



International Service Committee
Rotary Club of Evergreen

Responsibilities, Activities and Structure
January 2026

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 other international causes or projects established by Rotary.

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 or Co-Chairpersons 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 as allows members to be voting members meeting the following requirements::

- Chairperson (or Co-Chairpersons) for the International Service Committee
- Current RCE President
- Be a member of good standing of the Evergreen Rotary Club
- Attended minimum of two ISC meetings
- Participating in 60% of ISC meetings over the past year either in-person or virtually
- Voting eligible members are those members in attendance for a particular vote (or when the project is presented)
- Members that are employed by or on the board of the NGO or non-profit organization receiving funds are not eligible to vote or participate in the funding discussions
- Members that are champions for the project, bringing the project to the ISC are eligible to vote



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While members meeting these conditions 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 of 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 Chair(s) 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 Chair(s) with the support of other committee members.

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.

WASH Projects Committee (WASH) -

- Plans, implements and manages all international service projects addressing clean water and sanitation issues



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- 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
- Works with the District WASH Symposium Committee for coordination with RCE's involvement.

Guatemala Indigenous Women's Endowment Fund (GIWEF).

- Endowed fund that is financially managed by the ERF.
- Endowment is to provide financial assistance exclusively to graduates of the MAIA-Impact School in Sololá, Guatemala to pursue a university education.
- Coordinates with the Evergreen Rotary Foundation (ERF) on the application for receipt and expenditure of funds for the program.
- Reviews activities and scholarships sponsored by the fund and reports to the ISC.
- Responsible for initiating and developing fundraising efforts specific to the fund.

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 (RCE Projects).
- Projects sponsored by other Rotary Clubs where our club's involvement may only be contribution of funding (Other Projects).
- 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



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- Preparing the "ISC Funding Request" form for submission to the ISC for consideration and approval. The ISC Funding Request form shall contain enough information for the members of the ISC and 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. For projects from other Rotary clubs, the sponsoring club may prepare the funding form under the guidance of the ERC ISC.
- Submit the ISC Funding Request form to the Chair(s) 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 or a quorum of the eligible voting members must be present for a vote to occur. 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. Special meetings may be scheduled as determined by the ISC chair(s). Meetings are held both in-person and virtually. All members of the ERC are invited to attend. Regular attending members



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to ISC meetings, those showing an interest in a meeting, the ERC President, and the ERF President will be sent meeting packets before any scheduled meetings.

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
- Report meeting attendance and those meeting voting requirements
- Request approval of any fundraising efforts approved by the ISC
- Request approval of any District or 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
- Fundraising events specifically for the ISC
- 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



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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 January 15, 2026 meeting.