

The Rotary Club of Brantford-Sunrise Handbook

Rotary International Theme & Motto
2024-2025



Handbook Contents

Page	Subject
1	Cover page
2	Introduction
3	Areas of Rotary focus
4	Guiding Principles
5	Club Officers, Past Presidents Council & SAA's
6	Paul Harris Fellows & District Honours
7	Community Recognition
8-9	Strategic Plan
10-11	Strategic Plan Scorecard 2024-2026
12	Calendar of Events
13-15	Signature Fundraising Events
16-17	Membership Related Committees
18-19	Hands on and Giving Committees
20-21	Administration Related Committees
22	POD Duties
23-24	POD Schedule & Guides

Introduction

Dear Rotarians

Club handbooks are updated each year to help committee leaders and team members organize and achieve their fundraising and operational goals in an organized and methodical way.

An appendix has been added separately that includes guides for each committee. There is always room for Continuous Improvement so please feel free to make recommendations to your team leader so that your ideas are incorporated for future Chairs and team members.

Most of all, have FUN. July 10, 2024

Rotary's International Areas of Focus 24/25

1. Promoting Peace
2. Fighting Disease
3. Providing Clean Water, Sanitation and Hygiene
4. Saving Mothers and Children
5. Supporting Education
6. Growing Local Economies
7. Protecting the Environment

International President: Stephanie Urchick.
Rotary Club of McMurray, Pennsylvania, USA

District 7090 Governor: David Alexander.
Rotary Club of Welland, Ontario, Canada

Guiding Principles

Object of Rotary

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 of each Rotarians occupation to serve society.

THIRD: the application of the ideal of service in each Rotarians 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.

The Four-Way Test

The four-way test is a non-partisan and non-sectarian ethical guide for Rotarians to use for their personal and professional relationships. The test has been translated into more than 100 languages, and Rotarians recite it at club meetings:

Of the things we say or do:

- 1. Is it the TRUTH?**
- 2. Is it FAIR to all concerned?**
- 3. Will it build GOODWILL and BETTER FRIENDSHIPS?**
- 4. Will it be BENEFICIAL to all concerned?**

Avenues of Service

We channel our commitment to service at home and abroad through Five Avenues of Service, which are the foundation of club activity.

Club Service focuses on making clubs strong. A thriving club is anchored by strong relationships and an active membership development plan.

Vocational Service calls on every Rotarian to work with integrity and contribute their expertise to the problems and needs of society.

Community Service encourages every Rotarian to find ways to improve the quality of life for people in their communities and to serve the public interest.

International Service exemplifies our global reach in promoting peace and understanding. We support this service avenue by sponsoring or volunteering on international projects, seeking partners abroad and more.

Youth Service recognizes the importance of empowering youth and young professionals through leadership development programs such as Rotaract, Interact, Rotary Youth Leadership Awards, and Rotary Youth Exchange.

Club Officers 2024-2025

Officers 2024-2025

President	John K Utlely
Past President	Andrea Berestovenko
President Elect	Susan Brown
Secretary	Bernard Neziol
Treasurer	Mike Bijman

Directors – 1-year term 2024-2025

Cameron Johnston
Kelly Dzuba
Paul Harding
Phil Race

Directors – 2-year term 2024-2026

Jason Cherry
William Harrow
Michael Foster
Dolly Sharma

Sergeants At Arms

Justin Bester
Jason Cherry
Richard Boyington
Linda Bazoian

Past Presidents Council

Chair - Justin Bester	Boyd Van Allen	Richard Boyington	Andrea Berestovenko
Jason Cherry	Glen Christensen	Kevin Davis	Bill Harrow
Cam Johnston	Mark Littell	Reg Madison	Bernard Neziol
Phil Race	Ken Tota		

District 7090 Representatives

Reg Madison Finance Past Chair
Justin Bester Youth Exchange

Past District Governors

Reg Madison 2017-2018

Satellite Club

Jonathon McDermid President 2024-2025

Paul Harris Fellows (as of May 8, 2024)

Linda Bazoian	Chuck Beach	Jennifer Beal	Josh Bean
Ray Bednarz	Stacey Bester	Rino Bidenti	Cathy Bohemier
Jeannie Boniface	Jim Boughner	Debbie Brown	Mary Burnett
Carol Cain	Gino Caputo	Jason Cherry	Bill Clarridge
John Coles	Bob Coyne	Robert Crocock	Clarence J Dick
Kent Dixon	Barry English	Mike Foster	Laura Fretz
Peggy Gautreau	Nancy Gowing	Elsie Hankinson	Cindy Hayward-Dale
Monica Hewitson	Lisa T Hooper	John Johnson	Antony Jose
Len Kesik	Charlie Kopczyk	Zack Lipinski	Sandy Lee
Loretta Madison	Lucy Marco	Liz Martorano	Colleen Miller
Gregg Moore	Filip Pajtondziew	Dhruvisha Patel	Nancy Peddle
Real Perras	Bob Przednowek	Lisa Reeder	Dave Reeve
Michelle Regan	Glayde Rizzo	Nick Rizzo	Harry G Sawchuk
Justine Short	Teresa Schoonings	Tim Simpson	Andrea Stefanchuk
Nancy Tew-Seberras	Ennio Trignani	John K. Utley	Wayne Villamere
Mary Welsh	Brian Witteveen	Victor Witteveen	Aaron Wynn

Multiple Paul Harris Fellows (as of May 8, 2024)

