**Rotary Club of Evergreen (RCE)**

**Community Service Committee (CSC)**

**Operating Procedures**

**Purpose and Scope:** The CSC’s purpose is to help determine the needs of our community and to try to meet those needs through our club's community service endeavors. Our community service endeavors can consist of providing volunteers and/or be the "vetting source" for recommending funding for community service projects for charitable, civic, cultural, educational or environmental purposes. Community service projects may be created by our Club, other Rotary Clubs or by other non-profit organizations. Community is broadly defined as anything which is not international in nature, or which does not clearly fit under one of the other (Club, Vocational, Youth Services) avenues of service.

**Membership:** Any member of the RCE may be a member of the Community Service Committee. There are two levels of membership.

1. **Regular Member** – All members of the Rotary Club of Evergreen are regular members of the CSC and all Evergreen Rotarians are encouraged to participant in committee meetings and discussions.
2. **Voting Members & Number of Voting Positions** – In addition to being a regular member, a voting member will have the right to vote on all matters before the CSC. There should be at least 6 voting positions on the CSC Committee. Co-Chairs share one vote. The current RCE President may also serve as a voting member of the CSC.
3. **Chair(s):** The chair(s) of the CSC are selected by the RCE President and are the representatives of the CSC on the Club Board of Directors. CSC Co-chairs share one vote on the Club Board of Directors. The CSC Chair(s) provide ongoing reports to the Club Board of Directors regarding all things pertaining to community service of the RCE.

**Duties of Voting Members and Club Project Champions:** Voting members are expected to attend committee meetings and participate fully in all matters before the committee. Club Project Champions should also attend the CSC meetings. It is expected that Club Project Champions report to the CSC chairpersons on an ongoing basis regarding their project's revenues and expenditures and community service activities. Refer to the “*Rotary Project Guidelines”* for our Club’s own CSC projects.

Club Project Champions should also submit copies of their project's financials to the Evergreen Rotary Foundation (ERF) treasurer in a timely manner. All Evergreen Rotarians should be encouraged to help determine the needs of our community with the hope to develop future CSC projects within the RCE or in collaboration with other non-profits or other Rotary Clubs.

**Meetings:** The CSC will meet at least 5 times per fiscal year. Meeting dates and times will be decided by the Chair(s) with input from the voting members. Special purpose meetings may be scheduled at other times as determined by the Chair. In scheduling special meetings, priority will be given to the availability of the voting members in order to ensure a quorum. Minutes of all meetings will be kept and distributed to the members.

**Decisions:** Any RCE member may bring matters to the CSC for a decision. Every attempt should be made to make the Chair aware of these matters at least one week in advance of scheduled meetings to allow for proper notice and discussion. Matters that are urgent (those which cannot wait until the next scheduled meeting), may be brought to the CSC at other times, but no vote will be taken without a reasonable period for review. In these cases, the vote may be conducted by email.

All decisions of the CSC will be by a simple majority vote. Decisions involving funding recommendations will generally be made at a scheduled meeting of the CSC, and voting will be restricted to the voting members only. At least half of the voting positions must be present to form a quorum.

The Chair, at his or her discretion, may put any decision to a vote of the entire CSC. This will generally be done by email in order to allow as many members as possible to vote.

**New Activities:** From time to time, the CSC may receive a suggestion or proposal for the CSC to assume responsibility for coordinating a new program, project or activity. However, no new program, project, or activity will be undertaken until a RCE Project Champion has been identified and has agreed to assume primary responsibility for coordinating the effort and reporting back to the CSC.

**Approval Process for Funding Community Service Endeavors**: 1st - A club champion must be designated prior to all funding requests for community service projects. 2nd - This club champion must then present their request for project funding to the CSC. 3rd - The CSC will be the "vetting" source for community service project funding. If the CSC votes to recommend funding, then the CSC Chairperson will make this recommendation to the president of the Evergreen Rotary Foundation 501(c)3. The CSC chairperson will also provide a recommendation for the timing of dispersing of funds for the project. 4th - The ERF has the ultimate approval authority for allocating funds for all community service projects. The ERF may approve the CSC recommendation as presented (or) they may approve the recommendation with revisions (or) ask for more information from the project champion prior to making their final funding decision. 5th - The CSC chairperson will notify the club project champion of the final funding approval from the ERF. Club Project champions must wait to proceed with their community service endeavors, including any project announcements, until receiving final approval notification from the CSC chairperson.

