

THE ROTARY CLUB OF MILLBROOK

Member Handbook

2017 Edition

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Club 4956 - District 7210 – Zone 32 - Region 3

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Rationale

The Rotary Club of Millbrook follows Rotary's Standard Rotary Club Constitution and has adopted Club Bylaws. The Standard Rotary Club Constitution is the fundamental underlying document that establishes our governance and may not be amended. Bylaws are the written rules of conduct for an organization that reflect its practices and may be amended by the Club as needed. Please refer to the Constitution and Bylaws that accompany this Handbook. All these materials can be found at <http://www.millbrookrotary.org/> as well as the current officers and directors.

The Rotary Club of Millbrook: Member Handbook is designed with four purposes:

1. to provide new and prospective Rotarians with specific information about the Rotary Club of Millbrook, Rotary International, and The Rotary Foundation;
2. to provide all Millbrook Rotarians with information about the responsibilities of offices and committees, which will help members serving for the first time to begin their work more efficiently;
3. to provide a listing of current officers and committee members; and
4. to provide a history of Millbrook Rotary.

The new or prospective Rotarian will find very basic information listed under Part One, while members seeking information for more extensive knowledge of Rotary's philosophy and goals will find useful material in the other Parts.

Tax-Deductible Donations

The Rotary Club of Millbrook has also established the Millbrook Rotary Foundation, which provides a vehicle for tax-deductible, or 501(c)(3), donations for philanthropic purposes.

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What Is Rotary?

Rotary International, the world's oldest service club organization, today comprises some 35,000 clubs in more than 200 countries and regions. Its members form a global network of business, professional, and community leaders who volunteer their time and talents to serve their communities and the world. All Rotary clubs are non-religious, non-governmental, and open to every race, culture, and creed. Members usually represent a cross-section of local business, professional, and community leaders.

Rotary's earliest motto, Service above Self, exemplifies the humanitarian spirit of the organization, with another motto added recently: They Profit Most Who Serve Best. The words "Humanity in Motion" have been added to RI publicity in the last few years as well. The Rotary Foundation uses the motto "Doing Good in the World."

Rotarians are united worldwide in their commitment to providing humanitarian service, encouraging high ethical standards in all vocations, and helping to build goodwill and peace in the world.

The Rotary wheel has been the symbol of Rotary since its earliest days. For the sake of consistent branding, RI prefers that clubs choose from among the many Rotary emblems found on the RI website (www.rotary.org) and not replace the wheel's colors or form.



PART ONE: The Rotary Club of Millbrook

Your Club

Purposes: The Rotary Club of Millbrook joins all the other Rotary clubs around the world in its purpose: a commitment to peace and understanding through service to others, which is the foundation on which club activity is based.

As part of the global association called Rotary International (RI), Millbrook Rotary elects its own officers and operates within the framework of Rotary's constitution and bylaws, implementing humanitarian projects according to the needs of the community and the world, as well as the talents, skills, and resources of its club members.

To achieve its purpose, Millbrook Rotarians provide various kinds of humanitarian service in their community, in the nation, and throughout the world. It encourages high ethical standards and addresses issues such as poverty, health, hunger, education, and literacy.

The Rotary Club of Millbrook's many service activities and club donations are generated through personal contributions, volunteerism, and fundraisers.

Club History: Chartered in 1973 and starting with 25 members, the Rotary Club of Millbrook has grown to a steady group of approximately 40 people, comprised of business and professional leaders who work or live in Millbrook (town of Washington) and surrounding towns. The specific territory encompassed in the Millbrook group's charter runs:

to Pine Plains in the North, to Dover in the East, to LaGrange and Pawling in the South
and to Pleasant Valley in the West

A new Rotary Club must be sponsored by an existing club. Hyde Park and Rhinebeck Rotary Clubs sponsored the Rotary Club of Millbrook in 1973. In turn, Millbrook sponsored the Rotary Clubs of Pleasant Valley and LaGrange.

Your Responsibilities

Service: Rotary members are expected to participate in a wide variety of service activities, and members can choose in which activities to participate. The five "Avenues of Service" are described in more detail later in the Handbook, but they may be summarized as:

- 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. Learn more in [An Introduction to Vocational Service](#) and the [Code of Conduct](#).
- 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. Learn more in

[Communities in Action: A Guide to Effective Projects](#) and this [Community Service presentation \(PPT\)](#).

- 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](#).

Meetings and Attendance

Meetings are held weekly. In general, there are two kinds of weekly meetings for the General Membership, both held on Wednesdays: a Business Meeting held once a month and a Speaker Luncheon Meeting held all other Wednesdays. Lunch meetings start promptly at 12:15 p.m. and end at 1:25 p.m. If there is an evening meeting during the week (for example a party), the lunch is cancelled.

General Membership Business Meeting: The Wednesday meeting of each month that follows the Board Meeting is dedicated to business and is based heavily on the Board Meeting. The President provides a summary of information based on the Board Meeting and invites discussion from the General Membership.

General Membership Speaker Luncheon Meetings: Other Wednesday meetings usually include a Guest Speaker who makes a presentation to the General Membership for about 30 minutes.

Special Meetings: By announcement, meeting days can be changed. There are also social meetings separate from the above. These usually take place in the evening and are often used to recognize new members as well as promote fellowship.

Board Meeting: The Board meeting is usually held on the first Monday or Tuesday of the month, but may be changed to accommodate specific situations. Board members are expected to attend. Club members are welcome to attend (though without voting privileges), unless the President has designated the meeting as a closed Board meeting. Board meetings start at 5:30 p.m.

Attendance Expectations: The Secretary keeps a record of attendance, but meeting attendance is not mandatory—members who cannot make general membership meetings are expected to participate in committees and other Rotary activities. Also the Club's Board may excuse a member's absence for reasons that it considers to be good and sufficient; a leave of absence for all Rotary activities is recommended when circumstances prohibit participation in Rotary activities for more than a month.

Although it is not required, attendance at general membership meetings is important for several reasons. Mainly, it provides a continuity of information, which helps maintain service projects. It

also gives members a chance to get to know one another, which is essential for working together effectively.

Traditionally the club holds several fellowship meetings, which replace the weekly luncheon meetings. Generally there is an officers' installation meeting at the end of June, an autumn membership mingle, and a winter holiday party. Often the lunch meeting on the fifth Wednesday of a month with five Wednesdays is replaced with an evening social gathering.

Makeup Meetings

A great way to meet people when you're away from home is to attend a Rotary meeting in the area you are visiting. Our club members have had wonderful experiences at such meetings in the country and throughout the world. You are always made to feel right at home. A protocol when visiting another club further away is to exchange banners so ask the Secretary for our club banner when planning a trip.

E-Clubs: To use the Rotary eClub, use your computer to access <http://www.rotaryclubone.org> and click on MAKEUP PROGRAMS at the top of the page, which will take you to a page containing a variety of current articles. There will be questions to be answered, also. For access to Rotary District 7210's eClub, follow similar make up instructions when you visit <http://www.rotaryclub7210.org/>

Leave of Absence: Members who cannot attend regular meetings for an extended period of time must request a Leave of Absence from the President and the Secretary. The Board of Directors must approve this Leave

Costs and Contributions: Dues are bi-annual with \$100 due in January and again in July.

Meal Costs: Individual members pay for meals.

Club Contributions: All members are encouraged to support the activities of the Millbrook Rotary Club, such as taking an advertisement in the *Business Directory* if you have a business in the area, selling ads to local businesses for the *Directory*, contributing to other fund raising, buying raffle tickets, and paying fines to announce good or bad news.