Stephen Assel	Nada Askic	Justin Bester	Michael A. Bijman
Richard Boyington	Wayne Branchaud	Susan Brown	Rick Bullas
Virginia Bullas	Glen Christensen	Kevin Davis	Ed Doucet
Bruce Dzuba	Mark B. Gaskin	Walter Gretzky	Mindy Gulas
Dale Hall	Paul Harding	William Harrow	Cameron Johnston
Mark H. Littell	Adam McInnis	Janis E. Mills	Reginald A.M. Madison
Karen Moore	Reginald Moore	Bernard T. Neziol	Jeff Noble
Joseph R. Persia	Jo-Anne F. Proctor	Phil Race	Rick Shaver
Michael Terdik	Ken Tota	Boyd Van Allen	Karen Williamson

Rotary District 7090 Past & Present Honours

Name	Position	Years	Name	Position	Years
Reg Madison	District Governor	2017-18			
Phil Race	Assistant DG	2023-24			
Cam Johnston	District Grants	2024-25			

Community Acknowledgements of Appreciation. Updated May 2024

Paul Harris Certificates of Appreciation

- Bettesworth Johnson Chartered Accountants
- Brant Community Healthcare System
- Brant County Health Unit
- Neziol Insurance Group
- St George Lions Club
- The Brantford Expositor
- Waterous-Holden-Amey-Hitchon. LLP

Wall Plaques of Community Recognition

- Brant Community Health Care System – PARS unit waiting room 2023
- ARTC Adult Recreation Therapy Centre – Recognition plaque
- Juravinski Cancer Centre

2024-2026 Strategic Plan

Undertake all Member Involvement in a comprehensive survey that establishes goals and actions for 2024-2026.

Club Level

- Integrate the principles of DEI (Diversity, Equity and Inclusion) into all aspects of club Meetings and activities.
- Provide club members with a summary of Board meeting outcomes each month through Club Secretary.
- Committee Corner: each committee chair to share with members their activities and needs for support.
- Expand and maintain an up-to-date club history on the website: listing activities, fundraisers, supported organizations, photos and presentations at club meetings.
- Hold One social event per month with invitations to satellite club and Friday club.
- Continue with Signature Fundraising events: Trip of the Month, On-line Auction and Canada Day activities including the Beer Garden and Parking.
- Review existing fundraising events and explore a new fundraiser if supported.
- Schedule classification talks with new members in a timely manner.
- On-board new members effectively and timely.
- Enhance new member experience. During 3–6-month period
- Create and maintain a speaker list for PODS and classification talks.
- Establish a small committee to secure 2 keynote speakers per year.
- Increase overall membership by a net 2 new members.
- Hold a minimum of one club membership fundraiser per year examples: (wine draw or dinner for two)

Community Level

- Provide more outreach to and interaction with cultural and indigenous groups, youth groups as examples. The objective is for our club to better serve the diversity of our community.
- Donate \$1000 per month to community agencies and groups directly through POD member activities.
- Continue with Hands on Activities such as serving dinner bi-monthly to youth at the Whynot Centre on Colborne St and Christmas dinner: Poinsettias to seniors at retirement and care homes: Spring and Fall Grand River clean ups in support of the larger Rotary Great Lakes clean up initiative, tree planting, Christmas parade.
- Continue with the Youth Exchange and Youth Service programs with on-going ROTEX involvement.
- Provide financial support for Kids Can Fly/Dolly Parton Imagination Library, SKIP (Seniors & Kids Intergenerational Program), Alzheimer Society, ARTC (Adult Recreation Therapy Centre) as requested.

Vocational Level

- Continue with Rotary Minute and Classification talks,
- Continue with “going to the Community” to recognize deserving community Leaders and volunteers with 3 Paul Harris Fellowship Awards (1-2 years)
- _____
- _____

International Level

- Every Rotarian Every Year Support for the Rotary Foundation – 100% individual member support (to receive District recognition)
- Support Polio Plus fund raisers in efforts to have Polio eradicated (minimum \$2500)
- Actively participate in the global grant and the district project grant process – both financial and hands on support.
- Participate in the Great Lakes watershed water clean up
- _____

Strategic Plan and Scorecard – 2024-2026

STRATEGY #1 EXPAND COMMUNICATIONS				
TACTIC	GOAL	ACTION	TARGET DATE	STATUS
Increase communications with the local community and organizations	Effectively communicate to the community	<ul style="list-style-type: none"> Establish a social media Team and select platforms. Measure effectiveness Consider events to promote our club 	2024 & 2025	5%
Enhance communication within the club, Satellite club, Committees and Board	To incorporate more Club business at all levels to achieve club objectives	<ul style="list-style-type: none"> Post board minutes on club website, Provide updates on status of Strategic Plan 	Quarterly	5%
Increase club connections with the Friday Club	Connect with the Friday club to explore how we can achieve mutual benefits	<ul style="list-style-type: none"> Meet with Friday club to explore possibilities 	Dec 2024	5%
STRATEGY #2 STRENGTHEN FUNDRAISERS & EVENTS				
TACTIC	GOAL	ACTION	TARGET DATE	STATUS
Review existing fundraisers for ongoing development	Review and examine existing fundraisers Increase membership engagement in fundraisers	<ul style="list-style-type: none"> Hold a meeting with fundraising committees and recommend (as one group) findings to the Board. Implement fundraising activities including improvements as recommended 	2024-2025 2024-2025	5%
Consider new fundraisers including a family friendly community event.	Finalize criteria for a new event Put together a new committee to begin planning	<ul style="list-style-type: none"> Short term committee (3mos) of existing and new fundraising members to conduct a planning session Develop roll-out plan 	2024-2025-2026	5%
STRATEGY #3 INCREASE MEMBERSHIP ENGAGEMENT				
TACTIC	GOAL	ACTION	TARGET DATE	STATUS
Develop a membership Development Program	Effectively communicate to all members	<ul style="list-style-type: none"> Hold tutorials on the use of social media for members and potential members. Develop a promotional video showing our community presence using local company (Atomic Spark) Super Socials (Diner en Blanc event) twice per year by members with less than 3 years in Rotary 	Dec 2024 Dec 2024 2025	5%
Strengthen Club Infrastructure	Improve Committee structure and succession planning	<ul style="list-style-type: none"> Provide a brief report to members after each Board meeting 	Dec 2024	5%

