DISTRICT 7770
ROTARY CLUB REFERENCE MANUAL

BE THE INSPIRATION

David Tirard, District Governor, 2018-19

ROTARY CLUB REFERENCE MANUAL
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Training:
February 17, 2018 – RLI at Trident Technical College in North Charleston, SC
February 23-24, 2018 – PETS at Charleston Marriott, Charleston, SC
April 20, 2018 – District Assembly at a location to be determined
April 21, 2018 – RLI at Midlands Technical College in Columbia, SC
June 8-10, 2018 – Outbound Youth Exchange Training
June 15-17, 2018 – RYLA at Columbia College, Columbia, SC
August 10-12, 2018 – Inbound Youth Exchange Training
September 7, 2018 – District Foundation / Membership / Public Image Training Seminar at a location to be determined
October 20, 2018 – RLI at Horry Georgetown Grand Strand Campus in Myrtle Beach, SC
February 16, 2019 – RLI at Trident Technical College in North Charleston, SC
February 22-23, 2019 – PETS at a location to be determined
April 26, 2019 – District Assembly at a location to be determined
April 2019 (TBD) – RLI at Midlands Technical College in Columbia, SC
June 2019 (TBD) – RYLA at Columbia College, Columbia, SC

Conferences and Conventions:
March 9-11, 2018 – District Conference at Marriott Myrtle Beach, Myrtle Beach, SC
June 23-27, 2018 – Rotary International Convention in Toronto, Canada
March 22-24, 2019 – District Conference at Hilton Head Marriott, Hilton Head, SC
June 1-5, 2019 – Rotary International Convention in Hamburg, Germany

Important Due Dates:
February 15, 2018 – 2017-2018 Club Public Image Citation due to District Public Image Chair
February 16, 2018 – 2017-2018 Club Leadership Citation due to Assistant Governor
March 15, 2018 - Submit quarterly Foundation contributions to The Rotary Foundation.
April 1, 2018 – Semi-Annual District Dues due to District Treasurer
April 1, 2018 – Global Ambassadorial Scholar applications due to the sponsoring Rotary club
May 1, 2018 – Peace Fellowship applications due to District Peace Chair
May 15, 2018 - District Grant project applications for 2018-2019 due to District Grants Committee
May 15, 2018 - Submit quarterly Foundation contributions to The Rotary Foundation.
June 1, 2018 – Global Ambassadorial Scholar applications due to District Global Scholar Chair
June 30, 2018 – Child Protection Policy due to Assistant Governor
June 30, 2018 – Entry into Rotary Club Central of 2017-2018 RI Presidential Citation requirements due
July 1, 2018 – Semi-Annual Rotary International Dues due to RI
July 1, 2018 – Entry into Rotary Club Central of 2018-2019 goals due
July 15, 2018 – 2017-2018 Club Public Image Citation due to Zone Assistant Rotary Public Image Coordinator
September 15, 2018 - Submit quarterly Foundation contributions to The Rotary Foundation.
October 1, 2018 – Semi-Annual District Dues due to District Treasurer

October 15, 2018 – Club Financial Review due to District Treasurer
October 31, 2018 – Youth Exchange Hosting Agreements due to District Youth Exchange Chair
November 1, 2018 – Youth Exchange Short-Term applications due to District Youth Exchange Chair
November 30, 2018 – Youth Exchange Long-Term applications due to District Youth Exchange Chair
December 15, 2018 - Submit quarterly Foundation contributions to The Rotary Foundation.
January 1, 2019 – Semi-Annual Rotary International Dues due to RI
February 13, 2019 – 2018-2019 Club Leadership Citation due to Assistant Governor
February 15, 2019 – 2018-2019 Club Public Image Citation due to District Public Image Chair
March 15, 2019 - Submit quarterly Foundation contributions to The Rotary Foundation.
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May 15, 2019 - Submit quarterly Foundation contributions to The Rotary Foundation.
June 1, 2019 – Global Ambassadorial Scholar applications due to District Global Scholar Chair
June 30, 2019 – Child Protection Policy due to Assistant Governor
June 30, 2019 – Entry into Rotary Club Central of 2018-2019 RI Presidential Citation requirements due
July 1, 2019 – Semi-Annual Rotary International Dues due to RI
July 15, 2019 – 2018-2019 Club Public Image Citation due to Zone Assistant Rotary Public Image Coordinator

Presidents-Elect,

Welcome to the training which will support your efforts to make your club the best it has ever been. Much work has been put into creating an environment that will give you a great deal of knowledge. In some areas you may be proficient. In others you may not.

Past Presidents-Elect have described this training as drinking from a fire hose. Yes, there is much to go through, but the preparation you go through now will stand you in good stead when you get to July 1st. There are opportunities for you to interact with your colleagues, and I encourage you to make the best of those sessions, both formal and informal. Team building is an important part of our Rotary experience and will give you the confidence to know that you are not on your own as you embark on this exciting journey.

The strength and vitality of your club depends on your leadership. I have every confidence that this year will build on the success of the last one, as we all embrace the theme, "BE THE INSPIRATION."

I wish you the very best as you build momentum in your club. I and the District leadership stand beside you and will happily support you in any way we can.

Good luck and thank you for agreeing to play this important part.

David Tirard
District Governor, 2018-2019

Assistant Governors 2018-2019

Area 1 – Bill Oliver - Rotary Club of Spring Valley

Blythewood, Camden, Eau Claire, Forest Acres, Spring Valley, West Wateree-Lugoff
Home: 803-419-7450

Office: 803-719-5072

Cell: 803-312-1800

Email: billgolfer29@yahoo.com

Area 2 – Eric Davis - Rotary Club of The Vista Night

Columbia, Columbia Capital, Columbia East, Five Points, Main Street Columbia, The Vista Night
Home: 803-782-4983
Office: 803-254-4446
Cell: 803-730-1869
Email: edavis@futrtech.com

Area 3 – Lisa Smith – Rotary Club of Chapin Sunrise

Cayce-West Columbia, Chapin Sunrise, Lake Murray-Irmo, Lexington,
St. Andrews (Columbia), West Metro West Columbia
Home: 803-941-7312
Office: 803-941-7256
Cell: 803-397-5275
Email: lisa@smithsullivanlaw.com

Area 4 – Nancy Riedel - Rotary Club of Hilton Head Island-Sunset

Bluffton, Hilton Head Island, Hilton Head Island-Sunset, Hilton Head Island-Van Landingham, Oaktie-Bluffton
Cell: 843-816-4451
Email: nancyriedel@gmail.com

Area 5 – Charlotte Ranae Gonzalez - Rotary Club of Lowcountry-Beaufort

Beaufort, Jasper County, Lowcountry-Beaufort, Sea Island-Beaufort
Home: 843-575-2366
Email: Charlottegonzalez60@gmail.com

Area 6 – Alex Arntz - Rotary Club of Summerville-Evening

Goose Creek, Moncks Corner, Summerville, Summerville-Oakbrook, Summerville-Evening
Cell: 843-270-4541
Email: alexarntz@gmail.com

Area 7 — Robb Rosol - Rotary Club of St. Andrews, Charleston

Charleston, Charleston Breakfast, St. Andrews (Charleston), St. John's Parish-John's Island
Home: 843-762-4336
Office: 843-577-6112
Cell: 843-906-4747
Email: robbw2b@aol.com

Area 8 — Chad Vail - Rotary Club of Daniel Island

Daniel Island, East Cooper Breakfast, Mt. Pleasant, North Charleston, North Charleston Breakfast
Home: 843-501-7138
Office: 843-937-6489
Cell: 843-323-1100
Email: dmbtwister@gmail.com

Area 9 — George Chastain - Rotary Club of Georgetown Breakfast

Andrews, Georgetown, Georgetown Breakfast, Murrells Inlet, Pawley's Island
Office: 843-904-9010
Cell: 843-340-9527
Email: chastain.george@gmail.com

Area 10 — Eric Long - Rotary Club of Myrtle Beach

Myrtle Beach, Myrtle Beach Chicora, Myrtle Beach Sunrise, Surfside Area
Office: 843-626-3659
Cell: 843-997-4473
Email: eric.long@edwardjones.com

Area 11 — A.J. Gohil - Rotary Club of North Myrtle Beach

Carolina Forest, Conway, Little River, North Myrtle Beach
Cell: 843-333-2149
Email: gohilsales@gmail.com

Area 12 — Carl McIntosh - Rotary Club of Sumter Palmetto

Kingstree, Manning, Summerton, Sumter, Sumter Sunrise, Sumter Palmetto
Home: 803-647-7573
Cell: 803-468-6177
Email: carlrmack@hotmail.com

Area 13 — Joanie Pinter - Rotary Club of Lake Marion-Santee

Lake Marion-Santee, Orangeburg, Orangeburg Morning, St. Matthews
Home: 803-854-3170
Office: 803-854-2152 X 203
Cell: 803-535-8593
Email: supermimi@ntinet.com

Area 14 – Bill Steadman – Rotary Club of Walterboro

      Barnwell, Hampton, St. George, Walterboro
      Office: 843-549-7777
      Cell: 843-909-0344
      Email: bsteadman@steadmanagency.com

Area 15 – Sherrie Chapman - Rotary Club of Cheraw

      Bennettsville, Cheraw, Dillon, Latta, Marion, Mullins
      Home: 843-537-5944
      Office: 843-921-6922
      Cell: 843-910-4471
      Email: schapman@netc.edu

Area 16 – Jammie McDonald - Rotary Club of Florence West

      Darlington, Florence, Florence Breakfast, Florence West, Hartsville, Lake City
      Home: 843-669-8784
      Office: 843-679-9954
      Cell: 843-230-7002
      Email: Jammie.mcdonald@firstcitizens.com

CLUB PRESIDENT'S CALENDAR
ROTARY YEAR 2018-2019

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 2018 (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 2018-19.
- Make sure you know how to access and use the District database.
- 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 23-24, 2018 at the Charleston Marriott, Charleston, SC.
- Rotary International semi-annual dues due.

