



ROTARACT DISTRICT 7030

PLANS AND OBJECTIVES 2014 - 2015



D7030

SHARE *the Experience*
Live **ROTARACT**



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INTRODUCTION

About Us

Rotaract District 7030 covers the same countries / territories as Rotary District 7030. Rotaract District 7030 was officially established in 1986-1987 and is currently comprised of 37 Rotaract Clubs in 13 countries/territories, from St. Kitts & Nevis in the North to French Guiana in the South.

Our Languages: English (main language), French and Dutch.

Our Oldest Club: Rotaract Club of Grenada chartered in 1978

Our District Membership: Over 500 Rotaractors

The Rotaract District Plans and Objectives

As per Rotary International (RI) Standard Rotaract Club Constitution, RI Statement of Policy, and our District Manual, at our Annual Rotaract District 7030 Conference in May/June, a District Rotaract Representative (DRR) is elected to lead our District in three years. In the year prior to serving as DRR, plans and objectives are developed and presented at our Annual Rotaract District 7030 Leadership Training in November/December.

The plans and objective created by the DRR form the guidelines for the Rotaract District's focus for the New Year beginning in July. This document is circulated, critiqued and finally ratified by all Rotaract Clubs in good standing. The main deliverables of the Plans and Objectives document are as follows:

- Provide a relevant Rotaract District theme from which the District's focus points and projects can be derived Provide the overall focus for the year through detailed objectives
- Introduce and Provide Details on the District Trainer's Training plan and focus for the year
- Introduce and provide details on the District wide Community and International Service Projects
- Provide a high level draft of the DRR's travel plan and budget. (This must be confirmed on or before the end of the first quarter (Jul – Sep)
- Provide realistic deadlines for the following:
 - Vote on Rotaract District 7030 Plans and Objectives
 - Submission of each Rotaract Club's own Plans and Objectives
 - Submission of Quarterly Project Forms



2014-2015 Rotary & Rotaract District 7030 Key Personnel

Rotary/Rotaract Position	Name	Rotary/Rotaract Club	Country	Contact Information
RI President	Gary C.K. Huang	Rotary Club of Taipei	Taiwan	N/A
District 7030 Governor (DG)	Elwin Atmodimedjo	Rotary Club of Paramaribo Residence	Suriname	Ph: +597-441-500 E: elwin@solveitsr.com
Immediate Past District Governor	Hervé Honoré	Rotary Club du François	Martinique	Ph: +590 690 55 55 69 E: honoreh@wanadoo.fr
District Rotaract Chairperson	Nathalie Gilles	Rotary Club of Schoelcher	Martinique	Ph: E: g.nathy@live.fr
District Rotaract Representative (DRR)	Vanessa Boyce	Rotaract Club of Tobago	Trinidad and Tobago	Ph: +1-868-380-3261 E: dr@rotaract7030.org vanessaboyce@hotmail.com
Immediate Past DRR	Thalia Bernard	Rotaract Club of Central Port of Spain	Trinidad and Tobago	Ph: +1-868-755-6622 E: ipdr@rotaract7030.org thalia_bernard@yahoo.com
District Rotaract Representative Elect	Giselle Holder	Rotaract Club of Port of Spain West	Trinidad and Tobago	Ph: +1-868-781-5317 E: drre@rotaract7030.org giselleholder@hotmail.com
District Rotaract Representative Nominee	TBD	TBD	TBD	TBD
District Interact Liaison Officer	TBD	TBD	TBD	TBD



Vision

To position District 7030 to gain international recognition, maximise exposure of its membership and promote the work being done by clubs, thereby strengthening our brand and optimising its international reach.

Goals for 2014 – 2015

To promote the Brand and image of Rotaract beyond our District by:

1. Charting a course for the District based on strategic goals of District leaders

- Developing a strategic plan for the District for the period 2014 to 2017 in collaboration with the District leadership
- Develop a training plan for current and potential District leaders to facilitate effective succession planning
- Develop marketing plan for the District with the aim of building the Rotaract brand through effective promotion of clubs and their activities
- Develop a communication strategy to improve the flow of information throughout the District and between Rotaract and Rotary
- Prepare a three-year forecast of the District's finances to facilitate financial decision making

2. Aligning District activities with an international focus

- Promote the execution of projects with an international reach
- Increase club's participation in District projects by 50%
- Promote participation in international trips and exchanges
- Provide information on awards, citations and other forms of recognition for which clubs can qualify

3. Enhance the execution of District events

- Develop guidelines for the planning and execution of District Leadership Training and District Conference

4. Enhance the Rotary experience

- Increase the number of joint projects and activities with sponsoring Rotary clubs by 30%
- Promote participation in international Rotary events such as RYLA and Rotary International Convention

5. Share the experience

- Implement promotional campaigns for Rotaract



- Enhance the District website

ROTARACT DISTRICT THEME 2014 - 2015

We live in an era where social interactions are not limited to face-to-face contact, but enhanced through technology. Aspects of our lives are shared on a daily basis on social media and messaging services. This year we will seek to capitalise on this trend.



As a District, we have had many accomplishments over the years. Our clubs have continually produced exceptional projects within their communities, building the Rotaract brand in their respective countries. It is now time to share the experience we have lived as Rotaractors with the wider world.

This year Rotaractors will be challenged to maximise the reach of their projects and their Rotaract experience. Do not be limited by your country or District borders for execution. Partner with other clubs throughout the world in executing projects within your respective communities. Participate in Rotaract trips and exchanges to gain a greater understanding of Rotaract throughout the world. Attend international Rotary programmes such as Rotary Youth Leadership Awards (RYLA) and Rotary International Convention to fully understand the world of Rotary.

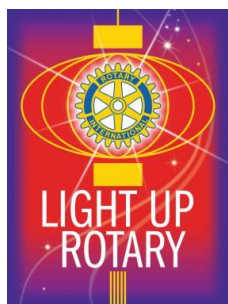
The graphic of the theme is a play on the symbol used by most to share pictures and information on social media. The graphic is branded with our District in one circle, while the second circle is left vacant to symbolize the limitless ways in which Rotaract can be shared. 'Share' and 'Rotaract' are highlighted to show that in sharing the experience and living Rotaract, we are in essence, sharing Rotaract.

As you live the Rotaract experience, share your countries' customs and culture as well as your projects with Rotaractors in other Districts. Share the experience you have had during your journey as a Rotaractor. Share how your life and your community have changed through Rotaract. Share how Rotaract has helped you grow as an individual socially, professionally and creatively. Take up every opportunity you can to share Rotaract.





Reflections of Rotary International's Theme "Light up Rotary"



From the words of 2014-2015 RI President Gary C.K. Huang in his message to Rotarians *"There are so many problems in the world, so many people who need help. Many people say, 'There's nothing I can do.' So they sit there doing nothing. Meanwhile everything stays dark. The Rotary way is the Confucius way. The Rotary way is to light a candle. I light one, you light one, 1.2 million Rotarians light one. Together, we light up the world. How you Light Up Rotary is up to you. You know where you are strong, you know what your community needs, and you know how you can help*

Light Up Rotary is our theme, but it is more than our theme. It is how we live in Rotary, how we think in Rotary, how we feel, how we work. It is how we make a difference — every day, in every club, every district, and every country where we serve."

The RI theme "**Light up Rotary**" challenges us as Rotaractors to make a difference in the world we live. Rather than sitting by as negativity occurs, we are encouraged to shine our light on the negativity, regardless of how small our lights may seem. Together, all our efforts have a major impact on our communities, countries, District and the world.

Let us brighten the light through recruitment of new members and retention of current ones. As more individuals light their candles, the light of Rotary and Rotaract will shine brighter. For this Rotaract year I challenge clubs to increase their active membership by 50%. Reach out to new members, without forgetting those who may have shown interest in the past. Keep in contact with inactive members and encourage their reengagement in club activities. Together we will enhance our impact and shine our light brighter than we ever imagined.

Let us Light up Rotary!



Rotaract District 7030 Committee Members Directory

District Committee Position		Details		
DRR		Vanessa Boyce		
Immediate Past DRR		Thalia Bernard		
District Secretary		Kezra Lashley		
District Treasurer		Dénelle Smith		
District Trainer		Xiomara Simson		
District Disaster Preparedness Officer		Jacy Warrick		
District Webmaster		Kevan St. Brice		
Community Service Liaison Officer		Keisha Alfred		
International Service Liaison Officer		Cilandel Glen		
Marketing and Communication Officers		Shaneil Sutherland		
Reward and Recognition Officer		Danielle Hanson		
Translation Officer		Gil Reynald		
Conference Chairperson		Ché Waithe		
District Leadership Training Chairperson		Ajay Sinanan		
Interact Liaison Officer		Angele Clarke		
Assistant District Rotaract Representative (Lead)		Todd M. J. Denoon		
Assistant District Rotaract Representative	Daniëlle Vianen	Assigned Clubs	<ul style="list-style-type: none"> • Genesis • Paramaribo • F.R.E.S.H 	
Assistant District Rotaract Representative	Ishmael Joseph	Assigned Clubs	<ul style="list-style-type: none"> • Roseau 	
Assistant District Rotaract Representative	Everistus Jn Marie	Assigned Clubs	<ul style="list-style-type: none"> • St. Lucia • St. Lucia South 	
Assistant District Rotaract Representative	Candy Enoe	Assigned Clubs	<ul style="list-style-type: none"> • Grenada 	
Assistant District Rotaract Representative	TBD	Assigned Clubs	<ul style="list-style-type: none"> • Kingstown 	
Assistant District Rotaract Representative	TBD	Assigned Clubs	<ul style="list-style-type: none"> • Antigua 	
Assistant District Rotaract Representative	TBD	Assigned Clubs	<ul style="list-style-type: none"> • Montserrat 	
Assistant District Rotaract Representative	TBD	Assigned Clubs	<ul style="list-style-type: none"> • St. Kitts 	
Assistant District Rotaract Representative	Léhann Alonzeau	Assigned Clubs	<ul style="list-style-type: none"> • Pointe-à-Pitre • Lamentin • Saint Pierre 	
Assistant District Rotaract Representative	Ashley Bayley	Assigned Clubs	<ul style="list-style-type: none"> • Georgetown • Georgetown 	



