



# CLUB TUTORIAL MANUAL 2021 - 2022

*Revised 07/15/2021*

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## ROTARY INTERNATIONAL

**DEMOGRAPHICS:** 1.222 million members, 34,118 clubs, 200 countries

**ROTARY MOTTO:** "SERVICE ABOVE SELF"

### THE OBJECT OF ROTARY

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

FIRST. The development of acquaintance as an opportunity for service;

SECOND. High ethical standards in business and professions; the recognition of the worthiness of all useful occupations; and the dignifying of each Rotarian's occupation as an opportunity to serve society;

THIRD. The application of the ideal of service in each Rotarian's personal, business, and community life;

FOURTH. The advancement of international understanding, goodwill, and peace through a world fellowship of business and professional persons united in the ideal of service.

### THE FOUR WAY TEST

What is now known as Rotary International traces its history back to Chicago in 1905. It was there that attorney Paul Harris, and three friends started the first "Rotary" Club, so named because meetings rotated to each member's office on a weekly basis. The National Association of Rotary Clubs was formed in 1910. In 1922 the name was changed to Rotary International and, in 1942, it adopted its now famous FOUR-WAY TEST which states, 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 many facets of Rotary International are set forth in a wide variety of publications. Examples can be found by going to our ClubRunner home page, clicking on Rotary International which takes you to the Rotary International home page and reading the enclosed *The A B C's of Rotary*, which is a compilation of short articles to acquaint Rotarians with RI's history, customs, traditions, and global programs, provides further details.

## The Rotary Club of Ojai

The Rotary Club of Ojai is part of District 5240, consisting of over 3000 members from 70 Rotary clubs in 4 counties and the Rotary e-club of One world which spans 6 continents. The Rotary Club of Ojai was established in 1948 and consistently has 70-75 active members.

Rotary International's promotion of peace and conflict prevention through Peace Fellowships to selected world universities, peace education in schools, formation of Interact and Rotaract Clubs, and support of youth humanitarian projects is a large part of our clubs' culture.

Through membership there are countless ways that Rotarians can address needs locally and internationally. Rotary International recognizes the following areas of focus as organizational priorities: Peace and Conflict Prevention/Resolution, Disease Prevention and Treatment, Maternal and Child Health, Basic Education and Literacy, Economic and Community Development and a new Environmental area of focus.

Locally our club work is also guided by the original Five Avenues of Service, that form our committees. The Rotary wheel signifies each of these Avenues of Service:

**Club Service** focuses on strengthening fellowship and ensuring the effective functioning of the club. This "Avenue" promotes the development of acquaintance as an opportunity for service. It involves the activities necessary to make the Club function successfully and achieve its goals. Activities include meeting setup, club socials, and an annual large fundraising event.

**Vocational Service** encourages Rotarians to serve others through their vocations and to practice high ethical standards. This area represents the opportunity that each Rotarian has to represent the dignity and utility of one's vocation as an opportunity to serve society. Rotarians promote and foster high ethical standards in business and professions and promote the recognition of the worthiness of all useful occupations.

**Community Service** covers the projects and activities the club undertakes to improve life in its community. This "Avenue" relates to the activities that Rotarians undertake to improve the quality of life in their community. Rotarians strive to promote the ideal of service in their personal, business, and community lives.

**International Service** encompasses actions taken to expand Rotary's humanitarian reach around the globe and to promote world understanding and peace. In this area, Rotarians strive for the advancement of international understanding, goodwill, and peace globally.

**Youth Service** recognizes the positive change implemented by youth and young adults through leadership development activities such as RYLA , Rotaract and Interact, service projects that benefits children and schools, and creating international understanding with Rotary Youth Exchange.

