The Way Forward:

Rotary District 5010 Pre-PETS

2020 Resource eBook

Index to District 5010 2020 Pre-PETS Resource eBook

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CHECKLIST: Hints, reminders, and what to do between now and PETS

Here are some tips to make your PETS experience easier and more enjoyable.

<mark>**What to do between now and Seattle:**</mark>

ON ARRIVAL AT SEATTLE: FROM SEATAC TERMINAL, TAKE HILTON DOUBLETREE SHUTTLE TO HOTEL – SHUTTLE RUNS ABOUT EVERY 20 MINUTES. IT'S A SHORT WALK BUT AWKWARD WITH BAGGAGE

Complete agendas are in this eBook, with our Pre-PETS agenda following.

<mark>**DO before leaving for PETS (Important!):**</mark>

- **Review the grants Memorandum of Understanding that RI requires for every club project grant and bring the original with you fully signed by the Club President and the President-Elect. If that is not possible, review and return within two weeks after PETS. You will find this under "Important Housekeeping Stuff" starting at page __19__**

- **Review next year's District budget and be prepared for discussion, questions and budget approval by Presidents-Elect. You will find this under "Important Housekeeping Stuff" starting at page __15__**

- **All P-Es should register and pay for the Thursday night dinner and balance of hotel charges to District 5010 for our Pre-PETS costs. You can find the registration link on page __8__**

- **Bring authority to pool some of your club's potential grant funds to participate in District-wide projects.   Each Pre-PETS, clubs pledge at least $500 to $1,000 of their potential DDF grant funds toward our joint projects (this is NOT money out of your club's pocket! We'll explain at Pre-PETS.)**

- **Have already formulated your initial goals AND be ready to update them with what you've learned at PETS/Pre-PETS.**

- **Have an active MyRotary/Club Central account and know how to get to pertinent sections for goal entry, etc. See the how-to guides in this eBook starting at page __62__**

- **Develop ideas for a highly-efficient local by your club next year and be ready to discuss and hone them in group discussions, and then apply for grants. You can find some examples of highly cost-effective projects in the Attachment at page __52__ (Grant entry webinar is planned for March 3.)**

<mark>**Bring:**</mark>

- Bring Rotary business cards with your photo, contact information and name of your club to exchange with classmates

- Bring your Paul Harris Pins and Rotary Pins and other Rotary shirts/vests/ bling etc.

- Bring your computer or tablet so we can look at your goals

- Bring club by-laws and constitution (only one copy)

- <mark>Bring a taste of Alaska to share</mark> in our hospitality suite for Friday and Saturday nights.

- Bring cash for any no-host bars, other casual food and beverage, etc. and for purchasing pins/gifts from venders for outgoing officers and incoming officers.

- Bring Hand sanitizers

<mark>DO</mark> Bring a sense of fun and humor and be ready to have a great time!

<mark>Dress:</mark> Casual except Friday and Saturday evening banquets and photos. Appropriate dress for Friday and Saturday evening events are cocktail dresses or fancy suit for women and for men sport coat, blazer, or nice sweater and shirt with a tie as needed. You will be able to buy 2020-2021 theme scarves and ties from on-site vendors if you desire.

Highlights and Optional Events:

Wednesday night (Those that RSVPed) (meet in hotel lobby at 530pm) Casual dress. Please bring cash or check to give to Rosie and **bring cash for your own drinks.** $35.00 Total in cash due to Lt. Governor Rosie **(Right now it is on her credit card.). She will have A CHECK OFF SHEET.**

Sharps Roast House (we have a private room)
18427 Pacific Highway South
Easy walking distance from hotel to other side of highway, turn right from hotel, cross at stop light

Wed. Evening after dinner around 8:30, if you'd like to help set up our room, please come to Cascade 13 room on second floor. See diagram:

Informal get-together in District Suite 1354 (tower) about 8:30- 9:00pm to 1030pm or so. We host the bar!

Thursday am 8:30 District 5010 Pre-PETS starts gathering for 900am start
<mark>**Your PETS registration packets are available in our separate breakout room, Cascade 13.**</mark>
<mark>**Rosie will have them**</mark>

Thursday evening District 5010 Dinner and ice-breaker start gathering about 5:30 to 6:16 pm, this will be in a different room, to be announced   Casual dress! IT's A NO HOST BAR, so bring cash if desired.

Informal get-together in District Suite 1354 (tower) about 8:30- 9:00pm to 1030pm or so. We host the bar!

<mark>**USE THIS LINK TO REGISTER AND PRE-PAY for all P-Es and also other dinner attendees if you've not already done so!**</mark>

https://www.crsadmin.com/EventPortal/Registrations/PublicFill/EventPublicFill.aspx?evtid=1f045cee-5a99-4faf-95c3-3c47e2707c54

General:

Full Value Contract - Please plan to attend all D5010 and PNW sessions. No time is available for time with spouses/partners, shopping, sightseeing. If you wish to spend time with your spouse/partner, please plan to arrive earlier than Thursday or stay past Sunday at 11:00 AM. Hotel rooms are shared by Rotarians unless you requested a single room and are lucky enough to get one. ==Due to very tight space limitations, spouses/partners may not attend learning sessions, dinners, etc. (Thursday night is the exception).== Although it's very unlikely that you are bringing a spouse/partner/guest, this year's PETS registration seemed vague on this point and could be misleading.

Thursday AM – Coffee Bar in lobby of the Double Tree is usually a very long line, so budget enough time before 830am gathering in Cascade 13 for start of our Pre-PETS Breakfast is not provided on Thursday but is provided to registered PETS attendees on Friday, Saturday, and Sunday mornings. See PETS schedule at end of eBook.

D5010 Registration packets/bags available at 8:30 AM in Cascade Room 13, 2nd Floor

Thursday afternoon: Sixty minute lunch on your own (suggest with PE's from your area and with your AG). Then, continuation of our District 5010 Pre-PETS sessions.

Thursday evening: Our District's private dinner and ice-breaker, then informal get-together in District Suite 1354 (tower) about 8:30- 9:00pm to 1030pm or so. We host the bar!

Friday AM Pacific Northwest PETS normal registration begins. No breakfast is provided, use coffee bar etc. PETS registration and initial PETS sessions per your individualized schedules.

Friday lunch: There will be a plenary session with lunch with speakers for all PETS registrants. Don't lose your meal tickets! If you do, you'll need to buy new ones and the hotel is not inexpensive.

Friday evening: There will be a plenary session dinner for all PETS registrants. Our famous hospitality suite starts afterwards in the District Suite 1354 and runs until about 11, or we're shut down!

Saturday all day: PETS sessions for all P-Es. There will be plenary breakfast, lunch, and dinner sessions for all PETS registrants.   Our famous hospitality suite starts afterwards in the District Suite 1354 and runs until about 11, or we're shut down!

Sunday morning last D5010 session – there will be a plenary session breakfast. Our final Pre-PETS session begins shortly after that plenary session ends. Our final Pre-PETS will end between at 11:30 or 12:00 AM or so. Let Rosie or I know if you must leave early for any return flights. Be express-checked out and bring your bags to our Pre-PETS breakout room (Cascade 13) so that you can avoid the lines and get a shuttle to the airport.

Plan to bring your Tablet or Computer for use. You will be asked to enter preliminary goals for 2020-21 before you leave on Friday Pre-PETS session…better yet, come with them filled in. You will need your own access on a mobile hotspot through your cell phone as wi-fi is very unreliable in the breakout room.

Vendors will be available in the hotel lobby from Friday morning thru Saturday night. You may purchase Rotary items for yourself and club officers from the vendors. Please remember to thank the vendors for being available.

Links:

Keynote speeches will be available for viewing online after PNW PETS **https://pnwpets.org/speakers/**

President Elect Resources   https://pnwpets.org/president-elect-resources/

PNWPETS agenda https://pnwpets.org/agenda/

Rotary Brand Center (see attachment) People of Action Photo Editor: https://app.poaphotos.com/

District 5010 in 2020-2021: General thoughts about our way forward

Dear 2020-2021 Club Presidents:

I would like to give you a brief early summary about how we expect to proceed in 2020-2021. I am always available to help out, listen, or just give some (hopefully good) advice to club leaders. Just call me on my personal cell phone 907-398-0480 or Email me at kashi@alaska.net .   If I can't respond immediately, just send an Email with contact information and I will get back to you as soon as I can.

As Soldotna club president in 2000-2001 and again in 2017-2018, PETS was a high point of the year. You will have a lot of fun, learn a great deal, and make new friends. Virtually everyone returns from PETS energized.

During your District 5010 Pre-PETS this year, we will have, for the first time, sessions on developing leadership skills and on how to be innovative and open to new ideas, taught by two of our Past District Governors who have done this professionally throughout their careers. These should be a lot of fun. At the end of our Pre-PETS, let us know what you think and your suggestions about how we might do better.

As we start our new Rotary year, it's sensible to take stock of where we currently are, where we aspire to be at the end of the 2020-2021 Rotary year, and the best way to get there. Please come to our Pre-PETS ready to discuss this. 2020-2021 is "our" year for every District and club officer and we can all help each other shine.

Although we may not achieve every aspiration, by setting our sights high and working with energy, creativity, and efficiency, we will achieve a great deal of which we can be proud and which will make our Alaska communities and the world better places for ourselves and our children. We'll have fun and fellowship along the way. There's much expertise and energy in our clubs and we should make the best of what we already have.

During our Pre-PETS, we'll talk about our strengths, what should we be proud of now? Where do our challenges lay? How we can make the best of the resources we already have?   Where do you believe your club is now? What do you want it to be in five years and how do you believe we can get there?

My strong desire is to work with everyone in a collaborative manner. None of us has all of the answers. We all benefit by being open to new or different ideas. Send them to me and share them with each other at Pre-PETS.

A key challenge for Rotary is how to evolve so as to remain relevant in the 21th Century without losing the best of what we already have - our fun and fellowship, our ideals of high integrity and ethical behavior, and our commitment to service that betters our local and international communities. There may be several good approaches. I do not believe that "one size fits all" and am open to any approach that meet Rotary's core values. The only obvious "failure" is not trying in the first place. I hope every club will **"Innovate, Act, and Evolve".**

Our substantive District-level theme this year will be **"Rotary Bettering Our Communities".** To that end, my hope is to encourage collaborative and innovative action in which as many clubs as possible efficiently and promptly undertake and complete local and international projects that have a significant, visible, and positive impact while being highly cost-effective in terms of effort, resources, and sustainability. We have a lot of new resources available to help you with coming up with these sorts of projects, including examples that you can use off-the-shelf or to help with developing your own ideas and help applying for grant funds.

I believe in slow, steady progress rather than wild swings and in collaboration rather that top-down direction. Rather than reacting to yesterday's events, our overall approach in 2020-2021, will be to continue our District's already-started preparation for the next five years by proactively identifying and addressing our challenges in an encouraging manner while respecting the preferences of long-time Rotarians who remain the foundation of our

volunteer organization. We're not going to force anyone to change against their will, but hope to show how we can do even better while have fun in the process.

It's a challenging multi-year effort and the DG line has met and generally agreed upon our approach over the next three years to avoid back and force lurches. I hope that every District 5010 club and leader will lend us a hand in making District 5010 a shining star in Rotary. We can achieve a lot together if we try.

In many ways, much of our District 5010 is a success story relative to other North American Rotary districts. We are in good financial shape with healthy reserves. When adjusted for District boundary changes, our membership has only been minimally affected. Our local projects and contributions to Foundation are higher, in absolute terms, than other US Districts with far greater population and wealth. We retain a strong base upon which to evolve and have benefited from excellent long-term leadership throughout our time as a separate district. We have the resources needed to evolve.

However, our District faces many of the same broad cultural and social changes that have resulted in generally declining participation in most US, Canadian, and UK service and professional organizations, including Rotary. Some of those broad social changes have permanently altered our social fabric in ways that complicate service club membership. This has been a topic of concern among professional sociologists for many years. The entire community and nation lose when service organizations like Rotary falter.

Rotary matters! Rotary can lead the way to stronger, healthier communities locally and internationally.

The two graphics below perhaps best illustrate my general thoughts about finding a solid middle ground as we update over the next several years.

While Rotary will benefit as it adapts to the changing world around it, we need to use common sense!

I'm looking forward to being with you at our District 5010 Pre-PETS and the overall Pacific Northwest PETS.

The remainder of this eBook has helpful information such as how to register for our Thursday evening dinner so that you won't go hungry. Please review it before packing for PETS.

Thanks and best regards

Joe Kashi,

District 5010 Governor 2020-2021

Thursday evening dinner registration link

Don't go hungry or eat alone Thursday evening!

Use this link to register for the Thursday evening dinner if you have not already done so.   You must register and pay by Monday evening so that we can give the hotel a total number.

