



NEW MEMBER GUIDE

Revised January 15, 2018

TABLE OF CONTENTS

Topic	Page Number
SECTION 1 – NEW MEMBER ORIENTATION	3
New Member Guide	4
Sign on Information	4
New Member Orientation Process	4
Red to Blue Checklist	6
Classification Talk	7
Survey	8
Websites	8
The Rotarian Magazine	8
SECTION 2 – OUR CLUB	10
Administrative Assistant	11
Meeting Navigation	11
Meeting Manners	11
Welcome Song	12
Programs	12
Attendance	12
Absent Member Follow Up	13
Make-Up Opportunities	13
Credit for Make-Ups	13
Badge Colors	13
Leave of Absence	13
SECTION 3 – GUIDING PRINCIPLES	14
Four Way Test	15
The Object of Rotary	15
Rotarian Code of Conduct	15
Areas of Focus	16

SECTION 1 – NEW MEMBER ORIENTATION

NEW MEMBER GUIDE

The New Member Guide has been developed to give you, as a new member, a resource guide. This Guide is not all inclusive, please continue to educate yourself about Rotary by speaking with your sponsor, your mentor, fellow Rotarians and by reviewing the information provided on the various Rotary websites.

SIGN ON INFORMATION

Once you are inducted into our Club and your information has been entered our database, you will receive an email with your sign on information.

NEW MEMBER ORIENTATION PROCESS

Prior to your Fireside Chat you were partnered with a mentor. Mentors are members of the New Member Orientation Committee. This Committee is made up of Rotarians with varying tenure who have volunteered their time to share their knowledge of Rotary with new members.

The Orientation Process is designed to take ninety (90) days to complete with regular, telephonic meetings with your mentor based on the following schedule:

- One Week after Induction
- 30 Days after Induction
- 60 Days after Induction
- 90 Days after Induction

We realize due to work and family life you may not be able to complete all the coursework within the recommended timeframe; we ask; however, you keep your mentor informed as to your availability.

You will receive an email from your mentor approximately five (5) days prior to your "anniversary" requesting a time to meet with you via telephone to review the coursework. Please be sure to review the coursework and have your questions prepared prior to the call with your mentor. The hyperlinks imbedded below will direct you to the webpage needed to complete the coursework.

Course #1

Timeframe: 1 Week After Induction

Coursework Hyperlink: [Rotary Club of Orlando](#)

Objective #1:

Take a tour of the Home Page and locate:

Club Documents

Rotary Links

Upcoming Events

Speakers

Objective #2:

Review the information in the “Our Club” tab:

Club History

Club Leadership

Member Directory

New Member Information – Be sure to include both business and personal contact information

Activity:

Review your Red Badge Tracker by:

- From the Home Page go to the Our Club tab
- Click on Member Directory
- Go to Your Profile
- Click on Your Name
- Click on the Commitments Tab
- Scroll Down to New Member Program

Course #2

Timeframe: 30 Days after Induction

Coursework Hyperlink: [The Rotary Club of Orlando Foundation](#)

Objective: Learn how the local Foundation impacts our community.

Coursework Hyperlink: [The Rotary Foundation](#)

Objective: Discover how The Rotary Foundation impacts the efforts to alleviate poverty and improve health and education worldwide.

Coursework Hyperlink: [Grants](#)

Objective: Learn about the various Rotary Grants.

Coursework Hyperlink: [Giving](#)

Objective: Find out about the many ways you can contribute. Recommended annual giving is \$100.

Course #3

Timeframe: 60 Days after Induction

Coursework Hyperlink: [Emerging Leader Programs](#)

Objective: Learn about the youth programs (Rotaract, Interact and RYLA) and service opportunities sponsored by Rotary International and supported by our Club.

Coursework Hyperlink: [Youth Exchange](#)

Objective: See the advantages of participating in this study-abroad program and what it takes to be a host family.

Course #4

Timeframe: 90 Days after Induction

Coursework Document Hyperlink: [Committee Detail](#)

Objective: Review page 14 of the New Member Guide to explore the opportunities available to get involved and ingrained with Rotary.

Coursework Hyperlink: [Membership Proposal](#)

Objective: Learn how to share the Gift of Rotary!

