

# The Rotary Club of Leavenworth

## Club Manual

**This document is incomplete and under construction.**

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# Club Officers

## President

### Function:

#### Mission

*The mission of the Rotary Club of Leavenworth is to provide service to others, promote integrity, and advance world understanding, goodwill, and peace. Focusing on humanitarian efforts relating to health, poverty, water, education and other needs through our fellowship of business, professional, and community leaders. (DRAFT)*

#### Responsibilities overview

#### Specific Tasks

#### Timeline

### Policy

#### **P02** Club Bylaws

Motion: A motion was made to move the board meeting to the 3rd Monday of every month. Moved by, Bruce Williams, seconded by Teri Miller. 8/18

**POLICY:** Mission statements, policies and procedures adopted by majority vote of the Leavenworth Rotary Board of Directors are Club policy, until amended or revised by the Board.

Mission statement, policies and procedures pertaining to the operation of the individual Club Committees are to be presented to the Board by the Committee, as needed or requested by the Board, as a majority recommendation of the Committee members for adoption by the Board. All proposed amendments or revisions of Club Committee policies and procedures, either at the majority recommendation of the Committee or at the request of the Board, will be presented to the Board for consideration of adoption.

These policies may be adopted, amended or revised at a regular Board of Directors meeting, a quorum being present, by a majority vote of all members present, provided that notice of such proposed adoption, amendment or revision shall have been presented to each Board member at the previous Board of Directors meeting or at least 30 days before such meeting. No new policy, amendment, revision or addition to these policies can be made which is not in harmony with the standard Rotary club constitution, with the constitution and bylaws of RI, and with the bylaws of the Rotary Club of Leavenworth. (DRAFT) PO1

### Informal Policy

**L6-Club Administration- Presidential Citation 2016-17**

O2-*Club Traditions-Annual Rotary Officer Installation* By Sandy

### Historical Activity

Refer to *Local Funded Projects Application* for a list committee activities.

Club Meetings  
Events & Trips I Attended-  
My Goals as Club President-  
Other Committee Meetings

## Secretary

### Function

Mission

Responsibilities overview

Specific Tasks

Timeline

## Policy

**POLICY:** The policies for Club Policy Manual completed as requested from committees. The Board of Directors moved to: "Accept the policy manual." (August 9, 2011) PO1

**BYLAWS:** By Laws passed, unanimously by the membership. (July 14, 2009) PO1

**BYLAWS:** To accept the changes as proposed: 1. Funds would go to Rotary International. 2. Change to read 5 Avenues of Service. (September 13,2011) PO1

**BYLAWS:** The By-Laws presented at the May 11, 2016 board Meeting are to be reviewed by committee and submitted to the board for final approval at a later day. (May 11, 2016)

## Informal Policy

## Historical Activity

Refer to [List of Club Projects & Donations](#) for a list committee activities.

# Treasurer

## Function

Mission

Responsibilities overview

Specific Tasks

Timeline

## Policy

**POLICY:** Unless otherwise addressed by previously established club policies and procedures, the Rotary Club of Leavenworth will only reimburse individuals for required training by our District or by Rotary International. In addition, Board of Directors will have the option to fund & Authorize in advance non required training expenses in whole or in part as it sees fit. (May 12, 2015)

**POLICY:** Unless otherwise addressed by previously established club policies and procedures, the Rotary Club of Leavenworth will only reimburse individuals for required training by our District or by Rotary International. In addition, Board of Directors will have the option to fund & Authorize in advance non required training expenses in whole or in part as it sees fit. (May 12, 2015)

Motion: 6/18

Motion made by Ross Frank that the club change our accounting system to two accounts, one for Club Operations, and one for Club Services with

the appropriate funds in each, held separately. Seconded by Bill Dick. Motion passed, Approved.

## **CLUB DUES AND PAYMENT** O5-Club Dues and Payment

*Send yearly dues billing to all members by June 1<sup>st</sup> of each year, making the due date July 1<sup>st</sup>. If dues are not paid by July 1<sup>st</sup>, send another reminder the 3<sup>rd</sup> week of July with a notation that payment must be made by August 1<sup>st</sup> to avoid a \$10 fee added to the bill. (May 11, 2010) PO1*

*It was decided that President Brad Blackburn would compose a letter to all members with an invoice of a voluntary payment due for \$110.00 to TRF and \$40.00 to the Leavenworth Rotary Foundation (Ed Cadman Fellowship). (January 6, 2009)*

*Moved to raise the dues \$50.00 effective July 1, of 2011 to \$200.00 per year. (July 12, 2011)*

*Email motion: Splitting the local dues payment into 2 installments, the payment due dates are: July 1<sup>st</sup> and January 1<sup>st</sup> of the Rotary year.*

*(July 12, 2011)*

*The annual invoice for the Club dues of \$200.00 will also include a request that members donate an additional \$150.00, of which \$110.00 is for TRF and \$40.00 is for the Leavenworth Rotary Foundation. The payments are 50% due July 1 and 50% due January 1. (June 12, 2012) PO1*

*Increase dues by \$10.00 for total of \$210.00 for District increase for next 5 years. (June 13, 2013) PO1*

**Motion:** to increase dues to \$250 per year due to increase from Rotary International and club shortfall in operational funds: Moved by [Ken G] 2<sup>nd</sup> [Ken K] **Passed 4/4/17**

FINANCES The following from PO1

*... moved to have only one bank account in order to consolidate accounts and simplify our procedures. (July 12, 2007)*

*... motion to establish a separate savings account for assigned funds such as for international projects agreed upon but not yet paid for. (August 9, 2007)*



Motion to set up a special second savings account just for the auction.  
(August 23, 2007)

The Board of Directors agrees as a guideline to allocate funds at 50% for International projects and 50% for Local projects and Club Administration.  
(Aug. 11, 2009)

The Board of Directors will use funds donated to and raised by the Rotary Club of Leavenworth for service projects, strictly for such purposes. The expense associated with raising donated funds may be deducted from the funds raised. Club administrative costs and other non-service expenses will be paid for with non-service funds.

(June 12, 2012)

The Rotary Club of Leavenworth does not donate funds for religious purposes, or to individuals, except for scholarships, youth exchange or similar established Rotary programs. (June 12, 2012)

Requests for local projects funding and international projects funding will be administered by the Local Projects Committee and the International Projects Committee respectively. The Committees will report to the Board of Directors with funding proposals. All requests for funding must go thru the respective Committees; the Board of Directors will not allow requests to be made directly to the Board of Directors.

(June 12, 2012)

.... process paperwork and pay the necessary fees one year ahead as required to continue in the Youth Exchange Program. (October 8, 2013)

## **O6-Club Dues and Payment- Invoice letter for Annual Dues**

## Expenses Paid for PE & President of Leavenworth Rotary Club

### President Elect Expenses:

Pre-PETS Meeting: Typically held in February or March, cost has been \$35.00 The club pays the meeting registration cost to attend.

PETS Meeting: Typically held in February or March.

The club pays the lodging cost if a room is shared with another Rotarian, the parking cost at the hotel for your vehicle, the meals and registration cost of the PETS Conference. Reimbursement for mileage must be turned into the District 5060 office and will be reimbursed at the annual allowed per mile

amount District 5060 determines appropriate.

District Conference: Typically held in May or June

The club pays the lodging and conference registration costs.

International Conference: Typically held in May or June

The club pays the airline ticket cost, airline ticket trip insurance cost, conference registration costs and meals at the conference.

### Miscellaneous Items:

A total stipend of \$1 00.00 for gas expense incurred during the calendar year as President Elect is allowed. Reimbursement of the director and officer pins purchased for their year as president is allowed.

### President Expense:

District Conference: Typically held in May or June

The club pays the lodging and conference registration costs.

A total stipend of \$100.00 for gas expense incurred is also allowed.

**Please Note:**

The total expenses paid for the above listed items for the President Elect and the President shall not exceed the annual amount of the line item that the Board of Directors has budgeted and approved.

Approved June 11, 2013

**Informal Policy**

**Historical Activity**

Refer to [List of Club Projects & Donations](#) for a list committee activities.