	Increase member knowledge about Rotary opportunities for leadership roles	<ul style="list-style-type: none"> • Provide a detailed report 4 times a year and scorecard status 	Dec 2024	5%
Increase Community Events which have a family friendly orientation	Include family-oriented socials and events to balance age differences	<ul style="list-style-type: none"> • Establish an ad-hoc committee to review options and recommendations. • Hold one family friendly community event 	2024-2025 2025-2026	5%
Increase member knowledge about Rotary Governance	Educate members on club Governance to all members and identify resources	<ul style="list-style-type: none"> • Set learning goals for Governance • Identify club resources • Provide direction to POD leaders with learning sessions and guides 	Dec 2024	2%

Calendar of Events and Fundraisers 2024-2025

Month	Event
July	<ul style="list-style-type: none"> • Installation of President, PE, PEN, Officers and Board • Confirmation of Committee chairs, Vice chairs and members • Recognition of Past President, Officers and Board • Canada Day Beer Garden and Parking fundraiser Lions Park •
August	<ul style="list-style-type: none"> • Whynot Youth Centre dinner Colborne St. • Family picnic (to be confirmed)
September	<ul style="list-style-type: none"> •
October	<ul style="list-style-type: none"> • Trip of the Month kick-off • Grand River clean-up • Whynot Youth Centre dinner Colborne St. •
November	<ul style="list-style-type: none"> • Remembrance Day Canadian Military Historic Museum
December	<ul style="list-style-type: none"> • Poinsettia program to seniors, care homes, ARTC, Crossing All Bridges, Participation Support Services, • Trip of the Month ticket fundraiser wrap-up • Christmas Parade • Christmas Social • Whynot Youth Centre Christmas dinner (West St)
January	<ul style="list-style-type: none"> • Confirm corporate and business sponsors for 2024-25. • Sponsor recognition breakfast. •
February	<ul style="list-style-type: none"> • Whynot Youth Centre dinner Colborne St. • Club Survey on membership satisfaction 22nd Feb. • Coldest Night of the Year Whynot Fundraiser
March	<ul style="list-style-type: none"> •
April	<ul style="list-style-type: none"> • Grand River clean-up Lions Park River trail and Park. • Whynot Youth Centre dinner Colborne St. • Online Auction fundraiser for the Paediatric Childrens Unit •
May	<ul style="list-style-type: none"> • International Convention Calgary • Tree planting
June	<ul style="list-style-type: none"> • Whynot Youth Centre dinner Colborne St. •

1. Signature Fundraising Committees & Chairs 2024-25

Committee Name	Chair and Members	Responsibilities
Trip of the Month	Chair Blaine Field Vice - Mike Bijman Bill Clarridge George Mychailenko Justin Bester	Goal: Sell 999 tickets at \$100 each before the first draw in January. \$99,900 Decide on destinations. Confirm with Travel Agency Confirm Platinum sponsors. Print tickets & brochures (Justin) Distribute tickets to members. Provide updates at meetings. Hold monthly ticket draws. Contact winners Use new finance reporting template

Committee Name	Chair and Members	Responsibilities
On-Line Auction	Chair Jerry Lawlor Vice - Susan Brown Linda Bazoian Rino Bidenti Richard Boyington Darion Boyington Bruce Dzuba Kelly Dzuba Laurie MacIntyre	Goal: Raise \$40,000 for PARS Secure online auction web site Auctria. 50-50 draw go or no go? Marketing plan Secure auction items from businesses and organizations Determine auction go live start and end dates. Invite Satellite club to participate. Registered charity number. Arrange pick up of winning bidders. Enbridge? Messages of thanks to auction sponsors and donors. Cheque presentation to BCHCS Foundation. Get all members involved in securing donations. Distribute Master List to POD leaders Use new finance reporting template

1. Signature Fundraising Committees & Chairs 2024-25

Committee Name	Chair and Members	Responsibilities
Canada Day Beer Garden	Chair – Jason Cherry Vice – Susan Brown Licencing Bill Clarridge Bruce Dzuba Set up and tear down. Paul Harding Sponsor Signs Reg Madison Alcohol Orders and Ticket Sales John Utley City Liaison	Goal: Raise \$funds for ? Attend City Canada Day Committee meetings. Location at Lions Park Access to hydro connections Lighting Determine mix of beverages Secure Molson to provide. Advertising of sponsors Fencing perimeter for beer garden and tents Drink cost to customers Ice & ice buckets Refrigerated reefer. Obtain liquor licence from Use new finance reporting template

