

# PETS Experience

By using more time during the PE year, the objective of the PETS Experience is to **engage PEs early in their PE year so as to** Enable increased learning, planning, organizing and engagement in advance of 7/1/14 thereby creating more VIBRANT Rotary Clubs throughout the District in 2014-2015.

## Process:

1. The DGE will begin communications with PEs in August, adding PEs as they are elected. We must encourage clubs to name PE, PN and PND as early as possible so they can be included in this PETS Experience.
2. Involve some AGs as facilitators in the PETS Experience by enabling them to use the tools provided thereby **engaging them in the primary level of the PETS Experience training called PETS 1.**
  - a. PETS 1 has 6 parts and should take no longer than 2 – 3 hours to conduct:
    - i. Rotary History
    - ii. Rotary Organization
    - iii. Rotary Programs and Resources
    - iv. The Rotary Foundation
    - v. District 6290 resources
    - vi. Planning for YOUR year for YOUR club
3. **PETS 2 (what we used to call Pre-PETS)** will take place during the District Training Assembly on three Saturdays in February in venues in Elk Rapids 2/15, Cedar Springs 2/22 Sault Ste. Marie, ON 3/1. AGs are encouraged to accompany their clubs to one of the DTA sessions. PERS 2 will be different than in past years with less data dump and more focused learning in an interactive environment focusing primarily on:
  - a. Public Relations
  - b. Membership development
  - c. Leadership training and development
  - d. TRF fundraising
  - e. Service Projects
  - f. District Resources and
  - g. Your Role as Club President

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4. **The PETS weekend will continue the exposure begun in PETS 1 and 2, but delve deeper into the above list in a workshop and problem solving environment** with the specific view of each PE taking home actionable plans, ideas and goals that specifically apply to improving the VIBRANCY of their clubs.
5. The Post-PETS liftoff will be April, May and June – a perfect 90 day launch pad for the 2014 – 2015 teams to put all their training and planning to work as they finalize working plans for “their year” in the saddle. The last 6 months of PETS Experience has prepared the whole team for this lift-off time. Now is the time to do it!

# PETS 1 Discussion Points

## I

### THE HISTORY OF ROTARY

1. **First meeting of Rotary** – February 23, 1905. Yes... 108 years ago, Silvester Schiele, Paul Harris, Hiram Shorey and Gustavus Loehr met in room 711 of the Unity Building on Dearborn Street in downtown Chicago for the first Rotary meeting. That first meeting was the beginning of the world's first service organization. Rotary is now 1.2 million men and women in over 34,000 Rotary clubs in over 200 countries and territories...and aren't you proud to be part of it all!!!
2. **Women in Rotary** - For 82 years, Rotary was a men's club. But the idea of women in Rotary is not new.
  - a. In **1910**, at the first international convention, the president of the Rotary Club of Los Angeles was asked if they had a women's auxiliary. He said "I think it's a hard enough job handling two or three hundred men without having anything to do with ladies."
  - b. At the **1912** convention, Ida Buell of Duluth MN was allowed to address the group. She told them about the Women's Rotary Club of Duluth and asked for support in starting them around the country. The Rotarian magazine described her speech as interesting and entertaining...but took no action.
  - c. **Wives were not generally invited to Rotary conventions, however at the 1914** convention; the president of the San Francisco club brought his wife. Because Rotarians were supposed to call each other by their first name, they asked hers and she replied Ann. During the entire event, she was referred to as their "Rotary Ann". This term was used for the wives of Rotarians into the 1980s.
  - d. In **1920** the bulletin of the Rotary club of Edinburgh Scotland said "...we might give them an organization of their own and let them be Rotarianettes".
  - e. In England, during the **1920s**, the womenfolk of Rotarians formed a group to do community service and called themselves Inner Wheel. This idea grew and Inner Wheel clubs formed around the world and still exist in many areas.
  - f. The turning point came in **1978**, when the Rotary club of Duarte, CA admitted 3 women and Rotary International revoked the club's charter. This was taken into the courts and reached the US Supreme Court in May **1987** – on a 7-0 vote against Rotary International

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and for the Rotary Club of Duarte. From that moment on, Rotary and all similar service organizations had to allow women to join. At the Council on Legislation in **1989** the rules were officially changed to allow women members.