If you are not able to register and pay online, contact Lt. Governor Rosie Roppel at rosie.roppel@gmail.com

All club Presidents-Elect or their substitutes must register and should select the $60 link because that helps reimburse the District for Pre-PETS room and in-room coffee costs.

Register and Pay HERE with this Club Runner link. You will need to be on Club Runner as a Rotarian to access the link.

https://www.crsadmin.com/EventPortal/Registrations/PublicFill/EventPublicFill.aspx?evtid=1f045cee-5a99-4faf-95c3-3c47e2707c54

If you are bringing a spouse, partner or guest (not recommended because accommodations are very tight, but the main PETS registration may have been confusing on this point), then the spouse/partner/guest must also be registered and paid if they wish to attend the Thursday evening dinner with you.

Schedules:

Our District 5010 Pre-PETS schedule is immediately behind this section. Our Pre-PETS is separate from the overall Pacific Northwest PETS that Rotary International requires. The schedules fit together without conflict.

For your convenience, the Pacific Northwest PETS schedule is included as an attachment at the end.

At the overall PETS registration, every President-Elect will have an individualized Pacific Northwest PETS schedule in their registration packet that you must follow. DON'T lose your meal tickets!

Our District 5010 Pre-PETS begins on Wednesday evening with the optional but traditional dinner at Sharpe's Roadhouse.   The space available to us is sold out and so you must have already registered with District 5010 to be assured a seat. We will meet in the main lobby of the hotel by 530 pm Wednesday and then walk the short distance to Sharpe's.

All District 5010 Pre-PETS sessions are in the Cascade 13 meeting room on the second floor. Our Pre-PETS will have all day Thursday, then Friday afternoon, and Sunday morning sessions that fit with the overall PETS schedule.

On Friday afternoon, we will be honored by visits from incoming Rotary International President Holgar Knaacht, by RI General Secretary/CEO John Hewko, and by Valarie Wafer, incoming Rotary Board of Directors member for our Zone 28. ALL are very pleasant and straightforward people and impressive speakers.

District 5010 PRE-PETS - Wed. Feb. 19, 2020

Time	Duration		Organizer
		TRAVEL DAY - SEE YOU TONIGHT!	YOU!
		DoubleTree Hotel at Sea-Tac	
5:30P		Meet in MAIN/FRONT Lobby of the DoubleTree to walk to Sharps Restaurant (which is just across the street). Casual Dress - bring your $35 to pay Rosie Roppel for dinner!	Rosie Roppel
8:30p-10p		**Suite Fun - Relax - Rotary and Life - <u>Just</u> for District 5010**	DGE Joe Kashi's Suite 1354 (Tower)

District 5010 PRE-PETS - Thurs. Feb. 20, 2020 - Cascade 13

Time	Duration	Program	Presenter
8:00am - 8:45a	45	**Set-up, Pick-Up Registation**	**Jo Kuchle**
8:45am - 9:15a	30	**Welcome to PETS Meet with District 5010 Leadership Team PE Standup Activity**	**DT Jo DGE Joe Kashi, DGN Cheryl Metiva AG's, L't DG Rosie Roppel**
9:15-9:35am	20	Getting to know each other - stand up activity	Jo Kuchle
9:35a-9:55am	20	**Meet Joe Kashi - Outline goals and themes for 2020-2021**	**DGE Joe Kashi and Rosie Roppel**
9:55am - 10am	5	IN ROOM BREAK	
10a-10:20am	20	**PE's write: Where Clubs are TODAY; Where they want their Club's to be on July 1, 2021; challenges; Goals, project ideas**	**Joe Kashi**
10:20am - 10:30am	10	BREAK	
10:30am-Noon	90	Developing Your Leadership Skills (Two short in-room breaks)	**PDG Harry Kieling - Intro by Joe Kashi**
LUNCH Noon - 1p	60	**Lunch with your Assistant AG**	**Rosie Roppel, Bill Wright, Sharon Bergman, Mike Bridges, Mike Ferris, Lisa Phillips, Brenda Sheldon, Amy Mackey-Hormak, Cheryl Metiva**
1:00 - 2:30PM	90	**Throwing Away the Box: Creating Innovation in Your Club**	**PDG Gayle Knepper - Intro by Joe Kashi**
2:30p-2:45p	15	BREAK	
2:45p - 3pm	15	District-wide Projects	**Joe Kashi & Harry Kieling**
3:00p- 3:30 PM	30	The Rotary Foundation (TRF)	**Edina Mehovic & Elizabeth Cruft Anderson (From RI)**
3:30- 4:15 PM	45	Open Discussion: Innovative projects, goals & grants - Oh My! (One	**Joe Kashi & Harry Kieling**
4:15p-4:25p	10	BREAK	
4:25p - 5:00pm'ish	35	**Public Image & Membership!**	**Rosie Roppel**
6:30p - 8:30p	120	**D5010 Pre-PETS Dinner FUN! LINK TO PAY BELOW**	No Host/Location: TBA
LINK TO REGISTER AND PAY FOR DINNER By Monday!		https://www.crsadmin.com/EventPortal/Registrations/PublicFill/EventPublicFill.aspx?evtid=1f045cee-5a99-4faf-95c3-3c47e2707c54	
8pm'ish	10	**GROUP PICTURE - DO NOT LEAVE UNTIL TAKEN! Rotary**	Rosie Roppel
8:30p-10p	90	**Suite Fun - Relax - Rotary and Life - <u>Just</u> for District 5010**	DGE Joe Kashi's Suite 1354 (Tower)

District 5010 PRE-PETS - Fri.   Feb. 21, 2020 8- 5p PNW PETS

	Time	Duration	Program	Presenter	
1			Program	Presenter	
2	8-noon		Pacific NW PETS General Program	See main schedule	
	Lunch		Pactific NW PETS	Main Ballroom	
3	1:30P - 1:40P		District 5010 - Back in CASCADE ROOM 13		
	1:50p - 2:05p	15	General Secretary John Hewko visit	John Hewko	
4	2:05p-2:25p	20	Attainable Goals	Joe Kashi & Rosie Roppel	
5	2:25p-3:10p	45	PEs can present their project ideas for discussion	Joe Kashi	
	3:10p - 3:25	15	RI Pres. Holgar Knaact visit	Pres. Elect Holger Knaact	
	3:25p - 3:45p	20	Zone Director Valarie Wafer Visit	Zone Director Valarie Wafer	
	3:50p - 4:15p	25	RI Staff Visit	RI Staff	
	6:15pm'ish		PNW PETS Dinner - Business to Bus. Casual	Main Ballroom	
	8:30p'ish-11??		Alaska Suite Opens - OPEN	Joe Kashi's Suite 1354 (Tower)	

District 5010 PRE-PETS - Sat.   Feb. 22, 2020 ALL DAY PNW PETS

	Time	Duration	Program	Presenter	
	6p'ish		PNW PETS Dinner - Cocktail wear/business suits/ties	Main Ballroom	
	IMMEDIATELY AT END OF BANQUET	10	GROUP PICTURE -- WHILE WE ARE ALL DRESSED UP SWEET & SHARP - DO NOT LEAVE BALLROOM UNTIL PICTURE HAS BEEN TAKEN!	Rosie Roppel	
	8:30p'ish-11??		Alaska Suite Opens - OPEN	Joe Kashi's Suite 1354 (Tower)	

District 5010 PRE-PETS - Sun. Feb. 23, 2020 - Cascade 13

Time	Duration	Program	Presenter
7am-9:15		**Breakfast - Last Plenary Session**	**PNW PETS**
9:15-9:45a	30	**CHECK OUT OF HOTEL ROOM; BRING LUGGAGE TO CASCADE 13 - Express Checkout would be fastest (if you have not charged anything to your room).**	**YOU!**
9:45a - 10:00a	25	**2020-2021 District Budget Presentation, Discussion about District-wide Project, how they fit into membership and public image campaigns, and how to make them visible to public - (one short in-room break)**	Joe Kashi, Rosie Roppel, Cherly Metiva, Mike Ferris
10:00am - 10:50a	60	**Youth Exchange, crisis/disaster management for clubs, very short data security, harassment discussions**	**DGE Joe Kashi, DGN Cheryl Metiva AG's, L't DG Rosie Roppel**
10:50a - 11a	10	**Rotaract**	**Juneau PE's**
11:00-11:15a	15	BREAK	
11:00-11:15am	30	DGE Club Visits	**Joe and Rosie**
11:15-11:45am	30	P-Es write down their revised project, goals, etc ideas to take home	**Joe and Rosie**
11:45am - Noon	15	Parking Lot items and Thank you's	**Joe and Rosie**
Noon		**PRE-PETS ENDS**	

Catch Airport Shuttle, as needed!

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Important Housekeeping Stuff

		7/1/20 - 6/30/21
Ordinary Income/Expense		
Income		
4000 · Alaska	**Income**	
	4010 · Dues	104,000.00
	4011 · Dues - District Conference	8,600.00
	4020 · Rotary Int'l Contribution	27,000.00
	4080 · Interest Income	5,000.00
	4095 · Visioning Program	1,000.00
	4201 · Website Sponsors	0.00
	4202 · Leadership Academy	2,500.00
	4205 Sponsorships - non-conference	0.00
	4206 · Planning & Leadership Meeting	1,400.00
	4210 - Mobile App - 20 club shared cost	2,000.00
	4000 · Other	0.00
Total 4000 · Alaska incor		151,500.00
Total Income		151,500.00
Expense		
5000 · Alaska Expenses	**Expenses**	
	5100 · Committees	
	5120 · Club Visioning	1,500.00
	5130 · New Club Support	0.00
	5135 · Nominating	1,500.00
	5140 · Membership	2,000.00
	5141 · Grants Committee	500.00
	5142 Rotaract Support	600.00
	5145 · Foundation	1,500.00
	5155 · Scholarship Committee	0.00
	5170 · New Generations Programs	500.00
	5180 · Public Image *	1,500.00
	5190 web and mobile app - moved to 5690	0.00
Total 5100 · Committees		9,600.00

		7/1/20 - 6/30/21
5200 · District Governor	**5205 · Alaska Club Visits**	17,000.00
	5206 · Alaska club visits -Spouse	1,000.00
	5210 · Int'l Convention	3,500.00
	5211 · Spouse RI Convention	1,250.00
	5212 DG Blue Denim	1,300.00
	5213 DG Spouse Blue Denim budget	0.00
	5220 · Zone 28 Insttitue	3,000.00
	5221 · Spouse Zone 28 Inst.	0.00
	5230 · District Conference	350.00
	5231 · Spouse Dist Conference	0.00
	5260 · DG Meetings and travel not otherwise specified	1,000.00
	5270 · Phone/Fax Exp	1,000.00
	5280 · Postage & Office Supplies	250.00
	5290 · Printing/Reproduction Exp	100.00
	5291 · Promotional such as PETS P-E materials	3,000.00
	5300 · Awards	500.00
Total 5200 · District Governor		33,250.00
5400 · District Gov Support	**5401 · Lt. Governor**	1,500.00
	5402 · Asst Gov-Southeast	1,700.00
	5403 · Asst Gov South Central I	100.00
	5404 · Asst Gov South Central II	100.00
	5405 · Asst Gov Northern	1,500.00
	5406 · Asst Gov Kodiak/Kenai Peninsula	1,500.00
	5410 · Secretary	250.00
Total 5400 · District Gov Support		6,650.00
5500 · DGE, DGN, AG Training	**5420 · DG Elect-ZONE Inst 28**	3,000.00
	5421 · DGE's Spouse - Zone 28 GETS	1,000.00
	5422 DG-E and Spouse International Assembly	0.00

		7/1/20 - 6/30/21
	5440 · DG Elect PETS event attendance	2,000.00
	5441 · Pre PETS Training	1,000.00
	5442 · PETS Trainers	250.00
	5443 · PETS - AG	6,000.00
	5445 · DGN Zone/GNATS	3,000.00
	5446 · DGN Zone/GNATS-Spouse	1,000.00
	5450 · DGN PETS	1,500.00
	5460 · DG Elect and Spouse Dist. Conf	1,750.00
	5480 · DG Elect & Spouse Int' Convent.	5,250.00
	5520 · DG Elect Dist Team Training	1,000.00
	5525 · District Trainer	1,750.00
	5527 · Leadership Development	0.00
	5530 · AG & Dist Leaders Trng	5,000.00
	5535 · Blue Denim - DGE/DGN.DGDN and spouses	6,000.00
	5540 · DGN to NAYEN	1,400.00
	5680 · OPCOM DGE DGN	2,200.00
	5681 · Regional Education - Trng Mtg	1,400.00
Total 5500 · DGE, DGN, AG Training		44,500.00
5600 · Other Expenses	5610 · Printing & Stationary	120.00
	5615 · Software & Communications	2,500.00
	5620 · District Conference & Assembly	8,630.00
	5630 · Liability Insurance	2,000.00
	5640 · Office Support Staff	29,000.00
	5641 · Support Staff Conf & Travel	400.00
	5645 · Postage & Freight	300.00
	5650 D5010 Rep to RI nominations meeting	0.00
	5655 D5010 Rep to RI Council on Legislation	0.00
	5660 · Bank Charges	1,200.00
	5662 · Storage unit rent	1,000.00
	5665 · Office supplies	100.00
	5666 · Leadership Academy	500.00

	7/1/20 - 6/30/21
5670 · **Legal and Professional Fees**	750.00
5675 **Travel contingency such as crisis training and YE**	1,000.00
5675 · **Contingency**	1,000.00
5676 · **Miscellaneous**	0.00
5685 · **Planning & Leadership Meeting**	2,000.00
5690 **Mobile app contract and web charges moved 5190**	7,000.00
5691	*0
Total 5600 · Other Expenses	57,500.00
Total 5000 · Expenses	151,500.00
Total Expense	151,500.00
Net Ordinary Income	0.00
Net Income	**0.00**

Notes:

CLUB QUALIFICATION MEMORANDUM OF UNDERSTANDING

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THE ROTARY FOUNDATION

1. Club Qualification
2. Club Officer Responsibilities
3. Financial Management Plan
4. Bank Account Requirements
5. Report on Use of Grant Funds
6. Document Retention
7. Reporting Misuse of Grant Funds

1. Club Qualification

To participate in Rotary Foundation global and packaged grants, the club must agree to implement the financial and stewardship requirements in this memorandum of understanding (MOU) provided by The Rotary Foundation (TRF) and to send at least one club member to the district's grant management seminar each year. The district may also establish additional requirements for club qualification and/or require its clubs to be qualified in order to participate in Rotary Foundation district grants. By completing these requirements, the club becomes qualified and eligible to participate in the TRF grant program.