District Committee Position		Details		
				<ul style="list-style-type: none"> Central University of Guyana
Assistant District Rotaract Representative	Analese Roman	Assigned Clubs		<ul style="list-style-type: none"> Linden New Amsterdam
Assistant District Rotaract Representative	Kemar Gilkes	Assigned Clubs		<ul style="list-style-type: none"> Barbados West South Barbados UWI Cave Hill
Assistant District Rotaract Representative	Akinlabi Holder	Assigned Clubs		<ul style="list-style-type: none"> South West Tobago Tobago
Assistant District Rotaract Representative	Charity Tom	Assigned Clubs		<ul style="list-style-type: none"> Central Port of Spain Port of Spain West
Assistant District Rotaract Representative	Rae-Ella Roberts	Assigned Clubs		<ul style="list-style-type: none"> Maraval Piarco (UWI)
Assistant District Rotaract Representative	Anike Moses	Assigned Clubs		<ul style="list-style-type: none"> St. Augustine St. Augustine West
Assistant District Rotaract Representative	Sharlin Borel	Assigned Clubs		<ul style="list-style-type: none"> San Fernando Point Fortin
Assistant District Rotaract Representative	Justin Seheult	Assigned Clubs		<ul style="list-style-type: none"> Arima Sangre Grande Central
Assistant District Rotaract Representative	Allisia Williams	Assigned Clubs		<ul style="list-style-type: none"> Piarco (BATCE) Arima West
Assistant District Rotaract Representative	Daniel Skinner-Balentyne	Assigned Clubs		<ul style="list-style-type: none"> Mt. Hope



ROTARACT DISTRICT 7030 PLANS AND OBJECTIVES 2014 – 2015

1. Rotaract District 7030 Secretary Plans

Objective

To effectively facilitate the movement of information from the Rotaract District Committee to clubs of Rotaract District 7030 and the international community, through the transfer, receipt and archiving of data in both French and English. This will be done to share and treasure the experience of Rotaract for present and future generations.

TIME FRAME	ACTION
1 st Quarter	<ul style="list-style-type: none"> ➤ Launch club secretary initiative* ➤ Develop a template for the submission of articles for the District Newsletter. ➤ Develop a District Calendar.
2 nd Quarter	<ul style="list-style-type: none"> ➤ Institutionalize the new District Report form ➤ Disseminate the minutes from Presidents’ Meeting 2013 to all Clubs. ➤ Create a database of all Rotaractors in the District.
3 rd Quarter	<ul style="list-style-type: none"> ➤ Distribute minutes from District Conference 2014 ➤ Compile reports on club secretary initiative.
4 th Quarter	<ul style="list-style-type: none"> ➤ Compile preliminary contact information of incoming club presidents and secretaries. ➤ Orientate incoming District Secretary to duties.

***Secretary Initiative-** The District Secretary and all clubs secretaries will be invited to engage one Rotaract club secretary from outside of Rotaract District 7030, by sharing information about themselves and their club. This project will take the form of an article, of no more than 250 words, where secretaries from our District will include their a picture of themselves, name, age, sex, number of years in Rotaract, what in their opinion separates their club from other Rotaract clubs and share one memorable experience they have had as a club secretary. The same information will be required from the external secretaries. Secretaries within and outside our District are asked to get the article published via in print newspaper, magazine, newsletter or on social media.

Email: secretary@rotaract7030.org – Kezra Lashley



2. Rotaract District 7030 Treasurer Plans

Goals and Objectives

- To provide financial guidance and support for all clubs within District 7030. This includes providing support for clubs unable to meet their financial obligation.
- To ensure that the DRR is provided with financial support that will enable her to effectively perform District duties.
- To report to the District quarterly using standard accounting methods, in order to ensure transparency.
- To use creative methods and promotional items to generate revenue for the District, while highlighting the District theme, *Share the Experience, Live Rotaract*.

Suggested Fund Raising Initiatives;

1. Sale of Theme Pins and Buttons

This practice is a traditional form of raising funds throughout the District. Theme Pins will include both District 7030 theme pins and Rotary international pins.

2. Sale of Branded Items

In keeping with the 2014-2015 District 7030 theme, the items suggested for branding includes items that will help clubs in their mission to **Share Rotaract**. These items can also help clubs in respective recruitment drives. These items include:

- T-shirts
- Luggage Tags
- Branded Flash-drives with District information already inserted
- Bumper Stickers

Please note that the sale of branded items can only be possible with sufficient orders. These as well as the pins and buttons, will be supplied throughout the year by shipping or with the DRR or District Executive at club visits.



3. E-Bay Sale

This project will require District participation to be successful. Rotaract clubs will be responsible for collecting items in good condition that they may want to get rid of, and photographing these items. These items will then be placed on E-bay for sale. The proceeds from this project will be donated to the “End Polio” fund. This project is ideal for incorporating Rotarians and Interactors to collect items.

Further details on this project should be received at the end of the first quarter.

Rotaract District 7030

Budget 2014-2015

Revenue	Details	Units	Unit cost	USD	USD
	District Dues	29 clubs	\$145.00		\$4,205.00
	District Fund Raiser				
	District Pins/ Buttons	100	\$10.00		\$1,000.00
	Branded Items	100	\$15.00		\$1,500.00
	E-bay Sale				\$5,500.00
	Balance b/f 2013-2014				\$3,956.00
	Total Revenue				\$16,161.00
Less Expenses					
	Administrative Expense			\$230.00	
	Marketing (website, magazine, penants			\$1,500.00	
	Purchase of Theme pins	100	\$3.00	\$300.00	
	Purchase of Branded items	100	\$5.00	\$500.00	
	DRR Travel Expenses			\$7,500.00	
	Website hosting			\$135.00	
	District Awards/ Tokens of Appreciation			\$1,000.00	
	District Training (Conferences, Leadership Training)			\$1,500.00	
	Misc. 10%			\$1,666.50	
	Total Expenses				\$13,931.50
	Total Surplus				<u>\$2,229.50</u>



District Banking Information

For US\$ Payments:

Intermediary Bank:

Wells Fargo Bank N.A.
International Operations
P.O. BOX 13860
Philadelphia, Pennsylvania
19101-3866
U.S.A.



Swift Code: PNBPUS3NNYC

ABA: 026005092

For credit to:

SWIFT Code: FCTTTTTPS

Beneficiary Bank:

First Citizens Bank Limited
One Woodbrook Place
189 Tragarete Rd,
POS
Trinidad & Tobago

For further credit to:

Beneficiary: ROTARACT DISTRICT 7030

Beneficiary Account No: 1960432



N.B.-Those remitting funds to the account via wire transfer should send sufficient funds to cover the Sender and Intermediary bank charges.

Please remember to scan the receipt as proof and email to treasurer@rotaract7030.org and copy contact@rotaract7030.org.

Email: treasurer@rotaract7030.org – Dénelle Smith



3. District Rotaract Representative-Elect

Main Objectives

The main objectives of this document are as follows:

1. To provide support to the sitting Rotaract District Team (RDC) and compliment the DRR and her RDC's plans and objectives
2. To allow for continuity and understanding between incoming and outgoing RDCs
3. To encourage our Rotaractors to focus on the trends that are occurring in our District
4. To be proactive in deriving solutions which are unique and specific to our Rotaract District's issues

Proposed Deliverables

The following gives the two proposed deliverables to be undertaken by the DRR Elect for the 2014-2015 Rotaract year:

1. Create guidelines on hosting of District Leadership Training (DLT) and District Rotaract Conference
 - a. Build on PowerPoint presentations created in previous Rotaract year to help answer and document frequently asked questions about the events and also highlight how they have changed.
2. Focus on the Recruitment, Training and Development of 25 years and under Rotaract through the 25-U Challenge.

The 25-U Challenge – Recruiting with the End in Mind

As detailed in both IPDRR Thalia's and DRR Vanessa's respective speeches at our 28th District Rotaract Conference held in Paramaribo in June, our District is quickly aging with the average age of our Rotaractors being 28 years old. This therefore serves as an overdue wakeup call to all our Rotaract Clubs to become more strategic in their recruitment efforts.

Through this strategic recruitment drive, we hope to achieve the following:

1. Young Rotaractors who are 25 years and under (25-U) both willing to accept and able to perform aptly in leadership positions at all levels within our District (club, District)
2. Create a wider pool of Rotaractors with leadership skills and confidence in their knowledge of our District.
3. Invoke a level of pride at the youngest level of Rotaract in the service that we are expected to provide our Community and fellow Rotaractors

2014-15 RI Theme: 'Light up Rotary'

2014-15 Rotaract District 7030 Theme: 'Share the Experience, Live Rotaract'



4. Partner with our Interactors to ensure the longevity of their Rotary experience

With this in mind therefore, we wish to extend a challenge out to every Club within our District to recruit with 'the end in mind'. What this means therefore, is if the longevity of each Rotaract Club is extended through the recruitment of 25-U young persons who are passionate and focused, then by extension, the District's own longevity and relevance becomes extended.

Deliverables of the 25-U Challenge

Should your Club accept this challenge, your Club will be expected to do the following:

1. Clearly state within your Club's recruitment strategy how you would target the 25-U market to join your Club and execute it! This should include targeting markets such as:
 - Your Interact Clubs
 - Tertiary education facilities (Colleges, Universities, Trade Schools) in your communities
 - Workplaces
2. Recruit at least one (1) 25-U prospective per quarter and report this within your Quarterly Report Form
3. Through the aid of your ADRR,
 - Clearly state and develop the training initiatives that are focused on developing 25-U age group.
 - Execute at least two of these training sessions on or before the third quarter and report this to the RDC through the Quarterly Report Form
 - These training initiatives should focus primarily on but not be limited to :
 - What is Rotary and Rotaract?
 - Roles and Responsibilities of a Rotaractor
 - Specific practices unique to your Rotaract Club
 - The benefits of Rotaract
4. Groom the newly recruited 25-U prospectives as well as those within that age group already within your Club to take up leadership positions for the next Rotaract year within your Club and/or the RDC
5. Acquire sponsorship to send at least one (1) 25-U pinned Rotaractor from your Club to DLT 2014.

