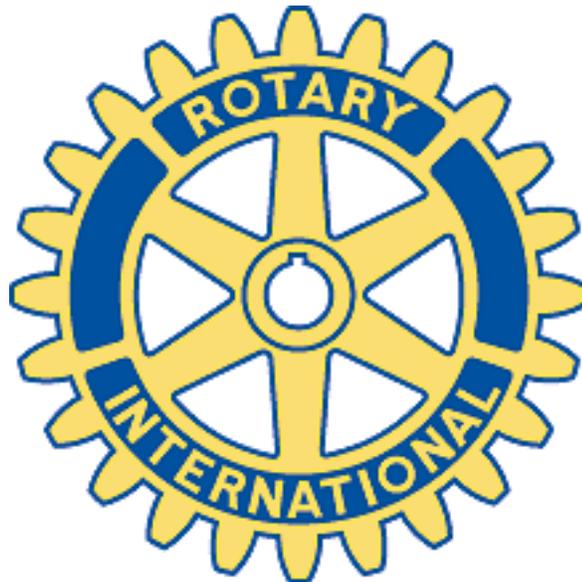


# **WELCOME TO OUR CLUB**

## **Sparks Centennial Sunrise Rotary**

**Club Number 68274  
District 5190  
P.O. Box 51390  
Sparks, Nevada 89434  
NEW MEMBER MANUAL**



**Meeting Thursday 7:00 AM  
Red Hawk Resort**

**Revised June 2017**

## Quick Facts

### **Our club (Sparks Centennial Sunrise) is in:**

- ❖ **Rotary International's Zone 25**  
Includes WA, parts of OR, ID, CA and NV
- ❖ **District 5190\* Area 8**  
Our District currently consists of **58** clubs in Northern Nevada and Northeastern California

Sparks Centennial Sunrise Rotary Club is the newest club in the Reno/Sparks area (Reno Downtown was the first, August 1, 1916) and the 50<sup>th</sup> club chartered in the District. Our club was chartered on February 23, 2005 and was sponsored by the six other Reno/Sparks clubs. Currently our club has approximately **33** members.

### **There are eight clubs in the Reno/Sparks area**

Reno Downtown (1916)  
Sparks (1948)  
Reno South (1973)  
Reno Central (1983)  
Reno Sunrise (1989)  
Reno Centennial Sunset (2005)  
Sparks Centennial Sunrise (2005)  
Reno Midtown (2009).

For in depth information we encourage you to visit the following websites:

Our club website is <http://www.sparkscentennialrotary.com>  
Our District website is [www.rotarydistrict5190.org](http://www.rotarydistrict5190.org)  
Rotary International's website is [www.rotary.org](http://www.rotary.org)

### **The Four Way Test** of the things we think, say, or do.

1. Is it the TRUTH?
2. Is it FAIR to all concerned?
3. Will it build GOODWILL and BETTER FRIENDSHIPS?
4. Will it be BENEFICIAL to all concerned?

## Things you should know...

### **ABOUT ROTARY**

In 1976, Rotary International published a one-sentence description of our organization. It is as follows:

***Rotary is an organization of business and professional persons united worldwide who provide humanitarian service, encourage high ethical standards in all vocations, and help build goodwill and peace in the world.***

The Rotary emblem is a good symbol for our organization. A cog or gear is an independent functioning part of a machine that has other independent functioning parts, which all work together for the good of the whole.

At the very basic level, *each member* is a part of the greater whole of our club, but the analogy goes farther than that as *each club* is an independent functioning part of Rotary International (**RI**). Looking at it another way, each Rotarian is a critical part of the worldwide community.

Rotary places a high value on individuals and the need for clubs to be independent, vital organizations. Rotary International does have some influence on local clubs, and each club does financially support RI; however, the international organization rarely makes demands on the local clubs.

One of the aspects of Rotary that unites members around the world is a presumption that all Rotarians seek to make the world a better place. Sometimes Rotarians work on projects in the local community, and sometimes Rotarians work on projects on the other side of the world. Often the work of Rotary is done through quietly heroic, unselfish acts that have a positive, life-altering impact on an individual, a family, a school, a village, a city, or a country.