February 2018 (5 months): Peace and Conflict Prevention / Resolution Month
- Assistant Governor Training February 2-3, 2018 Litchfield Beach and Golf Resort, Litchfield.
- Attend Area Pre-PETS with your Assistant Governor (AG) for a briefing and materials that will help you make the most of PETS (President-Elect Training Seminar). 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.
- Club should begin recruiting Global Ambassadorial Scholar Candidates.
- Submit the completed 2017-2018 Club Public Image Citation to the District Public Image Chair by February 15, 2018.
- Submit the completed 2017-2018 Club Leadership Citation to your Assistant Governor by February 16, 2018.
- Attend RLI at Trident Technical College in North Charleston, February 17, 2018.
- February 23, 2018 Rotary's Anniversary.
- Confirm registration for you and your President-Nominee for PETS.
- Complete your 2018-2019 Club Foundation Goals and Membership Goals forms and submit to your AG prior to PETS.
- Attend PETS, February 23- 24, 2018 at the Charleston Marriott.

March 2018 (4 months): Water and Sanitation Month
- Meet with your new board to finalize committee assignments, budget, projects and calendar.
- Attend the District Conference at the Marriott Myrtle Beach, March 9-11, 2018.
- World Rotaract Week March 12-18, 2018.
- Submit quarterly Foundation contributions to The Rotary Foundation.
- Preregistration discount ends for Rotary International Convention March 31, 2018.
- Semi-Annual District Dues are due by April 1, 2018.
- Submit quarterly Foundation Contributions to The Rotary Foundation.

April 2018 (3 months): Maternal and Child Health Month
- Finalize committee assignments, budget and calendar with your new club board.
- Attend District Training Assembly April 20, 2018 at location to be determined with your in-coming Secretary, Treasurer, Membership Chair, Public Image Chair, Foundation Chair and other board members.
- Clubs recruit Outbound Youth Exchange candidates.
- Attend RLI at Midlands Technical College in Columbia, April 21, 2018.
- Peace Fellowship applications are due May 1, 2018.
- Determine your District Grant and/or Global Grant project for 2018-19. Applications due no later than May 15, 2018.
- Rotary District 7770 semi-annual dues due.

May 2018 (2 months): Youth Services Month
- Have programs lined up for the first meetings of the 2018-19 Rotary year.
- Schedule a joint meeting with the current officers and board and your officers and board to assure a smooth transition.
- Attend Rotary Night at the Ballpark May 4, 2018 at the Sprint Communications Park in Columbia for a Fire Flies game.
- Club must be current on RI and District dues by May 15, 2018 to be eligible for 2018-2019 District and Global Grants.
- Club must reach EREY status by May 15, 2018 to be eligible for 2018-2019 District and Global Grants.
- Applications for Global Ambassadorial Scholarships are due to the district by June 1, 2018.
- District submits District Block Grant application to The Rotary Foundation by June 1, 2018.
- Submit quarterly Foundation Contributions to The Rotary Foundation.

June 2018 (1 month): Rotary Fellowship Month
- Hold a Club Assembly prior to taking office on July 1, 2018. Invite your Assistant Governor to attend the Assembly. Use your completed planning guide, 2018-2019 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.
- Outbound Youth Exchange Training June 8-10, 2018.
- RYLA at Columbia College June 15-17, 2018.
- Attend the Rotary International Convention in Toronto, Canada June 23-27, 2018.
- Confirm your club's official visit from the District Governor if you have not already done so.
- District Governor Installation on June 30, 2018 at Moss Creek Club in Hilton Head, SC.
- Child Protection Policy due to Assistant Governor by June 30, 2018.
- Ensure all requirements for the 2017-2018 Rotary International Presidential Citation are entered into Rotary Club Central no later than June 30, 2018.
- Semi-Annual Rotary International Dues are due July 1, 2018.
- Enter 2018-2019 club goals into Rotary Club Central no later than July 1, 2018.

July 2018: CONGRATULATIONS!!
- Congratulations, you are now President!!
- Make sure your club has a succession plan.
- Zone 33 Public Image Citation due to the Zone Assistant Rotary Public Image Coordinator, Vanessa Ervin (dg.ervin7730@att.net), July 15, 2018.
- Make a personal contribution to the Rotary Foundation by July 31, 2018.

- Rotary International semi-annual dues due.

August 2018: 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 your Public Image Chair to begin implementation of the club communication plan.
- Inbound Youth Exchange Training August 10-12, 2018.
- Global Scholar District Interviews August 17-18, 2018 at College of Charleston.

September 2018: Basic Education and Literacy Month
- Attend the District Foundation / Membership / Public Image Training Seminar, September 7, 2018 at location to be determined.
- 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 1-2, 2019), District Conference (March 22-24, 2019) and District Training Assembly (April 2019).
- Submit quarterly Foundation Contributions to The Rotary Foundation.
- Submit a Personal Contribution to the Foundation by September 30, 2018.
- Sponsor a new club member by September 30, 2018.
- Semi-Annual District Dues are due by October 1, 2018.

October 2018: 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.
- Submit Club Financial Review to District Treasurer Paul Walter by October 15, 2018.
- Attend RLI at Horry Georgetown Grand Strand Campus in Myrtle Beach, October 20, 2018. Send club members.
- 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 hosting agreements due October 31, 2018.
- Rotary District 7770 semi-annual dues due.

November 2018: 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.
- Youth Exchange Long-Term Preliminary Applications due November 1, 2018.
- Youth Exchange Long-Term Applications due November 30, 2018.
- Register for the RI Convention in Hamburg, Germany before the early registration deadline.
- Submit quarterly Foundation contributions to The Rotary Foundation.

December 2018: 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, 2018.
- Semi-Annual Rotary International Dues are due January 1, 2019.

January 2019: 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.
- Youth Exchange Short-Term Applications due January 15, 2019.
- Insure your President-Elect and President-Nominee are registered for PETS.
- Review your club's Strategic Plan.
- Rotary International semi-annual dues due.

February 2019: Peace and Conflict Prevention / Resolution Month
- Assistant Governor Training will be held February 1-2, 2019 at a location to be determined.
- Submit the completed 2018-2019 Club Leadership Citation to your Assistant Governor by February 13, 2019.
- Submit the completed 2018-2019 Club Public Image Citation to the District Public Image Chair by February 15, 2019.
- Attend RLI at Trident Technical College in N. Charleston February 16, 2019. Send club members.
- Make sure your President-Elect and President-Nominee register to attend PETS, which is "Mandatory Fun" for all Presidents-Elect, to be held February 22-23, 2019 at a location TBD. 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, 2019 Rotary's Anniversary.
- Final 2018-2019 District Grant reports due from clubs to Grants Committee by 60 days after project completion.
- Register for District Conference and obtain hotel reservation at the Marriott Hilton Head.

March 2019: Water and Sanitation Month
- District to advise clubs of District Grant DDF available by March 15, 2019.
- Attend the District Conference at the Hilton Head Marriott March 22-24, 2019.
- Semi-Annual District Dues are due by April 1, 2019.
- Submit quarterly Foundation contributions to The Rotary Foundation.

April 2019: Maternal and Child Health Month
- Attend along with the President-Elect the District Assembly April 26, 2019 at a location to be determined. Presidents-Elect must attend PETS and District Assembly to hold the office of Club President.
- Attend RLI at Midlands Technical College in Columbia April 2019 (TBD). Send club members.
- Peace Fellowship applications are due May 1, 2019.
- Determine your District Grant and/or Global Grant project for 2019-2020. Applications due no later than May 15, 2019.
- Check with Foundation Chair to insure club will reach EREY and 100% sustaining member status.
- Check with your Membership Chair to insure your club will reach its membership goals.

- Rotary District 7770 semi-annual dues due.

May 2019: **Youth Services Month**
- Complete planning for your end-of-year social and installation event.
- Order any necessary club awards or pins.
- Club submits initial District Grant proposal to Grants Committee – approval to be advised by Grants Committee by May 15, 2019.
- Submit final Foundation Annual Programs Fund contributions to the Foundation by May 15, 2019.
- Club must reach EREY status by May 15, 2019 to be eligible for 2019-2020 District and Global Grants.
- District Grant project applications for 2019-2020 due to the District Grants Committee May 15, 2019
- Club must be current on RI and District dues by May 15, 2019 to be eligible for 2019-2020 District and Global Grants.
- Applications for Global Ambassadorial Scholarships are due to the district by June 1, 2019.
- District submits final 2018-19 District Grant reports to the Rotary Foundation by June 1, 2019.
- District submits District Block Grant 2019-20 application to the Rotary Foundation by June 1, 2019.