Committee Name	Chair and Members	Responsibilities
Canada Day Parking	Chair – Jason Cherry Vice – Satellite Club?	Goal – Raise \$funds for ?? Attend City Canada Day Committee meetings. Secure volunteers with club and City Secure safety precautions with cars during and after event Determine end time to close alcohol sales. Parking lot lighting (City) Parking paid tickets for cars. Use new finance reporting template

1. Signature Fundraising Committees & Chairs 2024-25

Committee Name	Chair and Members	Responsibilities
Sponsorship Committee	Chair – Susan Brown Vice – Paul Harding Boyd Van Allen Gino Caputo Bruce Dzuba Laurie MacIntyre John Utley	Identify community sponsors at 3 levels, Platinum, Gold and Silver whose donations cover the administrative costs of club fundraisers, so all funds raised go to the beneficiaries. Advertise sponsor names on ToTM tickets (platinum) and other fundraising events. Use new finance reporting template

Fundraising Committee

Committee Name	Chair and Members	Responsibilities
Fundraising Committee	Bernie Neziol Jason Cherry Chair Jerry Lawlor Richard Boyington Susan Brown Justin Bester Bruce Dzuba Blaine Field Karen Moore	<ul style="list-style-type: none"> Review current signature fundraisers to determine their value and the labour requirements to successfully achieve goals. Consider difficulties in securing member support. Explore alternative fund-raising initiatives. Consider financial and other implications of running two signature fundraisers rather than 3 Report findings back to board within two months with recommendations. Use new finance reporting template

2. Membership Related Committee Chairs and Committees

Committee Name	Chairs and Members	Responsibilities
Membership Satellite clubs in County	Chair – Jason Cherry Vice – Justin Bester Mentor Richard Boyington Paul Harding – Mentor Phil Race	Goal – Add net 2 new members 2024-2025 Create and implement membership recruiting and retention strategies. Vet and administer new membership proposals. Hold fireside chats within one month of new member inductions. Survey membership for ideas & concerns. Conduct exit interviews & report back to committee. Implement mentorship program and monitor. Provide new members with the “New Member Challenge” to assimilate them. Onboarding??

Committee Name	Chairs and Members	Responsibilities
DEI (Diversity, Equity and Inclusion) Committee	Chair – Maybelline Massey Nicole Clarkson?	Implement Rotary International’s DEI initiative in the Club. Contact indigenous individuals to request their input. Consider a \$1000 grant to a worthy cause (Six Nations Polytech) scholarship.

2. Membership Related Committee Chairs and Committees

Committee Name	Chairs and Members	Responsibilities
Strategic Planning Committee	Chair – PE Susan Brown Vice – PP Andrea Berestovenko President John Utley PDG Reg Madison	Create a new 3-year strategic plan for 2024-2027. Survey and involve all members to shape the future of our Club. Create an Action Plan to meet our goals and expectations of District 7090. Monitor club performance.

Satellite Club	Chairs and Members	Responsibilities
Liaison	Chair – Jonathon McDermid Jason Cherry Bernard Neziol Emily Miller Andrea Wicks-Cherry	Manage and support Satellite Club on an ongoing basis.

3. Hands on and Giving Related Committees

Committee Name	Chairs and Members	Responsibilities
Hands on Community Projects Committee	Chair – Ken Tota Sub Committee Leaders Poinsettias – Mike Foster Clean up Spring – JKU Clean up Fall - JKU Whynot – Laurie MacIntyre Christmas Parade – Jason Cherry Tree Planting - Ken Tota Linda Bazoian Nicole Clarkson Phil Race Shawn Stuart	Goal – to demonstrate worthy actions that involve club visibility in our community. Seek out opportunities that achieve these goals. Serving dinner to youth at the Whynot Youth Centre every other month. Deliver poinsettias to seniors at retirement and care homes. Conduct spring and fall clean ups along the Grand River watershed. Christmas Toy drives. Christmas parade

Committee Name	Chair and Members	Responsibilities
Major Projects and Donee Liaison	Chair – Bernard Neziol Vice – Kelly Dzuba Jerry Lawlor Glen Christensen	Find, evaluate and recommend for adoption by the Club of a major project(s) in support of the Clubs renewed vision. Liaise with our recurring and new donors to determine their funding requirements.

Committee Name	Chairs and Members	Responsibilities
Donations Committee	Chair – Cameron Johnston Vice – Glen Christensen Mike Bijman Bill Harrow Jerry Lawlor Karen Moore	Review donation requests as needed and make recommendations to the Board. Monitor and suggest POD donations. Follow up with donation requests with letters and interviews to determine worthiness of each request.

3. Hands on and Giving Related Committees

Committee Name	Chair and Members	Responsibilities
HIP Honouring Indigenous People Committee	Co-Chair – Reg Madison Co- Chair – Darion Richard Boyington	Support Indigenous educational efforts and encourage all members to be aware of indigenous issues, history and culture. Consider SNP scholarships.

Committee Name	Chair and Members	Responsibilities
Youth Services Committee	Chair – Bernard Neziol Vice – Mike Bijman Joe Persia Paul Harding Dolly Sharma	Oversee and administer the Youth Exchange Program. RYLA/Slapshot and rejuvenating Earlyact, Interact and Rotoract clubs. The overriding purpose being to promote and oversee programs and activities that engage young people up to age 30 in their community, in developing leadership skills and fostering their interest in Rotary.

4. Administrative Related Committees

Committee Name	Chair and Members	Responsibilities
Abuse Prevention, Constitution & Bylaws	Chair – Bernard Neziol Member – Bill Harrow	Review and update bylaws as required.