The independence of each local club does not mean that there is not conformity among clubs. Members who visit other clubs will find the meeting structure similar in almost every club, and yet, each club offers a different experience to the visiting member. Usually members find their own club the most comfortable, but many members attend other club meetings on a regular basis.

### **ROTARY INTERNATIONAL EVENTS**

There is one major event each year in June and it is the Rotary International Convention. The site of the RI Convention changes each year.

## ANNUAL THEMES

Each year the RI President and the District Governor offer the clubs themes for the year that can be stated in a short expression. Some recent past themes have been, 'Mankind is Our Business,' 'Sow the Seeds of Love,' 'Peace through Service,' 'Service Above Self,' and 'Light up Rotary', '**Be a Gift to the World**'.

The idea behind the theme is to remind members of the core values of Rotary and challenge all of us to be a positive influence on our world.

## THE ROTARY FOUNDATION

The Rotary Foundation is a not-for-profit corporation that supports the efforts of Rotary International to achieve world understanding and peace through international humanitarian, educational, and cultural exchange programs.

The Foundation was created in 1917 by Rotary International's sixth president, Arch C. Klumph, as an endowment fund for Rotary "to do good in the world."

**The Rotary Foundation transforms your gifts into projects that change lives both close to home and around the world. As the charitable arm of Rotary, we tap into a global network of Rotarians who invest their time, money, and expertise into our priorities, such as eradicating polio and promoting peace. Foundation grants empower Rotarians to approach challenges such as poverty, illiteracy, and malnutrition with sustainable solutions that leave a lasting impact.**

**Strong financial oversight, a stellar charity rating, and a unique funding model mean that we make the very most of your contribution. It is supported solely by voluntary contributions from Rotarians and friends of the Foundation who share its vision of a better world and it has recently been given the highest rating (Four Stars) as a charity by [www.charitynavigator.org](http://www.charitynavigator.org). It ranks among the top fifty charities in the world.**

**The fundraising efforts fall into three main categories: The Annual Programs Fund, which supplies monies for the Educational and Humanitarian programs. The Annual Programs Fund invests the money received for three years. At the end of the three years 50% of the money is used to fund international projects and 50% is given back to the District it came from for local project grants; and the Permanent Fund, which is Rotary's endowment – a fund whose principal is never spent and investment earnings are channeled into programs ; and Restricted giving, which is where the PolioPlus is funded. .**

The success of the PolioPlus program on eradicating Polio in the world was a result of an extraordinary fundraising effort beginning in the mid-1980s when Rotarians and friends of the Foundation contributed more than \$240 million.

## PAUL HARRIS FELLOWS

Anyone who contributes – or in whose name is contributed – a gift of \$1,000 or more to the Annual Programs Fund or **PolioPlus** may become a Paul Harris Fellow. There are now over one million Paul Harris Fellows. Each new Paul Harris Fellow receives a commemorative certificate, a Paul Harris Fellow pin, and a medallion.

**After a member has reached his/her first Paul Harris Fellowship (\$1000), each additional dollar given to the Paul Harris Foundation creates a recognition point for every new dollar donated. These points can be used towards additional Paul Harris Fellowships for the member, the member's partner or family, or donated to the club or another member.**

### **Every Rotarian Every Year (EREY)**

The goal of EREY is to have any donation from every Rotarian each year. Our has reached this goal almost every year.

### **PAUL HARRIS SUSTAINING MEMBER**

A Rotary Foundation Sustaining Member is a person who contributes \$100 or more per year to the Annual Programs Fund. In April 2001, the Council on Legislation unanimously passed a resolution approving the goal of \$100 per capita by the year.

### **PAUL HARRIS SOCIETY**

Recently Rotary International created the Paul Harris Society. Members of this elite group have committed to give \$1,000 each year. **It is entirely voluntarily for as long as you choose.**

### **THE ROTARY PINS**

Each member is given a lapel pin to wear at our meetings and functions. A member can be fined if they are caught without it at a meeting. In addition, each club President wears a President pin, and at the end of the term, the President is given a Past Presidents pin. Throughout the years other pins have been given out for Paul Harris donations, bringing in new members, and other significant achievements. If you see a member wearing a pin you don't recognize... just ask.

Members are also encouraged to wear her/his pin everyday. It is an icon of recognition to millions of people worldwide and instantly identifies you with the proud tradition of Rotary.

