



Handbook

Rotary Club of Boise Sunrise



Rotary Club of Boise Sunrise Vision Statement:

"Together, we see communities where people unite to share ideas and take action to create lasting change."

Rotary Club of Boise Sunrise Mission Statement:

"We build relationships and provide services locally and globally by investing our combined time, talent, and treasure."

Rotary Club of Boise Sunrise Promise

"We promise that as leaders within our community, our member's voices will be heard, their ideas shared, their actions multiplied, and their treasures invested to make positive changes in the communities we serve."

This handbook is for the information and use of members of the Rotary Club of Boise Sunrise only. It is not intended to and may not be copied or distributed outside of the club and may not be used for any other purpose without permission of the board of directors.

Rotary's Five Avenues of Service

Rotary's commitment to *Service above Self* is channeled through five avenues of service:

Club Service
Vocational Service
Community Service
International Service
Youth Service

These five avenues of service form the foundation of The Rotary Club of Boise Sunrise's activities and events.

Boise Sunrise Rotary Service Committees

Club Service

- **Membership Committee**
 - *Membership recruitment, induction and orientation*
- **Family of Rotary Committee**
 - *Club family events and socials*
 - *Member assistance*
- **Public Relations Committee**
 - *Club publicity and recognition*

Community Service

- **Community Services Committee**

Boise Sunrise Current Community Service Projects

Annual Club Fund-Raising Event(s)
3rd Grade Dictionary Project
Hope House Projects and Events
Everyday Leadership Program for 5th and 6th Graders
Elementary School Mentoring
Rake Up Boise
Art Contest
Future City Judging
Math Counts

Vocational Service

- **The Rotary Foundation (TRF) and Greater Boise Rotary Foundation (GBRF) Committee**

Boise Sunrise Current Vocational Service Projects

The Rotary Foundation (TRF) member education and awareness programs
The Greater Boise Rotary Foundation (GBRF) member education and awareness programs

International Service

- **World Services Committee**
 - *International clean water, literacy, sustainable business and agriculture projects in Ecuador*
 - *Sale of products from Ecuador small businesses*
 - *Group Study Exchange Program*
 - *Community Refugee Programs*
 - *Seminela Nueva*
 - *Project Amigo-Project Amigo is a significant and popular undertaking by the Club. Annually 10-20 Rotarians and spouses travel to Mexico to support educational programs and small construction projects at the Project Amigo locations at or near Cofridia de Suchitlan in the state of Colima, Mexico. These communities are located 2 hours SW of Guadalajara, Mexico. These 5-7 day trips are organized by the management team of Project Amigo located in Cofridia de Suchitlan, Mexico. In addition, a number of Rotarians sponsor children and young adults by funding their tuition at the local Jr. High, High School and Universities. This is one of the ways that the residents of this small rural agricultural community bring themselves out of the poverty common in this small community.*

Youth Services Committee

- *Rotary Youth Exchange Program*
- *Century Scholarship*
- *Rotary Youth Leadership Awards (RYLA)*
- *Everyday Leadership (in partnership with the YMCA, Boise School District and Boise Big Brothers Big Sisters)*

How to Propose a New Member

1. The prospective member completes the application form and submits it to club membership chair or secretary. Prospective members will be given information on Sunrise Rotary expectations.
2. The board will review the application and confirm membership.
3. The prospective member will be shared with club membership.
4. The chair of the Membership Committee will arrange an induction ceremony at the appropriate club meeting.

Rotary Classification System

Every member of Boise Sunrise Rotary has a vocational classification. Rotary uses this classification system to communicate areas of expertise and to assist the club in having diverse membership representation from businesses, professions and vocations within our community. New members will be asked to give a classification talk during a regularly scheduled meeting (see speaker guidelines).

Dues and Other Fees

A common question from prospective members is “*How much will it cost?*” Monetary commitment varies by member. At Boise Sunrise Rotary the following monetary commitments are expected and should be anticipated:

- Quarterly dues are \$215. This covers local, district and national dues, plus breakfast every Tuesday.