The Rotary Foundation: All members are encouraged to donate to the annual fund of The Rotary Foundation and causes or initiatives (see Part Four in this Handbook).

PART TWO: Organization

Officers and Board of Directors

Officers and Directors of the Rotary Club of Millbrook are selected by a Nominating Committee and voted upon by the Club members by December of each year at the annual meeting. They take office on July 1 after the installation meeting in June. The official Rotary Year is from July 1 to June 30, and each term is for one year.

Officers:

- **President**
- **President-elect** (once nominated by the Nominating Committee and approved by the general membership at the annual meeting)
- **Vice President** (may be nominated for President and become President-elect)
- **Secretary**
- **Treasurer**
- **Sergeant-at-Arms**

Board of Directors:

- **Officers (as listed above)**
- **The immediate past president**
- **Director #1**
- **Director #2**
- **Additional Directors:** The President may choose up to 2 additional members to serve as directors.

Meeting Time: The Board usually meets at 5:30 p.m. for dinner.

Voting Privileges: Any member can attend a Board of Directors meeting (unless it is called as a closed meeting), but only Directors can vote.

Duties of Officers and Directors

President: The President conducts all meetings: weekly meetings and monthly Board of Directors meetings. The President also:

- consults the yearly Activities Calendar to alert committees about when to start their work,
- oversees committees, events, and major fund-raisers for the year,
- represents the Rotary Club of Millbrook at district and regional Rotary meetings,
- represents Rotary in the community by such activities as writing official letters, appearing at community functions such as Awards Night to present Rotary awards, etc.,
- shall be ex officio a member of all committees and, as such, have all the privileges of membership thereon, and thus is considered a member of every Committee during the Rotary Year in office,

- prepares various reports for the district and for Rotary International, and
- writes a summary of the year's accomplishments in a document for the Handbook called the President's Annual Report.

Normally the President serves for one term only, although sometimes the same person will serve a second term if nominated and elected.

President-elect: The president-elect shall serve as a director and perform other duties as may be prescribed by the president or the board. The president-elect is required to attend Rotary workshops in preparation for the office of president and works closely with the current president on Rotary issues. When elected, the president-elect may assume the duties of vice-president.

Vice-President: The vice-president will preside at meetings of the Board and the club in the absence of the president and will perform other duties as ordinarily pertain to the office of vice-president. The Vice-President is also responsible for the speaker while at the weekly meeting, including greeting and seating the individual and making him/her feel comfortable. Depending on the decision of the nominating committee, the vice-president may also be the president-elect.

Secretary: At each member meeting, the Secretary maintains attendance information from the weekly luncheon payment list. In addition, it usually falls to the Secretary to keep the President to a time schedule at each meeting in order to finish the agenda on time. At each monthly Board meeting, the Secretary takes minutes to distribute to all Board members by email. After each luncheon meeting, the Secretary reviews the minutes, which are taken by a different member each week, adding information as needed, and distributes the minutes to all club members.

During the year, the Secretary completes reports to Rotary District 7210 as described in the bylaws. These include, the club's activities, attendance, etc. Periodically, especially after new members have been inducted, the Secretary revises and updates the Membership Directory consisting of each member's address, telephone, etc. These are distributed to all members. The Secretary is also responsible for listing programs and events on the Website.

The Secretary may serve for several terms in a row if re-nominated and re-elected.

Treasurer: The Treasurer keeps records of all monetary transactions for the Club. This includes collecting money for luncheon and dinner meetings as well as collecting semiannual dues. The treasurer also prepares financial reports and payments to Rotary International and other payments as needed, and prepares the annual budget and financial reports that are made to the District.

The Treasurer may serve for several terms in a row if re-nominated and re-elected.

Sergeant-at-Arms: At each weekly meeting, the Sergeant-at-Arms collects fines for such infractions as forgetting to wear the Rotary pin, being late to or leaving early from a meeting, having a cell phone ring during a meeting, etc. At the same time The Sergeant-at-Arms collects fees from those who share "good news and bad news" with Rotary members or who wish to have their birthday commemorated in song or who prefer that the song be omitted. By long tradition, the Rotary Club of Millbrook uses a "pig" for the collection and temporary storage of these fines

and fees. This is a fundraiser which helps to offset the costs of club fellowship activities. It is also a way for members to get to know about each other.

Directors: The Directors are expected to attend Board meetings and to act as representatives of the Club in general. They advise the President on business before the Board and vote on Board issues. Traditionally directors are experienced members who have often chaired committees.

Current Officers and Director: For a list of the Officers and Directors for this Rotary Year, please refer to the club webpage (www.millbrookrotary.org).

Order of Business at Weekly Meetings

- 1. Arrival:** Members are expected to wear their Rotary pins. As they enter, a designated Greeter normally hands out name badges (if no one hands them out, members should take them from the box of badges themselves). Greeters are chosen in alphabetical rotation from the memberships (President and Treasurer excepted). As soon as possible, a member should pay the Treasurer or his designate for the luncheon.
- 2. Pledge of Allegiance and Invocation:** The President rings a bell, and the meeting officially opens with the Pledge of Allegiance to the flag and an invocation, after which members may dine. Invocations are often read from our Invocation collection.
- 3. 50-50 Raffle:** The 50-50 raffle is a fundraiser in which the winner(s) gets half the money with the other half deposited in the Rotary Club of Millbrook account by the Treasurer. These funds are available for fellowship activities. The cost is \$1 for one ticket or \$2 for three tickets. During the meal, the member who won the 50-50 raffle the previous week gets to sell raffle tickets to attendees the next week.
- 4. Meeting Called to Order:** Before, during, or after dessert, depending on the extent of the agenda, the President begins the meeting officially in this order: calling the meeting to order, welcoming visiting Rotarians, introducing guests, and announcing visitors.
- 5. Announcements:** This includes committee reports, unfinished business, etc.
- 6. Fines, Good News, Bad News:** The Sergeant-at-Arms collects fines for missed meetings, no pins, press appearances, etc. Also, members wishing to make announcements of good or bad news or of special events pay for the privilege.
- 7. Birthdays:** The President announces birthdays for the week (with birthday celebrants paying to hear or not to hear the members sing to them). Many birthday celebrants follow an old Rotary tradition and pay an amount based on their age at the time.
- 8. Speaker:** An invited speaker gives an informative talk, which traditionally runs about 20 minutes plus time for questions from the members. Each Speaker receives a Rotary gift. Presidents decide if they want to add an additional gift given to the Guest Speaker, such as a Certificate of Appreciation.
- 9. Raffle Drawing:** The 50-50 raffle drawing (the ticket usually drawn by the Speaker) is the last order of business.
- 10. Adjournment:** The meeting usually concludes at 1:15 p.m. Members drop off their Name Badges in the box.

Speaker: The Speaker may be either a guest or a Rotary member. If an outside speaker is invited by a club member, that member is responsible for obtaining a bio/summary of the topic which should be submitted to the PR committee and secretary 14 days prior to their presentation.

The Speaker can discuss any one of several different topics: international, national, or local issues, the arts, his/her biography, Rotary information, etc. The audience can ask questions at the end of the presentation.

****Note: Speakers do not promote their own business or appeal for votes for political office.***

During the first few months of membership, new members are invited to speak on the subject of their own biography, describing their lives and vocation.

