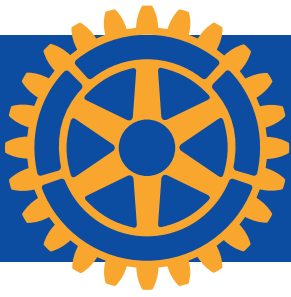




# **Rotary Club of Steamboat Springs Member Handbook**





# Welcome to the Rotary Club of Steamboat Springs

**Welcome!** As a member of the Rotary Club of Steamboat Springs, you are part of our more than 40-year legacy of impactful community service and contribution. You have the opportunity to build new friendships and mentoring relationships with other service-minded members and to truly make a difference in our community. As a Rotarian, you have joined the very first service club of its kind, with now more than 1.2 million members, in 35,000 clubs, across more than 200 countries - all united by their commitment to Rotary's mission of "Doing good in the world." Your membership and active participation are greatly appreciated.

*This handbook has been created to provide you with:*

- An overview of Rotary International and its goals and activities.
- A comprehensive description of the many ways that our members are able to contribute and participate in fellowship, community and international service.
- Consistent information about the policies and procedures of our club, helping to assure continuity for succession planning and leadership development.
- An overview of the club's history and traditions as a means of preserving and enhancing our sense of identity and legacy to the community.

Additional and timely information can be found on our club website, [www.steamboatrotary.com](http://www.steamboatrotary.com), and the website of Rotary International, [www.rotary.org](http://www.rotary.org), which has significant information on national and international activities.

Of course, real in-depth knowledge of Rotary best comes from your participation in its many diverse activities. Within our community, Rotarians have championed dozens of significant projects, including the Peace Pavilion and Boardwalk at Rotary Park, constructing handicapped-accessible playgrounds in elementary schools, the Rotary Trail on Emerald Mountain and the sale and distribution of flower barrels throughout our city each summer. We have conducted ongoing fundraisers to benefit many local organizations and over our history have contributed more than \$400,000 in grants in support of nonprofits that serve youth and seniors. In addition, over the past 20 years, we have raised more than \$300,000 in college scholarships for students in the Yampa Valley. Other activities have included conducting local political forums to better educate our community at election time, hosting leading speakers on a wide variety of topics, offering fun and family-oriented events and supporting members' networking goals in a friendly and social environment.

Our club also provides needed assistance beyond the boundaries of our local community. After the Houston floods in 2017, our members partnered with the Rotary Club of Humble, Texas, and stepped up to raise over \$40,000 to assist with relief efforts. Each year our club collaborates with the Rotary Club of Agua Prieta in Sonora, Mexico, to offer resources for their children and seniors. In partnership with several Rotary clubs, we received a 2016 Global Grant to bring water and sanitation facilities to the Kirkau Primary School in Kenya. We have provided medical supplies to Nepal villages and emergency Shelter Boxes to Haiti in 2010 following a devastating earthquake.

We hope this handbook will inspire you to become a full and active member of the Rotary Club of Steamboat Springs as well as Rotary's worldwide community. May your Rotary experiences be rewarding and meaningful in your life!



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*Front Cover: The Rotary Peace Pavilion was built in Rotary Park (located at U.S. Highway 40 and Mount Werner Road) in 2014 to celebrate the 40th anniversary of the Rotary Club of Steamboat Springs. It has become a celebrated landmark as a “beacon of peace” for our community.*



The Rotary Club of Steamboat Springs, a group that shares the common mission of “Service Above Self,” gathers outside their meeting room in the Fall, 2018. Photo by John F. Russell.

# WHO WE ARE

The world's first service club, The Rotary Club of Chicago, was founded on February 23, 1905, by Paul P. Harris, a Chicago attorney. On that day, Harris met with three friends – Silvester Schiele, a coal dealer, Gustavus E. Loehr, a mining engineer, and Hiram E. Shorey, a merchant tailor. Because the men met in rotation at their respective places of business, their club took on the name “Rotary.”

Grassroots to the core, Rotary is today a global network of 1.2 million members. For more than a century, Rotarians have used their passions, energy and intelligence to take action on impactful projects. The first community service project was undertaken in 1907 and involved the establishment of public comfort (toilet) stations in Chicago's City Hall. Today, local clubs determine their own community, vocational, youth and international service activities, with the resources and leadership of Rotary International helping each club further its goals.



## ROTARY INTERNATIONAL

Headquartered in Chicago, Illinois, Rotary International is the worldwide administrative organization for all Rotary clubs. Individual clubs (as opposed to their members) belong to Rotary International. The mission of Rotary International is to support its member clubs in fulfilling the objects of Rotary by:

- Fostering unity among member clubs
- Strengthening and expanding Rotary around the world
- Communicating the work of Rotary
- Providing an international administration system

Rotary members believe that we have a shared responsibility to take action on the world's most persistent issues. Our 35,000+ clubs work together to:

- Promote peace
- Fight disease
- Provide clean water, sanitation and hygiene
- Save mothers and children
- Support education and
- Grow local economies

The most notable Rotary International initiative is the Polio Plus project, known also as the Global Polio Eradication Initiative. This is a public-private partnership, launched in 1988, led by national governments with five partners — Rotary International, the World Health Organization,

UNICEF, the US Centers for Disease Control and Prevention and the Bill & Melinda Gates Foundation. Since 2013, the Gates Foundation has matched every dollar that Rotary has committed to polio eradication. On July 1, 2017, it doubled its match to a 2:1 match for up to \$50 million in donations for each of the following three years. With matching funds from the Gates Foundation, Rotary has contributed more than \$1.6 billion to eradicate polio.