3. **Arch Klumph and the creation of the Rotary Foundation** - Arch Klumph started what would become the Rotary Foundation when at the 1917 Rotary Convention he said “Carrying on as we are, a miscellaneous community service, it seems eminently proper that we should accept endowments for the purpose of doing good in the world”. That statement became the purpose of the Foundation...to do good in the world.
4. **First Youth Exchange was in 1927.** Rotary clubs in Copenhagen Denmark and Nice France sent the first youth exchange students to visit each other’s countries. Over 7000 high school students a year travel to live in other countries for a year. They live in Rotarians homes, go to school and become part of the culture.
5. **4-Way Test** - Herb Taylor wrote **the Four-Way Test in 1932** when he was hired by the bank to save the Club Aluminum Company from bankruptcy. He felt that if all employees used this simple test each time they made a decision in the business, it would improve the way they did business and ultimately improve the business... it did. The company turned around and began making profit. As President of Rotary International, Taylor gave it to Rotary in 1954. The four way test is now printed in over 100 languages and is used in Rotary clubs around the world. Herb Taylor was born in the Upper Peninsula of Michigan in the small rural town of Pickford – in the heart of District 6290. He went to high school in Sault Ste. Marie and later moved to Chicago. At the time he wrote the Four-Way Test, he was a Chicago Rotarian.
6. **1 Million member milestone** - Rotary Membership reached 1 million with Jean-Paul Moroval of France in 1985

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## II

### **ROTARY ORGANIZATION**

1. **Rotary motto - He Profits Most Who Serves the Best** was the original motto of Rotary, approved at the International Convention in 1911. **In 1950, both this and Service Above Self were approved** mottos of Rotary. The **1989 Council on legislation officially named Service above Self as the principal motto of Rotary.**
2. **International theme new every year** - Each year the President of Rotary International sets his own goals for the year and guides those goals with a annual theme. The theme I announced at the International Assembly in January when all the DGs from all over the world come together to get trained. What is THIS year's theme?
3. **Acronyms –**
  - a. **PDG** - Past District Governor – each District Governor serves for a period of 1 year, but they are a past district governor forever.
  - b. **DGN** - District Governor Nominee – the person who has been nominated by the district to serve as district governor two years out.
  - c. **WCS** - World Community Service – this is the committee, whether at Rotary International, the district or within your club that promotes, raises money and performs community service projects in other parts of the world. Often this is accomplished by clubs in one part of the world partnering with clubs in another country.
  - d. **PE** - President Elect – that's you and Sakuji Tanaka, as the president elect of RI. You and he will become president on July 1.
  - e. **RID** - Rotary International Director – the Rotary world is divided into clubs, who are grouped into Districts, who are then grouped into zones. There are 34 zones around the world and each pair of zones has representation on the Rotary International Board of Directors. Therefore there are 17 directors. Each zone chooses their director by having one representative from each district on a committee that makes that decision. A Rotary director serves a term of 2 years and is responsible for working with the president in keeping this great organization operating smoothly.
  - f. **GETS** - Governor Elect Training Seminar – Every incoming District Governor is required to have training, both at the zone level and at the RI level. The zone training is called the Governor Elect Training Seminar
  - g. **PHF** – Paul Harris Fellow – Actually a Paul Harris Fellow is someone who has given an accumulation of \$1,000 to the Rotary Foundation, or someone in whose name \$1,000 was given. Some clubs in the past (but hopefully not any more) have considered a Paul Harris Fellow a way to honor people - and that's all. Those clubs discouraged individual Rotarians from donating toward that \$1000 amount, saying that they were “buying” the