Weekly Luncheon Minutes (Newsletter) Each club member in turn by alphabetical order by last name takes the Minutes for the Luncheon Meetings, which are generally termed “Millbrook Rotary News.” The assignments for note taking are given out in alphabetical order by the member's last name (the list of assignments for the next four or five Minutes are included in each week's Minutes by the Secretary). *If the member assigned for a particular week cannot take the Minutes for that week, it is up to the assigned member to find a substitute.*

Certain parts of each meeting's Minutes are standard, and handled by the Secretary, including attendance and descriptions of upcoming speakers as well as the list of assignments for taking Minutes.

The person taking Minutes is responsible for identifying the member who led the Pledge of Allegiance, the member who supplied the Invocation, and the person(s) winning the raffle. Also it is important to list all guests. All business news should be reported along with as much of the “good news, bad news” announced as can be managed. A brief summary of the Speaker's remarks is sufficient. Format may be varied according to the whim of the note-taker.

As soon as possible after a meeting, the Minutes should be e-mailed to the Secretary who will add the standard parts and send copies to all members.

Web Site, E-mail, and Facebook

Notices of meetings, photographs, and information about the Rotary Club of Millbrook are posted on its Web site: www.MillbrookRotary.org

E-mails to the organization may be sent to info@millbrookrotary.org. Millbrook Rotary has a Facebook group that you can follow. It is an open group called Millbrook NY Rotary Club.

PART THREE: Five Avenues of Service

Rotary's commitment to Service above Self has been channeled through the Avenues of Service, which form the foundation of club activity.

Description of the Five Service Avenues

1. Club Service: Rotary identifies this service as “internal housekeeping” activities. The Rotary Club of Millbrook members participate in Club Service by working as Club officers, assuming committee responsibilities, and organizing and managing events. It focuses on strengthening fellowship and ensuring the effective functioning of the club.

2. Vocational Service: This service calls for every Rotarian to aspire to high ethical standards, to recognize the worthiness of all useful occupations, and to contribute vocational talents and skills to the problems and needs of society. High ethical standards can be assessed by Rotary's Four Way Test, which many clubs recite at each weekly meeting:

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?

3. Community Service: This service pertains to those activities that Rotarians take to improve the quality of life in their community.

4. International Service: This service pertains to the many programs and activities that Rotarians undertake to advance international understanding, goodwill, and peace. This includes various exchange programs that foster acquaintance with people of other countries. International service projects are designed to meet humanitarian needs of people around the world.

5. Youth Service: This newest Avenue of Service “recognizes the positive change implemented by youth and young adults through leadership development activities (i.e., RYLA, Interact), involvement in community and international service projects, and exchange programs (Youth Exchange for high school) that enrich and foster world peace and cultural understanding” (from 2010 Manual of Procedure).

Responsibilities of Committees

For a list of members and chairs of current committees see the section headed *Millbrook Rotary Club This Year* in the Appendix at the end of the Handbook.

Club Service Committees

- **Program/Speakers:** Organizes weekly meeting presenters/speakers; asks members to contribute suggestions for presentations; etc. Also this Committee coordinates with the Technology Chair for presentations requiring Power Point or other technology.

Nominating Committee: The chair and members of the nominating committee are selected by the Board and approved by majority at or before the September Board Meeting. Once the committee has been selected, the members are announced to the general membership of the club. The duty of the nominating committee is to select the slate of Directors and Officers to be considered for the ensuing year. The committee announces when they are meeting and will also accept any suggestions for these positions from the general membership. Once selected, the slate of Directors and Officers for consideration is announced to the general membership no later than the November Business meeting. A vacancy in the Board, any office, any officer-elect, or director-elect, is to be filled by action of the remaining officers and directors, on the recommendation of the nominating committee.

- **Membership:** This committee should develop and implement a comprehensive plan for the recruitment and retention of members. The membership committee is also responsible for informing new members of responsibilities and privileges. The Membership Chair is responsible for guiding candidates through the process within a reasonable time period. For additional information, please see Membership Committee under Practices and Procedures of this Handbook or the Rotary International *Club Membership Committee Manual*.
- **Public Relations:** Writes and distributes press releases for Rotary events and articles about important Rotary topics such as PolioPlus, etc.; also updates the "Rotary Club of Millbrook" promotional pamphlet which is distributed at events such as Millbrook Community Day and to prospective members.
- **Rotary Historian:** Maintains records of the Rotary Club of Millbrook activities throughout the year (information published in newspapers about Rotary contributions and Rotary members, photos of events, etc.).
- **Governance:** Creates and updates the club By-Laws and Handbook called The Rotary Club of Millbrook: Governance and Operation.
- **Projects Committee:** Identifies and evaluates worthy causes, fundraisers, and service projects to which the Rotary Club of Millbrook contributes money and/or service during the year. For additional information please see Projects Committee under Practices and Procedures of this Handbook.
- **Technology:** Provides the technology equipment necessary to facilitate presentations by Speakers or to support Rotary events.
- **Holiday Party:** Facilitates the Club's main winter event, the Holiday Party; usually held in the first week in January. Hires entertainment, rents site (usually The Fountains), works on menu, organizes all else (payment, hosting/roasting at the event, etc.).
- **Millbrook Rotary Foundation – 501 (c)(3):** Facilitates tax-deductible donations to Millbrook Rotary for charitable causes and events such as New Year's Eve Millbrook.
- **Signs:** Posts signs for events when needed (i.e., New Year's Eve Millbrook). Updates the signs welcoming visitors to the Village of Millbrook.

- **Website and Social Media:** Maintains Millbrook Rotary's website in all aspects -- adding, deleting, and revising information as needed -- and updating the Calendar (along with the club Secretary). Maintains and updates the Millbrook Rotary Club Facebook page with photos of speakers and Rotary events.

Vocational Service Committees

- **Career Day:** Held in the Millbrook high school, Career Day engages people from various professions to speak to students about their field.

Community Service Committees

- **Dictionary Project:** In the fall, Rotarians visit the schools to give a "*Webster's Dictionary for Students*" to each 3rd grader. Name plates containing the Four Way Test and identifying Rotary as the donor, are pasted into each dictionary.
- **Eighth Grade Graduation Book Gift:** Rotary presents a book of choice from a selected list to graduating eighth graders in public, parochial, and private schools in the Millbrook area. A nameplate (personalized if the school requests it) containing the Four Way Test and identifying Rotary as the donor is pasted into each book.
- **School Supplies Project:** This project was developed as a result of the Millbrook Rotary Club's work with several local food banks. Through this work we became aware of the yearly problem that families have purchasing school supplies for their children. For several years the club collected and donated school supplies in response to the needs of these families. In 2011 a School Supplies Project committee was formed with support from the club that included a monetary donation, as well as a major effort to collect school supplies at weekly luncheon meetings, at the businesses of several members and at the Farmer's Market. Additionally, the committee successfully applied for additional monetary support in the form of a District Simplified Grant. Based on the success of the committee in 2011, this has become a yearly community service project.
- **Scholarship Committee:** With the help of Millbrook High School's guidance counselor in May, the Committee collects student transcripts and essays about the student's volunteer service in school and the community. The Millbrook Rotary Club scholarship goes to a student (or is split between/among students) who plans to continue his/her education and who aspires to service in the future either through career choice or volunteer work. The William and Mary HasBrouck Scholarship goes to a student interested in pursuing conservation studies, agriculture, forestry, or education. The Vol Mason Scholarship was created in memory of Volkert (Vol) Mason who was the superintendent of schools here in Millbrook in the late 60's early 70's. He was also a charter member of the Central Dutchess Rotary Club, our name when originally chartered. Vol encouraged and supported vocational students, and when he passed away suddenly The Millbrook Rotary Club established this scholarship in his memory, for vocational students graduating from MHS The Committee sets the criteria for

the essays, receives them, screens and interviews the candidates, and selects the winner for each scholarship. A Scholarship Committee member and/or the Club President presents the scholarship awards on the evening of Senior Awards . The winners all receive congratulatory letters from the Rotary Club of Millbrook.