A. Upon successful completion of the qualification requirements, the club will be qualified for one Rotary year.
B. To maintain qualified status, the club must comply with this MOU, any additional district requirements, and all applicable TRF policies.
C. The club is responsible for the use of funds for club-sponsored grants, regardless of who controls the funds.
D. Qualification may be suspended or revoked for misuse or mismanagement of grant funds involving, but not limited to: fraud; forgery; membership falsification; gross negligence; endangerment of health, welfare, or safety of beneficiaries; ineligible contributions; use of funds for personal gain; undisclosed conflicts of interest; monopolization of grant funds by individuals; report falsification; overpricing; acceptance of payments from beneficiaries; illegal activities; use of grant funds for ineligible purposes.
E. The club must cooperate with any financial, grant, or operational audits.

2. Club Officer Responsibilities

The club officers hold primary responsibility for club qualification and the proper implementation of TRF grants.

Club officer responsibilities include:
A. Appointing at least one club member to implement, manage, and maintain club qualification
B. Ensuring that all TRF grants adhere to stewardship measures and proper grant management practices
C. Ensuring that all individuals involved in a grant conduct their activities in a way that avoids any actual or perceived conflict of interest

3. **Financial Management Plan**
   The club must have a written financial management plan to provide consistent administration of grant funds.

   The financial management plan must include procedures to
   A. Maintain a standard set of accounts, which includes a complete record of all receipts and disbursements of grant funds
   B. Disburse grant funds, as appropriate
   C. Maintain segregation of duties for handling funds
   D. Establish an inventory system for equipment and other assets purchased with grant funds, and maintain records for items that are purchased, produced, or distributed through grant activities
   E. Ensure that all grant activities, including the conversion of funds, comply with local law

4. **Bank Account Requirements**
   In order to receive grant funds, the club must have a dedicated bank account that is used solely for receiving and disbursing TRF grant funds.

   A. The club bank account must
      1. Have a minimum of two Rotarian signatories from the club for disbursements
      2. Be a low- or noninterest-bearing account
   B. Any interest earned must be documented and used for eligible, approved grant activities, or returned to TRF.
   C. A separate account should be opened for each club-sponsored grant, and the name of the account should clearly identify its use for grant funds.
   D. Grant funds may not be deposited in investment accounts including, but not limited to, mutual funds, certificates of deposit, bonds, and stocks.
   E. Bank statements must be available to support receipt and use of TRF grant funds.
   F. The club must maintain a written plan for transferring custody of the bank accounts in the event of a change in signatories.

5. **Report on Use of Grant Funds**
   The club must adhere to all TRF reporting requirements. Grant reporting is a key aspect of grant management and stewardship, as it informs TRF of the grant's progress and how funds are spent.

6. **Document Retention**
   The club must establish and maintain appropriate recordkeeping systems to preserve important documents related to qualification and TRF grants. Retaining these documents supports transparency in grant management and assists in the preparation for audits or financial assessments.

   A. Documents that must be maintained include, but are not limited to:
      1. Bank information, including copies of past statements
      2. Club qualification documents including a copy of the signed club MOU
      3. Documented plans and procedures, including:
         a. Financial management plan
         b. Procedure for storing documents and archives
         c. Succession plan for bank account signatories and retention of information and documentation
      4. Information related to grants, including receipts and invoices for all purchases
   B. Club records must be accessible and available to Rotarians in the club and at the request of the district.
   C. Documents must be maintained for a minimum of five years, or longer if required by local law.

7. **Reporting Misuse of Grant Funds**

   The club must report any potential and real misuse or mismanagement of grant funds to the district. This reporting fosters an environment in the club that does not tolerate the misuse of grant funds.

Authorization and Agreement

This memorandum of understanding is an agreement between the club and the district and acknowledges that the club will undertake measures to ensure the proper implementation of grant activities and proper management of Foundation grant funds. By authorizing this document, the club agrees to comply with all of the conditions and requirements of the MOU.

On behalf of the Rotary Club of _____, the undersigned agree to comply with all of the conditions and requirements of the MOU for Rotary year _____ and will notify Rotary International District _____ of any changes or revisions to club policies and procedures related to these requirements.

Club President	
Term	
Name	
Signature	
Date	

Club President-elect	
Term	
Name	
Signature	
Date	

PUBLIC IMAGE AND EXAMPLE OF AN ATTRACTIVE CLUB BROCHURE FOR MEMBERSHIP USE

Rotary
Zones 28 & 32

Rotary Opens Opportunities

Bringing our story to life is our next charge —and one that requires champions across levels, groups, and functions.

We are Rotary, and we have a great story to tell.
It's up to all of us to protect, promote, and deliver on that story in all of our interactions.

Here's a Helpful Checklist of Things You Can Do to Promote Rotary

Is Our Club Using the Right Logo?

Are you using the right Rotary logo?

NO   YES   Rotary   YES

IT MATTERS!   **Download what you need on this page!**

Log in to MyRotary.org, and go to Brand Center, Logos https://brandcenter.rotary.org/en-GB/Logos/Rotary-Logos

Check your Social Media. Right Logo? Compelling Images? Interesting Message? Here's a link to help you: https://www.business2community.com/social-media/4-social-media-marketing-mistakes-every-new-business-makes-and-how-to-avoid-them-02275564

Make sure your story conveys the "voice and personality of your club, OR the club you want to be…"All brands, just like all people, have different stories to tell. Without those stories, products and brands are just that, but with stories, they become human, living and breathing."

Forget about yourself, do a photo inventory and take a look at other compelling photos and ask yourself: Do you want to be with this person/company/organization? Then look at your own photos again, and ask the same questions.

Grabbing Attention Through Free Media… Engage your contacts to ensure coverage in non-digital avenues like television, radio, print, and outdoor. Take a poll of your club members to see who knows people in these local areas who can help obtain free or low-cost media.

NEW~! Check out the video learning center at: https://learn.rotary.org/members/learn/course/internal/view/elearning/669/BuildingRotary%E2%80%99sPublicImage ****Please note that you must be logged into My Rotary**

Check out this cool discussion group on Facebook for awesome videos and tips: Get the Word Out, Now!

Plus, out this amazing reference tool!

file:///C:/Users/mhout/Downloads/547Aen.pdf

OUR ACTIVITIES

- Annual Fourth of July Duck Race fundraiser
- Youth exchange - hosting high school students from other countries, and sending Ketchikan students for a year abroad
- Dictionary Project - providing dictionaries to all Ketchikan third-graders
- Vocational scholarships
- And so much more!

Interested in learning more?
Contact any First City Rotarian or our membership chair, Pat Tully for information about participating in Club activities or becoming a member.

We look forward to meeting you!

FIRST CITY ROTARY CLUB

2019-20 President Margaret Custer
First City Rotary
P.O. Box 6952
Ketchikan, AK 99901

Pat Tully, Membership Chair: ptully262@gmail.com

FIRST CITY ROTARY CLUB

KETCHIKAN, ALASKA

www.rotary.org

PEOPLE OF ACTION

Our club offers opportunities for our members — and those interested in making a difference — to get involved. Through meetings, social events, and volunteer projects, our members learn about the issues facing our community and communities all over the world, partnering with local, national, and global experts to exchange ideas about potential solutions and to draw up action plans to respond. Along with these opportunities to serve, members also are able to regularly network, resulting in lifelong friendships and business connections.

Our club is a proud part of this community and of Rotary International. Rotary is a global network of more than 1.2 million members who believe that great things happen when dedicated minds come together. We are community and business leaders representing different professions, experiences, and perspectives but with a shared desire to connect with others to address the challenges affecting our community and communities around the world.

MAKING A DIFFERENCE

Solving real problems takes real effort, commitment, and vision. Rotarians work to protect communities from preventable disease, keep women and children healthy, improve education and economic outcomes, create safe water and sanitation infrastructure, and make our community and the world a more peaceful place.

We are working with various partners on the following projects:
- Pioneer Home improvements - replacing carpet on the second floor of Ketchikan's Pioneer Home and repairing the outside walkway.
- Tending the landscaping around the Discovery Center.
- Supporting the Kayhi Interact Club's efforts to improve lives in Tanzania.
- Ending polio — Partnering with the Bill & Melinda Gates Foundation, the World Health Organization, and UNICEF to end polio, once and for all

GET INVOLVED

Becoming a member enables you to meet your community's leaders and to make an impact both here and around the world. We invite you to visit our club and find out more about us and the opportunities we offer to get involved.

Our members have found that it's a truly rewarding experience.

My experience with our club has been immensely valuable. I've made lifelong friends and important connections that have helped me succeed in my business.

— Club member

My experience with our club has been immensely valuable. I've made lifelong friends and important connections that have helped me succeed in my business.

— Club member

Youth Protection

Rotary
District 5060

Rotary
Youth Protection
Summary of Policies

Youth Protection Policy Statement

Rotary
District 5060

- **District 5060 is committed to creating and maintaining the safest possible environment for all participants in Rotary Activities.**

- **It is the Duty of all Rotarians and volunteers to safeguard the welfare and to prevent physical, sexual or emotional abuse of youth participating in District 5060 programs.**

Definition of Covered Youth

Rotary
District 5060

- Any individual under the age of 18 in a Rotary program

- Any student participant in Youth Exchange

- Any student participant in RYLA (regardless of age)

- Any student participant in Interact (regardless of age)

- Any student participant in Earlyact

Who is a Volunteer?

Rotary
District 5060

- ⚙ Any Rotarian who works with youth

- ⚙ Non-Rotarian who works on Rotary programs with youth

- ⚙ All household members over 18 if a youth is being hosted

Volunteers

Rotary
District 5060

All volunteers working with Youth will:
- Complete an application and interview
- Provide at least 2 references
- Have no history of sexual abuse or harassment
- Have a Criminal background check
- Comply with District, RI and law enforcement

What is Sexual Abuse?

Rotary
District 5060

- **Sexual Abuse is:**
  - Engaging in implicit or explicit sexual acts with a youth;
  - Forcing or encouraging a youth to engage in sexual acts
  - Indecent exposure
  - Sharing pornographic material with a youth

What is Sexual Harassment?

- **Sexual Harassment is:**
  - Sexual advances
  - Verbal or physical conduct of a sexual nature including:
    - Sexual epithets, jokes, stories, stories of prowess
    - Sexually explicit verbal abuse
    - Display of sexual objects, pictures or drawings
    - Sexual leering, whistling or unwanted contact
    - Obscene language or gestures

Allegation Procedures

Rotary
District 5060

- **If a youth reports an allegation:**
  - the Rotarian shall:
    - Remove them from the situation immediately
    - Reassure them that action is for their safety
    - Report the situation to police immediately
    - Report to the District Governor ASAP
    - If an exchange student, the Youth Exchange Chair

Allegation Procedures (part 2)

Rotary
District 5060

- **If a youth reports an allegation:**
  - The Rotarian shall not:
    - Question the youth beyond completing a report
    - Investigate the validity of the claim
    - Share the report beyond those listed above unless directed by one of the above

Suspected Perpetrator

Rotary
District 5060

- **If the Youth identifies the suspected perpetrator:**
  - the Rotarian shall:
    - Remove youth from any suspect contact immediately
    - Report the suspect identity to law enforcement
    - If suspect is a Rotarian, remove suspect from contact with any youth until police completes investigation

  - The Rotarian shall not:
    - Question the suspected perpetrator
    - Attempt to mediate the claim

Youth Support After Allegation

Rotary
District 5060

- Youth shall be referred to appropriate crisis counselor
- Youth's family notified unless police directs otherwise
- Youth permitted to complete the Rotary program
- Youth will be sent home, if the youth requests and law enforcement agrees.