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- award. In fact, a Paul Harris Fellow is given by TRF to recognize someone who has supported the Rotary Foundation with the \$1000.
- h. **RIBI** - Rotary International Britain and Ireland – Rotary in Britain and Ireland has their own sub-Rotary organization, operated under RI.
  - i. **RC** - Rotary Coordinator – Zone Coordinator trained at the international level on membership and Rotary programs to train the districts and provide seminars for membership and Rotary programs.
  - j. **RYLA** - Rotary Youth Leadership Awards - RYLA is a district by district program for high school and college students training them in leadership skills. Some districts have it as a camp. In 6290 it is known as Life Leadership Camp. There is an international organization of RYLA students and they participate in the International Convention.
  - k. **CoL** - Council on Legislation - The Council on Legislation is the group that makes all the rules that Rotary Clubs operate under. These rules are printed every three years after the council meets and are called the Manual of Procedure. Every club president should be familiar with what is in this manual. [Hold up manual] It tells for instance how often a club must meet and under what circumstances a meeting can be cancelled. The council is made up of one representative from every district in the Rotary world (about 530 of them). Proposals for rules changes are proposed by Rotary clubs like yours.
  - l. **DDF** - or District Designated Funds are that portion of Foundation contributions from your clubs that are allocated back to your District to spend on projects they specify. Part of every dollar of general Foundation giving is in DDF. This means that for every dollar that is donated to the annual fund of the foundation by someone in your district, a good part of that is under your control as to how it is spent (with some limitations). This is how we fund some matching grants and some of the various scholarships that Rotary gives.
  - m. **AG – Assistant Governors** (6290 has 12) help the District Governor by providing support and coordination to 4 or 5 geographically similar Rotary clubs.
  - n. **DG** - The **district Governor** must be a member in good standing in his club which must be in the district, which means having met at least the 50% attendance requirement.
    - i. Every District Governor must attend GETS (Governor Elect Training Seminar) and the International Assembly. These are intense training sessions giving the DG the tools to do the job.
    - ii. The DG must have completed at least 7 years membership in Rotary.
    - iii. There is no requirement for having attended an International Convention, although the experience gives the incoming governor many new ideas and helps build enthusiasm for the position.
    - iv. To become a District Governor, one must:
      - 1. Be a member of a Rotary club in good standing
      - 2. Have served as club president
      - 3. Must have been in Rotary 7 yrs
      - 4. Must attend required training
      - 5. Have lots of stamina and patience!!!!
  - o. **SAR** – Semi Annual Report - The SAR is filed with Rotary International on July 1 and January 1 by the Club Secretary. It reports the membership and is submitted with the dues. Any club not filing one can have their charter pulled. As club president, you'd

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better be sure your secretary gets this in on time, because ultimately, you are responsible.

- p. **Classifications** - A person's classification is his or her area of work, not educational level, and not title and not company name. A club can have the greater of 5 members or 10% of its members from the same classification – a change from the early days of Rotary, when only one person of each classification was allowed. The purpose of this rule was to make sure the clubs were diverse and not just a club of bankers, or a club of attorneys. It is this classification rule that has made Rotary such a strong organization.

## 4. RI and TRF – What's the difference

- a. **Rotary, and by extension Rotary International** is 1.2 million neighbors, friends, and community leaders who come together to create positive, lasting change in our communities and around the world. Our differing occupations, cultures, and countries give us a unique perspective. Our shared passion for service helps us accomplish the remarkable.
- b. **The Rotary Foundation** helps fund our humanitarian activities, from local service projects to global initiatives. Your club or district can apply for grants from the Foundation to invest in projects and provide scholarships. The Foundation also leads the charge on worldwide Rotary campaigns such as eradicating polio and promoting peace. Rotarians and friends of Rotary support the Foundation's work through voluntary contributions.