- **New Year's Eve Millbrook Committee:** When organized, this event supports community unity and generates good will. Members establish venues, hire professional entertainment to appeal to all age groups, work with Interact for assistance on the committee and the evening of the event, write grants for funding, staff the venues, hold a Button Contest for the year's logo, and lots more. For additional information please see New Year's Eve Millbrook Committee under Practices and Procedures of this Handbook.
- **Directory:** A fund raiser through its advertising sales as well as a service to the community, the *Business Directory for the Greater Millbrook Community* contains an extensive Public Service Information section and is in general a valuable tool for community residents who want to shop locally or need access to information about local services. The profit from this annual project supports community and international projects of Millbrook Rotary. For additional information, please see *Business Directory for the Greater Millbrook Community* under Practices and Procedures of this Handbook.
- **Adopt-a-Highway:** On Saturday morning four times a year Rotarians don orange helmets and vests ("Rotarians at Work") and bag debris from 2 1/2 miles of Millbrook's main thoroughfares.
- **Partners in Service:** The Rotary Club of Millbrook frequently joins with other local organizations, such as the Millbrook Business Association and the Millbrook Arts Group, to promote community projects.

Youth Activities

- **Interact:** *Interact* (international action) is a worldwide organization for youth in secondary schools or ages 14-18 developed to foster the concepts and rewards of service. The Rotary Club of Millbrook sponsors Interact in Millbrook Middle School (as Junior Interact) and Millbrook High School. Interact operates independently with its own leadership, but also with the Rotary Club supervisor's guidance. Interact supports Rotary's events and generates its own charitable causes as well (soup kitchen services in Poughkeepsie, food for the poor, blood drives, etc.).

Rotary's Interact Chairs meet regularly with Interact students at their schools and supervise student service activities. The Interact Chair coordinates Interact volunteers for Rotary events and invites Interact students to non-business meetings to announce their activities (picking up and dropping off students at their school). Most important, the Chairs teach students about community life and citizen responsibilities, leadership, etc.

- **RYLA:** The RYLA Committee facilitates the selection of two to five *RYLA (Rotary Youth Leadership Award)* sophomore candidates to attend a local leadership training camp for four

days of extensive training. For additional information, please see Rotary Youth Leadership (RYLA) Committee under Practices and Procedures of this Handbook.

International Service

- **The Rotary Foundation (TRF):** This committee publicizes and answers members' questions about The Rotary Foundation (distinguished from our club's Millbrook Rotary Foundation), organizing events from time to time to encourage contributions to the RI Foundation and to inform members and the general public about RI's Rotary Foundation humanitarian projects throughout the world. It collects donations and sees that they are passed on to The Rotary Foundation with the appropriated paperwork.
- **Exchange Programs:** In its ultimate purpose to achieve peace and understanding among nations, Rotary International strongly emphasizes Exchange Programs of various types. The Rotary Club of Millbrook currently embraces two in particular.
- **International Youth Exchange Program:** This program provides thousands of young students each year with the opportunity to meet people from other countries and to experience new cultures, planting the seeds for a lifetime of international understanding. During the students one-year stay families in the Millbrook School District host each incoming student for a period of approximately three months each. In return, families from other nations in the Exchange program host high school students from Millbrook. A Youth Exchange Officer (YEO)/Committee facilitates all aspects of hosting the inbound teenagers such as finding host homes and serving as liaison with the school, and also recommends potential outbound students to the District Youth Exchange Committee for a comparable year abroad. Host families and outbound applicants may or may not be affiliated with Millbrook Rotary. For additional information please see Youth Exchange (YEX) Program Committee under Practices and Procedures of this Handbook.
- **Ambassadorial and Peace Scholarships (no formal committee):** The Rotary Foundation sponsors these, the world's largest privately funded international scholarships program, and to which Millbrook Rotary contributes. More than 30,000 students from 100 countries have studied abroad as Rotary scholars.
- **Support for International Needs:** Ongoing contributions by Millbrook Rotary include the following:
 - **Disaster Relief:** Working with other Rotary clubs in an affected area, Millbrook Rotary contributes funds and supplies to those in need after disasters such as hurricanes and tsunamis. This includes contributions to Katrina/Rita victims in Louisiana, flood victims in nearby Livingston Manor and Endicott, New York, and earthquake survivors in Haiti and China.
 - **PolioPlus:** Millbrook Rotary's contributions support Rotary International's emphasis on eradicating polio. Its contributions help buy vaccines and pay for medical equipment and transportation of professional personnel to countries in need. Rotary International is asking all Rotarians to meet the Bill and Melinda Gates Foundation's \$200 million challenge by contributing \$250 per member over six years to match

their Foundation's grant to eradicate polio in the remaining 1% of the world where it still exists.

International Medical Relief Foundation: Contributions support donations of gently used medical equipment to hospitals in developing countries.

Shelter Boxes: Contributions provide shelter and basic needs for up to 10 people per box. The Rotary logo and the contributing country's flag are displayed on the tent.

- **Successful International Project Completed in 2008 after Five Years:**

Ethiopian Wheelchair Project and the Wheelchair Foundation Project: Working with a grant from the Rotary Foundation written by Betty Thurst, Millbrook Rotary generated funds to purchase wheelchairs for the disabled in Ethiopia. Excess funds collected from Millbrook Rotary and other Rotary clubs in the district are now being used to purchase wheelchairs from the Wheelchair Foundation, an organization that can produce one wheelchair for \$150. This Foundation matches a \$75 donation to send wheelchairs where needed around the world. Many who need these wheelchairs are polio victims.

- **Ad Hoc Committees:** Millbrook Rotary will sometimes create specific committee projects designed for a one-time purpose such as:

The Daffodil Project (thanks to former past-president/member Ted Rathjen), which created a flower memorial to 9/11 victims on the Thorne Building lawn on Franklin Avenue.

The Centennial Project: "Welcome to Millbrook" signs donated to the community.

The Display Case Project: This is a tribute to those in our area who put themselves in harm's way for the rest of humanity and a free world--courageous veterans and selfless volunteers participating in such humanitarian efforts as Doctors without Borders and Peace Corps. Located in the Washington Town Hall on Reservoir Drive in the Village of Millbrook.

Fund Raising Committees

Fund raising is an integral part of Rotary service. Funds are raised through activities and donations, which support the various service projects the Club has chosen. The Rotary Club of Millbrook raises money for specific purposes. This includes, for example, local food banks and eradicating polio worldwide through the PolioPlus Campaign, which buys vaccines and pays for medical equipment and transportation of professional personnel to countries in need. Here are a few examples of the Rotary Club of Millbrook's recent and past fund-raisers:

- *Business Directory for the Greater Millbrook Community* (Millbrook Rotary's current fund raiser)
- Get Away Party
- Golf Tournament
- Hoop Shoot
- Sales of Entertainment Books

- Program Brochures
- Antiques Show
- Walk-a-thon

Tax-Deductible Donations: The Rotary Club of Millbrook has also established the Millbrook Rotary Foundation, which provides a vehicle for tax-deductible, or 501(c)(3), donations for philanthropic purposes. The Millbrook Rotary Foundation has a separate Board from the Millbrook Rotary Club. The Millbrook Rotary Foundation handles scholarships and donations to various events. It also handles the funds for the Hasbrouck scholarship and other funds donated for specific purposes.