# Past President

## Function

Mission

Responsibilities overview

Specific Tasks

Timeline

### Policy

#### Informal Policy

#### Historical Activity

Refer to [\*List of Club Projects & Donation\*](#) for a list committee activities.

Write that the following individuals submitted thoughts about the presidential year and link the below to the appendix.

[\*Sandy Owens-Carmody 2012 -13\*](#)

[\*Ken Korhorst 2015 -16\*](#)

[\*Mary Scheibler 2017-17\*](#)

[\*C9-PE Comm.- Presidential Year of PP Sandy Owens-Carmody\*](#)

[\*H2-History- Summary of Ken K. Rotary Year 2016-1\*](#)

[\*H3-History- Ken K. 2015-16 summary report\*](#)

[\*L2-Club Administration-Pres. Mary Scheibler Club Goals 2016-17\*](#)

# President Elect

## Function

Mission

Responsibilities overview

Specific Tasks

Timeline

## Policy

**PRESIDENT/PE:** The Club adopt the policy of having the responsibility for planning the transition dinner fall to the President Elect (PE) under the Presidents direction. (April 13, 2010) PO1

**PRESIDENT/PE:** Maintain commitment to send the President and President Elect to the Rotary International Convention. Understanding that in years of financial hardship the Board may review this expenditure. (Aug. 11, 2009) PO1

Amend previous motion from Aug.11,2009, allowing for the funding of the President Elect and President Designates attendance to the International Conference to include flexibility of funding the trip from a budget line item reserve account. (Dec.14, 2010) PO1

**ELECTIONS:** The President Elect, by request of the President, will at the first regular meeting in Oct., form and chair the Nominations Committee, with the purpose of presenting a slate of candidates for Officers and Directors to the membership for consideration at the December Club elections. The President will ask the PE to announce the nominations at a regular meeting one month prior to the meeting for election of officers.

Nominations will also be taken from the floor at this meeting. (June 12, 2012) PO1

## Informal Policy

Info Note: The President Elect will organize and facilitate the Annual Club Meeting. The primary purpose of the event is to recognize the outgoing President, Officers and Board and installation of the incoming President, Officers and Board. The outgoing President has the privilege of deciding location, format and planning details. The outgoing President will preside over meeting until he installs and hands the gavel to the incoming President. **PO1**

C8-PE Comm.-List of Thoughts for Presidency

### **LIST OF THOUGHTS FOR PRESIDENCY** **IMPORTANT ITEMS TO CONSIDER**

- Pre-planning: start in January. Esp.: Fest: fund raising, Theme, key players.
- Review and lay out Rotary calendar year in advance: events, elections etc.
- Recruit Chairs, key positions early: people who are on same page/agenda, support you personally, you trust and are competent: *get 'er done types!*
- Delegate and expect, Monitor and inspire. You can't do it all yourself.
- Be prepared in your life for a job that is: **TIME CONSUMING & DEMANDING.**
- Narrow goals to achievable, let all others go.
- Club is fluid: needs repetitive training, review and reminders.
- Club politics is a reality. Expect to be putting out brush fires, dealing with soap operas, on guard for agendas. Learn who to trust and who to ignore.
- **FUN & FELLOWSHIP** will keep members engaged.
- **CLUB MORALE** at high level will grow Club and prosper.
- Support incoming President: counsel, advise and smooth transition.
- Maintain **TRADITION** and **CONTINUITY.**
- Always remember why we are here, the bottom line is all about:

### **SERVICE AND FELLOWSHIP**

### **TOPICS ONE NEEDS TO BE KNOWLEDGEABLE ABOUT**

- Club Administration
- Membership

- Budget
- Fund Raising
- Rotary Foundation(EREY) / Ed Cadman
- Local- Community Projects
- International Projects

**By: Ross Frank**  
**Feb. 2, 2012**

### **Historical Activity**

President Elect Meetings - Sandy

Refer to *List of Club Projects & Donations* for a list committee activities.

*Club Presidential Goals - Sandy*

# President Elect Nominee

## Function

Mission

Responsibilities overview

Specific Tasks

Timeline

## Policy

### Informal Policy

### Historical Activity

Refer to [\*List of Club Projects & Donations\*](#) for a list committee activities.



# International Service

## Director

### IC1 – *International Committee Policy & Procedure*

This document covers all the subcommittees, and needs to be dissected as such

#### Function

##### Mission

*“Our mission is to encourage, promote and support/fund the humanitarian programs of Rotary International and the Rotary Foundation in areas outside of the United States where help is needed and wanted. The Leavenworth Rotary International Committee’s mission is to provide building blocks for future generations to enjoy the benefits of good health, clean water, enough food and literacy.” May 2011 ICI*

##### Responsibilities overview

##### Specific Tasks

*Projects accepted by the Committee and approved by the Board must:*

- 1. Be followed through and administered by the sponsoring International Committee member.*
- 2. Be funded in a timely manner and prior to the fiscal year ending.*
- 3. Have reports written by the sponsoring International Committee member.*
- 4. Have a written summation report at the termination of the project or at the end of the fiscal year if a continuing project. This report is the responsibility of the sponsoring International Committee member.*
- 5. Have all reports submitted to the Committee’s Chair.*

**May, 2011**

##### Timeline

## Policy

**IC1** Potential projects to be considered by the Committee must:

- Answer all four questions mentioned in the aforementioned Memorandum of Understanding.
  - Fit into the framework of one or more of the Policies of the Committee.
  - Be thoroughly researched and studied by the Committee member(s) presenting the proposed project.
  - Have one or more of the Committee's members personally involved, or have visited the project, or is an active project of another Rotary Club or Rotary International.
  - Be presented in a timely manner for budgeting purposes.
  - Be presented in a thorough and complete statement or report, along with supporting documents and proposed financial expectations stated clearly.
- May 2011**

## Informal Policy:

## Historical Activity

**H10-History- Ed Baroch Thoughts on International Service copy 3**

Refer to *List of Club Projects & Donations* for a list committee activities.

# International Projects

## **Chair**

### **Function**

Mission

Responsibilities overview

Specific Tasks

Timeline

## **Literacy**

### **Function**

Mission

Responsibilities overview

Specific Tasks

Timeline

### **Policy:**

Policy Statement: IC1

*It is Leavenworth Rotary International Committee's policy to promote literacy and to establish/support literacy programs for people who are in need in areas beyond the borders of the U.S. **May 2011***

Procedures: IC1

- Provide and/or ship supplies, such as books and writing materials for the*
- education of those people in need.*

- *Provide services for education.*

- *Provide the means to achieve education. **May, 2011***

### Informal Policy:

### Historical Activity

H11 – Ed B IC2 – Guatemala Literacy - Ed B

Refer to *List of Club Projects & Donations* for a list committee activities.

*List of Club Projects & Donations**List of Club Projects & Donations*

## **Health**

### Function

Mission

Responsibilities overview

Specific Tasks

Timeline

### Policy:

Policy: Statement: IC1

1. *Fund and/or provide medical supplies, as well as ship those supplies as needed.*

2. *Fund/support medical professionals providing services and/or procedures to those people in need.*

3. *Inform the people of the methods of access to health care; including medical treatment, healthy food, clean water and sanitation.*

4. *Provide pertinent information and materials necessary to educate the people about good health and maintaining that good health. **May, 2015***

Procedure: IC1

*It is Leavenworth Rotary International Committee's policy to aid in providing whatever tools are required to promote and encourage good health to those people who are in need in areas beyond the borders of the U.S. This will include education, supplies, and financial support of various organizations or people. **May, 2015***

## Informal Policy

**Historical Activity:** : H10 – Ed B. H11 – Ed B

Refer to [List of Club Projects & Donations](#) for a list committee activities.