RED TO BLUE CHECKLIST

Over the next six (6) months we ask you to complete the activities on the Red Badge Checklist. To convert your Red Badge to a Blue Badge, you must complete all nine (9) of the required activities and a minimum of three (3) of the six (6) elective activities.

Requirements: Complete all Nine Activities

Activity	What do I need to do?
Update Online Profile	As a part of Course #1, complete all applicable fields.
Have Photo Taken by Club Photographer	Contact Jason Frazier at jason@frazierfoto.com to schedule.
Present Classification Talk	Contact Pam Ison at pam@girlgator.com to schedule.
Serve as Greeter at the Registration Desk – Two Times	Contact Carl Stallard at carl.stallard@hklaw.com to schedule.
Read the New Member Guide	Read the New Member Guide in its entirety and contact your sponsor or your mentor with any questions.
Join a Committee	Go to the Our Club tab on the Home Page for details.
Complete New Member Orientation	Complete all courses and review with your Mentor.
Complete the New Member Survey	Once you have completed your coursework, you will be sent a New Member Survey. Once completed the survey should be returned to pam@girlgator.com .
“Like Us on Facebook”	“Like” the Rotary Club of Orlando via Facebook or on our website.

Electives: Complete a Minimum of Three Activities

Activity	What do I need to do?
Sponsor a New Member	Share the Gift of Rotary!

Participate in a Club Service Project	Choose a Project of interest to you and contact the Project Chair.
Attend a Monday/Wednesday Social Event	Notify Pam Ison at pam@girlgator.com to record on your Red Badge Tracker.
Make Up at another Rotary Club	Notify Pam Ison at pam@girlgator.com to record on your Red Badge Tracker.
Attend a Rotary Learning Institute (RLI) session	Watch for notification and register on the District website.
Attend a District Conference	Watch for notification and register on the District website.

By completing the activities on the Red Badge Checklist, you will have a better understanding of our Club, Rotary International and all the great things we can accomplish when we work toward a common goal.

Be sure to email Pam Ison at pam@girlgator.com when you complete an activity so your Red to Blue Checklist can be updated and kept current. Once all activities have been completed your Red to Blue Badge ceremony will be scheduled with you and your sponsor.

CLASSIFICATION TALK

The Classification Talk is a requirement for turning your Red Badge to a Blue Badge. More importantly, it is your one and only opportunity to introduce yourself to the membership; therefore, you will want to carefully plan what and how you are going to present. Contact Pam Ison at pam@girlgator.com to schedule your Classification Talk.

Before scheduling your Classification Talk, please review these pointers:

- Plan on a talk of three (3) but never more than five (5) minutes. Any longer than five (5) minutes and you will lose your audience and upset the meeting flow. To meet this requirement, you will want to practice your talk, out loud, to yourself or others. You may be surprised how difficult it is to tell your life story in five (5) minutes or less.
- Start by deciding what it is you want the members to know about you, for example your birthplace, education, family, work, recreation, volunteerism or the reason you joined Rotary.
- While this is an opportunity to tell your fellow members about you professionally, it is not a sales opportunity. There may be other members in the Club in similar professions so tread lightly.
- Write down a few key words about whatever items you want to include in your talk.
- Organize these items into the order in which you will present them. Most people use a chronological order - early years to the present - but you can be as creative as you please. You may, for example, want to start with you current life and work backward or skip around.

- Look at each item and think about what you want to say. Jot down some notes.
- Prepare notes for your presentation. People tend to be more comfortable writing out the entire speech, but beware that it is difficult to “read” a speech and still hold people’s interest. A recommendation is to outline notes of the main points. If you practice your presentation, you will be able to confidently fill in the information for each main point.
- Dress as you would like the members to remember you. Remember, “You don’t get a second chance to make a first impression.”
- Although almost all presenters are nervous to some degree, you want to say to yourself, “relax”, take a few deep breaths, grasp the lectern like you own it, and go for it!
- Try to use your hands to emphasize your words. Be animated.
- Make eye contact. Look at your audience, not at your notes. Make eye contact with a few people for several seconds. This gives people the feeling you are speaking personally to them. Remember to look at the entire audience - left, center, and right.

In summary – Be Prepared, Be Brief, Be Clear, Be Logical, Be Natural and Practice, Practice, Practice!

SURVEY

Once you have completed your New Member Orientation, you will be asked to complete a survey about your experience. The New Member Orientation Committee works continuously to improve the New Member process and experience – your feedback is certainly appreciated!

