

# Haliburton Rotary Handbook

A Guide to Haliburton Rotary's  
Activities and General Practices



## General information

<b>Meeting Place:</b>	Royal Canadian Legion Branch 129 719 Mountain St. Haliburton, ON
<b>Meeting Time:</b>	Thursdays – Buffet Dinner served at 5:30pm, The meetings typically last +/- 90minutes
<b>23/24 Meal Cost:</b>	\$18.00 including tax and gratuity (paid in advance as per payment schedule)
<b>23/24 Dues:</b>	\$260 paid as per payment schedule (New members are pro-rated)
<b>Rotary Year:</b>	July 1 <sup>st</sup> – June 30 <sup>th</sup> (Annual invoices are sent out July 1 <sup>st</sup> )

**New Members** - A new member is proposed by a current member for membership to the board. The board approves or rejects the candidate's membership within 30 days and notifies the proposing member of its decision. If the board approves the candidate's membership, the prospective member is proposed to the club.

If no written objection to the proposal, stating reasons, is received by the board from any member of the club within seven (7) days following publication of information about the prospective member, that person will be considered to be elected to membership. Following the election, the president shall arrange for the induction of the new member.

**Dues** – dues include required Rotary dues (International and District) as well as the cost of scheduled meals for the Rotary year. If members attend a Rotary meeting at another Rotary club, they will likely be required to pay for their meals. They can obtain a "Make-up" card from the club and we will credit your dues in the next year. They are invoiced July 1 and can be paid at beginning of year or quarterly.

**Meals** for members are pre-paid in dues. Guests are welcome at a cost of \$20 per meal.

**Club Assembly** – This is a general club meeting held approximately quarterly. While the Board looks after most of the business of the club, Club assembly is a time to discuss past, current and potential projects. It is a great time to brainstorm ideas. Generally, guests are not invited to this.

**Greeters** – This is an opportunity to get to know other members and to make members and guests feel welcome. Greeters are scheduled in pairs to be "on duty" for a month at a time. The greeters' duties include welcoming attendees, taking attendance on supplied sheets, recording guest names, collecting meal payment for guests, handing out member badges, and selling Card Game tickets. If a scheduled

someone) know.

**Speakers** – Speakers are guests of the club who are invited to share information, stories, experiences with club members. Some come to explain programs which will be accompanied by a request for funds, but some are just current events or people of interest. They are asked to speak for about 10-15 minutes. Members are scheduled to be responsible for inviting guests. Member (or someone else asked) is responsible to introduce and thank guests. Guests are thanked with a certificate stating that a donation has been made on their behalf to Polio Plus. Member should notify Secretary ahead of time of guest's name in order to have certificate prepared. If a member has difficulty scheduling a guest, the member should notify the president or other members. They often have ideas or contacts and are glad to help if they can. You are responsible for getting a speaker even if you are going to be away. Trades can be made for dates as well. The club pays for guest's meals.

**Sergeant at arms** – The Sergeant's official role is to keep order at Club meetings. In our club, the sergeant gives good-natured fines for suspect behaviour. He/she also collects Happy Bucks for good news announcements.

**Card Game** – This is an in-house fundraiser. Anyone can buy a ticket (\$2ea., 3/\$5). At the end of the meeting, someone draws a random ticket from those sold. The person with that ticket number has the opportunity to select a card from a deck of cards in hopes of matching a pre-determined card (which was selected at the beginning of the game). A match will win the member the announced and recorded amount – 50% of ticket sales to date in that game. A draw that does not result in a match removes the drawn card from the deck and the prize amount continues to accumulate the next time. A win will start the game over the next time with a new deck of cards, a new target card, and a zero balance.

## **Club Service Activities**

**Road Cleanup** – Rotary is responsible for clean-up of Highway 121 from just west of Pinestone Resort to Wonderland Rd. MTO is contacted and they provide orange vests and bags. It is generally done once in spring (May), and once in fall (Sept/Oct). Members meet at the Pinestone parking lot on the Highway, split into groups and comb both sides of the roadsides in both directions. One member with a truck generally does a tour to pick up full bags. Thoroughness depends on wetness, weather, and bugs.

**Earth Day – Community event.** Rotary works with students. JDH is contacted for a best day close to end of April. A class with teacher meets with club at Town dock. They collect garbage bags, split up, and clean near shore line of Head Lake between Sam Slick Park and end of lake near Head Lake Park. Thoroughness depends on weather and students. (One student found a portable TV!) Municipality provides garbage bags and collects bags and takes to landfill. Rotary BBQ's hot dogs/hamburgers for students.