Definition of Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical harassment of a sexual nature. Some behaviors may be considered sexual harassment if they are unwelcome, severe, or pervasive. Harassment may also include offensive remarks about a person's sex. Although the law doesn't prohibit simple teasing, offhand comments, or isolated incidents that are not very serious, harassment is illegal when it is so frequent or severe that it creates a hostile or offensive work or educational environment or when it results in an adverse employment/educational decision.

Subtle Forms of Sexual Harassment

- repeated compliments of an student's appearance

- commenting on the attractiveness of others in front of the student

- discussing one's private/sexual life in front of the student

- asking the student about his or her sex life

- making sexual jokes

- sending sexually suggestive text messages or emails

- leaving unwanted gifts of a sexual or romantic nature

- repeated hugs or other unwanted touching (such as a hand on an student's back)

- looking up and down a student's body

Things to Consider

- Child sexual abuse is far more prevalent than most people realize. About one in 10 children will be sexually abused before their 18th birthday.
- Both victim and the harasser can be either a woman or a man, and the victim and harasser can be the same sex. Sexual harassment knows no gender.
- Cultural differences play a role, as some behaviors might be very inappropriate in the U.S., but considered perfectly acceptable in another culture, and vice-versa. Sexual harassment is a particularly difficult area because of the extreme variance in acceptable behavior between cultures.
- The victim does not have to be the person harassed but could be anyone affected by the offensive conduct.

Checklist for Becoming Cyber Secure

This checklist is intended to help those who have a desire to become more cyber secure know where to start. It may also be helpful in identifying areas of concern that can and should be discussed with IT support personnel. Most importantly, be aware that cybercrime attack vectors will continue to change and evolve as will the sophistication of the attacks. Becoming cyber secure is an ongoing process, not a once and done effort. That said, here are the basics; and note that when the word "devices" is used, this word is meant to include computers, servers, all mobile devices and any home computers that are being used for work.

_____ Cyber criminals often target older devices and software, so **keep hardware and software as current as possible** because newer devices and applications typically include improved security features. Also note that software which is no longer supported, meaning security updates are no longer issued, cannot ethically be used.

_____ **Keep your server in a locked room** because physical security matters!

_____ **Install robust Internet security software suites** on all devices.

_____ **Utilize effective intrusion detection systems.**

_____ **Use a spam filter.**

_____ **Disable popups** through browser configurations **and/or install an ad blocker** on all devices.

_____ **Keep all software on all devices up-to-date by promptly installing all critical security patches** as they are released.

_____ **Determine where all office data is stored by creating a network diagram and** make sure this diagram remains current because it will be useful to digital forensic experts in the event of a security breach. In addition, this diagram can and should be used to **create a security policy** that responsibly addresses every situation where any data resides.

_____ **Identify all laws and regulations which may apply to your data** in order to make sure you are in compliance with these laws and regulations. For example, does your firm hold data which is governed by HIPAA, HITECH or Sarbanes Oxley? Do you hold personally identifiable information?

____ **Password protect all devices.**

____ **Use two factor authentication** when and wherever possible. This is particularly important with all banking and financial sites.

____ **Develop a password policy** that mandates the use of strong passwords if the device or application will accept them. Strong passwords are defined as being 16 characters or more in length using a combination of uppercase and lowercase letters, numbers, and special characters. Note: **Every application and device in use should have its own unique password and no password should ever be reused once changed.** The use of a password manager can make this task easier and more secure than, for example, storing passwords in a file labeled "passwords" or writing them down and placing that list in a desk drawer.

____ **Prohibit the sharing of user IDs and passwords with anyone**, to include others within the firm.

____ Have your IT support person **change the default values, passwords for example, on all wireless routers, server operating systems, etc.** because these values are freely available on the Internet.

____ **Wireless networks should be set up with proper security** to include enabling strong encryption. This means you must disable WEP and WPA encryption and require WPA2 encryption. If the router supports WPA3 encryption, use it. **Do not overlook home networks if home computers are being used for work.**

____ In order to prevent access to your firm's confidential data, **setup a properly configured wireless guest network.** No guest should ever have direct wireless access to your firm's network.

____ **Backup all data, periodically do a test restore of the backup, and store the backup in accordance with a disaster recovery plan** because floods, fires and ransomware attacks happen. Backups must be encrypted if taken off site or stored in the cloud, and if using a cloud vendor, the vendor should not have access to the decryption key.

____ **Any mobile device** that goes off site and contains any client confidences **must be password protected, should have the ability to be remotely wiped if lost or stolen, and should be encrypted.** This includes jump drives, external hard drives, laptops, smart phones, and tablets.

____ **Limit privileges and access as appropriate.** For example, does everyone in the office need access to the firm's financial or employment records? Can everyone download and install anything they want on any device they have access to? Can everyone make changes to the system configuration? Don't make it easy for cybercriminals. Place limits on what people can

do. Such limits can either be set up electronically via file permissions or physically via a locked door or cabinet.

_____ **Encrypt any email if it contains confidential information or use a secure client portal.** Check with your IT support for help with proper installation and configuration of your selected solution.

_____ **Encrypt all data you place in the cloud.** Some cloud companies advertise that they encrypt your data but only do so while the data is in transit. You must make certain your data is encrypted "at rest" as well. Better yet, don't rely on the cloud provider for this at all. Encrypt your data before placing it in the cloud to enable you to have control over the encryption key.

_____ Read the terms of service of any third-party vendor that will hold your confidential data. Remember, the standard of reasonableness applies. At a minimum, you need to **know and understand what happens to your data while in the hands of an outside vendor** in order to allow you to responsibly address any concerns.

_____ **Mandate that all work-related Internet sessions be encrypted and prohibit the use of unsecured open public Wi-Fi networks.** This does mean that access to the office network must always occur using a VPN, MiFi, smartphone hotspot or some other type of encrypted connection.

_____ **Prohibit the use of any public computer for any reason.** This would include the use of computer stations made available in the business center of a resort or hotel just as one example.

_____ **Have a policy that prohibits the jailbreaking of any mobile device** that will be used for work. Jailbreaking is defined as modifying the operating system from its original state.

_____ **Never allow a non-employee to have access to your network** absent appropriate oversight. In a similar vein, **immediately cut off all avenues of access to the network for anyone who has been terminated.** Terminated individuals should never have access to any office computer or network plug, even if it's to simply download personal files, absent a trusted escort.

_____ **Provide mandatory data security and social engineering awareness training to everyone at the office** at least every six months.

_____ **Develop a cyberbreach incidence response plan and provide the necessary training.** At its most basic, if anyone suspects a device has been breached, teach them how to immediately disconnect from the Internet and/or the office network and instruct them to contact IT support immediately. They should never try to resolve the problem themselves!

_____ **Purchase a cyber liability insurance policy.**

_____ **Check your internal and Internet-facing network security at least annually** to make sure your network is secure. This can be done by having a vulnerability assessment or penetration test done.

_____ **Properly dispose of any device or digital media** that has or had any business-related data on it. Don't overlook digital copiers, digital cameras, memory cards, CDs, DVDs, jump drives, backup tapes, etc. All devices and media must be digitally wiped clean and/or physically destroyed. This does mean that devices cannot be given away for personal use, donated, recycled, or sold unless the entire drives have been overwritten. Note: a restore to factory default settings is not an acceptable alternative to wiping a drive.

District 5010 Crisis Management and Communications Plan, complete including forms and contact information

Version: 2019-09-13

Rotary District 5010
Andre Layral, District Governor 2019-2020

Rotary District 5010's has adopted a crisis avoidance and crisis management plan. Our approach is proactive, not reactive wherever possible.

Avoiding Crises: As responsible Rotarians, we should all recognize, avoid, and help correct possible problems before they result in an emergency or crisis situation, and to report any developing emergency or pending crisis before it becomes unmanageable. **If you recognize a situation or procedure that could result in a crisis, if not corrected ahead of time, please bring it to your club president's attention, who in turn should inform the District Governor promptly by Email.**

Generally, District 5010 considers as possible crisis situations:
- Any potentially criminal activity in connection with Rotary activities, particularly Youth protection
- Financial or other legal wrongdoing in connection with Rotary activities
- Non-compliance with legal and Rotary International policies including but not limited to Youth Protection, discriminatory conduct, integrity, etc.
- Any other action or inaction in connection with Rotary that foreseeably might result in injury to persons, or result in financial or property damage, in civil liability or other financial harm, data breach/identity theft, or otherwise damage Rotary, its membership and public image.

General Club-Level Reporting Guidelines. If in doubt, report. Here's How.
- If a Rotarian becomes aware of a potential crisis, **report it immediately to your Club President**. If you are unable to contact your Club President, then report ASAP to your Club's President-Elect.
  - **If this involves youth protection, ALSO immediately contact ASAP your Club's Youth Protection Officer and law enforcement.**
  - In the event that any harm may come to any person or damage/injury to property, or if the matter involves an exchange student, RYLA attendee, or other minor in Rotary's care, **first get that youth to a safe situation immediately** and then contact your club's Youth Protection Officer and your Club President/ President-Elect as above. **First take action to reduce immediate injury and damage.**
- Your primary reporting channel is to your club President and then from the Club President to the District Governor, but with a short direct alert notification to the DG as below.
- **Club officers should immediately forward all reports to the District Governor and, if youth involved, also to the District Youth Protection Officer.** If the Club President or P-E is unable to promptly contact the District Governor, then contact the DG-Elect. **Also, alert your area Assistant Governor and keep them informed.**

- Reporting Rotarians should **also directly text to the District Governor** (or DG-E if the DG cannot be reached or contact receipt verified) a short alert message, such as **"Rotary 911 – (your) Club"** so that the DG/DG-E is aware of a pending situation.
- **Rotarians:** If you have not heard a positive confirmation **acknowledging** your report back from your Club President or P-E within one hour, try again until you have positive confirmation. If you cannot get positive confirmation promptly, then directly contact the District Governor.
- **Club Presidents/ P-Es:** If you do not have a positive **acknowledgment of your report** back from the District within two hours, continue trying until you have positive acknowledgment.
- Non-crisis concerns that can be resolved by private discussion at the club level should be dealt in a cooperative, problem-solving manner mediated by the Club President, keeping in mind the Four-Way Test. The District Governor should be informed promptly and kept informed of situations that may develop into a membership or negative publicity crisis or that might otherwise damage Rotary.

AFTER your initial report:

- **Follow up as quickly as possible with the reporting form that is part of this package.** When filling out the reporting form, try to determine and report all important facts as quickly, completely, and accurately as possible. Send to your club president or P-E as available.
- **Club Presidents/P-Es should review reports and be available for follow-up as needed by District.**
- Crises tend to be factually unique, so be **flexible and don't jump to conclusions** without careful fact investigation. **If it appears that this may be a criminal situation, get legal advice through District and do not discuss nor question anyone.**
- **SPEED UP communications** with your club President/P-E, AG, the District Governor/DG-E, and all involved persons. Keep everyone fully and accurate concerned and "in-the-loop".
- **BE DELIBERATE and CAUTIOUS in your words, actions and decisions after taking immediate protective steps** as the situation requires. The District Leadership level is legally responsible for making major decisions in crisis situations in consultation with RI. **Do not discuss online or with media.**
- Become familiar with District 5010's club-level reporting and communications plan and with RI's Youth Protection Guidelines, which are attached.
- **If criminal activity is suspected, immediately contact your local police or Alaska State Trooper office**. If possibly criminal, **DO NOT** disturb evidence nor question witnesses. Wait for the police.

In the event of a Youth Protection incident or other criminal or legal liability situation involving a Rotary activity, **do not make accusations** nor discuss directly with that person. Rather, take adequate steps to ensure the safety of everyone and then immediately contact District 5010 leadership and contact local police or Alaska State Trooper headquarters. **NEVER attempt to cover-up nor alibi.**

DO NOT discuss with anyone, nor contact nor make statements to the media, nor post on social media. Do not make club announcements without clearing them with District leadership, which is charged by RI with making all media contacts. Avoid hurting potentially innocent people or worsening a situation.