- Our club supports *The Rotary Foundation* plus the local *Greater Boise Rotary Foundation*. Members are encouraged to donate to one or both foundations on a regular basis. The goal is at least \$100 per year, per member.
- During weekly meetings, the Sergeant-at-Arms will raise funds by assessing suggested contributions (*See Guidelines for Sergeant of Arms*). The goal is to add a minimum of \$150 to \$200 to club coffers weekly
- Since we are a service club, every month there are numerous opportunities to participate in one or more worthy causes. Unless the event is a board approved “negative option” activity (*see negative option billing below*) contributions are at member’s own discretion.
- Center-of-the-Table: During weekly meetings, members are given the opportunity to contribute to a board-determined charity or event by donating to a bowl set on each table. The amount donated is at member discretion.
- . Members may anticipate facing average out-of-pocket expenses of \$5-\$7 per week.

New Member Orientation Program

New members participate in orientation that includes the following:

- Attend new member orientations.
- Explore Rotary’s history, mission and program on the Rotary International website at www.rotary.org.
- Log onto and explore our website www.boisesunriserotary.org.
- Display *Object of Rotary* or the *4-Way Test* at work or home.
- Attend one or more of the following club functions:
 - Board meeting (held monthly on the first Friday)
 - Committee meeting
 - Club-sponsored activity
- Complete one or more of the following:
 - Serve as a greeter at a club meeting
 - Give a classification talk at a club meeting
 - Participate in a club service project
- Attend another Rotary club
- Agree to serve on a club committee
- Complete the member information sheet for the Club Secretary AND submit a photo for the Club Directory.

Guidelines for Sergeant-At-Arms

At each meeting, a member of the club serves as Sergeant-At-Arms. He or she is responsible for a brief period of light-hearted fund-raising. Have FUN! The following are a few guidelines for the Sergeant-At-Arms:

- The purpose is to raise money for club projects and grants.
- Unless the Rotarian being asked for agrees in advance, a sergeant assessment should not exceed \$5.
- Club members may be asked to contribute additionally for any number of things i.e.: (birthdays, anniversaries, personal or professional accomplishments, forgetting to wear their pins, appearing in the newspaper, etc.)

- The Sergeant-At-Arms must be finished by 7:35 am to provide enough time for the speaker. He or she must be prepared to limit (or eliminate if necessary) the allotted time segment if time is running short.
- If you are scheduled to be Sergeant-At-Arms, observe others in this role and take notes on what you observe. You might get some great ideas.
- Bring back ideas from other clubs you visit.
- Take time to plan your presentation prior to your scheduled meeting. The funds you elicit will support our many club projects and activities.
- Have fun!

Guidelines for Greeters

Each week a club member serves as the club greeter, welcoming arriving members, their guests and visiting Rotarians.

- If you are asked to serve as greeter, plan to arrive at 6:45am and proudly display the blue “Greeter” badge
- See that club badges, the sign-in sheet and member’s business cards are visible on the entry table.
- Ensure that visiting Rotarians and guests of member Rotarians sign the sign-in sheet on the entry table. Visiting Rotarians are charged \$13.00 for breakfast and will be given a make-up card to take to their home club.
- Guests of member Rotarians will not be charged for breakfast. The guest’s host will be billed via the member’s club billing statement. Note: If the guest submitted a new member application, his/her sponsor will be billed for only one of the guest’s breakfast. The club will assume payment for any subsequent meals until the new member’s application process is completed.
- Keep the sign-in sheet until called on by the President.
- During the meeting, the club President will ask the greeter to introduce visitors. Visiting Rotarians will be introduced, and member hosts will be asked to introduce their guests.
- The weekly sign in sheet is then given to the club secretary or treasurer.

Guidelines for Club Programs and Speakers

Generally, the club’s operation committee chair will contact and schedule speakers for weekly programs. However, members are encouraged to suggest program topics or interesting speakers. The goal is to educate and enlighten members on issues and activities within our community and throughout the world.

- Length of talk. Speakers are given approximately 20 minutes to speak with an additional 5-10 minutes for questions. This maybe held after the meeting if time is short.
- Keeping in mind the length of the allotted time, speakers may use audio-visual aids such as DVDs or power point presentations. However, if special audio-visual equipment is needed, the operation chair must be notified several days in advance of the presentation.
- Candidates for public office. Candidates for public office are welcome to attend meetings as visiting Rotarians or guests of club members but cannot use a meeting to campaign or promote his or her political agenda.
- Club members who must leave the meeting prior to 8:00am should inform the speaker at the beginning of the meeting and offer his/her apologies.

