Swan City
Rotary
Club of Grande Prairie

New Member Handbook

Updated October 2026

Welcome to the Swan City Rotary Club!

You have been invited to join Rotary as your sponsor recognized you as a person of good character and reputation, a leader in your profession and in the community and wanting to be a part of our service organization.

As a new member, it will be through your own actions that you become a Rotarian, a term that means much more than just being a member of a Rotary Club.

On the following pages is information to help you get the most out of your membership, answer many commonly asked questions and some interesting facts about the Swan City Rotary Club.

As a new member you will have many questions of your own and we are here to answer them. Your first resource is your sponsor as they can answer most questions. If they do not know the answer, you can ask a Board Member or contact the Membership Director. If you have questions about payments, please contact our Club Executive Administrator.

What is Rotary?

Rotary is an international membership organization made up of people who share a passion for and commitment to enhancing communities and improving lives across the world. Rotary clubs exist in almost every country. Members change lives locally and connect with other clubs to work on international projects that address today's most pressing challenges. Being a member is an opportunity to take action and make a difference, and creates lifelong friendships in the process.

The Four-Way Test

The Four-Way Test has long served as an ethical guide for members to live by in their personal and professional relationships.

OF THE THINGS WE THINK, SAY OR DO:

Is it the TRUTH?
Is it FAIR to all concerned?
Will it build GOODWILL and BETTER FRIENDSHIPS?
Will it be BENEFICIAL to all concerned?

The Objects of Rotary

These are Rotary's guiding principles. Understanding these puts your club experience into perspective and adds meaning to being a part 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 Rotarian's occupation as an opportunity to serve society;

THIRD: The application of the ideal of service in each Rotarian's 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.

A Few Interesting Facts About Our Club

- The Swan City Rotary Club of Grande Prairie (#22868) was the second Rotary Club in the City of Grande Prairie
- The club was chartered on June 15, 1985
- The first Club President was Ken Sargent in 1985/1986
- The first exchange student was Tine Nielsen from Denmark, who arrived in August 1985
- The first female Rotarian in our club was Arlene Miller, who joined in March 1996
- The first female Club President was Eve Tollenaar in 2009/2010

Today, the Swan City Rotary Club is the largest club within District 5370, which includes over 60 clubs. We currently have a membership of approximately 120 people, ranging in age from 25 to 87 years young! We have a very dynamic club and are very proud of our long history of service in Grande Prairie.

Meeting Information

Our Rotary meetings are held once per week, on Wednesdays, starting at 12:15pm at the Holiday Inn at 9816 – 107 street or online via the zoom link on our Club Calendar. When you enter the main doors of the hotel, turn to your left and follow the hallway to the meeting room at the end.

You will receive a text each week asking if you **WILL NOT** be attendance in-person for the following weeks meeting. If you do not reply with a no, the charge for that week's meeting including a meal will automatically be added to your bill. Also, if you plan on bringing any guests to a meeting, you must let the Club Administrative Assistant know a WEEK AHEAD to ensure they are added to the meal count.

Club Contact Information

Club Executive Administrator - Pam Jackson
Club Phone: 780-814-3649
Email: pamela@swancityrotary.ca
Mailing Address: 103, 9899 – 112 Avenue, Suite 3012, Grande Prairie, AB T8V 7T2
Website: https://portal.clubrunner.ca/468

Club Fees

Members can attend weekly club meetings in any combination of online and in-person. Currently, fees for members of the Swan City Rotary Club include the following (subject to change) invoiced monthly:

- Rotary District and International Dues: $20.92 charged per month
- Weekly Fees: $6.00 Club Fee, $2.00 Convention Fund Fee
- Meal fee Actual Cost (typically approx $23) plus GST & 18% gratuity.
  PLEASE NOTE: The Club Fee and Convention Fund Fee will be charged every week regardless of attendance. The Meal Fee will apply to any meeting you attend in-person or if you did not respond with a NO to the attendance text. If a meeting is cancelled by the board, these fees do not apply for that week's meeting.
- Optional Fees: Items such as donations to the Rotary Foundation (Paul Harris Contributions) and club activities such at the Changeover Golf Tournament, etc., paid as per the specific instructions of the item.