June 2019: Rotary Fellowship Month
- Attend the Rotary International Convention in Hamburg, Germany June 1-5, 2019.
- RYLA at Columbia College June 2019 (TBD).
- Schedule a joint meeting with the current officers and board and the new officers and board to assure a smooth transition. Presidential Citation for 2018-19 year is due June 30, 2019 in Rotary Club Central.
- Assist the President-Elect with the planning of the Club Assembly prior to his/her taking office on July 1, 2019.
- District Governor Installation June 29, 2019 at a location to be determined.
- Child Protection Policy due to Assistant Governor by June 30, 2019.
- Enter 2019-2020 club goals into Rotary Club Central no later than July 1, 2019.
- District receives approval from the Rotary Foundation for District Block Grants by July 1, 2019.
- Semi-Annual Rotary International Dues are due July 1, 2019.
- District begins distribution of DDF funds to the clubs for the District Grants by July 15, 2019.

July 2019:
- Congratulations, you are now Past-President of your Rotary Club!

THE DISTRICT GOVERNOR'S
CLUB VISIT SCHEDULE

DATE	TIME	CLUB	LOCATION / COMMENTS
Tuesday, July 10, 2018	01:00 P	Cayce-West Columbia	Brookland Banquet and Conference Center, 1066 Sunset Boulevard, West Columbia, SC
Wednesday, July 11, 2018	07:30 A	Lake Murray-Irmo	Seven Oaks Park, 200 Leisure Lane, Columbia, SC
Thursday, July 12, 2018	07:30 A	Lexington	Country Club of Lexington, 1066 Barr Road, Lexington, SC
Friday, July 13, 2018	07:30 A	West Metro West Columbia	Holiday Inn Hotel & Suites, 110 Swain Drive, West Columbia, SC
Monday, July 16, 2018	12:30 P	Columbia	Seawell's, 1125 Rosewood Drive, Columbia, SC
Tuesday, July 17, 2018	12:00 P	Columbia East	Seawell's, 1125 Rosewood Drive, Columbia, SC
Tuesday, July 17, 2018	06:00 P	The Vista Night (Columbia)	Agape Conference Center, 1624 Main Street, Columbia, SC
Wednesday, July 18, 2018	07:30 A	Columbia Capital	Palmetto Club, 1231 Sumter Street, Columbia, SC
Wednesday, July 18, 2018	06:00 P	Spring Valley Night	Woodcreek Farm Club House, 301 Club Ridge Road, Elgin, SC
Thursday, July 19, 2018	12:30 P	Main Street Columbia	Agape Conference Center, 1624 Main Street, Columbia, SC
Friday, July 20, 2018	01:00 P	Five Points (Columbia)	The Columbia Metropolitan Convention Center – Hall of Fame Room, 1101 Lincoln Street, Columbia, SC
Tuesday, July 24, 2018	01:00 P	St. Andrews (Columbia)	Lizard's Thicket, 7569 St. Andrews Road, Irmo, SC
Wednesday, July 25, 2018	07:30 A	Orangeburg Morning	Cornerstone Community Church, 1481 Chestnut Street, Orangeburg, SC
Thursday, July 26, 2018	07:30 A	Chapin Sunrise	Crooked Creek Recreation Center, 1098 Old Lexington Hwy, Chapin, SC
Thursday, July 26, 2018	01:00 P	Spring Valley (Columbia)	Northeast Presbyterian Church, 601 Polo Road, Columbia, SC
Monday, July 30, 2018	07:30 A	Summerville Oakbrook Breakfast	Wescott Plantation Golf Clubhouse, 5000 Wescott Club Drive, North Charleston, SC
Monday, July 30, 2018	05:30 P	Summerville Evening	Montreux Bar & Grill Restaurant, 127 West Richardson Ave, Summerville, SC
Tuesday, July 31, 2018	12:45 P	Goose Creek	Gilligan's Seafood Restaurant, 219 St. James Ave, Goose Creek, SC
Wednesday, August 1, 2018	01:00 P	Summerville	Sticky Fingers – Summerville, 1200 North Main Street, Summerville, SC

DATE	TIME	CLUB	LOCATION / COMMENTS
Thursday, August 2, 2018	12:30 P	Moncks Corner	Gilligan's Restaurant, 582 Dock Road, Moncks Corner, SC
Tuesday, August 7, 2018	12:30 P	Charleston	The Harbor Club, 35 Prioleau Street, Charleston, SC
Wednesday, August 8, 2018	07:45 A	St. John's Parrish – John's Island	The Sea Islands Chamber of Commerce every Wednesday (2817 Maybank Highway, Charleston, SC) except the second Wednesday, when we meet at the Sunrise Bistro at the corner of Main Street and Maybank Highway.
Wednesday, August 8, 2018	12:30 P	St. Andrews (Charleston)	Bessinger's Barbecue, 1602 Savannah Highway, Charleston, SC
Friday, August 10, 2018	07:30 A	Charleston Breakfast	The Harbor Club, 35 Prioleau Street, Charleston, SC
Monday, August 13, 2018	12:30 P	North Charleston	Hilton Garden Inn, 5265 International Blvd, North Charleston, SC
Tuesday, August 14, 2018	07:30 A	East Cooper Breakfast, Mt Pleasant	Cooper River Room, Mount Pleasant Memorial Waterfront Park, 99 Harry Hallman Jr. Blvd, Mount Pleasant, SC
Wednesday, August 15, 2018	07:30 A	Daniel Island	Daniel Island Club, 600 Island Park Drive, Daniel Island, SC
Wednesday, August 15, 2018	12:30 P	Mt. Pleasant	Harbor Breeze Restaurant at Patriot's Point, 176 Patriot's Point Road, Mount Pleasant, SC
Thursday, August 16, 2018	07:30 A	North Charleston Breakfast	Embassy Suites, 5055 International Blvd, North Charleston, SC
Monday, August 20, 2018	01:00 P	Florence	Victor's Bistro located inside Hotel Florence, 126 West Evans Street, Florence, SC
Tuesday, August 21, 2018	01:00 P	Hartsville	Hartsville Country Club, 116 Golf Course Road, Hartsville, SC
Wednesday, August 22, 2018	07:30 A	Florence Breakfast	Florence Country Club, 450 Country Club Blvd, Florence, SC
Wednesday, August 22, 2018	12:30 P	Darlington	Darlington Country Club, 125 Country Club Road, Darlington, SC
Thursday, August 23, 2018	12:30 P	Florence West	Florence Country Club, 450 Country Club Blvd, Florence, SC
Friday, August 24, 2018	01:00 P	Lake City	The Clubhouse Grill, 160 Club Circle, Lake City, SC
Monday, August 27, 2018	01:00 P	Sumter	The O'Donnell House, 120 East Liberty Street, Sumter, SC

DATE	TIME	CLUB	LOCATION / COMMENTS
Tuesday, August 28, 2018	07:15 A	Sumter Sunrise	Quality Inn – Palmetto Room, 2390 Broad Street, Sumter, SC
Tuesday, August 28, 2018	01:00 P	Kingstree	Brown's Bar B Que, 8009 Williamsburg Co Hwy, Kingstree, SC
Wednesday, August 29, 2018	01:00 P	Manning	Manning Restaurant, 476 North Brooks Street, Manning, SC
Thursday, August 30, 2018	07:15 A	Summerton	St. Matthias Episcopal Church Fellowship Hall, 9 North Dukes Street, Summerton ,SC
Thursday, August 30, 2018	12:30 P	Sumter-Palmetto	Sunset Country Club, 1005 Golfcrest Road, Sumter, SC
Tuesday, September 4, 2018	12:00 P	Jasper County	Jasper's Porch, 153 James M Taylor Road, Ridgeland, SC
Wednesday, September 5, 2018	12:00 P	Beaufort	St. Peter's Church Walsh Palmetto Room, 70 Lady's Island Drive, Lady's Island, SC
Monday, September 10, 2018	06:30 P	Hilton Head Island – Sunset	Yacht Club of Hilton Head Palmetto Bay Marina, 99 Helmsman Way, Hilton Head, SC
Tuesday, September 11, 2018	08:00 A	Hilton Head Island – Van Landingham	The Golf Club at Indigo Run, 101 Berwick Drive, Hilton Head Island, SC
Tuesday, September 11, 2018	12:15 P	Okatie-Bluffton	Sigler's Restaurant, 12 Sheridan Park Circle, Bluffton, SC
Wednesday, September 12, 2018	07:30 A	Bluffton	The Rotary Community Center @ Oscar Frazier Park, 11 Recreation Court, Bluffton, SC
Thursday, September 13, 2018	12:30 P	Hilton Head Island	Sea Pines Country Club, 30 Governors Road, Hilton Head Island, SC
Friday, September 14, 2018	07:30 A	Lowcountry - Beaufort	Golden Corral, 122 Robert Smalls Pkwy, Beaufort, SC
Monday, September 17, 2018	12:30 P	Myrtle Beach	Ocean Reef Resort, 7100 N. Ocean Blvd, Myrtle Beach, SC
Tuesday, September 18, 2018	07:30 A	Myrtle Beach Sunrise	The Sea Captain's House Restaurant, 3002 Ocean Blvd, Myrtle Beach, SC
Tuesday, September 18, 2018	12:30 P	North Myrtle Beach	The Surf Golf and Beach Club, 1701 Springland Lane, N. Myrtle Beach, SC
Wednesday, September 19, 2018	07:00 A	Carolina Forest Sunrise	Beef O Brady's, 3689 Renee Drive, Myrtle Beach, SC
Wednesday, September 19, 2018	11:45 A	Little River	CB Berry Community Center, Hwy 179 at Vereen Gardens, Little River, SC
Thursday, September 20, 2018	12:30 P	Conway	Conway Recreation Center, 1515 Mill Pond Road, Conway, SC