**Music in the Park – Community event and fundraiser.** A committee works with Folk Society to arrange performers and sound technician for 7 Tuesday nights from first week of July to mid-August. A member usually volunteers to solicit sponsors from community (approx. 13 at \$500). These almost cover costs of performers, sound tech. and printing/advertising expenses. (Sponsors are recognized in ads, rack cards and at performances). Members sign up on schedule for various tasks on Music night: tent set up/take down to cover sound tech., Master of Ceremonies, attendance counter, circulating in crowd to collect donations. Sign up for different tasks on different nights.

**Community Christmas Party – Community Event.** Club rents ice for 2 hours and room upstairs on a Friday night in early December. Free public skating (with goal shooting contest) and then Pizza supper upstairs, complete with Santa Claus and goodie bags and Santa for kids. Great photo op for parents. Club supplies chips, nibblies, etc., pizza (from 241 pizza), hot chocolate and water to drink. We try to get music for event. Winterdance Sled dogs have offered in the past to provide sled dog rides around Municipal parking lot – weather permitting. That may change with new configuration of parking lot. Usually 120-130 kids attend with 1 or 2 or more parents/grandparents per kid. Great social event and photo with Santa op. Kids can run around upstairs.

**Colorfest Pumpkin Roll – Community Event.** Colourfest is sponsored by BIA late September. Our club supplies pumpkins and prizes for a number of age group events. Kids line up at top of York and Highland Streets. Kids write names or decorate pumpkins. On a signal, pumpkins are released to see how far down hill and road they go. It is a hoot. Pumpkins are purchased from Foodland. Members are needed to distribute pumpkins at a tent/booth, at starting line, and at bottom of hill to identify winners.

**World Polio Day** – Our club organizes some recognition of Polio Eradication Initiative on Oct. 24 – World Polio Day. It can vary from a display, a walk, a photo op. This initiative is “this close” to

and many partners.

**Good Food Box – Community Service.** This program makes healthy food available to community at a reasonable price. Rotary Coordinator works with community leaders to collect numbers of bags ordered. The number averages around 200 bags per month. Foodland then identifies what is available and orders and delivers in bulk enough food for these bags. Bags cost customers \$15 and generally contain from \$20-25 worth of fresh fruit and veggies thanks to Foodland partnership. On the 3<sup>rd</sup> Thursday of each month, members meet at Haliburton Arena lobby at approx. 7:30-7:45a.m. Food and bags are set up as a production line. Bags are organized in groups for delivery to a number of locations around the county, 4Cs, and for pick-up at arena. Members are needed to organize food, fill bags (the biggest job), clean-up, cardboard box breakdown, and delivery of bags. It is a great social time as well as being work. Filling bags is usually completed by about 9 a.m. Members can provide whatever time they can spare. Drivers are usually busy until 10:30 or so. 2 members stay at arena (usually til about 10:15-10:30) for those collecting their bags in Haliburton (about 18-23 bags). We have no meeting that night.

## **Club Fundraising Activities**

**Annual Car Draw/Raffle –** The Car Draw is the clubs largest fundraising activity. It begins in April and culminates with the draw for the winning ticket at our annual Summer Carnival the Wednesday after the Civic Holiday Weekend. The 2019 draw had 7,000 tickets available for \$20 each, 3/\$50 or 7/\$100. The club undertakes a direct mail campaign to past ticket purchasers which accounts for about 50% of sales. The balance of tickets are sold by members to friends, family and acquaintances as well as through Face to face sales at special events and on the street. Each member is encouraged to sign up for a couple of these face to face sales opportunities.

Members are placed in teams and there is a friendly competition to encourage ticket sales. Each member is expected to sell tickets on this raffle to the best of their ability. Proceeds from this raffle are raised under a license issued by the Alcohol and Gaming Commission of Ontario (AGCO) and expenditures must also meet the additional requirements of the Alcohol and Gaming Licensing regulations.

**Collecting Beer bottles for Polio Plus – Foundation fundraiser and community awareness.** In fall (late Sept.-early Oct). Club identifies a Saturday date with Beer store. We set up our 8x8 tent with a table and some info about Polio and its' eradication and work in teams of 2 or 3. Customers are asked if they would like to donate any of their empties to Rotary. We separate and organize empties according to Beer store requirements. We bring bunches in to store when they are not busy, and they keep a running total for us. Day runs from 10 until about 4. Great time to see neighbours and family! Also, a great time

tax receipts and Foundation points (towards a Paul Harris award).

