**Responsibilities, Activities and Structure**

**March 2016**

The Rotary Club of Evergreen (RCE) has an established International Service Committee (ISC) to fulfill the following responsibilities as stated in the RCE’s By-Laws:

International Service Committee - This Committee shall be responsible for all activities of the Club which advance international understanding, goodwill, and peace in the world, and which assist those in need. Examples: international service project grants, clean water, medical, literacy in the world, and Group Study Exchange (GSE).

Furthermore, the purpose of the International Avenue of Service is to encourage and foster the advancement of international understanding, goodwill and peace through a world fellowship of business and professional men and women united in the ideal of service. This committee shall devise and carry into effect plans which will guide and assist the Members of the Club in discharging their responsibilities in matters relating to international service. The Chairperson of this committee shall be responsible for the international service activities of the Club and shall supervise and coordinate the work of any committees that may be appointed on particular phases of international service.

**Membership/Sub-Committees**

Any member of the Rotary Club of Evergreen is eligible to be a member of the RCE International Service Committee. The RCE Board of Directors has appointed six voting members of the ISC as follows:

* Chairperson (or Co-Chairpersons, but with only one vote) for the International Service Committee
* Current RCE President
* Four voting members at large

While the six members above are the voting members of the ISC, any interested member of the RCE is invited and encouraged to attend any meeting of the ISC and participate in the discussion. However, on issues requiring a vote, only those voting members approved by the RCE Board may participate. A quorum shall consist of at least three voting members. A majority vote be the voting members in attendance at a meeting of the ISC shall be required for any motion to be approved.

The ISC functions as the Committee responsible for performing the duties required by the RCE’s By-Laws. Historically, *sub-committees* have been established by the ISC to help the ISC fulfill its responsibilities. The current Chairperson of the ISC has the discretion to establish these sub-committees and appoint a Chairperson of that sub-committee. If the ISC Chairperson, does not establish a sub-committee, those responsibilities shall be performed by the ISC Chairperson.

The following is a summary of the responsibilities of each of these historical “sub-committees” of the ISC:

World Community Service Committee (WCSC) –

* + Plans, implements and manages all international service projects, except those addressing clean water and sanitation issues
	+ Provides support to RI programs that are international in scope
	+ Coordinates with the Evergreen Rotary Foundation (ERF) on the application for, receipt and expenditure of funds for International Service projects
	+ Support of Club sponsored World Peace Fellowship Scholars
	+ Rotary Friendship Exchange
	+ Plans an activity to observe World Understanding Month (February) and World Understanding and Peace Day in February
	+ Provides Rotarians with information on the World Community Service program and resources available from RI.
	+ Submits projects in need of assistance or seeks projects to support on the WCS Projects Exchange
	+ Recruits, guides, supports and trains WCS Project Champions in the process of developing and maintaining International Service projects
	+ Works in cooperation with the District and RI WCS committees.

Clean Water Projects Committee (CWPC) –

* + Plans, implements and manages all international service projects addressing clean water and sanitation issues
	+ Provides support to RI clean water and sanitation programs that are international in scope
	+ Coordinates with the Evergreen Rotary Foundation (ERF) on the application for, receipt and expenditure of funds for International Service projects addressing clean water and sanitation issues.
	+ Recruits, guides, supports and trains Clean Water Project Champions in the process of developing and maintaining International Service clean water projects

International Service in Our Community (ISOC) - Prior to 2013, the ISOC was responsible for organizing Group Study Exchanges (GSE) and overseeing the RCE’s International Youth Exchange program. Since GSE Teams are no longer sponsored by Rotary International and the International Youth Exchange program is now the responsibility of the Youth Services Avenue of Service, the ISOC no longer has any responsibilities.

**Projects/Grants**

The ISC will consider any worthy international project that satisfies the criteria set forth in the “Project Funding Guidelines” adopted by the ISC. Projects that may be considered are:

* Projects proposed by RCE members where the member has a relationship.
* Projects sponsored by other Rotary Clubs where our club’s involvement may only be contribution of funding.
* Global Grants or District Simplified Grants where our club’s financial contribution may be leveraged by matching at the District and/or Rotary International level.