**Funding:** The CSC will be responsible for monitoringall funds available to the Club for community service purposes, and will be the point of contact to the ERF in all matters related to the accounting and disbursement of those funds. Funding will fall into one of two categories:

1. **Earmarked Funds (designated)** –are those funds which are designated for a specific purpose at the time they come to the ERF. These may include funds which are raised through separate fundraising efforts for a specific purpose or grants and donations that are designated for a specific purpose by the donor or grantor. The CSC will have only a financial stewardship responsibility for the administration of these funds, and will defer to the wishes of the program or project sponsors in all other matters. Some of our club’s Rotary Projects may fall under this category.
2. **Non-Earmarked Funds (undesignated)** – are funds that not designated for a specific purpose at the time they come to the ERF. These funds will be placed in a CSC general fund (noted as undesignated) until the CSC makes a recommendation to the ERF to use them for a specific purpose. In allocating undesignated funds to specific purposes, the CSC will recommend giving priority to Rotary Projects of the RCE. Refer to the “*Rotary Project Guidelines”* for further information on what should be considered a Rotary Project of the RCE.
3. **Expectations for Project Champions applying for District Grants and use of our Club’s District Designated Funds (DDF)** Project Champions must maintain ongoing communication with the CSC Chair(s) regarding their progress with applying for matching funds through District 5450. The approval to use our Club’s DDF is granted by the CSC. Final approval to use our Club’s DDF is confirmed by the ERF. It is expected that the Project Champion follow through with their District application in a mutually agreed upon timeframe with the CSC. If the Project Champion decides not to pursue their original plans, then this information must be given to the CSC Chair(s) as soon as possible.

**Requests for funds from other non-profits**: Monetary gifts to area non-profits will be considered only after our Rotary projects, including possible legacy projects, have been considered for funding. The CSC, on behalf of the Club, may make recommendations for monetary gifts to area non-profits from any remaining undesignated funds. Proposals for such monetary gifts must be presented to the CSC by the designated RCE Project Champion who is an active member of the Rotary Club of Evergreen. Champions “in name only” will not be allowed

**RCE Conflict of Interest Policy** *(approved in 2018):*

When a Club grant is awarded, the following protocols, which mimic those of RI, will be followed:

1. The Rotarian with the Conflict of Interest (CI Rotarian) cannot be named as the Project Champion.
2. The CI Rotarian cannot have any access to or control over the grant funds, although those funds could be paid to the Organization that the CI Rotarian is involved with.
3. Other Club members must be involved in the project implementation.
4. A report with documentation of how the funds were spent, including receipts, will be submitted to the Committee by the Project Champion at the conclusion of the project.

**Rotary Project Guidelines form:** (*Approved in May 2021*)

***Rotary Project Guidelines***

***Rotary Club of Evergreen***

The Rotary Club of Evergreen takes *“Service Above Self”* to a new level and we’re so appreciative for your service as a Project Champion. We want to ensure that your experience as a project champion is both successful and personally rewarding to you. To that end, these guidelines by the Rotary Club of Evergreen (RCE) and the Evergreen Rotary Foundation (ERF) seeks to clarify and effectively communicate the features, benefits and expectations for service projects that are defined as “Rotary Projects”. Definition: A Rotary Project is a specific project in which the RCE and/or ERF has determined is a club project and commits to the success of the project. Project Champions should be aware of the following:

What a Rotary Project Looks Like:

1. The project should be affiliated to and vetted by one of the club’s 4 service committees: Community, Vocational, International or Youth.
2. A Rotary member must be project champion who regularly attends the affiliated service committee meetings.
3. Ongoing reporting on the project’s operations & financials should be provided to the service committee chair.
4. The project must be approved by the ERF and/or the RCE.
5. A significant Rotary representation on the project’s leadership and decision-making body is needed.
6. Rotary’s relationship with the project must be recognized in the project’s marketing and publicity.
7. Rotary’s “Branding Guidelines” must be followed when using Rotary’s name association to the project.
8. The project should differentiate from just being a gift or grant to another 501(c)3 organization.
9. The project should be promoted to the entire club membership using the RCE’s various communication channels.
10. A fiscal sponsorship agreement with the ERF should be executed if it is required by the ERF and/or RCE.
11. The project may be a joint project with other Rotary Clubs or in collaboration with other non-profit organizations.
12. Rotary projects must be conducted in a non-political and non-religious manner.

Advantages of Becoming a Rotary Project:

1. The project will be able to utilize the volunteer base of the RCE membership.
2. The project may utilize the RCE’s website, social media, club email and print media ads for marketing purposes.
3. The ERF may be the “fiscal sponsor” of the project; thus, achieving tax-exempt status for the project.
4. The project may receive funding from the ERF with the recommendation from the affiliated service committee.
5. The project may take advantage of RCE fundraisers (i.e., *Mardi Gras Party*) and/or create their own in-club fundraisers available to the RCE membership (i.e., *Imagination Library’s Facebook Fundraiser*).
6. The project may market their outside fundraising opportunities for their project to the RCE membership (i.e., *Rotary Wildfire Ready’s Fire Truck Fundraiser).*
7. The project may be included in the ERF online fundraising sites; thus, receiving direct donations for the project.

Expectations of Rotary Project Champions:

1. The champion should facilitate the promotion of the project to all Rotary clubs that are involved in the project.
2. The champion should collaborate with various RCE committees to promote the Rotary Project’s potential (i.e., Publicity, ISC, CSC, Club Service, Youth Service, Membership, Vocational, etc.)
3. The champion of the project will take into consideration Rotary’s “*Four Way Test*” when representing, implementing and promoting the project.
4. The champion should provide a project report to the club president by May 31st of each fiscal year.

*(The RCE also supports non-Rotary projects and other non-profit organizations with either financial support through grants or providing volunteer support.)*