The club Executive Administrator will email out invoices for payment, as well as statements for outstanding payments due, so please ensure that the contact information for whomever is responsible for the payment is current so you receive them. Invoices are due upon receipt unless otherwise noted.

Payment methods now available are as follows:

- Debit or Credit Card – payable via POS at the lunch meeting
- VISA or Mastercard as arranged with Pamela
- Automatic Bank Withdrawal
- EFT
- E-Transfer to scrcgp@yahoo.com – auto deposit enabled
- Cheque

For Automatic Bank Withdrawals or EFT payments, please our Executive Administrator to receive the proper instructions for setting these up

Our Club Executive and Directors (2025-2026) and Past Presidents

Next up, let's introduce you to our Club Executive and Directors. Each has a specific area of focus and will be your resource for information throughout the year. Contact information for the current Board can be found on our website.

Executive:	President – Judy Tremblay President Elect – Darryl Hovenak Secretary – Tracy Zuk Club Executive Administrator – Pam Jackson Treasurer – Holly Sorgen Past President – Cliff Headon
Directors:	Membership – Angie Peters Club Service – Marg Martell Community Service – Erin Lynch Vocational Service – Chantale Doucette-Chalifoux International Service – Cheryl Budjak Youth Service – Eve Tolenaar Lottery –Wayne Ayling Allocations/Assistant Treasurer –Rhonda Danderfer Sergeant-at-Arms – Jim Meyers
Rotary Foundation:	Dave McDonald

Past Presidents:

1985/86 – Ken Sargent
1986/87 – Leo Lauzon
1987/88 – Roger Winnicky
1988/89 – Martin Oets/Gerry Mazer
1989/90 – Boris Chabul/Lionel Jones
1990/91 – Grant Menzies
1991/92 – Doug Bain
1992/93 – Rob Neil
1993/94 – Hideo Fukushima
1994/95 – Lloyd Steeves
1995/96 – Ken Sutherland
1996/97 – Brent Oilund
1997/98 – Lyle Molyneaux
1998/99 – Pete Merlo
1999/00 – John Lehners
2000/01 – Carmen Haakstad
2001/02 – Ken O'Shea
2002/03 – Mike O'Connor
2003/04 – Allan Kuechle
2004/05 – Bob Normandeau
2005/06 – Dave Dunsworth
2006/07 – Dan Wong
2007/08 – Ken Loudon
2008/09 – Drew Lamont
2009/10 – Eve Tollenaar
2010/11 – Dan Drake
2011/12 – Felix Seiler
2012/13 – Holly Sorgen
2013/14 – Cedrick LeBlanc
2014/15 – Naomi Ducklow
2015/16 – Cheryl Budjak
2016/17 – Karen Scribner
2017/18 – Dave Cook
2018/19 – Brian Glavin
2019/20 – Brenda Yamkowy
2020/21 – Nadine LaCroix
2021/22 – Tab Pollock
2022/23 – Amanda Erechook
2023/24 – Jerry Napier
2024/2025 - Dan Boorse
2025/2026 - Cliff Headon

An interesting fact about this list of esteemed Past Presidents is that most of them are still members of the Swan City Rotary Club today!

Member Expectations

As a member of the Swan City Rotary Club, you are encouraged to attend as many regular meetings, whether online or in-person, as possible to be engaged with the club and stay informed. We do not have a minimum attendance requirement to be a member, but your Rotary experience is what you make of it so attending the meetings, club activities, etc. is a great way to get engaged with the club.

We are also a service club, so as a member you are asked to volunteer for events and activities that take place throughout the year.

We recognize that attending regular meetings can sometimes be challenging with our busy work/life/family schedules, so if you miss a regular meeting, there are other ways you can make-up those missed. Some examples are:

- Watch the recording of a meeting or attend a meeting at another club
- Attend a convention
- Volunteer for a shift at a service event such as kettles, lottery ticket sales, etc.

Once you have completed one of the above make-up activities, please let Pam know which meeting you are using the make-up for and what you did for the make-up. For example, if you missed the meeting on November 10 and you did a ticket shift on November 26, then let Pam know this information for her records. You can also bank your make-ups to be used for a future missed meeting. We ask that all make-ups be submitted by the end of the quarter (September, December, March and June) so we can make sure none are missed.