### **International Service:**

**Motion:** To provide matching funds from members for Polio Plus up to \$1,500 with Dec 15<sup>th</sup> as a Cutoff date: Moved by {Ken G} 2<sup>nd</sup> {Bill Dick}  
**Passed 11/17**

## **Hunger**

### **Function**

Mission

*It is Leavenworth Rotary International Committee's policy to aid in reducing and alleviating hunger to those people in need. This will include not only providing food to those in need, but the education and financial support required to eradicate hunger in world. **May, 2015 IC1***

Responsibilities overview

Specific Tasks

Timeline

### **Committee Description:**

## Committee Overview:

### Policy

Procedure: IC1

*Collect and ship food.*

*Establish training programs in the proper selection, production, storage and preparation of food.*

*Provide the supplies, materials, and/or the means to support these people to become self-sustaining now and for future generations*

**.May 2015**

Policy Statement: IC1

### Tradition:

### Historical Activity:

Refer to [\*List of Club Projects & Donations\*](#) for a list committee activities.

## **Clean Water**

### Function

Mission

*Leavenworth Rotary International Committee's policy is to promote, educate and encourage the need for clean water for all people who are in need in areas beyond the borders of the U.S. **May, 2015 IC1***

Responsibilities overview

Specific Tasks

Timeline

### Policy:

- *Provide the necessary supplies, tools, or means to establish clean water in areas of need.*
- *Provide the means or funds to ship those supplies or tools.*
- *Provide the means to use the tools, including the instructions for their use.*
- *Provide the education and understanding for sustaining clean water for good health and long life **May,2015 IC1***

### Informal Policy

### Historical Activity:

H11 – Ed B IC4 – Ed B.

**H10-History- Ed Baroch Thoughts on International Service copy 2**

Refer to *List of Club Projects & Donations* for a list committee activities.

## R.I. Foundation

### **Chair**

### Function

#### Mission

P6 *The mission of The Rotary Foundation is to enable Rotarians to advance world understanding, goodwill, and peace through the improvement of health, the support of education, and the alleviation of*

*poverty. The Rotary Foundation transforms your gifts into service projects that change lives both close to home and around the world.*

Responsibilities overview

Specific Tasks

Timeline

### Policy:

**FOUNDATION:** .... award a P.H. award to our club members who give \$1000 to our Ed Cadman Foundation account. (September 27,2007) PO1

**FOUNDATION:** The Ted Price donation of \$10,000 was discussed. [Later in the meeting, Byron came with the actual check from Ted and we reported our decisions to Byron to pass on to Ted] It was decided, particularly in view of Ted's wish for tax deductibility and that the donation be used for humanitarian purposes, the check should go directly into our Leavenworth Rotary Endowment Fund administered by the organization, Community Foundation of North Central Washington. Future Club officers and boards are directed to specify amounts up to \$10,000 used for humanitarian purposes from the Leavenworth Rotary Endowment Fund to fulfill the terms of this donation. (October 7, 2008) PO1

**Motion:** To approve annually a local hero with someone who exemplifies service above self-non-Rotarian to receive a Paul Harris Fellow. Moved by {Sandy} 2<sup>nd</sup> {Ken G} 4/14/17

### Informal Policy:

### Historical Activity

Refer to [List of Club Projects & Donations](#) for a list committee activities.

**Motion:** To present John Bangsund a Paul Harris Fellow to honor a Leavenworth Community Resident who exemplifies "service above self"



with Rotary foundation points to be presented at Installation Banquet June 29th. Moved by [Ken G] 2<sup>nd</sup> [Ken K} **Passed 5/9/17**

The Rotary Foundation:

Jim Willems - World Polio Day & Foundation 10-20. Special Donation \$3,300. Gates Foundation will match 2:1. 11/17

### L-3 Former PH Fellows

P-6

*During the past 100 years, the Foundation has spent \$3 billion on life-changing, sustainable projects.*

*With your help, we can make lives better in your community and around the world.*

*Why should I donate to The Rotary Foundation?*

*Your donation makes a difference to those who need our help most. More than 90 percent of donations go directly to supporting our service projects around the world.*

*How does The Rotary Foundation use donations?*

*Our 35,000 clubs carry out sustainable service projects that support our six causes. With donations like yours, we've wiped out 99.9 percent of all polio cases. Your donation also trains future peacemakers, supports clean water, and strengthens local economies.*

*What impact can one donation have?*

*It can save a life. A child can be protected from polio with as little as 60 cents. Our partners make your donation go even further. For every \$1 Rotary commits to polio eradication, the Bill & Melinda Gates Foundation has committed \$2.*

# Vocational Service

## Director

### Function

Mission

Responsibilities overview

Specific Tasks

Timeline

### Policy

### Informal Policy

**Historical Activity:**

**Letter to Committees - Pam**

Refer to *List of Club Projects & Donations* for a list committee activities.

## Club Service

### Director

**Function**

Mission

Responsibilities overview

Specific Tasks

Timeline

**Policy**

**Informal Policy**

**Historical Activity**

Refer to *List of Club Projects & Donations* for a list committee activities.

## Club Meetings

**Chair:**

**Function**

Mission

Responsibilities overview

Specific Tasks

Timeline

## **Programs:**

### **Function**

#### Mission:

*The Program Committee is responsible for securing interesting speakers for our weekly club meetings. Any area of interest is open such as business, education, technology, sports, hobbies, nature and environment, travel, ethics, etc. Each year the Program Committee will ask the Club President if s/he has particular topics of interest for the coming year. 4/2/2017 C10*

#### Responsibilities overview

#### Specific Tasks

*The committee will determine areas of interest for the year, research potential speakers, schedule each speaker, coordinate with the speaker and the person making the introduction, send speaker/program information to the newsletter editor, and follow up with a thank you. In addition, the committee maintains the calendar of speakers, including the previous year to ensure a diverse range of topics from week to week and over a longer time frame. The committee regularly shares this schedule with the Club President and newsletter editor. 4/2/2017 C10*

#### Timeline

- *Coordinate dates*
  - *Ask for at least 2 that work, in case one is already filled*
  - *Confirm time and place*
  - *Get speaker's contact information, including cell phone for last minute communications*
- *Two weeks before the program*
  - *Confirm date, time and place with speaker*
  - *Ask if speaker is prepared, has questions, etc.*

– Get newsletter info to newsletter editor

– Get speaker's bio and plan who will introduce

• Day of Program

– If speaker will use computer, encourage him/her to get there by 11:30

– Arrive when speaker arrives to facilitate speaker getting settled, meeting Club members, getting lunch, etc.

• After Program

– Thank the speaker with an email, note or phone call 4/2/2017 C10

**Policy:**

**Program Guidelines** (some of this is also covered in our **Guest Speaker Guidelines**)

• Types of programs: the program should be of interest to members and guests and may be informative or entertaining.

• Programs with Rotary themes are included in the program mix

• Program space is set aside for District Governor visit, Youth Exchange programs, Classification Talks, Club Assemblies and other standing events

• Presentations should be non-political and non-sectarian unless invited to speak on a specific subject. Incumbent politicians in leadership positions are encouraged to present the state of the government, but may not campaign for office. Presentations by individual candidates running for office are not allowed unless all candidates for that office are given equal time to present at the same meeting.

• Solicitation of donations are not allowed. 4/2/2017 C10

**Choosing a speaker:**

• Look for topics that match the criteria listed above

• Look for people who are good speakers – if you haven't heard the person speak before, see if you can get references

who have, such as other Club members, other Rotary Clubs, etc. See [Program Recommendation C12](#) form for soliciting ideas for programs.

Align the speaker's expectations with those of our Club.

- Key points: Topic, amount of time to speak, basic rules, one free lunch
- Technology needs and physical arrangement of meeting room.
- Send [Guest Speaker Guidelines C11](#) document 4/2/2017

## Informal Policy

### Historical Activity

Refer to [List of Club Projects & Donations](#) for a list committee activities.

Board members chose to address the matter of club meeting dates. It was **moved, seconded, carried (MSC)** to put the related issues and decision before the local Rotary membership at the regularly scheduled meeting this week, along with an electronic poll with options clarified for vote. The membership committee will take the lead. A suggestion noted that if the regular meeting date changes to Wednesday noon, a transition might best occur in July of this year. 2/20

Following discussion, it was **moved, seconded, and carried (MSC)** to transition the Rotary meeting day to Wednesdays at noon beginning July 1. Outdoor in-person meeting options may be announced prior to that time. 5/20

Motion: Marty moved that the Club dues stay at \$250 per member. Christine seconded. Motion voted on and passed. 7/21

## Sergeant-at-Arms

### Function

Mission

Responsibilities overview

Specific Tasks

Timeline

**Policy**

**Informal Policy**

**Historical Activity**

Refer to *List of Club Projects & Donations* for a list committee activities.