Because of this collaborative effort and the work of 200 million volunteers, more than 2.5 billion children have received the polio vaccine and the number of polio cases worldwide has been reduced by 99.9 percent. There are fewer polio cases today than ever before, but Rotary will not stop until the number is zero and we have eradicated this paralyzing and life threatening disease from the face of the earth.

To keep Rotarians informed about current Rotary activities worldwide, every Rotary member receives an inspirational and educational monthly publication called “The Rotarian” containing relevant articles, interviews and a wealth of information.



*Polio is the thing I spend the most time on. Every day I look at my email to see if we have a new case. I'm very inspired to be a part of this. I'm also humbled.” — Bill Gates*



*Rotary played a key role in the formation of the United Nations. In fact, delegations of Rotary members helped draft the UN Charter in 1945 and gave the organization strong support during its early years. Today, Rotary International maintains the highest consultative status with the UN of any nongovernmental organization.*



## THE ROTARY FOUNDATION

While Rotary members focus on the “hands-on” aspect of Rotary service, the Rotary Foundation is the charitable arm of Rotary International. The Rotary Foundation was established in 1917 to enhance and assure the financial wherewithal necessary to promote and sustain Rotary activities. It is a nonprofit organization supported solely by voluntary, tax-deductible contributions from Rotarians and others who share its vision of a better world. During the past 100 years, the Foundation has invested \$3 billion in life-changing sustainable projects. Ninety-one percent of contributions are invested directly in programs. The Rotary Foundation has received the highest ratings and numerous awards from organizations that evaluate

and rate charitable funds. It has a unique structure that enables considerable funds from the Rotary Foundation to be returned to the contributing Rotary district to then be passed on to individual clubs for community or international projects. Put simply, the objective of the Rotary Foundation is to enable Rotary International “to do good around the world.”

Each Rotarian is encouraged to become a sustaining member of the Rotary Foundation by contributing at least \$100 annually. Those who have donated a minimum of \$1,000 to the foundation are honored as “Paul Harris Fellows” in honor of Rotary’s founder.



## HOW ROTARY IS ORGANIZED

A Rotary club is an organization of business, community and professional leaders within a defined geographical area. Rotary clubs have also been established online and are known as “E-Clubs.” Each club has a president and a board of directors elected annually by its members.

A Rotary district is a geographical territory that typically includes from 40 to 70 Rotary clubs. There are 535 districts in more than 200 countries and geographic territories in the world. The Rotary Club of Steamboat Springs is in District 5440, joining 52 other clubs in Wyoming, Northern Colorado, Eastern Idaho and Western Nebraska. Each district is headed by a district governor, who is an officer of RI and is charged with assisting clubs in the district. Candidates for district governor are nominated and selected by a district nominating committee; they participate in a 2-year training process before serving a 1-year term as district governor.

Each district governor is responsible for conducting an annual meeting or district conference for members from his or her district’s Rotary clubs.

Rotary International is the governing organization for Rotary clubs throughout the world. It is administered by a

board consisting of a president who serves a 1-year term and 17 directors serving 2-year staggered terms. Each director represents about 75,000 Rotarians. Every eight years, a director’s territory is reassessed to adjust for membership change.

Each year Rotary stages an international convention, which attracts 30,000-40,000 Rotarians. Recent conventions have been held in Seoul, Korea; San Paulo, Brazil; Atlanta, Georgia; Toronto, Canada; and Bangkok, Thailand.

Rotary policies and bylaws are reviewed every three years by the Council on Legislation, a formal deliberative body of Rotary International that meets in Rotary’s world headquarters in Evanston, Illinois. Districts elect one Rotarian from among its clubs to represent them at each council meeting.

Rotary International has a staff of approximately 600 employees headed by the general secretary who reports to the board of directors. International offices are located in Parramatta (Sydney), Australia; Sao Paulo, Brazil; New Delhi, India; Tokyo, Japan; Zurich, Switzerland; Buenos Aires, Argentina and Seoul, Korea.



## 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?

## ROTARIAN CODE OF CONDUCT

The following code of conduct has been adopted for the use by Rotarians:

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 in the world.
- 4** Avoid behavior that reflects adversely on Rotary or other Rotarians.



## 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 personal and professional endeavors, recognition of the worthiness of all useful occupations and the dignity 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 of fellowship of business and professional persons united in the ideal of service.



# THE ROTARY CLUB OF STEAMBOAT SPRINGS

The Rotary Club of Steamboat Springs received its charter on August 10, 1974, with 26 members, under the sponsorship of the Fort Collins Rotary Club. Many of the original members were former Rotarians from other areas. Founding members included: Jim Golden, John Ahern, Thomas Allen, Michael Barry, Jack Black, Gene Cook, Donald Conroy, Bill Gardener, Alfred Grinkewich, Glen Jones, Reed Keller, Don Kincaid, Thomas Lee, Daries Lile, Lloyd Lockhart, Tyrone Lockhart, James Nelson, Dubois Nichols, Allen Ratcliffe Jr., McPherson Raymond, W.C. Rorex, Royce Schipper, John Sherrill, Dr. J.A. Utterback, Porter Waterman, and John Wilkenson. Initially members chose to meet at breakfast. Currently, the club meets on Tuesdays at noon.

The members of the Rotary Club of Steamboat Springs come from all professions across the community. The club recruits and welcomes community members who desire fellowship and community engagement and who support the Rotary International goals. In 1987, Rotary International changed a long-time policy and allowed women to become members. Rita Valentine became the first female member of the Rotary Club of Steamboat Springs, and Cyndi Simms served as the first female president of the club (1989-1990). Today nearly 50 percent of our members are women with many actively engaged in club leadership roles.