And finally, as a special thank you to our members, we present those who have 100% attendance for the Rotary year with a pin in celebration of their milestone. We have many members who have had perfect attendance for every year they have been in Rotary!

Stay Informed

When you join the Swan City Rotary Club, you will complete a New Member Enrollment Form, which is entered into the Rotary International system as well into our ClubRunner website. Once this is completed, you will have access to many sources of information about our Club, our District and Rotary International. It is important that we have the most current contact information in the system, so if at any point after your enrollment your contact, employment or billing info changes, please log into your account on our ClubRunner website, go to Member Login, and update your information or you can send the updates to Pam.

It is also important to understand how to locate any resources you may need from Rotary International, our Rotary District #5370 as well as our Club. You will be assigned a login for our ClubRunner website by Pam when you join our club, and you will need to set up an account for Rotary International under the My Rotary section. Please record your login information somewhere safe as you will need it throughout your Rotary journey. More information about how to complete these steps are covered below.

Club Communication and Website Information

It is important to keep your contact information current as you will receive communications via email in regards to news from Rotary International, our District and our Club, as well as a member magazine from Rotary International in the mail. As well, below are some important websites to check as they contain all things Rotary!

ClubRunner - **https://portal.clubrunner.ca/468**
This website contains information specific to our club and can be used by members to see meeting information, events, etc. It also provides important links to other clubs, our district and more. For information specific to your membership, such as your contact information, attendance, etc., you can login with your member account under the Member Login at the top right of the page.

ClubRunner App
This app can be downloaded to your phone for quick access to club information such as your attendance, meeting information, contact info, etc. You will use the same login information as the ClubRunner website.

District 5370 - https://portal.clubrunner.ca/50012
This website contains relevant information for our club District. The site contains links to information, stories from other clubs in our District, as well as a newsletter which is sent every month. This is a resource where we can advertise our upcoming events, as well as submit stories to share about our club. No login is required to view this website.

Rotary International - https://www.rotary.org/en
This website contains all things Rotary. If you are looking for any information about Rotary in general, this is the site to check out. No login is required to look at general information.

My Rotary - https://my.rotary.org/en/
This website contains information that is specific to your RI Membership, such as your donations to the Rotary Foundation, as well as a massive amount of training in many areas of Rotary. A login is required for access to this site. As a new member, you can set up your own login, just follow the steps. If you are missing any information to login, check your account on ClubRunner.

And since we are in the social media age, our Club, the District and Rotary International all have Facebook pages, so please check them out as well. Each resource contains different information so please take some time explore them all.

New Member Activities

As a new member in the Swan City Rotary Club, there are a number of activities which you will be required to complete. These include Induction, Classification Speech, Fireside and participation on the Greeting Committee. These activities will engage you with Rotary and our club and will answer a lot of questions you may have. These activities should be completed within the first 3-6 months of joining.

Induction
Once a month we induct all our new members officially into our club. At that time, your sponsor will give a brief introduction to the club and you will be presented with your Rotary Pin, as well as your Membership Certificate, Objects of Rotary and 4-Way Test plaques.

Classification Speech
This is a short presentation to introduce yourself to the club. You will be asked to speak about yourself, your family (if you so choose), your career and why you wanted to join Rotary. Speeches will be scheduled so you will have time to prepare.

Fireside
This is an evening event held for new Rotarians and their spouses, generally held at a past president's home or arranged location. At the fireside, some of our past presidents and other long-time members share information about Rotary and can answer questions you may have about the club, etc. It is also a fellowship opportunity to allow you to get to know some other Rotarians in a smaller setting then at a regular meeting.

Greeting Committee
All new members are automatically placed onto the Greeting Committee. Typically, you will be a member of the Greeting Committee for at least your first year of membership. The shifts rotate so you will not be working every meeting. As a Greeter you will help to set up the meeting room and then greet each Rotarian as they come in with "Welcome to Rotary". This is an excellent way to meet our members and learn their names.