***Venue/Setup***

**Function**

Mission



Responsibilities overview

Specific Tasks

Timeline

## **Policy**

### **Informal Policy**

### **Historical Activity**

Refer to *List of Club Projects & Donations* for a list committee activities.

## ***Rotary Moment***

### **Function**

Mission

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## **Policy**

### **Informal Policy**

### **Historical Activity**

Refer to [\*List of Club Projects & Donations\*](#) for a list committee activities.

## ***Birthdays / Anniversary.***

### **Function**

Mission

Responsibilities overview

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## **Policy**

### **Informal Policy**

### **Historical Activity**

### **Historical Activity**

Refer to [\*List of Club Projects & Donations\*](#) for a list committee activities.

## ***Satellite Meetings***

## Function

Mission

Responsibilities overview

Specific Tasks

Timeline

## Policy

(e) *Satellite Club Meeting (When Applicable)*. If provided in the bylaws, a satellite club shall hold regular weekly meetings at a day, time, and place decided by its members. The day, time, and place of the meeting may be changed in a way similar to that provided for the club's regular meetings in section 1(c) of this article. A satellite club meeting may be cancelled for the reasons in section 1(d) of this article. Voting procedures shall be as provided in the bylaws.

**Section 4 — *Satellite Club Members*** Members of a satellite club of this club shall also be members of this club until the satellite club is admitted to RI membership as a Rotary club.

## Informal Policy

## Historical Activity

Refer to *List of Club Projects & Donations* for a list committee activities.

# Membership

## **Chair**

### **Function**

Mission

Responsibilities overview

Specific Tasks

- *Appointing committee members*
- *Organizing periodic committee meetings*
- *Formulating Plan of action for Committee*
- *Liaison with other Club Service committees*
- *Communication of Goals & Results*
- *Documentation of Policy*
- *Successor Training August 9, 2011*

Timeline

### **Policy**

#### **O9 - Rule of 85**

**MEMBERSHIP:** Entry to be included in the upcoming Club Policy Manual stipulating the encouragement of recruiting spouses. Full dues and a classification apply as usual. (May 11, 2010) PO1

**MEMBERSHIP:** To approve the rule of 85 for the members on attached list. (June 14, 2016) Note: List can be found in membership chapter. PO1

**POLICY:** All individuals involved in a Leavenworth Rotary Club activity or program shall conduct their activities in a way that avoids any actual or perceived conflict of interest. A conflict of interest is a relationship among individuals through which an individual involved in a activity, a program grant or award causes benefit, or could be perceived to cause benefit, for such individual or such individual's family, personal acquaintances, business colleagues, business interests, or an organization in which such individual is a trustee, director, or officer. (DRAFT)

### Informal Policy

### Historical Activity

Refer to [\*List of Club Projects & Donations\*](#) for a list committee activities.

**MEMBERSHIP:** To provide "Ed Baroch" as an Honorary Member of the Leavenworth Rotary Club, which will waive all dues and fees. (for his dedication & support to Leavenworth Rotary International program.) (June 10, 2014)

**MEMBERSHIP:** .... motion to give special recognition to Dan Firth, who resigned on June 24<sup>th</sup>. His resignation was accepted with deep regret by all members. .... a move to Honorary member. (July 3, 2008) PO1

**MEMBERSHIP:** Entry to be included in the upcoming Club Policy Manual stipulating the encouragement of recruiting spouses. Full dues and a classification apply as usual. (May 11, 2010)

## ***Recruitment***

## Function

Mission

Responsibilities overview

Specific Tasks

- *Club Member Education*
- *Prospect Solicitation*
- *Proposal Processing*
- *New Prospect information meeting* **August 9, 2011**

Timeline

## Policy

Prospect Solicitation

**M4 Membership Proposal form**  
**M2 Benefits of Rotary Membership**  
**Attendance Requirements**  
**M4-Membership Comm. Candidate -PROPOSAL FORM \_Part**  
**ABC**

**Motion** 3/18 to approve an addition to the method of proposing new members. Presented in a Membership Committee letter dated March 10, 2018. *“The Membership Committee is recommending that the proposed new member can be proposed initially for the Boards review either before attending a club luncheon or after attending a club luncheon. Either way, initial Board approval is necessary prior to any discussion regarding membership with the prospective new member.”* Diane B. motion/Penny C. second. Passed.

Proposal Processing

New Prospect information meeting

**O8-Club Administration- Attendance Requirements**

## Informal Policy

## Historical Activity

Refer to [List of Club Projects & Donations](#) for a list committee activities.

## ***Induction***

### **Function**

Mission

Responsibilities overview

Specific Tasks

*Gather Data and prepare Induction Packet.*

*Give Charge Speech at Induction*

*Input information for Club & RI Directories*

Timeline

### **Policy**

**M5-Membership Comm.- New Member Info Form**

### **Informal Policy**

### **Historical Activity**

Refer to [List of Club Projects & Donations](#) for a list committee activities.



## **Retention**

### **Function**

Mission

Responsibilities overview

Specific Tasks

*New member Orientation & Education Meeting*

*Assign Mentor*

*M -3 Mentoring New Members Guide*

**M3-Membership Comm.-Mentor □ New Member Task Overview**

*Conduct Red to Blue Ceremonies*

*Rotary Fellowship activities:*

*Family Involvement:*

Timeline

### **Policy**

*Continued Member Education:*

*Attendance Remediation:*

**O9-Membership- Rule of 85 members**

*Tracking Progress of new members: August 9, 2011*

**M8 - New Member Tracking Form**  
**M8.1-Copy of 4-2017 NEW MEMBER-PROSPECT TRACKING**

**M6 - Classification Talk**

**M7 - Directory Information**

**Informal Policy**

**Historical Activity**

Refer to *List of Club Projects & Donations* for a list committee activities.

## Club Support

### ***Accounting***

#### **Function**

Mission

Responsibilities overview

Specific Tasks

Timeline

#### **Policy**

**Informal Policy**

**Historical Activity**

L7- budget 10/2016

## Historical Activity

Refer to [List of Club Projects & Donations](#) for a list committee activities.

## ***Investment Funds***

### **Ed Cadman Fund**

#### **Function**

Mission

#### **P1 - Ed Cadman – Mission**

Responsibilities overview

Specific Tasks

Timeline

#### **Policy**

**FOUNDATION:** The Ted Price donation of \$10,000 was discussed. [Later in the meeting, Byron came with the actual check from Ted and we reported our decisions to Byron to pass on to Ted] It was decided, particularly in view of Ted's wish for tax deductibility and that the donation be used for humanitarian purposes, the check should go directly into our Leavenworth Rotary Endowment Fund administered by the organization, Community Foundation of North Central Washington. Future

Club officers and boards are directed to specify amounts up to \$10,000 used for humanitarian purposes from the Leavenworth Rotary Endowment Fund to fulfill the terms of this donation. (October 7, 2008)

### **Informal Policy**

### **Historical Activity**

[P2 – Ed Cadman Fund Formation](#)

[P4-Ed Cadman- Financial Statement Feb. 2017](#)

[L4 – Ed Cadman fund](#)

Refer to [List of Club Projects & Donations](#) for a list committee activities.

## **Jim Adamson Fund**

### **Function**

Mission

Responsibilities overview

Specific Tasks

Timeline

### **Policy**

[P5 – Jim Adamson](#)

### **Informal Policy**

### **Historical Activity**

[H8 – Jim Adamson](#)

Refer to [List of Club Projects & Donations](#) for a list committee activities.

## Community Foundation

### Function

Mission

Responsibilities overview

Specific Tasks

Timeline

### Policy

**P3 – Community Foundation**

**P2-Ed Cadman Foundation Admin. Recom.**

**Informal Policy**

**Historical Activity**

Refer to *List of Club Projects & Donations* for a list committee activities.