Since its inception, the Rotary Club of Steamboat Springs has played an active role in many community projects and activities. A few of the past and current community projects and events include:

- Annual Rotary Community BBQ and Barn Dance
- Rotary Cornhole Classic Tournament (inaugural year 2018)
- The sale and distribution of flower planters to beautify the commercial areas of the community
- Development and maintenance of Rotary Park along the Yampa River, including the construction of the handicapped-accessible Rotary Boardwalk and Rotary Peace Pavilion
- The community holiday tubing party at the base of Howelsen Hill
- Purchase and distribution of dictionaries to all 3rd grade students in Routt County
- Rotary Ski Town Classic Golf Tournament
- Construction of the Rotary Trail mountain bike course on the west side of Emerald Mountain
- Purchase and construction of the handicapped-accessible playgrounds at Soda Creek and Strawberry Park elementary schools
- Horizons Child and Family Services annual spaghetti dinner

Members of the Rotary Club of Steamboat Springs take pride in financial contributions and active volunteerism in numerous community endeavors. Since our founding, our club has provided grants and scholarships totaling more than \$1 million to local nonprofit organizations, international partnerships and college scholarships for Routt County youth.

In 1982, our club sponsored the new Craig Rotary Club, and in 2005, we sponsored a second club in Steamboat Springs, the Ski Town USA Rotary Club. In 2007, the Rotary Club of Steamboat Springs formed a Rotary Interact Club, which received its charter in 2008. Interact members include high school students from all grades who meet bi-weekly under the guidance of Rotary Club advisors and engage in a variety of community and international projects.



For the past 12 years, Rotary has hosted the annual Community Barbecue and Barn Dance- a family fun event to raise funds for community needs.



Each December, the Community Holiday Tubing Party at Howelsen Hill is organized and conducted by Rotary volunteers.

# CLUB ADMINISTRATION

The Rotary Club of Steamboat Springs is administered by an executive committee, board of directors, a past presidents' committee and committee chairs. Responsibilities include activities associated with the effective operation of the club, including fulfillment of our Rotary District and Rotary International operating requirements.

## EXECUTIVE COMMITTEE AND BOARD OF DIRECTORS

The executive committee, consisting of the officers (president, president-elect, immediate past president, secretary and treasurer) plus eight directors serve as the governing body. The President serves a 1-year term, the directors serve 2-year rotating terms and the positions of secretary and treasurer normally serve for three years.

## PAST PRESIDENTS' COMMITTEE

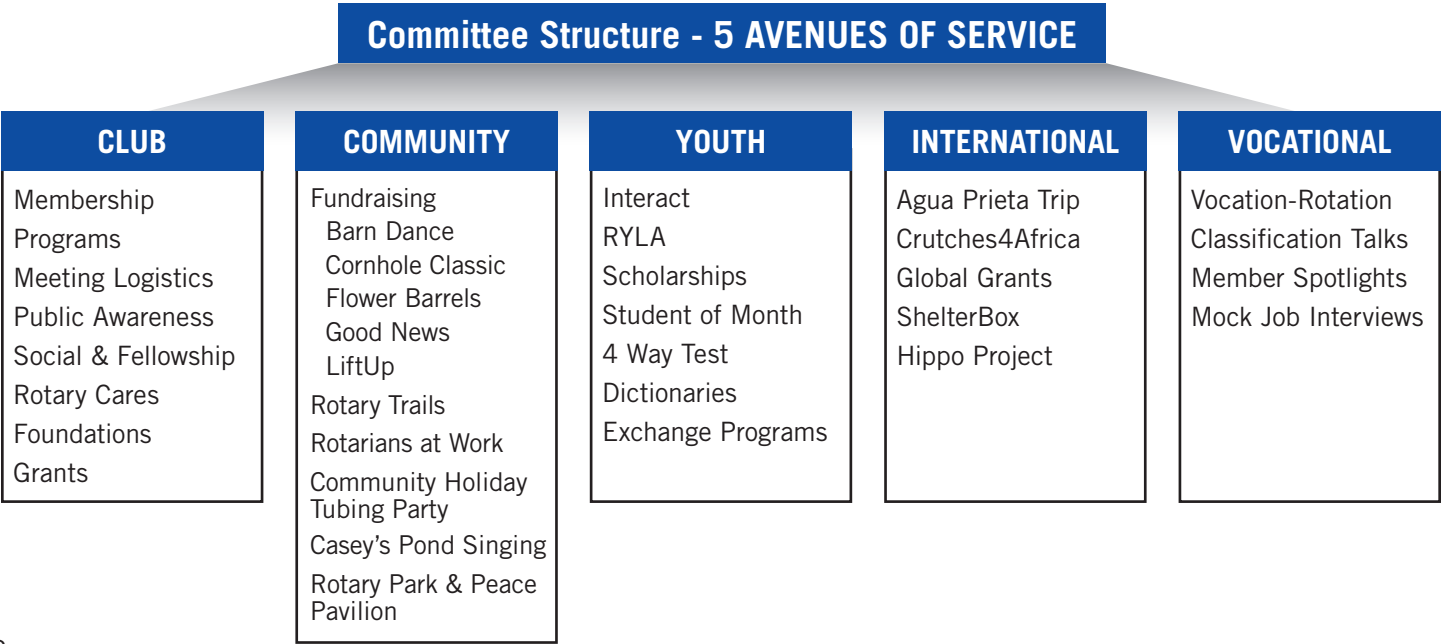
The past presidents' committee meets annually to review and offer nominations for the following year's slate of officers and board members. Additionally, the group meets at the discretion of the current president in order to discuss strategic and operational issues.

## COMMITTEE CHAIRS

Committee chairs are responsible for leading the various committees of the club and are encouraged to maintain a regular rotation of chairs and members in order to promote leadership and club engagement. To ensure continuity of each committee's activities and whenever possible, committees include a chair and co-chair. Committee chairs present regular updates to the board of directors through designated board liaisons.