**Lobsterfest – fundraiser.** Usually second weekend in June (fresh lobster season!). We currently hold the event at the West Guilford Community Centre. Tickets are sold in advance (approx. 130). Dinner is catered. Members boil lobsters right outside door. There are door prizes, and 50/50 draw as well as silent and live auction. Members arrive to set up tables, chairs, auction areas, and decorate room. Lobsterfest night members are needed to work at door, at bar, selling bar tickets, doing auctions, and cleaning up at end of night. With this system, members who would like to join dinner and friends are able to do so. There are generally enough people who are willing to work at stations where needed. In 2018, the event raised just shy of \$6000.

**Carnival – Community event and (sometime) fundraiser.** Carnival is held on the Wednesday following the August long weekend. We have rides/concessions. The main Rotary part of the day is organizing the logistics for the event (permits, porta-potties are most important!), and the operation of the Crown and Anchor tables as well as the Rotary Food tent with our famous Beef on a Bun. It takes a lot of people – members, volunteers, family – to spread the work. We congregate the night before to set up food tent/table/ barbecues, signs, etc. Carnival Day involves setting up the system, chopping onions, and cooking and serving food and drinks from 2-10 p.m. or when food runs out. Everything is then packed up and taken to storage.

This is also the night when the Car Draw occurs. We generally sell a great number of tickets on the final day and at the carnival.

We also sponsor a Camp Canoe Race. Past Rotarian Curtis Eastmure coordinates and organizes this event with Camp Wanakita. There are usually 4-5 summer camps that regularly send participants. Campers compete in age groups and by camp aggregate scores. Bragging rights are at stake but there also “medals” for 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> place teams in each event, and a plaque for each camp. The winning camp gets the “Rotary Paddle” to keep for the year and have their name engraved on it. This event has occurred since 1996. Members are needed to assist Curtis with timing/recording, and to sit in lake in “Crash” boat. Races usually run from 12:30-2:30 or 3 p.m. on head Lake near parking lot. Great camp enthusiasm and friendly rivalries.

**Beef on a Bun Sales –** In 2019 we started doing a beef on a bun sales at Midnight Madness on the Friday night of the Civic Holiday Weekend. About 1/3 of the club takes part in cooking, serving and running the cash box. For most members participating this is about a 3-hour commitment. This event is a high visibility event for the club and works well in concert with our Car Draw tickets sales that night.

The club also considers doing food booths at other events as agreed to by the membership, but typically we shy away from food booths as they require high levels of human resources with low revenue potential.

## Funds

Our club has several bank accounts:

**Club Account** is for the operation of the club. An in-house account, if you will. This account is comprised of membership dues collected, funds raised from our “Card Game” (50/50 draw), and Sergeant at Arms Fines.

This club pays for such things as Rotary International Dues on behalf of members, meals to Pinestone, Rotary district dues, speaker guest meals, member pins, badges, etc.

**Community Account** – this account is comprised of money donated to the club or fundraised by club at various events, activities. It does NOT include money raised by Car Draw ticket sales. Funds can be used for any approved community projects, events, involvement etc. which meet the Five Avenues of Service outlined in our Club constitution. They can be used in Haliburton, in Canada or internationally.

**Lottery Account** – this account is specifically for our Car Draw funds. It is required by the Alcohol and Gaming Commission of Ontario (AGCO) as set out in their guidelines and licensing. We are required to deposit all car ticket sales into this account and only car ticket funds. The funds can be used for any approved community projects, events, involvement etc. which meet the Five Avenues of Service outlined in our Club constitution. *Expenditures must also meet the additional requirements of the Alcohol and Gaming Licensing regulations. These include, but are not limited to, the requirement to be spent in Ontario and **not** be used to improve any property owned and operated by any government.*

**Lottery Guarantee Account** – Another requirement of the AGCO is that, in order to operate a lottery, an organization must guarantee that it has enough money to pay out the prizes before a licence will be issued. We are required to keep a Lottery Guarantee Account of \$20,000 sitting in the bank for this purpose. We must also get (and pay for) a letter of credit issued by the bank annually. We currently have the money in a GIC and the interest can be withdrawn annually and deposited into our Community Account. Otherwise it just sits there. Technically we could use these but would have to go through the process annually in applying for licence.

**Charity Account** – as a registered charity, we are able to issue tax receipts when requested by donors.