## **Pres. Elect Committee**

### **Function**

#### Mission

*C7 MISSION STATEMENT: The Leavenworth Rotary Club President Elect Committee's mission is the recruitment, training and education of future Club Presidents. The Committee will focus on insuring future club leadership, supporting future leaders and increasing the efficiencies of the Presidential office.*

#### Responsibilities overview

##### **GOALS: C7**

- 1. Always have four President Elect Candidates committed to serve as future Presidents, with year of service identified.*
- 2. During the four-year path to Presidency the President Elect Candidates will serve in a different Rotarian role each Rotary year.*
- 3. The roles served during the 4 years will focus on the major avenues of Rotary Service.*
- 4. The President Elect Committee will recruit a new President Elect Candidate each Rotary Year.*
- 5. The President Elect Committee will serve as a support committee to facilitate the training and morale of the President Elect Candidates through fellowship and moral support. **August 9, 2011***

#### Specific Tasks

#### Timeline

##### **C7**

*There will be three President Elect Committee meetings in each Rotary year, with additional meetings scheduled as necessary.*

**A.) Fall Meeting (Aug.-Oct)**

1. Review of 4 Pres. Elect Candidate's current position and training towards presidency.
2. Initial discussion and review of potential candidates for President Elect Candidate 4.
3. Review of current Presidency and ways Committee can be of service.
4. Open discussion and examination of some aspect of the office of President.
5. Fellowship with Committee Member's Spouses as an awareness and preparation exercise for them.

**B.) Winter Meeting (January)**

1. Selection of person for PE Candidate position 4.
2. Items 1, 3 & 4 from Fall Meeting.
3. Fellowship

**C.) Spring Meeting (Apr. – May)**

1. Review of mission statement, goals and policies & procedures.
2. Review of PE Candidates new position and training for the upcoming Rotary year.
3. Review of PE Candidates four-year training curriculum.
4. Review of Incoming Presidents plan and formulate ways in which the PE Committee can be of service.
5. Discussion by the Outgoing President of his year and lessons learned and thoughts moving forward.
6. Open discussion and examination of some aspect of the office of President.
7. Fellowship **August 9, 2011**

## Policy

### C7

1. The President Elect Committee will be composed of the 4 President Elect Candidates, the President Elect, the Current President and the Immediate Past President.

2. The immediate Past President will serve as Chairperson and help transition the new incoming Chair to insure continuity and continued fulfillment of mission statement over time.

3. Each President Elect Candidate will serve in some new function of Rotary each year, either as a Club Director, Committee Chair or Committee Member. This function needs to be one of the major avenues of Rotary Service.

4. The President Elect Candidate #1 (Vice-President) will serve as the Board Director in overseeing the budget and Club fundraising. **August 9, 2011**

## Informal Policy

### C8 – Things to think about

## Historical Activity

### Pres. Elect Meetings – Sandy

Refer to [\*List of Club Projects & Donations\*](#) for a list committee activities.



# **Fellowship**

## **Function**

### Mission

C2 *The mission of the Leavenworth Rotary Fellowship Committee is to bring fun fellowship opportunities to members, member's families and friends.*  
**August 9, 2011**

### Responsibilities overview

C2 *The committee strives to provide a variety of fellowship activities for members throughout the year (usually at least one a month) with the idea that different types of events will appeal to different members. Examples of fellowship activities might include, but are certainly not limited to, burgers and brews, wine tastings, concerts, miniature golf, movies night, nature walks and hikes, dinners, sporting events, Christmas party etc.*  
**August 9, 2011**

### Specific Tasks

### Timeline

C2 *The committee meets at least quarterly to plan events.* **August 9, 2011**

## **Policy**

### **Informal Policy**

### **Historical Activity**

Sandy's Thoughts

Ken's Thoughts

Refer to *List of Club Projects & Donations* for a list committee activities.

## ***Technology***

### **Function**

Mission

Responsibilities overview

Specific Tasks

Timeline

### **Policy**

It was moved, seconded, confirmed (MSC) to authorize the technology task force up to \$2,500 to proceed with technology improvements including the projector, video camera, router, etc. 7/20

As part of the operational budget, it was determined to reference these improvements as part of the membership dues letter, as tangible items being supported through the membership.

### **Informal Policy**

### **Historical Activity**

Refer to [\*List of Club Projects & Donations\*](#) for a list committee activities.

## ***Elder Society***

### **Function**

#### Mission

##### C1 (July 27, 2010 Board Retreat)

The Leavenworth Rotary Club recognizes and pays tribute to the well earned respect, well deserved honor and hard earned wisdom of the Elders of our community, club and society.

Therefore, the Elders of the Leavenworth Rotary Club are accorded such recognition of respect and honor. In their role as Club Elders, said elders will serve as mentors, historians and wise sages actively imparting their wisdom to the other Club Members.

#### Responsibilities overview

##### C1 (July 27, 2010 Board Retreat)

Meet as a Society and organize themselves

Organize and hold quarterly Firesides.

Record Rotarian memories and historical stories for Club Archives.

Mentor the Members, particularly new members,  
President Elects & Club leaders.

Grow long beards and spin yarns or share old wives'  
tales.

Specific Tasks

Timeline

## Policy

CRITERIA: C1 (July 27, 2010 Board Retreat)

- Past President of Leavenworth Rotary or Leavenworth Rotarian for 10 years
- Over 62 yrs. old

## Informal Policy

## Historical Activity

Memoirs by Elder Rotarians

H1, H4, H5, H6, H7, H9

Refer to *List of Club Projects & Donations* for a list committee activities.

# Public Image

(Called Public Relations in old manual Use C13 as a starting point)

## **Chair:**

### **Function**

Mission:

Responsibilities overview

Specific Tasks

Timeline

### **Policy**

#### **Informal Policy**

#### **Historical Activity**

Refer to *List of Club Projects & Donations* for a list committee activities.

## ***Website/Bulletin***

### **Function**

Mission

Responsibilities overview

Specific Tasks

Timeline

### **Policy**

#### **Informal Policy**

#### **Historical Activity**

Refer to *List of Club Projects & Donations* for a list committee activities.

## ***Community Recognition***

### **Function**

Mission

Responsibilities overview

Specific Tasks

Timeline

### **Policy**

#### **Informal Policy**

#### **Historical Activity**

Refer to [\*List of Club Projects & Donations\*](#) for a list committee activities.

# Fund Raising

## Function

Mission

Responsibilities overview

Specific Tasks

Timeline

## Policy

### Informal Policy

### Historical Activity

Refer to [\*List of Club Projects & Donations\*](#) for a list committee activities.



# Chair

## Function

Mission

Responsibilities overview

C3

*The role of the Fund Raising Committee is soliciting and evaluating ideas for events, the sole purpose of which is raising funds for a single project or for the general fund to support a wide variety of local or international projects. The committee is to evaluate such projects and gather all pertinent information, i.e.: budget, timeline for completion, projected income, Rotary member participation, partners in project, etc. The committee shall report to the Board and provide recommendations. August 9, 2011*

Specific Tasks

- 1. Solicit ideas for possible fund raising projects*
- 2. Evaluate project ideas and formulate recommendations*
- 3. Recommendations shall include budget, timeline, projected income, Rotary member participation, partners in project*
- 4. The President and President Elect shall make recommendations concerning projects that he/she would like to see pursued during their term in office*
- 5. Recommendations shall be presented to the Board of Directors for discussion and approval*
- 6. Upon approval of a project, a committee will be appointed by the President to carry out the project. (Draft)*

Timeline

Policy

Informal Policy

## Historical Activity

**Motion:** To approve a series of small fundraisers to take us thru June 30<sup>th</sup>, Yard Sale/Mini Golf at Enzian Falls & Club Fasching Event in Feb. Moved by {Ken G} 2<sup>nd</sup> {Sandy} **Passed 1/10/17**

**Motion:** To approve the use agreement for the Fest Halle signed by Mary with full agreement of board commitment to participate in the fund raiser Moved by {Bill D} 2<sup>nd</sup> {Sandy} Passed 2/07/17

Fundraising:

Rummage sale location revised to: Osborne Building on July 1<sup>st</sup> 6/17

Fundraising:

Three fundraising projects planned: Raffle Ticket Sales during Christmas lighting, Food Booth during Christmas Lighting, Escape to Paradise (March 2018) 11/17

Fundraising:

Topic of the raffle discussed. Two e-bikes have been acquired, with some tickets previously sold. It was moved, seconded, carried (MSC) to set the raffle drawing date for November 27, 2020 with reasonable efforts taken to notify current ticket holders of the date. This will also allow time for further communications and promotion of ticket sales. 2/20

Teri Miller reported on the success of the Bratwurst/hotdog food booth during Christmas Tree lighting weekends. The construction and/or purchase of a mobile food both was discussed.

