

**LEAVENWORTH ROTARY INTERNATIONAL COMMITTEE  
POLICIES AND PROCEDURES  
MANUAL**

May 2011

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**POLICY AND PROCEDURE MANUAL:**

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## SECTION 1. THE ROTARY ORGANIZATION

### ROTARY INTERNATIONAL GUIDING PRINCIPLES

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

FIRST. The development of acquaintance as an opportunity for service;

SECOND. High ethical standards in business and profession; the recognition of the worthiness of all useful occupations; and the dignifying of each Rotarian's occupation as an opportunity to serve society;

THIRD. The application of the ideal of service in each Rotarian's personal, business, and community life;

FOURTH. The advancement of international understanding, good will, and peace through a world fellowship of business and professional persons united in the ideal of service.

Based on the Object of Rotary, the Avenues of Service are Rotary's philosophical cornerstone and the foundation on which club activity is based. The five Avenues of Service are Club Service, Vocational Service, Community Service, International Service and New Generations Service. The Leavenworth Rotary International Committee bases its principles on the same foundation and encompasses actions taken to expand Rotary's humanitarian reach around the globe and to promote world understanding and peace.

**ROTARY INTERNATIONAL**

**Mission Statement**

“The mission of Rotary International is to provide service to others, promote integrity, and advance world understanding, goodwill, and peace through its fellowship of business, professional, and community leaders.”

**ROTARY FOUNDATION**

**Mission Statement**

“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.”

**LEAVENWORTH ROTARY INTERNATIONAL COMMITTEE**

**Mission Statement**

“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.”

**LEAVENWORTH ROTARY INTERNATIONAL COMMITTEE**

**Memorandum of Understanding**

There are three strategic priorities supported by 16 goals for the Rotary International Organization:

**Support and Strengthen Clubs**

- Foster club innovation and flexibility
- Encourage clubs to participate in a variety of service activities
- Promote membership diversity
- Improve member recruitment and retention
- Develop leaders
- Start new, dynamic clubs
- Encourage strategic planning at club and district levels

**Focus and Increase Humanitarian Service**

- Eradicate polio
- Increase sustainable service focused on:
  - New Generations Service programs
  - The Rotary Foundation's six areas of focus
- Increase collaboration and connection with other organizations
- Create significant projects both locally and internationally

**Enhance Public Image and Awareness**

- Unify image and brand awareness
- Publicize action-oriented service
- Promote core values
- Emphasize vocational service
- Encourage clubs to promote their networking opportunities and signature activities

The Leavenworth Rotary International Committee supports them all and is focused to increase the Humanitarian Service of the Rotary International Organization.

The Leavenworth Rotary International Committee understands that its priorities and goals must be in alignment with those of Rotary International. Rotary's core values represent the guiding principles of the organization's culture, including what guides members' priorities and actions within the organization.

The Rotary International Organization uses a four-way test that asks the following questions. The Leavenworth Rotary International Committee will ask these same four questions when choosing any new possible project:

- Is it the Truth?
- Is it Fair to all concerned?
- Will it build Goodwill and Better Friendships?
- Will it be Beneficial to all concerned?

**LEAVENWORTH ROTARY INTERNATIONAL COMMITTEE**

**SECTION 2. PROGRAM POLICIES and PROCEDURES**

**General Procedures for all Policies**

Potential projects to be considered by the Committee must:

1. Answer all four questions mentioned in the aforementioned Memorandum of Understanding.
2. Fit into the framework of one or more of the Policies of the Committee.
3. Be thoroughly researched and studied by the Committee member(s) presenting the proposed project.
4. 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.
5. Be presented in a timely manner for budgeting purposes.
6. Be presented in a thorough and complete statement or report, along with supporting documents and proposed financial expectations stated clearly.

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.

**PROGRAM POLICIES and PROCEDURES**

The policies listed below represent The Leavenworth Rotary International Committee's predetermined course of action, as stated in its Mission Statement and Memorandum of Understanding.

- Literacy Policy
- Health Policy
- Hunger Policy
- Clean Water Policy

## LITERACY POLICY

Board Approval Date: \_\_\_\_\_

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

### Policy Statement:

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.

### Procedures:

1. Provide and/or ship supplies, such as books and writing materials for the education of those people in need.
2. Provide services for education.
3. Provide the means to achieve education.

## HEALTH POLICY

Board Approval Date: \_\_\_\_\_

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

### Policy Statement:

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.

### Procedure:

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.

## HUNGER POLICY

Board Approval Date: \_\_\_\_\_

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

### Policy Statement:

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.

### Procedure:

1. Collect and ship food.
2. Establish training programs in the proper selection, production, storage and preparation of food.
3. Provide the supplies, materials, and/or the means to support these people to become self-sustaining now and for future generations.

## CLEAN WATER POLICY

Board Approval Date: \_\_\_\_\_

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

### Policy Statement:

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.

### Procedure:

1. Provide the necessary supplies, tools, or means to establish clean water in areas of need.
2. Provide the means or funds to ship those supplies or tools.
3. Provide the means to use the tools, including the instructions for their use.
4. Provide the education and understanding for sustaining clean water for good health and long life.