### **CLASSIFICATIONS**

One of the most confusing rules in a Rotary club is classifications. Each member is given a classification according to her/his vocation and clubs are allowed to have no more than ten percent of the membership consisting of a single classification. For example, no more than 10% of any club can be made up of doctors of a certain specialty.

The concept behind classifications is to keep each club diverse in skills and experience. This strengthens the club by having a membership that can offer a variety of resources and knowledge. In turn, individuals in the club benefit by interacting with a variety of professionals.

## **ABOUT DISTRICT 5190**

Our District was formed in 1995 when a larger district known as District 519 was split into two districts (5180 and 5190). At that time the District had 46 clubs. Since 1995 **twelve** clubs have been added and two have been disbanded/combined leaving the district with **58** active clubs. District 5190 has the largest geographic area in the 48 contiguous states.

## **ROTARY AREAS**

District 5190 is divided into **13** Areas. Each Area has an Assistant District Governor. We are in Area Eight and our Assistant District Governors are **Bret Meich who is a member the Reno Midtown Club** of **Sparks Centennial Sunrise** and **Joel Muller who is a member of Reno South.**

Area Eight has two events each year where all clubs are invited. The *Foundation Dinner* is a formal event held annually and an *All Club Meeting* is usually held in the first quarter of the calendar year.

## **DISTRICT EVENTS**

There are two main District 5190 events. They are the District Assembly and the District Conference.

### DISTRICT ASSEMBLY

The District Assembly is a day of training for the upcoming club leadership team. The Assembly trains the President Elect board and Committee members. The District Governor Elect plans the District Assembly and it is held on a Saturday prior to the District Conference, usually in April.

### DISTRICT CONFERENCE

The District Conference is the culmination of the Rotary District year. It is a Thursday-Sunday event in May that begins with the annual District Golf Tournament and ends with a Sunday breakfast that recognizes clubs for their achievements. Many of our club members are involved in planning this event and it is encouraged that most members to attend.

## **DISTRICT PROGRAMS**

District 5190 is responsible for a variety of programs. Each year clubs and members of clubs participate in planning, organizing, and implementing these programs.

### ROTARY YOUTH EXCHANGE

Our District has one of the strongest Youth Exchange programs in the world with 20 to 30 high school students outbound to other countries for a year of study and another 20 to 30 high school students inbound from other countries to spend a year in NE California and Northern Nevada. There is a great opportunity to home host one of the inbound students for three months.

## DISTRICT SPEECH AND MUSIC CONTESTS

The District host separate Speech and Music contest for high school students. Each club is encouraged to hold a contest with the winner going on to the Area contest and that winner going to the District Conference where the final contest will be held.

## Vocational Training Teams (old GSE Exchanges)

Some years our District may send people to another country for a vocational of exchange ideas and learn about that country's culture or help with a project. The Team may have All or no Rotarians.

## AMBASSADORIAL SCHOLARS

Anyone with at least two years of college can apply for a \$25,000 grant to study in another country for a year. The District accepts applications in the summer and selects one applicant to receive the grant. It is a very prestigious honor to be selected as an Ambassadorial Scholar and past recipients have been key people in bringing new ideas back to our District. In addition, the Ambassadorial Scholar often becomes involved in Rotary upon his/her return.

## ROTARY PEACE SCHOLARS

Worldwide a handful of people are selected each year to study at one of seven universities in a program that teaches International Conflict Resolution skills. These people go on to help troubled areas of the world resolve their conflict and move toward a more constructive way of life.

## DISTRICT SERVICE GRANTS

The money returned to the District from the RI Annual Programs Fund is given back to the clubs through grants for projects. The grants have to be for specific new projects and require the club to find additional matching donations. The club must change the project from year to year to receive a new grant.

For detailed information on any of these programs please visit the District Website at <http://www.rotarydistrict5190.org/> . The District Newsletter can be found on the District Website as well as how to contact any of the District leadership team.

## **ABOUT OUR ROTARY CLUB**

The Rotary Club of Sparks Centennial Sunrise was chartered on February 23, 2005 with 33 charter members. Our club was sponsored by all the Area Eight (Reno/Sparks) Rotary clubs and owes its existence to the work of Past President Scott Barnes, Past President David Read (Sparks Downtown) and Past President Vicki Puliz (Sparks Downtown).