Committee Name	Chair and Members	Responsibilities
Global and District Grants	Chair – Glen Christensen Vice – Richard Boyington Justin Bester Phil Race Cam Johnston	Submit recommendations to the Board for potential international service projects that will qualify for a Global Grant. Once adopted, the Club will then administer the Global Grant application. Submit recommendations to the Board for a project to be funded by a District Project Grant.

Committee Name	Chairs and Members	Responsibilities
Nominating Committee	Chair – Andrea B Vice – Jason C Chairs of the Past Presidents Council	Seek Board members for 2024-2025 and PEN

Committee Name	Chairs and Members	Responsibilities
Public Relations and Club Communication Committee	Chair – Justin Bester Vice – Kelly Dzuba Richard Boyington Kelly Dzuba (monthly newsletter) Paul Harding Maybelline Massey Jason Cherry Brantford Expositor	Responsible for public relations efforts and promotion of the club on social media and with a Newsletter. Populate Club History page on web site. List events and fundraisers, and donations of funds to recipients. Take and post photos and videos wherever and whenever possible. Consider investing in a pop up booth we can take to shopping malls and community events. Signage at events??

4. Administrative Related Committees

Committee Name	Chairs and Members	Responsibilities
Foundation Awareness and Education Committee	Co-Chair – Phil Race Co-Chair – Glen Christensen Richard Boyington	Promote the Foundation to club members and encourage each member to donate to the Bequest Society, EREY. In collaboration with the Public Relations and Club Communication committee, seek Paul Harris Fellowship candidates for recognition at community and club events.

Committee Name	Chairs and Members	Responsibilities
Club Administration Committee	Chair – Bernard Neziol President - John Utley	Oversee club operations and committees.

POD Duties

A POD is made up with club members which fairly divides the tasks up among the membership. It is important that all POD members do their part and contribute to the organization of meetings and socials.

Preparation before your month:

- The POD will arrange for a social event that will be different each month and designed to include spouses, partners, family members and friends. This event is in lieu of a meeting on the first Wednesday of the month. The event does not have to be held on the Wednesday.
- Coordinate speakers at least a month in advance. Try to have speakers that align with the monthly theme or significant time of the year (e.g. Black History Month). Post speakers on the Club Runner calendar and inform PR committee of prominent speakers that should be promoted as early and as widespread as possible. Provide brief bios for the introducer.
- Arrange to include a Rotary minute or brief classification talk, one per month (not in lieu of a speaker).
- POD leader to assign meeting duties to POD members using provided form (attach) and submit form to President prior to start of their month along with brief speaker bios.
- Select recipient of \$1000 monthly POD donation. There must be a request to the Treasurer via e-mail to issue funds. Can be split into smaller amounts (eg 2x\$500)
- Arrange for at least one new prospective member to attend a meeting.

Duties at the meeting:

- ARRIVE by 6:45am to set up front table, speakers' lectern and audio/visual equipment as necessary. Assist speaker(s) to set up their presentation.
- Take attendance of members and guests and provide to Secretary. Ensure all members and guests pay with cash or eTransfer. The following are exempt from payment: guest speakers, cheque recipients, exchange students, potential members first 3 meetings.
- Greet attendees, especially guests and prospective members and introduce to President, President Elect, Secretary and members.
- Sell 50/50 elimination draw tickets and place all tickets and cash in a bin.
- Provide cash, attendance sheet, and 50-50 draw tickets to club Secretary.
- Collect fines and happy bucks during SAA session.
- Introduce and thank guest speaker.
- Collect name tags from members at end of meeting and put away front table, lectern, and audio-visual supplies.

POD Schedule 2024-25

POD	Meeting Dates	Rotary Theme	POD Leaders	POD Members
1	July 2024	Transition Month	Bill Harrow	William Harrow Mark Littell Darion Boyington Linda Bazoian Laurie MacIntyre Justin Bester
	January 2025	Vocational Services	Laurie MacIntyre	
2	August 2024	Membership and New Club Development	Michael Bijman	Ken Tota Gino Caputo Joe Persia Mike Bijman Maybelline Massey Glen Chistensen
	February 2025	Peace and Conflict Prevention and Resolution	Maybelline Massey	
3	September 2024	Basic Education and Literacy	Bill Clarridge	Bernard Neziol Kevin Davis Bill Clarridge Reg Madison Jerry Lawlor Richard B
	March 2025	Water and Sanitation	Richard Boyington	
4	October 2024	Economic and Community Development	Susan Brown	Shawn Stuart George Mychailenko Susan Brown Jason Cherry Phil Race
	April 2025	Maternal and Child Health	Phil Race	
5	November 2024	Foundation	Bruce Dzuba	Andrea Berestovenko Bruce Dzuba Kelly Dzuba Paul Harding Dolly Sharma
	May 2025	Youth Services	Kelly Dzuba	
6	December 2024	Disease Prevention & Treatment	Karen Moore	Rino Bidenti Mike Foster Karen Moore Cameron Johnston Blaine Field
	June 2025	Fellowships	Blaine Field	

POD Duty Schedule Template

POD Month:

POD Leader:

POD Members:

Social Event:

POD Donation Recipient(s):

Amount (s)

	Meeting 1	Meeting 2	Meeting 3	Meeting 4
Month & Date				
Guest Speakers	Social			
ADD NAMES				
Arrive early to set up table, lectern, Bell, Gavel, AV equipment, badges. Then put away at end of meeting				
Take attendance				
Sell 50-50 tickets				
Greeters				
Introduce visitors				
Collect fines and happy bucks				
Introduce and thank speakers				
Collect name tags at end of meeting				

The Rotary Club of Brantford-Sunrise Handbook Of Committee Guides

Signature Fundraising Events
Membership Related Committees
Hands-on & Giving Committees
Administration Related Committees
POD Duties
Committee Guides & Finance Reporting Template

These template guides are designed to provide Committee Chairs and team members with a road map in organizing and delivering Club fundraising events and community services.

