

District Assembly Discussion Questions

When considering these questions, talk to outgoing and incoming club leaders to compare ideas.

What are the responsibilities of the club Rotary Foundation committee and what are your responsibilities as chair?

How will your committee support your club's strategic plan?

How can we encourage and help members to contribute to The Rotary Foundation?

What ways can we use to educate members about The Rotary Foundation?

How can you help committee members do their job?

What are your committee's long-range and annual goals?

CLUB ROTARY FOUNDATION COMMITTEE MANUAL 20

Worksheet 2: Rotary Foundation Grants

What are some projects that your club has participated in recently that might fall under one of the areas of focus? (Peace and conflict prevention/resolution, Disease prevention and treatment, Water and sanitation, Maternal and child health, Basic education and literacy, Economic and community development)

How can you partner with other clubs in your district to create larger, more sustainable projects?

What are some ways that you could find international partners?

How will you ensure grant funds adhere to stewardship guidelines?

Worksheet 3: Goals

Use this worksheet to draft a long-range goal and annual goals for three years to reach the long-range goal. Ensure that your goals are:

Shared. Those who participate in setting a goal and developing strategies to achieve that goal are committed to implementing it.

Measurable. A goal should provide a tangible point to pursue.

Challenging. A goal should be ambitious enough to go beyond what your club has accomplished in the past.

Achievable. Rotarians should be able to accomplish the goal with the resources available.

Time specific. A goal should have a deadline or timeline.

Long-range goal (goal for your club three years from now)

Year 1 annual goal

Year 2 annual goal

Year 3 annual goal

Worksheet 4: Action Plan

In the space below, write one annual goal from your goals worksheet. Then determine the action steps that need to be taken to meet this goal.

Annual goal

Action step	Who will be responsible?	How long will this step take?	How will progress be measured?	What resources are available?
1.				
2.				
3.				
4.				
5.				

Resources needed

Worksheet 5: Rotary Foundation Committee Case Studies

Read the case study below and answer the questions. Create a plan using the case study action plan on page 26.

Case Study 1

Your club members confuse your district's foundation with The Rotary Foundation.

How can you raise members' awareness about both foundations?

Case Study 2

The new global grants of The Rotary Foundation require larger projects that last longer than one year. Because of this, several members have contacted you about developing high-impact projects.

What are some characteristics of sustainable projects?

Discuss how you can ensure that your project design is sustainable.

Describe a sustainable project your club is involved with now or one that your club wants to make more sustainable.

Case Study 3

You have been asked to develop innovative ways to encourage the community to contribute more money to The Rotary Foundation's polio eradication campaign.

What are some creative ways of asking community members to donate?

Case Study 4

Your club has an annual fundraiser that is a popular social event among members. The fundraiser, which features free food and drinks, has grown over the years to include several hundred people. Many members look forward to this event each year, and your club has a separate subcommittee to coordinate it. You learn from the club treasurer that rather than raising money, this event actually costs your club money, owing to the rising costs of food, drinks, and other amenities.

What do you recommend to the subcommittee about this fundraiser?

Case Study 5

It's halfway through your first year in office and several members are not performing to your expectations. They don't respond to email and don't show up at committee meetings. You are frustrated and thinking of resigning as committee chair if the situation doesn't change.

What do you do?

Case Study Action Plan

Action step	Who will be responsible?	How long will this step take?	How will progress be measured?	What resources are available?
1.				
2.				
3.				
4.				
5.				

What did you learn that you can apply to your club?

Resources needed

Worksheet 6: Problem-Solving Guide

Use the Planning Guide for Effective Rotary Clubs and the goals worksheet from session 2 to develop your problem-solving guide. Analyze your club's goals, and think about potential challenges to achieving them. Then, offer solutions to these challenges.

	Goal	Potential Challenge	What resources are available?
Administration			
Membership			
Public Relations			
Service Projects			
Rotary Foundation			
Other			