# CLUB ORGANIZATION





# CLUB SERVICE

*Club service focuses on making clubs strong and impactful. A thriving club is anchored by strong relationships, an effective governing structure and active members who participate in a variety of committees.*

## PROGRAM COMMITTEE

The Program Committee schedules stimulating presentations for weekly meetings and assigns responsibilities for the different roles and activities for each meeting.

- **GREETERS** help members, their guests and visiting Rotarians feel welcome at our weekly meetings. New members often share in this role to help them more quickly assimilate into the club.
- **THE PLEDGE OF ALLEGIANCE AND THE FOUR-WAY TEST** are recited by members to actively remind members of the importance of these values.
- **THOUGHT FOR THE DAY** is intended to provoke thought and reflection on the issues of our lives and world. Recognizing that our members have diverse beliefs, the Thought for the Day does not contain religious themes or specific political positions.
- **CLASSIFICATION TALKS** are presented by both new and “vintage” members and serve to build friendships and enhance our appreciation for one another. We learn about members’ personal histories, experiences and accomplishments and are inspired by both the diversity of our backgrounds and the sharing of our common values.
- **GOOD NEWS** is a unique feature of our club. It promotes camaraderie as members share what’s going on in their lives. A contribution is expected for sharing Good News and funds are used to provide academic scholarships to local high school students who are pursuing advanced studies.
- **SPEAKERS AND PRESENTATIONS** help make our Rotary meetings valuable, interesting and inspiring. Formal programs are usually limited to 20 to 25 minutes, followed by questions.
- **MEMBER SPOTLIGHTS** provide an opportunity for one or two Rotarians to briefly talk about their business and professional activities.

## MEMBERSHIP COMMITTEE

The Membership Committee implements a clear, fair and consistent policy for membership qualification, participation and retention. It reviews and advises the board of directors

on membership-related matters that require board action, identifies individuals qualified for membership and defines the responsibilities and expectations for club members. The committee provides a comprehensive orientation process to enhance new member assimilation, participation and involvement and administers a new member mentoring and retention program.

## PUBLIC AWARENESS COMMITTEE

The Public Awareness Committee promotes, publicizes and gains recognition for all Rotary events, programs and accomplishments. The committee also provides ongoing information to club members through e-mail messages and information on the club’s website:

[www.steamboatrotary.com](http://www.steamboatrotary.com).

- **ROTARY: SERVING THE COMMUNITY** is a 2-page insert, published periodically in the *Steamboat Pilot & Today*, reaching over 10,000 readers. It features information and photographs about the Rotary Club of Steamboat Springs and is produced to enhance the community’s understanding and support of the goals, mission and values of our club and Rotary International.
- **THE ROTARY CLUB OF STEAMBOAT SPRINGS WEBSITE**  
[www.steamboatrotary.com](http://www.steamboatrotary.com) provides current information about our club to the general public. “CLUB RUNNER” is the member-only (password-protected portal) for member information, such as e-mail contacts, phone numbers and addresses, as well as for internal club documents. A photo directory can also be accessed on mobile devices.
- **SOCIAL MEDIA** features and promotes participation in current Rotary activities and events, posted through popular platforms including Facebook and Instagram.
- **NEWS MEDIA RELATIONS** includes regular press releases on club activities, community projects, grants, scholarships and Student of the Month honorees.

## ROTARY CARES COMMITTEE

Rotary Cares is a committee that responds in times when individual Rotary members may need extra support from our members — whether that be through sending cards, visiting a member in the hospital or providing rides or meals. It is simply a way for us to say “we care about each other!”

# CLUB SERVICE CONTINUED...

## FOUNDATION COMMITTEE

The Foundation Committee oversees local club involvement in the Rotary International Foundation and the Rotary Club of Steamboat Springs Endowment.

- **THE ROTARY INTERNATIONAL FOUNDATION** is funded by tax-deductible contributions from members. The foundation funds an array of international grants, scholarships and programs, including hundreds of millions of dollars devoted to the eradication of polio and local community projects. The Rotary Foundation is second in size only to the Bill and Melinda Gates Foundation in terms of private foundations. During the past 100 years, the Foundation has invested \$3 billion in life-changing, sustainable projects.

Funds from the Rotary Foundation are eventually returned to the contributing Rotary district for use in grants to individual clubs for community or international projects. Each Rotarian is encouraged to be a sustaining member by contributing a minimum of \$100 annually to the Rotary Foundation.

- **PAUL HARRIS FELLOWSHIPS** are awarded to members once they have contributed \$1,000 to the Rotary Foundation, and for each subsequent \$1,000. Every Rotary club strives to have all of its members in the fellowship. Most members contribute a set sum each quarter to earn their fellowship. More than 50 percent of our members are Paul Harris Fellows and about one-fourth have earned multiple Paul Harris Fellowships.
- **ROTARY INTERNATIONAL BENEFACTORS AND BEQUESTS** programs were established to encourage Rotarians to include Rotary in their estate planning. A Benefactor designation is awarded to members who include at least \$1,000 in bequests to RI. Those who provide RI with \$10,000 or more in their estates are inducted into the Bequest Society. Other RI Foundation recognitions include the Paul Harris Society, Major Donors designation and the Arch Klumph Society.
- **THE ROTARY CLUB OF STEAMBOAT SPRINGS ENDOWMENT** is our local foundation. It was created in 1996 in memory of founding member Jack Black who died suddenly at an early age. Black was known to all for his generosity and vision for our community. He believed that we are enriched by sharing with others, and he epitomized the Rotary motto of "Service Above Self." The purpose of the endowment is to build a permanent financial resource for our club's grants program. The endowment is maintained

by the Yampa Valley Community Foundation as a 501c(3) tax-exempt fund. Earnings from interest and principal are used each year to fund community grants. Our goal is to build the endowment to \$1 million, and in spring 2019, the balance was \$650,000.

