

## **Requirement for Corning Rotary Board of Directors to Sponsor a Project**

5/13/15 Final

**Intent of this Document:** To establish a defined procedure for identifying and considering projects and contribution events that are brought before the Corning Rotary Club for its participation. Following this procedure will ensure, to the greatest extent possible, the protection of the Club's reputation, finances and liability.

### **Definitions:**

**A.) Project:** An individual or collaborative enterprise that is carefully planned and designed to achieve a particular aim and which uses any of the following resources of the Corning Rotary Club: financial assets or support of the Club Treasurer, reputation, branding, liability protection/coverage, or promotion.

**B.) Mission and Goals:** Any project or event shall be evaluated against the Object, Four-Way Test, and Avenues of Service of Rotary International to determine whether it fits the mission and goals of the Corning Rotary Club:

<https://www.rotary.org/myrotary/en/learning-reference/about-rotary/guiding-principles>

**C.) Rotary Sponsorship Project -** The Corning Rotary Club [hereafter known as the "Club"] is the owner of the project, as approved by the Club's Board of Directors [hereafter known as the "Board"]. In taking ownership of the project as submitted by an active member of the club [hereafter known as the "Project Manager"], the Board accepts a formal proposal detailing the financial requirements/projections (budget), any known or potential Club liabilities, and that the project fits within the mission and goals of the Club. An approved sponsorship project will have a bank account created in the name of the Club to account for all income and expense transactions. A member of the Board serves as the single point of contact to the Project Manager. The decision to accept a sponsorship project is communicated to the Club membership.

**D.) Rotary Contribution Event -** The Club is a financial contributor or named supporter to an event. The amount of the financial contribution is approved by the Board. If only the usage of the Rotary name or branding is requested to be used in conjunction with the event (e.g. STEPS or Wineglass Marathon), that can be approved as a Rotary Contribution Event with written agreement of usage with the requesting Rotarian. There is no financial commitment beyond initial donation, no operational responsibilities, no liability exposure, no ownership, no usage of the Club bank account, no use of the Club name or endorsement implied or authorized without express permission of the Board. The decision to become a Rotary Contribution Event is communicated to the Club membership.

## **A. Requirements for a Rotary Sponsorship Project**

1.) A Rotary Sponsorship Project proposal is brought by the Project Manager to the Board at least **two** board meetings before the project is to begin. If the project is based out of a Club Committee, the Committee Chair shall bring the proposal to the Board for approval after being fully vetted within the committee. All Committee-based projects that are continuous are to be reviewed on an annual basis to ensure they meet the criteria of this policy.

The initial proposal will be presented at a meeting of the Board and will include an outline of the scope and purposes of the project, projected income, anticipated expenses, and keys to success. The purpose of this step is to give the Board a preliminary sense of the project, so that it may begin consideration and develop questions. The president or his appointee will check with the proper Rotary District 7120 representatives (e.g. Youth Exchange Coordinator for youth intending to travel outside of the U.S., District Governor for guidance or direction on liability concerns or other questions. *There is **NO** provisional approval of a sponsorship project.* A project cannot start advertising or promoting until a vote of the Board affirms sponsorship. If any of this activity takes place, the Club President will make a clear statement that the project is not Rotary-sponsored until it goes through the formal project approval process of the Board. The intent is to avoid the lines being blurred between what is a Rotary-Sponsored, Rotary-Contributed and non-Rotary project.

2.) At a following meeting of the Board, the Project Manager makes a formal presentation about the project including all relevant details, documentation and a formal budget. All Board concerns from the initial proposal are addressed. Additional questions and concerns can also be brought at this time and if it is deemed that the project is not ready for approval, the Board can request that the Project Manager return to a following meeting. This process can repeat itself as many times as necessary. Emergency Board meetings can be called by the President, but email is not recommended.

3.) The Board takes a vote on whether or not to sponsor the project. If a simple majority approve, the Club takes ownership of the project as a Rotary Sponsorship Project. The Project Manager is informed of the decision. The Treasurer creates a bank account for the project and all Club expense and payment procedures are to be followed. The sponsorship status of the project is announced at the next meeting of the Club membership. The Project Manager may advertise that the project is a Rotary Sponsorship Project and use relevant branding and language to that effect. A Board member (typically an at-large member) is assigned as the single point of contact to the Project Manager for the project. If the project is based out of a Club Committee, the Committee Chair shall be the single point of contact. The International Committee and its activities shall be treated as an annual Rotary Sponsorship Project, with a budget that is approved by the Board each year during the normal budget cycle. The Board member or Committee Chair is responsible for bringing status reports to the Board at a frequency determined by the board. At the conclusion of the Sponsorship Event,

the Project Manager shall present a report to the Board or the Club Membership to summarize the event and how the Club dollars were used.

4.) Best practice Risk Management procedures should be employed at all times, even if they are above and beyond the requirements of Rotary International. Any documents which commit the Club financially and/or which involve Club liability must be reviewed and approved by a local attorney before they may be disseminated in the name of the Club, prior to signature.

### **B. Requirements for a Rotary Contribution Event**

1.) A Rotary Contribution Event proposal is brought by an active member of the club to Board at least **two** board meetings before the event is to begin. The proposal should include how much financial support is requested, how the financial support will be used, and how it fits into the mission and goals of the Corning Rotary Club.

2.) The Board takes a vote on whether or not to contribute to the event in the amount or capacity requested. If a simple majority approve, the event becomes a Corning Rotary Club Contribution Event. The Treasurer writes a check in the amount approved and it is delivered to the proposer with a clearly written disclaimer that there is no financial commitment beyond initial donation, no operational responsibilities, no liability exposure, no ownership, no usage of Club bank account, no use of the Club name or endorsement implied or authorized without express permission of the Board. The Club membership is informed of the decision to support the event at its next regular meeting.

3.) At the conclusion of the Contribution Event, the Project Manager shall present a report to the Board or the Club Membership to summarize the event and how the Club dollars were used.