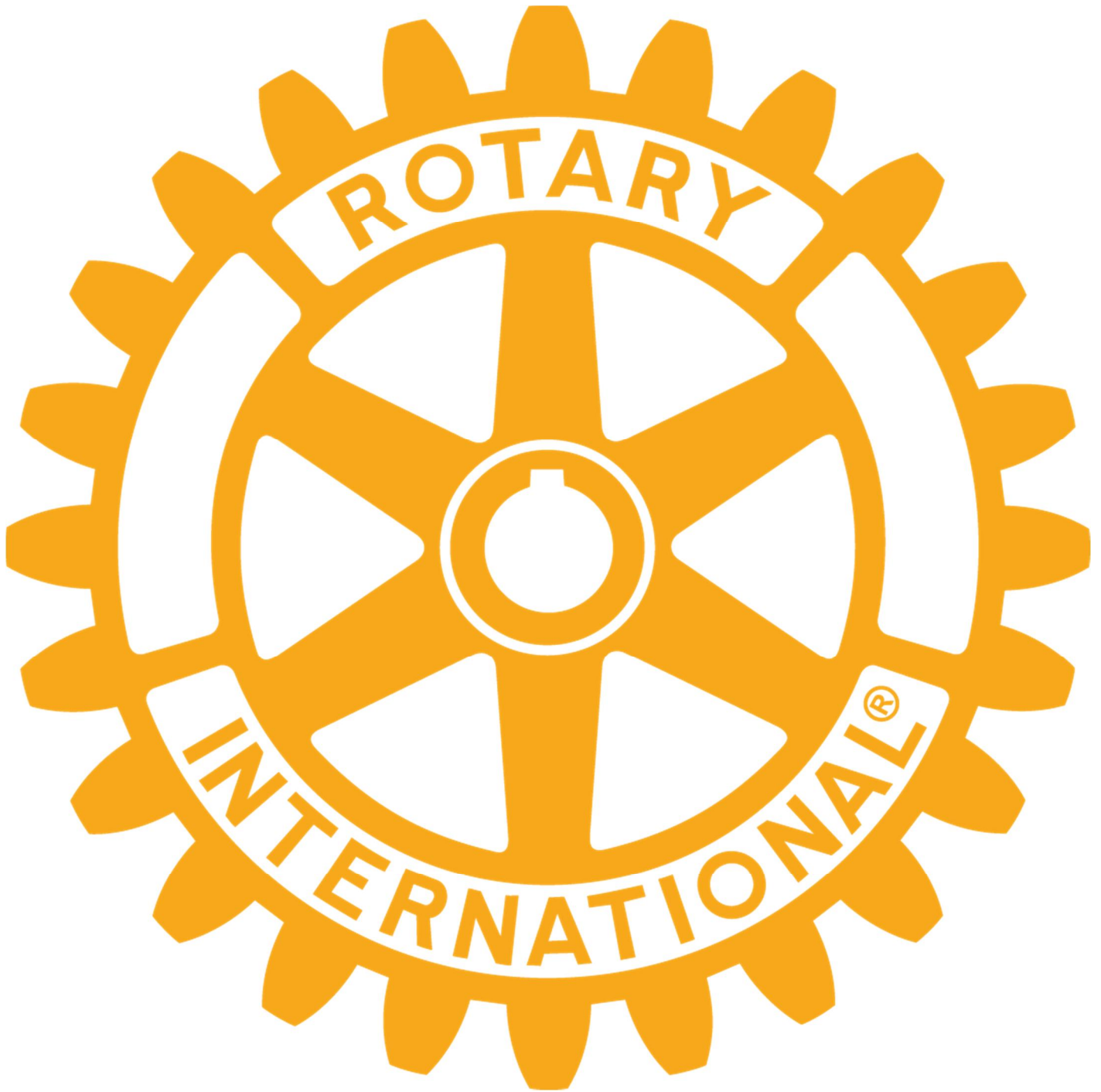


ASSISTANT GOVERNOR



ASSISTANT GOVERNOR JOB DESCRIPTION



Your role as assistant governor is to help clubs succeed and help the governor. These are your official responsibilities.

RESPONSIBILITIES
Visit each club regularly to discuss club activities, resources, and opportunities.
Support clubs in setting and achieving goals, finding solutions to challenges, resolving conflicts, and meeting membership, financial, and other requirements.
Serve as a liaison between clubs and district committees.
Assess a club's ability to thrive and mentor club leaders on strategies to help their clubs succeed.
Encourage clubs' involvement in district activities and committees.
Keep the governor informed on the progress your clubs make toward their goals.
Stay up-to-date on Rotary initiatives.
Share the status of clubs with your successor.

ASSISTANT GOVERNOR INDEX

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CLUB INFORMATION SHEET

Club Name: _____

President: _____

Cell Phone: _____ Work Phone: _____

E-mail: _____

Preferred route of communication: (phone, e-mail, text)

President Nominee: _____

Cell Phone: _____ Work Phone: _____

E-mail: _____

Secretary: _____

Cell Phone: _____ Work Phone: _____

E-mail: _____

Treasure: _____

Cell Phone: _____ Work Phone: _____

E-mail: _____

Foundation Chair: _____

Cell Phone: _____ Work Phone: _____

E-mail: _____

Membership Chair: _____

Cell Phone: _____ Work Phone: _____

E-mail: _____

NOTES: _____

Rotary Acronyms and Abbreviations

3H	Health, Hunger and Humanity Program (no longer used, but you still hear it!)	RLI-SD	Rotary Leadership Institute – Sunshine Division
AFIRAL	A Friend in Rotary and Life	RYLA	Rotary Youth Leadership Award
AG	Assistant Governor	SAR	Semi Annual Report
CLP	Club Leadership Plan	SHARE	not an acronym! It doesn't stand for anything.
COL	Council on Legislation	TRF	The Rotary Foundation
D	District	VTT	Vocational Training Team
DaCDb	District and Club Database	YEP	Youth Exchange Program
DDF	District Designated Fund	YIR	Yours in Rotary
DG	District Governor	YIRAL	Yours in Rotary and Life
DGE	District Governor Elect		
DGN	District Governor Nominee		
DGND	District Governor Nominee Designate		
DGNE	District Governor Nominee Elect		
DLP	District Leadership Plan		
DSG	District Simplified Grant (no longer used)		
DTA	District Training Assembly		
EN	English		
EREY	Every Rotarian Every Year		
GETS	Governor Elect Training Seminar		
GRSP	Georgia Rotary Student Program		
GSE	Group Study Exchange		
IA	International Assembly		
IPDG	Immediate Past District Governor		
MOP	Manual of Procedure		
PDG	Past District Governor		
PE	President Elect		
PETS	President Elect Training Seminar		
PHF	Paul Harris Fellow		
PN	President Nominee		
PP	Past President		
PRID	Past Rotary International Director		
PRIP	Past Rotary International President		
RAG	Rotary Action Group		
RC	Rotary Club		
RCC	Rotary Community Corps		
RFFA	Rotarians for Fighting Aids		
RI	Rotary International		
RIBI	Rotary International in Great Britain and Ireland		
RID	Rotary International Director		
RIP	Rotary International President		
RIPE	Rotary International President Elect		
RLI	Rotary Leadership Institute		

IMPORTANT DATES

Rotary



CLUB GOALS:

CLUB NAME: _____

CLUB NUMBER: _____

NAME OF PRESIDENT 2018-2019: _____

ROTARY MEMBERSHIP I.D. #: _____

DISTRICT 6900 WEB SITE LOGIN INFORMATION: www.rotary6900.org

Username: _____

Password: _____

ROTARY CENTRAL:

www.rotary.org

My Rotary

Online Tools

Rotary Club Central

SIGN IN E-MAIL ADDRESS: _____

PASSWORD: _____

ROTARY CLUB PLAN:

MEMBERSHIP & ENGAGEMENT:

Club Membership: 1 July 2021 Existing members _____

New members : _____ (How many new member do you want to add)

Retained members: _____ (How many member do you want to retain)

Net Gain Members: _____ (How many member do you want at the end of the Rotary year)

Service participation: _____ (How many members will participate in a club service activity in the year)

New member sponsorship: _____ (How many members will sponsor a new member during the year)

Rotary Action Group Participation: _____

How many club members will be members of at least one Rotary Action Group (RAG) during the Rotary year

Leadership Development Participation: _____

How many members will participate in leadership development programs or activities during the Rotary year?

Members attend an RLI class: _____

Members attend District Assembly: _____

Members attend 2021 District Conference: _____

Rotary Fellowship Participation _____

How many club members will be members of a Rotary Fellowship during the Rotary year?

New Member under the age of 35: _____

New Female Member: _____

Conduct a Classification study of your club & community: _____date

ROTARY FOUNDATION:

Annual Fund Contribution: _____

PolioPlus Fund Contribution: _____

Major Gifts: _____

Bequest Society Members: _____

Benefactors: _____

EREY Club: _____

New Paul Harris Donors: _____

Paul Harris Next Level Up Donors: _____

YOUNG LEADERS:

Sponsor Rotaract Club: _____

Sponsor Interact Club: _____

Sponsor Inbound Youth Exchange Student: _____

Sponsor Outbound Youth Exchange Student: _____

Sponsor RYLA participant: _____

Sponsor or Contribute to Laws of Life Assay Contest: _____

Other youth projects: _____

PUBLIC IMAGE:

Strategic Plan for Public Image: _____

Does your club have an up-to-date strategic plan?