THE ROTARY CLUB OF OJAI EDUCATIONAL FOUNDATION  
(RCOEF)

In 1991 the Rotary Club of Ojai established the Rotary Club of Ojai Educational Foundation to support the Club's charitable work. Its primary purpose is to support education by funding college and vocational scholarships for graduating high school seniors residing in the Ojai Valley. In addition, the Foundation supports the charitable activities of the Club by funding community grants to local not for profit organizations. The Foundation is more commonly referred to as the Ed Foundation or RCOEF.

The Ed Foundation is a 501(c)(3) non-profit, public benefit Corporation, and as such, can accept tax deductible donations. In order to maintain its tax-exempt status, it files each year a *Federal Return of Organization Exempt from Income Tax - Form 990*, with the Internal Revenue Service and a *California Exempt Organization Annual Information Return – Form 199* with the California Franchise Tax Board.

The Ed Foundation was initially funded by a single \$25,000 donation from Ojai philanthropist Phil McConnell. As of June 30, 2021, the Board of Directors was managing an endowment of \$5,500,000. Annually the Rotary Club of Ojai's Educational Foundation awards over \$150,000 in scholarship awards and \$35,000 in charitable grants.

All members of the Board of Directors of the Ed Foundation must be active members of the Rotary Club of Ojai, but the Ed Foundation's Board functions entirely independently from the Club and its Board.

The Club and the Ed Foundation each has its own banking and investment accounts. However, the Club is a 501(c)(4) corporation, and as such, cannot offer tax deductions for donations. Check payments for Club operations such as dues, lunches, and social events should be made out to the Rotary Club of Ojai and are not tax deductible.

Funds to support the Club's charitable activities are derived from donations through the Club's fine and fundraising (Taste of Ojai) programs. In order for such funds to be tax deductible they must be donated to the Ed Foundation. Therefore, check payments for such donations should be made out to Rotary Club of Ojai Educational Foundation or RCOEF with the donated purpose stated in the memo line of the check. The distribution of funds for the charitable activities of the Club is determined by the Board of Directors of the Ed Foundation.

Charitable donations to the Ed Foundation may be made by individual members of the Club or by non-members. Such donation may be made directly through monetary contributions or indirectly through bequests, trusts, etc. These funds are used by the Ed Foundation mainly for its scholarships and grants programs as determined by the Board of Directors of the Ed Foundation.

The directors and officers of both the Ed Foundation and the Club encourage members to make their donations according to their abilities and wishes.

August 1, 2021

ANNUAL COSTS PER MEMBER  
2021 - 2022

Approximate cost per member: \$1,500 - \$1,800  
Minimum annual cost per member: \$800 approx.  
One time initiation fee: \$97  
(Special membership modules include Family & Corporate memberships offered at ½ annual dues for second member. New Generation, age 18-40 yrs. offered at ½ annual dues and no initiation fee).

Required Expenses

- Club Dues – May be paid online on club website or check payable to the Rotary Club of Ojai  
\$375  
Dues are billed semiannually (and prorated from date of induction for new members).
- Weekly meetings – (\$10.00 fee, included in dues) Optional Lunch \$10.00 at door.
- Payment options will be made available with semi-annual Membership Billing Statements

Discretionary Donations online or by check

- Social Events -Three to five events per year. Checks to Rotary Club of Ojai (memo: Social)  
Events cost \$15-\$50 per person per event.  
Member and spouse participation encouraged
- Fining program – Checks to Rotary Club of Ojai (memo: fining)  
Suggested annual minimum: \$100  
Minimum per fine: \$10  
Funds used for Five Avenues of Service projects
- Club Fundraising Event – Check or Credit Card made out to RCOEF  
(memo: event name, i.e. Taste of Ojai)  
Suggested minimum buy or sell two Tickets at estimated \$80 each  
Funds used to fund Club Community Grants
- Rotary Club of Ojai Education Foundation - Checks to RCOEF (memo: Educational Foundation)  
Suggested amount: \$50  
Funds used for scholarships for local students
- The Rotary Foundation (TRF) Annual Fund - Checks to TRF (memo: Annual Fund)  
Supports District Designated Funds to our club for District grants  
Suggested amount: \$150
- Polio Plus - Checks to TRF (memo: PolioPlus) Suggested amount \$50  
'Every Member Every Year' participation encouraged

Donations made to the Rotary Club of Ojai Educational Foundation (RCOEF)  
and The Rotary Foundation are tax deductible contributions.