## Other Fund raisers- Sandy

Refer to [\*List of Club Projects & Donations\*](#) for a list committee activities.

**Fundraising** – Ken Kohnhorst, with support from others, has put together an online Rotary auction (live now). This creative approach will help raise funds. Efforts are taking place to reach out to include other clubs to participate. 11/20

## ***Rotary Fest***

### **Function**

Mission

Responsibilities overview

Specific Tasks

Timeline

### **Policy**

#### **Informal Policy**

#### **Historical Activity**

2012 – 2013 Sandy Owens

**Ken K H3**

Refer to [\*List of Club Projects & Donations\*](#) for a list committee activities.

# YOUTH SERVICE

(Use documents C19 – 19.2 as a basis. Consider having no committee chair and place more responsibilities under the Director or Youth Service and have separate chairs for each program)

## Director

### Function

Mission

Responsibilities overview

Specific Tasks

Timeline

### Policy

#### Informal Policy

#### Historical Activity

Refer to [\*List of Club Projects & Donations\*](#) for a list committee activities.

# Club Youth Protection Officer

## Function

Mission

Responsibilities overview

Specific Tasks

Timeline

## Policy

### Informal Policy

### Historical Activity

Refer to [\*List of Club Projects & Donations\*](#) for a list committee activities.

# RYLA

## Function

Mission

Responsibilities overview

Specific Tasks

Timeline

## Policy

### Informal Policy

### Historical Activity

Refer to [\*List of Club Projects & Donations\*](#) for a list committee activities.

# HOBY (HUGH O'BRIEN YOUTH LEADERSHIP)

## Function

Mission P8

*HOBY's mission is to inspire and develop our global community of youth and volunteers to a life dedicated to leadership, service and innovation. Founded in 1958, HOBY programs are conducted annually throughout the United States, serving local and international high school students.*

*Our Vision is to motivate and empower individuals to make a positive difference within our global society, through understanding and action, based on effective and compassionate leadership. August 9, 2011*

Responsibilities overview

Specific Tasks

Timeline

## Policy

### Informal Policy

### Historical Activity

#### **Core Values**

*Volunteerism - Volunteerism is the heart and soul of our organization. We appreciate the myriad contributions of our volunteers and recognize the power of thank you and of giving back. We seek to promote and encourage service among our stakeholders. We recognize and value the positive accomplishments that volunteers can achieve by working*

Refer to [\*List of Club Projects & Donations\*](#) for a list committee activities.

*together. We believe that our programs positively impact volunteers as much as the youth and communities we serve.*

*Integrity – Integrity forms the foundation of our organization. We demand the highest level of ethics. We grow our organization based on interactions that promote mutual trust and respect with our stakeholders and partners. We strive to ensure the highest level of organizational effectiveness by continually reviewing our programs and processes to improve quality and efficiency.*

*Excellence – We strive to continually raise our programs and business to new levels of excellence. We encourage entrepreneurship and innovation in business, education, and social responsibility. We develop creative solutions to address challenges and to utilize opportunities. We believe that leadership skills can and should be continually improved and refined.*

*Diversity – We value and embrace diversity. We seek out views that reflect all walks of life, and reflect those views in our programs. We are sensitive to the special needs and diverse backgrounds of individuals. We give all individuals an equal opportunity to be heard and to benefit from our programs.*

*Community Partnership – We value community partnerships. We recognize the importance of working with community organizations to strengthen our supportive network. We value the input we receive from our community partners, and strive to work together cooperatively and*



constructively for the betterment of all. - See more at: <http://hoby.org>  
**August 9, 2011**

**Policy:**

**Informal Policy:**

**Historical Activity:**

Refer to *List of Club Projects & Donations* for a list committee activities.

## Interact

### ***Club Liaison***

**Function**

Mission

P9 *The Mission of Cascade Cares is to provide local high school students with the opportunity to learn service to their school, community, and the world and to build leadership skills that will prepare them to be contributing adults in the community in which they choose to live.*

**Our goals are:**

1. *To identify humanitarian needs in the community and the world*
2. *To measure the capacity of the Club to serve identified needs*
3. *To represent the Four Way Test of Rotary in each individual's life and in the activities of the Club*
4. *To raise funds necessary to achieve identified tasks and to further training*
5. *To assure that new students are invited into the Club annually to sustain the viability of the Club*
6. *To serve the school, community, and the world by implementing strategies leading to meeting the identified needs* **August 9, 2011**

Responsibilities overview

Specific Tasks

Timeline

## Policy

**INTERACT CLUB FUND:** Set up a new checking account for funds from Community Foundation for "Be the Change Grant" Rotary will disburse funds. (June 10, 2014) P01

**POLICY:** Interact: 37 people. To approve a separate charter for High School. (July 12, 2016)

*The Cascade Cares Interact Club will have a President, Vice President, Secretary, and Treasurer. Other positions may be named as need arises. The President will lead both the meetings of the officers and the meeting of the general membership. The Officers will meet for planning every other week in the school year and the general membership will meet on alternate weeks to plan and assess Interact business. Club membership will be open to any student of Cascade High School or Upper Valley Christian School. Each prospective member will need to agree to follow the by-laws of Interact International and agree to support the goals of Cascade Cares.*  
**August 9, 2011**

*The Club will have at least one Rotarian present for each general membership meeting and service activity. An Interact representative will frequently attend the weekly Rotary meeting to inform the Rotary Club of the activities that Cascade Cares is involved in.*

*Operational costs for Cascade Cares will be raised by the Club's fund raising activities and there will not be an effort to solicit funding from the Rotary Club or any entity in the community.* **August 9, 2011**

## Informal Policy

## Historical Activity

Refer to [List of Club Projects & Donations](#) for a list committee activities.

Our Interact Club, Cascade Cares, will glean apples from a Cashmere Orchard for Rotary's First Harvest Program on Saturday, October 28. Leavenworth Rotarians are encouraged to come help pick. Future plans include a December 6 blood drive at the fire hall and a regional student peace conference. 10/17

**Interact Club** - John Fishburne - Planned upcoming blood drive in December. Volunteering at the Christmas Lighting food booth and volunteering for the March Escape from Paradise and looking into international service projects. 11/17

Interact Club - John Fishburne -

- Opportunity to help MEND (empty bowls)
- Interact club helped at the food both at Christmas Tree Lighting.

# FBLA

## Function

### Mission P7

*Our mission is to bring business and education together in a positive working relationship through innovative leadership and career development programs. August 9, 2011*

*The purpose of FBLA is to provide, as an integral part of the instructional program, additional opportunities for secondary students (grades 9–12) in business and/or business-related fields to develop vocational and career supportive competencies and to promote civic and personal responsibilities. August 9, 2011*

### Responsibilities overview

### Specific Tasks

### Timeline

## Policy

*High school students explore college and career opportunities through a number of cocurricular educational programs. Members take part in [academic competitions](#), networking events with accomplished business professionals*

at [conferences](#), and community service projects. Plus, members have exclusive access to [scholarships](#) from a select group of academic institutions. **August 9, 2011**

## Informal Policy

## Historical Activity

Refer to [List of Club Projects & Donations](#) for a list committee activities.

## Club Liaison:

### Function

Responsibilities overview

Specific Tasks

Timeline

## Policy

## Informal Policy

## Historical Activity

Refer to [List of Club Projects & Donations](#) for a list committee activities.