Online Presence: _____

Does your club's online presence accurately reflect its current activities?

Social Activities:

How many social activities will your club hold outside of regular meetings during the Rotary year?

1. _____

2. _____

3. _____

4. _____

Update Website & Social Media: _____

During the Rotary year, how many times per month will your club's website or social media accounts be updated?

Media Stories about Club Project: _____

How many media stories will cover your club's projects during the Rotary year?

Use of Official Rotary promotional material: _____

Did your club use Rotary International's advertising and public service materials, such as broadcast videos, print ads, and other official materials available in the Brand Center, to promote Rotary in your community during the Rotary year?

SERVICE PROJECTS:

Community Projects:

Education Service Project:

Vocational Project:

Humanitarian Project:

Global Project:



Rotary District 6900 2021-2022 District Grants

District Grant

For 2021-2022, eligible clubs may request a standard district grant up to **\$1750** in funding for a service project. This amount reflects our donations to the annual fund in 2018-2019. District 6900 clubs may use grant funds alone or partner with other District 6900 Rotary clubs to fund larger, more costly projects. Only one regular district grant per club and only one project per grant request. Club funds are not required to be contributed to the project. *We encourage clubs to use grant funds within the boundaries of District 6900.* The top 9 clubs in giving to the Annual Fund for 2018-2019 are eligible for an *additional \$750*. (Top 9 clubs listed on next page.)

Connecting through Service Projects

- Competitive Grants – There are **two \$10,000 and one \$5,000** competitive grants available. Evaluation criteria include: Foundation area of focus, documented need, impact, results, sustainability, public image, collaboration, & Rotarian engagement. More details on competitive grants will be available at District Assembly (DTA).

Important Dates

1. To be eligible for a 2021-2022 grant, spending report for the 2020-2021 grant must be completed & *accepted by the District* by March 31, 2021.
2. Applications for 2021-2022 standard and competitive district grants are due & *accepted by the District no later than May 15, 2021.*
3. *Spending reports due 30 days after funds spent but no later than March 31, 2022

Grant Requests and Reports will be submitted online at Rotary6900.org

We are requesting projected and actual numbers regarding beneficiaries, Rotarian involvement and hours on the project. We also request one picture showing Rotarians as People of Action working on the project submitted with the spending documentation. (Please have your clubs pay close attention to the signage requirement for each project.) More details/instructions on using the grants feature at Rotary6900.org will be provided at DTA. (At least one person, per club, should attend if applying for a district grant.)

District Grants Chair

Gillian Leggett – gkleggett@att.net
404-202-2409 (mobile)

Top 9 Rotary clubs donating to the Annual Fund in 2018-2019 (based on % participation, per capita giving, and total amount given)

Alpharetta
Buckhead
Dunwoody
East Cobb
Muscogee
North Fulton
Peachtree City
Roswell
Thomasville

*Grant spending documentation is only required up to the amount of the initial grant when submitting receipts at rotary6900.org. However, it is advisable that you keep strict records at the club level of all grant spending, including club funds put towards the grant.

Assistant Governor

Recommended To Do Before PETS

1. Meet with the club's current AG.
2. Obtain and review printout of club's goals from Rotary Club Central
3. Go to a meeting with the club's current AG if possible.
4. Start to develop a relationship with the President-Elect and President Nominee.
5. Make sure they know how to and can get on Rotary Central & District website
6. If you are able, talk to the President-Elect about:
 - a. Identifying what motivates them about Rotary.
 - b. Identify ONE dream that they want to accomplish during their year as president.
 - c. Identify a small nucleus of people that they can depend on.
 - d. Prepare a list of at least one accomplishment for each area of service for RCC.
 - i. Public Relations
 - ii. Club Administration
 - iii. Membership
 - iv. Rotary Foundation
 - v. Service Project
7. Look over the following and have some ideas of how the club can do these:
 - 2021-22 Presidential Citation
 - 2021-22 District Governor Citation
 Make sure they know the difference between the two.

Plan and Prepare. Remember the 5 Ps.....

"Proper Planning Prevents Poor Performance"

Assistant Governor

Things to Accomplish During PETS

Introduction to Each Other:

- Name, how long in Rotary, club involvement and service before PE
- Size of Club
- Club's major contributions to community (previous service projects/fundraisers)
- Club's challenges

Discussion Topics:

- AG Role for their year (handout)
- RI President's Citation (Provide at later date)
- District Governor's Citation (Provide at later date)
- Rotary Club Central
- President's Training Manual
- Vision and Expectations
- Important Dates (Provide at later date)
- Important Deadlines (Provide at later date)
- Write down Goals to be entered into Rotary Club Central
- Write down Goals for Strategic Plan
- Contact Information / Preferences
- Sources of Information
- Programs
- Fellowship / Social
- AG Visit to review Plan of Work
 - Date
 - Preparation
 - Format
- DG Official Visit
 - Date
 - Meeting with Club Board of Directors
 - Program
 - Formats / Traditions
- Questions for your AG, each other.

Assistant Governor

To Do before July 1, 2021

General:

- Create/Organize your Tool Bag – items you want to have readily available
- Be available and approachable
- Visit club at least once before July 1, 2021
- Communicate
- Be observant. Look for logs across the road. Help to move them.
- Ask questions
- Recognize the club when they do something well. What is every day for one club will be a real accomplishment for another.

Club Board of Director's Meeting:

- Review AG Role – Not all will have been club directors in the past
- RI President's Citation
- District Governor's Citation
- District Visions and Expectations
- Enter Goals into [ROTARY CLUB CENTRAL](#)
- Enter Goals in District website for [STRATEGIC PLAN](#)
- Important Dates
- Important Deadlines
- Contact Information / Preferences
- Sources of Information
- Programs
- Fellowship / Social
- DG Visit
 - Date
 - Meeting with Club Board of Directors
 - Program
 - Formats / Traditions
- Questions for your AG, each other

Assistant Governor

To do after PETS for the Club President?

To be their supporter, coach, mentor, liaison, and advocate with the District Governor. AGs are to be their motivator and their resource for information and assistance. In short, to serve the Club President and Club as needed to help them fulfill the goals for the year.

What Can I Do for the President?

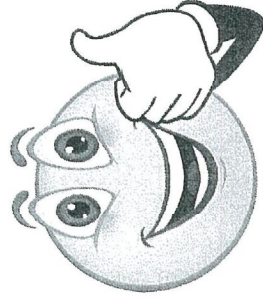
- * Assist them in preparing for their year.
- * Be their liaison to resources at the District and International level.
- * Assist them in preparing for Governor's visit.
- * Help them find a service project.
- * Participate in New Member Orientation.
- * Participate in Induction of New Members.
- * Present Paul Harris Fellows, Will Watt Fellows, etc. in the place of the District Governor
- * Install club officers.
- * Help them find interesting programs.
- * Help them resolve problems.
- * Be a sounding board for them.

What I Will Not Do For the President.

- * Run the club.
- * Spy for the District Governor.
- * Send them useless emails.

What I Need From President.

- * To acknowledge my emails and respond to them as necessary or requested.
- * Let me know when you have a problem.
- * Realize that I am trying to help not cause you problems.



100 Ways to Recruit Members to YOUR Rotary Club!

1. Ask someone
2. Bring a guest to meetings
3. Advertise in newspapers & cable TV
4. Have a clear club goal & a strategic plan
5. Letters or personal contact with local businesses
6. Contact with Chamber of Commerce
7. Bookmarks inserted in library books
8. Public meetings at malls, outdoors, etc
9. Booth at malls, fairs, festivals etc.
10. Pamphlets in doctors' offices, hospitals, cafeterias, libraries, etc.
11. Host an Open House
12. Hold a club assembly only on membership
13. Ask Rotary Foundation alumni to join
14. Give the membership chair one minute at every club meeting
15. Make the membership chair a club director
17. Service projects that serve a need in the community
18. Invite family members to join
19. Letters to people in the news with an invitation to visit the Rotary club
20. Club business cards with club meeting location and time
21. Distribute extra copies of the Rotarian in waiting rooms, etc
22. Hold high-profile meetings
23. Hold wine and cheese receptions for prospective members
24. Ask for help from RIMC/RIMZC
25. Have a special guest day
26. Send club members to district membership seminar
27. Make prospective members feel important
28. Honor outstanding community members with the "Rotary Award
29. Don't wait for Rotaractors to reach age 30 before they are invited to join Rotary
30. Make some meetings social events
31. Build a club web site
32. Use group email to promote Rotary
33. Put posters in public areas
34. Ask corporations and employers to sponsor or subsidize membership
35. Have a reward program for those who bring in new members
36. Create more fun
37. Give a money back guarantee—if after 3 months a new member does not want to be a Rotarian return their fees
38. Invite the media to cover well known speakers
39. Use word of mouth
40. Network with coworkers, friends, and family
41. Follow up with guests the watch of every member to remind then to bring a guest
43. Lead by example—how many members have you recruited?
44. Members give talks at other organizations
45. Provide guests with free meals
46. Update your clubs classification survey
47. Look for members in ethnic groups not represented in your club
48. Provide brochures for new employee packets in members companies
49. Advertise at sports events
50. Ask the district Rotarians for help
51. Hold joint meetings with non-Rotary groups
52. Share your Rotary experience with others

