------------------|-----|----|
| Alphabetically                       | Yes | No |
| By the month paid                    | Yes | No |
| By the club's year paid              | Yes | No |
| Are cross referenced to check number | Yes | No |

Club financial records are kept for \_\_\_\_\_ years by \_\_\_\_\_

Our June 30, 2022 federal Form 990 tax return was filed on \_\_\_\_\_

Our financial assessment review was completed by the following club members:

_____	_____
Club Member	Date

\_\_\_\_\_  
Club Treasurer

\_\_\_\_\_  
Club President

**Please mail to by October 1, 2022:**  
**Debra Walworth**  
**Rotary District 7770 Treasurer**  
**358 Deep River Road, Summerville, SC 29486**

# ROTARY ACTION GROUPS

Rotary Action Groups are independent, international, Rotary-affiliated groups whose members have expertise and experience in a particular area of specialization. Aligned with Rotary's priority to increase humanitarian impact, they use their knowledge and passion to help clubs and districts plan and carry out impactful service projects. Each group oversees its own governance, membership, and activities in accordance with RI policies.

## JOIN AN ACTION GROUP

- Membership is open to any individual. Rotarians, Rotaractors, and Peace Fellows can serve in leadership roles.
- By joining a Rotary Action Group, you can use your professional skills to advise on meaningful service activities outside your own club, district, or country.
- Rotary Action Groups provide networking opportunities with likeminded individuals from around the world.

## PARTNER WITH AN ACTION GROUP

Rotary Action Groups regularly collaborate with clubs and districts on service projects in their area of specialty. Contact a group to:

- Tap into the technical expertise of their members for planning and implementing a community, service, or global grant-funded project.
- Connect with potential project partners, both within and outside of Rotary.
- Receive help fundraising for projects.
- Customize a group's signature project framework to implement locally.
- Enhance your clubs' or district's impact and strengthen communities.
- Invite local members of Action Groups to join your District's Resource Network.

## TAKE ACTION:

[www.rotary.org/actiongroups](http://www.rotary.org/actiongroups)



**27**  
ACTION GROUPS

---

**25,000** ACTION  
GROUP MEMBERS  
GLOBALLY

IN 2020, ACTION GROUPS:

SUPPORTED   
**1800**  
SERVICE PROJECTS

---

CONNECTED MEMBERS  
ACROSS   
**150**  
COUNTRIES

---

**\$318,000**  
IN HUMANITARIAN  
PROJECTS

## ROTARY ACTION GROUPS

Do you have expertise and a passion to serve in a particular area? Visit the website of the relevant Rotary Action Group to learn more and to join.



## START A NEW ROTARY ACTION GROUP

If you would like to learn how start a new group, refer to [this guide](#). All groups are subject to approval by the Rotary International Board of Directors.

## EXAMPLES OF ROTARY ACTION GROUPS IN ACTION

- The Rotary Action Group for Reproductive, Maternal Child Health works with clubs in Germany, Austria, and Nigeria to reduce mortality rates among mothers and newborns at hospitals in rural Nigeria.
- Rotary Action Group for Family Health & AIDS Prevention sponsors an annual event to provide preventive health care services, including HIV testing and counseling, to thousands of people in hundreds of sites across Africa and beyond.
- The Rotary Action Group for Community Economic Development connects clubs and districts with microfinance institutions to help poor people establish income-generating activities.