### **PRESIDENT**

A President is nominated at least 24 to 36 months in advance. This allows a President to have two years of preparation in leadership positions prior to assuming the duties and responsibilities of leading the club. He or she assumes the role of Vice President and President Nominee two years before his/her term and President Elect during the year prior to their term of President. A President's term begins on July 1, and ends the following June 30. Club members should refer to the President by using her/his title and first name.

### **PAST PRESIDENTS**

Once a club member has served as President, he/she is demoted (usually by a ceremony or party in their honor.) The title of a former President is officially, 'Past President'.

### **BOARD OF DIRECTORS**

Our club is governed by a Board of Directors that include the Officers (President, President Elect, Vice President, Immediate Past President, Secretary, Treasurer, Sergeant of Arms,) and five directors who serve as the primary club committee chairs (Membership, Community Service, Foundation, Club Administration, and Publicity.) Board members are nominated and elected by a vote of the club membership. Contact Club President to confirm board meeting time and place as this changes frequently. Reminder emails are sent to all club member at least a few days in advance. All club members are invited to attend the Board meetings.

### **COMMITTEES**

Every club member has the opportunity to serve on a committee. Each committee is established to function in one of the four areas of Service. These areas are as follows:

- ❖ Club Service
- ❖ Community Service
- ❖ Vocational Service
- ❖ International Service
- ❖ Foundation
- ❖ New Generations (Youth)
- ❖ Administration

The club President determines a set of goals for his/her year. He/She then selects club members to serve as Committee Chairs.

## EVENTS

Each year our club organizes several events. Past events have included:

- Golf Tournament (major fundraiser)
- Holiday and Post Holiday Dinner
- Night at **Aces** Baseball
- Wine Tasting
- Greet the returning troops
- Various Club Socials (quarterly)

## OUR WEEKLY MEETINGS

- ❖ The official time for our meeting is 7:00 AM on Thursdays at the Resort at Red Hawk Event Center (unless otherwise announced.)
- ❖ Club members and guests gather from 6:45 to 7:00 AM.
- ❖ Breakfast costs \$15.00, optional Queen of Hearts Drawing is \$5.00

## GUESTS

All members are invited to bring business associates, friends, or family members to our weekly meetings. It is expected that the club member will pay for all meals of their guests. Bringing a guest is the first step in introducing a potential new member to the club.

## SPONSORING NEW MEMBERS

Rotary loses approximately ten percent of its membership every year due to members moving out of our community, life changes, passing on, or other reasons. In addition, Rotary seeks to grow because more members and more clubs directly translates to being able to do more for our community.

The responsibility for finding new members lies with each current member and the first step is to bring them to a Thursday morning meeting. If you are bringing a member who is a potential member please notify the President and the Membership Chair if you know in advance. If not, be sure to introduce them to the President and Membership Chair at the meeting. ***When they are introduced in the meeting THEY ARE A GUEST, NOT a prospective member, future member, or anything that indicates that they will be a member.*** It can be embarrassing for everyone if a person is made to believe that they will become a member if they decide to join, only to have their application rejected. Rejecting an application is rare, but it can happen. There is a multi-step process that each person must go through before they will be **ASKED** to become a member of our club, and until they are asked, they are a guest.

If someone is interested in joining Rotary, the sponsoring club member should have them fill out a New Member Application available from the Membership Chair, and they should continue to invite them every week as his/her guest. This gives that person a better sense of the club, and allows the club members to get to know them.

The Board will review the application, and upon approval, will give the club members an opportunity to review the application. The person and their sponsor will be scheduled to attend a Fireside Chat where they will learn about the expectations of becoming a club member, and answer any questions.

At the end of the Fireside Chat the person will be invited to join, but asked to think it over and give an answer to their sponsor. If the person accepts, they will be inducted into the club at the next possible opportunity, typically the next meeting. At that meeting the new member becomes a Red Badge member and will be assigned a Mentor by the Membership Chair.