53. Participate in community events
54. Write letters to the newspaper about the polio campaign
55. If a prospect can't attend your meeting due to time suggest another club
56. Publicize club successes, elections, and events, in local newspapers
57. Circulate the club newsletter widely
58. Design a club brochure
59. Hold recruiting events with two or more clubs
60. Form and/or join a speakers' bureau
61. Wear your pin – wear it every single day! Tell people what it means.
62. Mention Rotary at meetings of other organizations during announcements
63. Send newsletters to guests
64. When asked about your leadership skills & career success, tell them about Rotary
65. Ask the AG to attend a board meeting to talk about membership
66. Ask every member to submit 3 prospects to the membership chair
67. Make meetings FUN! Make inviting potential members FUN!
68. Give every member a Rotary decal or bumper stickers for their car
69. Give testimonials about Rotary while guests are at the meeting
70. Repeatedly invite prospective members (ask, ask and ask again)
71. Practice selling Rotary at Club meetings —have a one minute elevator speech about Rotary
Consider: EREY for Membership
72. Conduct a Membership Satisfaction Survey (RI Publication #417)
73. The club president asks three club members to do a personal favor: recruit 1 new member each
74. Bring your boss to a club meeting — bring supervisors to a meeting — bring your managerial staff
75. Make direct contact with women's business associations... women are allowed! 😊
76. Bring your co-workers to a club meeting especially those in supervisory positions!
77. Bring your subordinates-especially those in supervisory positions!
78. Have new member kits
79. Use books, brochures, videos and posters from RI
80. Hand out invitation cards for a "Free" lunch (breakfast, dinner)
81. Promote members to constantly promote and rave about Rotary
82. Meet at a good location: location, location, location!
83. Assign every member to a 5 person recruitment team:
each team brings in a new member every six months (or every three, or EVERY month)
84. Develop a strategic plan membership is a year-round priority and needs to be planned
85. Have incentives for recruitment
86. Have a large poster that lists all members who have sponsored a new member in the past year
87. Select a missing classification and work on filling it. Get out that phone book! Are all business vocations/classifications from your community filled in your club?
88. Display a thermometer showing progress towards club goal (Great tool!)
89. Feature a member's "benefit of the month" in the club newsletter
90. Induct new members with pizzazz and invite spouse/partner. Make a big deal of inductions.
91. Develop a welcome letter from the president for all new members
92. Contact all members who have resigned in the past 3 years. Bring them back for a social!
93. Use billboards at bus stops and road sides
94. Ask Rotarians to put Rotary ads on their commercial trucks
95. Recognize new members in newsletters, newspapers and every media possible
96. Regularly check the RI web site for ideas
97. Subscribe to the Rotary Membership Minute on the RI web site
98. Invite spouses to social functions... they are potential members, too!
99. Ask recipients of Rotary service or donations to speak for Rotary
100. Pass out M & M candy:
to remind members that "**Membership Matters**" and that we need "**More Members**"



50 WAYS ROTARY CLUBS AND ROTARIANS CAN SERVE OTHERS

1. Sponsor a Four Way Test Essay contest.
2. Promote Vocational Fellowships (Vocation and Recreation Fellowship)
3. Support Boy Scouts, Girl Scouts and 4-H Clubs.
4. Participate in Career Day at local schools.
5. Have a Teacher Appreciation Week – honoring teachers.
6. Be a tutor. Teach some to read.
7. Purchase children's books for local libraries.
8. Sponsor Teacher of the Year awards.
9. Spotlight on service. Feature club members in the news.
10. Sponsor a Four Way Test billboard.
11. Provide vocational tours. Visit members businesses and professions.
12. Sponsor an Eagle Scout Banquet. Each Eagle Scout is matched with a Mentor of his future vocation.
13. Have a business ethics panel as a program.
14. Put up a Rotary sign to identify your meeting place.
15. Join other service clubs in your community to meet or address a need. Literacy, drugs, crime, etc.
16. Donate Rotarian magazine to local libraries.
17. Invite members of media to speak to your club.
18. Establish a club Web site. Keep your community informed.
19. Donate a book in honor of your club speaker to a halfway house, library, school, etc.
20. Organize an Employer-Employee workshop.
21. Establish a scholarship to help a youth attend college.
22. Be a good role model.
23. Volunteer to be a reader in "Dr. Seuss' Read Across America" program.
24. Help someone get his or her GED.
25. Volunteer to teach English as a second language.
26. Organize a JOBS FAIR or workshop.
27. Become a Partner in Education.
28. Volunteer to be a BSA Merit Badge counselor.
29. Be a Vocational Mentor.
30. Sponsor an Ethics Essay Contest. Award a scholarship
31. Plan a World Community Service project and carry it out.
32. Share your vocational skills with a youth.
33. Work with Trade or Vocational schools – job placement, etc.
34. Quarterly Outstanding Service Award plaque awarded to an outstanding Police, Firemen, EMC, etc.
35. Challenge local business leaders to measure their conduct by the Four Way Test.
36. Sponsor a scholarship for a child/youth of a single working parent.



37. Support Handicap Awareness in the workplace and your community.
38. Partners-In-Service – Interact and Rotaract.
39. Publicize all your Rotary Club's activities in the media. This creates awareness, builds credibility and improves your club's image.
40. Sell a fundraiser – Four Way Test auto tags.
41. Observe Vocational Service month – October.
42. Wear your Rotary pin daily. Display Rotary decal on your auto.
43. Sponsor a teacher for a Rotary International teach grant.
44. Develop a business telephone book for your community.
45. Recruit senior citizens to read to children in an after-school program.
46. Build reading lofts in elementary schools to help build interest in reading.
47. Sponsor a new member. Share Rotary.
48. Promote Classification talks in your club.
49. Donate computers and books to an inner-city school.
50. Purchase a Four Way Test banner for your Rotary club. Have all Rotarians repeat at each meeting as a group.

When the Vocational Service Committees of any Rotary Club functions best is when it actively interacts with Club, Community and International Service Committees and does not try to stand alone.



INFORMATION PAPER

From Club and District Administration
Rotary International, 1560 Sherman Avenue, Evanston, Illinois 60201 USA
Telephone: (847)-866-3000; Fax: (847)-866-3072

INSTALLATION OF OFFICERS

While there is no prescribed ceremony for installing officers, it is suggested that some formality be observed to honor the new officers and to acknowledge the officers they succeed. Please feel free to adopt or adapt the following information accordingly.

A suggested outline for the installation of new officers:

- Presiding: outgoing president or a past president
- Farewell comments from outgoing president
- Outgoing officers and directors thanked
- Continuing directors and officers acknowledged
- New president installed
- Presentation of past president pin to outgoing president
- Installation of incoming officers and directors
- Introduction of committee chairmen
- New president's address

I

Oath for the President: I, _____, do solemnly pledge that I will faithfully execute the office of president of the Rotary Club of _____ and that I will to the best of my ability support the district governor and Rotary International and that I will uphold the constitution and bylaws of this club.

Oath for the Officers and Directors: I, _____, do solemnly pledge that I will fulfill the duties of my office in the Rotary Club of _____ to the best of my ability, that I will support President _____, and will abide by our club's constitution and bylaws.

II

Outgoing President to the New Officers and Directors: You have been selected by the members of this club to guide its affairs during the coming year. You have been entrusted with an important responsibility that will help shape our club's future.

Outgoing President to Incoming President: _____, you have been elected to the office of president of the Rotary Club of _____ by its members. It is an expression of their confidence in your leadership. I now have the pleasure of presenting this gavel as emblematic of your office.

Incoming President to Outgoing Officers and Directors: Though you are retiring from the administration of our club, your continued active involvement in the club is extremely important. Thank you for serving.

III

To the Incoming Officers and Directors: You have been elected to the important positions in the administration of the Rotary Club of _____. This is an indication of our esteem and confidence in all of you. We also believe you will uphold the high traditions of our club, that you will give the best of your executive ability to the furtherance of the interest of our club and the carrying forward of the Object of Rotary.

Will you fulfill the responsibilities of your offices to the best of your ability and in accordance with the constitutional documents of this club?

Answer: I will.

Outgoing President: I hereby declare the new officers and directors installed and give President _____ the gavel as symbolic of the transfer of the club's administration.

IV

Oath for the President: I, _____, as president of the Rotary Club of _____, will, to the best of my ability, administer the duties of the office of president in a business-like manner and in accordance with the club's constitution and bylaws.

Oath for the Officers and Directors: I, _____, do accept and understand the charges of the office to which I am elected and will work with diligence for the betterment of the club.

Installation of Rotary Club President

_____, you have been selected by the members of this Rotary Club to guide its affairs during the coming year. You have been entrusted with an important responsibility that will help shape your club's future.

Incoming President _____, you have been elected to the office of President of the Rotary Club of _____ by its members. It is an expression of their confidence in you leadership.

Oath for the President: I, _____, do solemnly swear that I will faithfully execute the office of President of the Rotary Club of _____, and that I will to the best of my ability give support and assistance to the District Governor and to Rotary International and that I will uphold the constitution and bylaws of this club.

Installation of Rotary Club Officers and Directors

To incoming Officers and Directors: You have been elected to the important positions in the administration of the Rotary Club of _____. This is an indication of your fellow Rotarian's esteem and confidence in all of you. They also believe you will uphold the high traditions of your club, that you will give the best of your executive ability to the furtherance of the interest of your club and the carrying forward of the object of Rotary.