<b>Addiction Prevention</b>	<a href="http://www.rag-ap.org">www.rag-ap.org</a>
<b>Alzheimer's and Dementia</b>	<a href="http://adrag.org/">http://adrag.org/</a>
<b>Basic Education and Literacy</b>	<a href="http://www.litrag.org">www.litrag.org</a>
<b>Blindness Prevention</b>	<a href="http://www.rag4bp.org">www.rag4bp.org</a>
<b>Blood Donation</b>	<a href="http://www.ourblooddrive.org">www.ourblooddrive.org</a>
<b>Clubfoot</b>	<a href="http://www.rag4clubfoot.org">www.rag4clubfoot.org</a>
<b>Community Economic Development</b>	<a href="http://www.ragced.org">www.ragced.org</a>
<b>Diabetes</b>	<a href="http://www.rag-diabetes.org">www.rag-diabetes.org</a>
<b>Disaster Assistance</b>	<a href="http://www.dna-rag.com">www.dna-rag.com</a>
<b>Domestic Violence Prevention</b>	<a href="http://www.ragfamsafe.org">http://www.ragfamsafe.org</a>
<b>Endangered Species</b>	<a href="http://www.rag4es.org">www.rag4es.org</a>
<b>Environmental Sustainability</b>	<a href="http://www.esrag.org">www.esrag.org</a>
<b>Family Health/AIDS Prevention</b>	<a href="http://www.rfha.org">www.rfha.org</a>
<b>Food Plant Solutions</b>	<a href="http://foodplantsolutions.org">http://foodplantsolutions.org</a>
<b>Health Education and Wellness</b>	<a href="http://www.hewrag.org">www.hewrag.org</a>
<b>Hearing</b>	<a href="http://www.ifrahl.org">www.ifrahl.org</a>
<b>Hepatitis</b>	<a href="http://www.ragforhepatitiseradication.org">www.ragforhepatitiseradication.org</a>
<b>Malaria</b>	<a href="http://www.ram-global.org">www.ram-global.org</a>
<b>Menstrual Health and Hygiene</b>	<a href="https://www.ragmhh.org/">https://www.ragmhh.org/</a>
<b>Mental Health</b>	<a href="http://ragonmentalhealth.org">http://ragonmentalhealth.org</a>
<b>Multiple sclerosis</b>	<a href="http://www.rotary-ragmsa.org">www.rotary-ragmsa.org</a>
<b>Peace</b>	<a href="http://www.rotarianactiongroupforpeace.org">www.rotarianactiongroupforpeace.org</a>
<b>Polio Survivors</b>	<a href="http://www.rotarypoliosurvivors.org">www.rotarypoliosurvivors.org</a>
<b>Refugees</b>	<a href="https://www.ragforrefugees.org/">https://www.ragforrefugees.org/</a>
<b>Reproductive Maternal Child Health</b>	<a href="https://rotaryrmch.org/">https://rotaryrmch.org/</a>
<b>Slavery Prevention</b>	<a href="https://ragas.online/">https://ragas.online/</a>
<b>Water, Sanitation, &amp; Hygiene</b>	<a href="http://www.wasrag.org">www.wasrag.org</a>

### RELATED RESOURCES

- Rotary's Area of Focus  
[www.rotary.org/myrotary/en/document/589](http://www.rotary.org/myrotary/en/document/589)
- Rotary Action Groups Officer Directory  
[www.rotary.org/myrotary/en/document/714](http://www.rotary.org/myrotary/en/document/714)
- Rotary Action Groups Annual Report  
[www.rotary.org/myrotary/en/document/713](http://www.rotary.org/myrotary/en/document/713)
- Community Assessment Tools  
[www.rotary.org/myrotary/en/document/578](http://www.rotary.org/myrotary/en/document/578)
- Lifecycle of a Project  
[www.rotary.org/myrotary/en/takeaction/develop-projects/lifecycle-project](http://www.rotary.org/myrotary/en/takeaction/develop-projects/lifecycle-project)
- FIND OUT MORE  
Email: [actiongroups@rotary.org](mailto:actiongroups@rotary.org)