Practices and Procedures

The work of the Rotary Club of Millbrook proceeds smoothly when all members are aware of and follow certain practices and procedures

Membership Committee

1. The prospective member is encouraged to attend Rotary luncheons and functions.
*Note: *“Until approval is granted, prospective members should not be informed that they have been proposed for membership.” (From Rotary International’s How to Propose a New Member).*
2. The Sponsor works with the Membership Chair to create the prospective member’s bio information for Membership Committee and Board. Sponsor gets “How” form from Chair or Secretary, fills it out, returns it to Secretary.
3. The Membership Chair presents bio to Membership Committee for approval.
4. If approved by Committee, the information is given to the Secretary who presents the prospective member to the Board for approval.
5. If approved by the Board, the prospective member’s name is published in the Minutes for two successive weeks.
6. If no objections are received after two weeks, then the prospective member is invited to join Millbrook Rotary. This can occur after the second week of publication in the Minutes. An Information Session/Fireside Chat is arranged to discuss Rotary in general, Millbrook Rotary specifically, expectations, etc. If the prospective member accepts membership, he/she then fills out the rest of the application (in *How to Propose a New Member*).
7. The President announces membership at the next meeting, and the Induction follows.

The Membership Chair’s Checklist summarizes the process, assuming approval at each stage:

1. Chair receives Sponsor info (date)
2. Chair sends bio info to Membership Committee (date)
3. Chair sends bio info to Board (date)
4. Secretary publishes name in Minutes - first time (date)
5. Secretary publishes name in Minutes - second time (date)
6. Chair arranges for Information/Sign-on Session (date)
7. Chair informs President to announce new member at Podium and hold Induction (date)

The membership committee also organizes the club's four social events which include the Holiday Party in January, the spring event in April, they work with the President-elect for the June installation, and the last event is the fall social where several Directory advertisers are often invited as an appreciation for support of our Club and the Business Directory.

For each social event the District Governor and spouse, Assistant District Governor and spouse, the exchange student and host family, honorary members (Village of Millbrook Mayor, Town of Washington Supervisor, Millbrook Central School District Superintendent, and the New York State Police Troop K Major are all invited. The President usually invites each of these individuals. Prospective members are also welcome as well as any other special guests approved by the Board and the Membership Committee.

Public Relations Committee

The goal of the Publicity Committee is to increase awareness of the Rotary Club of Millbrook and its activities with the intention of increasing membership and community recognition.

Luncheon Speakers

About 10 days before the club hosts an outside luncheon speaker, a member of the publicity committee sends a press release to local newspapers and other media oriented toward local events. This is not done for talks that are primarily of Rotary interest, however. The press release describes the speaker and topic and invites the public to attend the lunch or just the talk. At the lunch a member of the publicity committee takes photographs of the talk. Immediately after the lunch, a member of the publicity committee prepares a follow-up press release, which is sent to the same media along with an appropriate photograph. The Millbrook Rotary News (a.k.a. minutes) is used as the basis of this post-speech press release.

Other Annual Events

Each year the publicity committee sends out one or more press releases about the *Directory* to remind potential advertisers that they should buy ads and later to inform the community that the new *Directory* is available.

Two literacy events also warrant annual press releases: giving dictionaries to all the third graders in schools in Millbrook and similarly giving Millbrook eight-graders a book of their own choice for graduation into high school.

Press releases with photos are normally released after the four annual fellowship/membership events.

Special Promotions

From time to time there are special events such as Interact fundraisers or Rotary participation in Community Day or the Farmer's Market that warrant press releases, usually with photographs.

Every few years, the Publicity Committee needs to produce a revised brochure that can be used as a handout to help meet the goals described above.

Directory

The *Business Directory for the Greater Millbrook Community* is the Millbrook Rotary Club's main fundraising effort. Published in May each year, it has become a much anticipated and trusted resource in our community. The funds generated are used to support the diverse projects that the Club underwrites.

The following is a summary of the *Business Directory* process:

Early January: First committee meeting. Important assignments include: cost to print (call Jamie at Central Press before the meeting), determine price of ads for current year, review contracts, determine deadlines, establish sales goals, go over editorial work, instructions for submitting ads to Central Press, and review of services section, establish a theme for current year Directory, discuss photos for front cover, discuss color, establish Proof and Layout team, and discuss any new ideas or issues. Assign above tasks accordingly to committee members.

February Board Meeting: Update the Board about the initial committee meeting. Propose any important issues that require discussion and/or voting. This is our yearly fundraiser, so it's of utmost importance that the Board supports the direction and goals of the committee each year.

February Business Meeting: Club members are advised that contracts have been or will be mailed out shortly to previous advertisers. The mailing is generated from an Excel spreadsheet that is maintained and updated by the committee Co Chair. Members will be sent copies of the contracts that they are assigned to follow up on. Unassigned contracts will be assigned to new members. Any contracts not in by the April 1st deadline will be followed up on by the committee. The membership is encouraged to submit ideas for new advertisers to the committee. If the Rotarian has a personal relationship with a new advertiser it is ideal for that person to solicit the ad. If they are uncomfortable doing this the committee will follow up.

March: Committee visits Central Press on a daily basis to collect, review and organize by category ads that have come in. A Google document of contracts mailed, accessible to club members, is updated daily so they can see the status of their assigned contracts. New advertisers are entered on the spreadsheet as they come in. The Chair, or co-Chair, is responsible for updating the Google Doc which will ultimately be used during layout. All checks get added and taken to treasurer for deposit. Treasurer checks the deposit and both individuals sign off on correct deposit. The "Google Doc" is then updated accordingly. The committee contacts, via phone or email, anyone who is not getting in their assignments and ask them to work on them ASAP. Weekly announcements are made at luncheon meetings updating the club on the status of contracts and money earned. New businesses are solicited throughout the month leading up to the deadline.

March 15th is the deadline for contracts. Have Directory meeting, if necessary, to discuss current status. Also, make final decision about the front cover picture, color, etc. Go over the status of any editorial assignments for the Directory. Committee begins to follow up on incomplete contracts.

April: Any contracts that arrive after deadline will be dealt with on a case to case basis, based on the need to have the pages equal a multiple of 4. A limited number of ‘filler’ pages may be used to balance the page numbers. We need all the updated editorial and service sections for inclusion into the Directory at this time.

Mid April: Layout begins, and the editing team begins the next phase of work.

May: The Directory needs to be on the presses by the second week in May.

Memorial Day: Directories available for distribution. The committee member assigned to handle distribution will have their team organized to begin taking copies of the Directories to local businesses and advertisers.

June: Schedule wrap up meeting to discuss the current Directory and to draw up a preliminary plan for next year’s Directory.

Projects Committee

All services projects, except those listed in the annual budget, must be approved by the Projects Committee first and then recommended to the Board for approval.

To get a new project approved, a member proposing the project submits a Grant Request Form (see Grant Request Form on page that follows) to the Secretary who then distributes it to the members of the Service Projects Review Committee. If the Committee approves, the Projects Chair recommends the project to the Board for final approval. After final approval the following steps are taken:

1. The Club Secretary gives to the Treasurer the information necessary to release funds: the check’s payee, amount of the check, and name and address of the recipient(s), which may differ from payee. The Treasurer informs the Secretary when the check has been sent.
2. Updated records of transactions are presented to the Board regularly.