Will you fulfill the responsibilities of your offices to the best of your ability and in accordance with the constitution and bylaws of this club? [Response: "We will."]

I hereby declare the new Officers and Director installed and give President _____ the gavel as a symbol of the transfer of the administration of this club.

To the outgoing Officers and Directors: Though you are retiring from the administration of your club, your continued active involvement in this club is extremely important and highly encouraged.

Thank you all for serving.

PRESIDENT INDUCTION:

Please face the members

Rotarian _____, you have the honor and privilege of being elected by your fellow Rotarians of the North Columbus Rotary Club as their president for the 2018-2019 year.

Do you _____, solemnly pledge to execute to the best of your abilities the duties of president; to respond to the needs of the Club rapidly and fully; to be positive and professional in the performance of your duties; To uphold the Four Way Test in all your dealings and to conscientiously guard and protect the reputation of the Club in all you do.

Answer with "I WILL"

Outgoing President _____ please pin on the President" pin for Incoming President

Incoming President _____ Please pin the Past Presidents pin on the outgoing President

NAME OUT GOING PRESIDENT _____ though you are retiring from the office of President of this club, your continued active involvement in the club is extremely important. You now join the ranks of those illustrious leaders of your club who have served as president of this club through the years.

As a symbolic transfer of the Club's administration will you _____ as outgoing president pass the gavel to _____

Thank you for serving as President.

Terri I invite you to address this meeting and introduce to us your officers.

OFFICER INDUCTION:

Good afternoon Rotarians and Guests. I am honored to be her to help induct your new officers for the next Rotary year.

You have arrived at an end just so that you can make a new beginning. President _____ has worked through the past Rotary year to provide the finest leadership for the club. He/She has pushed you just like a Coach, to get you to give that extra effort to accomplish great things that this club is known for in the community.

As a result of your team work, you can look back on your accomplishments with great satisfaction that comes from the knowledge that you did your best and it shows in the community.

You did not sit on the sidelines and wonder if there is anything that needs to be done. You each have bared the responsibility this past year. You have lived up to your responsibilities as Rotarians and the legacy of this Club by being doers, not watchers or commentators. I commend you for your effort this past year.

In addition to the specific responsibilities of her assigned position, the president-elect we are about to install carries other responsibilities.

He/She is charged with maintaining the reputation and character of your Club. The incoming president, along with her officers and directors, like the head of a family, sets the tone for all of you. By handing the reins of authority to _____ you hand him/her not only a job to do, you hand him/her your reputation to polish and enlarge this club.

Recognizing the heavy responsibilities you assume, if you are ready to take charge of your office President-Elect _____ please come forward.

OFFICER INDUCTIONS:

It is important for you to remember as you begin a new Rotary year what your commitment to Rotary really means. In joining Rotary you accepted certain responsibilities and adopted certain goals as your own.

First and foremost is the object of Rotary which it to :

Encourage and foster acquaintance as a means to discover and develop opportunities for service.

Second, Rotary encourages and promotes the highest ethical standards in our business, personal and community life.

Third it recognizes the worth of all work and teaches us to see in our various vocations new opportunities for service.

Fourth and finally, Rotary has the object of building world peace through and extensive international association of individuals committed to the highest standards of ethical behavior and justice.

You each must remember these objects as you serve your club, your community and the world.

Do you solemnly pledge that you accept and understand the charges of the office to which you are elected and will fulfill the duties of our office in the Rotary Club of _____ to the best of your ability and support your President, _____ and will abide by your club's constitution and bylaws.

Answer "I WILL"

Fellow Rotarians, I present your new president and officers of 2018-2019 year.

Directors inductions:

You have been chosen by the officers of this club to guide its affairs during the coming year. you have also been entrusted with an important responsibility that will help shape this club's future.

Do you solemnly pledge that you accept and understand the directors office to which you are elected and will fulfill the duties of our office in the Rotary Club of _____ to the best of your ability , uphold the high traditions of this club, support President _____ and abide by your club's constitution and bylaws.



INDUCTION OF NEW MEMBERS

Although there is no prescribed ceremony for inducting new members, it is very important that becoming a Rotarian be marked with some formality. It is suggested that the family attends, as it is important for a Rotarian to have family support.

The following ceremonies have come to our attention. Please feel free to use or adapt them accordingly.

i

You have been chosen to membership in the Rotary Club of _____ because your fellow members believe you to be a leader in your vocation and because you manifest those qualities of head and of heart which fit you to interpret and impart the message of Rotary to those with whom you come in contact.

You are the representative of your vocation in this club and any contribution of an educational value pertaining to that vocation must naturally come to us through you. On the other hand, you become the ambassador from us to your classification, and it becomes your duty to carry the ideals and principles of service to your work.

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 professions; the recognition of the worthiness of all useful occupations; and the dignifying by each Rotarian of his occupation as an opportunity to serve society;

Third: The application of the ideal of service by every Rotarian to his personal, business and community life.

Fourth: The advancement of international understanding, goodwill, and peace through a world fellowship of business and professional persons united in the ideal of service.

I charge you to judge yourself by the Rotary Four-Way Test of the things you think, say or do:

First Is it the Truth?

Second Is it fair to all concerned?

Third Will it build goodwill and better friendships?

Fourth Will it be beneficial to all concerned?

The community will know and judge Rotary through your embodiment of it in character and service, and we accept you as a member because we believe our principles and organization to be safe in your keeping.

We also expect much from you in help and inspiration, which will enable us to be better Rotarians, and with this hope we most heartily offer you Rotary fellowship.

ii

Fellow Rotarians, it is the duty of our Rotary club to add new members from time to time, so that we may not only increase our usefulness and influence as a club, but also to extend the spirit of Rotary throughout the community. Today, I welcome to our ranks and admit to membership _____.

Rotarian _____, you have been elected to membership in this club because your fellow members believe you to be a worthy representative of your calling and also to possess qualities that will permit you to exemplify the true spirit of Rotary in your public, business, social and private life.

I wish to impress upon you that you have been admitted not only to the Rotary Club of _____, but to a worldwide association; and by virtue of your membership in this club, you will be welcomed into the fellowship of any Rotary club in the world.

The honor and privilege of Rotary membership carries with it duties and obligations. You will be expected to attend the club's meetings regularly, to perform your share of club service, and to place your knowledge and talents at the disposal of the club in its task of carrying the principles of Rotary into the daily life of the community.

I ask all members to rise.

Rotarian _____, in the name of the Rotary Club of _____ I now formally admit you to membership in this club and affix to your lapel our emblem.

Fellow Rotarians, I commend to you our newest member, Rotarian _____ who has been loaned the classification of _____, and charge all of you to welcome him/her.

iii

Rotary is an international organization of business and professional people with Rotary clubs in _____ countries. When one joins Rotary, he/she becomes a part of a worldwide fraternity. You can travel throughout most of the world and find a Rotary club within easy distance. Rotarians will welcome you warmly, even though the language may be different, the food unusual, and the location far from home.

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 professions; the recognition of the worthiness of all useful occupations; and the dignifying by each Rotarian of his occupation as an opportunity to serve society;

Third: The application of the ideal of service by every Rotarian to his personal, business and community life.

Fourth: The advancement of international understanding, goodwill, and peace through a world fellowship of business and professional persons united in the ideal of service.

I charge you to judge yourself by the Rotary Four-Way Test of the things you think, say or do:

First Is it the Truth?

Second Is it fair to all concerned?

Third Will it build goodwill and better friendships?

Fourth Will it be beneficial to all concerned?

You have a lot to learn about Rotary - it's not just another club. It's a way of life. But, you were elected to membership because we felt you would fit into this way of life.

You will be expected to attend the weekly meetings. In fact, you MUST attend, if you are to remain a Rotarian.

Always remember Rotary's motto: "Service Above Self."

Rotary is like everything else - you get out of it what you put into it.

Congratulations, Rotarian _____, you are at this moment the newest Rotarian in the world.

IV

Rotarian _____ will you please bring forward your nominee for membership in our club.

_____, you have been selected by the members this club to hold active membership and are hereby loaned the classification of _____ (modify depending on type of membership held).

The principles, responsibilities and obligations of Rotary have been explained to you, and you have expressed your willingness to become a Rotarian. No one is eligible to become a Rotarian unless, in his business or professional life, he/she endeavors to practice the principles of goodwill and service.

The members of this club have invited you to join them because they believe you are already actuated by these motives. In electing you to membership, we are doing more than taking you into our fellowship. We are making you a trustee with us of Rotary's ideals. Knowing you to be a Rotarian, the world will henceforth judge Rotary by your conduct.

Membership in Rotary is an honor and privilege, and every privilege has its corresponding obligations. One of the special obligations of membership is regular attendance at the weekly meetings; it is the basic method of fulfilling the principle of fellowship and also a way by which you represent your vocation.

Every member is expected to perform his share of club and community service, and the committees of the club will afford you opportunities to give service. For the rest of this Rotary year, I would be pleased if you would serve on the _____ committee.

Lastly, but by no means least, is our ideal of friendship. As you expect to receive, so give. May you be stimulated by the friendship you find here, and may we in return know you to be an added source of strength to our club.

Will the members please stand.

It is my privilege and honor to induct you as a member of the Rotary Club of _____. I also have pleasure in pinning on the emblem of our worldwide association. Wear it always and with pride.