DATE	TIME	CLUB	LOCATION / COMMENTS
Friday, September 21, 2018	12:30 P	Myrtle Beach Chicora	Dunes Golf & Beach Club, 9000 North Ocean Blvd, Myrtle Beach, SC
Monday, September 24, 2018	01:00 P	Andrews	Tony's Pizza, 506 North Morgan Ave, Andrews, SC
Tuesday, September 25, 2018	07:30 a	Georgetown Breakfast	Beef-O-Brady's, 1133 North Fraser Street, Georgetown, SC
Tuesday, September 25, 2018	12:30 P	Murrells Inlet	Hot Fish Club, 4911 Business Highway 17, Murrells Inlet, SC
Wednesday, September 26, 2018	12:00 P	Surfside Area	Prestwick Country Club, Myrtle Beach, SC
Thursday, September 27, 2018	01:00 P	Pawleys Island	Litchfield Golf & Country Club, 619 Country Club Drive, Pawleys Island, SC
Monday, October 1, 2018	01:00 P	St. Matthews	Town & Country Restaurant, 1636 Bridge Street, St. Matthews, SC
Tuesday, October 2, 2018	01:00 P	Orangeburg	Cornerstone Community Church, 1481 Chestnut Street, Orangeburg, SC
Wednesday, October 3, 2018	07:30 A	St. George	Town of St. George Recreation Room, 303 Ridge Street, St. George, SC
Thursday, October 4, 2018	01:00 P	Lake Marion at Santee	Shoney's Restaurant, Highway 6, Santee, SC
Monday, October 8, 2018	01:00 P	Barnwell County	Barnwell Presbyterian Church Fellowship Hall, 110 Franklin Street, Barnwell, SC
Tuesday, October 9, 2018	12:00 P	Walterboro	Veterans Victory House, 2461 Sidney's Road, Walterboro, SC
Monday, October 15, 2018	12:00 P	Dillon	B&C Barbeque and Steak House, 829 Radford Blvd, Dillon, SC
Tuesday, October 16, 2018	12:00 P	Latta	Rotary Building, 201 W. Main Street, Latta, SC
Wednesday, October 17, 2018	01:00 P	Cheraw	The Country Kitchen, 908 Chesterfield Highway, Cheraw, SC
Thursday, October 18, 2018	01:00 P	Marion Mullins	Dry Dock Restaurant, 3137 E. Hwy 76, Mullins, SC
Monday, October 22, 2018	11:30 A	Hampton	Hampton Regional Medical Center, 595 W. Carolina Ave, Hampton, SC
Tuesday, October 23, 2018	01:00 P	Bennettsville	The Skye, 210 E, Main Street, Bennettsville, SC
Tuesday, October 30, 0218	12:00 P	Sea Island (Beaufort)	Quality Inn at Town Center, 2001 Boundary Street, Beaufort, SC

DATE	TIME	CLUB	LOCATION / COMMENTS
Wednesday, November 6, 2018	07:30 A	Eau Claire / North Columbia	Lutheran Theological Seminary- Campus Union Building in the center of campus by the Chapel, 4201 North Main Street, Columbia, SC
Wednesday, November 6, 2018	01:00 P	West Wateree - Lugoff	Hall's Restaurant and Catering 812 Hwy. 1, Lugoff, SC
Wednesday, November 7, 2018	01:00 P	Forest Acres (Columbia)	Tree of Life Congregation, 6719 North Trenholm Road, the first four Wednesdays, 5th Wednesday meeting held in various places, usually at 5:30 pm 6719 North Trenholm Road, Columbia, SC
Thursday, November 8, 2018	07:30 A	Blythewood	Columbia Country Club, 135 Columbia Club Drive, Blythewood, SC
Thursday, November 8, 2018	01:00 P	Camden	Kershaw County School District Office - Training Room, 2029 W DeKalb Street, Camden, SC
Tuesday, November 20, 2018	01:00 P	Georgetown	Harborside Seafood and Italian, 815 Front Street, Unit 1-H, Georgetown, SC

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 meeting will proceed to the conclusion.

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 <u>effective </u>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 34,000 Rotary clubs worldwide and granted access to the organization's services and resources, including publications in nine languages, information at 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 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
- – 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) 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).

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**

- **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.

Resources

Contact information for Secretariat staff and RI and Foundation officers and appointees is listed in the *Official Directory* and at www.rotary.org. Download publications at www.rotary.org/downloadlibrary, or order them through 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).
- *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).

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.

_____

_____

_____

_____

_____

_____

_____

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 (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

January - Vocational Service Month

February - Peace and Conflict Prevention / Resolution Month

March - Water and Sanitation Month

April - Maternal and Child Health Month

May - Youth Services Month

June - Rotary Fellowship Month

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

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.

*See Resources page 39

2018-2019 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 February 13, 2019 (AG will send to Herman Dixon, Awards Chair by February 16, 2019) via email thinkbighd@twc.com

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 for setting up and managing Little Free Library.
_____ Club participates in environmental community service project.
_____ Club participates in a Rotary Youth Program (Early Act, Interact, Rotaract, RYLA, Young Professional Summit, Youth Exchange, Ambassadorial Global Scholar, etc.).
_____ Club makes CART buckets available at all meetings and makes donation to CART by December 31, 2018.
_____ Club has at least one program on Polio and 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 ROCS day (Rotarians Offering Community Service). At least 70% of members to take part.

2. MEMBERSHIP (minimum of 6 points required)
_____Club President leads-by-example and sponsors at least 1 new member within the first quarter of the Rotary year.
_____ Club achieves a net + 1 increase for the year. One bonus point for 2% increase (min. net +2 in membership growth).
_____ Club uses "Discover Rotary" intentional strategy utilizing the Membership Event Grant. .
_____Club increases diversity by recruiting at least 2 members of under-represented demographic group.
_____Club initiates/continues a written Membership Plan which includes a new member orientation program.
_____Club appoints a mentor for all new members for the first year.
_____ 25% of Club members bring a membership candidate to a club meeting or after hours Rotary Information Prospect Meeting.
_____ Club enters at least six membership goals in Rotary Club Central.
_____ Club representative attends District Membership Training Seminar.
_____ Club uses effective membership retention plan and retains 90% of club's members on July 1, 2018. One bonus point if 93% retained.
_____ Club uses the Member Moment program at each meeting to keep the focus on membership growth.

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 2017-18 annual fund contributions. One bonus point.
_____ Club submits 50% of its Annual Programs Fund goal by December 31, 2018.
_____ Club achieves EREY status. One bonus point for achieving 100% Sustaining Member status.
_____ Club sends two representatives to attend District Foundation Training Seminar in September 2018, and club completes MOU qualification.
_____ Club secures at least one new Paul Harris Society member.
_____ Club meets their End Polio Now Goal.
_____ Club qualifies for and completes a District Grant project.
_____ Club secures 5 new Benefactors or 1 new Bequest Society member.
_____ 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 2018 PETS and District Assembly (Both **required to hold the position of Club President)** plus another training seminar or 2019 District Conference.
_____ Club appoints 2018-19 President-Elect by July 1, 2018. Bonus point for President-Elect Nominee appointed before December 1, 2018.
_____ Incoming Secretary, Treasurer, Foundation Chair, Membership Chair, and Public Image Chair attend District Assembly and Fall Training 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 2019 RI Convention.
_____ Club appoints a Database Manager who updates club and member information including photos on the District database by October 1, 2018.
_____ At least 1 member per 35, including a new member (<1 yr.), attends at least one of the following**:** 2018 District Assembly, 2018 Foundation/Membership Seminar, or 2019 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, 2018.

5. COMMUNICATIONS/PR (minimum of 2 points required)
_____ Club appoints a PR Chair who publicizes club activities in the community and submits info to the District media, website and newsletters at least quarterly.
_____ Club presents copy of Four-Way Test to all members for proper display in offices or businesses.
_____ Club Public Image Chair arranges for club activities to be published in a local newspaper.
_____ Club submits a Public Image Video for the Zone Public Image Contest by September 15, 2018.