Your help in refining and improving these guides will be greatly appreciated for future chairs and team members.

Fundraising, Hands-On and Sponsor Committee Guides

The purpose of these committee road maps is to help each committee with a "How To" guide with the tasks at hand. They are designed to act as guide for all the key actions that are needed for a successful and consistent outcome. Especially if you are a new Chair or Committee member.

If you have any suggestions to improve then please do share and discuss with the committee Chair and members. Continuous Improvement (CI) will help us streamline our processes and minimize wasted time and energy resulting in a celebration of good performance and satisfied members/volunteers.

Guide List:

- | | |
|--|--------|
| 1. Canada Day Beer Sales & Garden | P27-28 |
| 2. Canada Day Parking | P29 |
| 3. Trip of the Month | P30 |
| 4. On-Line Auction | P31-32 |
| 5. Membership | P33 |
| 6. Hands on Projects | |
| a. Poinsettias Program | P34 |
| b. Grand River Spring & Fall Clean-ups | P35 |
| c. Whynot Youth Dinners | P36 |
| d. Christmas Parade | P37 |
| e. Tree planting | P38 |
| 7. Sponsor Recognition Breakfast | P39 |
| 8. Standard Finance Reporting Template | P40 |

Canada Day Committee - Beer Garden Guide

	Task	Resp.	Due Date	Comments
1	Secure Chair, Vice Chair & Team members	President & Board	Jan 1, 2025	
2	Meet with Jennifer Middleton , City Special Events Coordinator and Lori-Dawn Cavin			
3	Identify Rotarians who will attend City Committee meetings. MS Teams			Feb 29, Mar 21, Apr 11, Apr 25, May 16, May 30, Jun 13, 20, 27 2024
4	Negotiate agreement with city and agree on, Beer Garden location, Parking of refrigeration reefer, Portable steps for reefer, power connections, fencing to enclose garden, lighting, tents, VIP tent service, volunteers, VIP passes? ATM location. Layout plan for tents and location, discuss with city. Fire Service? Police Services? Sign agreement with city			
5	Order chairs and tables.			
6	Discuss and agree on alcohol beverage brands and volumes. Order beverages at LCBO and Beer Store.			
7	Negotiate with Molson on beverage brands, volumes and discounts? Advertising of product. Price list of beverages.			
8	Secure alcohol licences with City and Province AGCO Post at a visible location at beer tent			
9	Secure beer garden sponsors and post signs.			
10	Security for beer garden and VIP tent			
11	Beverage tickets and sales. Move in front of beer tent (back fence didn't work well) Volunteers for ticket sales. Battery operated lighting when sun sets. Obtain minimum 2 "Squares" for on-line and credit card payments. Track on line and credit card payments (HOW)			

12	Set up beer garden June 30 Set up tables and chairs for garden Set up beverage serving tent, tables, ice tubs, empty can bins, serve drinks in the can,			
13	Secure drink serving tubs and ice			
14	Rotary has to apply for a building permit with the city to erect tents. Tents must be the same as what is on the building permit.			
15	Cash Management. Identify Club/Committee Member to manage and deposit cash at bank.			Use Standard Finance Reporting template
16	Contact Friday Club for volunteer support. Great support in 2023.			
17	Club Volunteers			Determine minimum number of volunteers on day of.
18	Break Down at Lions Park – stack chairs approx. 15 high, Stack tables. Bag beverage cans. Empty ice tubs and stack.			Stack within beer garden. Truck can load OK.

What went well? 2024

- Tent locations
- Drink orders perfect, very few left overs

What can be improved? 2024

- A few more volunteers on late shift

Canada Day Committee - Parking Guide (Satellite Club)

	Task	Resp.	Due Date	Comments
1	Secure Parking Chair, Vice Chair and Team Members	Committee Chair	Jan 1	Satellite Club
2	Arrange and attend Canada Day committee meetings			
3	Recruit team members and volunteers			
4	Negotiate with city – perimeter fencing, lighting for nighttime hours. <u>Police Services and city responsible for egress of vehicles from park.</u> Police to block off feeder roads to allow two road access only entering parking area. Urgent need for Police and parking team to work together for safety of all. Sign agreement with city.			City takes over at 9:30pm
5	Layout parking plan area with white stripes			
6	Obtain reflective safety vests for volunteers			
7	Light wands to direct traffic			
8	Parking Payment upon entering park Set up tent and barriers			
9	Train volunteers how to handle irate and rude drivers			
10	Signage at entrance to show visitors why their parking fee is important to the community			
11	Cash management			Use standard Finance Reporting template
12	Water and refreshments for volunteers			
13	Negotiate agreement with City for a commitment to help us with volunteers.			
14	Close Park to vehicles after 9pm?			
15	Determine number of volunteers needed			
16	Consider approaching community groups to volunteer with a donation			

What went well?

- Parking end time at 9:30pm
- Support from City and Police Services

What can be improved?