WEBSITES

Several websites are available to give you an abundance of information on our Club, our district and Rotary International.

- Rotary Club of Orlando – www.orlandorotary.org
- Our District 6980 – www.rotarydistrict6980.org
- Rotary International – www.rotary.org

THE ROTARIAN MAGAZINE

Once your membership is processed, you will receive *The Rotarian*, in the mail once a month. Currently, the magazine is only available in hard copy.

The first issue of *The National Rotarian* was published in January of 1911. This twelve-page tabloid was considered the best way to distribute an essay written by Rotary founder, Paul Harris. The essay was titled, “Rational Rotarianism”.

There was also Club news and advertisements. About 2,000 copies were produced by printer Harry Ruggles, one of the first members of the Rotary Club of Chicago. Soon the issue went back to press for another 2,000 copies.

The magazine shows how Rotary is addressing issues in areas such as disease prevention, maternal and child health, literacy, peace and conflict resolution, economic development, and clean water. *The Rotarian* challenges readers to become more involved in service to their neighborhoods and to the global community. Eighteen Nobel Prize winners and 22 Pulitzer Prize winners have appeared in the magazine, including Mahatma Gandhi, Desmond Tutu, Pearl S. Buck, Scott Turow, Carol Guzy, and Kurt Vonnegut.

In 2012, *The Rotarian* swept the Media Industry Newsletter awards with 10 editorial and design honors – more than twice the number of any other publication. The magazine shared the spotlight with *Time*, *People*, *Sports Illustrated*, *Harper's Bazaar*, and *Food & Wine*. *The Rotarian* also earned eight awards from *Folio* magazine for excellence in association and nonprofit publishing, adding to several other honors in 2012.

Rotarians are asked to bring their copy of *The Rotarian* to the Club meeting once it has been read for distribution to potential members. Please remove or black out your name and address prior to dropping off your magazine at the Registration Desk.

SECTION 2 – OUR CLUB

ADMINISTRATIVE ASSISTANT

The Rotary Club of Orlando is unique in the fact we have an employee, Jamie Sooter. Jamie works for RCO on a part time basis, attends every Thursday Club meeting, every RCO Board meeting and every RCO Foundation Board meeting. She handles all administrative tasks for the Club and has been known to even fill in for our piano player!

Jamie is an active member of our Club in addition to her Club administrative duties. Jamie can be contacted via email at admin@orlandorotary.org.

MEETING NAVIGATION

Once you are inducted, your Red Badge will be placed in the badge box located as you pass through the French doors in the Sorosis House. You will notice there are two numbers on the back of your badge, the typed number correlates to the bar code used to track your attendance; the slot number indicates your slot number in the badge box. Make sure you always have your badge scanned – if your badge is not scanned, you will not be credited for attending the meeting.

After each meeting, be sure to return your badge to the badge box and place it in your assigned slot.

If you bring a guest, stop at the Registration table to complete the guest paperwork then proceed to the money table to pay for your guest's meeting fee.

If you have not prepaid your meeting fee, proceed to the money table; if you have prepaid your meeting fee proceed to the lunch line to select your lunch. Try to sit with different Rotarians each week.

Lunch service begins at 11:45 am and the meeting will be called to order at 12:15 pm. Typically, the meeting will end at 1:15 pm. **We pay our caterer based on one plate count, so please refrain from using more than one plate each week.**

MEETING MANNERS

Prior to entering the Sorosis House, be sure to silence your cell phone. If you find it necessary to take a call during the meeting, excuse yourself and go outside.

If you must leave the meeting early, you should purchase a Scooter Button at the money table and plan your departure before the speaker is introduced. Scooter Buttons are \$3.00. Upon your exit, the Scooter Button should be returned to the money table.

Refrain from engaging in lengthy conversations with tablemates once the meeting is called to order. If you have an announcement, keep it brief and to the point.

WELCOME SONG

During the 1940's two Rotarians, Floyd Eaddy and Harold Kelly composed a song for our Club members to sing once the visiting Rotarians and guests were introduced. We continue to sing this song today.

Rotary Welcome Song

Lyrics by Floyd Eaddy

1940 †

Music by Harold Kelly



Hel-lo stran-ger, ga-ther'round. Wel-come to this friend-ly town.