6. Required completion
_____ Incoming President and Club Protection Chair complete Child Protection Memorandum of Compliance no later than June 30, 2018.

_____   _____   _____
Signature of Club President   Signature of Club President – Elect   Signature of Assistant Governor

2018-19 ROTARY CITATION

The Rotary Citation recognizes Rotary clubs that support each of our strategic priorities by completing certain activities. Clubs have the entire Rotary year to achieve the citation's goals.

Rotary can automatically verify many of your club's achievements as long as you keep your club and member information up-to-date in My Rotary. You'll use online tools like Rotary Club Central to tell us when you've achieved other goals. To be eligible for the Rotary Citation, clubs need to begin the year as active clubs that are in good standing and remain so throughout the year. Achievements will be compared with membership figures from 1 July 2018 and will be recognized after the 1 July 2019 numbers are final, on 15 August 2019.

This year, clubs can receive the Rotary Citation With Presidential Distinction when they achieve the Rotary Citation plus one to three additional goals (see page 37).

SUPPORT AND STRENGTHEN CLUBS

Achieve at least 3 of the following goals:

- Achieve a net gain of 1 member

- Maintain or improve your club's retention of current and new members:

    o Improve your club's retention rate by 1 percentage point

    Or

    o If your club's retention rate was 90 percent or more in 2017-18, maintain it

- Achieve a net gain in female members

- Have at least 60 percent of club members report their birth dates through My Rotary

- Sponsor or co-sponsor a new Rotary club

- Conduct a classification study of your members' occupations, and work to align your membership with the mix of businesses and professions in your community

FOCUS AND INCREASE HUMANITARIAN SERVICE

Achieve at least 3 of the following goals:

- Sponsor a Rotary Community Corps

- Sponsor or co-sponsor an Interact or Rotaract club

- Contribute at least $100 per capita to the Annual Fund

- Increase the number of members involved in service projects

- Hold an event to raise funds for, or to increase awareness of, Rotary's work toward polio eradication

- Conduct a significant local or international service project in one of Rotary's six areas of focus

ENHANCE PUBLIC IMAGE AND AWARENESS

Achieve at least 3 of the following goals:

- Post successful club projects, with details about activities, volunteer hours, and funds raised, on Rotary Showcase

- Use Rotary's brand guidelines, templates, People of Action campaign materials, and related resources

- Arrange for the club's members to talk with the media to tell your club's, and Rotary's, story

- Host an event for Rotary alumni, and highlight Rotary's networking opportunities

- Continue or establish a partnership with a corporate, governmental, or nongovernmental entity and work on a project together

- Sponsor a Youth Exchange student or RYLA participant

2018-19 ROTARY CITATION FOR ROTARACT CLUBS

The Rotary Citation for Rotaract Clubs recognizes clubs that support each of our strategic priorities by completing certain activities. Clubs have the entire Rotary year to achieve the citation's goals.

To be eligible for the Rotary Citation, Rotaract clubs need to be certified by Rotary International and endorsed by the district governor before 1 July 2018. Clubs will report their achievements by submitting a nomination form by 1 July 2019.

This year, Rotaract clubs can receive the Rotary Citation With Presidential Distinction when they achieve the Rotary Citation plus one to three additional goals (see page 37).

SUPPORT AND STRENGTHEN CLUBS
Achieve at least 2 of the following goals:
- Achieve a net gain of 1 member

- Have at least 50 percent of members add their skills and interests in their profiles on My Rotary

- Establish or maintain a twin club relationship

FOCUS AND INCREASE HUMANITARIAN SERVICE
Achieve at least 2 of the following goals:
- Achieve an average minimum PolioPlus contribution of $25 per member

- Hold an event to raise funds for, or to increase awareness of, Rotary's work toward polio eradication

- Work with your sponsor Rotary club to conduct a significant local or international service project in one of Rotary's six areas of focus

ENHANCE PUBLIC IMAGE AND AWARENESS
Achieve at least 2 of the following goals:
- Post successful club projects, with details about activities, volunteer hours, and funds raised, on Rotary Showcase

- Use Rotary's brand guidelines, templates, People of Action campaign materials, and related resources

- Host an activity during World Rotaract Week, preferably on 13 March, the anniversary of Rotaract; invite the media and tell your club's, and Rotary's, story

2018-19 ROTARY CITATION FOR INTERACT CLUBS

The Rotary Citation for Interact Clubs recognizes clubs that support each of our strategic priorities by completing certain activities. Clubs have the entire Rotary year to achieve the citation's goals.

To be eligible for the Rotary Citation, Interact clubs need to be certified by Rotary International and endorsed by the district governor before 1 July 2018. Also before 1 July, an adult adviser to the club needs to provide his or her name and contact information to Rotary. Sponsor Rotary club officers or Interact club advisers will report the achievements by submitting a nomination form by 15 August 2019.

This year, Interact clubs can receive the Rotary Citation With Presidential Distinction when they achieve the Rotary Citation plus one to three additional goals (see page 37).

SUPPORT AND STRENGTHEN CLUBS

Achieve at least 2 of the following goals:

- Hold a meeting that introduces members to Rotary programs for young leaders, such as RYLA and Rotary Youth Exchange

- Work with your sponsor Rotary club or adviser to develop and participate in a career day or mentoring activity

- Work with your sponsor Rotary club or adviser to connect graduating Interactors with university- or community-based Rotaract clubs

FOCUS AND INCREASE HUMANITARIAN SERVICE

Achieve at least 2 of the following goals:

- Plan and carry out a project for Global Youth Service Day

- Hold an event to raise funds for, or to increase awareness of, Rotary's work toward polio eradication

- Work with your sponsor Rotary club or adviser to conduct a significant local or international service project in one of Rotary's six areas of focus

ENHANCE PUBLIC IMAGE AND AWARENESS

Achieve at least 2 of the following goals:

- Post successful club projects, with details about activities, volunteer hours, and funds raised, on Rotary Showcase

- Use Rotary's brand guidelines, templates, People of Action campaign materials, and related resources

- Hold an activity during World Interact Week, preferably on 5 November, the anniversary of Interact; invite the media and tell your club's, and Rotary's, story

2018-19 ROTARY CITATION WITH PRESIDENTIAL DISTINCTION

ROTARY CLUB	ROTARACT CLUB	INTERACT CLUB	
Achieve these goals in addition to earning the Rotary Citation to receive SILVER (1 goal), GOLD (2 goals), or PLATINUM (3 goals) distinction • Achieve a net gain of 5 or more members • Show how your club's members are People of Action by promoting your club and its service activities on social media at least 4 times per month • Initiate or continue a leadership, personal, or professional development program to enhance members' skills and the value of their membership	Achieve these goals in addition to earning the Rotary Citation to receive SILVER (1 goal), GOLD (2 goals), or PLATINUM (3 goals) distinction • Achieve a net gain of 5 or more members • Show how your club's members are People of Action by promoting your club and its service activities on social media at least 4 times per month • Initiate or continue a leadership, personal, or professional development program to enhance members' skills and the value of their membership	Achieve these goals in addition to earning the Rotary Citation to receive SILVER (1 goal), GOLD (2 goals), or PLATINUM (3 goals) distinction • Work with your sponsor Rotary club or adviser to explore local Rotary club and other scholarship opportunities that are available to your club's members and present these opportunities to the club • Show how your club's members are People of Action by submitting a video that promotes your club and its service activities to the annual Interact Video Awards • Initiate or continue a leadership development program to enhance members' skills and the value of their membership	

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 Club of the Year
2018 – 2019
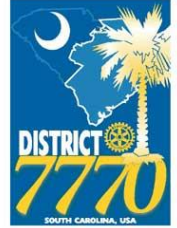
Please answer each question as completely as possible and email this form to your Assistant Governor by February 15, 2019.

Rotary Club of _____ President _____

Email _____ Phone no. _____

1. Club Leadership Citation achieved for 2018-2019: _____Yes _____No
2. Will Rotary Citation be achieved by end of 2018-2019: _____Yes _____No
3. 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 7/1/2018: _____ 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 2018-2019:_____
    _____
17. Describe the most successful fund raising project(s) conducted in 2018-2019:_____
    _____
18. Describe the most successful club social event in 2018-2019:_____
    _____
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 2018-2019? How many at 2018 District Assembly? _____ at 2018 Foundation/Membership Seminar?_____ at 2018 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

- Membership Satisfaction Survey – 801E
    - https://my.rotary.org/en/.../enhancing-club-experience-member-satisfaction-survey

- Lead Your Club: President – 222EN
    - https://my.rotary.org/en/document/lead-your-club-president

- Lead Your Club: Secretary – 229EN
    - https://my.rotary.org/en/document/lead-your-club-secretary

- Lead Your Club: Treasurer – 220EN
    - https://my.rotary.org/en/document/lead-your-club-treasurer

- Lead Your Club: Administration Committee – 226aEN
    - https://my.rotary.org/en/document/lead-your-club-administration-committee

- 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 Strategic Planning Guide
    - https://my.rotary.org/en/document/strategic-planning-guide

- DAC db Quick Start Guide
    - See files tab within Rotary District 7770 database

- Rotary Club Central Worksheet
    - See files tab within Rotary District 7770 database