- **JACK BLACK FELLOWSHIPS** are awarded to donors who reach the \$1,000 level, and additional fellowships are awarded for each subsequent \$1,000 contribution. Each Steamboat Springs Rotarian is encouraged to contribute at least \$25 per quarter. More details on our endowment can be found on our club website.



Jack Black

## GRANTS COMMITTEE

The Grants Committee meets twice annually to solicit and review applications and to distribute about \$24,000 each year to nonprofit organizations in the community. These funds are available through earnings on the club's endowment, together with proceeds from the club's fundraising projects. The committee is authorized to award grants up to \$2,000 without board approval. Grants in excess of that amount are presented to the full board for award consideration, if recommended by the grants committee. Granting guidelines and procedures can be found on our club website.

## SCHOLARSHIP COMMITTEE

The Scholarship Committee meets annually to review applications from local Routt County students, who intend to pursue advanced studies at colleges, universities and vocational institutions. Awards are based on demonstrated high standards of academic performance, extracurricular activities and community service. Approximately \$15,000 is awarded annually. Scholarships range from \$500 to \$2,500 each. Details on scholarship awards and application procedures are available on our club website.



A new Rotarian delivers her Classification Talk at a Rotary meeting.



# COMMUNITY SERVICE

*Community Service encourages every Rotarian to engage in activities and fundraising events that improve the quality of life for people in their own communities. Particular emphasis is given to helping our community's youth and senior citizens.*

- **THE ROTARY COMMUNITY BBQ AND BARN DANCE**, held each fall at a local ranch, is a family event to raise funds for a specific community need. For several years, the event has benefited the Boys and Girls Club of Steamboat Springs.
- **ROTARY RIVER PARK AND ADJOINING BOARDWALK** was built and is maintained by the club to serve the public. Located on the core trail at the intersection of U.S. Highway 40 and Mount Werner Road, it follows the path of the Yampa River and features a 1,300-foot-long handicapped-accessible walk, which sits atop a flood plain. The walk features weatherproof educational signage highlighting local flora and fauna. The adjacent park is a favorite picnic and river access spot for visitors and residents.
- **THE ROTARY PEACE PAVILION**, located within Rotary Park, was constructed by Rotarians and local community members as a visible and meaningful expression of peace in our community. Recognition peace pavers line the floor of this beautiful and simple post-and-beam, beetle-kill pine structure. The pavilion is used for club activities and is visited by many residents and visitors. It rates as one of the top tourist destinations in the community.
- **THE ANNUAL ROTARY CORNHOLE CLASSIC** is a family-friendly tournament held in the spring and serves as a major fundraiser for the club. Held at the Tennis Center at Steamboat Springs, more than 100 teams play in a first-match consolation format.
- **FLOWER BARRELS** is the club's summertime beautification project to enhance the commercial streetscapes of Steamboat Springs. More than 200 flower planters are assembled and distributed to local businesses in early spring and are picked up again in early fall. This project serves as a fundraiser and a fellowship opportunity for the club, with proceeds earmarked for our club's charitable granting.
- **THE DON LUFKIN LIFT-UP FOOD BANK** aids low-income families and victims of trauma through donations of food, clothing and money. The local food bank was named in honor of Don Lufkin, a long-time Steamboat Springs Rotarian, for his contributions of time and money to the program. Our club collects more than \$4,000 annually to support Lift-Up of Routt County.
- **ROTARIANS AT WORK DAYS** involves "hands-on" community support. Rotarians participate annually in the United Way Day of Caring, volunteering for assigned activities and tasks for our local nonprofits, as well as the Community Clean-up Day, picking up trash along our highways and roads. Members also provide "hands-on" help to local organizations, as requested.
- **SING-A-LONG at CASEY'S POND** is conducted during the holiday season at our local senior living community in order to honor and show appreciation to our seniors through the fellowship of holiday songs.



## VOCATIONAL SERVICE

**VOCATION-ROTATION** is a program to enhance our appreciation of fellow members' careers. In place of our regular weekly meeting, several Rotarians host a lunch at their places of business for eight to 10 other Rotarians to attend and learn more about that Rotarian's business or organization.

**MOCK JOB INTERVIEWS** are conducted by volunteer Rotarians to help high school students develop interviewing skills.

**MEMBER SPOTLIGHTS** provide an opportunity for one or two Rotarians to briefly talk about their business and professional activities during our regular meeting.

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



Rotarians prepare to deliver hundreds of flower barrels throughout our community each spring.

# YOUTH SERVICES

*Youth Services recognizes the importance of empowering our youth and young professionals through providing leadership development programs, opportunities for service and international exchanges.*

- **THE ROTARY INTERACT CLUB** was formed by the Rotary Club of Steamboat Springs in 2007. The club, based at Steamboat Springs High School, received its official charter in 2008. All high school students are eligible to participate in the weekly Interact meetings and the club's community and international service projects.
- **ROTARY YOUTH LEADERSHIP AWARDS (RYLA)** promote youth leadership development. Our club recruits youth with leadership potential for district and international RYLA (for high school-aged students) and Young RYLA (for middle school-aged students) week-long camps held each summer in Estes Park and Larkspur, Colorado.
- **RISK MANAGEMENT** is a program to ensure that proper policies and procedures are followed to protect youth, club members and other persons associated with any Rotary club or district activity from abuse or harassment.
- **YOUTH EXCHANGE PROGRAMS** promote respect for other cultures, world fellowship and peace and are open to students ages 15-19.

*The Year Long Exchange* provides one or two students, sponsored by our club, the opportunity to be hosted by an International Rotary club for a full school year. Students live with three to four different host families, in which a member of the family is a Rotarian. The program immerses participants in the language and culture of the host countries. Likewise, our club hosts one or two international students in Steamboat Springs; they typically live with three local Rotarians or host families for a 3 to 4 month rotation.