## RELATED RESOURCES

- Rotary's Area of Focus [www.rotary.org/myrotary/en/document/589](http://www.rotary.org/myrotary/en/document/589)
- Rotary Action Groups Officer Directory [www.rotary.org/myrotary/en/document/714](http://www.rotary.org/myrotary/en/document/714)
- Rotary Action Groups Annual Report [www.rotary.org/myrotary/en/document/713](http://www.rotary.org/myrotary/en/document/713)
- Community Assessment Tools [www.rotary.org/myrotary/en/document/578](http://www.rotary.org/myrotary/en/document/578)
- Lifecycle of a Project [www.rotary.org/myrotary/en/takeaction/develop-projects/lifecycle-project](http://www.rotary.org/myrotary/en/takeaction/develop-projects/lifecycle-project)

## FIND OUT MORE

Email: [actiongroups@rotary.org](mailto:actiongroups@rotary.org)



# ROTARY FELLOWSHIPS

Rotary Fellowships consist of members who share a common interest in recreational activities, sports, hobbies, or professions. These groups help expand skills, foster vocational development, and enhance the Rotary experience by exploring interests while developing connections around the world.

## OVERVIEW

- Help participants make lasting friendships outside their own club, district, or country
- Advance Rotary's public image and identity
- Serve as an incentive for joining Rotary and for maintaining active membership

## ORGANIZATION

- Function independently of Rotary International by establishing their own rules, dues requirements, and administrative structure.
- Are open to Rotarians, their family members, as well as participants and alumni of all Rotary and Foundation programs.

## STARTING A NEW FELLOWSHIP

If your recreational or vocational interest isn't represented by Rotary's current Fellowships:

- Join a [discussion group](#) or start a new one on My Rotary. It's a great way to share your interest with other members.



- Use Rotary's presence on [Facebook](#), [Twitter](#), and [LinkedIn](#) to promote your idea.
- Attend the Rotary International Convention or other Rotary events to network and find others that share your interest.

### ADDITIONAL INFORMATION

Visit [www.rotary.org/fellowships](http://www.rotary.org/fellowships) for additional resources on Rotary Fellowships.

Contact [rotaryfellowships@rotary.org](mailto:rotaryfellowships@rotary.org) with questions.



**JOIN LEADERS:** [www.rotary.org/fellowships](http://www.rotary.org/fellowships)

## Explore our fellowships

Interested in a particular subject? Visit the group's website or email it to learn more.

- [4x4 vehicles](#)
- [Amateur Radio](#)
- [Antique Automobiles](#)
- [Bathhouse](#)
- [Beard and Moustache](#)
- [Bee](#)
- [Beer](#)
- [Bird Watching](#)
- [Bowling](#)
- [Canoeing](#)
- [Caravanning](#)
- [Chess](#)
- [Computer Users](#)
- [Convention Goers](#)
- [Corporate Social Responsibility](#)
- [Cricket](#)
- [Cruising](#)
- [Cultural Heritage](#)
- [Curling](#)
- [Cycling](#)

- [Doll Lovers](#)
- [Draughts \(Checkers\)](#)
- [E-Clubs](#)
- [Editors and Publishers](#)
- [Educators](#)
- [Environment](#)
- [Esperanto](#)
- [Ethics](#)
- [European Philosophy](#)
- [Executive Managers](#)
- [Fishing](#)
- [Flying](#)
- [Genealogists](#)
- [Gin](#)
- [Go](#)
- [Golf](#)
- [Gourmet Cooking](#)
- [Healthcare Professionals](#)
- [Hiking](#)
- [Home Exchange](#)
- [Honorary Consuls](#)
- [Horseback Riding](#)
- [Internet](#)
- [Italian Culture](#)
- [Jazz](#)
- [Latin Culture](#)
- [Lawyers](#)
- [LGBT](#)
- [Magicians](#)
- [Magna Graecia](#)
- [Marathon Running](#)
  
- [Metalhead](#)
- [Military Veterans](#)
- [Motorcycling](#)
- [Music](#)
- [Old and Rare Books](#)
- [Past District Governors](#)
- [Peace Fellows](#)