Yours in Rotary

Andre' Layral, District Governor

Rotary District 5010

One-Page Club Level Emergency and Crisis Communications Procedures and Contacts

1. **What should be reported to District 5010?   If in doubt, report it to District.**
   A. Any potentially criminal activity or other legal wrongdoing occurring with Rotary activities. If possibly criminal, DO NOT make accusations, do not discuss with the involved person, do not disturb evidence nor question witnesses. Contact and wait for the police.
   B. Any concerns regarding potential abuse, violations of RI youth policy, or inappropriate actions involving youth, exchange students, and other minors by Rotarians or in Rotary activities;
   C. Actions or inactions in the course of Rotary activities that would likely result in injury to persons, financial or property damage, or civil liability, or other financial harm to Rotary,
   D. Any actions or inactions that would likely reflect poorly upon Rotary's public image or might adversely affect Rotary membership.
   E. Anything else that you believe is likely seriously and immediately damaging to Rotary .
   F. Any trend or long-term situation likely to ultimately cause harm to Rotary District-wide unless corrected by District. Report through your Club President and AG.

2. **First, take immediate action to reduce imminent damage, risk, and severity. If minor children and exchange students are involved, first get them to a place of safety**. Then, await further instructions from District or law enforcement when they are involved.

3. **Do not discuss the situation with anyone** or speculate. Do not make club announcements. Do not make statements to the media nor do any interviews. **Refer all media inquiries to the District Governor.** Do not post anything to social media of any sort. Identify witnesses but do not discuss with minors or potential witnesses unless first directed to do so by District and/or law enforcement.

4. **Report any of the above concerns as promptly as possible to District Leadership using the attached form.** Incidents involve exchange students should use the attached RI Youth Exchange form.

   Separately and in addition, immediately report to your city police or the Alaska State Troopers any Rotary-related potential criminal behavior or inappropriate situations involving youth exchange students or minor children. This is mandatory Rotary International policy. **Reporting solely to District 5010 is not a substitute for reporting to law enforcement.**

5. **Communicate with District quickly, accurately, and completely** but make important long-term decisions carefully and deliberately, after getting all the facts and first consulting with District 5010. **Promptly notify District if there is any major change in the reported situation.**

6. **How should reports be made?**
   A. Advise and consult with your club president ASAP and AG. For anything involving youth, **also** advise your club Youth Protection Officer and the District Youth Protection Officer Chas St. George
   B. Send an initial alert to District 5010 by text messaging (list as subject "Rotary 911") or by Email to District leadership, starting with the District Governor. Provide complete contact information.
   C. If you do not receive a direct in-person response within 60 minutes from your first contact, then contact the next people on the list until you know that your report has been received and is being acted upon. It is important to verify that District has your report.
   D. Follow up as soon as possible with a completed incident report form by Email or by fax.

5. **To Whom Should Reports to District Be Made?** (In this order)
   District Governor Andre Layral 907-460-7786, alayral.1920@gmail.com
   District Governor-Elect Joe Kashi - 907-398-0480, Email kashi@alaska.net
   District Governor-Nominee Cheryl Metiva 907-315-9920 clmetiva@gmail.com
   District Youth Protection: Chas St. George 907-232-0503 stgeorge@mtaonline.net

District 5010 Incident Reporting Form (General)

1.   Does the reported incident involve youth exchange or other youth activities?

IF YES, then do not use this form.   Use the standard Rotary International form, attached.

2.   **Date of report:**   **Date of incident**   Where?

3:      **Person making report: Name**   **Cell Phone**
        Email: **Secondary Phone:**

4.   **Rotary Club involved :**   **Club President:**
        Phone #   Any prior reports of this matter?

5.   **Nature of Incident:**

        Was anyone injured or was there a financial loss?   Y   N   Is a lawsuit or claim being made?   Y   N

        If yes, who?   What are the claimed injuries or financial loss?

        Criminal concerns?   Yes   No

        If yes, what happened and who was involved?

        If yes, has law enforcement been contacted?   Yes   No

        Law enforcement agency involved: Phone number:

        Contact Person at agency:

        Persons involved: A   Contact telephone
                            B   Contact telephone
                            C   Contact telephone

6.   Has the media contacted anyone about this?   Yes   No

        Name of Media: Contact person: Phone #

7.   Has anything been posted on social media?   Yes   No   Unsure

        If yes, where and by whom?   URL:

8.   What has been said in the media or on social media?

9.   Witnesses/persons with knowledge (list names and cell numbers):

Please Email completed sheet to persons on summary page or fax to

ROTARY YOUTH PROTECTION INCIDENT REPORT

Instructions: Complete the following report leaving no field blank. If a question does not apply to this situation, please enter "NA." Incident reports should be emailed to RI (email: youthprotection@rotary.org). After submitting the report, please continue to update staff as further information develops.

REPORTER INFORMATION

Reporter's Name:		Title/Role:	
District:		Telephone(s):	
Date & time of report:		Email:	

ALLEGED VICTIM INFORMATION

Last Name:		First Name:	
Date of Birth:		Citizenship:	

If incident occurred during a Rotary Youth Exchange, please provide the program details listed below:

Host District:		Host Club:	
Sponsor District:		Sponsor Club:	
Host Family Name & Address:		Host Family Phone:	

ALLEGED OFFENDER INFORMATION

Last Name:		First Name:	
Relationship to the youth named above:		Title/Role (if applicable:	
Club name (if Rotarian):			
Other Parties Involved: (contact information)			

SUMMARY

Date and time of incident:	
Location of incident:	

Please provide details of the incident:

ACTION TAKEN

Provide details on the action taken after the incident was reported to you/your organization:

Is the youth currently in a safe place?

Has the alleged offender been removed from youth programs while the investigation is performed?

Please list all individuals or organizations that have been informed of the alleged incident to date? *(Example: districts, clubs, youth participant's legal guardians, district governor, youth protection officer, etc)*

Has the alleged incident been reported to local law enforcement? If not, why?

Is local law enforcement investigating the allegation, or have any official charges been filed? If so, please describe:

Have any support services been offered to the youth? If so, please describe the service/provider:

FUTURE STEPS

Provide details on any future action that you/your organization plan to take regarding this allegation:

Have you received any media inquiries regarding the allegation? If so, please describe:

UPDATE

Provide any additional details or results of investigations relating to this incident since the initial report to RI:

Rotary International's General Guidelines for Youth Exchange Emergencies

Although they are rare, unfortunate emergency situations do occasionally arise during Youth Exchange activities. Preparation for any possibility is an essential part of a Youth Exchange program. How the exchangee's family and the media perceive that the emergency was handled will have a direct impact on the program. The following guidelines outline how to prepare in advance for a possible emergency, the individuals to contact should an emergency occur, and the steps to follow during an emergency.

Each Rotary club hosting a Youth Exchange student should have a small committee to help share the work in the event of a tragedy. Suggested committee members are the host parents, the club Youth Exchange chairperson, the club counselor, and the club president.

Tips for emergency preparedness

1. The club counselor should keep the student's passport and airline ticket readily available at all times. Store these items in a safe place so that they can be accessed 24 hours a day if necessary.

2. The district chairperson should have copies of the airline ticket and passport should the student be traveling or in case the student's documents are not accessible through the club counselor.

3. The district Youth Exchange officer should obtain consent from the student's parents or legal guardians to reissue a student's passport in the case it is lost, stolen, or inaccessible at time of departure.

4. The district Youth Exchange chairperson should share with the sponsoring Youth Exchange Officer the student's itinerary and know who will meet the student at the airport upon arrival.

5. The sponsoring club should outline who (e.g., club, district, student's parents, a combination of sources) will pay for the student to return to finish the exchange after being evacuated in the case of political or civil unrest.

6. The Rotarian counselor and current *host family should know details regarding all of the exchangee's travel plans and should ascertain that these travel plans have been approved by the natural parents/legal guardians of the exchangee,* especially if the exchangee is traveling to another city or country during the exchange.

7. The exchangee's parents should issue a written authorization letter (or powers of attorney) naming the host Rotarian counselor, host families, and another Rotarian of the host/receiving club (preferably the host club president), any of whom is to act for the parent in the event of injury or death. This is very important because most government departments and local authorities require it. Some districts have the parents/legal guardians sign a number of parental consent forms separate from the application form to ensure that each host family and counselor has a copy of the form.

The letter mentioned above should also authorize the incurring of:

1. Funeral expenses (cost of claiming body, embalming, casket, compliance with legal and government fees, and transportation of casket/body, cremation cost, etc.) to be reimbursed from the insurance policy;

2. Expenses of authorized persons (Rotarian counselor and/or host parent) to act on behalf of parent (transportation and hotel charges for travel to place of accident, etc.), to be reimbursed from the

D-2

insurance policy.

The handling of expenses is important as not every host club can afford to incur such immediate expenses. The ability of the club or district to handle immediate costs can prevent a tragic situation from becoming worse and increasing the agony and anguish of the student's parents. The host Rotarian is committed to treat the exchangee as though he/she is his or her own child and will do everything a natural parent would do. However, if a host Rotarian has to spend a substantial amount of money for immediate needs, other Rotarians may be discouraged from becoming host parents and counselors in the future.

It is therefore recommended that either the host Rotary club or the host Rotary district establish an emergency fund to cover immediate expenses in the event of a tragedy. The insurance money received will reimburse this fund. Many hosting districts require the students to have an emergency fund to assist in the event of an emergency.

When a tragic event occurs, things need to be done quickly. Tasks should be assigned to the various members of the club/district emergency committee. The following people need to be informed immediately:

1. Parents/Legal guardians. (In case of death, obtain clear instruction concerning burial, cremation or return of body.
    Also ask about memorial service. Consideration must be given to the religion of the deceased.)

2. Host family, club counselor, and district Youth Exchange chairpersons.

3. Host district governor and the governor of the sponsoring district.

4. Host Rotary club, for assistance and guidance.*

5. Insurance company (and remember to follow up).

6. Embassy Officer, to obtain his/her advice.

Procedures to follow when the death of an exchangee occurs:

1. Ascertain that the deceased is the exchangee.

2. Contact all of the above individuals.

3. Check with local police for local regulations and obtain a copy of the police report. Reclaim the deceased's possessions, especially the passport.

4. Check with the local hospital and mortuary for the claiming of the body and regarding an autopsy. Obtain the death certificate.

5. Contact a local undertaker and embalmer. Ensure that the embalmer possesses an internationally recognized practice license so that the embalmed body may cross national borders. (This is to prevent the spread of disease.) Obtain the embalmer's certificate. Order a suitable casket and arrange transportation to exchangee's home country, or arrange for burial or cremation, according to the parents' wishes.

6. Obtain the "sealing certificate." For the casket to cross national borders, the inside must be metal-lined and sealed. Sealing must be officially witnessed, to prevent smuggling. In order for a sealed casket to leave the country, an export permit is required. For the sealed casket to enter the exchangee's home country, an import permit is required. An established undertaker should be able to deal with these matters. The embassy can assist in obtaining the two permits.

7. Appoint a reputable air-transport agent to airlift the casket to the exchangee's home country. This is to ensure that all connecting flights are correctly scheduled without risk of the casket being

EXAMPLES OF HIGHLY COST-EFFECTIVE CLUB AND DISTRICT COMMUNITY AND INTERNATIONAL PROJECTS

HIGH-IMPACT, HIGHLY COST-EFFECTIVE ROTARY CLUB PROJECTS:

PUTTING ROTARY'S IDEALS INTO PRACTICAL EFFECT

Rotary District 5010 – Alaska USA

1

Rotary's Purpose: To Do Good

- ▣ Since its founding, Rotary has existed to make our world a better place.
- ▣ "Service Above Self", Avenues of Service, Areas of Focus, all urge every Rotarian to look beyond ourselves to help others.
- ▣ Putting ideals into practical effect is a primary motivation for people to become and remain active Rotarians while aiding our public image and membership.

2

OUR GOAL:

TO HAVE THE MOST IMPACT FOR THE LEAST COST AND EFFORT BY DEVELOPING INNOVATIVE PROJECTS

3

EXAMPLES OF COST-EFFECTIVE ROTARY CLUB PROJECTS REQUIRING MINIMAL CLUB COSTS AND ONLY BASIC DDF GRANT FUNDS

TO STIMULATE YOUR OWN IDEAS

4

LOCAL AREA PROJECT EXAMPLES

5

Local Area Project 1: Community Redevelopment

- A grassroots community redevelopment and rejuvenation effort with the USDA-supported Western rural redevelopment center. Very low cost, under $2,000/year.

- It's a consortium of 13 Western US universities and a data-rich, award-winning redevelopment process currently headquartered at Utah State University.

6

Local Area Project 1

- ▣ Grassroots diversification for community economic resilience, building local business.
- ▣ This low-cost community approach matches community assets, interests and local preferences through ASAP structured survey and data analysis process along with community forums for business and local decision-makers .
- ▣ Complements regional economic development focus upon big projects.