*The Summer Exchange Program* is a "family-to-family" cultural visitation program between a local student, who is sponsored by our Rotary club, and a foreign exchange student. Over the summer, each student is hosted by their corresponding family for 3 to 6 weeks in their respective countries.

- **STUDENT OF THE MONTH** honors are awarded to outstanding Routt County high school students during the school year. The club provides public recognition to these young adults who have stretched their boundaries in the pursuit of excellence in all areas – academic, cultural, athletic and community service.
- **THE FOUR-WAY TEST** program is presented by our club members to Routt County eighth-grade students to educate them on the challenges and rewards of high standards of ethical behavior and to introduce many to the service of Rotary in our community.
- **THE DICTIONARY PROGRAM** gifts dictionaries annually to nearly 400 third-graders in Routt County.



Members of the Steamboat Springs Interact Club make fleece blankets to donate to AngelMed Flights.



Interact students from Steamboat Springs High School prepare lunch in Agua Prieta, Mexico, for 150 community members.



Every year, the Rotary Club of Steamboat Springs gifts a dictionary to each third grade student in Routt County.



# INTERNATIONAL SERVICE

*International Service exemplifies our global reach in promoting peace and understanding and improving the human condition.*

International Service projects are an important feature of our club. Some of our international projects include:

- **AQUA PRIETA SERVICE TRIP** For more than 10 years, our club has traveled to Agua Prieta, located in Sonora, Mexico, across the border from Douglas, Arizona, to conduct service projects. In partnership with the Rotario Agua Prieta Club, the Rotary Club of Steamboat Springs has provided clean drinking water to schools, potable water tanks to the community and gifts to children in orphanages, as well as conducted several local service projects. A unique aspect of these trips is the inclusion of several students from our Interact Club.
- **KIRKAU PRIMARY SCHOOL, KENYA, AFRICA** Our club has participated in a District Global Grant Project providing adequate WASH (Water, Sanitation and Hygiene) for the students of a small school in Kenya, with an opportunity for the entire community to learn more about and improve their local WASH programs.
- **CRUTCHES4AFRICA** is an organization that collects, ships and distributes used and surplus mobility devices to Africa and other developing countries for people with physical challenges, many of whom have been victims of polio. Our club partners with Crutches4Africa and collects devices such as crutches, braces, canes, wheelchairs, even ski poles throughout the year and conducts an annual collection drive. For more information on this project see [www.crutches4africa.org](http://www.crutches4africa.org).
- **SHELTERBOX** provides emergency shelter and tools for families who have been displaced by natural disaster or conflict. Our club generally contributes \$1,000 to this organization annually. In addition, we invested in two Shelterboxes in support of the devastating hurricane in Haiti in 2010. For more information on this project see: [www.shelterboxusa.org](http://www.shelterboxusa.org).
- **THE HIPPO ROLLER PROJECT** was developed in response to the unique needs of millions of rural women and children across Africa who walk up to six hours a day to collect water with heavy 5-gallon buckets, balanced on their heads. Hippo Rollers make it extremely easy to collect water – up to five times more water than a single bucket, by simply rolling the device along the ground. The project, so far, has impacted more than 20 countries, with a total distribution of 50,000 Hippo Rollers, and a reach of close to half a million people. Our club has recently joined in this project by providing financial support. For more information, see [www.hipporoller.org](http://www.hipporoller.org).



Hippo Rollers make collecting water in rural Africa, a much less strenuous task than traditional methods for women and children.



Children in a small village in Mexico are provided with much needed shoes and clothing.

# CLUB POLICIES & GUIDELINES

## BOARD OF DIRECTORS

Meetings are normally held at noon on the second Monday of each month. Members are welcome to attend and receive an attendance “make-up” for participating. Information on the selection of board members and officers is contained in our club bylaws.

**BYLAWS** can be found on our website:  
[www.steamboatrotary.com](http://www.steamboatrotary.com).

## MEMBERSHIP POLICY

New member qualifications include the following:

- Candidates must be well known by two sponsoring Rotarians who accept responsibility for the new member’s assimilation into our club.
- Candidates must attend a minimum of four Rotary meetings before “Proposal for Membership.”
- A candidate must have resided in Routt County for at least one year prior to “Proposal for Membership” or, alternatively, have attended at least six Rotary meetings.
- Upon application, potential members are approved at the regular board meeting, followed by two weekly readings to the entire club of the person’s name who is seeking membership. Any objections to that person’s membership is to be given in writing to the secretary within two weeks.
- A preliminary new member orientation shall be provided to all prospective members in order to communicate effectively the responsibilities and expectations of the Rotary Club of Steamboat Springs. The orientation presentation shall emphasize attendance, financial responsibilities, member involvement, service expectations and the history of Rotary International and the Rotary Club of Steamboat Springs. A complete guide to becoming a new member is provided at the new member orientation.

## ATTENDANCE POLICY

Our club values and places a high priority on attendance at our regular meetings. Both consistent attendance of members, as well as participation in our service activities, are vital contributors to our club’s success.

Members are expected to attend regular meetings as often as possible with a minimum attendance of two meetings each month, one of which may be a make-up credit (from the accepted make-up options listed below and on our website.)

Although our club’s policy recognizes that varying time commitments, both personal and business, may sometimes prohibit members from consistent attendance, members are encouraged to attend weekly and to apply the Four Way Test to their individual time constraints.

Members are responsible for monitoring their own attendance records, which are readily available on Club Runner (My ClubRunner. My Attendance). Members are also responsible for notifying the club secretary and/or current president, in writing, of any extenuating attendance circumstances and/or if a change to their membership status needs to be processed. When it is predicted that members will not be able to adhere to the attendance policy for more than two months, members are encouraged to consider other alternative membership categories.