Rotary Youth Leadership Awards (RYLA) Committee

Qualified candidates are those high school students finishing their sophomore year who demonstrate the potential to benefit from a program designed to nurture and instill confidence in their leadership skills and abilities. Each year our club can sponsor three to five students at \$325 per student. The RI Board encourages clubs and districts to consider inviting socially and economically disadvantaged youth with leadership potential to participate. Below is a past schedule, which shows the approximate timeline.

February Board Meeting: Appoint a committee chairman, provided one is not already appointed.
February: Chairman firms up a committee of his choice.
February: Committee gets the forms from RI with their exact timetable.
March 1: Give applications to students and guidance counselors.
March 15: Students return applications to Committee.
March 15-30: Committee makes decision, reports to Board and students.
April 1-15: Selected students complete rest of application and return to chairman.
April 15: Chairman/club sends applications to RI.
June 29 to July 2 (approximately) RYLA week.

GRANT REQUEST FORM

Date:
Title of Proposal:
Type of Project (i.e. literacy, etc.):
Submitted by (Rotarian's name): Telephone (work): Telephone (home): Telephone (cell): Fax
Amount Requested:
Duration of Project:
Agency and Address of Agency to Receive Grant (If a check, to whom is it payable and where is it mailed?)
Yes/No: Does the Rotarian requesting the Grant prefer to submit his/her own letter to the , Treasurer, to accompany check?
Project Plan -- Objectives:
Location of Project:
Methods to Be Used to Implement Project:
Anticipated Benefits and to Whom:
What is the time schedule for the Project?
Financial Statement: Give a breakdown of expense requirements and total cost.
How will the Millbrook Rotary dollar be used, if granted?
How much will be funded by other sources for this Project, and from whom?
Agreements: The applicant agrees that All publications resulting from this Project will acknowledge the support of the Millbrook Rotary Club and that two copies of such publications will be sent to the Club at PO Box 261, Millbrook, NY 12545 A progress report will be submitted to the Secretary of the Club by June 1st of this Year being (fill in year):
Please check at least one: a) I am willing to chair this project. _____ b) I suggest the following Chair(s) for this project. _____ c) A volunteer is needed to chair this project _____ d) Not applicable _____

Youth Exchange (YEX) Program Committee

Rotary Youth Exchange is open to young people ages 15-25 worldwide. Volunteers have kept Youth Exchange vital for decades. Rotarians work behind the scenes to handle the logistics of each exchange. For long-term exchanges, the host club and district arranges school enrollment, transportation, and other educational matters. Youth Exchange officers are the program's leaders. Elected at the club and district levels, these volunteers are trained to serve as liaisons between students and the district Youth Exchange committee.

The Millbrook Rotary has been active in the Rotary International Youth Exchange program for decades. In our district we are one of the few clubs that have continuously hosted students and sponsored students to study abroad for the year (see Club History for a full list of our outbound and inbound students). For hosting students, one of our biggest challenges is always to find host families for our students. The club members are always encouraged to include the host student in their family activities whether it's simply having them over to dinner, taking them to a movie, or museum, or just simply including them in one of your favorite activities. The host student is here for the year under our sponsorship and it's important for all the club members to include them whenever possible. Additionally, the host student and host family are always invited to our club social events and may attend a club meeting at any time.

The YEX program committee has one chairperson and a small committee of other volunteers willing to assist with the items listed below. More details of the committee activities and responsibilities can be found in the committee handbook.

Responsibilities Include:

- Correspond with club's Inbound Student and family
- Arrange Airport Pickup of Inbound and family introductions
- Schedule meeting with Guidance Counselor to assess academic abilities, schedule courses, and arrange for duplicate mailing of school info and grades to YEO
- Arrange sports physical
- Open Bank Accounts
- Checking for deposit of monthly allowance and transaction funds
- Savings for deposit of \$500 emergency funds
- Introduce Student to Rotary Club
- Monitor Inbound Student's adjustment to family and school, language skills, etc.
- Generate interest among potential Outbound candidates, arrange YEO Committee interviews, and recommend approved candidates to club for sponsorship
- Arrange transportation and payment for the 4-6 YEX weekends hosted by clubs in our district.
- Forward short-form Outbound application(s) to District YEX
- Schedule Inbound Student's presentation
- Arrange for formal and informal Family Visits
- Obtain club commitment for Inbound Student for the next academic year
- Begin search for host families
- Invite Student and host family to meetings and social events

- Upon receipt of package for next year's Inbound Student, complete all forms and guarantees, including club and school signatures, and return promptly to District YEX. Correspondence to welcome new student

All year

- Arrange transportation for Inbound YEX Orientation and Weekends
- Monitor student-family-school relationships
- Encourage club member activities with student
- Submit monthly Contact Reports to District YEX
- Contact District YEX with questions, concerns, problems

PART FOUR: Rotary International

Rotary Motto: "Service above Self"

Overview

Founded in 1905 in Chicago by Paul Harris (attorney) and three business friends, the first meetings of the group rotated among the business locations of the members and so the group came to be known as Rotary. From the beginning Rotary existed to serve the needs of the community, the nation, and the world. **Rotary is the world's first service organization.**

The following paragraphs provide an overview of Rotary's intentions. Taken together, these impart Rotary's focus on improving the relationship among our neighbors in the world by addressing the needs of local and international communities. Club services to local areas also combine to create service to the entire nation. Note the emphasis on children. Notice, too, the emphasis on giving individual clubs autonomy to provide assistance to their communities as they see fit because only local clubs know the most pressing needs of their community.

Rotary is an international humanitarian service organization: The men and women of Rotary are business, professional, and community leaders who volunteer their time and resources to help others in their local communities and throughout the world. Rotary members also contribute their technical expertise and compassion. Each year more than 200 grants fund transportation for Rotary volunteers to work in 50 countries. (Grants mainly cover transportation costs.)

Service to youth, especially children at risk, is a major emphasis. Working with and for tomorrow's leaders, Rotary sponsors service clubs for youth and young adults and offers career development and mentoring programs.

Rotary clubs create innovative solutions to meet community needs. Rotary members improve the quality of life for their communities through such projects as routine child immunization projects, developing medical and dental clinics, and construction of safe water and sanitation systems. Clubs also work for peaceful communities by organizing violence-prevention projects.

Rotary promotes cultural understanding and brings people together, even when they live worlds apart. Rotary's exchange programs foster the free flow of ideas and opportunities across national borders.

The Rotary Foundation

History and Description: The Rotary Foundation of Rotary International was established in 1917 as an endowment fund and, in 1983, as a not-for-profit corporation. Its mission is “to enable Rotarians to advance world understanding, goodwill, and peace through the improvement of health, the support of education, and the alleviation of poverty. Specifically, the RI Board and the Trustees are committed to achieving the goals of eradicating polio through the completion of the PolioPlus program; emphasizing and strengthening educational and cultural programs, which enhance goodwill and understanding; making grants that fulfill humanitarian needs in all areas of the world; and expanding programs intended to strengthen peaceful relations among people” (Manual of Procedure 2007, p.125).

http://www.rotary.org/RIdocuments/en_pdf/035en_full.pdf

The Rotary Foundation is designed to help clubs access grants for diverse projects, which will:

1. respond quickly to immediate needs or to plan projects with clubs locally or in other countries (District Grants), or
2. support large international projects with sustainable, high-impact outcomes in the six areas of focus that correspond to the Foundation's mission (Global Grants):

Areas of focus

1. Peace and conflict prevention/resolution
2. Disease prevention and treatment
3. Water and sanitation
4. Maternal and child health
5. Basic education and literacy
6. Economic and community development.