The 25-U Challenge Citation

Once a Club has clearly shown that they have achieved the above deliverables, they will be expected to complete the 25-U Challenge Citation Checklist form which requires a signature from the following people for completion:



1. The Rotary President of the sponsor Rotary Club
2. The ADRR of the Rotaract Club
3. The Rotaract President

The deadline for submission is February 27th 2015 and must include the following:

1. Completed and signed off 25-U Challenge Citation Application Form (see attached)
2. Reference to the three (3) Quarterly reports showing the recruitment initiatives being implementing
3. One hundred (100) word testimonial from 25-U Rotaractor that was sponsored to attend DLT 2014 on their experience at this event.

The 25-U Challenge Citation Checklist is attached at **Appendix D**

Email: drre@rotaract7030.org – **Giselle Holder**

4. District Training Curriculum 2014 -2015

Introduction

In this Rotaract year, a key outcome to be achieved for me as District Trainer is build an effective communication between Clubs across the District to meet the key goals of completing the Needs Assessment, recruitment/retention and publication of manuals/procedures on best practices.

The Needs Assessment will enable a more targeted achievement of the recruitment/retention and development of best practices manuals/procedures. Analysis of the Needs Assessment data will identify issues/challenges with recruitment/retention. It will also allow clubs to **share and transfer** lessons and best practices of high performing clubs.

While there have been prior Needs Assessments programmes targeted at Clubs, we need to create a more holistic and sustainable framework to get a clear baseline against which we can measure our achievements. It will be important for each Club to use the needs assessment tool on an ongoing basis to identify where they are at any given point in time. We all must acknowledge that in the management of our individual Clubs the priority areas vary from year to year.

We will continue the trend of enabling each Clubs at the local level and at District events to focus on the training they deem a priority. Each club will once again be assigned a Trainer whom the ADRR will support. The role of the ADRR will have a key role in supporting the trainer in



execution of the Training plan when needed. The ADRR will also serve as a vital link in the monitoring outcomes of training delivered, and liaising with the District Trainer as the point of contact between the local Club and the District Trainer.

The placement of District 7030 as an internationally recognised arm of the World Rotaract community remains an important objective. This goal is achievable if the lessons learnt from high performing clubs are transferred, implemented at and shared with all Clubs in the District. This will assist all Clubs to function at a high level using best practice policies and procedures. The work towards creating a strong brand must begin with all Clubs in the District re-committing to a vibrant and impactful Rotaract that supports the weaker links among us. We can only be as strong as our weakest link. A unified and dedicated District that uses all the skill sets of each Rotaract Club members can strengthen that core of professionalism and excellence we strive to build within each Club. Training, leadership and **sharing of experiences** will be vital in supporting clubs and individual clubs on this path to being high performing teams.

This year will bring many changes and challenges for our District. Many changes have already taken place such as the election of a DRR three years in advance. It is my intention as District Trainer in accordance with our Rotary and Rotaract values to set out a course within the District to provide us with the leadership and professional skills to guarantee the success of our organization.

Goals:

- Development of a Needs Assessment Tool (questionnaire) for clubs and the District
- Provide avenues of continuous training, for members to be educated and trained on the policy and practice governing Rotaract and our District.
- Development of a training program to provide each club with the tools to design a Club Strategic plan for the period 2014-2017 consistent with the District Strategic Plan.
- Development of a monitoring and evaluation framework (performance appraisal) to support implementation of the District Strategic Plan at our Leadership Camp.
- Appointment of Trainers at individual clubs to work closer with the ADRRs and Professional Service Directors to ensure that there is uniformity, as it relates to our image and protocol, both at club and District levels.
- Review and re-engage with Rotary, Interact and other Rotaract clubs to develop a consensus on the specifics of a Mentorship Programme.
- Programme framework for the sharing best practices with each other and coaching clubs in overcoming their challenges.
- Development of recruitment and retention programmes designed to assist clubs with the recruitment of new members and to retain current members and newly inducted members.
- Development of entry level training programme for younger and newer members



- Produce a framework to ensure training manuals are uploaded on the website in a timely matter.

These goals can be divided into three main categories:

1. Need assessments/Strategic Planning
2. Training Programmes/Manuals and Procedures
3. Recruitment/Retention

Need assessments/ Development of 2014-2017 District Strategic Plan

Through the application of a comprehensive questionnaire, the District will acquire information on the status of each club. The completed questionnaire will reflect the needs and stages of development of each club. It can be executed at any given the time. This is an important tool for each Club to identify the individual stage of development and what are their current needs as a club which can vary from year to year. The data collected from the Needs Assessment will feed into the District 2014-2017 Strategic Plan.

Utilizing data gathered from the Needs Assessment Programme and the consensus at the District Leadership Camp a template will be developed that can be used by individual clubs to achieve the goals of the District Strategic Pan 2014-2017. Developing manuals for training provided at RETS and District Leadership Training.

Training programme/ Manuals and Procedures

The programmes being developed will be consistent with the key issues highlighted from the Needs Assessment data gathering exercise. Some issues that have been identified on an ongoing basis are: leadership, communication/marketing/public relations, knowledge of Rotaract rules and obligations, Rotaract roles and responsibilities strategic planning, financial reporting and report writing.

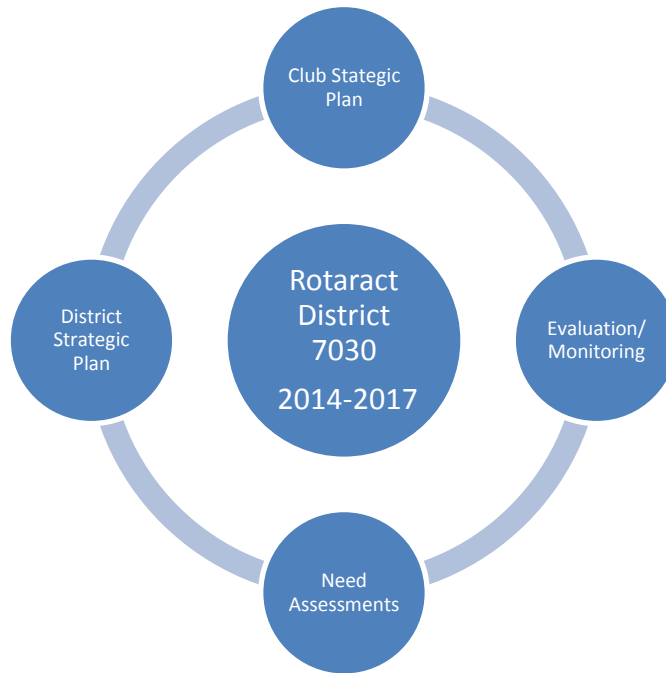
Recruitment/Retention Programme

This program will provide (a) advanced Rotaract technical training and (b) skills and tools for potential District leader to facilitate effective successive planning.

This training program will provide newer and younger members with the technical knowledge of Rotaract, as well as the development or enhancing of skills needed to conduct and perform as professionals. This plan will be based on best practices and needs assessment of the clubs and



their strategic plans. Clubs will be encouraged to adjust the program to their specific needs based on their individual assessments in accordance with the District Strategic plan.



Actions & Timelines

Focus/Topic	Deadline	Action
Need Assessment/ Development of 2014-2017 District Strategic Plan		
Strategic Planning	31 August 2014	Clubs are requested to provide feedback on the questionnaire provide by the District Trainers.
Professional Development Training	Quarterly	Clubs will be provided with templates for execution on training of basic soft skills based on individual need assessment of each clubs. These templates will included but not limited to presenting



		techniques, effective meetings techniques and time management. Team building and problem solving techniques.
Rotaract Handbook Training		Execute Handbook Training. Topics will be supplied to the ADRR and Club Trainers. Clubs are encouraged to select a different member for each topic or chapter to present and discuss at club meetings or gatherings.
Report writing	Quarterly	Clubs will be provided with templates for report writing. Training will be specific to the level of current report writing within each club.
Financial reporting	Quarterly	Clubs will be provided with a template to be submitted with quarterly reports
Training Programmes/Manuals		
Manual for District Assembly and DLT training	November	Provided a training schedule for Training at the DLT and RETS
Manual for ADRRs and Club Trainers		Develop a basic manual for Club trainers and ADRRs. Training to be provided at the annual Conference
Recruitment/Retention		



Club Profile		Clubs will be provided a template to make a club profile. This profile will describe the dynamic of each club relating to age, profession, and education level. This profile is needed for recruitment of new members. This profile will also be needed to target the market the club needs to access.
Marketing your club		(a) Host special meetings or new member’s orientation nights for potential members. Invite past members and Rotarians to be share success stories. Prepare flyers or brochures to be handed out. (b) Visit schools or set up booths at fairs.

Email: trainer@rotaract7030.org – Xiomara Simpson

5. Rotaract District 7030 Community Service Project

In an effort to align District 7030 activities with a more International focus, the Community Service Team has decided to focus on one (1) of Rotary six (6) areas of focus. That being **Disease Prevention and Treatment.**

According to Rotary statistics, 1 billion people worldwide suffer from neglected tropical diseases such as dengue fever. In the Caribbean diseases such as dengue fever and most recently the Chikungunya virus have become more frequent. The number of cases of chikungunya confirmed or suspected within the Caribbean region continues to increase.



According to the World Health Organization (WHO), “Chikungunya is a viral disease transmitted to humans by infected mosquitoes. It causes fever and severe joint pain. Other symptoms include muscle pain, headache, nausea, fatigue and rash. The disease shares some clinical signs with dengue, and can be misdiagnosed in areas where dengue is common. There is no cure for the disease. Treatment is focused on relieving the symptoms. Since 2004, chikungunya fever has reached epidemic proportions, with considerable morbidity and suffering.”

Project Name: Curbing the spread of endemic diseases.

Goal

To utilize Rotaract Clubs of District 7030 in an attempt to reduce the spread of the dengue and Chikungunya virus in the Caribbean through education, Community outreach programs and clean up campaigns.