Each project being considered by the ISC must have an RCE member assigned as the “Project Champion” of the project. A Project Champion is responsible for:

* Conducting an investigation and the necessary due diligence pertaining to the specific project
* Determine that the project qualifies under the ISC’s adopted “Project Funding Guidelines”
* If applicable, soliciting other Rotary Clubs as partners in the project
* Soliciting and collecting other *third-party* donations towards the project
* Preparing the “ISC Funding Request” form for submission to the ISC for consideration and approval. The ISC Funding Request form shall be limited to one page and should contain enough information for the members of the ISC the Evergreen Rotary Foundation to make an informed decision. Additional documents (pictures, budgets, maps, etc.) may also be submitted to supplement the ISC Funding Request form.
* Submit the ISC Funding Request form to the Chair of the ISC via e-mail
* Present the ISC Funding Request form to the ISC for approval and be prepared to answer any questions of the members of the ISC
* Provide specific disbursement instructions and timing to the ERF Treasurer to easily disburse the funds
* Ongoing supervision of the funding of the project
* Act as the point of contact with partner Rotary Clubs and/or the beneficiary organization receiving the grant
* Provide periodic reports to the ISC regarding the status of the project
* Prepare and make a final report to the ISC when the project is complete and the ISC’s involvement is completed.

Once the ISC has approved a Grant, the ISC Chairperson must submit that ERF Funding Request form to the President of the Evergreen Rotary Foundation for final approval by the Board of the ERF.

The RCE International Service Committee is one of the more active in Rotary District 5450. Our goal is to continue this tradition.

**Meetings**

Prior to a meeting, the ISC Chairperson will issue notification, via e-mail, to all ISC members as to the time and place of the next ISC meeting. At least three of the six voting members of the ISC must be present for a quorum to exist. The meeting may still be conducted without a quorum, but no actions requiring a vote may be conducted. Any member of the ERC is invited and encouraged to attend any ISC meeting.

Normally, the ISC meets on a monthly basis to discuss and review all international projects, international service area issues and funding requests. This meeting is normally held on the second Tuesday of the month. However, ISC meeting days and times can be and often are adjusted by the Committee to accommodate members’ schedules and other related events.

If a grant request is considered an emergency and cannot wait until the next ISC meeting, the ISC Chairperson has the ability to request approval for a grant request from the ISC voting members via email. The email request should include all necessary documents for each voting member to understand the request and make an informed decision.

**Reports to the Board**

The Chairperson of the ISC must make periodic reports to the RCE Board of Directors at its monthly meeting. This report should include:

* Minutes or notes from any previous ISC meetings not already reported
* Notify them of any grants approved by the ISC
* Request approval of changes in the at-large voting members of the ISC
* Request approval of any fundraising efforts approved by the ISC
* Request approval of any Global Grant application where the RCE will be the primary applicant under the “New Grants Model”
* Any other items the ISC Chairperson believes necessary and appropriate

**Funding**

While the RCE is very active with its members visiting and providing service within countries subject to projects sponsored by the ERC, most international projects require some financial support. Generally, the ISC receives its funding for its World Community Service and Clean Water projects from several main sources:

* Proceeds from annual RCE fundraising events such as “100 Holes of Golf”
* Fundraising events specifically for the ISC (“Mardi Gras Party” or “Operation Valentine”)
* Donations from RCE members and the general public which are specifically designated for a specific ISC project or for ISC projects in general
* “Party Boards” fundraisers organized by ISC members to support the RCE’s international projects
* Any other fundraising event specifically authorized by the ISC and the RCE Board of Directors
* The ERF Board may occasionally allocate funds to support ISC projects

When District Designated Funds (DDF) are available, Project Champions are encouraged to leverage funds available by applying for a Global Grant. The ISC encourages the sponsoring of Global Grants as well as recognizes the benefits of partnering with other Rotary Clubs who are sponsoring Global Grants. The ISC also encourages projects utilizing District Simplified Grants (DSG) when funds are available.

Any RCE member wishing to conduct a fundraising event that will benefit any of our projects must be approved by the ISC and the RCE Board of Directors.

Approved by the Rotary Club of Evergreen Board of Directors at its April 14, 2016 meeting.

Barbara Wingate

John Wingate

Co-Chairpersons

International Service Committee

Rotary Club of Evergreen