## CATEGORIES OF MEMBERSHIP

All requests for changes in membership status require a written request from the member and approval of the board of directors. Changes in membership status will only be considered for members who are current on their club accounts; exceptions to this policy must be reviewed and approved by the board at the time of the request.



Teams of all ages compete for prizes and glory at the Rotary's Cornhole Classic – a fundraising tournament held annually at the Tennis Center to help raise funds for Rotary charities that focus on seniors and youth programs.

*“Fellowship is always a part of what we do! No matter the activity – club meetings, fundraising, committee work, community service – we value sharing time not only with each other, but also seek to involve our families and others in the community.” — Steamboat Rotarian*



# CLUB POLICIES & GUIDELINES CONTINUED...

## LEAVE OF ABSENCE

Leaves are granted at the board's discretion. With good and sufficient cause, a leave of absence may be granted excusing a member from attending the meetings of the club for a specified length of time, normally from 3 to 6 months. Leaves may be granted for illness, extended out-of-town stays or for any other reason deemed to be a sufficient cause by the board of directors. A leave of absence may be retroactive if the board deems this to be fair and reasonable. Any Rotarian on a leave of absence is responsible for the Rotary Club of Steamboat Springs quarterly dues, as well as foundation contributions, and will be billed accordingly.

## ACTIVE MEMBER, ATTENDANCE EXCUSED

This category of membership is intended for members who travel for business purposes often or for extended periods of time, which prohibits them from achieving consistent attendance. To apply for this status, members must have been an active member longer than one year. The request must be for a defined period of time up to 12 months. During this time members are expected to attend meetings when in town. Rotary Club of Steamboat Springs' dues requirements are unchanged. Members will be billed for meals only when attending. No meal credit for make-ups will be granted. Members are excused from the requirement to purchase event/raffle tickets only if they are out of town for the reason the status was granted when the event takes place. In all other respects, it is hoped and expected that such members will maintain their active involvement with the club.

## HONORARY MEMBERSHIP

An honorary membership is bestowed upon members with a history of exemplary leadership, participation and support of our club. It is intended for those who no longer find consistent involvement to be possible but who wish to remain a member of our club and to continue their support of the RI Foundation and the Steamboat Springs Rotary Club Endowment. Requirements for Honorary Membership are described within the policies section of our website.

## ATTENDANCE ACCOUNTABILITY PROCEDURE

Members' attendance is reviewed monthly during the board of directors executive session (a confidential, board member-only session held following the regular board meeting). If a member has not complied with the attendance policy for two consecutive months, the member's sponsors or the chair of the Membership Committee will be notified and asked to contact the member and discuss ways to improve attendance and/or whether the member might need to consider alternative membership status.

If during the following month's review, the member has not complied with the minimum attendance requirement a designated board member will contact the member and propose alternative membership status, if appropriate. If the member does not improve attendance the following month or has not moved to a new membership status, the member will be asked to resign and return when time commitments allow.

## ATTENDANCE MAKE-UPS

Make-ups can be acquired in the following ways:

- Attendance at another Rotary club meeting. Member must inform secretary of the date, place of make-up and amount of meal credit, if relevant.
- Participation in a club project or club-sponsored community event (submitted by committee chairs.)
- Attendance at a club committee meeting (submitted by committee chairs.)
- Attendance at a monthly board meeting – second Monday of each month at Rex's American Grill & Bar (submitted by secretary.)
- Attend an E-club (internet) meeting at: [www.rotaryclubone.org](http://www.rotaryclubone.org). Members must inform secretary of the date and time of make-up.
- Attendance at an Interact meeting. Check with Interact club chair for time and place.



Local artists create and donate cornhole art boards, which are auctioned at the Cornhole Classic event.



# CLUB POLICIES & GUIDELINES CONTINUED...

## MEMBER ETIQUETTE

Our meetings are structured to encourage fellowship before the official start of the meeting. As such, members are encouraged to arrive several minutes prior to the official start. Members are expected to give their full attention to individual speakers (members or otherwise) as the meeting progresses. Also, members are expected to be language and content appropriate at all times.

Cell phones must be deactivated or put on silent during meetings. Members whose cell phones ring during the meeting are expected to contribute \$50 to Good News. Members are asked to remain for the entire meeting. Should they be unable to do so, a contribution to Good News is expected with apologies.

**GOOD NEWS** is intended to help members learn more about each other through the sharing of important events in our lives. Collections from Good News fund the club's local high school scholarship program. Guidelines for Good News:

- Be brief (1-2 minutes).
- Be language and content appropriate and non controversial (politics, religion and personal business are prohibited).
- Brief announcements for special events, projects, sales, commercial events and fundraisers, whether commercial in nature or on behalf of other organizations, including other nonprofits, are welcome at Good News for a contribution of \$50 if they do not include a direct request for contributions or volunteers. Selling tickets for non-Rotary events at a meeting is considered a request for contributions. Announcing where tickets are available is not.
- Any request for volunteer sign-up, ticket sales or fundraising for a non-club-sponsored event or entity from a member or non-member, including guests who are giving programs, must be approved by the board IN ADVANCE of making the request. These requests will be considered but rarely are granted. If in doubt, please ask the club president.
- Members are responsible for their guests in this regard. If you are bringing a guest who might be planning to announce something of this nature, please help them to understand our policy.



Rotarians at work during a spring clean-up day at Rotary Park.



During the holidays, Rotarians entertain Casey's Pond senior residents with holiday songs.



Wearing green to celebrate St. Patrick's Day, Rotarians enjoy the club's annual ski day.