- More volunteers

Trip of the Month Committee Guide

	Task	Resp	Due Date	Comments
1	Secure Committee Chair, Vice Chair	Committee Chair		
2	Arrange and attend meetings leading up to Dec 31			
3	Recruit team members.			
4	Adhere to Government regulations.			If required
5	Working with team, identify 12 Travel Destination packages with a Travel Agency			
6	Design and print 999 tickets and set a deadline.			Minuteman Press (Justin)
7	Confirm Platinum sponsor names and logos to be printed on tickets.			
8	Distribute tickets to club members for sales.			
9	Make a presentation to club members ahead of ticket distribution.			
10	Give members regular ticket sales updates at meetings.			
11	Track cash, online and credit card payments.			Establish a process for tracking online and credit card payments Use Standard Finance Reporting template
12	Hold one draw at the first meeting of the month for \$100, \$200, \$400 and travel prize. Announce winning ticket, name and seller.	Secretary		Post draw winners on club website and contact winners.
13	Post draw winners on club web site			Post draw winners on club web site
14	Contact draw winners			
15	Arrange process to winner if they decline the trip and decide on cash instead.			
16	Announce to club final number of tickets sold and amount raised.			

What went well?

What can be improved?

Online Auction Committee Guide

	Tasks	Resp	Due Date	Comments
1	Secure Committee Chair and Vice Chair	Jerry Lawlor		Sets meeting dates. Communicates to club
2	Recruit Team members			
3	Set dates for Auction.			
4	Contact auction web site to secure service and dates			Confirm Auctria to manage web site.
5	Involve club members in securing donations and gifts through POD leaders.			
6	Use Master List of past donors to guide team and members to avoid duplication of efforts.			
7	Advertise online auction through club web site, word of mouth, BCHCS web site. Lawn signs at intersections in the city.			Confirm use of electronic billboards at key city locations
8	Confirm sponsors who will be advertised on the auction web site.			Sponsor committee input Secure sponsors for current year
9	Set dates for committee meetings every 2 weeks.			
10	Set target goal for raised funds			\$40,000 for 2024
11	Confirm beneficiary. BCHCS Paediatric Unit (PARS)			
12	Establish operating budget with the Sponsor Committee and Board			Approx \$8000 maximum. Sponsor committee to approve before Board
13	Arrange for winning bidder pick up of their items. Needs 2-4 volunteers to assist.			Contact Bruce to arrange pick up at Enbridge
14	Consider 50-50 raffle ticket draws			
15	Adhere to Government regulations for raffle and alcohol sales.			City & Province
16	Update master list as donations are secured. Obtain retail values of donations.			Send donation info and values to JU
17	Identify location(s) to store donations until auction is over. Transport donations to pick up location. Organize donations and bidder names.			Have a check list at pick up to ensure accuracy and bidder satisfaction.

18	Hold a wrap up meeting to identify what went well and what can be improved.			
19	Finalize amount raised and announce to club.			Use Standard Finance Reporting Template
20	Invite BCHCS Foundation, PARS representative and family who are patients to a cheque presentation at the club and/or PARS unit.			
21	Discuss and decide what to do with left over winning bids that are not claimed.			
22	Follow up with donors and sponsors with a thank you message detailing amount raised.			
23				
24				
25				

What went well?

What can be improved?

Membership Committee Guide

	Task	Resp	Due Date	Comments
1	Recruit committee Chair, Vice Chair and team members.	Jason Cherry	July 2024	
2	Create or update the process to secure new members with active club involvement.			
3	Decide on a target number of members or the number of new members needed to manage the fundraisers and services the club is committed to each year.			Increase of net 2 per year
4	Ensure that potential members are welcomed at our meetings.			
5	Ensure that new members are onboarded using a process that involves the New Member Challenge and are mentored by 1-2 members and or their sponsor.			See New Member Challenge form. Assist new member if and when needed
6	Provide an opportunity for new members to give a classification talk (Fireside Chat) to members outlining their private and professional experiences.			
7	Survey club members annually or bi-annually to gauge level of satisfaction			
8	Involve new members in club activities and socials.			
9	Invite new members to participate on club committees and using their skills and experiences to be fully involved.			
10	Interview members who resign from the club to determine if there were any underlying issues. Wish them well and thank them for their contribution.			
11	Recognize members at club meetings who have contributed to events and arrangements through involvement or donating.			
12	Track membership attendance and report once per month to give level of commitment.			

Hands On Committee Guide

	Task	Resp	Due Date	Comments
1	Recruit committee Chair and Vice Chair	Ken Tota		
2	Secure sub committee chairs for each hands-on event. <ul style="list-style-type: none"> • Poinsettias • Grand River clean ups in the Spring & Fall • Tree Planting • Serve dinner bi-monthly at the Whynot Youth Centre and Christmas dinner (West St) • Christmas Parade 	Mike Foster John Utley Ken Tota Laurie M Jason C	Nov/Dec April/Oct May 6 dates November	Poinsettias River Clean ups Designated park Whynot dinners Christmas parade
3	Identify other hands-on initiatives and present to Board for approval and funding.			