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

- a. The development of acquaintance as an opportunity for service;
- b. High ethical standards in business and professions, the recognition of the worthiness of all useful occupations, and the dignifying of each Rotarian's occupation as an opportunity to serve society;
- c. The application of the ideal of service in each Rotarian's personal, business, and community life;
- d. The advancement of international understanding, goodwill, and peace through a world fellowship of business and professional persons united in the ideal of service.

## 6. RI – Zones – District – Regions – Clubs

- a. Rotary is broken into 34 Zones. Google "World Rotary Zone Map". This map contains the 34 Rotary Zones defined as areas on the map which you can click on to display a link to map with district areas defined within each zone.
- b. The 34 zones are broken into 535 Districts
- c. The Districts are broken into Regions supported by Assistant Governors.
- d. 1.2 million Rotarians make up **35,000 Rotary clubs**. District 6290 has 61 clubs.

## 7. RI Headquarters contact information

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Rotary International  
 One Rotary Center  
 1560 Sherman Avenue  
 Evanston, IL 60201-3698  
 (847) 866-3000  
[www.rotary.org](http://www.rotary.org)

Rotary Club and District Support Personnel	
Victoria Schiffman – Coordinator 847-866-3354 <a href="mailto:Victoria.schiffman@rotary.org">Victoria.schiffman@rotary.org</a>	Chris Brown – Senior Coordinator 847-866-3271 <a href="mailto:Chris.brown@rotary.org">Chris.brown@rotary.org</a>

8. **Five Avenues of Service.** Each member and each club can choose from these avenues of service to focus their service resources:

- a. **Club service** involved the actions a member should take to help the club run smoothly – now referred to as club administration.
- b. **Vocational service** promoted high ethical behavior within the Rotarians business and profession.
- c. **Community Service** suggested that Rotarians should work to improve the quality of life within their community.
- d. **International Service** involves activities to advance international understanding, goodwill, and peace.
- e. **Youth Service** takes under its wing all the youth and young adult programs...youth exchange, RYLA, Rotaract, Interact....

9. **Basic club committees:** This new Club Leadership committee structure is based on the six avenues of service.

- a. The **Membership Committee** develops and carries out a plan for recruitment and retention of members.
- b. The **Public Relations Committee** provides information about Rotary and the Club’s activities to the public. This committee can work well with the Membership Committee to recruit new members.
- c. The **Club Administration Committee** conducts activities relative to the smooth operation of the club
- d. The **Service Projects committee** develops projects to address educational, humanitarian and vocational needs in its own community and those around the world.
- e. The **Rotary Foundation Committee** plans and implements programs to raise financial contributions for the Foundation and promote its various programs.
- f. The **Youth Committee** focuses its work on youth programs in the community and the world such as RYLA, Youth Exchange, STRIVE, Interact and Rotaract.

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## III

### Rotary Programs and Resources

1. **Polio Plus** began first in 1985 when Past RI President Clem Renouf started a program called the 3-H program... Health Hunger and Humanity. This was designed to provide funding for more and larger encompassing projects. The Philippine project's goal was to immunize every child in the Philippines against polio – being that it was an island and could be isolated and monitored. It was such a success that RI realized the earth as such is an island and with enough money and volunteers, Rotary could spearhead a world wide immunization against Polio – eliminating it from the planet. It is almost done. There are only a few pockets of polio still existing and until those are stopped, the disease could rise up again. You will be asked to provide continued support for this effort in the coming year. Rotary has received some very generous challenge grants from the Gates Foundation and we need to raise the money to match those. Please encourage your club to participate. Visit <http://www.endpolio.org/> and [http://www.polioeradication.org/Medaroom/Videos.aspx](http://www.polioeradication.org/Mediaroom/Videos.aspx) for more information.
  