7

Local Area Projects 1

- ▣ This often provides excellent public image exposure for sponsoring Rotary Clubs

Alaska Governor Bill Walker addressing July 2018 Rotary Community Redevelopment Forum - with strong state-wide media coverage for Rotary

8

Local Area Project 2
Integrated Low-Cost Public Art

- ▣ Highly cost-effective public art display options for young and emerging artists

Rotary Art Park with front and back changing displays, one-time total out of pocket cost $4,000 , plus Rotarian installation work

9

Local Area Project 2
Student Art Display Drawers

▫ Highly cost-effective public art display options for young and emerging artists

Art display drawers at local public library, one-time total out of pocket cost $1,500 +Rotarian installation work

10

Local Area Projects 2

▫ Easy small murals purchased and mounted by local businesses, on 4'x8' sheet aluminum, photographically made

Total out of pocket cost $450 each + $150 to each student artist. Fast, easy, inexpensive, and long-term stable.

11

12

Local Area Projects 3

▫ Oral History – capturing vital historical memories while people are still alive.

▫ Working with local historical society and state archive to develop program that meets necessary standards and formats.

▫ Costs can be minimal using cells phones and digital cameras to video interviews, or up to $4,000 for complete recording equipment.

13

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Local Area Projects 4

▫ Senior Center indoor planters

14

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_____

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_____

_____

Local Area Projects 5

▫ Helping homeless students who remain in school by bridging summer gaps in federally supported school year programs.

▫ Provide warm jacket- sleeping bag garments

$125 each

How To Roll An
EMPWR Sleeping Bag Coat

1. Fold footbag into coat securing at velcro band

2. Close and secure coat flaps at velcro closure.

3. With coat face up, and starting from bottom of coat, tightly roll coat up towards armpits

4. Roll hood and shoulders down. Secure top and bottom with buckle.

5. Fold arms over rolled body of coat. Secure with buckle.

15

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ZERO-COST DISTRICT-LEVEL PROJECT EXAMPLES

16

District Level Project 1

▫ Getting to Know Each Club Better, a PowerPoint introduction to every District club, consistently presented and professionally narrated. Zero cost

▫ Use for District Conference, district and club web sites, local club programs.   An example:

17

Other Zero-Cost Projects

▫ Resilient Communities – US funded training and organization to better identify and coordinate local resources useful if a disaster strikes an Alaska community.

▫ Internet hookup for seniors – helping home-bound elderly connect to and learn the Internet to communicate with family

18

Getting Out the World Polio Day Message

Instead of a single projector on one building, why not use local electronic signs all over town to highlight Rotary and the End Polio message? ZERO cost

19

COST-EFFECTIVE CLUB-LEVEL INTERNATIONAL PROJECTS EXAMPLES

20

Computer "networks in a box" for classrooms without AC power

21

3rd World surgical support

Providing replaced surgical equipment to Malawi— only shipping costs ($700-$1,000)

Replaced surgical sets, enough for 5 ORs

22

3rd World surgical support, fabricating surgical tools for SIGN International

218 sets of orthopedic OR limb Supports ($4,900)

50 femur reducers ($4,000)

23

3rd World Disaster and Chemotherapy and Safe Water Support

- Safe, portable water filter systems critical after a disaster. New technology allows cheap, portable systems with up to 100,000 gallon capacity.
- Or, for 3rd World patients receiving chemotherapy. They are usually very susceptible to secondary infection.
- Available water often carries many pathogens threatening fatal infection during disasters etc.
- Two inexpensive solutions: personal water filtration for each chemo patient, cost for 100 person cancer center- $2,100

24

"Experts-To-Go"

◻ District 5010 has a long history of cost-effective projects internationally.

◻ Many members have both professional credentials and experience helping in developing nations, as physicians, engineers, construction managers, etc.

◻ We can form a cadre of experienced experts who can help other clubs and districts that want to do a particular international project but need to know how to start and implement an international project or need professional advice with some aspect of an international project.

◻ D5010 can provide that knowledge and consultation.

25

250+ safe Rotary Stove-Team cooking stoves to Nicaragua's desperately poor ($55 per stove)

26

What's Next?

◻ Develop 3rd World-affordable method to generate basic thermo-electricity from Rotary Stove-Team stoves using waste heat and salvaged metal. Minimal cost.

◻ Develop and distribute laminated local-language handout showing safe building techniques in earthquake zones using local materials. Possibly $5,000?

27

HOW TO:

SET AND INPUT YOUR GOALS

ENTER PROJECTS, RECORD SERVICE, AND REPORT GOAL AND PROJECT PROGRESS

HOW TO SET A GOAL
For club officers

1 — NAVIGATE TO GOALS

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

2 — FIND GOALS TO TRACK

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

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

Select the goals that your club wishes to track by clicking or tapping the check boxes next to them

3   SET A GOAL

Enter a goal value in the box titled **Goal**

Click or tap **Save** after you've entered a goal value

HOW TO VIEW INFORMATION

Members can view summary information two ways in Rotary Club Central:
Global View and **Reports**.

1 NAVIGATE TO THE GLOBAL VIEW OPTION

Select **Global View** from the navigation menu

2 CHOOSE A YEAR AND GOAL TO VIEW

Select which goal category you want to see

Select the Rotary year

3 VIEW SUMMARY INFORMATION

Select the organization level to view related summary data about progress toward goals. You can also view trends for each organization level on the Dashboard screen.

In this example, the **Service** goal category is selected.

Each of the goals in the category is displayed.

This column shows the goal total for all clubs who have set a goal. In this example, the district goal is **105** service projects for the year.

The **Clubs With Goal** column shows the number of clubs that have set a goal, and the number of clubs in the district. For example, here, **16** represents the number of district clubs that have set the **Service Projects** goal.

The **Achievement** column shows the total reported progress against the goal. For example, the clubs in this district have reported **5 completed** service projects so far this year.

4

SEE HOW DATA IS CALCULATED AND PRINT IT

Select **Print** for a copy of the goal summary information

Select the information button ⓘ for a description on how the displayed data was calculated

5 NAVIGATE TO THE REPORTS OPTION

Select **Reports**. Then select the report you'd like to view.

Note: You can also find club and district reports by selecting the **Manage** tab on My Rotary.

You can view the report on the page or print it. You can also export the report in the PDF, Excel, or CSV format.

You can view some reports as a chart or table.

HOW TO RECORD SERVICE ACTIVITIES

1 NAVIGATE TO SERVICE ACTIVITIES

Select **Service Activities**

2 ADD SERVICE PROJECTS
There are three ways to do this

Select **Add New Service Project** to enter a project that isn't in Rotary Club Central or Rotary Showcase

Select **Import From Rotary Showcase** to add a project from that site

Select **Repeat Past Project** to copy details of a project that's already in Rotary Club Central

Click **Save** once you've entered your project's details

3 ADD PROJECTED SERVICE PROJECT DETAILS

Enter the name of your project

Enter the start date of your project

Enter the estimated project details in the **Projected** column

If you're repeating a project, the **Previous Projected/Actual** column will show data from that past project. Use this information to estimate your new project's details.

Select the partners you're working with on the project

Select the project category. You can use this information to search for past projects.

For **Area of Focus**, select the category that your project supports

June 2017

4 ADD COMPLETED PROJECT DETAILS

Enter the end date of your project

- Dashboard
- Goal Center
- Global View
- Service Activities
- Resources
- Reports
- Contact Us

SETTINGS

- Language

Project timeline

Choose the dates that best reflect when work on the project began and, if applicable, ended. The

	START DATE * required	END DATE	PROJECT COMPLETE

Select **Yes** to mark the project complete

Enter contributions and volunteer participation from your project in the column titled **Achievement**

	PROJECTED	ACHIEVEMENT
Number of volunteers		
Total number of volunteer hours		
Cash contributions	USD	
Value of donated goods and services	USD	

On the **Service Activities** page, scroll to **Service Summary** for data on projects completed year-to-date

- Contact Us

SETTINGS

- Language

Service Summary

NUMBER OF PROJECTS		TOTAL VOLUNTEER HOURS		TOTAL CASH CONTRIBUTIONS		TOTAL VALUE OF DONATED GOODS AND SERVICES	
1 Projected	11 Achievement	0.0 Projected	0.0 Achievement	$0.0 Projected	$0.0 Achievement	$0.0 Projected	$0.0 Achievement

June 2017

HOW TO REPORT PROGRESS ON GOALS
For club officers

1 NAVIGATE TO GOALS

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

2 FIND GOALS TO UPDATE

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

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

Find the goals that you plan to update

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

3 UPDATE A GOAL

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

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

HOW TO ADD A PROJECT TO ROTARY SHOWCASE

www.rotary.org/showcase

1

| Rotary | My Rotary | Exchange Ideas | Take Action | Learning & Reference | Manage | The Rotary Foundation | Member News |

GIVE
GIVE NOW
Ways to Give
Planned Giving
Donor Recognition
Miles to End Polio

END POLIO

DEVELOP PROJECTS
Lifecycle of a Project
Rotary Club Central
Rotary Ideas
Rotary Showcase

APPLY FOR GRANTS
Grant Application Tool
District Grants
Global Grants
Grant Process
Qualification
Grant Activities
Grants Travel Request
Foundation Grants

EMPOWER LEADERS
Sponsor a Rotaract club
Sponsor an Interact club
Organize a RYLA Event
Create a Scholarship
Start an Exchange
Support Peace Centers
Join a Rotarian Action Group
Form a Rotary Fellowship
Organize a Rotary Community Corps

To add your project, sign in to My Rotary and under **Take Action**, click **Rotary Showcase.**

2

Add a new project

Click **Add a new project**.

3

* Project title (maximum 50 characters)

50 - characters remaining

* Project overview (maximum 100 characters)

100 - characters remaining

Tell us about your project (maximum 1000 characters)

1000 - characters remaining

* Project location

Project Timeline

* Start date: (dd/mm/yyyy) 05/02/2015

End date: (dd/mm/yyyy)

Enter information about your project.

4

Select one or more categories, and *one* primary area of focus.

When you click **Save** your project is published immediately.

Identify your Rotary, Rotaract and Rotary Community Corps club partners.

Add members of your partner clubs as project contacts.

Upload up to 20 images and links to YouTube videos.

Add your project's contributions to measure **Rotary's** global impact.

Save

* Project category

☐ Community   ☐ Fundraiser
☐ International   ☐ Polio
☐ Vocational   ☐ Area of Focus Choose One ▼
☐ New Generations

Partners

⊗ Barrie, ON, Canada

Project contacts

⊗ Derek Lubert   ⊕ Add

Related Links

                                                  ⊕ Add

Tags [?]

                                                  ⊕ Add

Funding

☐ Club Foundation   ☐ Rotary Grant [   ]
☐ Public Image Grant   ☐ Other [   ]

PROJECT PHOTOS AND VIDEOS

Add photos and videos to help tell your project's story. *(20 of 20 remaining)*   ⊕ Add

IMPACT TRACKER

Please make sure you fill out any relevant impact figures in the fields below. Providing this infor... ...ct your club is making with Rotary worldwide.

Partner: Barrie, ON, Canada

Rotary Year   Total volunteer hours   Number of volunteers   Cash contributions (USD)

2014-15 ▼   [   ]   [   ]   [   ]

In-kind donations

Need more Rotary Showcase resources?
Contact us at **social@rotary.org**.

ATTACHMENT: HOW TO USE ROTARY SHOWCASE IN DETAIL

ROTARY SHOWCASE
USER GUIDE

www.rotary.org/showcase

ROTARY SOCIAL BUSINESS TOOLS
social@rotary.org

Contents

WHY USE ROTARY SHOWCASE?

Rotary Showcase is an online application that allows Rotarians and Rotaractors to share stories of their clubs' successful projects with people around the world. In addition, project stories are a source for features in Rotary International blogs and newsletters.

The Showcase's Impact Tracker shows the impact of each Rotary project in terms of volunteers and volunteer hours, cash contributions, and in-kind donations. It also shows the collective impact of all reported projects.

Success stories posted on Showcase can serve as an inspiration and a model for other Rotary and Rotaractor clubs.

WHO CAN USE ROTARY SHOWCASE?

Anyone can browse Rotary Showcase and read the project stories posted there. Any Rotarian or Rotaractor who signs in to Rotary.org can post club projects.

HOW TO USE ROTARY SHOWCASE

Choice of Internet browser

Showcase works best with Chrome, Firefox, or Safari.

How to access Rotary Showcase

To post or edit projects on Rotary Showcase, sign in to Rotary.org. You will find **Rotary Showcase** under the **Develop Projects** section of the **Take Action** menu.

Project languages

Rotary Showcase is available in all supported Rotary languages; it will use your My Rotary profile or browser language, defaulting to English for nonsupported languages. You can change the interface language in the **Language Selector**. You can post your project in any language. A Google Translate tool on the project page will allow visitors to read about your project in the language of their choice.

ANATOMY OF AN EFFECTIVE SHOWCASE PROJECT

An effective project posted to Rotary Showcase should have all the following elements:

1. Title.

2. Project overview.

3. Project details.

4. Project location.

5. Start and end date.

6. Project category.

7. Project contacts.

8. Partners.

9. Pictures and videos.

10. Impact information.

How to add a project

Once you have signed in, select **Add a new project**.