**Motion:** To authorize Mary to Spend up to \$100 for Josue Claros graduation gift. Moved by [AI] 2<sup>nd</sup> [Sandy] **Passed**

# Youth Exchange

(Document C20 should be reviewed and inserted wherever appropriate)

## ***Chair***

### **Function**

Mission

Responsibilities overview

The Chair is Responsible, with the assistance of his committee, for planning, implementation and support of all activities involving hosting an inbound Rotary exchange student and sponsoring an outbound student.

The tasks can occur at specific times within a year. To assist in performing tasks in a timely manner, the [Timeline - Chair](#) document is helpful.

### Specific Tasks

The detailed tasks of the Chair are listed in the [Specific Responsibilities - Chair](#) document.

### Timeline

656 The tasks can occur at specific times within a year. To assist in performing tasks in a timely manner, the [Timeline - Chair](#) document is helpful.

Recruiting for outbound students and host families occurs year round. Selection of outbounds in September, leaving in July. Inbounds arrive in August, departing in July.

## Policy

The YE Program consumes a large part of the Club's resources, so the Program requires a detail accounting via a [YE Budget and Cash Flow](#) document

### Finances:

#### **Inbound Students:**

Room and Board provided by Host Family - \$900/month + food (\$30/day)

Expense for inbound and outbound students paid by our Club - \$6,400

Misc. School Fees, Youth Exchange District Training & Social Events

Contingency & Misc. expense

High School Tuition covered by school - \$13,000

Misc. Perks \$???? (Transportation, activities & trips)

Total Monetary Value of Full Ride Exchange Scholarship: \$38,200 + Misc. Perks

### **Outbound Students:**

Fees collected from outbound student: \$6,900 which covers: airfare, training, insurance,

passport & visa processing.

The remaining cost of their exchange, estimated at \$38,200 is covered by the family, club, and school in their destination country

### **Chair Transition**

The YE Program is one of the more demanding Rotary programs to administer. To assure that the program continues in the Club, it is of the utmost importance to recruit the correct person for this position. The **YE Chair Transition Plan** document is the guide for this process.

### **Informal Policy**

### **Historical Activity**

Refer to *List of Club Projects & Donations* for a list committee activities.



## ***Education Coordinator***

### **Function**

Mission

Responsibilities overview

The Education Coordinator is the liaison between the Club YE Committee and the student's School.

Specific Tasks

The detailed tasks of the Education Coordinator are listed in the [Specific Responsibilities – Education](#) document

Timeline

The tasks can occur at specific times within a year. To assist in performing tasks in a timely manner, the [Timeline – Education](#) document is helpful.

## Policy

## Informal Policy

## Historical Activity

Refer to [List of Club Projects & Donations](#) for a list committee activities.

# ***Housing Coordinator***

## Function

Mission

Responsibilities overview

Responsible for securing, scheduling, training, and supporting host families.

Specific Tasks

The detailed tasks of the Housing Coordinator are listed in the [Specific Responsibilities - Housing](#) document.

## Timeline

The tasks can occur at specific times within a year. To assist in performing tasks in a timely manner, the [Timeline – Housing](#) document is helpful.

### Policy

#### Informal Policy

#### Historical Activity

Refer to [List of Club Projects & Donations](#) for a list committee activities.

## ***Outbound Coordinator***

### Function

Mission

Responsibilities overview

Responsible for Outbound Student selection process and the support of the outbound Rotary exchange students before and after departure.

Specific Tasks

The detailed tasks of the Outbound Coordinator are listed in the [Specific Responsibilities - Outbound](#) document.

## Timeline

The tasks can occur at specific times within a year. To assist in performing tasks in a timely manner, the [Timeline – Outbound](#) document is helpful.

## Policy

### Informal Policy

### Historical Activity

Refer to [List of Club Projects & Donations for a list](#) committee activities.

The Leavenworth Club has a long history of participation with the YE Program. For insight, check the [Master List of Past Students](#) featuring our past inbound and outbound students, along with their host families.

List of [Past Outbound Exchange Students C22](#)

## ***Inbound Coordinator***

### Function

Mission

Responsibilities overview

Responsible for being a source of information before arrival into this country. After arrival the counselor is a support person who guides and assists the student.

### Specific Tasks

The detailed tasks of the Inbound Coordinator are listed in the [Specific Responsibilities Inbound Coordinator](#) document.

### Timeline

The tasks can occur at specific times within a year. To assist in performing tasks in a timely manner, the [Timeline – Inbound Coordinator](#) document is helpful.

## Policy

### Inbound Student Processing:

There is much to do when a student first arrives that can be overlooked with all the excitement. The [Inbound Student Checklist](#) document will lead you through the details of things to check for.

## Informal Policy

### Historical Activity

Refer to [List of Club Projects & Donations for a list](#) committee activities.

The Leavenworth has a long history of participation with the YE Program. For insight, check the [Master List of Past Students](#) featuring our past inbound and outbound students, along with their host families. (C22 is another list of past inbound students)

List of [Past Inbound Exchange Students](#) **C21**

# Counselor

## Function

Mission

Responsibilities overview

Responsible for Outbound Student selection process and the support of the outbound Rotary exchange students before and after departure.

Specific Tasks

The detailed tasks of the Counselor are listed in the [Specific Responsibilities - Counselor](#) document.

Timeline

The tasks can occur at specific times within a year. To assist in performing tasks in a timely manner, the [Timeline – Counselor](#) document is helpful.

# **Social & Information Coordinator**

## **Function**

Mission

Responsibilities overview

Responsible for promoting social activities of the inbound exchange students.

Specific Tasks

The detailed tasks of the Social & Information Coordinator are listed in the [Specific Responsibilities – Social & Information](#) document.

Timeline

The tasks can occur at specific times within a year. To assist in performing tasks in a timely manner, the [Timeline – Social & Info](#) document is helpful.

## **Policy**

### **Informal Policy**

### **Historical Activity**

Refer to [List of Club Projects & Donations](#) for a list committee activities.

# Scholarships

(Use C14 as a starting point)

## Function

Mission

Responsibilities overview

Specific Tasks

Timeline

## Policy

Motion: 4/18

17th. nd Motion: Moved by { John Fishburne}, 2

{ Penny Carpenter}

Vote: motion passed.

To revise the motion of following the Rotary International by-laws as it relates to family

members receiving scholarships, to include, "to be implemented beginning the new

Rotary year". The majority of the board voted via email to approve the revision on April

***Scholarship Application C15 – 17***

***Recommendation Guidelines C 18***

## Informal Policy

## Historical Activity

Refer to ***List of Club Projects & Donations*** for a list committee activities.



# Student of the Month

**This program is inactive**

## Function

### Mission

*To introduce the concept of Service to our youth while recognizing the efforts of our youngest and brightest citizens, giving us yet another connection to this vital resource.* **August 9, 2011**

## Responsibilities overview

*One outstanding Student every month is chosen from a list submitted by teachers. This student would then be showcased at three consecutive Friday meetings and give a speech on the last week. August 9, 2011*

## Specific Tasks

## Timeline

## Policy

**POLICY:** Adopt the Student of the Month Program with a budget consisting of 5 meeting meals and a \$50 bond awarded to the student. (January 12, 2009) PO1

**P11-Student of the Month Criteria**  
**P12-Student of Month Nomination form**  
**P13-Student of the Month Application form**

## Informal Policy

## Historical Activity

Refer to *List of Club Projects & Donations* for a list committee activities.

