

**Rotary**



**Duty Roster  
Coordinator  
Packet**

**Rotary Club of La Crosse**

Updated March 2019

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We hope you will find the enclosed information helpful. If you have any questions or suggestions, please contact Sarah Arendt Beyer at [sarendt@digisage.com](mailto:sarendt@digisage.com) or Lyn Sheffer at [rotarylax@charter.net](mailto:rotarylax@charter.net).

## Thanks for Being the *Duty Roster Coordinator*

This document is meant to give you some suggestions on how to be an effective monthly Duty Roster Coordinator. Within this document are suggestions that we have found make the job easier and more fun for all rather than absolute rules which must be followed. Here are your responsibilities and tips on how to fulfill them.

1. The monthly Duty Roster Coordinator will work with the Program Committee and be a **host to our speakers** each week. Please sit at the head table with the speaker. The Program Committee created in 2016 will secure programs for the weekly meetings. The Program Committee will consist of the President, President-elect, President-elect Nominee, Administrator and any other willing volunteers.
2. You are responsible for recruiting all the volunteer helpers for the meetings during your month. That includes:
  - Someone (if not you as Program Chair) to introduce the program
  - Someone to sell Raffle Tickets
  - Someone to sell Kwik-Trip Scrip Cards
  - Someone to be a Greeter
  - Someone to be a Hospitality Greeter
  - Someone to introduce Visiting Rotarians and Guests
  - Someone to present Rotarians in the News

Note that there is a separate instruction/guidelines sheet for doing “Rotarians in the News,” which we would ask that you supply to the individuals that you recruit for that job. Regarding introducing the program, if the program was proposed by another Rotarian who has a personal connection to the speaker or program, you can ask that person to do the introduction, if you wish.

2. A big piece of this activity is to keep members of the club *involved*. Therefore, we hope that you will recruit a different set of volunteers for each week. Along with this document, you are getting a form in which you can record your programs and volunteers each week. We’d like you to fill this out and return it to Lyn Sheffer at [rotarylax@charter.net](mailto:rotarylax@charter.net) one week prior to the meeting to include in the newsletter the Monday prior to the meeting. Also included is a document we ask that you give only to the volunteers who will do “Rotarians in the News”.

One easy way to recruit is with e-mail. Just send an e-mail to the 6 or 7 people you want to involve in a week’s meeting and ask them to respond or send an email through ClubRunner to all new members (see below how to email through ClubRunner). Most of the time, they’ll say yes! When they say no, usually it’s a date conflict, and you might be able to plug them in the following or preceding weeks. Tell them in your original e-mail what you want them to do, so there’s no doubt. Ideally, if you can send a quick reminder e-mail to all who have volunteered (it can even be a single message to all) the week prior to the start of your month, that’s great. And, if you have time, it helps everyone’s attitude if you snap off a quick “thank you” e-mail either after each week (best) or at the end of the month (acceptable) to all the volunteers.

Rotary, after all, is a *service* organization! Thanks for agreeing to do this Club Service!



## How to Email from ClubRunner

Go to our web site at [www.rotarycluboflacrosse.org](http://www.rotarycluboflacrosse.org)

Click on **Member Login** link found in the top right corner of the homepage.

Next you will be taken to the Login screen. Here you enter your **Login Name** and **Password**. If you forgot your information...click on Forgot Password, enter your information and a link will be sent to you.

**Member Area.** Now back on the homepage click on the **Member Area** link found in the top right corner.

**Communications Tab** – click on Email Services.

**Selecting the recipients.** Select the recipients of this message by expanding each category (on left side of screen), then click in the **Expand List** link. Please note: you will not be able to select recipients that have not supplied an email address. (New Members are listed under “Star Committee – New Members.”)

**Composing the Email.** Enter a Subject in the subject line. Now scroll down to the Editor and enter the contents.

**Optional: Attachments.** After composing the email, the next step is uploading an attachment to your email. If you have no attachment skip ...otherwise click on the Select Files for Upload button and select a file from your computer. Note: Total Attachment size is 6 MB.

**Send Email.**

## ClubRunner Mobile App

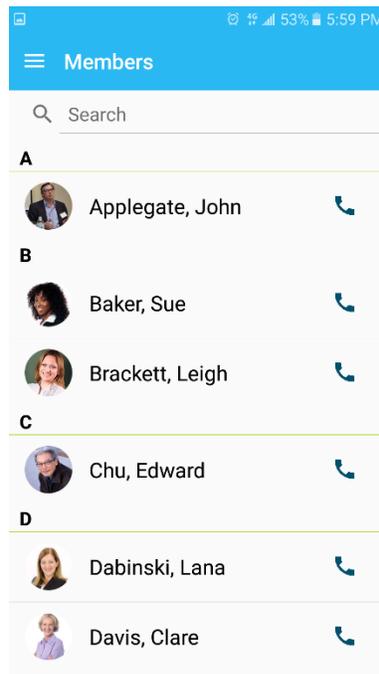
The ClubRunner Mobile App is a must have for all ClubRunner subscribers.

Search and view your Member/District directory and Executives/Directors. Access contact information click to call, email, get directions, and add Club members to your own personal contacts.