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**July – Dec 2021 Membership Billing Statement (Sample)**

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Date: July 1, 2021

Dear Rotarian: \_\_\_\_\_ Membership Status: ACTIVE

Your Membership Dues & Fees are now due and payable. Members have several payment options including a new bundling of all fees and donations option and payment available on our website. (*See below*) Donations can be of any amount, those listed are suggested donations.

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**Explanation of Fees and Donations for July 1 – Dec 31, 2021**

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<b>Dues and Fees (Required)</b>	<b>\$375</b>
Membership Dues ( <i>also includes District 5240 and RI Dues</i> ) (\$175*)	
[*Family Membership per member: \$131.25, New Generation Membership: \$87.50]	
Meeting Fees per member ( <i>includes facility rental &amp; lunch meeting set-up</i> ) (\$200)	
( <i>Not included: \$10 lunch fee which is payable at time of purchase</i> )	
<b>Rotary Club of Ojai Charities Donations (Suggested)</b>	<b>\$75</b>
Rotary Club of Ojai Educational Foundation Donation (\$25)	
Rotary Club of Ojai Avenues of Services Donation (\$25)	
Rotary Club of Ojai Pre-Paid Fining Donation (\$25)	
<b>Rotary International Donations (Suggested)</b>	<b>\$100</b>
The Rotary Foundation Donation (\$75)	
Polio Plus Donation (\$25)	

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**Payment Options (*Check One*)**

<b>Option 1. Pay ALL Dues and Meeting Fees, Rotary Club Charities and Rotary International Donations for six months</b>	<b>Total</b>
<b>\$550</b>	
[Make one check out to: <b>Rotary Club of Ojai</b> ]	
Includes: Required Dues and Meeting Fees (\$375) + Suggested Charities Donations (\$75) + Suggested RI Donations (\$100)	
[*Family Membership per member: \$506.25, New Generation Membership: \$472.50]	
<b>Option 2. Pay Dues and Meeting Fees (Required) for six months</b>	<b>Total</b>
<b>\$375</b>	
[*Family Membership per member: \$331.25, New Generation Membership: \$287.50]	
[Make one check out to: <b>Rotary Club of Ojai</b> ]	

**Option 3.**

Pay separately for each required and suggested donation.

**Note:** *Donations can be of any amount, those listed are suggested donations.*

**a. Required Rotary Club Dues and Meeting Fees**

Dues and Meeting Fees for six months (Required) **\$375**

[\*Family Membership per member: \$331.25, New Generation Membership: \$287.50]

[Make one check out to: **Rotary Club of Ojai**]

**b. Suggested Rotary Charities Donations**  
**Donation**

**Suggested      Your**

*(Donations to RCOEF are tax deductible) Write in amounts.*

Rotary Club of Ojai Educational Foundation Donation **\$25** \_\_\_\_\_  
[Make check out to: **RCOEF**, Memo: *Scholarship*]

Rotary Club of Ojai Avenues of Services Donation **\$25** \_\_\_\_\_  
[Make check out to: **RCOEF**, Memo: *Charities*]

Pre-paid Fining Donation **\$25** \_\_\_\_\_  
[Make check out to: **Rotary Club of Ojai**, Memo: *Fining*]

**c. Suggested Rotary International Donations**  
**Donation**

**Suggested      Your**

*(Donations to TRF are tax deductible) Write in amounts.  
Club aiming for 100% participation from every member.*