- Rotary International Manual of Procedure
    - https://my.rotary.org/en/document/manual-procedure-035

- District Policy Manual
    - See files tab within Rotary District 7770 database

- An Introduction to Vocational Service
    - https://my.rotary.org/en/document/introduction-vocational-service

- Rotary International Code of Conduct
    - https://my.rotary.org/en/document/rotarian-code-conduct

- Rotary International People in Action Communities in Action: A Guide to Effective Projects
    - https://www.rotary.org/en/rotary-people-action

District Governor 2017-2018 - Gary Bradham
        Phone: 843-458-0947
        Email: sgcb@earthlink.net

District Governor 2018-2019 – David Tirard
        Phone: 843-247-0115
        Email: davidtirard@aol.com

District Governor 2019-2020 – Johnny Moore
        Phone: 803-315-3422
        Email: d7770dg19.20@gmail.com

District Foundation Chair – Sandee Brooks
        Phone: 843- 290-3054
        Email: brooksrambo@gmail.com

District Membership Committee Chair – Jaime Moore
        Phone: 843-408-5419
        Email: jaime_moore@bellsouth.net

District Public Image Committee Chair – Mary Gasque
        Phone: 803-553-0020
        Email: mary@gasque.com

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

Citation Items

- Club creates and utilizes a service project / initiative calendar, offering a wide variety of service opportunities to members.
- Club participates in a literacy project (dictionary project, imagination library, reading mentor, etc.).
- Club participates in an environmental community service project.
- Club participates in a Rotary Youth Program (Early Act, Interact, Rotaract, RYLA, Young Professional Summit, Youth Exchange, Ambassadorial Global Scholar, etc.).
- Club makes CART buckets available at all meetings and makes donation to CART by December 31, 2018.
- Club has at least one program on Polio and 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 ROCS day (Rotarians Offering Community Service). At least 70% of members to take part.

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 empting 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.

- Polio eradication is Rotary's number one international priority. Polio is within three countries of eradication. Although polio is very close to being eradicated, we must stay the course until the job is completed. Help inform your club members by having at least one program each year on the End Polio Now campaign.
- 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.

2019 - 2020
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 $50,000 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 2017 and 1st Quarter 2018
- Sponsor clubs screen and select applicants January - April 2018
- Applicants submit application to sponsoring Rotary Club April 1, 2018
- Sponsor clubs submit applications to District Scholarship Committee June 1, 2018, 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 2018.
- District Reception and Interviews – Reception August 17th, Interviews August 18th, 2018. In Person Attendance Mandatory.
- Host and Sponsor Districts submit applications online to TRF June 2019 for approval on July 1, 2019.

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
or please contact: Rotary Scholarship Program - Chair Lou Mello 843-437-9084 LouMello9@gmail.com. Or Stevie Johnson 803-338-1711 StevieJohnson1@sc.rr.com

Resources
- Short-Term Youth Exchange Overview
    o See files tab within Rotary District 7770 database

- Long-Term Youth Exchange Overview
    o See files tab within Rotary District 7770 database

- Interact Guide – 654EN
    o https://my.rotary.org/en/document/interact-guide-rotary-club-sponsors-and-advisers

- Statement of Policy Relating to Rotaract - 660EN
    o https://my.rotary.org/en/document/policy-related-rotaract

- Rotaract Club Handbook - 562EN
    o https://my.rotary.org/en/content/rotaract-handbook

- Global Ambassadorial Scholarship Application
    o See files tab within Rotary District 7770 database

- Rotary Peace Fellowship Application
    o https://my.rotary.org/en/peace-fellowship-application

- RYLA (Rotary Youth Leadership Awards) Fact Sheet
    o See files tab within Rotary District 7770 database

- Rotary's Six Areas of Focus – 965EN
    o https://my.rotary.org/en/document/rotarys-areas-focus

- The CART Fund
    o www.cartfund.org

- End Polio Now
    o https://www.endpolio.org/

District Literacy Committee Chair – Wendy Broderick
        Phone: 803-603-8043
            Email: wendybroderick@columbiaymca.org

District Earlyact Chair – Paul Walter
        Phone: 843-686-1540
            Email: paul.walter@pnfp.com

District Interact Chair – Paul Heitmann
        Phone: 843-298-4140
            Email: paulheitmannrotary@gmail.com

District Rotaract Chair – Brandon Lutes
   Phone: 843-906-6551
      Email: Brandon@lutespropertyservics.com

District RYLA Chair – Akil Ross
   Phone: 803-479-7190
      Email: aross@lexrich5.org

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

District Youth Exchange Vice-chair – Vicki Tatum
   Phone: 843-577-6112
      Email: dentistt63@gmail.com

District Youth Exchange Vice-chair – Allison Ford
   Phone: 803-917-0108
      Email: aford@burkettcpas.com

District Global Scholarships Chair – Lou Mello
   Phone: 843-437-9084
      Email: loumello9@gmail.com

District Global Scholarships Vice Chair – Stevie Johnson
   Phone: 803-338-1711
      Email: StevieJohnson1@sc.rr.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 – Mary Gasque
   Phone: 803-553-0020
      Email: mary@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

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

District End Polio Now Chair – Bernie Riedel
> Phone: 843-816-4450
> Email: Bernie@RiedelComputers.Com

District Protection Officer – Brett Camp
> Phone: 843-563-3643
> Email: brett.camp@aol.com

Citation Items

- Club President leads-by-example and sponsors at least 1 new member within the first quarter of the Rotary year.
- Club achieves a net +1 increase for the year.
- Club uses "Discover Rotary" intentional strategy utilizing the Membership Event Grant.
- Club increases diversity by recruiting at least 2 members of under-represented demographic group.
- Club initiates/continues a written Membership Plan which includes a new member orientation program.
- Club appoints a mentor for all new members for the first year.
- 25% of Club members bring a membership candidate to a club meeting or after hours Rotary Information Prospect Meeting.
- Club enters at least six membership goals in Rotary Club Central.
- Club representative attends District Membership Training Seminar.
- Club uses effective membership retention plan and retains 90% of club's members on July 1, 2018.
- Club uses the Member Moment program at each meeting to keep a focus on membership growth.

Members are Rotary's essential resource. To maximize Rotary's humanitarian efforts throughout the world, it is important for clubs to identify and induct quality new members. Attracting new members is Rotary's number one internal priority and is every Rotarian's responsibility. It is extremely important to retain current members by continually making our clubs vibrant and attractive to both the current membership and to potential new members. Each club should have an intentional plan to attract new members. We need to make our clubs attractive to our existing members as well as attractive to potential new members. Review your "attractiveness" throughout the year and take action to enhance it as needed. We need to practice service and integrity in all that we do and tell our communities what Rotary is doing. Share your calendar of events with community leaders and others.

Rationale

- Member growth starts with club leadership. Club presidents should "lead-by-example" and bring in at least one new member to the club within the first quarter of the Rotary year. Club members will follow suit. The joy of Rotary is offering Rotary membership to qualified community members and leaders.
- The average annual attrition rate is 14%. We need to grow by a minimum of net +1 by seeking potential new members who are focused on service to others. Rotary alumni are great sources of potential members. Every club should be using these resources.
- The most effective strategy yet found for growing Membership is the intentional strategy of "Discover Rotary" programs. When coupled with other intentional strategies such as "Who Do You Know", this strategy pays undisputed dividends. Use the District's Membership Event Grant and other District resources to make this an effective recruitment effort. This event should be held at a different time and location than the club meeting."
- Diversity provides a club with new ideas and a broader perspective. Each club should seek to expand its diversity by seeking potential members from under-represented demographic groups and classifications. Rotary began with diversity of vocations. We need to expand that to include diversity that reflects our communities. Continually ask yourself if your club looks like the community in which it is located.
- Create or continue to use a written new member orientation plan. Potential new members need to know what the expectations are.
- Each new member should be assigned a mentor for the first year of membership to help them learn

about Rotary and determine their place of leadership.
- Social events organized for the purpose of introducing Rotary in an informal atmosphere are an excellent means of identifying membership prospects prior to their participating in a formal meeting. It is also a great way for clubs to advertise what Rotary does in the community.
- Rotary Club Central provides an opportunity to track progress toward goals. To do that requires entering goals into the system. At least six membership goals are recommended.
- A club representative should attend the District Membership Training Seminar which is part of the Fall Training Seminar to learn new and different ways to increase the membership of the club.
- Vibrant Rotary clubs make themselves attractive to both potential new members and current members. Use an effective membership retention plan and retain 90% of current members. Ask your current members if the club is providing good value to them.
- The District's Member Moment program, presented at weekly meetings as part of the agenda, provides the club membership with information on classifications and other membership strategies to keep the focus on membership growth during the year.