Fellow Rotarians, I present to you Rotarian _____ and I charge you not to fail in your duty by giving him/her your friendship and helping to make his/her membership useful and happy.

_____, you have been proposed for membership in the Rotary Club of _____ by Rotarian _____ and duly elected. Therefore, it is my pleasure to formally induct you into this club.

I understand that you are aware of Rotary requirements and that you have indicated your willingness to follow them, as well as your willingness to offer your services to assist your fellow Rotarians in their community and international projects. As you know, Rotary is a service club, each member performing what Rotary terms as "Service Above Self." In addition to service, you will have the benefit of strong bonds of friendship with fellow Rotarians, locally and worldwide.

Now, I present you with a packet of Rotary literature. I especially commend to your attention the Object of Rotary and the Four-Way Test, which form the criteria for Rotarians in their daily lives.

I suggest also that as you travel, you avail yourself of the special opportunity you will have to attend Rotary meetings and meet Rotarians throughout the world. This is another very rewarding benefit of your membership.

And now, by the power vested in me as president of the Rotary Club of _____, I pin this Rotary emblem on you and declare you to be an active member of this Rotary club.

Welcome to Rotary! We all look forward to the enrichment of our lives as well as that of your own, by your association in this, the world's oldest, largest and finest service organization.

President: Who has the honor of sponsoring this person for membership in the Rotary Club of _____?

Sponsor: I do.

President: Please introduce this person to the club.

Sponsor: (Gives name and other pertinent information on the proposed member.)

President: Have you explained the Object of Rotary to him/her? (If time permits, the Object can be recited.)

Sponsor: I have.

President: Is he/she aware that he/she will be a part of an association with over 1.2 million Rotarians worldwide in over 31,000 clubs located in over 160 lands.

All of them devoted to the same principle of "Service Above Self."
Sponsor: He/she is.

President: _____, do you know The Four-Way Test?

New Member: Yes, it is: First - Is it the Truth?; Second - Is it fair to all concerned?; Third - Will it build goodwill and better friendships?; and Fourth - Will it be beneficial to all concerned?

President: Will you apply the Test to the things that you think, say and do?

New Member: Yes.

President: It gives me great pleasure to welcome you as the newest member of the Rotary Club of _____. Congratulations!

VII

_____, you have been selected by the members of the Rotary Club of _____ to become one of us.

Membership in Rotary is an honor and a privilege with corresponding duties and obligations, including service on club committees. You will be expected to participate in all four avenues of service and to attend this club's meetings regularly and when absent to make up.

Because you represent a classification, it is your duty to tell us about your vocation and to bring the ideals of Rotary to your business/profession.

The community will know and judge Rotary by your actions. Therefore, membership in our organization must be limited to those who possess the qualities that will further the goals and ideals of Rotary.

You have been chosen for membership because we are confident that the image and ideals of Rotary are safe in your keeping.

(sponsor puts on pin)

It is with great pleasure that we welcome you as a fellow member of the Rotary Club of _____. Congratulations!

VIII

Fellow Rotarians, it is my privilege and pleasure today to welcome into membership in our club _____, whose name was proposed by _____. The proposal has been reviewed in accordance with the constitution and bylaws of the club. I now ask __ (sponsor) __ to come up here with __ (proposed new member).

_____, we now proceed to admit you into membership in the Rotary Club of _____ and so to the fellowship of Rotary throughout the world. It has already been explained to you that the ideal of Rotary is service. Our principal motto is "Service Above Self" and the object of this club and all Rotary clubs is to encourage and foster this ideal as a basis of worthy enterprise. You are to share in this effort.

You have been approved for membership in this club because we believe you to be a worthy representative of your vocation, interested in the ideals of Rotary, and willing to do your share in translating these ideals into tangible realities. You have agreed to accept the obligations attached to your membership in this club, and to obey this club's constitution and bylaws.

Now I have the pleasure of asking your proposer to pin on the Rotary emblem, which we expect you to wear daily and with pride.

Welcome to the Rotary Club of _____.

Fellow Rotarians, I am happy to present to you Rotarian _____, our newest member.

SAMPLE IX

Induction Ceremony

President: Who has the honor of sponsoring this person for membership in the Rotary Club of Thomaston-Upson?

Sponsor: I do.

President: Please introduce this person to the club.

Sponsor: (Gives name and other pertinent information on the proposed member.)

President: Let me share with you the The Object of Rotary:

First: The development of acquaintance as an opportunity for service;

Second: High ethical standards in business and professions; the recognition of the worthiness of all useful occupations; and the dignifying by each Rotarian of his occupation as an opportunity for service;

Third: The application of the ideal of service by every Rotarian to his personal, business and community life.

Fourth: The advancement of international understanding, goodwill and peace through a world fellowship of business and professional persons united in the ideal of service.

President: _____, today you will be a part of an association with over 1.2 million Rotarians worldwide in over 31,000 clubs located in over 160 lands, all of them devoted to the same principle of "Service Above Self".

President: _____, let me share with the The Four-Way test Rotarians use before we speak or take action.

First, is it the truth?;

Second, is it fair to all concerned?

Third, will it build goodwill and better friendships?

And Fourth, will it be beneficial to all concerned?

President: Will you apply the Test to the things you think, say and do?

New Member: Yes

President: Membership in Rotary is an honor and privilege, and every privilege has its corresponding obligations. One of the special obligations of membership is regular attendance at the weekly meetings; it is the basic method of fulfilling the principle of fellowship and also a way by which you represent your vocation.

Every member is also expected to perform his/her share of club and community service, and the committees of the club will afford you opportunities to give service.

Lastly, but by no means last, is our ideal of friendship. As you expect to receive, so give. May you be stimulated by the friendship you find here, and may we in return know you to be an added source of strength to our club.

President: Do you understand and accept these obligations?

New Member: Yes

President: Will the members please stand?

President: It is my privilege and honor to induct you as a member of the Rotary Club of Harris County. Your sponsor has the privilege of pinning on the emblem of our worldwide association. Wear it always and with pride.

Fellow Rotarians, I present to you Rotarian_____and I charge you not to fail in your duty by giving him/her your friendship and helping to make his/her membership useful and happy.

Paul Harris Fellow Presentation

The Trustees of The Rotary Foundation request that the club's Rotary Foundation chair make a tasteful presentation of the Paul Harris Fellowship, with the support and the participation of the club president. Please take time during a club meeting or special event to make meaningful remarks and to present the certificate, lapel pin, and medallion to the recipient.

Suggested Presentation remarks:

The Paul Harris Fellowship is named for Paul Harris, who founded Rotary with three business associates in Chicago in 1905. The Fellowship was established in his honor in 1957 to express appreciation for a contribution US\$1,000 to the humanitarian and educational programs of The Rotary Foundation. Those programs include an array of projects that save and invigorate the lives of people around the world and enhance international friendship and understanding. Foundation programs provide educational opportunities, food, potable water, health care, immunizations, and shelter for millions of persons. These activities are funded, implemented and managed by Rotarians and Rotary clubs around the globe. Rotarians also designate a Paul Harris Fellow to recognize another person whose life demonstrates a shared purpose with the objectives and mission of The Rotary Foundation to build world understanding and peace.

We move closer to a more peaceful world today as (name) _____ becomes a Paul Harris Fellow.

When the recipient is the donor:

(Name) _____, your contribution to The Rotary Foundation of Rotary International is allaying suffering, improving living conditions, and providing educational opportunities for young people somewhere in the world. This is a truly selfless action.

When the recipient is a family member or friend of the donor:

(Name) _____, you are being recognized today as a Paul Harris Fellow in special appreciation for the ways in which your life exemplifies the humanitarian and educational objectives of The Rotary Foundation. You were designated to receive this recognition by (name of donor) _____, (Add personal information on recipient, as appropriate).

When the recipient is another individual:

(Name) _____, you were selected to receive this recognition because (name of club or donor) believes that your life exemplifies the humanitarian and educational objectives of The Rotary Foundation. We thank you for demonstrating in your life and vocation i3 commitment to helping persons in need here and around the world. (Add additional information on recipient, as appropriate)

Therefore, it gives me great pleasure to present to you on behalf of the Trustees of The Rotary Foundation, these three emblems of a Paul Harris Fellow: the certificate, a lapel pin and medallion. The certificate states that you have been named a Paul Harris Fellow, "*in appreciation of tangible and significant assistance given for the furtherance of better understanding and friendly relations between peoples of the world.*" We urge you to wear the Paul Harris Fellow pin to all Rotary events, as a symbol of your appreciation for and support of the programs of The Rotary Foundation. Please accept congratulations and sincere appreciation for your commitment to our common goals of world understanding and peace. Ladies and gentlemen, please congratulate and recognize the newest Paul Harris Fellow (name) _____.



WILL WATT PRESENTATION

In 1946, Thomasville Rotarian and Past District Governor William A. Watt conceived the idea of the Georgia Rotary Student Program, an academic and ambassadorial scholarship to International students for 1 year study at Georgia colleges and universities. The idea was to provide an ongoing international service project for the Rotary clubs, and also to advance Rotary's 4th objective; promoting international understanding, goodwill and peace.

In the 68 years since its inception, 3,307 students from 105 different countries have come to Georgia. This year (2001-12) we welcome 55 students from 20 countries who have taken advantage of the opportunity offered by the Rotary clubs in the 3 Districts in Georgia.