BEFORE YOU BEGIN

After you select **Add a new project,** you will see this window. The message prompts you to check the list of projects already posted for your club, in order to avoid duplication.

You must scroll through all projects listed before proceeding.

If you do not see your project listed, select **Add my project**.

Is your project already listed?

- Include a project from other online systems on Showcase by clicking "Share"
- Get more information on a project that has already been added by clicking "View"
- Add your project by clicking the "Add my project" button at the bottom of the page

EXISTING PROJECTS

Evanston Lighthouse Supports ESCCA
Clothing drive for the Evanston School Childrens Clothing Association
Start date: 20 October 2012
End date: 20 October 2012
Source: Showcase

Evanston Rotarians+Rotaracters Rebuilding Together
The EVLRC has worked to improve community homes since 1999 to preserve and revitalize households.
Start date: 22 April 2013
End date: 08 May 2013
Source: Showcase

Campus Kitchens
Delivering meals to Cook County Housing Authority residents.
Start date: 08 July 2012
End date: 06 July 2013
Source: Showcase

If not, add your project. Start here.

REQUIRED INFORMATION

1. **Project title:** Choose a short, descriptive, compelling title. It is the first thing Showcase users will see.

2. **Project overview:** Provide a short (maximum of 100 characters) description of the project. This is what users will see when browsing.

3. **Tell us about your project:** This is where you write the detailed success story (1,000-character maximum).

4. **Project location:** Country where the project took place.

5. **Project dates:** The **Start date** is required but the **End date** is optional. If the project is complete, check the box.

6. **Project category:** You must choose at least one from the drop-down menu..

ADDING PROJECT CONTACTS

You can add members of your partner clubs as project contacts. Project contacts will have the same access to the project that you have, with the ability to edit or delete it.

ADDING PARTNER CLUBS

If you worked with other Rotary, Rotaract, or Interact clubs, or Rotary Community Corps, add them as partners.

ADDING PHOTOS AND VIDEOS

Under **Add Project Media,** you can upload up to 20 images as well as links to YouTube videos. (Only videos on YouTube are currently supported.)

Once you upload the pictures, choose the image that you think best represents the project as the cover image. This will be **your project's** primary picture.

IMPACT TRACKER

In the Impact Tracker, add the total number of volunteer hours and volunteers, cash contributions, and in-kind donations for the project. Totals are calculated for the project, and e**ach project's impact data** become part of the aggregate presented on the Rotary Showcase landing page, showing the cumulative global impact of Rotary and Rotaract projects around the world. For projects that span multiple years, clubs can add impact data for each Rotary year. **When club presidents update their clubs' acco**mplishments, they can import Showcase impact data into Rotary Club Central. Once imported, data will be synchronized between Rotary Showcase and Rotary Club Central.

IMPACT TRACKER

(Go to Google ®Currency converter)

Please make sure you fill out any relevant impact figures in the fields below. Providing this information tells a better story about the impact your club is making with Rotary worldwide.

Partner: Cavite Export Processing Zone, Cavite, Philippines

Rotary Year	Total volunteer hours	Number of volunteers	Cash contributions (USD)
2013-14 ▾			

In-kind donations

Rotary Year	Type	Quantity	Total value (USD)
2013-14 ▾			

Total Donations

Volunteer hours: -   Number of volunteers: -   Cash contributions: - USD   In-Kind contributions: - USD

Once you have entered all project details, select **Save**.

How to share a project

You have posted your project on Rotary Showcase, but **don't stop there!** Now share your project with the world.

After you have saved your project's details, you will be prompted to share the project on Facebook. This simple step will allow your friends to see the project, and in turn share it with their networks. That will magnify the **exposure of your club's project** both within and beyond the Rotary world.

How to edit or delete a project

To edit or delete your project, find the project under the **My Club Showcase** heading and open it.

Select **Edit project details** to edit, or **Delete Project** to remove it.

Note that only project contacts and the current presidents of any project partners can edit or delete a project.

Featured projects

Rotary staff review all projects posted on Rotary Showcase. Projects with an inspiring story, effective images, and impact data may be featured on the landing page for 30 days.

Send your questions about Rotary Showcase to <u>social@rotary.org.</u>

Attachment: Pacific Northwest PETS

Main Schedule

2020 Pacific Northwest PETS SCHEDULE OF EVENTS
Tuesday February 18-Sunday February 23, 2020

Start	End	FUNCTION
		Tuesday February 18, 2020
5:30PM	9:30PM	Assembly of packets for all PETS Attendees
		WEDNESDAY February 19, 2020
8:30AM	5:00PM	PNWPETS Facilities & Boy Scouts set up flags
6:00 PM	6:30 PM	Registration AG orientation (for AG's from D 5010, 5040, 5100, 5110)
		THURSDAY February 20, 2020
8:00 AM	8:30 AM	Registration AG orientation
8:30 AM	6:00 PM	Registration
8:00 AM	5:00 PM	Stage/Banners set up
8:30 AM	6:00 PM	AG Hang-out Room
9:00 AM	5:00pm	**Pre-PETS for D-5010**
10:30 AM	12:00PM	**OPCOM & BoD Meeting, DGN's invited to attend**
12:00PM	1:00PM	**Meeting with DGN's (2021-22 Governor)**
12:00 PM	4:00 PM	**Pre-PETS for 5040**
1:00PM	4:30PM	**Pre-PETS for D5100**

2020 Pacific Northwest PETS SCHEDULE OF EVENTS
Tuesday February 18-Sunday February 23, 2020

1:00 PM	5:00 PM	**Pre-PETS for 5110**
2:00 PM	6:00 PM	**Vendor Tables OPEN**
2:30 PM	4:30 PM	*Flag set up*
1:00 PM	4:15 PM	**INSTRUCTOR/TRAINING LEADER MEETING**
3:00 PM	4:15 PM	**Session Support AG (SSAG) Orientation**
3:00 PM	4:15 PM	**Sgt at Arms (SAA) Training**
4:30PM	6:00PM	**AG Training for SSAG's**
5:30PM	9:00PM	**Dinner- D-5010**
6:30 PM		**Dinner D-5110**
TBD		**Dinner-D-5040**
FRIDAY, February 21, 2020		
8:00 AM	1:45 PM	**Registration**
7:30 AM	7:00 PM	**Vendor Tables OPEN**
8:30 AM	6:00 PM	AG Hang-out Room
8:00 AM	9:30 AM	**District Trainers**
8:00 AM	**9:30 AM**	**ELECTIVE COURSES-1**
8:00 AM	9:30 AM	**Rotary 101 – Rotary Basics**
8:00 AM	9:30 AM	**Rotary 101 – Rotary Basics**
8:00 AM	9:30 AM	**Revitalizing your Club**
8:00 AM	9:30 AM	**Revitalizing your Club**
8:00 AM	9:30 AM	**Revitalizing your Club**

2020 Pacific Northwest PETS SCHEDULE OF EVENTS
Tuesday February 18-Sunday February 23, 2020

8:00 AM	9:30 AM	Club Operations & Administration
8:00 AM	9:30 AM	Club Operations & Administration
8:00 AM	9:30 AM	Club Operations & Administration

2020 Pacific Northwest PETS SCHEDULE OF EVENTS
Tuesday February 18-Sunday February 23, 2020

8:00 AM	9:30 AM	**Effective Club Meetings**
8:00 AM	9:30 AM	**Effective Club Meetings**
8:00 AM	9:30 AM	**Successful Fundraising**
8:00AM	9:30AM	**Successful Fundraising**
8:00 AM	9:30 AM	**Leading and Motivating Volunteers**
8:00 AM	9:30 AM	**Leading and Motivating Volunteers**
8:00 AM	9:30 AM	**Planning and Goal Setting - Engaging Vision**
8:00 AM	9:30 AM	**Planning and Goal Setting - Smarter Goals**
8:00 AM	9:30 AM	**Planning and Goal Setting - Smarter Goals**
8:00 AM	9:30 AM	**Rotary Voice in your Community**
9:30AM	10:30AM	**Flag Rehersal with Rotarians**
9:30 AM	9:45 AM	**Break, Resource Tables & Vendors**
9:45 AM	**11:15 AM**	**ELECTIVE COURSES - 2**
9:45 AM	11:15 AM	**Revitalizing your Club**
9:45 AM	11:15 AM	**Revitalizing your Club**
9:45 AM	11:15 AM	**Revitalizing your Club**
9:45 AM	11:15 AM	**Rotary 101 – Rotary Basics**
9:45 AM	11:15 AM	**Club Operations & Administration**
9:45 AM	11:15 AM	**Club Operations & Administration**
9:45 AM	11:15 AM	**Club Operations & Administration**
9:45 AM	11:15 AM	**Effective Club Meetings**
9:45 AM	11:15 AM	**Effective Club Meetings**
9:45 AM	11:15 AM	**Effective Club Meetings**
9:45 AM	11:15 AM	**Successful Fundraising**

2020 Pacific Northwest PETS SCHEDULE OF EVENTS
Tuesday February 18-Sunday February 23, 2020

9:45 AM	11:15 AM	**Successful Fundraising**
9:45 AM	11:15 AM	**Leading and Motivating Volunteers**
9:45 AM	11:15 AM	**Leading and Motivating Volunteers**
9:45 AM	11:15 AM	**Planning and Goal Setting - Engaging Vision**
9:45 AM	11:15 AM	**Planning and Goal Setting - Engaging Vision**
9:45 AM	11:15 AM	**Planning and Goal Setting - Smarter Goals**
9:45 AM	11:15 AM	**Planning and Goal Setting - Smarter Goals**
9:45 AM	11:15 AM	**Rotary Voice in your Community**
9:45 AM	11:15 AM	**Break, Resource Tables & Vendors**
11:15 AM	11:30 PM	**Transition to Grand Ballroom. Ballroom doors open at 11:15 AM**
11:30 AM	**1:30 PM**	**PNWPETS OFFICIAL PROGRAM BEGINS**
11:30 AM	**1:30 PM**	**Friday Plenary Session 1** **Speaker: Rotary International General Secretary John Hewko**
1:30 PM	1:50 PM	**Break, Resource Tables & Vendors**
1:50 PM	**4:20 PM**	**District Sessions 1**
1:50 PM	4:20 PM	**District 5010**
1:50 PM	4:20 PM	**District 5020**
1:50 PM	4:20 PM	**District 5030**
1:50 PM	4:20: PM	**District 5040**
1:50 PM	4:20 PM	**District 5050**

2020 Pacific Northwest PETS SCHEDULE OF EVENTS
Tuesday February 18-Sunday February 23, 2020

1:50 PM	4:20 PM	**District 5060**
1:50 PM	4:20 PM	**District 5080**
1:50 PM	4:20 PM	**District 5100**
1:50 PM	4:20 PM	**District 5110**
4:20 PM	4:45 PM	**Break, Resource Tables & Vendors**
4:45 PM	**6:15 PM**	**CORE COURSES -- Friday Late Afternoon**
4:45 PM	6:15 PM	**Growing Vibrant Clubs**
4:45 PM	6:15 PM	**Growing Vibrant Clubs**
4:45 PM	6:15 PM	**Growing Vibrant Clubs**
4:45 PM	6:15 PM	**Growing Vibrant Clubs**
4:45 PM	6:15 PM	**Our Foundation and Community Impact**
4:45 PM	6:15 PM	**Our Foundation and Community Impact**
4:45 PM	6:15 PM	**Our Foundation and Community Impact**
4:45 PM	6:15 PM	**Our Foundation and Community Impact**
4:45 PM	6:15 PM	**Our Foundation and Community Impact**
4:45 PM	6:15 PM	**Telling Rotary's Story - Public Image**
4:45 PM	6:15 PM	**Telling Rotary's Story - Public Image**
4:45 PM	6:15 PM	**Telling Rotary's Story - Public Image**

2020 Pacific Northwest PETS SCHEDULE OF EVENTS
Tuesday February 18-Sunday February 23, 2020

4:45 PM	6:15 PM	**Telling Rotary's Story - Public Image**
4:45 PM	6:15 PM	**Dynamic Leadership**
4:45 PM	6:15 PM	**Dynamic Leadership**
4:45 PM	6:15 PM	**Dynamic Leadership**
4:45 PM	6:15 PM	**Dynamic Leadership**
4:45 PM	6:15 PM	**Dynamic Leadership**
4:45 PM	6:15 PM	**AG Training**
5:00 PM	7:00 PM	**Reception for all- sponsored by Shelter Box**
6:15 PM	7:00 PM	**Dress and Transition to Dinner**
7:00PM	**9:00 PM**	**Friday Plenary Session II -** **Speaker: Rotary International President Elect Holger Knaack**
9:00 PM	11:00 PM	**District Hospitality in District Suites**
SATURDAY, February 22, 2020		
7:00 AM	6:00 PM	Vendor Tables OPEN
7:00 AM		Buffet Breakfast Lines Open.