Objectives

- Engage in Community outreach programs focusing on education of the public on dengue fever and chikungunya virus.
- Design a flyer that can be used in a social media campaign highlighting the symptoms and preventative measures of dengue fever and chikungunya.
- Team up with NGO’s for the dissemination of information on the spread and prevention of dengue fever and chikungunya virus.
- Organize a cleanup campaign, focusing on areas or communities that have high rates of infestation of mosquitoes.

To ensure the sustainability of this project, Rotaract Clubs’ must strategically plan and market this venture, ensuring that the residents in the selected neighbor or communities are invested in the project.



Criteria for Evaluation of Project

No.	Criteria	Points
1	Submission of the Project Proposal due December 31 st 2014	10
2	Use of social media to promote the education of the disease	15
3	Participation of Rotaractors (% of club members)	10
4	Submission for final report of project April 30 th 2015	5
5	Creativity of flyer used to promote activity	15
6	Media coverage	15
7	Partnership with Ministry of Health, or health related NGO	10
8	Joint planning or execution of the project with a Rotary, Rotaract Club	10

Project Name: ‘Reduce the Risk in Three.... Journey to a healthier you and me’

Goal

To mobilize Rotaract Clubs of District 7030 towards assisting in the reduction of Chronic Non Communicable Diseases (NCD’s) in the Caribbean through risk factor awareness education and sensitization by 2016.

Objectives

- Support or engage governments and or non-governmental agencies in a community based project(s) targeting Non-Communicable Diseases Risk Factor education and or reduction.
- Engage in collaborative efforts with Rotary and Rotaract clubs within the country represented and or within the District to maximize the possible impact of the project.
- Gather data as it relates to specific Risk Factor chosen to facilitate evaluation at the end of the project.
- Promoting healthier lifestyles using District theme – Renew country’s mindset regarding healthy lifestyles through Innovative projects, and assisting in the Evolution of countries to healthier states.



- Utilize available technology to promote Risk Factor reduction by your clubs.

For Clubs which have completed Year 1 of the Project:

1. Engage in or facilitate activities or sessions to increase the physical activity of club members and target group in your community. Projects may include but are NOT limited to:
 - a. Club members should join a dance class together for one quarter
 - b. Club members should take Zumba classes together (Minimum of 2 classes)
 - c. Clubs should participate in outdoor activities which constitute as physical activities (hiking, rock climbing, kayaking, etc.)
 - d. Ensure that your initial target group is incorporated in one of the activities chosen
2. Facilitate and be a part of the D7030 “Rotaract Regional 5K Run to Reduce the Risk” in your country or community during World Rotaract Week 2015. The “Rotaract Regional 5K Run to Reduce the Risk” is aimed to specifically amplify the efforts done in Year 1, in bringing regional attention to the district’s work on NCD risk factor reduction. This project also seeks to facilitate camaraderie among Rotaract clubs as they work together on this joint project.

For Clubs which were unable to complete the First year of the Community Service Project during the Rotaract year 2013-2014

Include an educational aspect along with the physical activity. These may include but are not limited to:

1. Dissemination of educational paraphernalia (leaflets, brochures, flyers) highlighting the risk factors of NCD’s, before or after the scheduled physical activity.
2. Scheduled short information session highlighting the risk factors of NCDs to be conducted at the beginning of the physical session.

Physical activities to be executed in conjunction with the above educational activities may include one of the following:



1. Engage in or facilitate activities or sessions to increase the physical activity of club members and target group in your community as well as educate a target group of the risk factors associated with NCD'S
2. Engage in or facilitate activities or sessions to increase the physical activity of club members and target group in your community. Projects may include but are NOT limited to:
 - a. Club members should join a dance class together for one quarter
 - b. Club members should take Zumba classes together (minimum of 2 classes)
 - c. Clubs should participate in outdoor activities which constitute as physical activities (hiking, rock climbing, kayaking, etc.)
3. Facilitate and be a part of the D7030 “Rotaract Regional 5K Run to Reduce the Risk” in your country or community during World Rotaract Week 2015. The “Rotaract Regional 5K Run to Reduce the Risk” is aimed to specifically amplify the efforts done in Year 1, in bringing regional attention to the district’s work on NCD risk factor reduction. This project also seeks to facilitate camaraderie among Rotaract clubs as they work together on this joint project.

Criteria for Evaluation for Year 2

No.	Criteria	Points
1	Submission of Project Proposal due January 25th 2015	5
2	Use of Social Media to market the activity	10
3	Submission of final report of project due May 2nd 2015	5
4	Media Coverage of activity	10
5	Joint planning or execution of the Project with a Rotaract or interact Club	15
6	Participation of Rotaractors	10
7	Percentage of participants present from Initial	10



	Target group (From 1st year of the project)	
8	Project executed during World Rotaract Week	10
9	Video testimonials of at least three (3) participants on what they gained from the activity (Attach links)	10

Email: cslo@rotaract7030.org – Keisha Alfred

6. Rotaract District 7030 International Service Project

GOALS

- To Increase clubs in the District Participation in DISP by 50%
- To encourage clubs to continue participation in the three-year plans Developed by Past ISLO Erica Hall
- To share the diverse culture and experience of District 7030
- To create a data base of clubs interesting in participating in twining project with our district

OBJECTIVES:

- To emphasize the international aspect of Rotaract in fellowship through service;
- To establish a long-term relationship international friendship with another Rotaract (and Rotary club) that will lead to on-going and effective projects;
- To enhance the understanding of another culture and each other’s differences
- Exchange club project or program ideas
- Increased attendance of District 7030 Rotaractors at international Rotaract and Rotary events
- To promote Rotaract District 7030 throughout the Rotary family through increased visibility of District 7030 Clubs’; our projects and activities worldwide.



THE ROTARACT DISTRICT 7030 TWINNING PROCESS

- Twin club chosen can be a club belonging to any District. (Clubs should not only limit themselves to D7030 or D7020)
- Clubs' international service committee should be responsible for the initial relationship building and further maintenance of the program.
- Clubs should identify a geographical region in which members have an interest in learning about the culture, community initiatives and international service projects of its Rotaract clubs.
- Establish the twin relationship by ensuring that each club completely understands its roles and responsibilities in the twin relationship.
- Twinning clubs must agree to twin for at least one year and create a plan for this duration which includes projects and activities for each year using, but not limited to, the examples provided in the twinning challenge. Twinning agreement can be renewed each year or clubs can choose a new twin.
- Clubs must execute projects/activities from two of the categories provided in the twinning challenge during the first year of the relationship with the twin club. At least one project/activity per category must be chosen and executed for the second year or complete the 1 year project International explosion.
- Club's service project(s) should involve the participation of at least 50% of each club's membership. Either 50% during execution or a cumulative total of 50% during planning and execution.
- Clubs must report their twin relationship to District 7030 International Service Liaison Officer (ISLO) by completing the Twin Clubs Agreement Form and Certificate provided. At the end of the first year of twinning, clubs must report their twin relationship to Rotary International.

Notes

**Additional points will not be awarded to clubs who have now started the twinning process.*

***Clubs which are not able to complete a project/activity from each category are asked to continue to submit reports in order to be recognised for their twinning efforts.*

Continuation of Twinning Challenge

For the year 2014-2015 Clubs will have the opportunity to continue their twinning relationship formed during the year 2013-2014 or start the twinning process. Rotaract Clubs who have already started the twinning process can choose to continue the second year project outlined in the three-year project outline or conduct the one year project for 2014-2015.



Begin Twinning Challenge in Year 2

Clubs who have not started the twinning process will be given the opportunity to start the project this year by executing one of the following activities, along with the outlined projects in the second year of the project plan or the planned one year project.

Activities:

- Have a web based or joint meeting using Skype or any other similar platform between twin clubs.
- Write a letter to your identified twin club introducing your club to its membership
- Create an introductory video – introducing your club to your twin

One-Year Project Twinning Challenge (For Clubs not Participating in 3-year Twinning Challenge)

Project Title: International Explosion

Rotaract is an international organisation not only limited to District 7030 or our respective countries. Together with other Districts we share a vast amount of culture, experience and we work towards one common goal. This year we are guided by two exceptional themes: RI Theme “Light UP Rotary” and our District Theme “Share the Experience, Live Rotaract”, together these two themes are challenging us as Rotaractors to maximize the reach of our Rotary Family not only in our respective communities, counties or District, but worldwide. With this in mind clubs of District 7030 will be given the opportunity to share the diverse culture of District 7030, your country and to share the Rotaract experience and create awareness of Rotaract in their respective countries and the world.

Project Challenge

- Clubs should plan and execute an activity in their county to showcase and create awareness of three different counties from the District to which their twin club belong and two clubs from District 7030. The activity can be a Fair, an exhibition, a video (to name a few)
- Clubs should showcase the county’s history, culture (national wear, food etc) and the work conducted by the Rotaract Club with the country. (Clubs can showcase various projects conducted by the clubs and experience of the Rotaractors)



- Clubs should collaborate with clubs selected to gather information required to conduct this project
- Clubs should collaborate with their Rotary and Interact clubs within their respective countries to execute this project
- Upon completion, the project should be documented and shared with the twin club and other clubs that participated in project via videos, postcards, newsletters etc

Clubs should be creative in their planning and not be limited to the suggestions given. Clubs should also use this opportunity to show their respective Rotaract Clubs and experiences to their community

TWINNING CHALLENGE REPORTS TO ISLO

To assist with the evaluation of this project it is required that clubs submit the following:

Project Reporting System - Joint Newsletter

- Twin club must create one joint newsletter to be shared with Rotaract and Rotary clubs. This newsletter must highlight your twin club’s relationship providing the following:
- A basic profile of your twin club (this is applicable to clubs who are now starting the twinning process, or have selected a new twin)
- How your club was chosen or contacted (this is applicable to clubs who are now starting the twinning process, or have selected a new twin)
- Projects or activities executed during your twin club relationship
- Future plans for the maintenance of the relationship
- Plan for the remaining two years of twin relationship
- Challenges that the clubs overcame, if any.
- It may include other club projects and activities of either club.