  2. **My Rotary and Rotary Club Central** – Integral to clubs setting goals, reporting progress towards those goals and having access to the many other resources available from Rotary is the Member Side of the Rotary web site: [www.rotary.org](http://www.rotary.org) is called **My Rotary**.
    - i. Click **My Rotary** at the top of the public page to access the member-Only side of the site. *This will take you to a page where you will have to register, if you have not already. Simple user name and password is all you must select and you are in.*
    - ii. After registering and signing in you will be at the landing page for **My Rotary**. From this page you can select all the services available to clubs and districts on the new Rotary web site.
      1. My Rotary (scroll all the way to the bottom and you can build your own profile in My Rotary)
      2. Exchange ideas
      3. Take Action
      4. Learning and Reference
      5. **Manage – Hover here and click on Club Administration for goals and goal progress reporting**
      6. The Rotary Foundation
      7. Member News
      8. Explore these pages to find your way around.
    - iii. **Rate Clubs:** This is a place in Rotary Central where the DG and the AGs rate all the clubs in terms of their service project activity, membership growth, Rotary Foundation giving and overall club vibrancy and health.
  
  3. **Rotary Leader e-Magazine** – Published monthly, one of the best e-publications by RI. Check it out at <http://www.rotaryleader-en.org/rotaryleader-en/en201309#pg1>
  
  4. **Rotaract** - Rotaract is a Rotary-sponsored organization for young people ages 18-30, to develop good citizens, instill community service and build a base of future Rotarians. Many Rotaract clubs
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are university based. How many of your clubs has sponsored a Rotaract Club? How many of your communities have a college but no Rotaract Club? Something to think about.

5. **Interact** - Interact is a Rotary-sponsored organization for young people ages 14-18, to develop good citizens, instill community service and build a base of future Rotarians. They have meetings like Rotary clubs and do both local and worldwide projects, just like their Rotary club counterpart – and often the two organizations work together
6. Rotary has a ton of resources, **many too many for this document to list but you will find many of these resources available at these links:**
  - i. <https://www.rotary.org/en/newsletters>
  - ii. <http://vimeo.com/rotarywebinars/videos>
  - iii. <http://shop.rotary.org/>

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## IV

### The Rotary Foundation

1. **New Grant program** - Future Vision is the new grant model for The Rotary Foundation. In early 2010, 100 districts worldwide were selected to be Future Vision pilot districts. These districts have been working with this new grant model since July 2010. In July 2013, all districts began using the Future Vision model. Training took place during the 2012-13 year to get Rotarians around the world prepared for what is now called the New Grant Program. It is an exciting new program, providing grant opportunities for larger, more sustainable projects.
2. **Rotary Foundation Grants** - The Rotary Foundation offers grants that support a wide variety of projects, scholarships, and training that Rotarians are doing around the world. Explore the grant types and find one that's right for your project.
  - a. **DISTRICT GRANTS** fund smaller, short-term activities that address needs in your community and communities worldwide. Each Rotary district gets to choose which projects it will fund with these grants.
  - b. **GLOBAL GRANTS** support large international activities that have sustainable, measurable outcomes in one or more of our areas of focus. Rotarians create their own projects and carry them out. We accept and review applications as they arrive.
  - c. **PACKAGED GRANTS** are designed by Rotary and our strategic partners. They fund activities that are similar to those for global grants, but the work of designing the activity's general framework has already been done.
3. **District Designated Funds (DDF)** – how do they work and where does the money come from?
  - a. Funds for Foundation activities are distributed worldwide through the **SHARE** system. This system transforms contributions to The Rotary Foundation into **District Grants, Global Grants, Packaged Grants** and more.
  - b. At the end of each Rotary year, 50 percent of each district's contributions to the Annual Fund is credited to their **District Designated Fund (DDF)**; the other 50 percent is credited to the World Fund.
  - c. The Foundation uses the **World Fund** to pay for the worldwide programs available to all Rotary districts, regardless of their specific contributions. Districts use their DDF for **district grants** for club projects and to match larger projects with district funds for **Global Grants**.
  - d. Every year, members of each district's Rotary Foundation committee, in consultation with Rotarians in their district, decide how the DDF will be used. There are many options for districts to choose from.
  - e. **Three Year Funding Cycle:** The Rotary Foundation has a unique funding cycle that uses donations for programs three years after they're received. The three-year cycle gives districts time for planning projects, selecting participants, and budgeting expenditures. This cycle also

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allows the Foundation to invest the contributions and spend the investment earnings on administrative and fund development costs.