The Rotary Foundation (Half-year) **\$75** \_\_\_\_\_  
[Make check out to: **TRF**, Memo: *Rotary Foundation*]

r Polio Plus (Half-year) **\$25** \_\_\_\_\_  
[Make check out to: **TRF**, Memo: *Polio Plus*]

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**Return by July 30, 2021**

- Return a copy of this Invoice with payment(s) to the above address by July 30, 2021 c/o RCO Club Treasurer
- OR ... Return a copy of this Invoice with payment(s) to Club Treasurer at a Club Meeting by July 30, 2021
- OR... Pay online on Club website: <https://ojairotary.org> by July 30, 2021

*Note: Members will receive another Membership Billing January 1, 2022*



## THE IMPORTANCE OF ATTENDANCE/PARTICIPATION

The value of attending Rotary meetings and events is the social contact and camaraderie in providing service to others. Each Member is expected to attend this Club's regular meetings and ENGAGE in service projects, events and activities.

Although we encourage regular attendance to all meetings and events, the most valuable experience you'll find is participation in club service activities in our community and internationally. Rotary emphasizes attendance because it recognizes that to remain an effective Rotarian, a member must experience the good fellowship of weekly meetings and be involved in the Club's progress and projects. The average attendance for members of our Club is in the range of 85%.

Every member should strive to attend at least 50% of their home club's regular meetings (eight meetings) in each half of the Rotary year and do online or in-person make-ups through other club visits or projects and activities of Rotary Club of Ojai. Half of the Rotary year is defined as January through June and July through December.

A member shall be counted as attending a regular meeting if such member is present for at least 60% of the time devoted for the regular meeting.

Make Ups for an absence may be made in the following ways:

1. Attend another Rotary Club meeting.
2. Online make-up through [rotarydistrict5240.org](http://rotarydistrict5240.org) or [oneworldrotary.org](http://oneworldrotary.org)
3. Attend a Club committee meeting or any International, District or Club sponsored activity.
4. Members are expected to engage and participate actively in Rotary Club of Ojai projects and events for at least 12 hours each half of the Rotary year. Participation hours on committees or projects can also count as a make-up.
5. To receive credit for make-ups you must report the dates and how you did your make-up to the Club Secretary. Online Make-ups will automatically be reported to Club secretary for you but you should still verify.

Members who must miss a number of consecutive meetings because of temporary assignments away from the area, medical or other personal reasons should request a Leave of Absence.

## THE ROTARY FOUNDATION (TRF)

The Foundation was created in 1917 by Rotary International's sixth president, Arch C. Klumph, as an endowment fund for Rotary "to do good in the world." It has grown from an initial contribution of US\$26.50 to an endowment of over US\$1.5B. Since its founding, the Rotary Foundation has awarded more than \$3B in grants. It is ranked high on every service that rates charitable organizations including being ranked number 3 in the world by CNBC for its good work and financial stewardship. It has a 100% rating from Charity Navigator and was selected by Organization of Funding Professionals as its foundation of the year in 2016.

The Foundation's Humanitarian Programs fund Rotary club and district projects throughout the world in the areas of Peace and Conflict Prevention/Resolution; Water and Sanitation; Maternal and Child Health, Basic Education and Literacy; Disease Prevention and Treatment and Economic and Community Development.

One of the major Humanitarian Programs is PolioPlus, which seeks to eradicate the poliovirus worldwide. In 2007, Rotary International announced a partnership with the Bill & Melinda Gates Foundation that injected a much-needed US\$200 million into the global campaign to eradicate polio, a crippling and sometimes fatal disease that has paralyzed children in parts of Africa, Asia, and the Middle East and threatens children everywhere. Through its Educational Programs, the Foundation provides funding for some 1,200 students to study abroad each year.

The mission of The Rotary Foundation 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. The Rotary Foundation is a not-for-profit corporation that is supported solely by voluntary contributions from Rotarians and friends of the Foundation who share its vision of a better world.