Reporting Time Line

Submission of Project Proposal December 31st 2014
 Project must be completed by 30th April, 2015
 Submission of Report -Newsletter by May 2nd, 2015.

No	CRITERIA	DEADLINE/DETAILS	POINTS



1	Submission of Proposal	(Deadline December,2014)	31 st	5
2	Use of Social Media to promote Project			
3	Joint Planning and executing of Project with Rotary, Rotaract, Interact or Inner wheel)			10
4	Involvement of twin club	-Information received from twin club(s) -Involvement in planning		5
5	PARTICIPATION of other Rotaractors, Rotarians, etc in activities/ project	3 or more Rotarians 3 or more Prospective Members / Guest 3or more Intaractors 3 or more Inner wheelers		5 5 5 5 = 20
6	SUBMISSION OF 2 ARTICLES for 2nd and 3rd Quarter District Newsletters	By stipulated deadline		10
6	Post pictures Project or activities on District website			10
7	Participation of Rotaractors	>50% of total members		10
8	Use of media during completion and after completion of project	Articles in Written media, social media etc.		10
9	Completion of project (Activities from three-year or one-year project)	April 30 th 2015		10
10	Submission of final Report	May 2 nd 2015		10

Email address: islo@rotaract7030.org - Cilandell Glen

Click on the link below to download the comprehensive and amendments to the project



- Reporting your Twin Club relationship
- Twin Club Tips for Establishing and Maintaining a Relationship
- Examples of Successful Twin Club Relationships
- Twin Club Agreement Form
- Twin Club Agreement Certificate
- Twin Club Awards/Quarterly Report Form
- Certificate Of Recognition Design

<http://www.rotaract7030.org/index.php/media/downloads/viewcategory/41-district-projects-2013-2014>

7. District Disaster Preparedness Officer

RELEVANT DEFINITIONS

A **disaster** is an extreme disruption of the functioning of a society that causes widespread human, material, or environmental losses which exceed the ability of the affected society to cope using only its own resources.

A **hazard**, on the other hand, refers to the potential occurrence, in a specific time period and geographic area, of a natural phenomenon that may adversely affect human life, property or activity to the extent of causing a disaster. A hazard occurrence becomes a disaster when it results in injuries, loss of life and livelihoods, displacement and homelessness and/or destruction and damage to infrastructure and property. Disaster preparedness, therefore, seeks to prepare for and reduce these adverse effects.

Disaster preparedness refers to measures taken to prepare for and reduce the effects of disasters. That is, to predict and—where possible—prevent them, mitigate their impact on vulnerable populations, and respond to and effectively cope with their consequences. Disaster preparedness is best viewed from a broad perspective and is more appropriately conceived of as a goal, rather than as a specialised programme or stage that immediately precedes disaster response. It is a continuous and integrated process resulting from a wide range of activities and resources rather than from a distinct sectoral activity by itself. It requires the contributions of many different areas—ranging from training, logistics and resource management, to health care to institutional development. Viewed from this broad perspective, disaster preparedness

Structural or physical vulnerability is the extent to which a structure is likely to be damaged or disrupted by a hazard event.

Human vulnerability is the relative lack of capacity of a person or community to anticipate, cope with, resist and recover from the impact of a hazard. Factors that increase human



vulnerability to disasters include rapid urbanisation, population growth, and lack of knowledge about how to effectively resist the effects of disasters and poverty. Of all the factors, poverty is perhaps at the root of what makes most people vulnerable to the impact of most hazards.

Human capacities are the qualities and resources an individual, community or society can use and develop to anticipate, cope with, resist and recover from the impact of a hazard. These include material resources (i.e. food, animals, cash, tools); social and organisational capacities (i.e. leadership, previous organising experience, community based organisations and networks); and attitudinal capacities (i.e. beliefs, motivations, work values, ideas, creativity, efficacy). All people and all communities have resources and capacities and therefore a foundation for preparedness and risk reduction that National Societies can support and help build.

Source: Introduction to Disaster Preparedness (Disaster Preparedness Training Programme) – International Federation of Red Cross and Red Crescent Societies.

SYNOPSIS

As a region, the Caribbean has experienced its share of disasters over the years, which were a direct consequence of events such as hurricanes, storms, floods, earthquakes, landslips, volcanic eruptions, droughts and tsunamis (to a lesser extent).

It is the mission of the RI Rotaract District 7030 Team in the RI Year 2014/2015 to continue to ensure that the District's constituents are all aware and prepared should any emergency arise.

This year, projects will be proposed which would be geared towards this intended mission. It is anticipated that the projects can be easily planned and executed by participating Rotaract Clubs.

GOALS OF OFFICER

Reference: District Plans and Objectives 2012/2013 Pg.16 and District Plans and Objectives 2013/2014 Pg.30

- To liaise with territories within the District, especially those that are known to experience regular natural disasters such as hurricanes, storms, floods, earthquakes, etc., to provide general advice or information in various areas where natural disasters may occur;
- To provide guidelines and bulletins in anticipation and preparation for disaster-causing events;
- To highlight areas relevant to Disaster Preparedness whereby training can be facilitated;

2014-15 RI Theme: 'Light up Rotary'

2014-15 Rotaract District 7030 Theme: 'Share the Experience, Live Rotaract'



- Realignment of administrative framework for District Disaster Relief Fund, in accordance with the proposed District Manual to be implemented by the District Rotaract Committee, inclusive of policies and procedures to apply for and distribute funding;
- To update the Disaster Preparedness Manual, which was created for the District's reference by Keiron Nanan, DDPO 2013/2014 and to ensure the thorough dissemination and use of same throughout the District, as was intended;
- To mobilise Rotaract Clubs in the event of the occurrence of a natural disaster in any country in the District;
- Where necessary, assist in establishing contacts with external agencies to enhance and ensure the success of service projects and/or relief efforts.

PROJECT PROPOSALS – WHAT DO WE DO?

Your club can complete either proposal one or proposal two to have successfully completed a project under disaster preparedness. Any points awarded would be based on completion of reports and/or submissions of all required documentation to the District Executive and District Disaster Preparedness Officer.

- **PROJECT PROPOSAL ONE**

Your club can shoot a video which highlights a selected disaster-causing event providing a description and outline of its characteristics, what can be done to prepare for such an event, in terms of reducing overall risk in terms of human and physical vulnerabilities, and what can be done during and after said event in typical settings, both indoors and outdoors.

N.B. - It is recommended that guidance be sought from a suitably trained professional(s) and/or with a local Disaster Management Agency.

Attainable Goals:

- Sharing of knowledge and experiences with respect to particular disaster-causing events among Clubs throughout the District and beyond.
- Encouraging and creating awareness of what it is required to be prepared for disasters and what is to be done during and after the occurrence of a disaster-causing event.



• PROJECT PROPOSAL TWO

Your Club can facilitate a Training or Information Session in the any of the following areas:

- First Aid
- Shelter and Crowd Management
- Water Conservation and Basic Sanitation
- Basic Overview of Disaster Management and Planning

N.B. - It is recommended that this be done with a suitably trained professional(s) and/or with a local Disaster Management Agency

Attainable Goals:

- Rotaractors would have the basic training to lend assistance in cases of emergency
- Build relationship with local Disaster Management Agency.
- Build a strong team to work together in cases of emergency.

EVALUATION CRITERIA FOR SELECTED DISASTER PREPAREDNESS PROJECT

CRITERIA FOR EVALUATION OF DISASTER PREPAREDNESS PROJECT OPTION ONE:

N O.	CRITERIA	POIN TS
1	Submission of Project Proposal on or before Wednesday 31st December, 2014	10
2	Use of Social Media for the promotion of the Video highlighting the selected Disaster-causing Event during World Rotaract Week 2015	15
3	Creativity and Innovation employed in delivery of Video highlighting the selected Disaster-causing Event	30
4	Joint planning and/or execution of Project with a Rotary Club, Rotaract or Interact Club	10
5	Submission of Final Project Report on or before Thursday 30th April, 2015	15
6	Participation of Rotaractors (Percentage of Club Members in attendance for Project Execution)	20



CRITERIA FOR EVALUATION OF DISASTER PREPAREDNESS PROJECT OPTION TWO:

N O.	CRITERIA	POIN TS
1	Submission of Project Proposal on or before Wednesday 31st December, 2014	10
2	Use of Social Media for the promotion of the importance of Disaster Preparedness and Management during World Rotaract Week 2015, with emphasis placed on the selected area/topic of the Training Session	15
3	Joint planning and/or execution of project with relevant Government Ministry, Government (Disaster Management) Agency, NGO/CBO, Rotary Club, Rotaract Club, or Interact Club,	10
4	Submission of Final Project Report on or before Thursday 30th April, 2015	10
5	Project Evaluation (tools used to evaluate project impact/effectiveness on target audience/beneficiaries of the Disaster Preparedness Training Session e.g. questionnaire / survey)	10
6	Participation of Rotaractors (Percentage of Club Members in attendance for Project Execution)	10
7	Submission of testimonials (at least two from target audience/beneficiaries) with Final Project Report	10
8	Letter of Endorsement of Project from participating Government Ministry, Government (Disaster Management) Agency, NGO/CBO, Rotary Club, Rotaract Club, or Interact Club (to be submitted with Final Project Report)	15
9	Use of Public Relations (Media Coverage, etc.) during Project Execution (Evidence must be submitted with Final Project Report)	10

Email: ddpo@rotaract7030.org – Jacy Warrick



8. District 7030 Marketing and Communications Plans

INTRODUCTION

In its broadest context, Marketing is a total system of business activities designed to plan and promote products, services or ideas to specific target groups. Ultimately, marketing assists in achieving organizational objectives. It is all-encompassing and involves activities that contribute to the organization's image.

For Community Based Organization's and NGO's in particular, effective marketing can improve an organization's ability to attract funding, serve more beneficiaries and advance its mission. In the long-run, proper and effective marketing can help enhance an organization's sustainability.