**THOUGHT FOR THE DAY** is intended to be thought provoking and inspirational. It should be no longer than 1 to 2 minutes and should not reflect a specific religious or political bias, in recognition that our members have diverse beliefs.

**CLASSIFICATIONS TALKS** provide new members with an opportunity to share their personal backgrounds and are considered a valued way for the club to get to know new members. Given several months after new members are officially inducted to our club, presentations are to be brief (up to 10 minutes) and cover such things as the member's business or profession, their family, educational background, their journey to Steamboat Springs and hobbies and recreational interests. Presentations should adhere to the Rotary guidelines of appropriate language and content. Periodically, a "Vintage Classification" talk is presented as a way for newer members to learn about our more long-standing members.

### POLITICAL ACTION

Rotarians are not permitted to use the Rotary name, emblem, club membership lists or other lists of Rotarians for the purpose of furthering political campaigns. Any use of the fellowship of Rotary as a means of gaining political advantage is prohibited.

### USE OF E-MAIL LISTS

Rotary group emails should be limited and sent only with permission of the club president.

- No Rotarian should be added to any group list without that member's permission.
- "Rotary" should be used in the subject line and e-mails should contain a signature block that includes the name of the person sending the mail and the sender's title or committee designation (if any).
- Subject lines should change as appropriate and "reply all" should not be used unless required.
- Brevity is encouraged. Whenever possible, place content into the body of the e-mail message, rather than adding attachments.
- Policies and procedures contained in the Rotary International Manual of Procedure pertaining to circulation shall be applicable to all e-mail communication.



A young child afflicted with polio demonstrates his greatly improved mobility with crutches donated by Crutches4Africa.



A Steamboat Rotarian administers an oral polio vaccine to a child during Rotary International's PolioPlus National Immunization Day in Newat, India.

*"We get into Rotary at different times. Yet for each Rotarian, there comes a moment when we realize Rotary has gotten into us." — Steamboat Rotarian*

# AWARDS & RECOGNITION

**A RECOGNITION BOARD**, located on the wall outside the Burgess Creek Room at The Steamboat Grand hotel, provides a permanent, publicly-displayed record of honor for club members who have distinguished themselves through their “Service Above Self” and their commitment to the ideals of Rotary.

**THE SERVICE ABOVE SELF AWARD** honors a Rotarian or a non-Rotarian member of our community for service rendered in the spirit of Rotary’s mission. Rotarians gain inspiration from these individuals who serve as models for our own conduct.

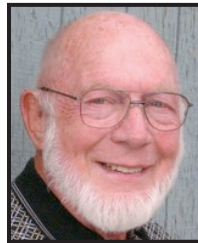
**ROTARIAN OF THE MONTH** acknowledges the contributions of members who have provided outstanding service to our club. The award recipient is selected and announced by the president at a regular meeting.

**A ROTARIAN OF THE YEAR** is selected and honored each year by the outgoing president at the club’s “Changing of the Guard” ceremony. This is a member who has contributed substantial value to the success of the club during the previous year.

**PAUL HARRIS AND JACK BLACK FELLOWS** are members who have achieved the required contribution levels for each respective endowment. They are acknowledged at a regular meeting and awarded a fellowship plaque, pin or medallion.

## JACK MORRISON LIFETIME ACHIEVEMENT AWARD

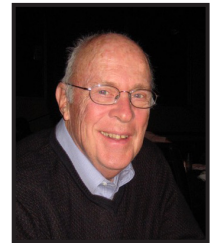
was created as a tribute to the late Jack Morrison for his many years of exemplary Rotary leadership. It is presented when appropriate to a member of our club in honor of sustained and substantial positive impact through service in the world of Rotary. The highest honor bestowed locally, our club has designated seven individuals in the past with this achievement award.



Jack Morrison



Les Gibson



Chan Coyle



Greg Stetman



Michael Roberts



John Holloway



Kris Hammond



The club’s recognition board, displayed outside of the meeting room at The Steamboat Grand, serves to recognize and honor members contributions and service.



Paul Harris and the founding members of Rotary, at an early meeting in Chicago, circa 1905.





"Peace is in your hands" is a wood carved sign over the entrance to the Rotary Peace Pavilion, which reminds all of our individual responsibility to promote peace.



The Rotary Peace Pavilion was presented to the city of Steamboat Springs, in memory of Michael Roberts, at the dedication ceremony in August 2015.



Messages of friendship, inspiration and memorials line the floor of the Rotary Peace Pavilion.



Students from the Steamboat Springs Interact Club painted a "Be the Inspiration" logo on the border wall in Agua Prieta, Mexico, in 2018.

## ADDITIONAL RESOURCES

**THE ROTARIAN MAGAZINE** Rotarians receive monthly

**ROTARY INTERNATIONAL** [www.rotary.org](http://www.rotary.org)

**MY ROTARY** [www.rotary.org/myrotary](http://www.rotary.org/myrotary)

**ROTARY CLUB OF STEAMBOAT SPRINGS** [www.steamboatrotary.com](http://www.steamboatrotary.com)

**ROTARY DISTRICT 5440** [www.rotary5440.org](http://www.rotary5440.org)

**SHELTERBOX** [www.shelterboxusa.org](http://www.shelterboxusa.org)

**CRUTCHES4AFRICA** [www.crutches4africa.org](http://www.crutches4africa.org)

**HIPPO ROLLERS** [www.hipporoller.org](http://www.hipporoller.org)

Back Cover: Aerial photo of the handicapped-accessible Rotary Boardwalk, built by Rotarians in 2004. It is located on the Yampa River wetlands, off the Yampa Valley Core Trail, near U.S. Highway 40 and Mount Werner Road.



The 4th of July Parade serves as an opportunity for Rotarians to support our city and country.





*"You will profit from Rotary in proportion to what you put into your efforts." — Paul P. Harris, Rotary founder*