Application for Membership Event Grant

The purpose of the Membership Event Grant (MEG) is to assist clubs in holding membership recruitment events. Qualifying events are mentioned below. Once an application is approved, a check for the amount requested, up to two hundred dollars ($200.00), will be sent to the club for use in the event. It is expected that names, email addresses, physical addresses and telephone numbers will be recorded for all prospective members attending the event. The MEG is aimed at paying ten dollars ($10.00) per prospective member attending these events. As a result, this is not intended, nor expected, to represent a one-time event. Prospective member information, as above, may be accumulated throughout the Rotary year at repeating events to qualify for the MEG. Closing reports will simply be a list of the events held by date along with the attendee information as above. If the club does not achieve twenty (20) prospective members attending these events, then a refund to the District will be expected in the amount of ten dollars ($10.00) per person lacking to reach the goal of 20. Questions regarding MEGs should be directed to Jaime Moore, District Membership Chair, at jaime_moore@bellsouth.net.

Qualifying events are the Discover Rotary (Rotary Information Hour) and the Membership Social (which must include a Rotary introduction session). Please see the Intentional Membership Strategies for a description of the Discover Rotary event (use this as a template for the Membership Social Rotary introduction) and the Recipe for a Successful Membership Event for information on how to make this most effective.

Club Name: _____

Membership Chair: _____

      Email: _____

      Phone: _____

Club Mailing Address: _____

Date for first Event: _____

Location(s) for Event: _____

      _____

Frequency of Event: _____

If a person other than the Club Membership Chair is responsible for the event, please place their information in the above fields and note their club position here.

I agree to the terms of this Membership Event Grant program and will promptly return any unused funds to the District Treasurer if we do not complete the event for which we are applying.

_____   _____
Signature of Responsible Person   Date

<u>Resources</u>

- Strengthening Your Membership Brochure – 417EN
    - o https://my.rotary.org/en/document/strengthening-your-membership-creating-your-membership-development-plan

- Membership Satisfaction Survey – 801E
    - o https://my.rotary.org/en/.../enhancing-club-experience-member-satisfaction-survey

- Be A Vibrant Club, Your Club Leadership Plan - 245NAM-EN
    - o https://my.rotary.org/en/.../be-vibrant-club-your-club-leadership-plan-north-america

- Club Leadership Plan Worksheet
    - o https://my.rotary.org/en/document/be-vibrant-club-club-leadership-plan-worksheet

- Rotary Club Health Check
    - o https://my.rotary.org/en/document/rotary-club-health-check

- Intentional Membership Strategies
    - o http://www.rizones33-34.org/MembershipResourceLibrary/02-2017Rev2-GRATIntentionalStrategiesHandout4-UP.pdf

District Membership Committee Chair – Jaime Moore
   Phone: 843-408-5419
   Email: jaime_moore@bellsouth.net

District Membership Advocate - Dot Jeger
   Phone: 843-368-8800
   Email: dot.jeger@gmail.com

District Membership Advocate - Thomas Taylor
   Phone: 504-377-6865
   Email: rebelslt@gmail.com

District New Club Development Chair – Paula Matthews
   Phone: 803-261-1757
   Email: pajmatt2@bellsouth.net

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

Citation Items
- Club will meet its Annual Programs Fund goal.
- Club achieves 10% increase over 2017-18 annual fund contributions.
- Club submits 50% of its Annual Programs Fund goal by December 31, 2018.
- Club achieves EREY status.
- Club sends two representatives to attend District Foundation Training Seminar in September 2018, and club completes MOU qualification.
- Club secures at least one new Paul Harris Society member.
- Club meets its End Polio Now goal.
- Club qualifies for and completes a District Grant project.
- Club secures 5 new Benefactors or 1 new Bequest Society member.
- Club secures 1 new Major Donor, or 1 Major Donor 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.
- We are asking clubs to consider increasing contributions to the Annual Program Fund for 2018-2019 by 10% over 2017-2018.
- Clubs are requested to submit Foundation contributions throughout the year, including at least 50% by December 31, 2018.
- 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 2018 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. We are asking clubs to give an amount to equal or exceed their 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 US$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.

Resources
- 2018-2019 District Grant Application
  o See files tab within Rotary District 7770 database

- 2018-2019 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
- 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

District Foundation Chair – Sandee Brooks
Phone: 843- 290-3054
Email: brooksrambo@gmail.com

District Annual Giving Chair - Alice Howard
Phone: 843-271-0550
Email: howardag@hargray.com

District Paul Harris Society Chair – Deborah Burt
Phone: 843-422-4413
Email: Deborah@PhoenixHCG.org

District Major Gifts Chair – Anne Walker
Phone: 803-606-4943
Email: annewalker@aws1962.org

District Foundation Grants Committee Chair – Rick Moore
Phone: 843-696-5795
Email: Rick@Keelforce.com

District Foundation Stewardship Chair – Jeff Mense
Phone: 843-236-1613
Email: jmense@sccoast.net

District Grants Committee Chair - Bob Gross
Phone: 843-321-0196
Email: bob@beaufortgroup.net

District Grants Closing Committee Chair – Pauline Levesque
Phone: 843-286-7039
Email: Pauline.area10@gmail.com

District End Polio Now Chair – Bernie Riedel
Phone: 843-816-4450
Email: Bernie@RiedelComputers.Com

District Public Image Committee Chair – Mary Gasque
Phone: 803-553-0020
Email: mary@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

Citation Items

- Club President attends 2018 PETS and District Assembly (Both required to hold the position of Club President) plus another training seminar or 2019 District Conference.
- Club appoints 2018-19 President-Elect by July 1, 2018.
- Incoming Secretary, Treasurer, Foundation Chair, Membership Chair, and Public Image Chair attend District Assembly and Fall Training Seminars or have a representative attend if they are unable to.
- 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 2019 RI Convention.
- Club appoints a Database Manager who updates club and member information including photos on the District database by October 1, 2018.
- At least 1 member per 35, including a new member (<1 yr.), attends at least one of the following**:** 2018 District Assembly, 2018 Fall Training Seminar on Foundation/Membership/ Public Image, or 2019 District Conference.
- Club sends at least one member to the Rotary Leadership Institute (RLI).
- Club updates Rotary Club Central goals and establishes at least 1 goal in each area by August 1, 2018.

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 2018 – 2019 must attend the 2018 PETS, the 2018 District Assembly, the 2018 Foundation / Membership / Public Image Seminar and the 2019 District Conference.
- Every club should have a succession plan. The club president for 2019-2020 should be appointed no later than July 1, 2018. 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 2018 District 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 2019 convention in Hamburg, Germany June 1-5, 2019. 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 2018 District Assembly, 2018 Fall Training Seminar, and 2019 District 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, 2018. 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.

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

- Paul Allen Ten-Star Rotarian Program
  - See files tab within Rotary District 7770 database

- Rotary Leadership Institute
  - www.rli33.org

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

Assistant Governor Training Site Chair – George Chastain
  Phone: 843-340-9527
  Email: chastain.george@gmail.com

PETS Training Site Chair – Yan Agrest
  Phone: 843-830-0873
  Email: mastersstudios@gmail.com

District Assembly Training Site Chair – Lou Mello
  Phone: 843-437-9084
  Email: loumello9@gmail.com

District Foundation / Membership / Public Image Training Chair – Sandee Brooks
  Phone: 843- 290-3054
  Email: brooksrambo@gmail.com

Fall Training Seminar Site Chair - Lou Mello
  Phone: 843-437-9084
  Email: loumello9@gmail.com

District RLI Chair – Joan Grayson
  Phone: 301-526-3782
  Email: lowcountrylady1@gmail.com

2019 District Conference Chair – Dean Roberts
  Phone: 843-422-0978
  Email: rdroberts29926@hargray.com

2018 District Conference Chair – Jaime and Terry Moore
  Phone: 843-408-5419
  Email: jaime_moore@bellsouth.net

District Public Image / Communication Committee Chair – Mary Gasque
Phone: 803-553-0020
Email: mary@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

International Convention Chairs:
Toronto, Canada:
David Tirard
Phone: 843-247-0115
Email: davidtirard@aol.com

Hamburg, Germany:
Johnny Moore
Phone: 803-315-3422
Email: d7770dg19.20@gmail.com

ROTARY CLUB REFERENCE MANUAL
2018-2019 CLUB LEADERSHIP CITATION
SECTION V---PUBLIC IMAGE / COMMUNICATION

Citation Items:

- Club appoints a PR Chair who publicizes club activities in the community and submits info to the District media, website and newsletters at least quarterly.
- Club presents copy of Four-Way Test to all members for proper display in offices or businesses.
- Club Public Image Chair arranges for club activities to be published in a local newspaper.
- Club submits a Public Image Video for the Zone Public Image Contest by September 15, 2018.

In 2018-2019, 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.
- Each year Rotary Zone 33 provides opportunity for clubs to submit a Public Image Video to be judged in the Zone Public Image Contest. The contest rules can be found on the zone 33 website. Clubs are encouraged to display their accomplishments in this way..

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."

Rotary Public Image

Do good, have fun, tell someone!

#dogoodhavefuntellsomeone

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.

 #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 15**.

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.

Zone 33 Public Image Citation and Video Contest

Rotary joins leaders from all continents, cultures, and occupations to exchange ideas and take action for communities around the world. A positive image improves your club's relationship with your community and attracts prospective members. Clubs should enhance their public image by telling compelling stories about clubs' activities that are making a positive difference. Rotary Zone 33 wants to provide clubs with the opportunity to showcase their accomplishments. Clubs can be recognized through the Public Image Citation and the Public Image Video Contest.

