

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 service projects committee, and what are your responsibilities as chair?

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

What kinds of projects will have the greatest impact on the community?

What fundraisers will ensure appropriate funding for projects?

How can you help committee members do their job?

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

What is your club's signature project?

Is your signature project reflecting your club's vision?

CLUB SERVICE PROJECTS COMMITTEE MANUAL 20

Worksheet 2: 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 3: 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 4: Service Projects 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's signature project has supported a literacy program in your local school district for more than 10 years. Meanwhile, your international service chair has identified a project in South Asia in which the local Rotary club is seeking resources to help establish a computer training lab for teachers in a rural community. Your club doesn't have enough funds to support both projects.

What do you do?

Do you vote on which to support?

Are members likely to embrace the idea of a new initiative or continue with the long-standing local project that your club is known for?

How might taking on a new international project affect your club?

Case Study 2

Your club has sponsored a local Rotaract club for many years. The Rotaractors are primarily university students, so there is regular turnover when they graduate. The goal of their annual fundraiser is to collect money for a health clinic in Ghana, and the success of the fundraiser varies from year to year.

What can your club do to support the Rotaractors as the club's leadership changes every year (e.g., mentoring, partnering)?

What can you teach the Rotaractors?

What can your club learn from them?

Case Study 3

A Rotary club in India has established a twin club relationship with a club in Peru. Through Rotary Friendship Exchange, members of the two clubs discovered a common interest in water and sanitation. They raise money to support a program that trains people to install water wells. Both clubs would like to expand their program to more countries, but they don't know where to start.

What are some ways these two clubs could expand this project?

What partners could they work with to help the project benefit more people?

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 5: 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			