## **Paul Harris Fellowships**

The Paul Harris Fellowship is named for Paul Harris, who founded Rotary over 100 years ago. The Fellowship was established in his honor in 1957 to express appreciation and recognition for a contribution of US \$1000 to the Rotary Foundation. A Paul Harris Fellow is an individual who contributes \$1,000 US or in whose name that amount is contributed. Every Paul Harris Fellow receives a pin, medallion and a certificate when he or she becomes a Fellow. This identifies the Paul Harris Fellow as an advocate of the Foundation's goals of world peace and international understanding.

## **Paul Harris Recognition Opportunities**

### **Paul Harris Fellow**

Paul Harris Fellow (PHF) recognition is given in appreciation to anyone who contributes, outright or cumulatively – or in whose name is contributed – a gift of US\$1,000 or more to the Annual Programs Fund, PolioPlus, PolioPlus Partners or the Humanitarian Grants program. The recognition consists of a certificate, pin, and medallion.

### **Certificate of Appreciation**

Occasionally, a donor contributes US\$1,000 and wishes to recognize a business or organization. In these instances, since Paul Harris Fellow recognition can only be presented to individuals, a Certificate of Appreciation is given instead.

### **Multiple Paul Harris Fellow**

Multiple Paul Harris Fellow recognition is extended at subsequent \$1,000 levels (e.g., \$2,000, \$3,000). Recognition consists of a pin with additional stones corresponding to the

#### **Recipient's recognition amount level.**

US \$2,000 to 2,999.99 - one sapphire

3,000 to 3,999.99 - two sapphires

4,000 to 4,999.99 - three sapphires

5,000 to 5,999.99 - four sapphires

6,000 to 6,999.99 - five sapphires

7,000 to 7,999.99 - one ruby

8,000 to 8,999.99 - two rubies

9,000 to 9,999.99 - three rubies

## **Rotary Club of Ojai Guidelines for Paul Harris Fellowships**

Our Club follows the guidelines formulated by Rotary International and states in our Continuing Resolutions how we apply those guidelines in relation to our Club.

### Guidelines for new members

1. A new member should become familiar with The Rotary Foundation and its good works before becoming a Paul Harris Fellow (PHF).
2. A new member should read our “Club Guidelines for Giving PHFs” before becoming a PHF.
3. A new member should become a Blue Badge recipient before becoming a PHF.

### Club incentive for new members

1. The Club shall grant new members 500 PHF recognition points when they have contributed \$500 or more to TRF. (This gift from the Club will result in the accumulation of enough recognition points for the member to become a PHF.)
2. New members have no time restriction for reaching the \$500 goal.

## OjaiRotary.org and Clubrunner

- Go to OjaiRotary.org and familiarize yourself with the entire Home Page, which includes links to information about our club including calendars, speakers, projects and links to important our District 5240 & Rotary International information.
- Upon your Red Badge induction, you will receive your Member Log-in to Clubrunner.
- From the **OjaiRotary.org** home page click onto **Member Login**. You will be prompted to enter you log-in and password, which will be provided with your induction package.
- Once you have registered you can then go in and edit your profile, change your password, upload your photo and view a number of available documents.
- Be sure to complete requested information in each of the 6 tabs: Personal, Rotary, Biography, Commitments, Settings and Privacy. Under the Settings tab you can also change your password.
- If you have a passport-like photo of yourself on your computer, click Update and then upload your photo. If you need assistance, please contact Terry Becket.
- The member area of the clubrunner website periodically undergoes updates in the design so if you click on to “Admin classic” you may find it easier to navigate. Under **Organization and then Documents** you will find a number of important documents including this Tutorial Manual, Club Constitution, By-Laws, Continuing Resolutions etc.
- If you are unable to access any tab please ask your Mentor, the reason may be that it is only accessible by a Club Executive.
- You should only Email Message Center for distributing Rotary information relating to Club activities. Using this facility for your own promotion or business purposes is prohibited.