### 4. The Rotary Foundation Giving Awards

- a. **Paul Harris Fellows** - Paul Harris Fellow: Anyone who gives or has been given in his/her name, \$1,000 to The Rotary Foundation. CASH
  - b. **Benefactor**: Anyone who leaves \$1000 or more to The Rotary Foundation in their will or a life insurance policy.
  - c. **Major Donor**: Anyone who gives a total of \$10,000 or more to The Rotary Foundation. This can be accumulated over the years. CASH
  - d. **Bequest Society Member**: Anyone who leaves The Rotary Foundation at least \$10,000 in a will or life insurance policy.
  - e. **Sustaining Member** – Anyone who donates \$100 or more each year to the Rotary Foundation Annual Fund. This is Rotary’s goal to have this be the AVERAGE gift for all donating Rotarians, world-wide. That \$100 per year goes into the Annual Fund of Rotary International
  - f. **Every Rotarian Every Year (EREY)** was designed to encourage all Rotarians, no matter what their financial ability, to give something each year. Without annual support, the Foundation programs would not exist.
5. **Global Scholar program** –Global grant scholars plan to pursue a career in an area of focus, and their graduate-level educational goals should support this career interest.
6. **Rotary Peace Centers and Scholars** - The World Peace Scholarships are awarded on a worldwide basis, based on the qualifications of the individual. 70 students are selected annually to pursue a 2 year master’s degree in Peace and Conflict Resolution. There are 5 university locations around the world to which the students are sent. The recipients of these valuable scholarships are generally not right out of college, but are folks who have been working in a field promoting peace or conflict resolution in some way. If you ever have the opportunity to have a Peace Scholar in your community, drop whatever program you had planned and bring that person in. They are very dynamic and a valuable resource.

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## IV

### District Resources

1. The **District Strategic Plan** identified four strategic focuses aimed at helping clubs be more effective. Find the full strategic plan on the district web site.
    - a. PR,
    - b. Membership,
    - c. Leadership Training and development,
    - d. TRF Giving
  2. **Life Leadership**
    - a. District 6290 conducts a prestigious Life Leadership Conference each year for the top student leaders. It is a powerful experience for all who attend. 2013 will be the 65th year, longest continuously running RYLA program in the Rotary world. The Life Leadership conference is held at the Kettunen Center in Tustin, Michigan.
    - b. The agenda includes motivational and thought provoking speakers. Discussion groups explore the intellectual, ethical and emotional aspects of leadership. International Students who attend lend global perspective on issues.
    - c. The conference fee is \$350 per participant. The conference runs usually the third weekend of June from Thursday thru Saturday afternoon. See the district web site for more information and specifics.
  3. Newsletter, website, Facebook and district directory
    - a. District Web Site: <http://www.clubrunner.ca/portal/home.aspx?did=6290>
    - b. **District Monthly Newsletter** – Every month the DTG puts out a newsletter e-mailed to all Rotarians in the district illustrating great things going on in the clubs that he knows about and informing Rotarians about news they need about Rotary
    - c. Facebook: [https://www.facebook.com/RIDistrict6290?ref=br\\_tf](https://www.facebook.com/RIDistrict6290?ref=br_tf) come to the site and like it and you will share all the postings on the district facebook page. The more you share the farther the Rotary story gets spread.
    - d. **District Directory:** Every year the District office puts out a district directory with contact information for all club presidents and district leaders. A copy is sent to each club. Be sure to keep your club leadership information up to date with the district so your contacts are accurate.
  4. PR Grants – See the district web site for information about the annual PR Grant availability – a great way to pick up funds for an important PR project that promotes membership or a service project. See specifics on the District web site.
  5. **A District Training Assembly** is held on three separate dates and in three locations around the district in February of each year to train the board of directors, officers and committee chairs of the clubs. As club presidents, it is to your benefit to have as many people to your district assembly as possible. The more they know about Rotary, the more help they can be for you and the more likely you are to have a great year. Pre-PETS is part of this training so PEs should plan to attend and bring all their club officers. See the web site for more specifics.
  6. **The District Conference** is held annually for all Rotarians and families. District 6290 has it in the spring, to celebrate the year just ending. All Rotary functions work on a July 1 to June 30 year.
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The district conference is there to recognize accomplishments, teach Rotarians about Rotary, motivate Rotarians and promote fellowship.