Don't feel lone-some let'sshakehand, Your a-mong Ro-tar-i-ans. Sit Down!

PROGRAMS

We are so fortunate to attract great speakers. Our Program Committee works very hard to present speakers covering a variety of topics and interests. Please be sure to think of those you know who may be interested in hearing our speakers and invite them to be your guest at a meeting.

ATTENDANCE

While Perfect Attendance is not a requirement of our Club, the more meetings you attend, the more you will benefit from being a Rotarian. Attendance is tracked by our Club Secretary and Perfect Attendance is recognized and rewarded.

ABSENT MEMBER FOLLOW UP

If you miss four (4) consecutive meetings, you can expect a call from a member of our Membership Committee to check on your well-being.

MAKE-UP OPPORTUNITIES

If you are unable to attend a meeting at our Club, you have several of options to “make-up”:

- On line
- By attending another Rotary Club meeting. We have many opportunities to make up in our district – there are Clubs meetings every day of the week and meetings are held at various times. You may check the district website at **www.rotarydistrict6980.org** or you can download a Rotary Locator application on your smart phone to see a listing of times, Club names, meeting place and city.
- By attending a Board Meeting
- By attending a Fireside Chat
- By attending a committee meeting
- By attending a Rotary Monday/Wednesday Social event
- By participating in a Club Service Project
- By serving as a New Member Mentor

CREDIT FOR MAKE- UPS

Send an email to the RCO Administrative Assistant, Jamie Sooter at admin@orlandorotary.org and include the following information:

- Your name
- The name of the Club attended or the activity you participated in (see above for criteria)
- The date of your make-up

BADGE COLORS

You will notice a variety of badge colors; each color signifies a member’s standing in the Club:

- Red – New Member
- Blue – Current Member at Large
- Green – Rotary Club of Orlando Board Member
- Gold – Current and Past President
- Purple – Honorary Member
- White – Rotary Foundation Board Member
- Pink – Current and Past District Governor

LEAVE OF ABSENCE

If your job takes you on an out posted assignment for an extended period, you may make a request to the Board of Directors for a Leave of Absence. If approved, you will still be responsible for paying Club dues.

SECTION 3 – GUIDING PRINCIPLES

FOUR WAY TEST

The Four-Way Test of the things we think, say or do is a test used by Rotarians world-wide as a moral code for personal and business relationships. The test can be applied to almost any aspect of life. The test was scripted by Herbert J. Taylor an American from Chicago as he set out to save the Club Aluminum Products Distribution Company from bankruptcy.

In the 1940's, when Mr. Taylor was an international director of Rotary, he offered the Four Way Test to the organization, and it was adopted by Rotary for its internal and promotional use. Never changed, the twenty-four-word test remains today a central part of the permanent Rotary structure throughout the world, and is held as the standard by which all behavior should be measured. The test has been promoted around the world and is used in a myriad of forms to encourage personal and business ethical practices.

We end each meeting by reciting the Four Way Test:

Of the things, we think, say or do ~

1. Is it the truth?
2. Is it fair to all concerned?
3. Will it build goodwill and better friendships?
4. Will it be beneficial to all concerned?

THE OBJECT OF ROTARY

The Object of Rotary is to encourage and foster the ideal of service as a basis of worthy enterprise and to encourage and foster:

1. The development of acquaintance as an opportunity for service.
2. 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.
3. The application of the ideal of service in each Rotarian's personal, business and community life.
4. The advancement of international understanding, goodwill, and peace through a world fellowship of business and professional persons united in the ideal of service.

ROTARIAN CODE OF CONDUCT

As a Rotarian, I will:

1. Act with integrity and high ethical standards in my personal and professional life.

2. Deal fairly with others and treat them and their occupations with respect.
3. Use my professional skills through Rotary to mentor young people, help those with special needs, and improve people's quality of life in my community and the world.
4. Avoid behavior that reflects adversely on Rotary or other Rotarians.
5. Not seek special business or professional advantages from other Rotarians.

AREAS OF FOCUS

We direct our efforts in six areas to enhance our local and global impact. We have identified specific causes to target to maximize our local and global impact. At the same time, we understand that each community has its own unique needs and concerns. Our most successful and sustainable projects and activities tend to fall within the following areas:

1. Promoting peace
2. Fighting disease
3. Providing clean water
4. Saving mothers and children
5. Supporting education
6. Growing local economies