It is based on the above that this year's Marketing and Communication Plan has been developed to achieve six (6) core goals. These goals are as follows: -

GOAL 1: - Create and increase awareness about the Rotaract Brand throughout the District

GOAL 2: - Improve the District's relationships with both the civil and private sector lending to greater access to funding and regional and international collaboration on projects

GOAL 3: - Highlight key initiatives executed by the District in the four arms of service via strategic Public Relations activities

GOAL 4: - Equip clubs with tools to effectively market Rotaract as a recognizable and viable service-oriented organization

GOAL 5: - Increase membership throughout Rotaract District 7030

GOAL 6: - Improve the online presence of Rotaract District 7030 by ensuring the maintenance of a responsive website and other online social medium

PROPOSED PROJECTS

To achieve the above-mentioned goals the District will embark on four (4) major project areas.

1) LET'S GET CONNECTED! Recruitment Drive

Connections refer to relationships via which persons or things are linked and associated with each other. It can also simply refer to a means or channel of communication. This project will



allow Rotaractors to share unique attributes about Rotaract and their clubs to prospective members through the use of photos that represent the various aspects of Rotaract. This creates opportunities for the development of new lines of connectivity between each Club and the youth segment of our populations.

Objective: - To promote the four (4) avenues of service of Rotaract which may appeal to the varying interests of the youth population.

Target Group: - Persons not currently affiliated with Rotaract and are between ages 18 – 27 years.

- Members of Interact Clubs

Responsibilities: -

- The Marketing and Communications Committee will:
 - Create **ONE (1)** Flyer/Electronic Poster each **QUARTER** which represents an arm of service of Rotaract using mainly photographs with a simple slogan that includes the phrase -
“Rotaract IS Life. Live Rotaract and...”
- Clubs will:
 - Produce/create **ONE (1)** photo OR flyer each **QUARTER** on which a simple slogan or caption will be added which shows how Rotaract is a critical component of daily life. All narratives will include the phrase ***“Rotaract IS Life. Live Rotaract and”***. The sentence or brief narrative can be edited to be part of the photo or can simply be the caption for it.

The project will utilize online platforms to create “Connections” between Rotaract Clubs and potential members by utilizing images from a different arm of service each month.

Communication Channels: - *Clubs Facebook Pages, Twitter, Instagram, Club Websites.*
-*District Facebook Page, District Website, Instagram and Twitter*

Project Timeline: - All four (4) Quarters of RI year 2014/2015

QUARTER	AVENUE OF SERVICE TO BE HIGHLIGHTED via the PHOTOGRAPH
1 JULY – SEPTEMBER 2014	Professional Service
2	Community Service



OCTOBER – DECEMBER 2014	
3 JANUARY – MARCH 2015	International Service
4 APRIL – JUNE 2015	Club Service

Evaluation:

- Increase in number of followers on social media
- Increase in number of inquiries from youth about joining Rotaract

2) **BUILDING POSITIVE IMAGES – THE ONLINE POSTER CAMPAIGN**

In an effort to ensure that the Rotaract Brand is easily identified regionally and is promoted in a positive way, the District will continue with its Online Poster Campaign for the RI year 2014/2015. The campaign is geared at promoting the Rotaract brand specifically within the territories of District 7030. The overall theme of the campaign will be focused along two main areas:

- a) the role and purpose of Rotaract
- b) the benefits of becoming a member of the organization

Objectives: -To increase membership of Rotaract Clubs in District 7030 by 30%
 -To increase awareness of the Rotaract brand

Target Group: - Persons between the ages of 18 and 27 years.

Responsibilities:

- Marketing and Communications Team will:
 - Create poster templates inclusive of content and photos.
 - Manage the campaign from the district level
- Clubs’ Public Relations Officer will:
 - Utilize posters in the club’s public relations and promotional activities, at events and expositions
 - Manage the campaign at the club and community level.

Project Timeline:-All four (4) Quarters of RI year 2014/2015
-Online Posters will be launched in the Last Month of each quarter throughout the Rotaract Year



Communication Channels:

- Social Media: Twitter, Facebook, Instagram, and the District website. With specific reference to Facebook, the use of individual Club pages and the District 7030 Facebook page will be encouraged.

Note - The Committee will also seek to utilize paid Facebook advertisements at intervals.

- Newspapers
- Youth based magazines
- Travel magazines, e.g. Liat and Caribbean Airlines magazines which will facilitate the regional reach of the posters

Evaluation:

- Quarterly updates on the number of prospective members clubs are gaining will be requested
- Number of visitors to the District and clubs' websites.
- Increase in number of likes on the District and clubs' Facebook pages.
- Increase in tweets and likes on the District's and clubs' Twitter pages.

3) MARKETING ESSENTIALS FOR NGO'S – The Training Series.

This project will provide a variety of tips, knowledge and educational resources regarding the area of Marketing and Public Relations to all club PRO's.

Sessions will include but are not limited to the following topics:-

- ✓ The Power of a Press Release
- ✓ How to effectively use Social Media

Objective: - To furnish all Club PRO's with basic, easy-to-use mechanisms via which they can successfully market their clubs and by extension Rotaract District 7030.

Target Group: - Assigned Club PRO's

Responsibilities: -

- The Marketing and Communications Committee will:
 - Provide the base information and learning resources in various areas relating to Marketing and Communications that will assist PRO's in executing their roles successfully. The Committee will also coordinate the methods via which this information is passed onto the Club PRO's
- Club Public Relations Officers will:



- Utilize the training provided to boost and enhance their club's marketing efforts in a bid to gain new members and advance their relationships with stakeholders and potential project sponsors.

Communication Channels: - Power-point presentations sent via email and uploaded to the District Website and District Facebook Page; the District Blog, Relevant Webinars, District Facebook Page

4) SHARING THE JOYS of THE ROTARACT LIFE! The Media Drive

Working closely with the production team for the District newsletter as well as the District Website team, the District Marketing and Communications Committee will work closely with each Club to establish working relationships with key media companies – print, radio, television, online, in each District territory.

Objective: -

- To use Media companies to share the Rotaract Story through print and electronic articles, videos, blogs that showcase the various aspect of Rotaract Life. Rotaract Is Life Campaign
- To ensure that the District Facebook page is active and effective through the creation of a “SPOTLIGHT ON” feature which will highlight the various clubs throughout the District each month on a rotation basis
- To enhance the District website to ensure it is attractive, user friendly and active by ensuring that it is updates regularly with learning tools that benefit all clubs. The District Website should become the platform via which clubs interface with each other to Share their Rotaract stories.
- To promote monthly twitter drives using - #rotaractlife #rotaractislife #iliverotaract #iamrotaract and other such tweets.

Target Group: - Media Companies throughout the District

Responsibilities: -

- The Marketing and Communications Committee will:
 - Supply media houses with relevant, updated, information on Rotaract activities and major District Events and showcase the critical role the organization plays in community and youth development.
- Club Public Relations Officers will:



- Acquire contact information for key media companies in their country and develop introductory informational packets where media companies can become acquainted with Rotaract as an organization.

- Form working relationships with national media houses and develop press releases to showcase the work of the club on a quarterly basis.

Communication Channels: - All forms of national media – newspapers, television (talk-shows), national website, the District Website and District Facebook page.

Email: marketing@rotaract7030.org – Shaneil Sutherland

9. District Interact Liaison Officer

The Goal

To Forge stronger relationships among Interact and Rotaract Clubs across district 7030 to help to align Interact Clubs with the District Vision for 2014-2015.



The Aim:

Besides stronger relationships Interact and Rotaract Clubs will be able to support each other in carrying out their respective club functions as well as providing a membership pool for Rotaract Clubs.



Objectives:

- Identify incentives for clubs that have past Interactors joining the club
- Compile information on Interact Clubs in the District
- Identify recruitment strategies for Interactors to join Rotaract.
- Recommend Retention Strategies

Club Incentive Programs

The following incentive program is recommended for implementation:



Points awarded towards Club of the year:

Points may be awarded on the following bases:

- Points for Clubs that attend the most Interact Club Meetings.
- Clubs that have Interactors attending their meetings.
- Best executed Joint-Project.
- Most Interactors Recruited.
- Additional points for those recruited Integrators who go on to be pinned.
- Submitting articles on Interact clubs and their activities to the District for the Newsletter.

Information on Interact Clubs

This information will be compiled and updated over the course of the current year.

Recruitment Strategies

The following strategies for recruiting Interactors are recommended:

- Each One Reach One
 - Each member Rotaractor can pair themselves with an Interactor. Similar to the buddy system. Throughout the course of the year, both parties build their relationship. The Rotaractor attends Interact meetings and encourages the Interactor to do the same. Once eligible, that Rotaractor will be responsible for encouraging the Interactor to become a member of their Rotaract Club.
- Increased number of Club Service activities
 - Once a foundation has been set and Interact Clubs are interacting with their Rotaract Clubs, activities that catch their interest will become crucial. More Social activities will help participating Interactors to become better acquainted with the members of Rotaract, thus the transition process should be easier.
- Increased Publicity



- By strengthening Rotaracts' public Image and Publicising well executed, meaningful projects, attracting past Interactors becomes easier. People gravitate towards things that would be a meaningful use of their time.
- Internal Incentives:
 - Amongst themselves, Clubs can decide to provide incentives to members who recruit members (Past-Interactors) given a specific directive.

Contact will be made with an Interactor from each active Club. At the end of each quarter, the progress of the relationship will be tracked and reports presented.

10. District Translation Officer

Introduction

Our district has is very diverse since 3 official languages are spoken, not mentioning creole and patois spoken in quite a few countries.

Language barrier has always been an issue in the District, especially in French speaking countries (Guadeloupe, Martinique, French Guiana). Because of the language barrier the “Frenchies” would encounter greater difficulty in District activities and may lose interest in training, for example, because they would hardly understand or participate in what is going on. They would also lose interest for the communications and demands from the District and may not intervene in very important discussions on amendments, for example.

As the District Translation officer, my mission would not only be to provide translation services. I consider it is very important to ease this language barrier and develop English skills in French Rotaractors. The friendship between Rotaractors within the District will certainly help.



Goals for 2014 – 2015

Provide translation services:

- District events (identify suppliers of translation equipment for District Assembly)
- District communications (emails...)