Citation

Zone 33 Rotary Clubs are invited to enhance Rotary's public image and awareness and earn a Public Image Citation. Learn more at
http://rizones33-34.org/PublicImage.html

Video Contest

Use video to tell how your club made a difference.
1. It's fun!
2. It's easy!
3. Download more information at
 https:/www.facebook.com/33and34video

How to use District 7770
Data Base (called DAC db)

What can you do on DAC db?

Find members
Find Clubs in the District
Review and update your personal data
Send emails
Access the District Calendar
Run Club Reports

To access DAC db you must go to www.rotary7770.org
Click on Members Only to access DAC db
First time users will need to establish an account by using your email address and your RI Member ID as your password (password can be found on *The Rotarian* magazine address label or ask your club secretary).

Contact for assistance: Terry Moore - tr_moore@bellsouth.net

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.

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.

<u>Resources</u>
- Rotary Messaging Guide 547EN
  - https://clubrunner.blob.core.windows.net/00000000214/en-ca/files/homepage/rotary-messaging-guide/Rotary-Messaging-Guide.pdf

- Rotary Branding Frequently Asked Questions
  - https://my.rotary.org/en/document/rotary-brand-faqs.

- Rotary Brand Center
  - https://brandcenter.rotary.org/en-gb

- DAC db Quick Start Guide
  - See files tab within Rotary District 7770 database

- Rotary District 7770 Newsletter
  - http://www.rotary7770.org/category/newsletter-content/

District Public Image Committee Chair – Mary Gasque
        Phone: 803-553-0020
        Email: mary@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

Citation Item

- Incoming President and Club Protection Chair complete Child Protection Memorandum of Compliance no later than June 30, 2018.

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, 2018 prior to the beginning of the Rotary year.

Resources

District Protection Officer – **Brett Camp**

        Phone: 843-636-4194

        Email: brett.camp@aol.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 brett.camp@aol.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, 2018

Please attach the following to this report.
1. Balance Sheet (Statement of Position) as of June 30, 2018
2. Income Statement (Statement of Revenues and Expenses) for the year ended June 30, 2018
3. Budget for club year 2017-18

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, 2018 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, 2018:
Paul Walter
Rotary District 7770 Treasurer
83 Club Course Drive\Hilton Head Island, SC 29928

ROTARIAN ACTION GROUPS

Addiction Prevention	www.rag-ap.org
AIDS and Family Health	www.rfha.org
Alzheimer's and Dementia	http://adrag.org/
Blindness Prevention	www.rag4bp.org
Blood Donation	www.ourblooddrive.org
Clubfoot	www.rag4clubfoot.org
Diabetes	www.ragdiabetes.org
Disaster Assistance	www.dna-rag.com
Domestic Violence Prevention	http://www.ragfamsafe.org
Endangered Species	www.endangeredrag.org
Environmental Sustainability	www.esrag.org
Food Plant Solutions	www.foodplantsolutions.org
Health Education and Wellness	www.hewrag.org
Hearing	www.ifrahl.org
Hepatitis	https://ragforhepatiteradication.org
Literacy	www.litrag.org
Malaria	www.remarag.org
Mental Health	http://ragonmentalhealth.org
Microfinance and Community Development	www.ragm.org
Multiple sclerosis	www.rotary-rfmsa.org
Peace	www.rotarianactiongroupforpeace.org
Polio Survivors and Associates	www.rotarypoliosurvivors.com
Population and Development	www.rifpd.org
Slavery	www.racsrag.org
Water and Sanitation	www.wasrag.org

RELATED PUBLICATIONS
Rotary's Area of Focus www.rotary.org/myrotary/en/document/589
Rotarian Action Groups Officer Directory www.rotary.org/myrotary/en/document/714
Rotarian Action Groups Annual Report www.rotary.org/myrotary/en/document/713
Community Assessment Tools www.rotary.org/myrotary/en/document/578
Lifecycle of a Project www.rotary.org/myrotary/en/take-action/develop-projects/lifecycle-project

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	*International Assembly Participants* Book
IVCG	International Vocational Contact Groups
MOP	*Manual of Procedure*
NID	National Immunization Day
OD	*Official Directory*
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 2018-2019

CART (Coins for Alzheimer's Research Trust)
CART Chair – Rod Funderburk
        Phone: 803-760-5275
        Email: rfunderburkrotary@gmail.com

Communication / Public Image
District Public Image Committee Chair – Mary Gasque
        Phone: 803-553-0020
        Email: mary@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

District Conference
2018 District Conference Chairs– Jamie and Terry Moore
        Phone: 843-408-5419
        Email: jaime_moore@bellsouth.net

2019 District Conference Chair– Dean Roberts
        Phone: 843-422-0978
        Email: rdroberts29926@hargray.com

District Protection Officer
District Protection Officer – Brett Camp
        Phone: 843-636-4194
        Email: brett.camp@aol.com

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

Assistant Governor Training Site Chair – George Chastain
        Phone: 843-340-9527
        Email: chastain.george@gmail.com

PETS Training Site Chair – Yan Agrest
           Phone: 843-830-0873
           Email: mastersstudios@gmail.com

District Assembly Training Site Chair – Lou Mello
           Phone: 843-437-9084
           Email: loumello9@gmail.com

District Foundation / Membership / Public Image Training Chair – Sandee Brooks
           Phone: 843- 290-3054
           Email: brooksrambo@gmail.com

Fall Training Seminar Site Chair - Lou Mello
           Phone: 843-437-9084
           Email: loumello9@gmail.com

<u>Foundation</u>

District Foundation Chair – Sandee Brooks
           Phone: 843- 290-3054
           Email: brooksrambo@gmail.com

District Annual Giving Chair - Alice Howard
           Phone: 843-271-0550
           Email: howardag@hargray.com

District Paul Harris Society Chair – Deborah Burt
           Phone: 843-422-4413
           Email: Deborah@PhoenixHCG.org

District Major Gifts Chair – Anne Walker
           Phone: 803-606-4943
           Email: annewalker@aws1962.org

District Foundation Grants Committee Chair – Rick Moore
           Phone: 843-696-5795
           Email: Rick@Keelforce.com

District Foundation Stewardship Chair – Jeff Mense
           Phone: 843-236-1613
           Email: jmense@sccoast.net

District Grants Committee Chair - Bob Gross
           Phone: 843-321-0196
           Email: bob@beaufortgroup.net

District Grants Closing Committee Chair – Pauline Levesque
           Phone: 843-286-7039
           Email: Pauline.area10@gmail.com

District End Polio Now Chair – Bernie Riedel
>   Phone: 843-816-4450
>   Email: Bernie@RiedelComputers.Com

<u>Literacy</u>
District Literacy Committee Chair – Wendy Broderick
>   Phone: 803-603-8043
>   Email: wendybroderick@columbiaymca.org

<u>Membership and New Club Development</u>
District Membership Committee Chair – Jaime Moore
>   Phone: 843-408-5419
>   Email: jaime_moore@bellsouth.net

District Membership Advocate - Dot Jeger
>   Phone: 843-368-8800
>   Email: dot.jeger@gmail.com

District Membership Advocate - Thomas Taylor
>   Phone: 504-377-6865
>   Email: rebelslt@gmail.com

District New Club Development Chair – Paula Matthews
>   Phone: 803-261-1757
>   Email: pajmatt2@bellsouth.net

<u>RLI (Rotary Leadership Institute)</u>
District RLI Chair – Joan Grayson
>   Phone: 301-526-3782
>   Email: lowcountrylady1@gmail.com

<u>Youth Programs</u>
District Earlyact Chair – Paul Walter
>   Phone: 843-686-1540
>   Email: paul.walter@pnfp.com

District Rotaract Chair – Brandon Lutes
>   Phone: 843-906-6551
>   Email: Brandon@lutespropertyservics.com

District Global Scholarships Chair – Lou Mello
>   Phone: 843-437-9084
>   Email: loumello9@gmail.com

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

RYLA Chair – Akil Ross
        Phone: 803-479-7190
        Email: aross@lexrich5.org

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

Youth Exchange Co-Chair – Vicki Tatum
        Phone: 843-577-6112
        Email: dentistt63@gmail.com

Youth Exchange Co-Chair – Allison Ford
        Phone: 803-917-0108
        Email: aford@burkettcpas.com

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

<u>Other District Leadership</u>
District Governor 2017-2018 – Gary Bradham
        Phone: 843-458-0947
        Email: sgcb@earthlink.net

District Governor 2018-2019 – David Tirard
        Phone: 843-247-0115
        Email: davidtirard@aol.com

District Governor 2019-2020 – Johnny Moore
        Phone: 803-345-0142
        Email: d7770dg19.20@gmail.com

Vice Governor & Council of Governors Chair 2018-2019 – Rick Moore
        Phone: 843-696-5795
        Email: Rick@Keelforce.com

District Treasurer – Paul Walter
        Phone: 843-686-1540
        Email: paul.walter@pnfp.com

District Executive Secretary – Ed Tassin
Phone: 843-819-6680
Email: etcharleston@aol.com