Implementing these projects on the district or global level will provide greater understanding of The Rotary Foundation's work and enhance Rotary's public image.

Impact of Individual Clubs: Rotary International and the Rotary Foundation tackle large, difficult tasks such as the eradication of polio and support for disaster victims. Individual Rotary clubs, with their limited manpower and funds, cannot accomplish as much as all clubs pulling together with a common purpose. This is where The Rotary Foundation (TRF) comes into play. With club contributions, TRF can help facilitate these huge projects: clean water projects to save lives, Shelter Boxes for cyclone victims, polio eradication, literacy, and so much more. While clubs have an enormous effect on local projects, alone, they cannot address these huge undertakings that ultimately lead to goodwill and world peace. For this reason, Rotary districts strongly encourage members and clubs to contribute to The Rotary Foundation.

Contributions to The Rotary Foundation: Contributions to The Rotary Foundation from Rotarians and friends of Rotary are allocated in three ways: Annual Programs Fund, Permanent Fund, and PolioPlus Fund.

- **Annual Programs Fund (a.k.a. SHARE):** This is the primary source of unrestricted financial support for the programs of The Rotary Foundation. Its mission is to support the efforts of RI in achieving world understanding and peace through local, national, and international humanitarian, educational, and cultural programs. (*Manual of Procedure 2007*, p. 285) Contributions to this Fund are held for three years while the accumulated interest pays most administrative costs; thus, nearly every cent contributed is used in the programs, which include: Ambassadorial Scholarships, Vocational Exchanges, Matching Grants, Individual Grants (“The Rotary Foundation” 110-EN – 904)

Funding for Annual Programs Fund

- **Club Foundation Banner** (Formerly “Every Member Every Year, EREY): Each year, Rotary clubs are asked to contribute \$100 per member for that Rotary year Foundation (for example, 25 members = \$2,500 contribution). When a club reaches this goal for the average member, the club becomes a “Banner Club” provided every member has made at least some monetary contributions. Clubs strive to achieve this in various ways: a contribution from a club’s budget, a fundraiser, a request for \$100 from all members, a combination of these, etc.
- **Sustaining Member:** A person who contributes \$100 or more per year to the Annual Programs Fund. (This contribution can be applied to becoming a Paul Harris Fellow or a member of the Paul Harris Fellow Society.)
- **Paul Harris Fellow:** A Paul Harris Fellow is someone who contributes \$1,000 (or has that amount contributed in his/her name.)
- **Paul Harris Society:** Members commit to contributing \$1,000 or more every year.
- **Major Donor:** A member who has contributed at least \$10,000 in his or her lifetime.

Some of the Programs Supported by the Annual Programs Fund

- **Scholarships:** The Rotary Foundation's oldest program, founded in 1947, it provides several types of scholarships for undergraduate and graduate students to study outside their own country as well as for qualified professionals pursuing vocational studies. Since then, nearly 38,000 men and women from about 100 nations have studied abroad under its auspices. Today it is the world's largest privately funded international scholarships program
- **World Peace Scholars:** Launched in 2002, this innovative approach to world peace is a master’s level program funded by the Rotary Foundation and aimed at equipping the next generation of global and community leaders with skills needed to reduce the threat of war and violence. Each year up to 70 scholars are sponsored to study at one of the eleven Rotary Centers for International Studies in peace and conflict resolution for a master’s level degree. Since the program’s inception, 180 Fellows from 50 different countries have participated at a cost of almost \$11 million.

- Vocational Exchanges: Rotarian hosts organize a four to six week itinerary of educational and cultural points of interest. Since 1965, more than 52,000 individuals (almost 12,000 teams) from 102 countries have participated at a cost of more than \$88 million.
 - Youth Exchange: Some 7,000 secondary-school students participate annually in short- or long-term Rotary Youth Exchanges. Through Rotary, youth, scholars, and professionals experience the culture and people of another land -- and return home to share their new understanding with others.
 - Rotary Grants for University Teachers: Its primary purpose is to further international understanding and friendship while strengthening higher education in low-income countries. The grants are awarded to higher education faculty to teach a field of practical use at universities or colleges in low-income countries (other than their own) for 3-5 months or 6-10 months.
 - Matching Grants: These provide matching funds for international service projects of Rotary clubs and districts. (Examples: Shelter Boxes, Rotaplast, and Pure Water for the World, to which Millbrook Rotary contributes.)
 - District Grants: These support the short-term service activities or humanitarian endeavors of districts in communities locally or internationally. This program began in 2003-04. (Millbrook Rotary successfully applied for this kind of grant to provide support to Andrew Jackson Elementary School in St. Bernard Parish, Louisiana, after Katrina/Rita hurricanes; more recently we got a District Grant for the school-supplies project.)
 - Global Grants: These pay for large-scale international projects. Typically several Rotary clubs join together to work with The Rotary Foundation on funding.
 - Individual Grants: These grants support the travel of individual Rotarians, spouses of Rotarians, Rotaractors, and qualified Foundation alumni who are planning or implementing service projects. This program began in 2003-04.
- **Permanent Fund**: The **Permanent Fund** is as the name implies. These funds are part of The Rotary Foundation's endowment, which provides resources for the changing needs of the future. Endowment gifts are invested, and only the income is used for administrative and philanthropic purpose. It supplements Annual Programs Fund. ("The Rotary Foundation" 110-EN-904) and contains Benefactors and Bequest Society Members.
 - **PolioPlus Fund**: Eradicating polio is a top Rotary priority that requires the immunization of every child under 5 in the world. As a result of the efforts of Rotary and its global partners, more than two billion children have been immunized against polio since 1985. This campaign is considered "the most important public health program in the world" (Rotary Leadership Institute). Rotary International's efforts to eradicate Polio have been so successful that Rotary is now the only non-governmental entity of the four-partner Polio eradication effort in the U.N. -- Rotary International, World Health Organization (WHO), United Nations International Children's Fund (UNICEF), and the Centers for Disease Control (CDC). Rotary members will have given nearly \$650 million to the campaign. In 2007 the Bill and Melinda Gates Foundation provided a grant of \$355 million for the campaign, \$200 million of which to be matched by the Rotary Foundation

years, a commitment that can be met with donations of \$250 per Rotarian (spread over several years).

Other International Programs Supported by Rotary International There are a number of programs that originated in local Rotary clubs that are now supported by Rotarians around the world. Millbrook Rotary has supported the three listed below.

- **Pure Water for the World:** Throughout the world, contaminated water and its related health effects are the second leading causes of child mortality. People have a hard time imagining the magnitude of the problem – 1.1 billion people lack clean drinking water. It is estimated that one death occurs every 8 seconds from contaminated water. More than one million children die each year from drinking polluted water. The United Nations calls the global water crisis “a threat to economic development, to poverty reduction, to the environment, and to peace and security.” Today Rotary International considers the Pure Water effort its highest priority, second only to the eradication of polio.
- **Shelter Boxes:** ShelterBox is a global grassroots Rotary club project, first conceived in the UK in 2000. Through the Rotary network, this project is a planned response to inevitable, but unpredictable natural and man-made disasters. Each shelter box provides critical shelter and warmth for up to 10 people. Included are: a 10-person tent, 10 sleeping bags, water purification tablets, flashlight/batteries, rope, cooking/eating utensils, etc. Shelter Box Response Teams from England and Australia travel worldwide on short-notice to aid in the distribution of the boxes at disaster sites. Most recently, ShelterBox personnel were allowed into Myanmar. Each ShelterBox has on the box and its tent the Rotary logo and the flag of the contributing country.
- **Rotaplast (Rotary + Plastic Surgery):** Rotaplast International, a non-profit humanitarian organization developed by a Rotarian and a plastic surgeon in 1992, provides free reconstructive cleft-palate operations and treatment for children in need worldwide. Clefts of the lip and palate are among the most common of all birth defects. However, in some areas of the world treatment is not common. Untreated, these children are ridiculed, rejected from society, and often deprived of an education. They are prone to serious upper respiratory problems, hearing loss, speech and dental problems. The organization funds and coordinates surgical missions in developing countries, training and mentoring local physicians. It has already served about 115 missions and helped approximately 10,400 children.