7. **President Elect Training Seminar (PETS)** is a mandatory event of Rotary for all club presidents elect. The more you know about Rotary and the more motivated you are about a successful year, the more likely you are to have one.
8. **Visioning Facilitation** – Through a process started in Minnesota, we are offering Vision Facilitation, **a best practice for club strategic planning and re-invigoration**. The model involves developing Vision Facilitation Teams of committed and forward-thinking Rotarians, holding individual Vision Facilitation Sessions at the club level, and following up with those clubs to ensure their planning process resulted in meaningful advancement towards achieving the club's and Rotary's goals.
9. **Rotary Leadership Institute (RLI)** - Excellent leadership is the key to successful service by our clubs, to our communities and to the world. The purpose of the RLI is to assist in improving the Rotary knowledge and leadership skills of the future leaders of our Rotary clubs.
  - a. The Great Lakes Division of RLI is an international group made up of five districts 6290, 6310, 6360, 6380 and 6540.
  - b. All Rotary clubs depend on outstanding leadership to harness the talents and skills of our membership to achieve high levels of accomplishment. The rapid turnover of leadership positions in Rotary requires constant effort to prepare Rotarians for the responsibilities of leadership. These courses motivate the participants to be even more enthusiastic, creative, and dedicated Rotarians.
  - c. RLI consists of three full-day sessions presented over time, using a facilitated discussion method rather than lecture. The \$85 fee includes breakfast, lunch and training materials.
    - i. Part I covers Leadership Characteristics, Rotary Beyond the Club, Teambuilding, Rotary Foundation I, Membership Retention, and Service Projects.
    - ii. Part II covers Leadership Goal Setting, The Rotary Foundation II, Communication Skills, Ethics-Vocational Service, Membership Recruitment, and Analyzing Your Rotary Club.
    - iii. Part III include International Service, Effective Leadership Strategies (double session), Rotary Opportunities, Leadership-Public Relations, and Making a Difference.

### 10. District office contact information:

Kathy Hegedus  
District Administrator  
P.O. Box 381  
Grand Haven, Michigan, 49417  
616-935-9559 (O)  
616-638-8769 (c)

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### V

#### **PLANNING YOUR YEAR FOR YOUR CLUB**

1. Setting club goals – see Planning Guide for Effective Rotary Clubs – Pres manual page 16 – You should have your goals pretty well in your mind by Pre-PETS in February.
2. What is your vision for next year? What do you want to accomplish? If you don't know, any road will get you there.
3. Engaging members to make a VIBRANT club – Google *Vibrant Rotary Clubs* and download the PDF for free. There is also a great PDF if you wanted to bring the Vibrant Club discussion to your Board for discussion. You will find that in the same place – also free.
4. Reminder about the President's Manual – it really does have good information and AI will be sending a copy to everyone. Read it BEFORE Pre-PETS in February, please.
5. Networking within the region – joint club activities. What would you like our Region to do together?
6. Role of the AG in this district – How will we work together to meet your goals and expectations for this year?