## Rotary International (RI) Website

Rotary.org is Rotary International's Website to the public.

After induction to the club as a red badge member, you will then be entered into the system by the Club Secretary and can then register and create your RI account.

You can access the site as a member once you have registered. You can do this by going to **Rotary.org** and clicking onto to **My Rotary** or going directly to **www.myrotary.org**

Once on **myrotary.org** follow directions for establishing a user name and password. Then you can click onto **SIGN IN TO MY ROTARY**.

Having done this, you will be able to access a wealth of information available to active members of Rotary around the world!

Be sure to go to the **Manage** tab then to **Club Central**, where you will find specific information on our club, including clubs' current goals, membership trends and Foundation giving.

## GET ACQUAINTED TALKS

**PURPOSE** - The get acquainted talks, for both old and new members, enable the Club to better know its members, their profession and family. For new members it provides an opportunity to introduce themselves to the Club in an informal way and help to speed the integration process.

**GUIDELINES** - Get acquainted talks are generally allowed 10 - 15 minutes of program time. The following outline provides a suggested format. Speakers should feel free to modify the format and inject their own personal style so that the presentation will be comfortable for them and enjoyable for the club.

### I. About the speaker

- A. Place of birth
- B. Early life
- C. Schooling, hobbies
- D. What brought you to the area
- E. Your personal philosophies

### II. About the speaker's family

- A. Marriage, children etc. (if applicable)
- B. Residence(s)

### III. About the speaker's occupation

- A. How and when chosen
- B. Unusual features, problems, successes
- C. Would you choose the same vocation again, or what you would rather do?

**CAUTION** - If you have goods or services "for sale" to Club members, this is NOT the time or place.

### IV. You and the Club

- A. Your expectations

## TUTORIAL CHECKLIST FOR NEW MEMBERS

- Meet and review the *Club Tutorial Manual* with your mentor.
- Prepare a (flexible) calendar to complete your Red Badge activities with your mentor
- Follow the instructions described in the Club Tutorial Manual to log onto Clubrunner (OjaiRotary.org) and to register for My Rotary on the Rotary International site (Rotary.org).
- Log on and utilize the basics of OjaiRotary.org (ClubRunner) and review Club Documents, By-laws, Membership Directories, etc.
- Take part in Club Service:
  - Be a greeter at a meeting
  - Lead pledge at a meeting
- Meet with the Dir. of International Service and attend an ISC meeting.
- Meet with the Dir. of Vocational. Service.
- Meet with the Dir. of Community Service.
- Meet with the Dir. of Youth Service.
- Meet with Peace Chair/or attend Peace Meeting.
- After becoming familiar with the Avenues of Service, select one or more committees/projects in which you might like to participate.
- Prepare a get-acquainted talk.
- Attend a meeting of another club or go to [OneworldRotary.org](http://OneworldRotary.org) for an online meeting.
- Attend a Rotary Club of Ojai Board meeting.
- Attend a Rotary Club of Ojai Educational Foundation Board meeting.
- Make plans with your mentor for Blue Badge presentation .



2021/2022 Club Officers & Directors

President  
Betsy Watson

President-Elect  
Marty Babayco & Kay Bliss

Past President  
Michael Scar

Secretary  
Michael Scar

Treasurer  
Deirdre Daly

Club Service  
Bill Prather

Community Service  
Sue Gilbreth

International Serv  
Leslie Bouché

Vocational Service  
Therese Brown

Youth Service  
Kathy Yee

Membership  
Greg Webster & Cheree Edwards

Member at Large  
Jeff Loebel

Family of Rotary  
Catherine Lee

RYLA Coordinator  
Kathy Yee

Peace Chair  
Mike Weaver

Polio Plus Chair  
Bob Davis

The Rotary Foundation  
Tony Thacher

Club Bulletin Editor  
Carl A. Gross

Rotary Club of Ojai Education Foundation  
President  
Mike Weaver