Poinsettias Plants for Christmas Guide

	Task	Resp	Due Date	Comments
1	Recruit Team Leader	Mike Foster		
2	Recruit volunteers to deliver poinsettias to care and retirement homes, Crossing All Bridges, ARTC			
3	Confirm number of donations and quantities for each location.			
4	Order plants from Walters Greenhouses			Dianne. info@waltersgreenhouses.ca
5	Announce poinsettia program at club meetings and request members to order their purchases and/or donations early December.		Dec 6 2024	
6	Confirm number of plants with Walters.			
7	Pick up plants at Walters with volunteer drivers at 10am Friday and Monday deliveries.			4-6 volunteer drivers
8	Track online and credit card payments.			Use Standard Finance Reporting Template
9	Have photos taken when delivering plants. Post on club web site.			
10				

Grand River Clean up Guide

	Task	Resp	Due Date	Comments
1	Recruit Team Leader	John Utley		
2	Work with City of Brantford for dates of City wide clean up and our location. Depending on number of volunteers will dictate time needed. Usually 2-3 hours.			Traditionally we have worked on Rotary Waterworks park. A new location on the Grand has been chosen - LIONS PARK
3	Recruit volunteers from Sunrise and Friday clubs			
4	Pick up clean up kits from City at WGSC. Clear and dark waste and recycling bags. Gloves. Zip Loc bags for Cig butts.			10 bags of waste and recyclables collected April 2024
5	If enough waste is collected, then take to a central collection location in the city.			
6	Count cigarette butts.			
7	Pick up hot chocolate and Tim Bits for volunteers.			
8	Take a photo of group and items collected. Post on web site.			
9	Share photos with club for posting on the website.			
10	Share results with club members.			
11				
12				

What can be improved?

What can be improved?

Whynot Dinner Guide

	Task	Resp	Due Date	Comments
1	Recruit Team Leader	Laurie MacIntyre		2 min-4 max club members needed. Incl leader.
2	Work with Friday Club to provide dinners every other month. Usually, on a Monday other than Christmas			Troy Antonie, Friday Club. 4th Monday every other month. June 24, Aug 26, Oct 28, Dec 23*, 2025 - Feb 24, APRIL 28, June 23, Aug 25, Oct 27
3	Budget \$200 for dinner, drinks and desserts.			
4	Make arrangements with a provider for dinner.			Farm Boy, Strodes, Sherwood (not open Mondays). Best deals Farm Boy & Sherwood.
5	Contact Whynot Youth Centre to determine number of dinners for youth and staff. Usually, 35-40. Ask Karen for advice on what food to the kids will like.	Team leader		Karen Stewart, Darryl Bergen, Susan Zuidema, karen@whynotcitymissions.com
6	Dinner served approx. 6-6:30pm			
7	Set up tables at Whynot to serve dinners. Utensils, plates, serving spoons, condiments, napkins and juice provided at Whynot.			
8	Organize Christmas full turkey dinner in December. Determine quantities. Sherwood provides all items, plates, utensils,			Church on West St Sherwood deliver food and set up chafing pans on tables. Karen Stewart and Darryl. \$500 budget required
9	Collect receipts for items purchased so that you will get reimbursed.			
10				

What went well?

What can be improved?

Christmas Parade Guide

	Task	Resp	Due Date	Comments
1	Recruit Chair and Volunteers			
2	Get Board approval to participate in Christmas Parade			
3	Approach Parade organizer to participate and obtain position number.			
4	Recruit club volunteers to participate. Minimum 6?			
5	Use existing banners. 1 horizontal banner Rotary Club of Brantford-Sunrise and 2 vertical flags. Assemble at starting point in the vicinity of Stanley St.			
6	Wear safety vests with Rotarians at Work wording.			
7	Wear warm and comfortable clothing and footwear.			
8	Park in downtown area and walk or ride to the parade starting point.			
9	Distribute candies?? Along route			
10	Take photos and post on web site.			

What went well?

What can be improved?

Tree Planting Earth Week				
	Task	Resp.	Due Date	Comments
1	Recruit team leader & team	Ken Tota		3-5 Rotarians
2	Contact Chuck Beach or city to determine location of tree planting and instructions			
3	Wear appropriate footwear and clothing, gloves			
4	Bring your own shovel			
5				
6				

What went well?

What can be improved?

Sponsor Recognition Committee Guide

	Task	Resp	Due Date	Comments
1	Recruit Chair and Vice Chair			
2	Recruit team members.			
3	Follow up with existing sponsors every year before Christmas to thank them for their generous and on-going support including how their donations have helped us and the community.			
4	Review all levels of sponsorship – Platinum, Gold, Silver and Bronze			
5	Follow up with sponsors Jan-Feb to request their support for the current year.			
6	Identify and secure new sponsors at every level to help our club give more to recipients.			
7	Platinum level sponsors have their names printed on Trip of the Month tickets.			
8	Hold a sponsor recognition event in January by inviting 2 representatives from each organization to attend,			Welcome sponsors at reception and escort them to their places. Offer tea, coffee, juice before start. Introduce them to President & Members
9	Sponsor Breakfast – arrange increased space at the BW in adjacent room. Provide gifts for sponsors, Rotary Mugs and thank you cookies.			Mugs Bernard N - BW Cookies – Sweet Bakery
10	Table name tags for guest seating	POD leader		
11	Arrange speakers to make presentations on how club sponsors have made a difference.			
12	Photo op with sponsors	Paul H		
13	Scrolling presentation showing pics at club events			
14	Room set up. Follow up with BW 24 hours before event for room set up			

Finance Reporting Template

Refer to Treasurer Mike Bijman for reporting spreadsheet

Continuous Improvement Feedback Guide

Committee or Event	
What went well?	What can be improved?
•	•
•	•
•	•
•	•
•	•
•	•
•	•
•	•
•	•
•	•
•	•
•	•
•	•
•	•
•	•
•	•
•	•