- [Photographers](#)
- [Police and Law Enforcement](#)
- [Public Health](#)
- [Quilters and Fiber Artists](#)
- [Railroads](#)
- [Recreational Vehicles](#)
- [Rotary Global History](#)
- [Rotary Heritage and History](#)
- [Rotary Means Business](#)
- [Rotary on Pins](#)
- [Rotary on Stamps](#)
- [Rowing](#)
- [Rum](#)
- [Russian Culture](#)
- [Scouting](#)
- [Scuba](#)
- [Shooting Sport](#)
- [Singles](#)
- [Skiing](#)
- [Social Networks](#)
- [Strategic Planning](#)
- [Surfing](#)
- [Table Tennis](#)
- [Tennis](#)
- [Total Quality Management](#)
- [Travel and Hosting](#)
- [Triathlon](#)
- [Water Polo](#)
- [Wellness and Fitness](#)
- [Whisk\(e\)y](#)
- [Wine](#)
- [Yachting](#)
- [Yoga](#)
- [Young Rotarians](#)

## GLOSSARY OF FREQUENTLY USED ROTARY ACRONYMS

AG	Assistant Governor
APF	Annual Programs Fund
ARC	Assistant Rotary Coordinator
ARPIC	Assistant Rotary Public Image Coordinator
ARRFC	Assistant Regional Rotary Foundation Coordinator
COG	Council of Governors
COL	Council on Legislation
DC	District Conference
DDF	District Designated Fund (Share Program)
DEC	District Executive Committee
DG	District Governor
DGN	District Governor-nominee
DGND	District Governor-nominee designate
DGE	District Governor-elect
DLP	District Leadership Plan
DRFC	District Rotary Foundation Chairperson
EREY	Every Rotarian Every Year
IA	International Assembly
IAP Book	<i>International Assembly Participants Book</i>
IVCG	International Vocational Contact Groups
MOP	<i>Manual of Procedure</i>
NID	National Immunization Day
OD	<i>Official Directory</i>
PAG	Past Assistant Governor
PDG	Past District Governor
PETS	Presidents-Elect Training Seminar
PHF	Paul Harris Fellow
PHS	Paul Harris Society
PPE	Preserve Planet Earth Programs
PR	Public Relations
RC	Rotary Coordinator
RCC	Rotary Community Corps
RFE	Rotary Friendship Exchange
RI	Rotary International
RID	Rotary International Director
RITS	Rotary International Travel Service
RIVP	Rotary International Vice President
RLI	Rotary Leadership Institute
RPIC	Rotary Public Image Coordinator
RRFC	Regional Rotary Foundation Coordinator
RV	Rotary Volunteers

RVC	Rotary Village Corps
RYE	Rotary Youth Exchange
RYLA	Rotary Youth Leadership Awards
SCLTA	Spring Club Leadership Training Assembly
TRF	The Rotary Foundation
VTT	Vocational Training Team

## **District 7770 Resource List for 2022-23**

### **CART (Coins for Alzheimer's Research Trust)**

CART Chair – Rod Funderburk

Phone: 803-760-5275

Email: [rfunderburkrotary@gmail.com](mailto:rfunderburkrotary@gmail.com)

### **Communication / Public Image**

District Public Image Committee Chair – Ken Gasque

Phone: 803-553-0010

Email: [ken@gasque.com](mailto:ken@gasque.com)

District Newsletter – Patrick Quilter

Phone: 843-945-4598

Email: [patrick@quilmont.com](mailto:patrick@quilmont.com)

District Website – Terry Moore

Phone: 843-297-6691

Email: [tr\\_moore@bellsouth.net](mailto:tr_moore@bellsouth.net)

### **All Club Conference**

2022 All Club Conference Chair – Susan Tirard

Phone: 843-247-0112

Email: [susantirard@gmail.com](mailto:susantirard@gmail.com)

