

3

ADMINISTRATION



The district Rotary Foundation committee has various administrative duties related to the district and its clubs.

Supporting Club Rotary Foundation Committees

The district Rotary Foundation committee chair is responsible for encouraging every club to have a Rotary Foundation committee, to train the club Foundation committee members, and to encourage clubs to increase awareness of the Foundation. Consider sharing these suggestions for increasing awareness of the Foundation:

- » Devote some time to the Foundation at club meetings, at least quarterly, with special observance in November, Rotary Foundation Month.
- » Use the club bulletin to keep members informed of Foundation activities and progress toward club and district goals.
- » Work with the club or district public relations committee to inform local media of newsworthy Foundation activities.
- » Invite Foundation alumni to participate in club events and projects.
- » Plan a community event to raise funds for and to promote the Foundation.
- » Recognize Rotarians and others who have performed outstanding service or made significant financial contributions to The Rotary Foundation.
- » Encourage clubs to seek Rotary Peace Fellow candidates.

Goal Setting

The district Rotary Foundation committee should work closely with the district governor-elect to help clubs set goals for district Rotary Foundation participation and financial contributions, and to develop plans to achieve those goals. Ask every club to set club Foundation goals that can be incorporated into district goals. The club fundraising goals are consolidated into a worldwide goal that is announced at the annual RI Convention. Clubs can report their goals through Member Access at www.rotary.org.

When developing district goals, consider what clubs in your district will want to do in three years. For example, if your clubs would like to sponsor a scholar, carry out a large-scale humanitarian project, and contribute to the PolioPlus Fund, the district's goals should include raising the funds necessary to implement those activities in three years. See the District Planning Guide to help your district develop goals for the year.

Training

Members of the district Rotary Foundation committee are expected to attend a regional Foundation seminar conducted by a regional Rotary Foundation coordinator, as well as the district team training seminar and other district training meetings.

The district Rotary Foundation committee chair, in conjunction with the district training committee, has a leadership role in planning the seminars listed below, and also could be a speaker or facilitator. Depending on a district's geographic characteristics and language needs, seminars can be held multiple times or combined to reach the greatest number of clubs.



Rotary Reminder

To minimize the impact of another training meeting, try to conduct the grant management seminar immediately after the presidents-elect training seminar, the district assembly, the district conference, or the district Rotary Foundation seminar.

DISTRICT ROTARY FOUNDATION SEMINAR

Ensure that at least one district Rotary Foundation seminar for club leaders is held annually, no later than 15 November. Involve district Rotary Foundation subcommittee members in seminar planning, and consult with your regional Rotary Foundation coordinator. Seminar leaders can refer to the *District Rotary Foundation Seminar Manual* for session outlines and slides.

GRANT MANAGEMENT SEMINAR

All districts can begin qualifying clubs in 2012-13.

Districts must conduct a grant management seminar for all clubs that wish to qualify and apply for global grant funds; conducting this seminar is also part of the district's qualification requirements. The seminar ensures that clubs understand the club memorandum of understanding and that they provide good stewardship of Foundation grant funds. The district Rotary Foundation committee chair must track attendance at this seminar as part of each club's qualification process. Refer to the *Grant Management Seminar Leaders' Guide* for session guides and slides, and consider asking the club representatives to review the *Grant Management Manual* before the seminar.

PRESIDENTS-ELECT TRAINING SEMINAR (PETS)

As part of the Foundation sessions at PETS, work with the district training committee to ensure that club presidents-elect:

- » Establish goals for reporting to the Foundation by early May.
- » Appoint a club Rotary Foundation committee chair before the district assembly.
- » Develop a plan to achieve Foundation goals starting on 1 July.
- » Motivate Rotarians to support the Foundation.

Refer to the *Presidents-elect Training Seminar Leaders' Guide* for session guides and slides.

DISTRICT ASSEMBLY

Assist the district trainer in modifying the Foundation sessions at the district assembly to meet the needs of the clubs in the district.



Rotary Reminder

Ask participants to complete Foundation courses at learn.rotary.org before attending training. Members must register with Member Access before they can take a course.