- **Classification Talks:** New members will be expected to give a classification talk. Other members may also be asked for such presentations.
 - ⊖ Depending upon the number of talks scheduled, presentations will generally last 10 minutes.
 - ⊖ Since vocational service is one of the Five Avenues of Rotary Service, members are encouraged to talk about their professions as well as their families and interests

Meeting Attendance

According to the Boise Sunrise Rotary bylaws, members are expected to attend at least sixty (60) percent of the club's weekly meetings. However, missed meetings are easily made-up in several ways:

- Attend a meeting of another Rotary club. You can find information on Rotary clubs in southern Idaho by accessing the District 5400 website: www.rotary5400.org. Other club meetings can be found at the Rotary International website, www.rotary.org
- Attend a Boise Sunrise Rotary board meeting, 7:00am the first Friday of every month.
- Attend an online Rotary club meeting. Details can be found on the district 5400 or RI websites.
- Participate in one of the club's many local and international service projects.
- Attend a "Family of Rotary" event.

Club Fund-Raising Events

Boise Sunrise Rotary sponsors two annual fund-raising events to fund club grant award programs. These events include Lobsterfest and Zoo Boise. These events are critical to the club's success and the participation of all members is needed and expected.

3rd Grade Dictionary Program

The Dictionary Project is a national program dedicated to giving every 3rd grade student his or her own personal dictionary. Boise Sunrise Rotary supports this program by providing dictionaries to 3rd graders in the Boise area.

The Rotary Foundation

The Rotary Foundation (TRF) is a not-for-profit corporation that supports the efforts of Rotary to achieve world understanding and peace through humanitarian, educational, and cultural programs. It is supported solely by voluntary contributions from Rotarians and friends who share its vision of a better world. The Rotary Foundation was created in 1917 as an endowment and has grown from an initial contribution of \$26.50 to more than \$730 million.

The Rotary Foundation uses both **restricted** and **unrestricted** funds. All donations to the Rotary Foundation are unrestricted unless otherwise earmarked for a specific restricted

program. **Polio Plus** is one of the Foundation's most successful restricted fund programs and it is well on its way to ensuring the worldwide eradication of polio. Unrestricted funds support a wide range programs including the funding of over 1,200 students each year to study abroad. Unrestricted funds are also returned to each District to support local humanitarian, educational, and cultural programs.

Contributing to the Rotary Foundation

- **Every Rotarian Every Year Program**

District 5400 challenged each club to reach a goal of unrestricted donations averaging \$100 per member per year to the Rotary Foundation. Members enrolled in this program agree to have \$25 or more automatically added to their quarterly dues statement.

- **New Member Incentive**

To encourage new members to support The Rotary Foundation, Boise Sunrise Rotary will donate 100 Recognition Points in the new member's name to the Foundation.

- **Paul Harris Fellowship**

Rotarians who reach a contribution level of \$1,000 to the Rotary Foundation become members of the **Paul Harris Fellowship**. Rotarians are encouraged to continue to contribute beyond \$1,000 and may designate family or friends for recognition in the Paul Harris Fellowship.

- **Greater Boise Rotary Foundation**

The Greater Boise Rotary Foundation (GBRF) is a public foundation supported by Rotary clubs of Boise, Meridian, Eagle and Garden City. This foundation funds Bob Gibb Scholarships for students at BSU and supports educational, humanitarian and cultural programs through the yearly grant award program. Our club's president, president-elect and two appointed directors represent Boise Sunrise Rotary on the GBRF board.

- **Bob Gibb Fellowship**

Boise Sunrise Rotary members may choose to become sustaining contributors to the Greater Boise Rotary Foundation.

Annual Grant Awards

- Each year Boise Sunrise Rotary awards worthy local organizations monetary grants to help support our community in areas of education, health, human services, arts and culture.
 - To apply for a grant, organizations need to fill out the Boise Sunrise Grant Application: it is linked on the home page of the Boise Sunrise Webpage (<https://portal.clubrunner.ca/3864>).
 - Preferred review is given to organizations where one or more club members are actively involved
 - Preferred review is given to organizations who have partnered or have developed a service relationship with Boise Sunrise Rotary
 - Preferred review is given to organizations that provide opportunities for club members to volunteer time in addition to financial support.