Develop French clubs' integration

- In collaboration with ADRR for Martinique and Guadeloupe, provide assistance in Club's understanding of District demands, and ensure feedback and submission of documents. Organise group discussions if necessary.

A facilitator will be appointed in each club. This person will be responsible of helping club presidents of producing documents asked by the District. **(deadline September 15th)**

- Identify facilitators for training sessions and events like District Assembly. **(deadline: two months before each event)**
- -Work with Marketing and Communications to provide translation services of relevant promotional materials

Improve English skills among French clubs

- Encourage activities such as chats or simple projects with other Rotaractors
- Suggest some useful resources (TV Shows, podcast etc.) or group activities (eg: go to the cinema and watch movies in English)

11. Rewards and Recognition Officer

Purpose

- ✓ An opportunity to recognize clubs for their efforts during the year.
- ✓ Inspire and encourage clubs to try new, original ideas.
- ✓ Provide an opportunity to share some of the best practices which are taking place within District 7030.

Awards

The award categories for this Rotaract year are as follows:

- ✓ Most Outstanding Community Service Project
- ✓ Most Outstanding International Service Project
- ✓ Most Outstanding Club Service Project



- ✓ Most Outstanding Finance Project
- ✓ Most Outstanding Professional Development Project
- ✓ Most Innovative Project**
- ✓ Club of the Year

Points to note:

- Two (2) Runners-up for each category would be recognised by the District.
- The forms to be used by clubs for their Most Outstanding categories submissions awards would be circulated by December 2014.
- Finalists of the Most Outstanding categories would be required to prepare either *a short 2-3 minute video* or a Power Point Presentation (max of 4 slides) summarizing the project. (Further details on this requirement would be provided in January 2015.
- ** would be selected from amongst **all** Most Outstanding Project submissions received.

Club of the Year Criteria

AREA OF ASSESSMENT		POINTS	EVALUATION/ INSTRUCTIONS
A	DISTRICT PARTICIPATION	<u>280</u>	
1	District Dues	<u>Max 30</u>	To be verified by the District Treasurer
	Paid at District Conference 2014	30	
	Paid by July 31 st 2014	20	
	Paid by September 30 th 2014	15	
	Paid by/ at District Leadership Training 2014	10	
	Paid by February 01 st 2015	5	
2	Participation in the District Service Projects	<u>Max 250</u>	10 points per quarter. (Not based on the number of articles submitted), To be verified by the relevant District Officer.
	Submission of articles for the District Newsletter	30	
	District Secretary's Challenge	10	
	District's Interact Liaison Challenge	20	
	District's Disaster Preparedness Project	30	
	25-U Challenge Citation	30	
	International Service Project	30	
	Community Service Project	30	



	Marketing & Communication Projects	30	
4	Representation at District Leadership Training 2014	<u>20</u>	Based on the listing of actual attendees
5	Representation at the 29th Annual District Conference in Barbados	<u>20</u>	Based on listing of paid participants as at 31 st January 2015
B	CLUB ADMINISTRATION	<u>100</u>	
1	Updated Club's Details on RI's website by the stipulated deadline.	<u>5</u>	
2	Updated Club's Profile on the District Website by the stipulated date	<u>5</u>	
3	Created or updated Club's presence on social media e.g. Facebook, RotaractorWiki	<u>10</u>	
4	Submission of the Club's 2014-2015 Plans & Objectives by the stipulated date	<u>10</u>	
4	Submission of Quarterly Reports	<u>Max 30</u>	Submission using the Project Report Form 2014 – 2015.
	July – September 2014...by the required date	10	
	October – December 2014...by the required date	10	
	January – March 2015...by the required date	10	
5	Submission of Presidential Reports	<u>Max 30</u>	Submission using the President's Reporting Form for 2014-2015
	July – September 2014... the required date	10	
	October – December 2014... the required date	10	
	January – March 2015... the required date	10	
6	Audited Financial Statements	<u>10</u>	Submission of audited Financial Statements for the Financial year ended 30th June 2014.
C	CLUB AND MEMBERSHIP DEVELOPMENT	<u>60</u>	
1	Conduct at least 1 Club Assembly	5	Summary of the meeting: containing the date, time and the issues and solutions identified.
2	Conduct at least 2 Training Sessions	20	Submission of Summary- Date,% Attendance, Training topics covered.
3	Membership Recruitment	15	Shall be derived from the Presidents' Quarterly reports
4	Membership Retention	10	Shall be derived from the Presidents' Quarterly reports
5	Club Newsletters	<u>Max 10</u>	Submit all Club Newsletters published for the year 2014-2015
	3 Productions or more	10	
	2 Productions	5	
	1 Production	2	
D	ROTARY-ROTARACT RELATIONS	<u>60</u>	
1	Quarterly Presentation / representation at	20	Submission of a signed letter/email directly



	Rotary Meetings		from your Sponsoring Rotary Club President and/or Secretary confirming the following areas in this category.
2	Invite at least two (2) Rotarians to Club Meetings as Guest Speakers during the year	10	
3	Organise a Joint Rotary-Rotaract Meeting during World Rotaract Week 2015	10	Rotaract Club Presidents can also scan and email the signed hard copy letter from their Rotary club as an attachment. Photographs can also be submitted.
4	Organise a Joint Rotary-Rotaract Activity/Project by March 31 st 2015	10	
5	Provide Meeting Minutes/Reports to your Sponsoring Rotary Club	10	
E	ROTARACT AT THE INTERNATIONAL LEVEL	<u>60</u>	
1	RI World Rotaract Week (WRW) Recognition Award	10	Submission of relevant records to support the following areas in this category required.
2	RI Presidential Citation	10	
3	Submission of a Project for the RI Outstanding Awards	20	
4	Participation at an international Rotaract event e.g. RYLA-NA (2014), Interota (2014); other international Rotaract exchange programmes	20	
F	BONUS		
	Most Outstanding Project Submission Project Execution – at least 1 major project by in each Avenue of Service (5 Avenues of Service)	<u>Max 25</u>	Based on submissions for Most Outstanding award categories.

Email: vizdat@hotmail.com – Danielle Hansen

District Email Addresses and Mailing Lists

- drd@rotaract7030.org
- drre@rotaract7030.org
- ipdrd@rotaract7030.org
- secretary@rotaract7030.org
- contact@rotaract7030.org
- treasurer@rotaract7030.org
- islo@rotaract7030.org
- cslo@rotaract7030.org
- ddpo@rotaract7030.org
- trainer@rotaract7030.org



- marketing@rotaract7030.org
- webmaster@rotaract7030.org
- executive@rotaract7030.org
- district-team@rotaract7030.org
- presidents@rotaract7030.org
- clubs@rotaract7030.org
- adrrs@rotaract7030.org



APPENDICES

APPENDIX A – Travel Schedule

DATE	COUNTRY	CLUB
July 25 to 27 2014	Guyana	Linden and New Amsterdam
August 22 to 24, 2014	Martinique	Lamentin and Saint Pierre
August 30, 2014	Trinidad and Tobago	Piarco (B.A.T.C.E) and Arima West
September 5 to 7, 2014	Guadeloupe	Point-à-Pitre
September 20 and 21, 2014	Trinidad and Tobago	Maraval, Piarco (UWI)
October 4 to 5, 2014	Grenada	Grenada
October 18 to 19, 2014	St. Vincent	Kingstown
November 7 to 10, 2014	Guyana	Georgetown, Georgetown Central and University of Guyana
November 21, 2014 (DLT)	Trinidad and Tobago	Sangre Grande Central
December 6 to 7, 2014	Barbados	Barbados West, South Barbados and UWI Cave Hill
January 16 to 17, 2015	Antigua	Antigua
January 17 to 18, 2015	Montserrat	Montserrat
January 24, 2015	Trinidad and Tobago	Mt. Hope and Arima
February 21 to 22, 2015	St. Kitts	St. Kitts
February 28, 2015	Trinidad and Tobago	San Fernando and Point Fortin
March 13 to 14, 2015	St. Lucia	St. Lucia and St. Lucia South
March 14 to 15, 2015	Dominica	Roseau
April 10 to 12, 2015	Suriname	F.R.E.S.H, Genesis and Paramaribo
April 25, 2015	Trinidad and Tobago	St. Augustine and St. Augustine



DATE	COUNTRY	CLUB
		West
May 2, 2015	Trinidad and Tobago	Central Port of Spain and Port of Spain West
May 5, 2015	Trinidad and Tobago	Tobago
May 12, 2015	Trinidad and Tobago	South West Tobago

NB Dates are subject to change. In the event that the DRR is unable to visit, alternative arrangements will be made.*

Email: contact@rotaract7030.org



APPENDIX B Rotary International Monthly Themes

January	Rotary Awareness Month
February	World Understanding Month
March	Literacy Month
April	Magazine Month
May	Promote International Convention Month
June	Rotary Fellowship Month
July	Literacy Month & New Rotary Year Begins
August	Membership & Extensions Month
September	New Generations Month
October	Vocational Service Month
November	Rotary Foundation Month
December	Family Month



APPENDIX C – Directory of District Presidents and Secretaries

NO.	COUNTRY	ROTARACT CLUB	CLUB PRESIDENTS 2014-2015		CLUB SECRETARIES 2014-2015	
			NAME	CONTACT INFO	NAME	CONTACT INFO
1	Antigua and Barbuda	Antigua	Rozanne Emanuel	Ph: 268-771-7781 E: rozanne_e@hotmail.com		Ph: E:
2	Barbados	South Barbados	Ché Waithe	Ph: 246-251-1530 E: che.waithe@live.com	Safiya Moore	Ph: 246-230-7657 E: safiya.a.moore@gmail.com
3		UWI – Cave Hill	Curtis Cornelius	Ph: 268-789-8413 E: Kylethomas92@hotmail.com	Rhunette Ralph	Ph: 246-840-5015 E: Rhunette_s1721@hotmail.com
4		Barbados West	Shalisha Samuel	Ph: 831-4403 E: sjsamuel@gmail.com	Kavan Jackman	Ph: 258-9343 E: kavan.jackman@gmail.com
5	Dominica	Roseau	Kadisha Jno-Baptiste	Ph: 767-613-8075 E: jnobaptistek@hotmail.com	Shanda Carbon	Ph: 767-265-0746 E: carbonshanda@gmail.com
6	Grenada	Grenada	Kira Bailey	Ph: 417-3166 E: kirabailey86@gmail.com	Candy Enoe	Ph: 444-3012 416-1233 E: candyenoe1407@hotmail.com