### **District Protection Officer**

District Protection Officer – Brett Camp

Phone: 843-636-4194

Email: [b.camp@stgeorgepolice.com](mailto:b.camp@stgeorgepolice.com)

### **District Training**

District Training Chair – George Chastain

Phone: 843-340-9527

Email: [Chastain.george@gmail.com](mailto:Chastain.george@gmail.com)

Assistant Governor Training Site Chair – Herman Dixon

Phone 304-839-5101

Email: [thinkbighd@twc.com](mailto:thinkbighd@twc.com)

PETS Training Site Chair TBD – Herman Dixon

Phone 304-839-5101

Email: [thinkbighd@twc.com](mailto:thinkbighd@twc.com)

District Training Assembly – Lou Mello

Phone: 843-437-9084

Email: [loumello9@gmail.com](mailto:loumello9@gmail.com)



Vibrant Club Workshop Site Chair – TBD

**Foundation**

District Foundation Chair – Paula J. Matthews

Phone: 803-261-1757

Email: [pajmatt2@bellsouth.net](mailto:pajmatt2@bellsouth.net)

District Annual Giving Co-Chair - Alice Howard

Phone: 843-271-0550

Email: [howardag@hargray.com](mailto:howardag@hargray.com)

District Annual Giving Co-Chair – Pauline Levesque

Phone: 843-286-7039

Email: [pauline.area10@gmail.com](mailto:pauline.area10@gmail.com)

District Paul Harris Society Chair – Clint Dunn

Phone: 843-224-8806

Email: [dunnmail2@gmail.com](mailto:dunnmail2@gmail.com)

District Major Gifts Chair – Alex Wilkins

Phone: 276-806-1795

Email: [wilkinsra@gmail.com](mailto:wilkinsra@gmail.com)

District Major Donor Chair – Paul Walter

Phone: 843-301-8878

Email: [paulwalter.d7770@gmail.com](mailto:paulwalter.d7770@gmail.com)

District Foundation Grants Committee Chair – Lou Mello

Phone: 843-437-9084

Email: [loumello9@gmail.com](mailto:loumello9@gmail.com)

District Foundation Stewardship Chair – Jeff Mense

Phone: 843-236-1613

Email: [jmense@sccoast.net](mailto:jmense@sccoast.net)

District Grants Committee Chair – James “Drew” A. Hansen

Phone: 843-281-9055

Email: [dhansen@firstpalmetto.com](mailto:dhansen@firstpalmetto.com)

District Grants Closing Committee Chair – James A. Hansen

Phone: 843-281-9055

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District End Polio Now Chair – Mary Gasque  
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**District Literacy Committee**

District Literacy Committee Chair – Wendy Broderick  
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**Membership and New Club Development**

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New Club Development & Innovative Club Advocates - Gary & Susan Bradham  
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Member Engagement - R. Andrew Folks  
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Email: [afolks@SCpowerteam.com](mailto:afolks@SCpowerteam.com)

District Leads Manager - Mark McCain  
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Diversity, Equity, & Inclusion - Brenda Austin  
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Member Engagement - Alia Bostaji  
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**RLI (Rotary Leadership Institute)**

District RLI Chair – Tom Ledbetter

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**Youth Programs**

District Earlyact Chair – Paul Walter

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District RYLA Chair – Herman Dixon

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District Youth Exchange Co-Chair – Lou Mello

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District Youth Exchange Co-Chair – Allison Ford

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District Ambassadorial Global Scholar Chair - Sandee Brooks

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District Peace Scholar Chair – Tiffany Burkett

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District Alumni Chair – Jim Deas

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District Interact Chair – To Be Determined

District Rotaract Chair – To Be Determined

**Other District Leadership**

District Governor 2021-2022 – Paul Walter

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District Governor 2022-2023 – Robert G. Gross

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District Governor 2023-2024 – Michael A. Jukofsky

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District Governor 2024-2025 – Mary Gasque

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District Secretary – Eric Davis

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