## Committee Description:

### **SUMMARY:**

*One outstanding Student every month is chosen from a list submitted by teachers. This student would then be showcased at three consecutive Friday meetings and give a speech on the last week. August 9, 2011*

### **GOAL:**

*To introduce the concept of Service to our youth while recognizing the efforts of our youngest and brightest citizens, giving us yet another connection to this vital resource. August 9, 2011*

## Committee Overview:

## Procedure:

### P10

#### SUMMARY:

*One outstanding Student every month is chosen from a list submitted by teachers. This student would then be showcased at three consecutive Friday meetings and give a speech on the last week.*

#### GOAL:

*To introduce the concept of Service to our youth while recognizing the efforts of our youngest and brightest citizens, giving us yet another connection to this vital resource.*

#### PROCESS:

##### Student Selection:

*HS counselors solicit the teachers to submit nominations via a **Student of the Month Nomination Form**, with the aid of the **Student of the Month Criteria**. The student then must complete the **Student of the Month Application** and return it back the counselor (normally we see about 50% of the nominations return apps.) We then coordinate with the counselor to set up an afternoon for student interviews (normally slotted in 10-15min intervals) where we will choose our students from that given school.*

##### Student Interaction with Rotary:

*The selected student then attends 3 meeting. At the first meeting we introduce the Student and give a brief summary of why they were chosen*

*At the second meeting we introduce the Student and they inform the membership of their accomplishments and their involvement in the community.*

*At the third meeting the parents are also in attendance. We introduce the Student and give them 5 minutes to tell us of their passions and what they've learned from their SOM experience with Rotary.*

*This is a general outline of what occurs at the meetings and may be deviated from depending on the circumstances.*

#### **BUDGET**

*Five lunches @ \$14 = \$70, SOM Certificate, \$50.00 Bond awarded to the Student.*

## **COMMUNITY SERVICE**

**Director**

**Function**

## Mission

Community funded projects can have overlapping qualities. Refer to [Community Service Committees Overview](#) for comparisons.

## Responsibilities overview

## Specific Tasks

## Timeline

## Policy

Projects that benefit Leavenworth area residents and fulfill the “Service Above Self” commitment will be of the highest interest. LP1

## Informal Policy

## Historical Activity

Refer to [List of Club Projects & Donations](#) for a list committee activities.

# Local Funded Projects

## Function

### Mission

*To provide local financial assistance for needs relating to health, hunger, water and literacy or other needs that are deemed appropriate to receive funding from the Leavenworth Rotary Club. (May, 2015) LP2*

Community funded projects can have overlapping qualities. Refer to [Community Service Committees Overview](#) for comparisons.

### Responsibilities overview

The Committee is responsible for identifying, evaluating, and implementing projects.

### Specific Tasks

#### Timeline

*The committee will decide on or about July 1 of each year what the meeting schedule will be for the current Rotary year through June 30 of the next year. Typically, the committee meets the first week of each month prior to the Board of Director meeting so they can review any funding applications that may have been received. The committee requests funding applications be received by the 25th of the previous month for funding consideration the next month so that time is available to gather additional information that might be needed for individual funding applications received by the committee. Although the committee intends to*

## Policy

### Committee Structure: LP2

*The Funded Local Project Committee will be made up of 5-10 current Leavenworth Rotary members and one of those members will be a "President Elect Candidate." The chairperson can be any committee*

member on this committee. All committee members will serve for a one (1) year commitment of July 1-June 30 which is the Rotary calendar year. Additional years may be served with no limitations to the number of years served on this committee. (May, 2015)

#### LP1--Funding Guidelines

All funding requests must have a completed Local Funded Projects Funding Application filled out by the entity that is requesting the funding. Funding requests will not be considered without a completed application.

The committee will decide on or about July 1 of each year what the meeting schedule will be for the current Rotary year through June 30 of the next year. Typically, the committee meets the first week of each month prior to the Board of Director meeting so they can review any funding applications that may have been received. The committee requests funding applications be received by the 25th of the previous month for funding consideration the next month so that time is available to gather additional information that might be needed for individual funding applications received by the committee. Although the committee intends to have compliance with application deadlines and committee meeting dates, the committee also reserves discretion to be flexible to address special or unanticipated circumstances. (May, 2015)

Leavenworth Rotary Club members and their spouses are not eligible to make direct application for funding from the Funded Local Project Committee.

(July 12, 2011)

#### Informal Policy

#### Historical Activity

Refer to List of Club Projects & Donations for a list committee activities.

**MAJOR PROJECT:** To continue review of the construction of a Shade Structure at Enchantment Park. (December 13, 2016)

# Local Hands-On Projects

## Function

Mission

Community funded projects can have overlapping qualities. Refer to [Community Service Committees Overview](#) for comparisons.

Responsibilities overview

Specific Tasks

Timeline

## Policy

### Informal Policy

### Historical Activity

Refer to [List of Club Projects & Donations](#) for a list committee activities.

H3 Ken K 2015 -16



# Local Major Projects

## Function

### Mission

*The Major Projects Committee's focused mission is to partner with community entities in providing a product or service that aligns with a Rotary cause and meets that entity's prioritized need. 9/23/21*

Community funded projects can have overlapping qualities.

Refer to [Community Service Committees Overview](#) for comparisons.

### Responsibilities overview

*C6 The role of the Major Projects Committee is soliciting ideas for large financial projects. They are to evaluate such projects and gather all*

*pertinent information (i.e. cost, timeline for completion, resources for funding, Rotary member participation, partners in project, etc.) They shall report to the Board and provide recommendations.*

## Specific Tasks

### C6

1. *Solicit possible projects from membership*
2. *Evaluate all projects-do they meet Rotary's Mission*
3. *Gather all pertinent information and produce a project proposal*
4. *Proposal shall be presented to Board for further discussion and approval*
5. *Proposal shall include projected cost, sources of funding and timeline*
7. *Committee will report to proper Director as requested*
8. *Committee apply for District Grants if warranted*
9. *Committee will develop work plan and budget and oversee project*

1. Visit potential community partners and solicit possible projects from them and our membership while building relationships. See the Major Project Solicitation Approach Guide for details.

2. Evaluate and prioritize all projects to assess fit with Rotary's Causes using the Major project Evaluation Table. (In special circumstances "Cause" can be waived with majority approval of Board)
3. Gather all pertinent information and produce the outline of a project proposal to include projected impact, cost, sources of funding, timeline, and role of the Club and the partner entity
4. Report to proper Director for guidance and work with him/her to present prioritized proposals to the Board for further discussion and approval of the product to take to the membership for approval.
5. Present to membership for final approval.

6. Raise additional funds through District Grants and/or other sources, if warranted
7. Select lead Rotarian and Partner representative. Develop work plan and budget and oversee project implementation

#### Timeline

The committee will generally solicit in the spring or summer to gather latest community needs and will meet as required to complete the below process.

#### Policy

**MAJOR PROJECT:** To continue review of the construction of a Shade Structure at Enchantment Park. (December 13, 2016) PO1

The Major Projects Committee will inform and coordinate major community service projects. The Committee membership will represent the diversity in our community and include Hands On and Local Projects committee members.

*The main purpose of the Major Projects Committee is to execute Rotary International's "Causes" in our local community through high impact, collaborative projects. These causes are:*

1. Ending Polio
2. Promoting Peace
3. Fighting Disease
4. Providing Clean Water
5. Supporting Education
6. Saving Mothers and Children
7. Growing Local Economies and Improving Local Life

## 8. Protecting the Environment

## 9. Disaster Response

9/22/21

The Committee is responsible for soliciting and evaluating ideas from community partners as well as our membership for projects with a larger commitment by the Club than Funded or Hands On Local projects. Such commitment may include financial contribution of \$5,000 or more, volunteer labor, and other resources provided by the Club membership. A major project may last for multiple years from planning through full implementation. The Committee gathers information and evaluates such projects (see below). It shall report to the Board and provide recommendations. The Board's decision on large projects will be presented to the membership for final approval and identification of volunteers.

*At a Club meeting, the membership will be presented with brief overview of the Major Project Committee's policy, and a scored matrix, followed by a discussion of the highest scoring candidates for the members approval.*

Following the Presentation, an e-mail with a link to the recording will be sent to the membership. Using this, the membership may vote before a deadline to accept or reject a project. Upon the return of the ballots, the votes and feedback will be recorded, the results of which will be reported at the following Board meeting for adoption via a formal motion.

### Informal Policy

### Historical Activity

Refer to [List of Club Projects & Donations](#) for a list committee activities.

H3 Ken K 2015 -16



# Apendix

[List of Club Projects & Donations](#)

<http://hoby.org>

[academic competitions](#)

[conferences](#)

[scholarships](#)

[Master List of Past Students](#)

[Specific Responsibilities – Inbound](#)

[Timeline – Inbound Coordinator](#)

[Inbound Student Checklist](#)

[Specific Responsibilities - Counselor](#)

[Community Service Committees Overview](#)

[Local Projects Funding Application](#)