2020 Pacific Northwest PETS SCHEDULE OF EVENTS
Tuesday February 18-Sunday February 23, 2020

7:30 AM	**9:00 AM**	**Plenary Session III** **Speaker: Rotaractor Jordan Harrison**
8:30 AM	6:00 PM	AG Hang-out Room
9:00 AM	9:30 AM	PE's transition to core courses
9:30 AM	**11:00 AM**	**CORE COURSES -- Saturday Morning**
9:30 AM	11:00 AM	**Growing Vibrant Clubs**
9:30 AM	11:00 AM	**Growing Vibrant Clubs**
9:30 AM	11:00 AM	**Growing Vibrant Clubs**
9:30 AM	11:00 AM	**Growing Vibrant Clubs**
9:30 AM	11:00 AM	**Our Foundation and Community Impact**
9:30 AM	11:00 AM	**Our Foundation and Community Impact**
9:30 AM	11:00 AM	**Our Foundation and Community Impact**
9:30 AM	11:00 AM	**Our Foundation and Community Impact**
9:30 AM	11:00 AM	**Our Foundation and Community Impact**
9:30 AM	11:00 AM	**Telling Rotary's Story - Public Image**
9:30 AM	11:00 AM	**Telling Rotary's Story - Public Image**
9:30 AM	11:00 AM	**Telling Rotary's Story - Public Image**
9:30 AM	11:00 AM	**Telling Rotary's Story - Public Image**
9:30 AM	11:00 AM	**Dynamic Leadership**
9:30 AM	11:00 AM	**Dynamic Leadership**
9:30 AM	11:00 AM	**Dynamic Leadership**
9:30 AM	11:00 AM	**Dynamic Leadership**

2020 Pacific Northwest PETS SCHEDULE OF EVENTS
Tuesday February 18-Sunday February 23, 2020

9:30 AM	11:00 AM	**Dynamic Leadership**
9:30 AM	11:00 AM	**AG Training**
7:00 AM	6:00 PM	**Break, Resource Tables & Vendors**
11:30 AM	**1:15 PM**	**Plenary Session IV** **Speaker: Director Elect Valarie Wafer**
1:15 PM	1:45 PM	**Break & Resource Tables and Vendors**
1:45 PM	**3:15 PM**	**CORE COURSES -- Saturday Early Afternoon**
1:45 PM	3:15 PM	**Growing Vibrant Clubs**
1:45 PM	3:15 PM	**Growing Vibrant Clubs**
1:45 PM	3:15 PM	**Growing Vibrant Clubs**
1:45 PM	3:15 PM	**Growing Vibrant Clubs**
1:45 PM	3:15 PM	**Our Foundation and Community Impact**
1:45 PM	3:15 PM	**Our Foundation and Community Impact**
1:45 PM	3:15 PM	**Our Foundation and Community Impact**
1:45 PM	3:15 PM	**Our Foundation and Community Impact**
1:45 PM	3:15 PM	**Our Foundation and Community Impact**
1:45 PM	3:15 PM	**Telling Rotary's Story - Public Image**
1:45 PM	3:15 PM	**Telling Rotary's Story - Public Image**
1:45 PM	3:15 PM	**Telling Rotary's Story - Public Image**

2020 Pacific Northwest PETS SCHEDULE OF EVENTS
Tuesday February 18-Sunday February 23, 2020

1:45 PM	3:15 PM	**Telling Rotary's Story - Public Image**
1:45 PM	3:15 PM	**Dynamic Leadership**
1:45 PM	3:15 PM	**Dynamic Leadership**
1:45 PM	3:15 PM	**Dynamic Leadership**
1:45 PM	3:15 PM	**Dynamic Leadership**
1:45 PM	3:15 PM	**Dynamic Leadership**
1:45 PM	3:15 PM	**AG Training**
3:15 PM	3:45 PM	**Break, Resource Tables & Vendors**
3:45 PM	**5:15 PM**	**RIPE Holger Knaack, Director Solari, Director Elect Valarie Wafer, General Secretary John Hewko--Dialogue with DG line, AG's, OPCOM and others**
3:45 PM	**5:15 PM**	**CORE COURSES --Saturday Late Afternoon**
3:45 PM	5:15 PM	**Growing Vibrant Clubs**
3:45 PM	5:15 PM	**Growing Vibrant Clubs**
3:45 PM	5:15 PM	**Growing Vibrant Clubs**
3:45 PM	5:15 PM	**Growing Vibrant Clubs**
3:45 PM	5:15 PM	**Our Foundation and Community Impact**
3:45 PM	5:15 PM	**Our Foundation and Community Impact**
3:45 PM	5:15 PM	**Our Foundation and Community Impact**
3:45 PM	5:15 PM	**Our Foundation and Community Impact**
3:45 PM	5:15 PM	**Our Foundation and Community Impact**
3:45 PM	5:15 PM	**Telling Rotary's Story - Public Image**
3:45 PM	5:15 PM	**Telling Rotary's Story - Public Image**
3:45 PM	5:15 PM	**Telling Rotary's Story - Public Image**
3:45 PM	5:15 PM	**Telling Rotary's Story - Public Image**

2020 Pacific Northwest PETS SCHEDULE OF EVENTS
Tuesday February 18-Sunday February 23, 2020

3:45 PM	5:15 PM	**Dynamic Leadership**
3:45 PM	5:15 PM	**Dynamic Leadership**
3:45 PM	5:15 PM	**Dynamic Leadership**
3:45 PM	5:15 PM	**Dynamic Leadership**
3:45 PM	5:15 PM	**Dynamic Leadership**
3:45 PM	5:15 PM	**AG Training**
5:15 PM	7:00 PM	**Vendor Tables Last Call and CLOSE**
5:30 PM	6:30 PM	**Dress for dinner**
7:00 PM	**9:00 PM**	**Saturday Plenary Session V** **Speaker: Past RI President Rick King**
9:00PM	TBD	**District Hospitality**

2020 Pacific Northwest PETS SCHEDULE OF EVENTS
Tuesday February 18-Sunday February 23, 2020

		SUNDAY FEBRUARY 23, 2020
7:00 AM		**Breakfast Buffet Lines Open**
7:30 AM	**9:15 AM**	**Plenary Session VI** **Rotary Zones 26/27 Director Johrita Solari**
9:15 AM	9:45 AM	**Break**
9:45 AM	**11:30 AM**	**District Sessions II**
9:45 AM	11:30 AM	**District 5010**
9:45 AM	11:30 AM	**District 5020**
9:45 AM	11:30 AM	**District 5030**
9:45 AM	11:30 AM	**District 5040**
9:45 AM	11:30 AM	**District 5050**
9:45 AM	11:30 AM	**District 5060**
9:45 AM	11:30 AM	**District 5080**
9:45 AM	11:30 AM	**District 5100**
9:45 AM	11:30 AM	**District 5110**
9:45 AM	11:30 AM	Instructor/Training Leader Training Critique & debrief
12::00 PM	1:00 PM	OPCOMM/BoD/DGN - Business meeting & Evaluation of 2020 PNWPETS
1:00 PM	1:30 PM	Brief DGN meeting
		PACIFIC NORTHWEST PETS ENDS--GO FORTH & SERVE!

2020 Pacific Northwest PETS SCHEDULE OF EVENTS
Tuesday February 18-Sunday February 23, 2020

LOCATION
Ballroom
Olympic 1
Outside Hotel gift shop at PNWPETS Registration desk
Hotel Lobby
Grand Ballroom
Mt Baker Room (top floor)
Cascade 13. *Pick up registration packets at 8:30 AM.* Lunch on own
Northwest 2
Northwest 2
Evergreen 1/2. Lunch on own. *Registration packets may be picked up in meeting room after 10 AM*
Evergreen 3/4

2020 Pacific Northwest PETS SCHEDULE OF EVENTS
Tuesday February 18-Sunday February 23, 2020

Northwest 3. *Registration packets available in room after noon.*
Main Foyer
Grand Ballroom
Northwest 1
Northwest 1
Cascade 22
Cascade 1/2
Evergreen 3/4
Northwest 1
AG's & their PE's to go out as groups
Hotel Lobby
Main Foyer
Mt Baker Room (top floor)
Mt Rainier-Same floor as Maxi's
PE's to find room assignment on back of badges
Evergreen 3
Olympic 1
Cascade 11
Olympic 3
Evergreen 2

2020 Pacific Northwest PETS SCHEDULE OF EVENTS
Tuesday February 18-Sunday February 23, 2020

Evergreen 4
Cascade 13
Cascade 9

2020 Pacific Northwest PETS SCHEDULE OF EVENTS
Tuesday February 18-Sunday February 23, 2020

Northwest 1
Northwest 3
Cascade 1/2
Olympic 2
Cascade 3/4
Cascade 5/6
Evergreen 1
Northwest 2
Cascade 10
Cascade 7/8
Grand Ballroom
PE's to find room assignment on back of their badges
Cascade 11
Olympic 3
Evergreen 2
Evergreen 3
Evergreen 4
Cascade 13
Cascade 9
Olympic 1
Northwest 1
Northwest 3
Olympic 2

2020 Pacific Northwest PETS SCHEDULE OF EVENTS
Tuesday February 18-Sunday February 23, 2020

Cascade 1/2
Cascade 3/4
Cascade 5/6
Evergreen 1
Cascade 12
Northwest 2
Cascade 10
Cascade 7/8
Main Foyer
Grand Ballroom
Grand Ballroom
Main Foyer
Pick up registration materials in District session if not acquired before
Cascade 13
Grand Ballroom 3
Cascade 9/10
Evergreen 1/2
Northwest 1

2020 Pacific Northwest PETS SCHEDULE OF EVENTS
Tuesday February 18-Sunday February 23, 2020

Evergreen 3/4
Northwest 2
Grand Ballroom 1
Northwest 3
Main Foyer
PE's to find room assignment on back of badges. 4 or 5 concurrent sessions of 4 core topics: assigned-by club size.
Evergreen 2
Cascade 11
Evergreen 4
Evergreen 1
Olympic 3
Cascade 13
Northwest 1
Cascade 10
Olympic 1
Evergreen 3
Northwest 2
Cascade 12

2020 Pacific Northwest PETS SCHEDULE OF EVENTS
Tuesday February 18-Sunday February 23, 2020

Cascade 7/8
Cascade 9
Northwest 3
Olympic 2
Cascade 5/6
Cascade 3/4
Cascade 1/2 AG's assignment on back of badges
Courtyard
Grand Ballroom
Per District Governors Elect
Main Foyer
In hallways outside Ballroom and Northwest Rooms

2020 Pacific Northwest PETS SCHEDULE OF EVENTS
Tuesday February 18-Sunday February 23, 2020

Grand Ballroom
Mt Baker Room (top floor)
PE's to find room assignment on back of badges.
Evergreen 2
Cascade 11
Evergreen 4
Evergreen 1
Olympic 3
Cascade 13
Northwest 1
Cascade 10
Olympic 1
Evergreen 3
Northwest 2
Cascade 12
Cascade 7/8
Cascade 9
Northwest 3
Olympic 2
Cascade 5/6

2020 Pacific Northwest PETS SCHEDULE OF EVENTS
Tuesday February 18-Sunday February 23, 2020

Cascade 3/4
Cascade 1/2 *AG's assignment on back of badges*
Main Foyer
Grand Ballroom
Main Foyer
PE's to find room assignment on backside of badges.
Evergreen 2
Cascade 11
Evergreen 4
Evergreen 1
Olympic 3
Cascade 13
Northwest 1
Cascade 10
Olympic 1
Evergreen 3
Northwest 2
Cascade 12

2020 Pacific Northwest PETS SCHEDULE OF EVENTS
Tuesday February 18-Sunday February 23, 2020

Cascade 7/8
Cascade 9
Northwest 3
Olympic 2
Cascade 5/6
Cascade 3/4
Cascade 1/2 AG's assignment on back of badges
Main Foyer
Maxis
PE's Room assignment on backside of badges.
Evergreen 2
Cascade 11
Evergreen 4
Evergreen 1
Olympic 3
Cascade 13
Northwest 1
Cascade 10
Olympic 1
Evergreen 3
Northwest 2
Cascade 12
Cascade 7/8

Cascade 9
Northwest 3
Olympic 2
Cascade 5/6
Cascade 3/4
Cascade 1/2 AG's assignment on back of their badges
Main Foyer
Grand Ballroom
Per District Governors Elect

2020 Pacific Northwest PETS SCHEDULE OF EVENTS
Tuesday February 18-Sunday February 23, 2020

In hallways outside Ballroom and Northwest Rooms
Grand Ballroom
Main Foyer
Cascade 13
Grand Ballroom 3
Cascade 9/10
Evergreen 1/2
Northwest 1
Evergreen 3/4
Northwest 2
Grand Ballroom 1
Northwest 3
Cascade 11
Cascade 12
Cascade 12