The program is funded through part of each Rotarians' dues; contributions from the clubs which sponsor the students; and \$4100 per student which comes from the earnings from the GRSP Endowment which now has a corpus of \$9.5 mil.

The GRSP thanks everyone for their contributions to the endowment and recognizes several levels of giving with awards. Today we make several of these awards thanks to the generous contributions of our members.

GRSP PRESENTATION

HISTORY: 1946 to present; Founders Will Watt and Kendall Weisiger; Thomasville and Atlanta Clubs originally inspired idea; 3300 alumni in 105 different countries; Started with 4 students, now about 55-60 students each year; Students attend about 35 different colleges and universities across Georgia; mix of schools is 75% public, 25% private, with average cost \$16,500 less \$4500 contribution from endowment income.

GOVERNANCE: Program run by an Executive Committee and Trustees; current chair is Mr. Jim Drake (D6900) and Executive Committee includes current District Governors for all three Districts; Trustees' role is to coordinate between GRSP administration and Clubs, and to support students and host families. Trustees can serve for 2 three year terms, and are selected by District Governors and GRSP District Chairs; GRSP Chairman limited to 5 years of service as Chair of Program. Each Trustee is assigned 3 to 6 Clubs to work with, helping each to select a student each year.

FINANCIAL PERSPECTIVE: GRSP is the single largest consumer of Rotary Program dollars across all Districts; with a budget of about \$1.1 million/yr. 85% of those dollars go to cover tuition and other school costs, and 15% covers administration of the program. GRSP maintains a permanent office in Savannah, with two full time employees. Executive committee members and trustees are not compensated, nor are their expenses reimbursed. GRSP maintains an endowment fund (current assets \$8.7 million), which Rotarians contribute to annually (about \$400,000). This contribution may not be used for operating expenses (GRSP By-Laws). The proceeds of the endowment fund are used primarily to pay program administrative costs, and also to subsidize tuition costs (\$4500 per student). The remainder of school expenses (\$12,000/yr on average) is covered by participating Clubs each year. The endowment is invested very conservatively (return about 4-6% annually), and is managed by a major brokerage firm, with oversight from the Investment Committee.

OUR STUDENTS: This year's Class is 55 students. Each lives 'on campus', and experiences the usual student life associated with University life in the USA. This is often a departure from their previous experience in their home countries. Most of the students appreciate the relative openness of our system, where professors are readily accessible. Because GRSP has been present for an extended period, the counselors are very good at placing students in academic levels that are a good match for their interests and skills. However, since often the credits earned do not transfer easily to the student's home university, the GRSP experience is seen by most students as being more about cultural exchange and not strictly focused on academics. GRSP rules do not permit scholarship extensions. That is, the program encourages students to return home and use their experiences to share what they have learned of our culture (and others). We essentially want to see students become leaders in their home communities (and possibly future Rotarians). However, each year some students find scholarship funds on their own, and then remain in the US to finish their degrees.

Socially, the students usually adapt quickly. About once monthly there is an opportunity for them to come together for a "Rotary Weekend" where they can get to know each other

informally. GRSP sees this as being very beneficial, as we want them to realize that they 'want the same things from life', and that their hopes and dreams are not really much different. These weekends are typically sponsored by various Rotary Clubs across the State. Some students take full advantage of these opportunities...each year we find that at least one or two marriages have occurred within previous Classes! Finally, we know that the bond formed between students and their host families is at the core of their experience. Many Rotarians (and their spouses) find that they have "new" family members, and that they remain close long after their year concludes...This is a rich experience for both students and families, and GRSP's goal is once again to get beyond the superficial and reach the understanding that 'we aren't really so different' despite all the cultural associations.

CHALLENGES: Because the cost of higher education is continuing to rise at a greater rate than inflation, GRSP is always challenged to fund the program. and the same is true for the Clubs in their participation. The return available from 'conservative' market investments is insufficient to keep up with educational costs, and this is unlikely to change. Some Clubs have responded by 'splitting the cost' with a Partner Club, thereby sharing the student's costs. While this is sometimes the only/best available solution, the access to the student is also split, which can result in Club members not realizing the full benefit of the student's presence, and hence 'devaluing' the program.

Secondly, since the role of Host families is so critical to the Program's success, another challenge is to keep finding Rotarians who can take on the responsibility. Once again, whenever Clubs begin 'sharing' a student across host families, the exposure is limited and sometimes diluted. "Time together" informal circumstances are usually the best opportunity to break down cultural barriers and are thus a critical component to the student's experience.

Finally, the recent international political environment (growing anti-American sentiment) can seriously limit the student application pool. Since GRSP's objective is to strive for international peace through understanding, it is vital that students from as many different countries as possible are included in each year's Class. Too many students from any one country can result in students being reluctant to reach out beyond their cultural norms and language. Immigration policy (limiting the number of visas available) can be a serious restriction and could limit the long term growth of the program.

NEVERTHELESS, the Georgia Rotary Student Program (a program totally separate from Rotary International) is the envy of many in Rotary worldwide. We must find ways to overcome the challenges and to make the Georgia Rotary Family aware of the many benefits inherent in this our Most High Profile program.

Inspirational

Best Prayer I've Heard in a Long Time

Heavenly Father, Help us remember that the jerk who cut us off in traffic last night is a single mother who worked nine hours that day and is rushing home to cook dinner, help with homework, do the laundry and spend few precious moments with her children.

Help us to remember that the pierced, tattooed, disinterested young man who can't make change correctly is a worried 19-year-old college student, balancing his apprehension over final exams with his fear of not getting his student loans for next semester.

Remind us, Lord, that the scary looking bum, begging for money in the same spot every day (who really ought to get a job!) is a slave to addictions that we can only imagine in our worst nightmares.

Help us to remember that the old couple walking annoyingly slow through the store aisles and blocking our shopping progress are savoring this moment, knowing that, based on the biopsy report she got back last week, this will be the last year that they go shopping together.

Heavenly Father, remind us each day that, of all the gifts you give us, the greatest gift is love. It is not enough to share that love with those we hold dear. Open our hearts not to just those who are close to us, but to all humanity. Let us be slow to judge and quick to forgive, show patience, empathy and love.

The Twelve Peace Prayers sung on April 23, The Great Experiment from www.lightshift.com

The Prayer of St Francis

Lord, make me an instrument of your peace.
Where there is hatred let me sow love
Where there is injury ... pardon
Where there is doubt ... faith
Where there is despair ... hope
Where there is darkness ... light
Where there is sadness ... joy
Divine Master,
grant that I may not so much seek
To be consoled ... as to console
To be understood ... as to understand, To
be loved ... as to love
For it is in giving ... that we receive,
It is in pardoning, that we are pardoned,
It is in dying ... that we are born to eternal life

A Christian Prayer for Peace

Blessed are the PEACEMAKERS, for they shall be known as the Children of God. But I say to you that hear, love your enemies, do good to those who hate you, bless those who curse you, pray for those who abuse you.
To those that strike you on the cheek, offer the other one also,
and from those who take away your cloak, do not withhold your coat as well. Give to everyone who begs from you,
and of those who take away your goods, do not ask for them again. And as you wish that others would do to you, do so to them.

Baha'i Prayer for Peace

Be generous in prosperity, and thankful in adversity. Be fair in judgement, and guarded in thy speech,
Be a lamp unto those who walk in darkness, and a home to the stranger. Be eyes to the blind, and a guiding light unto the feet of the erring
Be a breath of life to the body of humankind, a dew to the soil of the human heart and a fruit upon the of humility

Buddhist Prayer for Peace

May all beings everywhere plagued with sufferings of body and mind quickly be freed from their illnesses.
May those frightened cease to be afraid, and may those bound be free.
May the powerless find power, and may people think of befriending one another. May those who find themselves in trackless, fearful wilderness--- .t
he children, the age, the unprotected--- be guarded by beneficial celestials, and may they swiftly attain Buddhahood

Hindu Prayer for Peace

Oh God, lead us from the unreal to the Real.
Oh God, lead us from darkness to light.
Oh God, lead us from death to immortality.
Shanti, Shanti, Shanti unto all.
Oh Lord God almighty, may there be peace in celestial regions.
May there be peace on Earth.
May the waters be appeasing.
May herbs be wholesome, and
May trees plants bring peace to all.
May all beneficent beings bring peace to us.
May thy Vedic Law propogate peace all through the world.
May all things be a source of peace to us.
And may thy peace itself, bestow peace on all
And may that peace come to me also.

Jainist Prayer for peace

Peace and Universal Love is the essence of the Gospel preached by all Enlightened Ones.
The Lord has preached that equanimity is the dharma
Forgive do I creatures all, and let all creatures forgive me.
Unto all have I amity, and unto none enmity.
Know that violence is the root cause of all miseries in the world.
Violence, in fact, is the knot of bondage.
"Do not injure any living being."
This is the eternal, perrinial, and unalterable way of spiritual life.
A weapon, howsoever powerful it may be, can always be superseded by a superior one;
but no weapon can, however,

Musliim Prayer for Peace

In the name of Allah, the beneficent, the merciful.
Praise be to the Lord of the Universe who has created us and made us into tribes and
nations that we may know each other, not that we may despise each other.
If the enemy incline towards peace, do thou also incline towards peace, and
trust God, for the Lord is the one that heareth and knoweth all things.
And the servants of God, Most gracious are those who walk on the Earth in humility,
and when we address them, we say "PEACE."