Once all of the above activities are completed, you will be presented with your Hat Trick (yes… you get an official Rotary Hat) in commemoration of their completion.

Areas of Service

Rotary would be just another club, but our focus is the component of Service. Our motto as Rotarians is Service Above Self, and there are five Areas of Service which we focus on. They are Club Service, Vocational Service, Community Service, International Service and Youth Services.

Club Service relates to the first part of the Object of Rotary; the development of acquaintance as an opportunity for service. This area focuses on the things we do in our club to help it function successfully. This includes items such as meeting attendance, fellowship and club events, our club Facebook page and website, and of course bringing great speakers and programs to our weekly meetings.

Vocational Service involves using our professional and business talents and resources to serve others. This area highlights the fact that Rotary was founded on the concept of networking and doing business with other Rotarians in addition to servicing society.

Community Service refers to the activities we undertake as Rotarians which improve our communities and serve the needs of those who may need our assistance. The projects undertaken in our local community are opportunities for every member to exemplify the Rotary motto "Service Above Self".

International Service relates to our unique opportunity and ability to impact the world through humanitarian service in other countries, to undertake projects designed to assist those in developing countries, to support relief and recovery efforts in the wake of disaster and to participate in programs that advance international understanding, goodwill and peace. Rotary also offers each of our members the ability to connect with people from all parts of the world through the International Convention, friendship exchanges and fellowships.

Youth Services relates to the positive change implemented by youth and young adults through leadership development activities, involvement in community and international service projects. There are also exchange programs that enrich and foster world peace and cultural understanding. This area also includes programs and projects involving young people under the age of 30, such as leadership and ethics training programs, Interact and Rotaract clubs and many more.

Each year our membership will be asked to complete our Choices Survey. This survey describes the many different committees and activities that our club does during the year and provides some information about our Board roles. Your

answers help the Board Directors fill lead roles for some of our committees and gauge interest in our activities. We also ask that our members commit to at least one ticket sales shift per lottery, one kettle shift and one meal service per year. Please take the time to review the five Areas of Service and the following club events and activities list for more information.

Club Events and Activities

Below is a comprehensive list and description of our club committees, events and activities that take place in our club throughout the Rotary year. As a new member, we wanted to give you an overview of these so you can start participating in any areas that you are interested in right away. This way you will get to know more of our members and start your journey as a Rotarian.

CLUB SERVICE EVENTS **These events are organized by the Club Service Director and/or an Event Champion/Committee. Most of these events are for fellowship but there are also fundraising events. The fundraising events require a committee as they are more involved at the organizing level, and also typically ask for volunteers on the day of the event.**	
Bowling Fun Night	Fellowship event held in January/February for a fun night of bowling.
Campout Weekend and Family BBQ	Fellowship event held in September where members and families can go out to Nitehawk and camp for a weekend. Saturday night there is a Family BBQ for all members, even those who don't camp, to join in for a meal.
Family Christmas Party	Fellowship event held before Christmas for members and their children/grandchildren to enjoy some fun activities.
Family Day at Nitehawk	Fellowship event held in February/March for a fun day at Nitehawk either skiing or enjoying the tube zone.
The Friends of Rotary Community Golf Tournament	Fundraising event held in the summer that raises money to help support our club activities in the community.
Guess Who's Coming to Dinner	Fellowship event held every couple of months, during the fall and winter months, where members are either hosts or guests of a fellow Rotarian for supper. The "guess" part