Service Awards for Rotarians

The combined efforts of Rotarians worldwide have enabled The Rotary Foundation to achieve prominence and to excel as a leader in the movement to achieve world understanding and peace. The Foundation Trustees have created several service awards to honor Rotarians who help make The Rotary Foundation what it is. The district Rotary Foundation committee should assist the district governor in nominating qualified recipients for the following awards:

- » [The Rotary Foundation District Service Award](#)
- » [The Rotary Foundation Citation for Meritorious Service](#)
- » [The Rotary Foundation Distinguished Service Award](#)
- » [Service Award for a Polio-Free World](#)
- » [Regional Service Award for a Polio-Free World \(PDF\)](#)
- » [International Service Award for a Polio-Free World \(PDF\)](#)
- » [Global Alumni Service to Humanity Award \(PDF\)](#)

Rotary Foundation Resources

Many resources are available to assist you in your role as a district leader. Become familiar with them so that you can direct club leaders seeking more information about the Foundation.

ROTARIANS

Rotarians serving at the zone or regional level are available to help your district.

- » The **End Polio Now coordinator** provides leadership and fosters awareness, advocacy, and financial support activities at the district and club levels to work toward a polio-free world.
- » The **regional Rotary Foundation coordinator (RRFC)** serving your district can assist your committee in planning, promoting, and conducting a district Rotary Foundation seminar, establishing district goals for program participation and financial support, and locating resources and partners to achieve those goals. Your RRFC can offer valuable advice on Foundation matters. Your committee is strongly encouraged to work closely with the RRFC and provide reports as requested. **Assistant regional Rotary Foundation coordinators** are part of the RRFC's team, working to assist clubs and districts in their territory with fundraising and grant and program participation.
- » **Rotary Foundation alumni coordinators** can help you keep your alumni active in Rotary. They increase Rotarians' awareness of Foundation alumni and promote them as resources for club and district service projects and activities. They work closely with the district membership committee on Foundation alumni activities. Rotary Foundation alumni can be powerful speakers at club and district events, so check with your alumni coordinator for suggested speakers.

Rotary Foundation alumni coordinators work with RRFCs to conduct alumni events and scholar orientation seminars and to develop Rotary Foundation alumni associations.

ROTARY.ORG



Rotary Reminder

For a tour of the RI website, visit learn.rotary.org.



The RI website, www.rotary.org, is the most up-to-date resource on Rotary. It's where you can find timely news stories, announcements of changes to Foundation policies following RI Board and Foundation Trustees meetings, and updated information about RI and the Foundation. Most Foundation publications can be downloaded from the website.

MEMBER ACCESS

Member Access gives Rotarians customized access to a variety of online services related to Rotary International and The Rotary Foundation. Below is a chart showing some of the reports that district leaders can view. Note that the governor-elect or the governor must report district appointments to RI for district leaders to have access rights. Similarly, club presidents or secretaries must report club Rotary Foundation chairs and treasurers. Once positions are reported, club and district officers must register with Member Access. All Rotarians can register to access their personal contribution and recognition history and to update personal contact information.

District leaders use Member Access to qualify their district, apply for grants, monitor grant progress, submit grant reports, and view e-learning modules at learn.rotary.org.

Member Access Features Available by District Role				
Feature/Action	District Governor	District Rotary Foundation Committee Chair	Fundraising Subcommittee Chair	Grants Subcommittee Chair
View Fund Development Club Goal Report form	X	X	X	
View monthly contribution, SHARE, and polio reports	X	X	X	
Contribute to The Rotary Foundation	X	X	X	X
View EREY Eligibility Report	X	X	X	
Access Future Vision pilot site to view and authorize grants in the district (for Future Vision pilot districts through 2012 and all districts starting in January 2013)	X	X		X

Rotary International continues to enhance its online services available to Rotarians.



Rotary Reminder

Encourage all Rotarians to register in Member Access so they can manage email preferences, search the *Official Directory*, view their contribution history, report goals, learn about Rotary, and more.

RI PUBLICATIONS AND VIDEOS

Rotary Foundation DVDs and publications are available for districts to order for distribution at Foundation events such as fundraisers and training seminars. Most resources can be ordered online at shop.rotary.org.

CONTACT CENTER

Rotarians in the United States and Canada can direct questions about The Rotary Foundation to the Contact Center. Call or email the center to check on donations and recognition points or for information about Member Access.

Phone: 866-9ROTARY (866-976-8279)

Email: contact.center@rotary.org



Rotary Reminder

The Rotary International and The Rotary Foundation Annual Report (187) is available in December.