Native American Prayer for Peace

Almighty God, the Great Thumb we cannot evade to tie any knot;
the Roaring Thunder that splits mighty trees:
the all-seeing Lord up on high who sees even the footprints of an antelope on a rock
mass here on Earth.
You are the one who does not hesitate to respond to our call.
You are the cornerstone of peace.

Another Native American Prayer for Peace

Oh Great Spirit of our Ancestors,
I raise my pipe to you.
To your messengers the four winds,
and to Mother Earth who provides for your children.
Give us the wisdom to teach our children to love, to respect, and to be kind to each
other so that they may grow with peace of mind
Let us learn to share all good things that you provide for us on this Earth.

Shinto Prayer for Peace

Although the people living across the ocean surrounding us,
I believe are all our brothers and sisters,
Why are there constant troubles in this world?
Why do winds and waves rise in the oceans surrounding us?
I only earnestly wish that the wind will soon puff away all the clouds which are hanging
over the tops of mountains.

Zoroastrian Prayer for Peace

We pray to God to eradicate all the misery in the world:
that understanding triumph
over ignorance,
that generosity triumph over indifference,
that trust triumph over contempt, and
that truth triumph over falsehood.

Sikh Prayer for Peace

God adjudges us according to our deeds,
not the coat that we wear:
that Truth is above everything,
but higher still is truthful living.
Know that we attaineth God when we loveth,
and only victory endures in consequences of which no one is defeated.



ROTARY CLUB HEALTH CHECK

Just as routine doctor's visits help us identify health risks before they become serious, a club health check can diagnose problem areas and prescribe remedies.

By using this health check, you're taking a step to maintain your club's health and preserve its value for members and the community.

Place a check mark in the boxes next to the statements you consider to be true. Then act on the suggested remedies for any problem areas you've identified.



YOUR CLUB EXPERIENCE



Members who have a positive Rotary experience are more likely to stay. In turn, they create a positive Rotary experience for others, because their enthusiasm is contagious. If your club's members genuinely enjoy being a part of the club, you're on the right path. Your experience includes not just your club meetings and other activities, but also the connections you've made and your pride in Rotary's work.

-
- I look forward to attending club meetings.
 - Our club meeting programs are relevant, interesting, and varied.
 - We have a greeter who welcomes members to meetings.
 - Our meetings are organized and run professionally.
 - Members sit at different tables each week to meet and talk to different people.
 - Some of the members of my club are my close friends.
 - Members other than club leaders participate in Rotary events at the district or international level.
 - Most members are aware of Rotary's progress toward polio eradication and feel proud to be a part of it.
 - Our members contribute to The Rotary Foundation.
 - We raise funds in a way that allows members to contribute what they wish.
 - We recognize members of the club or community at least monthly.
 - I have made international connections through Rotary.
 - Our club tries new things (activities, meeting practices and formats, service, socials, etc.) to enrich members' experience.

**SEE THE FOLLOWING PAGE
FOR YOUR PROGNOSIS**





While some members leave for logistical reasons, many leave because of a lack of engagement, an inflexible club culture or other unmet expectations, all of which affect a member’s experience. If members are not having a good experience, your club is at risk of losing them. Look at the boxes left unchecked and consider implementing those suggestions as well as these:

PROBLEM AREA	PRESCRIPTION
Club meetings	<ul style="list-style-type: none"> <li data-bbox="597 569 1406 638">+ Change the meeting format or style. For ideas, see Lead Your Club: President, chapter 2, and Be a Vibrant Club’s “Ideas to try.” <li data-bbox="597 680 1401 749">+ Find out what your members want using the Member Satisfaction Survey and then give them that experience. <li data-bbox="597 791 1445 861">+ Develop leadership skills among club leaders and members by holding a leadership skills training.
Rotary experience beyond the club	<ul style="list-style-type: none"> <li data-bbox="597 940 1364 1010">+ Sponsor an Interact or Rotaract club, organize a RYLA event, create a scholarship, or start an exchange. <li data-bbox="597 1052 1252 1083">+ Join a Rotary Fellowship or Rotarian Action Group. <li data-bbox="597 1125 1466 1194">+ Promote district events that are open to all members. Try having someone who’s attended in the past talk about the experience. <li data-bbox="597 1236 1463 1346">+ Promote the work that Rotary does globally, including polio eradication, by showing a short Rotary video or projects on Rotary Showcase during a club meeting.

SERVICE AND SOCIALS



Participating in service and having fun with fellow members are the primary reasons Rotarians join and stay in Rotary. The healthiest clubs vary their activities and offer multiple ways to get involved. Try a new kind of social event or a different service experience and watch the impact it has on your club.

- Our club holds regular get-togethers (aside from club meetings) for socializing and networking.
- Our club encourages members to bring partners, spouses, and family members to club meetings and events.
- Our club offers members leadership opportunities and professional development.
- Our club invites Rotaractors, Interactors, and Youth Exchange students to participate in meetings and is active in Interact and Rotaract clubs and mentors their members.
- Our club sponsors a Rotaract or Interact club, sponsors or hosts a Youth Exchange student, or sponsors a RYLA participant.
- We consult community leaders and community members to determine needs before choosing a project.
- We visit Rotary Ideas, an online project idea starter, before choosing a new project.
- Our club has a service project in progress.
- All members can give input on service and social activities.
- Our club service projects are aligned with Rotary's areas of focus and Avenues of Service.
- Our club has applied for or used Rotary grant funds for a service project.



Clubs that have inadequate social or service opportunities are at risk of losing members who don't feel connected or empowered. The good news is that these deficiencies can be remedied in fun and rewarding ways. Look at the boxes left unchecked and consider implementing those suggestions as well as these:

PROBLEM AREA	PRESCRIPTION
Opportunities for service	<ul style="list-style-type: none"> ⊕ Sponsor an Interact or Rotaract club, organize a RYLA event, create a scholarship, start an exchange, join a Rotarian Action Group, or support the Rotary Peace Centers.
Quality of projects	<ul style="list-style-type: none"> ⊕ Use Community Assessment Tools, Guide to Global Grants, and Rotary Ideas to improve the quality of your projects.
Social activities	<ul style="list-style-type: none"> ⊕ Put one or two members in charge of organizing socials throughout the year. ⊕ Join a Rotary Fellowship.
Leadership	<ul style="list-style-type: none"> ⊕ Hold a leadership training.

MEMBERS



A healthy club is one that is growing and changing. Having members with diverse perspectives and backgrounds will fuel innovation and give your club a broader understanding of your community's needs. Pay attention to how your members are feeling about the club. Research shows that one of the most common reasons members leave is that club leaders are not open to new ideas. Involving members and giving them a voice in their club's future will strengthen both the club and members' commitment to Rotary.

- Our club has had a net increase in members in the past year.
- Our club has had a net increase in female members in the past year.
- Our club has had a net increase in members under age 40.
- Our club seeks to recruit members from professions in the community that are underrepresented in the club.
- Our club keeps in touch with Rotary alumni (former Rotaractors, Youth Exchange students, peace fellows, and participants of other Rotary programs).
- Our club actively recruits Rotary alumni.
- Our club actively recruits recently retired professionals.
- Our club retains at least 90 percent of its members each year.
- At least 75 percent of our club members are involved in a hands-on service project, a leadership role, or other assigned roles.
- Our club has a process for soliciting feedback from members.
- A designated person checks and follows up on membership leads assigned to the club.
- Guests are asked to introduce themselves and are invited back.
- Member benefits are explained and promoted to new and continuing members.
- New members are provided with an orientation and opportunities to get involved.
- Newer and seasoned members are paired for mentoring relationships.
- We ask members to speak at meetings about their vocations or other topics of interest.



Clubs that have deficiencies in membership are at risk of becoming outdated, dull, and less valuable to their members and community. Fortunately, there are many tools available that are proven to give results. Look at the boxes left unchecked and consider implementing those suggestions as well as these:

PROBLEM AREA	PRESCRIPTION
Member diversity	<ul style="list-style-type: none"> ⊕ Take action to diversify your club using Diversifying Your Club: A Member Diversity Assessment.
Professional diversity	<ul style="list-style-type: none"> ⊕ Make your club a microcosm of your community with Representing Your Community's Professions: A Classification Assessment.
Stagnant or declining membership	<ul style="list-style-type: none"> ⊕ Create a membership development plan with Strengthening Your Membership. ⊕ Connect to Membership Leads assigned to your club using How to Manage Membership Leads (For Clubs) and resources for prospective members. ⊕ Target prospective members using this exercise. ⊕ Show members how to propose new members to their own club and explain that they can refer qualified prospects to other clubs.
Members leaving	<ul style="list-style-type: none"> ⊕ Start with the Member Satisfaction Survey to enhance current members' experience. ⊕ Learn and act on trends using the Retention Assessment and Analysis. ⊕ Use the Exit Survey to understand why members resign. ⊕ Let resigning members know they can rejoin or change clubs when they are ready.
Orientation and Rotary knowledge	<ul style="list-style-type: none"> ⊕ Offer new member orientation, leadership development, and ongoing learning opportunities with Rotary's Learning Center.

IMAGE



Clubs that have fun and make an impact are attractive to those who see that. A positive public image improves your club's relationship with your community and prospective members. Make sure your club is getting the credit for the service you provide. Demonstrating that your club meets real needs confirms your value to your community.