	is you don't know who is coming (if you are a host) or who the you will be dining with (if you are a guest).
Merv Crouse Memorial Poker Tournament	Fellowship event held in April for all Rotarians to play a fun game of poker and meet members from other clubs.
Multi-club Christmas Party	Fellowship event around Christmas for all Rotarians to come together to enjoy a meal, some Christmas cheer and entertainment.
Pints for Polio	Fellowship event held in October at a local pub/ restaurant where money is raised to help in the fight to irradicate polo in the world.
Pool Night	Fellowship event held in March at Better Than Fred's for members to come together for a fun pool tournament.
Presidential Changeover Golf Tournament	Fellowship event held during the summer to celebrate the club president's year coming to an end with a fun golf tournament and dinner.
Robbie Burns Night	Fellowship event held in January to celebrate Robbie Burns with a traditional dinner and entertainment.
Rotary Day	Fellowship event held in February where all the Rotary Clubs come together to celebrate by enjoying a lunch or event together.
Rotary District 5360/5370 Curling Bonspiel	Fellowship event held at the end of February where all clubs in the 5360/5370 districts are invited to attend a curling weekend at a host club's curling club, which changes locations every year. This is a great way to meet Rotarians from other clubs outside of Grande Prairie and is fun for all skill levels.
Scotch, Beer and Wine Tastings	Fellowship event held in the winter where members can enjoy a selection of beers, scotches or wines and enjoy a meal together.
Spouses Christmas and Valentine's Day Lunches	Fellowship event held before Christmas and Valentine's Day for our members and their spouses to attend lunch together during one of our meetings to enjoy a nice lunch and entertainment with our members.
Summer Drop-in Golf	Fellowship opportunity held approximately once a week during the summer where club members meet and enjoy a game of golf at one of our local courses.

VOCATIONAL SERVICE EVENTS **These events are organized by the Vocational Service Director and a Committee when needed. These events require the members to do such things as correspond with the schools or event contacts, to coordinate volunteers when required, be a liaison with community groups, etc.**	
Chamber of Commerce Small Business Week Luncheon	This is an event held in collaboration with the Grande Prairie Chamber of Commerce during Small Business Week in October. Our club hosts a luncheon which brings awareness of Rotary to the community and invites Chamber Members to join us for a meal and special guest speakers. We also present an award sponsored by our club and have a booth at the tradeshow during that week.
Excellence in Education Awards	This is a luncheon hosted by our club to which local area educators, staff and volunteers, nominated by their school, are invited to attend. The award recipients are then recognized at a ceremony and receive a plaque and certificate in honor of their commitment to Excellence in Education to their schools.
Growing the North Conference	This is a conference at which our club hosts a luncheon open to conference attendees and our club members to attend. We also have a booth at the tradeshow during the event.
Rotary Employment Partnership	This role is our liaison with the Rotary Employment Partnership, which is district initiative that helps connect individuals with developmental disabilities with potential employers within our community. The club member works with the District Representative to distribute information to our members and their businesses in the hopes of connecting potential employers with these individuals.

COMMUNITY SERVICE EVENTS **These events are organized by the Community Service Director and/or an Event Champion/Committee. These events are our opportunity to volunteer in the community and we ask all of our members to participate in some way to make them a success.**	
Arbor Day	Community event held in May where our members work with local forest industry representatives to package tree seedlings, deliver them to grade one students in local schools and give a quick presentation.
Food Bank Drive	Community event held in September at which hundreds of volunteers, organized by our local Rotary clubs, collect food from all over the city in teams, and deliver and sort it for the Salvation Army.
Greenathon	Community event held in May where our members, along with other Rotary Clubs, work with students to clean up garbage from specified areas of the city. (has not been done for a few years now)
Indigenous Relations	This role is our club liaison with the Grande Prairie Friendship Centre. The club member would attend quarterly meetings, organize the volunteers to serve dinner on Tuesdays, build relationships within the indigenous community and keep our club informed.
Salvation Army Kettles	Community event held before Christmas at which our members volunteer to man a kettle to collect money for the Salvation Army.
Senior's Tea	Volunteer event held in June during Senior's Week where our club hosts a tea and lunch event at the Golden Age Centre for all seniors to attend.
Terry Fox Day	Community event held in September to commemorate Terry Fox by hosting a community fun run/walk to raise money for the foundation.

INTERNATIONAL SERVICE PROJECTS **These projects are organized by a Club Champion, who report back to the International Service Director. Club members are asked if they would like to participate in the projects when an opportunity arises, which could mean driving an ambulance to Mexico, supplying books for a library, etc. The project below are our current ones, but could change from year to year.**	
Chile Support	This project focuses on collecting and distributing a variety of items such as bicycles, eye glasses, sports equipment, etc.
Ethiopia Support	This project focuses on collecting and shipping books, desks, etc. in containers to Ethiopia as well as raising funds to help students stay in school and finish University.
Highway to Mexico	This project focuses on the transport and delivery of emergency vehicles and equipment to Mazatlan, Mexico and surrounding communities. Rotary clubs in Grande Prairie, Edson, Fairview and Peace River purchase the vehicles to donate, as well as collect donations of retired emergency equipment to be delivered typically in March/April each year.
International Projects Committee	This committee meets as needed to evaluate, assist and organize international projects.