Emergency Grants

- Emergency funding requests may be submitted to the board for review. Such requests include (but are not limited to) immediate needs or issues that arise after the conclusion of the club's annual grant award program.
- Emergency grant requests must be in writing and must clearly explain the nature of the emergency, including why other funding sources are not able to meet the immediate need.
- Decisions will be made by the board at its monthly meeting or at a special meeting called by the president.

Challenge Grants

- Occasionally individual club members may offer matching funds in a challenge to the entire membership for a specific project.
- Challenge grant requests should be presented to the board for review prior to challenging the membership. If approved, members are given 30 days in which to respond to the challenge.
- Contributions to challenge grants may be given directly to the challenging member or applied to the contributor's quarterly billing statement.

Matching Grants

- Matching grant funds are available to all Rotary clubs from The Rotary Foundation and local Rotary districts. Members interested in such a grant should contact a member of the Boise Sunrise Board of Directors for more information.

Rotary Youth Programs

- **Rotary Youth Exchange** provides opportunities for students ages 15-19 to attend school in a foreign country. The program involves more than 82 countries and over 8,000 students. There are several types of exchanges ranging from a few weeks to a full academic year. Students from Boise (out-bound) apply through a local Rotary Club. Information on applying can be found at the www.rotary.org. Local Rotary Clubs may also sponsor in-bound students by providing host families and other support to the visiting student
- **Rotary Youth Leadership Awards (RYLA)** provides opportunities for young people to come together, learn new leadership skills and deepen their commitment to service. The program is open to high school outgoing Sophomore's, Junior's, and Senior's. RYLA takes place over a four-day period, usually in August at the College of Southern Idaho in Twin Falls. More information may be found on the District 5400 website www.rotary5400.org
- **Rotaract and Interact Clubs** – These clubs sponsored by Rotary International and local Rotary clubs are service organizations for young professionals 18-35 (Rotaract) and high school students (Interact). Goals focus on the importance of service to community be it locally or globally, enhancement of leadership skills and fellowship. Currently our community does not have an active Interact club, but Boise Sunrise Rotary co-sponsored and continues to support the Treasure Valley Rotaract Club. More information on this club is available at www.treasurevalleyrotaract.org
- **Rotary World Peace Scholarships.** Rotary International also offers full 2-year scholarships to individuals seeking a master's level degree or certification in international relations, peace and conflict resolution at one the Rotary Centers for International Studies.

These Centers are located in Argentina, Australia, England, France, Japan, California and North Carolina. (US applicants may not seek to be assigned to programs in the US). Applicants must be proficient in the language of where they intend to study. Application forms and more information are available from at www.rotary.org

Rotary Conferences and Conventions

District 5400 Conference

Every spring, Rotarians from District 5400 (southern Idaho) meets to participate in training, workshops, learn about District and Rotary International projects, as well as network with members from the other clubs within the District. Information is posted at the District 5400's website at www.rotary5400.org. Boise Sunrise will help sponsor first time attendees from our club.

Rotary International Convention

Every year, tens of thousands of Rotarians from across the globe gather to share the success of Rotary worldwide. The international convention is held in June at a different location each year. More information can be found at the Rotary International Website: www.rotary.org or the district 5400 website: www.rotary5400.org.

Rotary Websites

Boise Sunrise Rotary website: www.boisesunriserotary.org

This site contains information about the club's weekly meetings, committees, projects, upcoming events and other activities. Via the member login page, members can access the club directory, report make-up meetings and update his or her personal contact information. To obtain login information, contact the club webmaster or public relations chair.

Boise Sunrise Facebook page:

The club maintains a Facebook page which includes picture, videos of club activities. This is kept current by a club member.

Rotary District 5400's website: www.rotary5400.org

Boise Sunrise Rotary members are automatically registered into this website. New users can obtain login information by following the links provided on the website home page.

Rotary International website: (www.rotary.org),

This website contains a wealth of information available to Rotarians and non-Rotarians. Boise Sunrise Rotary members may obtain additional information such as personal RI contribution history, official directories and other secure sites by clicking on the member access link located in the upper right-hand corner of the home page. If you are a new user, you may be asked for your district number (5400), club number (**21465**) and/or your membership number (taken from the mailing label of your Rotarian magazine). If you have any problems, contact the club secretary.

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