- We have an online presence, including a public-facing, visually appealing club website, Facebook page, or other social media page that explains what the club does, who its members are, and the benefits of membership.
- Our club has members dedicated to public image and outreach.
- Our club appeared in the local media multiple times last year.
- We promote our club and Rotary through various media in the community.
- Our club invites members of the media to cover our service work.
- Our club materials follow Rotary's updated branding guidelines.
- We use branded materials and templates from Rotary's Brand Center.
- We use marketing materials provided by Rotary International, such as public service announcements, videos, images, and logos.
- We display Rotary signs and banners at our meeting place.
- Our club's presence is known in our community.
- We have a customized brochure that we give to community members and prospects.
- We use Rotary Showcase to promote our finished projects.



Clubs that don't have a visible presence in their community are at risk of minimizing their impact or being perceived as irrelevant. Rotary has resources that can help. Look at the boxes left unchecked and consider implementing those suggestions as well as these:

PROBLEM AREA	PRESCRIPTION
Community awareness	<ul style="list-style-type: none"> <li data-bbox="597 533 1380 600">+ Use the resources in Rotary's Media Center and use them in your community's media. <li data-bbox="597 642 1468 709">+ Plan events to raise community awareness of Rotary. Use the events guide in Rotary's Brand Center.
Outdated materials	<ul style="list-style-type: none"> <li data-bbox="597 791 1446 858">+ Find customizable club brochures and membership materials on Rotary's Brand Center. <li data-bbox="597 900 1446 968">+ Follow the Voice and Visual Identity Guidelines in any materials your club creates. <li data-bbox="597 1010 1386 1077">+ Use Rotary Images and Rotary videos, as well as images of your members, in your materials.
Online presence	<ul style="list-style-type: none"> <li data-bbox="597 1163 1438 1230">+ Find a tech-savvy member to create and manage your club website and social media pages. <li data-bbox="597 1272 1239 1306">+ Take the social media course in the Learning Center. <li data-bbox="597 1348 1458 1415">+ Use Rotary Images and Rotary videos, as well as images and videos of your own members. <li data-bbox="597 1457 1110 1491">+ Share your projects on Rotary Showcase.
Marketing expertise	<ul style="list-style-type: none"> <li data-bbox="597 1570 1401 1638">+ Find tips in Lead Your Club: Public Relations Committee and put members with public relations expertise on the committee. <li data-bbox="597 1680 1446 1747">+ Recruit professionals with marketing expertise using ideas from Finding New Club Members: A Prospective Member Exercise. <li data-bbox="597 1789 1429 1856">+ Build your own social media expertise using the Social Media Toolkit in Rotary's Brand Center.

BUSINESS AND OPERATIONS



When your club runs smoothly, you likely have good leaders who are looking toward the club's future. The leaders shape the club as a whole, and it's crucial to have skilled people in those leadership positions. For this reason, leadership development is also a way to fortify your club.

- We have a strategic plan for our club that we update regularly.
- We have annual goals and enter them in Rotary Club Central.
- Our club has committees that support the activities and regularly report to the club board on progress toward goals.
- Our club board changes what isn't working well and updates club bylaws accordingly.
- We have a process for ensuring continuity that includes preparing members for leadership positions, documenting procedures, and involving current, past, and future leaders in decisions.
- Our club president attends PETS, and club leaders attend the district training assembly.
- Members attend district events and seminars on Rotary topics that interest them.
- New members are officially inducted and are presented with appropriate materials.
- At least half of our club's members have a My Rotary account.
- Club officers conduct Rotary business using My Rotary or integrated club software.
- Our club sets and approves a budget for the upcoming Rotary year, designates a treasurer, and keeps separate bank accounts for administration and fundraising or project funds.
- Our club sets and achieves fundraising goals using a variety of fundraising activities.
- We ask our members to complete a member satisfaction survey each year.
- We offer ongoing learning opportunities for our members.



Clubs that don't have skilled members in leadership roles or that neglect member needs are at risk of becoming ineffective and obsolete, and losing their members as a result. There are plenty of remedies for clubs that want to thrive. Look at the boxes left unchecked and consider implementing those suggestions as well as these:

PROBLEM AREA	PRESCRIPTION
Planning and goal setting	<ul style="list-style-type: none"> <li data-bbox="597 531 1442 604">+ Create a vision for your club and set long-range and annual goals using the Strategic Planning Guide. <li data-bbox="597 642 1182 674">+ Track your annual goals in Rotary Club Central. <li data-bbox="597 716 1357 789">+ Use Strengthening Your Membership to make a membership development plan.
Innovation	<ul style="list-style-type: none"> <li data-bbox="597 867 1419 940">+ Ask members for input using the Member Satisfaction Survey, and try their ideas. If they're successful, edit your club bylaws accordingly. <li data-bbox="597 978 1370 1010">+ Use templates in the Brand Center to create your own materials.
Processes	<ul style="list-style-type: none"> <li data-bbox="597 1087 1438 1161">+ Develop standard processes for new members, prospective member follow-up, proposing a new member, leadership continuity, etc.
Leadership	<ul style="list-style-type: none"> <li data-bbox="597 1234 1365 1308">+ Find tips and resources in Lead Your Club: President, Secretary, and Treasurer. <li data-bbox="597 1346 1401 1419">+ Offer leadership development opportunities and promote self-paced learning with Rotary's Learning Center.
Managing funds	<ul style="list-style-type: none"> <li data-bbox="597 1493 1349 1566">+ Use The Rotary Foundation Reference Guide to learn about giving options. <li data-bbox="597 1604 1198 1635">+ Find best practices in Lead Your Club: Treasurer.
Managing your club on MyRotary	<ul style="list-style-type: none"> <li data-bbox="597 1717 1414 1822">+ Use the Club Administration section of My Rotary to find reports; add, edit, or remove a member; pay your club invoice; and track your membership leads.

WHAT'S NEXT?



Using the Rotary Club Health Check is the first step in becoming a healthier, more vibrant club. Take note of which areas had the most check marks and which had the fewest. Look at the suggested remedies and take action. When you visit your doctor, you may get advice about maintaining your good health or possibly a prescription or two to combat an ailment. If you don't follow the advice or take the prescriptions, you aren't making the most of your visit. Similarly, to make the most of your club health check, use the suggested resources to treat your problem areas. Paul Harris said, "May our happiness increase with our usefulness." As our communities and their needs change over time, Rotary clubs must adapt to continue to be useful. Your efforts to make changes will recharge your members and keep your club fit and relevant.

FEATURED RESOURCES

Membership Assessment Tools

Membership resources

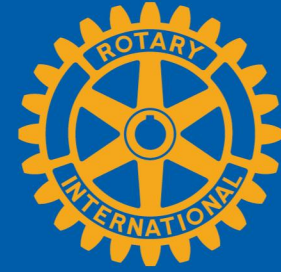
Brand Center

Learning Center

Rotary videos



ASSISTANT GOVERNOR CLUB VISIT PLANNER



This list will help you prepare for your club visits. Customize it based on the needs of your clubs and the types of visits you're making.

Before each club visit

- Review notes and action items from the last visit and communication with the president.
- Review the club's goals, achievements, ratings, and comments in Rotary Club Central.
- Review reports on My Rotary to understand membership, Foundation contributions, and other trends related to the club.
- Read the club's newsletters.
- See what the club is doing on social media.
- Ask your district governor for any other information to share with the club.

Add your own tasks:

Reminders and Activities for Clubs

Club name _____

Notes	Recommendations

How to Enable DaCDB for your Club

(must be done by President, Secretary, or Executive Director)

1. Go to www.rotary.org click MY ROTARY and sign in
2. Select MANAGE from the blue bar
3. Select CLUB & DISTRICT ADMINISTRATION
4. Select CLUB ADMINISTRATION
5. Select CLUB & MEMBER DATA
6. Select UPDATE CLUB DATA
7. Select DESIGNATE A CLUB MANAGEMENT VENDOR
8. Scroll to the bottom of the page
9. Click the blue EDIT pencil next to CLUB MANAGEMENT SYSTEMS
10. Scroll to the bottom of the page
11. Ensure that DaCDB is shown, if not click ADD VENDOR and select DaCDB
 - a. When adding DaCDB, choose either “View & Edit” AND “Manage club data” OR select “View Only” AND “View club data”
12. If DaCDB is shown, it should have one of the following beside it:
 - a. If your club manages membership with DaCDB, ensure that VIEW & EDIT shows next to DaCDB
 - b. If your club manages membership with another system, ensure that VIEW ONLY shows next to DaCDB

View & Edit means that all changes entered into DaCDB will be automatically uploaded to Rotary.org. TeamForte does not have this option.

View Only means changes will be downloaded from Rotary.org, but no information will be uploaded. Both DaCDB and Team Forte have this option.

How to Connect DaCDb and Rotary

(Must be done by President, Secretary, or Executive Director)

1. Go to www.dacdb.com and log in
2. Select MY CLUB on top tab
3. Select ADMIN FUNCTIONS in left-hand column
4. Select EDIT CLUB
5. Scroll halfway down the page to CLUB OPTIONS
6. Under ROTARY INTERFACE, select either “RI Direct Connect” or “Read Only”
7. Click SAVE

Choose “RI Direct Connect” if your club is using DaCDb for club management.
Select “Read Only” if you are using another system.