YOUTH SERVICES **These projects are organized by the Youth Services and/or an Event Champion/Committee. These projects are all geared toward youth in our community and require the members to do such things as correspond with the schools or event contacts, to coordinate volunteers when required, recruit youth, be a liaison with community groups, etc.**	
Adventures in… Programs	This is an opportunity for a high school student from a local area school to attend an Adventures in… program being run by another Rotary Club in Canada. Currently we send a student to: - Adventures in Citizenship Conference held in Ottawa in May, which students from across Canada spend four days in Ottawa experiencing tours, lectures, discussions and social events designed to enhance their understanding and appreciation of Canadian citizenship. - Adventures in Forestry and Environmental Studies weekend held in Prince George in May. This program is a unique and fun- packed weekend where students are introduced to the career opportunities and technologies available in both industries. - Adventures in Human Rights program held in Winnipeg in August. This program provides students with an opportunity to explore human rights issues within the Canadian Museum for Human Rights by focusing on the themes of Women's Rights, Indigenous Rights' and Democratic Rights.
Army Cadets	This role is our club liaison with the Army Cadets in Grande Prairie. Their role is to further develop a relationship with the cadets and bring back ways that our club can support them.

Interact Club	This role is our club liaison with the Grande Prairie Interact Club which our club sponsors. This club is a community-based service club for students aged 12-18, not unlike Rotary. Members of this committee help guide and promote membership within this club.
RYLA (Rotary Youth Leadership Awards) and RYPEN (Rotary Youth Program of Enrichment)	This is an opportunity for student from local area schools to attend the RYLA and RYPEN events held annually. This member's role is to provide information to the schools, Interact and Rotaract clubs to inform them of the opportunity to attend these district events.
Youth Exchange Host Family	This is an opportunity for our members to host an international exchange student in their homes for approximately three months when they come for the youth exchange program.
Youth Exchange (Inbound)	This role is a member who will act as counselor for our inbound exchange student. The responsibilities include being a resource for the student and the host parents, as well as finding host families while that student is here.
Youth Exchange (Outbound)	This role is a member who will act as counselor for our outbound exchange student. The responsibilities include being a resource for the parent and student, and they will also be a part of the selection committee to choose the outbound exchange student.

OTHER SWAN CITY ROTARY CLUB COMMITTEES	
Allocations Committee	This committee has a member on the Board of Directors and meets quarterly to review and select applicants to receive money from our club.
Greeting Committee	This committee reports to the Sergeant-at-Arms, who schedules the shifts and is mandatory for new Rotarians. Members setup/takedown the meeting room and greet members/guests as they arrive.
Lottery Committee	This committee has a member on the Board of Directors, meets regularly and are responsible for organizing and executing our major fundraising lotteries. There are many positions on this committee available to our membership.
Meeting Tech Committee	This committee is responsible for setting up and running tech equipment for our zoom attendees as well as guest speakers.
Rotary Foundation/ Grants	This role is our club liaison with District 5370 in regards to the Rotary Foundation, as well as being educated in grant applications.
Ken Sargeant House Initiative	This role is our club liaison on a larger committee of local Rotary Clubs who are trying to build affordable accommodations for patients needing treatments at the Grande Prairie Regional Hospital.
Sergeant-at-Arms Committee	This committee consists of members who are the keepers of decorum at our lunch meetings.
Speaker Committee	This committee is responsible for arranging speakers for our regular weekly lunch meetings.
We Care Committee	This committee consists of members who are our eyes and ears of the club. They reach out to our members to celebrate or offer aid during major life events.

Conclusion

We hope you have enjoyed reading this New Member Handbook. This is just a quick overview of Rotary and the Swan City Rotary Club so please bring your questions to your sponsor, the Board, the Membership Director or our Executive Administrator at any time as we are all here to help!