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 by each Rotarian of his or her occupation as an opportunity to serve society;

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

Fourth. The advancement of international understanding, good will, and peace through a world fellowship of business and professional men and women united in the ideal of service.

The Four-Way Test

Rotarians worldwide follow The Four Way Test in their business and professional lives. It was created by Rotarian Herbert J. Taylor in 1932 and has since been translated into more than 100 languages. Some clubs recite the Four Way Test either at the beginning or end of each meeting.

- 1. Is it the TRUTH?**
- 2. Is it FAIR to all concerned?**
- 3. Will it build GOOD WILL and BETTER FRIENDSHIPS?**
- 4. Is it BENEFICIAL TO ALL CONCERNED?**

Declaration Of Rotarians In Businesses And Professions: As a Rotarian engaged in a business or profession, I am expected to:

- 1) consider my vocation to be another opportunity to serve;
- 2) be faithful to the letter and to the spirit of the ethical codes of my vocation, to the laws of my country, and to the moral standards of my community;
- 3) do all in my power to dignify my vocation and to promote the highest ethical standards in my chosen vocation;
- 4) be fair to my employer, employees, associates, competitors, customers, the public, and all those with whom I have a business or professional relationship;
- 5) recognize the honor and respect due to all occupations that are useful to society;
- 6) offer my vocational talents: to provide opportunities for young people, to work for the relief of the special needs of others, and to improve the quality of life in my community;
- 7) adhere to honesty in my advertising and in all representations to the public concerning my business or profession;
- 8) neither seeks from nor grants to a fellow Rotarian a privilege or advantage not normally accorded others in a business or professional relationship.

Structure of Rotary

The Club:

- **"The club** is the basic and most important unit of Rotary. It is through the clubs that service projects are performed and the **Object of Rotary** is furthered" (Rotary Leadership Institute).
- **Each club belongs to a district.** A District Governor who is an officer of Rotary International leads each district.
- Rotary members **meet weekly**.
- Each club is **autonomous** and determines its own service projects based on local needs and the abilities of its members.

The District

The District gathers information from each club regarding the following and reports this information to Rotary International.

- Attendance
- Service projects in each of the Service Avenues
- Ad Hoc committees for local service projects

The Rotary Club of Millbrook is in District 7210, which covers 8 counties from Putnam and Rockland in the south to Green and Columbia in the north. The other four are Orange, Sullivan, Dutchess, and Ulster. Each **District Governor** establishes goals in specific areas of service for the District. Individual clubs can meet these service goals in a variety of ways: through hands-on service projects or through donations.

The Zone

District 7210 is part of Zone 32.

Rotary International

A President and a Board of Directors from around the world oversee Rotary International (R.I.). They oversee the organization and develop policy through a democratic process, including an annual meeting at the International Convention.

Within R.I., but under separate oversight, is **The Rotary Foundation**, a 501(c) 3 public charity designed to receive, invest, and give out various charitable grants to Districts, Clubs, and individuals. The Foundation has two basic components (Annual Program Fund and the Permanent Fund) plus a temporary third (PolioPlus), which will continue until polio, eradicated. These have many subcomponents.

- To learn more about all the many programs offered by R.I., members can visit the website: www.Rotary.org. Also, all Rotary members receive a monthly magazine, *The Rotarian*, which is very informative about current activities within the organization.

Yearly Activities Calendar

Projects Committee, Membership Committee and PR Committees meet as needed throughout the year and regularly report their activities at monthly Board Meetings. In the calendar below are several regular club activities that are also reported to the Board and Club at Business Meetings.

July

- Formalize budget for the year
- Adopt-a-Highway with Watershed Coalition (1st or 2nd weekend)
- Membership List – updated in hard copy
- Review/republish club informational folders (PR committee/Membership Committee)
- YEX Monthly Meeting
- Dictionary Project (committee orders in July/August for September distribution)
- Farmers Market (one weekend)

August – Membership Month

- 8/18/10 District Governor’s visit
- Farmer’s Market (one weekend)
- Order Shelter Box for Community Day

September – New Generations (Youth) Month

- Adopt-a-Highway (1st or 2nd weekend)
- Millbrook Community Day (no Farmer’s market)
- September Membership Mingle, usually last week of September
- Dictionary Project – distribution
- District Membership Seminar
- YEX Monthly Meeting

October – Vocational Service Month

- YEX Monthly Meeting
- Nominating Committee – should begin late October

November – Rotary Foundation Month

- Adopt-a-Highway (1st or 2nd weekend)
- Nominating Committee presents nominations
- YEX Monthly Meeting

December – Family Month

- Nominations for following year voted on at Business Meeting
- Nominations due to District by December 31st
- Holiday Party Committee - Report
- Gifts for restaurant service
- [Directory: first meeting for new edition](#)
- YEX Monthly Meeting

January – Rotary Awareness (Publicity) Month

- [Directory Contracts distributed to membership](#)
- Holiday Party (usually 1st or 2nd Sunday)
- YEX Monthly Meeting

February – World Understanding Month

- RYLA applications sent to schools
- Prepare for Presidential Citation due Mar. 31
- YEX Monthly Meeting

March – Literacy Month

- MultiPETS for President-Elect , work on Planning Guide
- Adopt-a-Highway last weekend in March, or 1st weekend in April
- [Directory Contract Deadline](#)
- Presidential Citation due Mar. 31
- RYLA interview candidates, chair reports selection(s) at next Board Meeting
- Eighth-Grade Graduation Books: begin work on project, if approved
- YEX Monthly Meeting

April – Magazine Month

- Scholarship Committee (HasBrouck and Rotary)
- [Directory in production](#)
- [Directory distribution Committee](#)
- [Directory thank you letters written and mailed YEX Monthly Meeting](#)
- NYEM Committee Meeting – discuss with Mary Alex
- District Assembly (or May)
- Pledge for Foundation due May 1 (done by President-Elect and new Board)
- President’s Annual Report for Handbook Update: begin prep
- Make reservations for June Installation ceremony
- YEX Monthly Meeting
- Spring Membership Mingle – usually last week of April

May

- NYEM Meeting – discuss with Mary Alex
- Handbook Update with new committee chairs, and review Club committees
- Eighth-Grade Graduation Book Project: distribute to schools, starting approx May 1
- Begin Dictionary Project work
- YEX Monthly Meeting
- Rotary International Convention

June – Rotary Fellowships Month

- District Conference
- Change in bank signatures
- Planning Guide (with Board) due July 1 (DG and AG’s usually request in April or May)
- Graduation Scholarship Presentation
- PE and Treasurer review previous year’s budget, develop upcoming budget for July Board Meeting
- Installation, usually at the end of the month
- YEX Monthly Meeting
- Farmer’s Market (one weekend)