2014-15 RI Theme: 'Light up Rotary'
2014-15 Rotaract District 7030 Theme: 'Share the Experience, Live Rotaract'



NO.	COUNTRY	ROTARACT CLUB	CLUB PRESIDENTS 2014-2015		CLUB SECRETARIES 2014-2015	
7	Guadeloupe	Pointe-à-Pitre	Sabine Kancham	Ph: 590-690-750-290 E: skancham@yahoo.fr	Lehann Alonzeau	Ph: 596-696-843-966 E: Leann.alonzeau@gmail.com
8	Guyana	Georgetown	Kevin Fogenay	Ph: 592-684-8380 E: Cadellac4@yahoo.com	Tanis Boston-Solomon	Ph: 592-621-7585 E: professional.boss.me@gmail.com
9		Georgetown Central	Tiffany Castello	Ph: 592-670-2718 E: tiffany_89@hotmail.com	Tiadi Welch	Ph: 592-664-5111 E: tiadiwelch@gmail.com
10		Linden	Kean Bonnett	Ph: 592-699-9040 E: keanbonnett@gmail.com	Analese Roman	Ph: 592-670-2111 E: analeseroman@gmail.com
11		New Amsterdam	Alicia Henry West	Ph: 592-602-3601 E: allygy2004@gmail.com	Marcelus Spencer	Ph: 592-693-3316 E: marcelus.spencer@yahoo.com
12		University of Guyana	Delon Earle	Ph: 658-1242 E: delonearle@yahoo.com	Kevaun Lucas	Ph: 621-9750 E: kewylucas@gmail.com
13	Martinique	Lamentin	Jessie Jean-Denis	Ph:+596696831555 E: jeandenisjessie@gmail.com	Véronique Coutenay	Ph:+596696291319 E: veronique.coutenay@hotmail.fr
14		Saint Pierre	Camille Palmont	Ph: E: palmont.camille@gmail.com		Ph: E:
15	Montserrat	Montserrat		Ph: E:		Ph: E:



NO.	COUNTRY	ROTARACT CLUB	CLUB PRESIDENTS 2014-2015		CLUB SECRETARIES 2014-2015	
16	St. Kitts and Nevis	St. Kitts	Reginald Johnson	Ph: 869-667-0844 E: rejjohnson1607@gmail.com		Ph: E:
17	St. Lucia	St. Lucia	Nickey Desriviere	Ph: 758-713-8551 E: hulk1@hotmail.com	Vernel Flavien	Ph: 758-726-9274 E: vmflavien@gmail.com
18		St. Lucia South	Tyasha Robert	Ph: 758-713-4581 E: tyashanar_89@hotmail.com	Carina Snagg	Ph: 758-518-5157 E: carinasnagg12@hotmail.com
19	St. Vincent and the Grenadines	Kingstown	Angele Clarke	Ph: 784-454-3838 E: presidentrc.vc@gmail.com	Kande Francis	Ph: 784-498-3871 E: svg_rotaract@hotmail.com
20	Suriname	F.R.E.S.H.	Chaveli Kasanpawiro	Ph: 597-861-9071 E: chaveli.kasan@yahoo.com	Merelyn Purperhart	Ph: 597-853-2388 E: purperhartmerre@live.com
21		Genesis	Sheonarain Avieshka	Ph: 597874-9849 E: avieshka@yahoo.com	Tolud Syffra	Ph: 597-865-9941 E: s.tolud@hotmail.com
22		Paramaribo	Stephanie	Ph: 597-861-5069	Zulema	Ph: 597-894-7033



NO.	COUNTRY	ROTARACT CLUB	CLUB PRESIDENTS 2014-2015		CLUB SECRETARIES 2014-2015	
			Boldewijn	E: s.r.v.boldewijn@live.com	Deugdzaam	E: zulema_1991@hotmail.com
23	Trinidad and Tobago	Arima	Daniel Skinner-Ballantyne	Ph: 868 739-6286	Nadia Valentine	Ph: 868 768-8271
				E: rotaractclubofarima@hotmail.com		E: nadia_valdentime385@hotmail.com
24		Arima West	Avinash Soodhoo	Ph: 868-705-6320	Krystal Manning	Ph:
				E: asoodhoo_123@hotmail.com		E:
25		Central Port of Spain	Shaakira Gangadeen	Ph: 868-731-000	Isis Benn	Ph: 868-752-3304
				E: shaakira-21@hotmail.com		E: isis.been@yahoo.com isis.been@gmail.com
26		Maraval	Amanda Daisley	Ph: 868-707-7065		Ph:
				E: amandan1985@yahoo.com		E:
27	Mount Hope	Keeron Tull	Ph: 868-301-6217	Shereece Ali	Ph: 868-303-2377	
			E:		E:	
28	Piarco Bishops Anstey & Trinity College	Samuel Rogers	Ph: 868-736-8638	Seriah Romero	Ph:	
			E: samuelrogers1234@gmail.com		E: marielseraiah@gmail.com	



NO.	COUNTRY	ROTARACT CLUB	CLUB PRESIDENTS 2014-2015		CLUB SECRETARIES 2014-2015	
		(BATCE)				
29		Piarco (U.W.I.)	Dr. Shanelle Dempster	Ph: 868-366-5983 E: shanelledempster@gmail.com	Latoya George	Ph: 868-292-2395 E: latoyageorge12@hotmail.com
30		Point Fortin	Shedron Collins	Ph: shedroncollins@gmail.com E: 868-480-5366	Nalini Ramsood	Ph: 868-322-6334 E: nramsood@gmail.com
31		Port of Spain West	Cindyann Currency	Ph: 868-299-2079 E: rotposwest@gmail.com	Nadine McEwen	Ph: 868-737-3428 E: secretary.rcposwest@gmail.com
32		San Fernando	Hakim Mark	Ph: 868-344-5874 E: hakimmark91@yahoo.com	Denicia Knutt	Ph: 868-488-0312 E: djknutt@gmail.com
33		Sangre Grande Central	Ajay Sinanan	Ph: 868-771-1938 E: ajaysinanan@live.com	Reshma Ramsaran	Ph: 868-723-2911 E: reshmaramsaran9@hotmail.com



NO.	COUNTRY	ROTARACT CLUB	CLUB PRESIDENTS 2014-2015		CLUB SECRETARIES 2014-2015	
34		South West Tobago	Abihail Berkley	Ph: 868-495-3525 E: abihail_berkley@hotmail.com	Rochelle Johnson	Ph: E:
35		St. Augustine	Malissa Maraj	Ph: 868-474-0736 E: malissa_sm@hotmail.com	Monifa Smith	Ph: 868-317-8709 E: monifasmith@hotmail.com
36		St. Augustine West	Danielle Morong	Ph: 868-768-7666 E: dannyelle3@hotmail.com	Starron Semper	Ph: 868-686-6829 E: star1yellow@gmail.com
37		Tobago	Stephan Sandy	Ph: 868-377-2246 E: tobagosandy@gmail.com	Monique Timothy	Ph: 868-721-6284 E: mnq.timothy@gmail.com

Email: secretary@rotaract7030.org – Kezra Lashley



APPENDIX D – 25U CHALLENGE CITATION CHECKLIST

Our District 7030 Rotaract Clubs are asked to complete the following form to assess their focus and commitment to recruitment and retention of persons within our District who are between the ages of 18-25 years old, passionate, focused and ready to serve.

Once completed, this form is to be reviewed and signed off to certify the Rotaract club’s achievement, then sent to the Executive of the Rotaract Committee i.e. IPDRR, DRR, DS and DT). The RDC must receive this submission no later than **February 27th 2015**.

25-U Rotaract Challenge Checklist

Please tick all those which your Rotaract Club has successfully completed.

- Create 25-U Recruitment Strategy
- Recruit at least one (1) 25-U prospective
- Report recruitment success in Quarterly Report Form
- Create and execute training initiatives for 25-U market on Rotary, Rotaract and the benefits o
- Encourage 25-U new recruits and existing Rotaractors to take up leadership positions in the new Rotaract year.
- Acquire sponsorship to send one 25-U pinned Rotaractor to District Leadership Training (DLT) Seminar 2014
- Attach one hundred (100) word testimonial from 25-U Rotaract attendee to the DLT 2014

Submitted by:

The Rotaract club of _____ sponsored by the Rotary

Club of _____ on _____ (date)

Approved by:

Name of Sponsor Rotary Club President

Signature

Name of Rotaract Club President

Signature

Name of ADRR of Rotaract Club

Signature



APPENDIX E – Checklist for Clubs 2014-2015

The following checklist is provided to assist you in keeping President's and Clubs organized and apprised of important deadlines.

- Club Presidents are asked to update their information twice a year (**30th September and 31st March** to avoid being suspended)
- Pay District Dues for 2014-2015 and participate in the District fundraiser initiatives (SALE OF RI Theme Pins, etc)
- Update Club profile on District Website
- Clubs to appoint Club Trainer and Public Relations Officer
- Submit articles for the District Newsletter by the **10th** of every month
- Submit Plans and Objectives for the year
- Submit Project Reports Forms on a quarterly basis
- Submit the contact information for your Club's Board
- Club inventory form to be filled out and submitted to District Secretary. (Form will be dispatched to clubs)
- For District Projects, submit reports to ISLO and CSLO separately to be evaluated. Refer to the ISLO and CSLO's plans
- Fill out the OCV (Official Club visit) forms before DRR scheduled Visits 2 weeks prior to visit
- Submit Projects for Recognition and Citations (WRW Recognition, RI Presidential Citation)
- Submit Nominee for DRRN (Optional) by 10th September 2014
- Submit bids for Conference and District Leadership Training (Optional) by October 15th 2014
- Keep your Assistant DRR updated and copied in all emails to the District