### **The order of recruitment of potential new members is as follows:**

- \* Invite to attend breakfast meeting(s) Three! Be prepared to pay for their meal.
- \* Upon having interest in joining, give prospective member an application
- \* Inform Membership Chair and give completed application to Membership Chair.
- \* Continue to invite new member to attend meetings while application is in process;
- \* Do not announce the individual as a potential member but as a guest.
- \* Membership Chair informs Club Secretary of application for publication in bulletin.
- \* Application is submitted to Board of Directors.
- \* Upon approval by BOD application is presented to the members at the next normal meeting.
- \* Prospective member attends Fireside Chat and is asked to join at the end of the meeting.
- \* If applicant accepts then he/she will be inducted at the next Club meeting.
- \* The Rotarian introducing the new member to the Club becomes their sponsor and mentors them through their Red Badge process. Normally three months.

### **LEAVE OF ABSENCE**

It is understood that at certain times emergencies or compelling circumstances that could preclude a member from making all meetings will occur. A Leave of Absence is only granted by the Board of Directors for a period of three months. The member must be in good standing and must submit the request in writing to the Board.

### **FAMILY INVOLVEMENT**

We recognize that a member's involvement is often determined by the support the family can give to the member. We encourage our members to bring his/her partner and family members to our meetings periodically and to most social events so that they can see what Rotary does for the local and world community as well as be a part of the friendship of the club members. If we host an event that may not be appropriate for children we will notify the members, but we try to host events that cater to the whole family as often as possible.

## **CAMPAIGNING and ADVERTISING**

Rotary forbids any political campaigning by the members to other members. It is possible; however, for the Program Committee to bring in a Speaker to discuss an issue that may be on an upcoming ballot in the next election.

Advertising is subject to a recognition award. This extends to even naming the company that you may work for in front of the membership (private and table conversations are excluded from this rule.) When a Rotarian is visiting another club they are introduced by classification, not business name. If in doubt, ask the President. Other exceptions to this rule are Vocational Talks, (where a member is asked to tell us about his/her business) or as a Program Speaker.

## **RECOGNITION AWARDS**

- ❖ Recognition awards are usually made after introductions where members are recognized for birthdays, and anniversaries and Happy Times.
- ❖ Happy Times are opportunities for members to share with the club something positive that happened in their work or personal life that is cause for celebration. Members then contribute an amount to the club to commensurate to their happiness. Members may also be recognized for publicity in the media, which will also result in a recognition award to the club.
- ❖ Every member is expected to give at least \$100.00 in Recognition Awards during the year.
- ❖ Members can roll their recognition award to another member, *but it is proper to warn the other club member in advance.*
- ❖ If someone 'Rings the Bell', they are giving \$100.00 to the club or towards his/her Paul Harris Fellowship for his/her Happy Time.
- ❖ Giving \$250.00 is called a 'Heart Stopper.'
- ❖ Giving \$500.00 is called a 'Stroke.'
- ❖ Additional recognition awards can be levied for not having a guest or a Red Badge member at the table, for having two Red Badge members at the table, for not wearing your Rotary pin, or for anything that the President determines to be worthy of recognition.

## **MONETARY OBLIGATIONS**

Annual Dues	\$150.00
Recognition Awards (fines)	\$100.00
<b>TOTAL</b>	<b>\$250.00</b>

There is also a one-time induction fee of \$65.00.

Each member is expected to participate in our annual fundraiser. (approx. \$300, either in cash or sponsorships)

In addition, breakfast at Red Hawk is \$15.00 each meeting.

## **RED BADGE CHECKLIST**

**NOTE:** *It is strongly recommended that all Red Badge members have this Manual with them at all breakfast meetings. The President has the option of **recognizing** a Red Badge member for not having his/her the Manual, leaving the Manual, or losing the Manual.*

**REQUIRED ITEMS FOR BLUE BADGE** (Must complete ALL tasks)

- Have three months of perfect attendance (Make ups count)
- Financial commitments current
- Attend another local Rotary club meeting \_\_\_\_\_(date)
- Attend a Board meeting \_\_\_\_\_(date)
- Committee assignment \_\_\_\_\_(committee)
- Give a three to five-minute vocational speech \_\_\_\_\_(date)
- Be a greeter for three meetings.
- Attend a club social function
- Bring a guest \_\_\_\_\_(date)
- Pay a Happy Time recognition awards
- Sign that you have read the membership Manual\_\_\_\_\_