View the latest feed of stories from your Club's and District's Story list and read about upcoming Events and Speakers while keeping track of your Attendance statistics.

Stay connected with your Club and District, even on the go.

To download the app from the Apple App Store or from Google Play, simply type in "ClubRunner" in the search bar.



# Rotary Task Information

A summary of information for each task is below with times etc.

**Greeter:** Please try to arrive by 11:30. You will welcome Rotarians and guests by standing between the outside doors and badge box. This is a great way to get to know your fellow Rotarians.

**Hospitality Greeter:** Please try to arrive by 11:30. As the hospitality greeter you will there to assist Rotarians who may need some assistance. Some examples are: you will watch for the taxi that brings some of our Rotarians and give the driver a tip (get the money from the Administrator at the registration table); make sure the Rotarians that arrive by taxi get seated and a meal is served to them; greet and assist visitors that arrive by themselves and are interested in joining. You will be taking direction each week from either the Administrator or the Sergeant-at-Arms. If there are no special needs that week, you will just greet your fellow Rotarians.

**Raffle Collectors:** Please arrive by 11:30 and report to Lyn-let her know you are there to collect for the raffle. She will provide you with the money and tickets.

**Scrip Kwik Trip Seller:** Please arrive by 11:30 and report to Lyn-let her know you are there to sell Scrip Kwik Trip cards. You will sell before and after the meeting.

**Visiting Rotarians and Guests:** Take a look at the list before heading up to the microphone. Not sure of any of the pronunciations? Ask at your table, someone will be able to help you. Also, sit near the front and be ready to jump up quickly when it is your turn. Ask all guests and visitors to "Please stand." Don't forget to acknowledge our exchange students.

**"Rotarians in the News:"** The idea here is to find people who have been recognized publicly for doing good things. (Because Rotarians are suppose to do good things without regard for recognition.) Therefore...look for the names of our members in association with successes, achievements, and positive developments. We don't need to fine everyone from an institution just because the institution was mentioned, i.e. UW-L for a football score. It's okay to bend the rules a little if it's done in good taste and in good humor, but please keep in mind the general idea.

**Program:** If you are presenting the program or responsible for bringing the program to the group, it is important that you let Lyn know about any audio/visual needs you might have.  
**Please arrive by 11:30 to assist with set up etc.**

## How to do “Rotarians in the News”

Thanks for volunteering to present “Rotarians in the News” (RITN) to our club!. RITN is meant to be a fun part of our Rotary Club’s meeting. Its purpose is basic: to honor people who have done good deeds in our community, in their professional fields, in the world, in their neighborhoods. The purpose is ***not*** to see how much money we can squeeze from club members’ pockets on flimsy pretense.

To be sure, we *do* want to raise a little money. But we would rather see an occasional sparse week in the collection basket than the average member dreading coming to a meeting because they *always* get hit for cash. In this vein, there are some obvious folks who always seem to be in the news. Health care institutions, schools, government – they’re a virtual guarantee to be in the paper. So here’s a suggestion: When you know you are going to be presenting RITN *next week*, make sure and be present *this week*. That way you will know if someone got clobbered the previous week, and you can avoid being extra harsh two weeks in a row. Over-riding all of this, of course, is the basic purpose. If the Superintendent of Schools paid \$15 last week, and this week gets a prestigious honor from a statewide group, he or she should definitely pay – hopefully to the sound of applause.

Here’s the most efficient way to actually produce the presentation:

1. Set aside at least one evening *during* the week, about halfway through. That way, you don’t have to scramble the night before or morning of the meeting.
2. Clip the items from the paper and make an effort to watch some TV news or check the web sites of the local stations to see if they also covered things involving members. As you compile the items,
3. ***Make a list*** of the names and a brief note of what’s involved. It’s far easier to actually read your list than it is to shuffle through a folder of various-sized scraps of newsprint. If you want to make a PowerPoint presentation that is fine, too. The only challenge is to do it in such a way that you can remove those items that involve people who are absent from the meeting. How do you do that?
4. ***Check with the Sergeant-at-Arms*** the day of the meeting. Check off the names on your list against the badges that are left in the badge box. The only exception to this, we think, is that if the act / honor / award is significant enough, it should be mentioned anyway, even if the person involved is absent.
5. Plan on taking ***no more than ten minutes***. Less is fine, because it leaves some time for braggers and squealers.

Bottom line: RITN is meant always in good fun, preferably to honor individuals or groups with which they are involved, who exemplify the Rotary spirit and Four Way Test. Yes, we want to raise a little money for the club. But not at the expense of good will among members.



## ROTARY CLUB OF LA CROSSE Weekly Form

Please fill out and return to [rotarylax@charter.net](mailto:rotarylax@charter.net) one week prior to the meeting date so information can be included in the newsletter.

Duty Roster Coordinator:

Date:

Program and Presenter:

Program Synopsis for the Newsletter *(Program Chair should have some information or the presenters' s contact information)*:

Introduce the Presenter:

Introduction of Visiting Rotarians and Guests:

Hospitality Greeter:

Greeter:

Raffle:

Kwik Trip Scrip Cards:

Rotarians in the News: