

# The Way Forward: Rotary District 5010 Pre-PETS 2020 Resource eBook

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#### CHECKLIST: Hints, reminders, and what to do between now and PETS

Here are some tips to make your PETS experience easier and more enjoyable.

#### What to do between now and Seattle:

ON ARRIVAL AT SEATTLE: FROM SEATAC TERMINAL, TAKE HILTON DOUBLETREE SHUTTLE TO HOTEL – SHUTTLE RUNS ABOUT EVERY 20 MINUTES. IT'S A SHORT WALK BUT AWKWARD WITH BAGGAGE

Complete agendas are in this eBook, with our Pre-PETS agenda following.

#### **DO before leaving for PETS (Important!):**

- Review the grants Memorandum of Understanding that RI requires for every club project grant and bring the original with you fully signed by the Club President and the President-Elect. If that is not possible, review and return within two weeks after PETS. You will find this under "Important Housekeeping Stuff" starting at page <u>1</u>9
- Review next year's District budget and be prepared for discussion, questions and budget approval by Presidents-Elect. You will find this under "Important Housekeeping Stuff" starting at page 15
- All P-Es should register and pay for the Thursday night dinner and balance of hotel charges to District 5010 for our Pre-PETS costs. You can find the registration link on page 8
- Bring authority to pool some of your club's potential grant funds to participate in District-wide projects. Each Pre-PETS, clubs pledge at least \$500 to \$1,000 of their potential DDF grant funds toward our joint projects (this is NOT money out of your club's pocket! We'll explain at Pre-PETS.)
- Have already formulated your initial goals AND be ready to update them with what you've learned at PETS/Pre-PETS.
- Have an active MyRotary/Club Central account and know how to get to pertinent sections for goal entry, etc. See the how-to guides in this eBook starting at page \_\_62
- Develop ideas for a highly-efficient local by your club next year and be ready to discuss and hone them in group discussions, and then apply for grants. You can find some examples of highly costeffective projects in the Attachment at page \_52 (Grant entry webinar is planned for March 3.)

#### **Bring:**

 Bring Rotary business cards with your photo, contact information and name of your club to exchange with classmates

- Bring your Paul Harris Pins and Rotary Pins and other Rotary shirts/vests/bling etc.
- Bring your computer or tablet so we can look at your goals
- Bring club by-laws and constitution (only one copy)
- Bring a taste of Alaska to share in our hospitality suite for Friday and Saturday nights.
- Bring cash for any no-host bars, other casual food and beverage, etc. and for purchasing pins/gifts from venders for outgoing officers and incoming officers.
- Bring Hand sanitizers

DO Bring a sense of fun and humor and be ready to have a great time!

Dress: Casual except Friday and Saturday evening banquets and photos. Appropriate dress for Friday and Saturday evening events are cocktail dresses or fancy suit for women and for men sport coat, blazer, or nice sweater and shirt with a tie as needed. You will be able to buy 2020-2021 theme scarves and ties from on-site vendors if you desire.

#### **Highlights and Optional Events:**

Wednesday night (Those that RSVPed) (meet in hotel lobby at 530pm) Casual dress. Please bring cash or check to give to Rosie and bring cash for your own drinks. \$35.00 Total in cash due to Lt. Governor Rosie (Right now it is on her credit card.). She will have A CHECK OFF SHEET.

Sharps Roast House (we have a private room) 18427 Pacific Highway South

Easy walking distance from hotel to other side of highway, turn right from hotel, cross at stop light

**Wed. Evening after dinner around 8:30,** if you'd like to help set up our room, please come to Cascade 13 room on second floor. See diagram:

Informal get-together in District Suite 1354 (tower) about 8:30-9:00pm to 1030pm or so. We host the bar!

Thursday am 8:30 District 5010 Pre-PETS starts gathering for 900am start Your PETS registration packets are available in our separate breakout room, Cascade 13. Rosie will have them

Thursday evening District 5010 Dinner and ice-breaker start gathering about 5:30 to 6:16 pm, this will be in a different room, to be announced Casual dress! IT's A NO HOST BAR, so bring cash if desired.

Informal get-together in District Suite 1354 (tower) about 8:30-9:00pm to 1030pm or so. We host the bar!

USE THIS LINK TO REGISTER AND PRE-PAY for all P-Es and also other dinner attendees if you've not already done so!

 $\frac{https://www.crsadmin.com/EventPortal/Registrations/PublicFill/EventPublicFill.aspx?evtid=1f045cee-5a99-4faf-95c3-3c47e2707c54$ 

#### General:

**Full Value Contract** - Please plan to attend all D5010 and PNW sessions. No time is available for time with spouses/partners, shopping, sightseeing. If you wish to spend time with your spouse/partner, please plan to arrive earlier than Thursday or stay past Sunday at 11:00 AM. Hotel rooms are shared by Rotarians unless you requested a single room and are lucky enough to get one. Due to very tight space limitations, spouses/partners may not attend learning sessions, dinners, etc. (Thursday night is the exception). Although it's very unlikely that you are bringing a spouse/partner/guest, this year's PETS registration seemed vague on this point and could be misleading.

**Thursday AM** – Coffee Bar in lobby of the Double Tree is usually a very long line, so budget enough time before 830am gathering in Cascade 13 for start of our Pre-PETS Breakfast is not provided on Thursday but is provided to registered PETS attendees on Friday, Saturday, and Sunday mornings. See PETS schedule at end of eBook.

D5010 Registration packets/bags available at 8:30 AM in Cascade Room 13, 2nd Floor

**Thursday afternoon:** Sixty minute lunch on your own (suggest with PE's from your area and with your AG).

Then, continuation of our District 5010 Pre-PETS sessions.

**Thursday evening:** Our District's private dinner and ice-breaker, then informal get-together in District Suite 1354 (tower) about 8:30- 9:00pm to 1030pm or so. We host the bar!

**Friday AM** Pacific Northwest PETS normal registration begins. No breakfast is provided, use coffee bar etc. PETS registration and initial PETS sessions per your individualized schedules.

**Friday lunch:** There will be a plenary session with lunch with speakers for all PETS registrants. Don't lose your meal tickets! If you do, you'll need to buy new ones and the hotel is not inexpensive.

**Friday evening:** There will be a plenary session dinner for all PETS registrants. Our famous hospitality suite starts afterwards in the District Suite 1354 and runs until about 11, or we're shut down!

**Saturday all day**: PETS sessions for all P-Es. There will be plenary breakfast, lunch, and dinner sessions for all PETS registrants. Our famous hospitality suite starts afterwards in the District Suite 1354 and runs until about 11, or we're shut down!

**Sunday morning last D5010 session** – there will be a plenary session breakfast. Our final Pre-PETS session begins shortly after that plenary session ends. Our final Pre-PETS will end between at 11:30 or 12:00 AM or so. Let Rosie or I know if you must leave early for any return flights. Be express-checked out and bring your bags to our Pre-PETS breakout room (Cascade 13) so that you can avoid the lines and get a shuttle to the airport.

Plan to bring your Tablet or Computer for use. You will be asked to enter preliminary goals for 2020-21 before you leave on Friday Pre-PETS session...better yet, come with them filled in. You will need your own access on a mobile hotspot through your cell phone as wi-fi is very unreliable in the breakout room.

Vendors will be available in the hotel lobby from Friday morning thru Saturday night. You may purchase Rotary items for yourself and club officers from the vendors. Please remember to thank the vendors for being available.

Links:

Keynote speeches will be available for viewing online after PNW PETS <a href="https://pnwpets.org/speakers/">https://pnwpets.org/speakers/</a>

President Elect Resources <a href="https://pnwpets.org/president-elect-resources/">https://pnwpets.org/president-elect-resources/</a>

PNWPETS agenda <a href="https://pnwpets.org/agenda/">https://pnwpets.org/agenda/</a>

Rotary Brand Center (see attachment) People of Action Photo Editor: https://app.poaphotos.com/

#### District 5010 in 2020-2021: General thoughts about our way forward

#### Dear 2020-2021 Club Presidents:

I would like to give you a brief early summary about how we expect to proceed in 2020-2021. I am always available to help out, listen, or just give some (hopefully good) advice to club leaders. Just call me on my personal cell phone 907-398-0480 or Email me at <a href="kashi@alaska.net">kashi@alaska.net</a>. If I can't respond immediately, just send an Email with contact information and I will get back to you as soon as I can.

As Soldotna club president in 2000-2001 and again in 2017-2018, PETS was a high point of the year. You will have a lot of fun, learn a great deal, and make new friends. Virtually everyone returns from PETS energized.

During your District 5010 Pre-PETS this year, we will have, for the first time, sessions on developing leadership skills and on how to be innovative and open to new ideas, taught by two of our Past District Governors who have done this professionally throughout their careers. These should be a lot of fun. At the end of our Pre-PETS, let us know what you think and your suggestions about how we might do better.

As we start our new Rotary year, it's sensible to take stock of where we currently are, where we aspire to be at the end of the 2020-2021 Rotary year, and the best way to get there. Please come to our Pre-PETS ready to discuss this. 2020-2021 is "our" year for every District and club officer and we can all help each other shine.

Although we may not achieve every aspiration, by setting our sights high and working with energy, creativity, and efficiency, we will achieve a great deal of which we can be proud and which will make our Alaska communities and the world better places for ourselves and our children. We'll have fun and fellowship along the way. There's much expertise and energy in our clubs and we should make the best of what we already have.

During our Pre-PETS, we'll talk about our strengths, what should we be proud of now? Where do our challenges lay? How we can make the best of the resources we already have? Where do you believe your club is now? What do you want it to be in five years and how do you believe we can get there?

My strong desire is to work with everyone in a collaborative manner. None of us has all of the answers. We all benefit by being open to new or different ideas. Send them to me and share them with each other at Pre-PETS.

A key challenge for Rotary is how to evolve so as to remain relevant in the 21th Century without losing the best of what we already have - our fun and fellowship, our ideals of high integrity and ethical behavior, and our commitment to service that betters our local and international communities. There may be several good approaches. I do not believe that "one size fits all" and am open to any approach that meet Rotary's core values. The only obvious "failure" is not trying in the first place. I hope every club will "Innovate, Act, and Evolve".

Our substantive District-level theme this year will be "Rotary Bettering Our Communities". To that end, my hope is to encourage collaborative and innovative action in which as many clubs as possible efficiently and promptly undertake and complete local and international projects that have a significant, visible, and positive impact while being highly cost-effective in terms of effort, resources, and sustainability. We have a lot of new resources available to help you with coming up with these sorts of projects, including examples that you can use off-the-shelf or to help with developing your own ideas and help applying for grant funds.

I believe in slow, steady progress rather than wild swings and in collaboration rather that top-down direction. Rather than reacting to yesterday's events, our overall approach in 2020-2021, will be to continue our District's already-started preparation for the next five years by proactively identifying and addressing our challenges in an encouraging manner while respecting the preferences of long-time Rotarians who remain the foundation of our

volunteer organization. We're not going to force anyone to change against their will, but hope to show how we can do even better while have fun in the process.

It's a challenging multi-year effort and the DG line has met and generally agreed upon our approach over the next three years to avoid back and force lurches. I hope that every District 5010 club and leader will lend us a hand in making District 5010 a shining star in Rotary. We can achieve a lot together if we try.

In many ways, much of our District 5010 is a success story relative to other North American Rotary districts. We are in good financial shape with healthy reserves. When adjusted for District boundary changes, our membership has only been minimally affected. Our local projects and contributions to Foundation are higher, in absolute terms, than other US Districts with far greater population and wealth. We retain a strong base upon which to evolve and have benefited from excellent long-term leadership throughout our time as a separate district. We have the resources needed to evolve.

However, our District faces many of the same broad cultural and social changes that have resulted in generally declining participation in most US, Canadian, and UK service and professional organizations, including Rotary. Some of those broad social changes have permanently altered our social fabric in ways that complicate service club membership. This has been a topic of concern among professional sociologists for many years. The entire community and nation lose when service organizations like Rotary falter.

Rotary matters! Rotary can lead the way to stronger, healthier communities locally and internationally.

The two graphics below perhaps best illustrate my general thoughts about finding a solid middle ground as we update over the next several years.





While Rotary will benefit as it adapts to the changing world around it, we need to use common sense!

I'm looking forward to being with you at our District 5010 Pre-PETS and the overall Pacific Northwest PETS.

The remainder of this eBook has helpful information such as how to register for our Thursday evening dinner so that you won't go hungry. Please review it before packing for PETS.

Thanks and best regards

Joe Kashi,

District 5010 Governor 2020-2021

## Thursday evening dinner registration link

Don't go hungry or eat alone Thursday evening!

Use this link to register for the Thursday evening dinner if you have not already done so. You must register and pay by Monday evening so that we can give the hotel a total number.

If you are not able to register and pay online, contact Lt. Governor Rosie Roppel at <a href="mailto:rosie.roppel@gmail.com">rosie.roppel@gmail.com</a>

All club Presidents-Elect or their substitutes must register and should select the \$60 link because that helps reimburse the District for Pre-PETS room and in-room coffee costs.

Register and Pay HERE with this Club Runner link. You will need to be on Club Runner as a Rotarian to access the link.

https://www.crsadmin.com/EventPortal/Registrations/PublicFill/Event PublicFill.aspx?evtid=1f045cee-5a99-4faf-95c3-3c47e2707c54

If you are bringing a spouse, partner or guest (not recommended because accommodations are very tight, but the main PETS registration may have been confusing on this point), then the spouse/partner/guest must also be registered and paid if they wish to attend the Thursday evening dinner with you.

#### **Schedules:**

Our District 5010 Pre-PETS schedule is immediately behind this section. Our Pre-PETS is separate from the overall Pacific Northwest PETS that Rotary International requires. The schedules fit together without conflict.

For your convenience, the Pacific Northwest PETS schedule is included as an attachment at the end.

At the overall PETS registration, every President-Elect will have an individualized Pacific Northwest PETS schedule in their registration packet that you must follow. DON'T lose your meal tickets!

Our District 5010 Pre-PETS begins on Wednesday evening with the optional but traditional dinner at Sharpe's Roadhouse. The space available to us is sold out and so you must have already registered with District 5010 to be assured a seat. We will meet in the main lobby of the hotel by 530 pm Wednesday and then walk the short distance to Sharpe's.

All District 5010 Pre-PETS sessions are in the Cascade 13 meeting room on the second floor. Our Pre-PETS will have all day Thursday, then Friday afternoon, and Sunday morning sessions that fit with the overall PETS schedule.

On Friday afternoon, we will be honored by visits from incoming Rotary International President Holgar Knaacht, by RI General Secretary/CEO John Hewko, and by Valarie Wafer, incoming Rotary Board of Directors member for our Zone 28. ALL are very pleasant and straightforward people and impressive speakers.

### District 5010 PRE-PETS - Wed. Feb. 19, 2020

Time	Duration		Organizer
		TRAVEL DAY - SEE YOU TONIGHT!	YOU!
		DoubleTree Hotel at Sea-Tac	
5:30P		Meet in MAIN/FRONT Lobby of the DoubleTree to walk to Sharps Restaurant (which is just across the street). Casual Dress - bring your \$35 to pay Rosie Roppel for dinner!	Rosie Roppel
			DOT 1 1/ 1/1 0 1/1
8:30p-10p		Suite Fun - Relax - Rotary and Life - <u>Just</u> for District 5010	DGE Joe Kashi's Suite 1354 (Tower)

#### District 5010 PRE-PETS - Thurs. Feb. 20, 2020 - Cascade 13

Time	Duration	Program	Presenter
8:00am - 8:45a	45	Set-up, Pick-Up Registation	Jo Kuchle
8:45am - 9:15a	30	Welcome to PETS Meet with District 5010 Leadership Team PE Standup Activity	DT Jo DGE Joe Kashi, DGN Cheryl Metiva AG's, L't DG Rosie Roppel
9:15-9:35am	20	Getting to know each other - stand up activity	Jo Kuchle
9:35a-9:55am	20	Meet Joe Kashi - Outline goals and themes for 2020-2021	DGE Joe Kashi and Rosie Roppel
9:55am - 10am		IN ROOM BREAK	
10a-10:20am	20	PE's write: Where Clubs are TODAY; Where they want their Club's to be on July 1, 2021; challenges; Goals, project ideas	Joe Kashi
10:20am - 10:30am	10	BREAK	
10:30am-Noon	90	Developing Your Leadership Skills (Two short in-room breaks)	PDG Harry Kieling - Intro by Joe Kashi
LUNCH Noon - 1p	60	Lunch with your Assistant AG	Rosie Roppel, Bill Wright, Sharon Bergman, Mike Bridges, Mike Ferris, Lisa Phillips, Brenda Sheldon, Amy Mackey-Hormak, Cheryl Metiva
1:00 - 2:30PM	90	Throwing Away the Box: Creating Innovation in Your Club	PDG Gayle Knepper - Intro by Joe Kashi
2:30p-2:45p		BREAK	
2:45p - 3pm	15	District-wide Projects	Joe Kashi & Harry Kieling
3:00p- 3:30 PM	30	The Rotary Foundation (TRF)	Edina Mehovic & Elizabeth Cruft Anderson (From RI)
3:30- 4:15 PM	45	Open Discussion: Innovative projects, goals & grants - Oh My! (One	Joe Kashi & Harry Kieling
4:15p-4:25p	10	BREAK	
4:25p - 5:00pm'ish	35	Public Image & Membership!	Rosie Roppel
6:30p - 8:30p	120	D5010 Pre-PETS Dinner FUN! LINK TO PAY BELOW	No Host/Location: TBA
LINK TO REGISTER AND PAY FOR DINNER By Monday!		https://www.crsadmin.com/EventPortal/Registrations/PublicFill/ EventPublicFill.aspx?evtid=1f045cee-5a99-4faf-95c3- 3c47e2707c54	
8pm'ish	10	GROUP PICTURE - DO NOT LEAVE UNTIL TAKEN! Rotary	Rosie Roppel
8:30p-10p	90	Suite Fun - Relax - Rotary and Life - <u>Just</u> for District 5010	DGE Joe Kashi's Suite 1354 (Tower)

#### District 5010 PRE-PETS - Fri. Feb. 21, 2020 8- 5p PNW PETS

1	Time	Duration	Program	Presenter	
2	8-noon		Pacific NW PETS General Program	See main schedule	
	Lunch		Pactific NW PETS	Main Ballroom	
3	1:30P - 1:40P		District 5010 - Back in CASCADE ROOM 13		
	1:50p - 2:05p	15	General Secretary John Hewko visit	John Hewko	
4	2:05p-2:25p	20	Attainable Goals	Joe Kashi & Rosie Roppel	
5	2:25p-3:10p	45	PEs can present their project ideas for discussion	Joe Kashi	
	3:10p - 3:25	15	RI Pres. Holgar Knaact visit	Pres. Elect Holger Knaact	
	3:25p - 3:45p	20	Zone Director Valarie Wafer Visit	Zone Director Valarie Wafer	
	3:50p - 4:15p	25	RI Staff Visit	RI Staff	
	6:15pm'ish		PNW PETS Dinner - Business to Bus. Casual	Main Ballroom	
	8:30p'ish-11??		Alaska Suite Opens - OPEN	Joe Kashi's Suite 1354 (Tower)	

#### District 5010 PRE-PETS - Sat. Feb. 22, 2020 ALL DAY PNW PETS

6p'ish	PNW PETS Dinner - Cocktail wear/business suits/ties	Main Ballroom
IMMEDIATELY AT END OF BANQUET	 GROUP PICTURE WHILE WE ARE ALL DRESSED UP SWEET & SHARP - DO NOT LEAVE BALLROOM UNTIL PICTURE HAS BEEN TAKEN!	Rosie Roppel
8:30p'ish-11??	Alaska Suite Opens - OPEN	Joe Kashi's Suite 1354 (Tower)

#### District 5010 PRE-PETS - Sun. Feb. 23, 2020 - Cascade 13

Time	Duration	Program	Presenter
7am-9:15		Breakfast - Last Plenary Session	PNW PETS
9:15-9:45a	30	CHECK OUT OF HOTEL ROOM; BRING LUGGAGE TO CASCADE 13 - Express Checkout would be fastest (if you have not charged anything to your room).	YOU!
9:45a - 10:00a	25	2020-2021 District Budget Presentation, Discussion about District-wide Project, how they fit into membership and public image campaigns, and how to make them visible to public - (one short in-room break)	Joe Kashi, Rosie Roppel, Cherly Metiva, Mike Ferris
10:00am - 10:50a	60	Youth Exchange, crisis/disaster management for clubs, very short data security, harassment discussions	DGE Joe Kashi, DGN Cheryl Metiva AG's, L't DG Rosie Roppel
10:50a - 11a	10	Rotaract	Juneau PE's
11:00-11:15a	15	BREAK	
11:00-11:15am	30	DGE Club Visits	Joe and Rosie
11:15-11:45am	30	P-Es write down their revised project, goals, etc ideas to take home	Joe and Rosie
11:45am - Noon	15	Parking Lot items and Thank you's	Joe and Rosie
Noon		PRE-PETS ENDS	

Catch Airport Shuttle, as needed!

# **Important Housekeeping Stuff**

			7/1/20 - 6/30/21
nary Income/Expense			
Income			
4000 · Alaska	Income		
	4010 · Dues		104,000
	4011 · Dues - District Conference		8,600
	4020 · Rotary Int'l Contribution		27,000
	4080 · Interest Income		5,000
	4095 · Visioning Program		1,000
	4201 · Website Sponsors		0
	4202 · Leadership Academy		2,500
	4205 Sponsorships - non-conference		0
	4206 · Planning & Leadership Meeting		1,400
	4210 - Mobile App - 20 club shared cost		2,000
	4000 ⋅ Other		0
Total 4000 · Alaska inco	r		151,500
Total Income			151,500
Expense			
5000 · Alaska Expenses	Expenses		
	5100 · Committees		
		5120 · Club Visioning	1,500
		5130 · New Club Support	0
		5135 · Nominating	1,500
		5140 · Membership	2,000
		5141 · Grants Committee	500
		5142 Rotaract Support	600
		5145 · Foundation	1,500
		5155 · Scholarship Committee	0
		5170 · New Generations Programs	500
		5180 · Public Image *	1,500
		5190 web and mobile app - moved to 5690	0
	Total 5100 · Committees		9,600

		7/1/20 - 6/30/21
5200 - District Governor	5205 · Alaska Club Visits	17,000.00
	5206 · Alaska club visits -Spouse	1,000.00
	5210 · Int'l Convention	3,500.00
	5211 · Spouse RI Convention	1,250.00
	5212 DG Blue Denim	1,300.00
	5213 DG Spouse Blue Denim budget	0.00
	5220 · Zone 28 Insttitue	3,000.00
	5221 · Spouse Zone 28 Inst.	0.00
	5230 · District Conference	350.00
	5231 · Spouse Dist Conference	0.00
	5260 $\cdot$ DG Meetings and travel not otherwise specified	1,000.00
	5270 ⋅ Phone/Fax Exp	1,000.00
	5280 · Postage & Office Supplies	250.00
	5290 · Printing/Reproduction Exp	100.00
	5291 · Promotional such as PETS P-E materials	3,000.00
	5300 · Awards	500.00
Total 5200 · District Governor		33,250.00
5400 · District Gov Support	5401 · Lt. Governor	1,500.00
0400 Pistriot Cot Capport	5402 · Asst Gov-Southeast	1,700.00
	5403 · Asst Gov South Central I	100.00
	5404 · Asst Gov South Central II	100.00
	5405 · Asst Gov Northern	1,500.00
	5406 · Asst Gov Kodiak/Kenai Peninsula	1,500.00
	5410 · Secretary	250.00
Total 5400 · District Gov Support	•	6,650.00
5500 · DGE, DGN, AG Training	5420 · DG Elect-ZONE Inst 28	3,000.00
	5421 · DGE's Spouse - Zone 28 GETS	1,000.00
	5422 DG-E and Spouse International Assembly	0.00

		7/1/20 - 6/30/21
	5440 · DG Elect PETS event attendance	2,000.00
	5441 · Pre PETS Training	1,000.00
	5442 · PETS Trainers	250.00
	5443 · PETS - AG	6,000.00
	5445 · DGN Zone/GNATS	3,000.00
	5446 · DGN Zone/GNATS-Spouse	1,000.00
	5450 · DGN PETS	1,500.00
	5460 · DG Elect and Spouse Dist. Conf	1,750.00
	5480 · DG Elect & Spouse Int' Convent.	5,250.00
	5520 · DG Elect Dist Team Training	1,000.00
	5525 · District Trainer	1,750.00
	5527 · Leadership Development	0.00
	5530 · AG & Dist Leaders Trng	5,000.00
	5535 · Blue Denim - DGE/DGN.DGDN and spouses	6,000.00
	5540 · DGN to NAYEN	1,400.00
	5680 · OPCOM DGE DGN	2,200.00
	5681 · Regional Education - Trng Mtg	1,400.00
Total 5500 · DGE, DGN, AG Training		44,500.00
5600 · Other Expenses	5610 · Printing & Stationary	120.00
	5615 · Software & Communications	2,500.00
	5620 · District Conference & Assembly	8,630.00
	5630 · Liability Insurance	2,000.00
	5640 · Office Support Staff	29,000.00
	5641 · Support Staff Conf & Travel	400.00
	5645 · Postage & Freight	300.00
	5650 D5010 Rep to RI nominations meeting	0.00
	5655 D5010 Rep to RI Council on Legislation	0.00
	5660 ⋅ Bank Charges	1,200.00
	5662 · Storage unit rent	1,000.00
	5665 · Office supplies	100.00
	5666 · Leadership Academy	500.00

	-	
	_	7/1/20 - 6/30/21
	5670 · Legal and Professional Fees	750.00
	5675 Travel contingency such as crisis training and YE ı	1,000.00
	5675 · Contingency	1,000.00
	5676 · Miscellaneous	0.00
	5685 · Planning & Leadership Meeting	2,000.00
	5690 Mobile app contract and web charges moved 5190	7,000.00
	5691	0
Total 5600 · Other Expenses		57,500.00
Total 5000 · Expenses		151,500.00
Total Expense	<u>-</u>	151,500.00
	-	
Net Ordinary Income	-	0.00
Net Income	<u> </u>	0.00

Notes:

#### CLUB QUALIFICATION MEMORANDUM OF UNDERSTANDING

# THE ROTARY FOUNDATION

- 1. Club Qualification
- 2. Club Officer Responsibilities
- 3. Financial Management Plan
- 4. Bank Account Requirements
- 5. Report on Use of Grant Funds
- 6. Document Retention
- 7. Reporting Misuse of Grant Funds

#### 1. Club Qualification

To participate in Rotary Foundation global and packaged grants, the club must agree to implement the financial and stewardship requirements in this memorandum of understanding (MOU) provided by The Rotary Foundation (TRF) and to send at least one club member to the district's grant management seminar each year. The district may also establish additional requirements for club qualification and/or require its clubs to be qualified in order to participate in Rotary Foundation district grants. By completing these requirements, the club becomes qualified and eligible to participate in the TRF grant program.

- A. Upon successful completion of the qualification requirements, the club will be qualified for one Rotary year.
- B. To maintain qualified status, the club must comply with this MOU, any additional district requirements, and all applicable TRF policies.
- C. The club is responsible for the use of funds for club-sponsored grants, regardless of who controls the funds.
- D. Qualification may be suspended or revoked for misuse or mismanagement of grant funds involving, but not limited to: fraud; forgery; membership falsification; gross negligence; endangerment of health, welfare, or safety of beneficiaries; ineligible contributions; use of funds for personal gain; undisclosed conflicts of interest; monopolization of grant funds by individuals; report falsification; overpricing; acceptance of payments from beneficiaries; illegal activities; use of grant funds for ineligible purposes.
- E. The club must cooperate with any financial, grant, or operational audits.

#### 2. Club Officer Responsibilities

The club officers hold primary responsibility for club qualification and the proper implementation of TRF grants.

Club officer responsibilities include:

- A. Appointing at least one club member to implement, manage, and maintain club qualification
- B. Ensuring that all TRF grants adhere to stewardship measures and proper grant management practices
- C. Ensuring that all individuals involved in a grant conduct their activities in a way that avoids any actual or perceived conflict of interest

#### 3. Financial Management Plan

The club must have a written financial management plan to provide consistent administration of grant funds.

The financial management plan must include procedures to

- A. Maintain a standard set of accounts, which includes a complete record of all receipts and disbursements of grant funds
- B. Disburse grant funds, as appropriate
- C. Maintain segregation of duties for handling funds
- D. Establish an inventory system for equipment and other assets purchased with grant funds, and maintain records for items that are purchased, produced, or distributed through grant activities
- E. Ensure that all grant activities, including the conversion of funds, comply with local law

#### 4. Bank Account Requirements

In order to receive grant funds, the club must have a dedicated bank account that is used solely for receiving and disbursing TRF grant funds.

- A. The club bank account must
  - 1. Have a minimum of two Rotarian signatories from the club for disbursements
  - 2. Be a low- or noninterest-bearing account
- B. Any interest earned must be documented and used for eligible, approved grant activities, or returned to TRF.
- C. A separate account should be opened for each club-sponsored grant, and the name of the account should clearly identify its use for grant funds.
- D. Grant funds may not be deposited in investment accounts including, but not limited to, mutual funds, certificates of deposit, bonds, and stocks.
- E. Bank statements must be available to support receipt and use of TRF grant funds.
- F. The club must maintain a written plan for transferring custody of the bank accounts in the event of a change in signatories.

#### 5. Report on Use of Grant Funds

The club must adhere to all TRF reporting requirements. Grant reporting is a key aspect of grant management and stewardship, as it informs TRF of the grant's progress and how funds are spent.

#### 6. Document Retention

The club must establish and maintain appropriate recordkeeping systems to preserve important documents related to qualification and TRF grants. Retaining these documents supports transparency in grant management and assists in the preparation for audits or financial assessments.

- A. Documents that must be maintained include, but are not limited to:
  - 1. Bank information, including copies of past statements
  - 2. Club qualification documents including a copy of the signed club MOU
  - 3. Documented plans and procedures, including:
    - a. Financial management plan
    - b. Procedure for storing documents and archives
    - c. Succession plan for bank account signatories and retention of information and documentation
  - 4. Information related to grants, including receipts and invoices for all purchases
- B. Club records must be accessible and available to Rotarians in the club and at the request of the district.
- C. Documents must be maintained for a minimum of five years, or longer if required by local law.

#### 7. Reporting Misuse of Grant Funds

The club must report any potential and real misuse or mismanagement of grant funds to the district. This reporting fosters an environment in the club that does not tolerate the misuse of grant funds.

#### **Authorization and Agreement**

This memorandum of understanding is an agreement between the club and the district and acknowledges that the club will undertake measures to ensure the proper implementation of grant activities and proper management of Foundation grant funds. By authorizing this document, the club agrees to comply with all of the conditions and requirements of the MOU.

On behalf of the Rotary Club of,	the undersigned agree to comply with
all of the conditions and requirements of the MOU for Rotary year	· and will notify
Rotary International District of any changes or revisi	ons to club policies and procedures
related to these requirements.	

	Club President
Term	
Name	
Signature	
Date	

Club President-elect	
Term	
Name	
Signature	
Date	

# PUBLIC IMAGE AND EXAMPLE OF AN ATTRACTIVE CLUB BROCHURE FOR MEMBERSHIP USE



Bringing our story to life is our next charge —and one that requires champions across levels, groups, and functions.

We are Rotary, and we have a great story to tell.

It's up to all of us to protect, promote, and deliver on that story in all of our interactions.

Here's a Helpful Checklist of Things You Can Do to Promote Rotary

## Is Our Club Using the Right Logo?

Are you using the right Rotary logo?









Download what you need on this page!

Log in to MyRotary.org, and go to Brand Center, Logos https://brandcenter.rotary.org/en-GB/Logos/Rotary-Logos

- Check your Social Media. Right Logo? Compelling Images? Interesting Message? Here's a link to help you: https://www.business2community.com/social-media/4-social-media-marketing-mistakes-every-new-business-makes-and-how-to-avoid-them-02275564
- Make sure your story conveys the "voice and personality of your club, OR the club you want to be..."All brands, just like all people, have different stories to tell. Without those stories, products and brands are just that, but with stories, they become human, living and breathing."
- Forget about yourself, do a photo inventory and take a look at other compelling photos and ask yourself: Do you want to be with this person/company/organization? Then look at your own photos again, and ask the same questions.
- Grabbing Attention Through Free Media... Engage your contacts to ensure coverage in nondigital avenues like television, radio, print, and outdoor. Take a poll of your club members to see who knows people in these local areas who can help obtain free or low-cost media.
- NEW~! Check out the video learning center at:

  https://learn.rotary.org/members/learn/course/internal/view/elearning/669/BuildingRotary%E
  2%80%99sPublicImage \*\*Please note that you must be logged into My Rotary

Check out this cool discussion group on Facebook for awesome videos and tips: Get the Word Out, Now!

Plus, out this amazing reference tool!

Rotary District 5010 Pre-PETS Resource Book 023

file:///C:/Users/mhout/Downloads/547Aen.pdf





## **OUR ACTIVITIES**

- Annual Fourth of July Duck Race fundraiser
- Youth exchange hosting high school students from other countries, and sending Ketchikan students for a year abroad
- Dictionary Project providing dictionaries to all Ketchikan third-graders
- Vocational scholarships
- And so much more!

Interested in learning more?

Contact any First City Rotarian or our membership chair, Pat Tully for information about participating in Club activities or becoming a member.

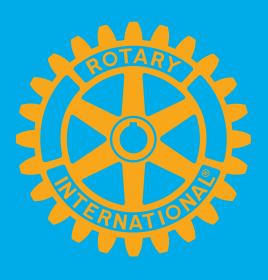
We look forward to meeting you!

#### **FIRST CITY ROTARY CLUB**

2019-20 President Margaret Custer First City Rotary P.O. Box 6952 Ketchikan, AK 99901

Pat Tully, Membership Chair: ptully262@gmail.com





# FIRST CITY ROTARY CLUB

# KETCHIKAN, ALASKA



www.rotary.org



#### **PEOPLE OF ACTION**

Our club offers opportunities for our members — and those interested in making a difference — to get involved. Through meetings, social events, and volunteer projects, our members learn about the issues facing our community and communities all over the world, partnering with local, national, and global experts to exchange ideas about potential solutions and to draw up action plans to respond. Along with these opportunities to serve, members also are able to regularly network, resulting in lifelong friendships and business connections.

Our club is a proud part of this community and of Rotary International. Rotary is a global network of more than 1.2 million members who believe that great things happen when dedicated minds come together. We are community and business leaders representing different professions, experiences, and perspectives but with a shared desire to connect with others to address the challenges affecting our community and communities around the world.

## **MAKING A DIFFERENCE**

Solving real problems takes real effort, commitment, and vision. Rotarians work to protect communities from preventable disease, keep women and children healthy, improve education and economic outcomes, create safe water and sanitation infrastructure, and make our community and the world a more peaceful place.

We are working with various partners on the following projects:

- Pioneer Home improvements replacing carpet on the second floor of Ketchikan's Pioneer Home and repairing the outside walkway.
- Tending the landscaping around the Discovery Center.
- Supporting the Kayhi Interact Club's efforts to improve lives in Tanzania.
- Ending polio Partnering with the Bill & Melinda Gates Foundation, the World Health Organization, and UNICEF to end polio, once and for all

#### **GET INVOLVED**

Becoming a member enables you to meet your community's leaders and to make an impact both here and around the world. We invite you to visit our club and find out more about us and the opportunities we offer to get involved.

Our members have found that it's a truly rewarding experience.

My experience with our club has been immensely valuable. I've made lifelong friends and important connections that have helped me succeed in my business.

— Club member

My experience with our club has been immensely valuable. I've made lifelong friends and important connections that have helped me succeed in my business.

— Club member

# **Youth Protection**





# Youth Protection Policy Statement



- District 5060 is committed to creating and maintaining the safest possible environment for all participants in Rotary Activities.
- It is the Duty of all Rotarians and volunteers to safeguard the welfare and to prevent physical, sexual or emotional abuse of youth participating in District 5060 programs.

# Definition of Covered Youth



- Any individual under the age of 18 in a Rotary program
- Any student participant in Youth Exchange
- Any student participant in RYLA (regardless of age)
- Any student participant in Interact (regardless of age)
- Any student participant in Earlyact

# Who is a Volunteer?



- Any Rotarian who works with youth
- Non-Rotarian who works on Rotary programs with youth
- All household members over 18 if a youth is being hosted

## **Volunteers**



# All volunteers working with Youth will:

- Complete an application and interview
- Provide at least 2 references
- Have no history of sexual abuse or harassment
- Have a Criminal background check
- Comply with District, RI and law enforcement

# What is Sexual Abuse?



## Sexual Abuse is:

- Engaging in implicit or explicit sexual acts with a youth;
- Forcing or encouraging a youth to engage in sexual acts
- Indecent exposure
- Sharing pornographic material with a youth

# What is Sexual Harassment?



## Sexual Harassment is:

- Sexual advances
- Werbal or physical conduct of a sexual nature including:
  - Sexual epithets, jokes, stories, stories of prowess
  - Sexually explicit verbal abuse
  - Display of sexual objects, pictures or drawings
  - Sexual leering, whistling or unwanted contact
  - Obscene language or gestures

# Allegation Procedures



- If a youth reports an allegation:
  - the Rotarian shall:
    - Remove them from the situation immediately
    - Reassure them that action is for their safety
    - Report the situation to police immediately
    - Report to the District Governor ASAP
    - If an exchange student, the Youth Exchange Chair

# Allegation Procedures (part 2)



- If a youth reports an allegation:
  - The Rotarian shall not:
    - Question the youth beyond completing a report
    - Investigate the validity of the claim
    - Share the report beyond those listed above unless directed by one of the above

# Suspected Perpetrator



- If the Youth identifies the suspected perpetrator:
  - the Rotarian shall:
    - Remove youth from any suspect contact immediately
    - Report the suspect identity to law enforcement
    - If suspect is a Rotarian, remove suspect from contact with any youth until police completes investigation
  - The Rotarian shall not:
    - Question the suspected perpetrator
    - Attempt to mediate the claim

### Youth Support After Allegation



- Youth shall be referred to appropriate crisis counselor
- Youth's family notified unless police directs otherwise
- Youth permitted to complete the Rotary program
- Youth will be sent home, if the youth requests and law enforcement agrees.

#### **Definition of Sexual Harassment**

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical harassment of a sexual nature. Some behaviors may be considered sexual harassment if they are unwelcome, severe, or pervasive. Harassment may also include offensive remarks about a person's sex. Although the law doesn't prohibit simple teasing, offhand comments, or isolated incidents that are not very serious, harassment is illegal when it is so frequent or severe that it creates a hostile or offensive work or educational environment or when it results in an adverse employment/educational decision.

#### **Subtle Forms of Sexual Harassment**

- repeated compliments of an student's appearance
- commenting on the attractiveness of others in front of the student
- discussing one's private/sexual life in front of the student
- asking the student about his or her sex life
- making sexual jokes
- sending sexually suggestive text messages or emails
- leaving unwanted gifts of a sexual or romantic nature
- repeated hugs or other unwanted touching (such as a hand on an student's back)
- looking up and down a student's body

#### Things to Consider

- Child sexual abuse is far more prevalent than most people realize. About one in 10 children will be sexually abused before their 18th birthday.
- Both victim and the harasser can be either a woman or a man, and the victim and harasser can be the same sex. Sexual harassment knows no gender.
- Cultural differences play a role, as some behaviors might be very inappropriate in the U.S., but
  considered perfectly acceptable in another culture, and vice-versa. Sexual harassment is a
  particularly difficult area because of the extreme variance in acceptable behavior between
  cultures.
- The victim does not have to be the person harassed but could be anyone affected by the
  offensive conduct.

NOTE: This material is intended as only an example which you may use in developing your own form. It is not considered legal advice and as always, you will need to do your own research to make your own conclusions with regard to the laws of your jurisdiction. In no event will be liable for any direct, indirect, or consequential damages resulting from the use of this material.

#### **Checklist for Becoming Cyber Secure**

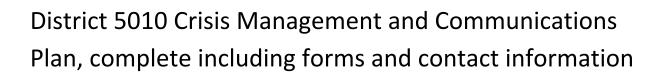
This checklist is intended to help those who have a desire to become more cyber secure know where to start. It may also be helpful in identifying areas of concern that can and should be discussed with IT support personnel. Most importantly, be aware that cybercrime attack vectors will continue to change and evolve as will the sophistication of the attacks. Becoming cyber secure is an ongoing process, not a once and done effort. That said, here are the basics; and note that when the word "devices" is used, this word is meant to include computers, servers, all mobile devices and any home computers that are being used for work. Cyber criminals often target older devices and software, so keep hardware and software as current as possible because newer devices and applications typically include improved security features. Also note that software which is no longer supported, meaning security updates are no longer issued, cannot ethically be used. **Keep your server in a locked room** because physical security matters! **Install robust Internet security software suites** on all devices. Utilize effective intrusion detection systems. Use a spam filter. Disable popups through browser configurations and/or install an ad blocker on all devices. Keep all software on all devices up-to-date by promptly installing all critical security **patches** as they are released. Determine where all office data is stored by creating a network diagram and make sure this diagram remains current because it will be useful to digital forensic experts in the event of a security breach. In addition, this diagram can and should be used to create a security policy that responsibly addresses every situation where any data resides. Identify all laws and regulations which may apply to your data in order to make sure you are in compliance with these laws and regulations. For example, does your firm hold data which is governed by HIPAA, HITECH or Sarbanes Oxley? Do you hold personally identifiable

information?

Password protect all devices.
<b>Use two factor authentication</b> when and wherever possible. This is particularly important with all banking and financial sites.
Develop a password policy that mandates the use of strong passwords if the device or application will accept them. Strong passwords are defined as being 16 characters or more in ength using a combination of uppercase and lowercase letters, numbers, and special characters. Note: Every application and device in use should have its own unique password and no password should ever be reused once changed. The use of a password manager can make this task easier and more secure than, for example, storing passwords in a file labeled 'passwords' or writing them down and placing that list in a desk drawer.
<b>Prohibit the sharing of user IDs and passwords with anyone</b> , to include others within the firm.
Have your IT support person change the default values, passwords for example, on all wireless routers, server operating systems, etc. because these values are freely available on the Internet.
Wireless networks should be set up with proper security to include enabling strong encryption. This means you must disable WEP and WPA encryption and require WPA2 encryption. If the router supports WPA3 encryption, use it. Do not overlook home networks if nome computers are being used for work.
In order to prevent access to your firm's confidential data, setup a properly configured wireless guest network. No guest should ever have direct wireless access to your firm's network.
Backup all data, periodically do a test restore of the backup, and store the backup in accordance with a disaster recovery plan because floods, fires and ransomware attacks nappen. Backups must be encrypted if taken off site or stored in the cloud, and if using a cloud yendor, the vendor should not have access to the decryption key.
Any mobile device that goes off site and contains any client confidences must be password protected, should have the ability to be remotely wiped if lost or stolen, and should be encrypted. This includes jump drives, external hard drives, laptops, smart phones, and tablets.
Limit privileges and access as appropriate. For example, does everyone in the office need access to the firm's financial or employment records? Can everyone download and install anything they want on any device they have access to? Can everyone make changes to the

do. Such limits can either be set up electronically via file permissions or physically via a locked door or cabinet.
Encrypt any email if it contains confidential information or use a secure client portal. Check with your IT support for help with proper installation and configuration of your selected solution.
Encrypt all data you place in the cloud. Some cloud companies advertise that they encrypt your data but only do so while the data is in transit. You must make certain your data is encrypted "at rest" as well. Better yet, don't rely on the cloud provider for this at all. Encrypt your data before placing it in the cloud to enable you to have control over the encryption key.
Read the terms of service of any third-party vendor that will hold your confidential data. Remember, the standard of reasonableness applies. At a minimum, you need to <b>know and understand what happens to your data while in the hands of an outside vendor</b> in order to allow you to responsibly address any concerns.
Mandate that all work-related Internet sessions be encrypted and prohibit the use of unsecured open public Wi-Fi networks. This does mean that access to the office network must always occur using a VPN, MiFi, smartphone hotspot or some other type of encrypted connection.
Prohibit the use of any public computer for any reason. This would include the use of computer stations made available in the business center of a resort or hotel just as one example.
Have a policy that prohibits the jailbreaking of any mobile device that will be used for work. Jailbreaking is defined as modifying the operating system from its original state.
Never allow a non-employee to have access to your network absent appropriate oversight. In a similar vein, immediately cut off all avenues of access to the network for anyone who has been terminated. Terminated individuals should never have access to any office computer or network plug, even if it's to simply download personal files, absent a trusted escort.
Provide mandatory data security and social engineering awareness training to everyone at the office at least every six months.
Develop a cyberbreach incidence response plan and provide the necessary training. At its most basic, if anyone suspects a device has been breached, teach them how to immediately disconnect from the Internet and/or the office network and instruct them to contact IT support immediately. They should never try to resolve the problem themselves!
Purchase a cyber liability insurance policy.

Check your internal and Internet-facing network secuyour network is secure. This can be done by having a vulner test done.	
Properly dispose of any device or digital media that he on it. Don't overlook digital copiers, digital cameras, memo backup tapes, etc. All devices and media must be digitally we destroyed. This does mean that devices cannot be given awarecycled, or sold unless the entire drives have been overwindefault settings is not an acceptable alternative to wiping a	ry cards, CDs, DVDs, jump drives, viped clean and/or physically vay for personal use, donated, itten. Note: a restore to factory



Version: 2019-09-13



#### Rotary District 5010 Andre Layral, District Governor 2019-2020

Rotary District 5010's has adopted a crisis avoidance and crisis management plan. Our approach is proactive, not reactive wherever possible.

Avoiding Crises: As responsible Rotarians, we should all recognize, avoid, and help correct possible problems before they result in an emergency or crisis situation, and to report any developing emergency or pending crisis before it becomes unmanageable. If you recognize a situation or procedure that could result in a crisis, if not corrected ahead of time, please bring it to your club president's attention, who in turn should inform the District Governor promptly by Email.

#### Generally, District 5010 considers as possible crisis situations:

- Any potentially criminal activity in connection with Rotary activities, particularly Youth protection
- Financial or other legal wrongdoing in connection with Rotary activities
- Non-compliance with legal and Rotary International policies including but not limited to Youth Protection, discriminatory conduct, integrity, etc.
- Any other action or inaction in connection with Rotary that foreseeably might result in injury to persons, or result in financial or property damage, in civil liability or other financial harm, data breach/identity theft, or otherwise damage Rotary, its membership and public image.

#### General Club-Level Reporting Guidelines. If in doubt, report. Here's How.

- If a Rotarian becomes aware of a potential crisis, **report it immediately to your Club President**. If you are unable to contact your Club President, then report ASAP to your Club's President-Elect.
- If this involves youth protection, ALSO immediately contact ASAP your Club's Youth Protection Officer and law enforcement.
- In the event that any harm may come to any person or damage/injury to property, or if the matter involves an exchange student, RYLA attendee, or other minor in Rotary's care, first get that youth to a safe situation immediately and then contact your club's Youth Protection Officer and your Club President/ President-Elect as above. First take action to reduce immediate injury and damage.
- Your primary reporting channel is to your club President and then from the Club President to the District Governor, but with a short direct alert notification to the DG as below.
- Club officers should immediately forward all reports to the District Governor and, if youth involved, also to the District Youth Protection Officer. If the Club President or P-E is unable to promptly contact the District Governor, then contact the DG-Elect. Also, alert your area Assistant Governor and keep them informed.

- Reporting Rotarians should **also directly text to the District Governor** (or DG-E if the DG cannot be reached or contact receipt verified) a short alert message, such as "Rotary 911 (your) Club" so that the DG/DG-E is aware of a pending situation.
- **Rotarians:** If you have not heard a positive confirmation **acknowledging** your report back from your Club President or P-E within one hour, try again until you have positive confirmation. If you cannot get positive confirmation promptly, then directly contact the District Governor.
- Club Presidents/ P-Es: If you do not have a positive acknowledgment of your report back from the District within two hours, continue trying until you have positive acknowledgment.
- Non-crisis concerns that can be resolved by private discussion at the club level should be dealt in a cooperative, problem-solving manner mediated by the Club President, keeping in mind the Four-Way Test. The District Governor should be informed promptly and kept informed of situations that may develop into a membership or negative publicity crisis or that might otherwise damage Rotary.

#### **AFTER your initial report:**

- Follow up as quickly as possible with the reporting form that is part of this package. When filling out the reporting form, try to determine and report all important facts as quickly, completely, and accurately as possible. Send to your club president or P-E as available.
- Club Presidents/P-Es should review reports and be available for follow-up as needed by District.
- Crises tend to be factually unique, so be **flexible and don't jump to conclusions** without careful fact investigation. **If it appears that this may be a criminal situation, get legal advice through District and do not discuss nor question anyone.**
- **SPEED UP communications** with your club President/P-E, AG, the District Governor/DG-E, and all involved persons. Keep everyone fully and accurate concerned and "in-the-loop".
- BE DELIBERATE and CAUTIOUS in your words, actions and decisions after taking immediate protective steps as the situation requires. The District Leadership level is legally responsible for making major decisions in crisis situations in consultation with RI. Do not discuss online or with media.
- Become familiar with District 5010's club-level reporting and communications plan and with RI's Youth Protection Guidelines, which are attached.
- If criminal activity is suspected, immediately contact your local police or Alaska State Trooper office. If possibly criminal, DO NOT disturb evidence nor question witnesses. Wait for the police.

In the event of a Youth Protection incident or other criminal or legal liability situation involving a Rotary activity, **do not make accusations** nor discuss directly with that person. Rather, take adequate steps to ensure the safety of everyone and then immediately contact District 5010 leadership and contact local police or Alaska State Trooper headquarters. **NEVER attempt to cover-up nor alibi.** 

**DO NOT discuss with anyone, nor contact nor make statements to the media, nor post on social media.** Do not make club announcements without clearing them with District leadership, which is charged by RI with making all media contacts. Avoid hurting potentially innocent people or worsening a situation.

Yours in Rotary

#### Rotary District 5010

#### One-Page Club Level Emergency and Crisis Communications Procedures and Contacts

- 1. What should be reported to District 5010? If in doubt, report it to District.
  - A. Any potentially criminal activity or other legal wrongdoing occurring with Rotary activities. If possibly criminal, DO NOT make accusations, do not discuss with the involved person, do not disturb evidence nor question witnesses. Contact and wait for the police.
  - B. Any concerns regarding potential abuse, violations of RI youth policy, or inappropriate actions involving youth, exchange students, and other minors by Rotarians or in Rotary activities;
  - C. Actions or inactions in the course of Rotary activities that would likely result in injury to persons, financial or property damage, or civil liability, or other financial harm to Rotary,
  - D. Any actions or inactions that would likely reflect poorly upon Rotary's public image or might adversely affect Rotary membership.
  - E. Anything else that you believe is likely seriously and immediately damaging to Rotary.
  - F. Any trend or long-term situation likely to ultimately cause harm to Rotary District-wide unless corrected by District. Report through your Club President and AG.
- 2. First, take immediate action to reduce imminent damage, risk, and severity. If minor children and exchange students are involved, first get them to a place of safety. Then, await further instructions from District or law enforcement when they are involved.
- 3. Do not discuss the situation with anyone or speculate. Do not make club announcements. Do not make statements to the media nor do any interviews. Refer all media inquiries to the District Governor. Do not post anything to social media of any sort. Identify witnesses but do not discuss with minors or potential witnesses unless first directed to do so by District and/or law enforcement.
- 4. Report any of the above concerns as promptly as possible to District Leadership using the attached form. Incidents involve exchange students should use the attached RI Youth Exchange form.
  - Separately and in addition, immediately report to your city police or the Alaska State Troopers any Rotary-related potential criminal behavior or inappropriate situations involving youth exchange students or minor children. This is mandatory Rotary International policy. Reporting solely to District 5010 is not a substitute for reporting to law enforcement.
- 5. Communicate with District quickly, accurately, and completely but make important long-term decisions carefully and deliberately, after getting all the facts and first consulting with District 5010. Promptly notify District if there is any major change in the reported situation.
- 6. How should reports be made?
  - A. Advise and consult with your club president ASAP and AG. For anything involving youth, **also** advise your club Youth Protection Officer and the District Youth Protection Officer Chas St. George
  - B. Send an initial alert to District 5010 by text messaging (list as subject "Rotary 911") or by Email to District leadership, starting with the District Governor. Provide complete contact information.
  - C. If you do not receive a direct in-person response within 60 minutes from your first contact, then contact the next people on the list until you know that your report has been received and is being acted upon. It is important to verify that District has your report.
  - D. Follow up as soon as possible with a completed incident report form by Email or by fax.
- 5. To Whom Should Reports to District Be Made? (In this order)

District Governor Andre Layral 907-460-7786, <u>alayral.1920@gmail.com</u>
District Governor-Elect Joe Kashi - 907-398-0480, Email <u>kashi@alaska.net</u>
District Governor-Nominee Cheryl Metiva 907-315-9920 <u>clmetiva@gmail.com</u>
Rotary District 5010 Pre-PETS Resource Book 045
District Youth Protection: Chas St. George 907-232-0503 <u>stgeorge@mtaonline.net</u>

#### **District 5010 Incident Reporting Form (General)**

1.	Does the reported incident involve youth excl	hange or other	r youth act	tivities?		
IF Y	<b>ES</b> , then do not use this form. Use the standard	l Rotary Intern	national fo	orm, attached.		
2.	Date of report: Date of in	ncident		Where?		
3:	Person making report: Name Email:			l Phone ondary Phone:		
4.	Rotary Club involved : Phone # Any prior rep	Club ports of this m	President atter?	:		
5.	Nature of Incident:					
	Was anyone injured or was there a financial le	oss? Y N	Is a laws	suit or claim bei	ng made? Y	N
	If yes, who? What are	e the claimed	injuries or	financial loss?		
	Criminal concerns? Yes No					
	If yes, what happened and who was involved?	?				
	If yes, has law enforcement been contacted?	Yes	No			
	Law enforcement agency involved:		Pho	ne number:		
	Contact Person at agency:					
	Persons involved: A B C	(	Contact tel Contact tel Contact tel	lephone		
6.	Has the media contacted anyone about this?	Yes	No			
	Name of Media:	Contact person	on:		Phone #	
7.	Has anything been posted on social media?	Yes	No	Unsure		
	If yes, where and by whom?		URL:			
8.	What has been said in the media or on social	media?				
9.	Witnesses/persons with knowledge (list name	s and cell num	mbers):			
Pleas	se Email completed sheet to persons on summary	y page or fax t	to			



# Rotary ROTARY YOUTH PROTECTION INCIDENT REPORT

Instructions: Complete the following report leaving no field blank. If a question does not apply to this situation, please enter "NA." Incident reports should be emailed to RI (email: <a href="mailto:youthprotection@rotary.org">youthprotection@rotary.org</a>). After submitting the report, please continue to update staff as further information develops.

REPORTER INFORM	MATION		
Reporter's Name:		Title/Role:	
District:		Telephone(s):	
Date & time of report:		Email:	
ALLEGED VICTIM IN	JEORMATION		
ALLEGED VIOLIMIII	II ORMATION		
Last Name:		First Name:	
Date of Birth:		Citizenship:	
If incident occurred dur	ing a Rotary Youth Exchange, please	provide the pro	gram details listed below:
Host District:		Host Club:	
Sponsor District:		Sponsor Club:	
Host Family Name & Address:		Host Family Phone:	
ALL EGED GEEFND	ED INFORMATION		
ALLEGED OFFEND	ER INFORMATION		
Last Name:		First Name:	
Relationship to the youth named above:		Title/Role (if applicable:	
Club name (if Rotarian):			
Other Parties Involved: (contact information)			
I			
SUMMARY			
Date and time of incider	nt:		
Location of incider	nt:		

Please provide details of the incident:
ACTION TAKEN
Provide details on the action taken after the incident was reported to you/your organization:
Is the youth currently in a safe place?
Has the alleged offender been removed from youth programs while the investigation is performed?
Please list all individuals or organizations that have been informed of the alleged incident to date? (Example: districts, clubs, youth participant's legal guardians, district governor, youth protection officer, etc)
Has the alleged incident been reported to local law enforcement? If not, why?
Is local law enforcement investigating the allegation, or have any official charges been filed? If so, please describe:
Have any support services been offered to the youth? If so, please describe the service/provider:
FUTURE STEPS
TOTOKE STEELS
Provide details on any future action that you/your organization plan to take regarding this allegation:
Have you received any media inquiries regarding the allegation? If so, please describe:

UPDATE				
Provide any additional details or results of investigations relating to this incident since the initial report to RI:				

# Rotary International's General Guidelines for Youth Exchange Emergencies

Although they are rare, unfortunate emergency situations do occasionally arise during Youth Exchange activities. Preparation for any possibility is an essential part of a Youth Exchange program. How the exchangee's family and the media perceive that the emergency was handled will have a direct impact on the program. The following guidelines outline how to prepare in advance for a possible emergency, the individuals to contact should an emergency occur, and the steps to follow during an emergency.

Each Rotary club hosting a Youth Exchange student should have a small committee to help share the work in the event of a tragedy. Suggested committee members are the host parents, the club Youth Exchange chairperson, the club counselor, and the club president.

#### Tips for emergency preparedness

- 1. The club counselor should keep the student's passport and airline ticket readily available at all times. Store these items in a safe place so that they can be accessed 24 hours a day if necessary.
- 2. The district chairperson should have copies of the airline ticket and passport should the student be traveling or in case the student's documents are not accessible through the club counselor.
- 3. The district Youth Exchange officer should obtain consent from the student's parents or legal guardians to reissue a student's passport in the case it is lost, stolen, or inaccessible at time of departure.
- 4. The district Youth Exchange chairperson should share with the sponsoring Youth Exchange Officer the student's itinerary and know who will meet the student at the airport upon arrival.
- 5. The sponsoring club should outline who (e.g., club, district, student's parents, a combination of sources) will pay for the student to return to finish the exchange after being evacuated in the case of political or civil unrest.
- 6. The Rotarian counselor and current host family should know details regarding all of the exchangee's travel plans and should ascertain that these travel plans have been approved by the natural parents/legal guardians of the exchangee, especially if the exchangee is traveling to another city or country during the exchange.
- 7. The exchangee's parents should issue a written authorization letter (or powers of attorney) naming the host Rotarian counselor, host families, and another Rotarian of the host/receiving club (preferably the host club president), any of whom is to act for the parent in the event of injury or death. This is very important because most government departments and local authorities require it. Some districts have the parents/legal guardians sign a number of parental consent forms separate from the application form to ensure that each host family and counselor has a copy of the form.

The letter mentioned above should also authorize the incurring of:

- 1. Funeral expenses (cost of claiming body, embalming, casket, compliance with legal and government fees, and transportation of casket/body, cremation cost, etc.) to be reimbursed from the insurance policy;
- 2. Expenses of authorized persons (Rotarian counselor and/or host parent) to act on behalf of parent (transportation and hotel charges for travel to place of accident, etc.), to be reimbursed from the

insurance policy.

The handling of expenses is important as not every host club can afford to incur such immediate expenses. The ability of the club or district to handle immediate costs can prevent a tragic situation from becoming worse and increasing the agony and anguish of the student's parents. The host Rotarian is committed to treat the exchangee as though he/she is his or her own child and will do everything a natural parent would do. However, if a host Rotarian has to spend a substantial amount of money for immediate needs, other Rotarians may be discouraged from becoming host parents and counselors in the future.

It is therefore recommended that either the host Rotary club or the host Rotary district establish an emergency fund to cover immediate expenses in the event of a tragedy. The insurance money received will reimburse this fund. Many hosting districts require the students to have an emergency fund to assist in the event of an emergency.

When a tragic event occurs, things need to be done quickly. Tasks should be assigned to the various members of the club/district emergency committee. The following people need to be informed immediately:

1. Parents/Legal guardians. (In case of death, obtain clear instruction concerning burial, cremation or return of body.

Also ask about memorial service. Consideration must be given to the religion of the deceased.)

- 2. Host family, club counselor, and district Youth Exchange chairpersons.
- 3. Host district governor and the governor of the sponsoring district.
- 4. Host Rotary club, for assistance and guidance.\*
- 5. Insurance company (and remember to follow up).
- 6. Embassy Officer, to obtain his/her advice.

Procedures to follow when the death of an exchangee occurs:

- 1. Ascertain that the deceased is the exchangee.
- 2. Contact all of the above individuals.
- 3. Check with local police for local regulations and obtain a copy of the police report. Reclaim the deceased's possessions, especially the passport.
- 4. Check with the local hospital and mortuary for the claiming of the body and regarding an autopsy. Obtain the death certificate.
- 5. Contact a local undertaker and embalmer. Ensure that the embalmer possesses an internationally recognized practice license so that the embalmed body may cross national borders. (This is to prevent the spread of disease.) Obtain the embalmer's certificate. Order a suitable casket and arrange transportation to exchangee's home country, or arrange for burial or cremation, according to the parents' wishes.
  - 6. Obtain the "sealing certificate." For the casket to cross national borders, the inside must be metal-lined and sealed. Sealing must be officially witnessed, to prevent smuggling. In order for a sealed casket to leave the country, an export permit is required. For the sealed casket to enter the exchangee's home country, an import permit is required. An established undertaker should be able to deal with these matters. The embassy can assist in obtaining the two permits.
- 7. Appoint a reputable air-transport agent to airlift the casket to the exchangee's home country. This is to ensure that all connecting flights are correctly scheduled without risk of the casket being

# EXAMPLES OF HIGHLY COST-EFFECTIVE CLUB AND DISTRICT COMMUNITY AND INTERNATIONAL PROJECTS

# HIGH-IMPACT, HIGHLY COST-EFFECTIVE ROTARY CLUB PROJECTS:

### PUTTING ROTARY'S IDEALS INTO PRACTICAL EFFECT

Rotary District 5010 - Alaska USA

1

#### Rotary's Purpose: To Do Good

- Since its founding, Rotary has existed to make our world a better place.
- "Service Above Self", Avenues of Service, Areas of Focus, all urge every Rotarian to look beyond ourselves to help others.
- Putting ideals into practical effect is a primary motivation for people to become and remain active Rotarians while aiding our public image and membership.

2

#### **OUR GOAL:**

TO HAVE THE MOST
IMPACT FOR THE LEAST
COST AND EFFORT BY
DEVELOPING INNOVATIVE
PROJECTS

EXAMPLES OF COST-EFFECTIVE ROTARY CLUB PROJECTS REQUIRING MINIMAL CLUB COSTS AND ONLY BASIC DDF GRANT FUNDS

TO STIMULATE YOUR OWN IDEAS

4

## LOCAL AREA PROJECT EXAMPLES

5

#### Local Area Project 1: Community Redevelopment

- A grassroots community redevelopment and rejuvenation effort with the USDAsupported Western rural redevelopment center. Very low cost, under \$2,000/year.
- It's a consortium of 13 Western US universities and a data-rich, award-winning redevelopment process currently headquartered at Utah State University.

#### Local Area Project 1

- Grassroots diversification for community economic resilience, building local business.
- This low-cost community approach matches community assets, interests and local preferences through ASAP structured survey and data analysis process along with community forums for business and local decision-makers.
- Complements regional economic development focus upon big projects.

7

#### Local Area Projects 1

■ This often provides excellent public image exposure for sponsoring Rotary Clubs



Alaska Governor Bill Walker addressing July 2018 Rotary Community Redevelopment Forum with strong state-wide media coverage for Rotary

8

#### Local Area Project 2 Integrated Low-Cost Public Art

■ Highly cost-effective public art display options for young and emerging artists



Rotary Art Park with front and back changing displays, one-time total out of pocket cost \$4,000, plus Rotarian installation work

#### Local Area Project 2 Student Art Display Drawers

■ Highly cost-effective public art display options for young and emerging artists



Art display drawers at local public library, one-time total out of pocket cost \$1,500 +Rotarian installation work

10

#### Local Area Projects 2

■ Easy small murals purchased and mounted by local businesses, on 4′x8′ sheet aluminum, photographically made



Total out of pocket cost \$450 each + \$150 to each student artist. Fast, easy, inexpensive, and long-term stable.

11



#### Local Area Projects 3

- Oral History capturing vital historical memories while people are still alive.
- Working with local historical society and state archive to develop program that meets necessary standards and formats.
- Costs can be minimal using cells phones and digital cameras to video interviews, or up to \$4,000 for complete recording equipment.

13

#### Local Area Projects 4

■ Senior Center indoor planters



14

#### Local Area Projects 5

- Helping homeless students who remain in school by bridging summer gaps in federally supported school year programs.
- Provide warm jacketsleeping bag garments

\$125 each



#### ZERO-COST DISTRICT-LEVEL PROJECT EXAMPLES

16

#### District Level Project 1

- Getting to Know Each Club
  Better, a PowerPoint
  introduction to every District
  club, consistently presented and
  professionally narrated. Zero cost
- Use for District Conference, district and club web sites, local club programs. An example:

17

#### **Other Zero-Cost Projects**

- Resilient Communities US funded training and organization to better identify and coordinate local resources useful if a disaster strikes an Alaska community.
- Internet hookup for seniors helping home-bound elderly connect to and learn the Internet to communicate with family

#### Getting Out the World Polio Day Message



Instead of a single projector on one building, why not use local electronic signs all over town to highlight Rotary and the End Polio message? ZERO cost

19

#### COST-EFFECTIVE CLUB-LEVEL INTERNATIONAL PROJECTS EXAMPLES

20



#### 3<sup>rd</sup> World surgical support



Providing replaced surgical equipment to Malawi– only shipping costs (\$700-\$1,000)



Replaced surgical sets, enough for 5 ORs

22



23

#### 3<sup>rd</sup> World Disaster and Chemotherapy and Safe Water Support

- Safe, portable water filter systems critical after a disaster. New technology allows cheap, portable systems with up to 100,000 gallon capacity.
- Or, for 3<sup>rd</sup> World patients receiving chemotherapy. They are usually very susceptible to secondary infection.
- Available water often carries many pathogens threatening fatal infection during disasters etc.
- Two inexpensive solutions: personal water filtration for each chemo patient, cost for 100 person cancer center- \$2,100

#### "Experts-To-Go"

- ☐ District 5010 has a long history of cost-effective projects internationally.
- Many members have both professional credentials and experience helping in developing nations, as physicians, engineers, construction managers, etc.
- We can form a cadre of experienced experts who can help other clubs and districts that want to do a particular international project but need to know how to start and implement an international project or need professional advice with some aspect of an international project.
- D5010 can provide that knowledge and consultation.

25



250+ safe Rotary Stove-Team cooking stoves to Nicaragua's desperately poor (\$55 per stove)

26

#### What's Next?

- □ Develop 3<sup>rd</sup> World-affordable method to generate basic thermo-electricity from Rotary Stove-Team stoves using waste heat and salvaged metal. Minimal cost.
- Develop and distribute laminated locallanguage handout showing safe building techniques in earthquake zones using local materials. Possibly \$5,000?

#### **HOW TO:**

# SET AND INPUT YOUR GOALS ENTER PROJECTS, RECORD SERVICE, AND REPORT GOAL AND PROJECT PROGRESS

### **HOW TO SET A GOAL**

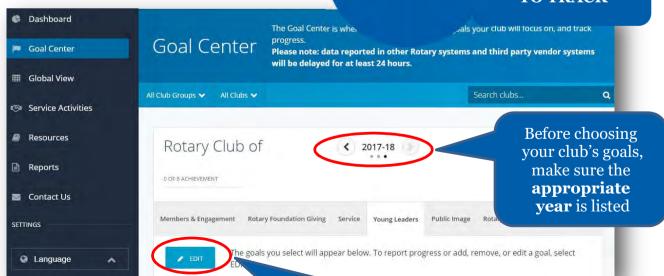
For club officers





2

FIND GOALS TO TRACK



If the **Edit** button appears, click or tap it to find goals your club wants to track. If this button reads **Save** and goals are displayed, proceed to the next step



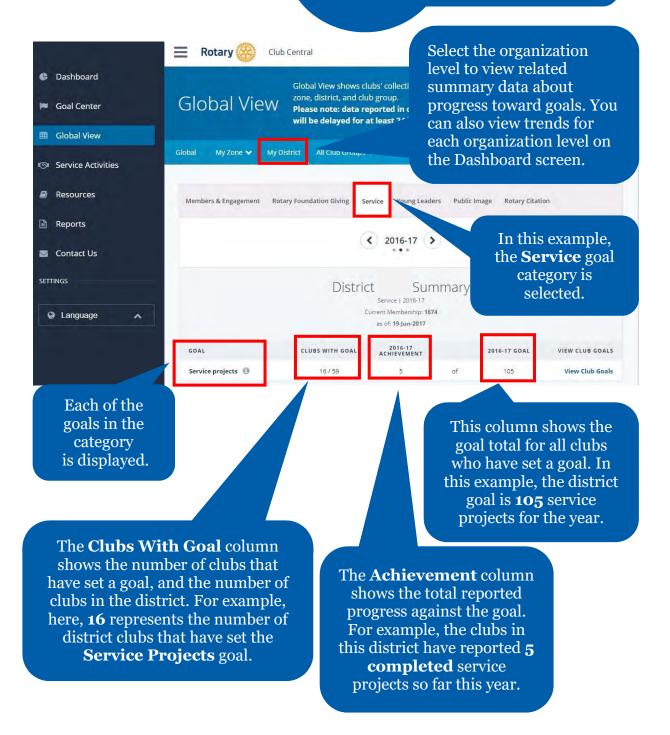
# HOW TO VIEW INFORMATION

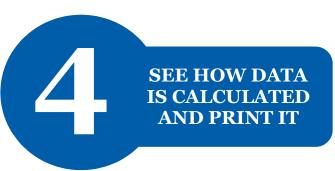


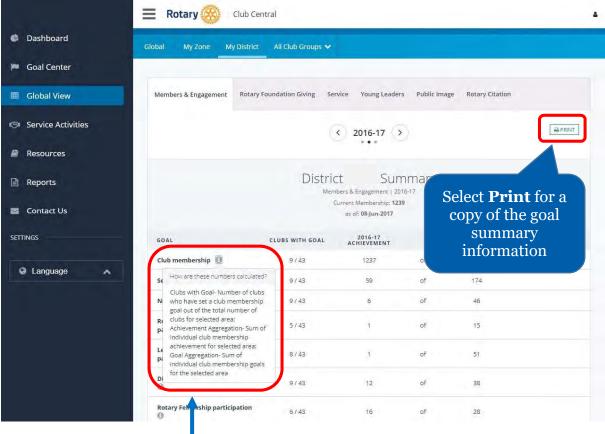
Members can view summary information two ways in Rotary Club Central:



# 3 VIEW SUMMARY INFORMATION



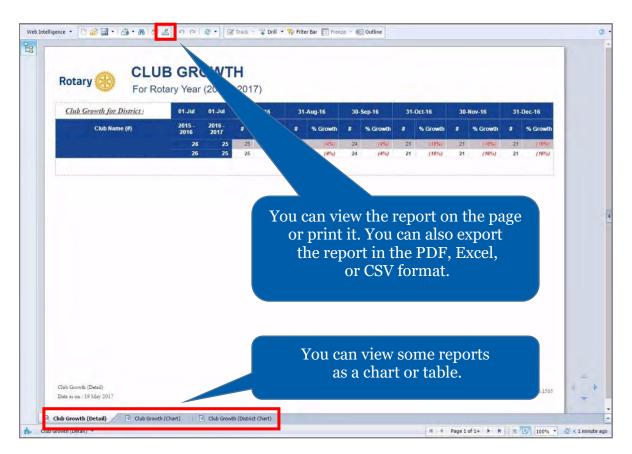




Select the information button for a description on how the displayed data was calculated







## **HOW TO RECORD SERVICE ACTIVITIES**

a project that isn't

in Rotary Club Central

or Rotary Showcas Rotary District 5010 Pre-PETS Resource Book from that site



of a project that's already

in Rotary Club Central

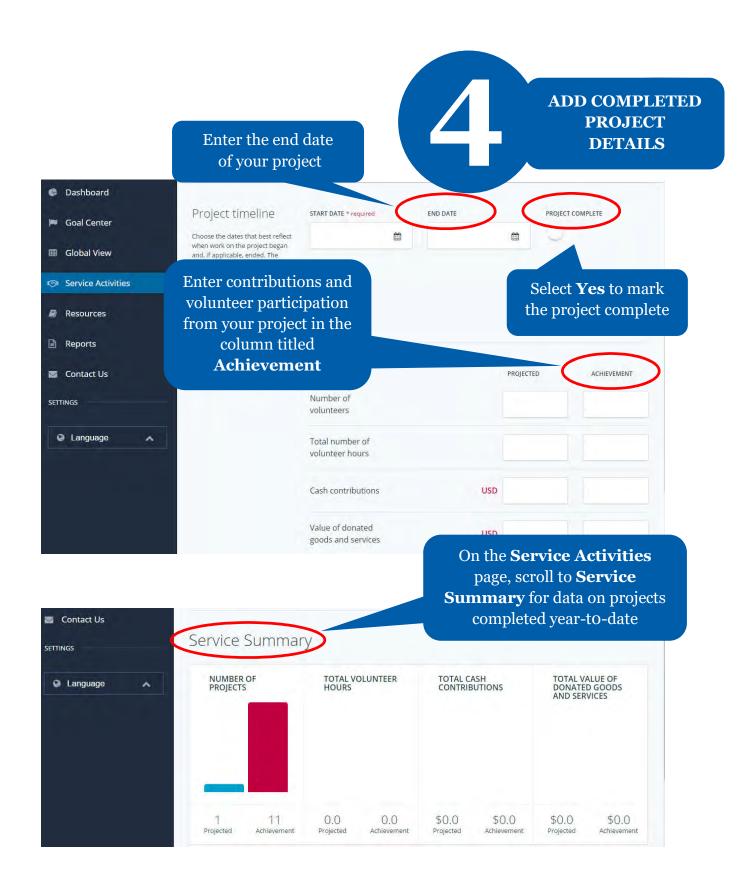


Select Import From

**Rotary Showcase** 

to add a project



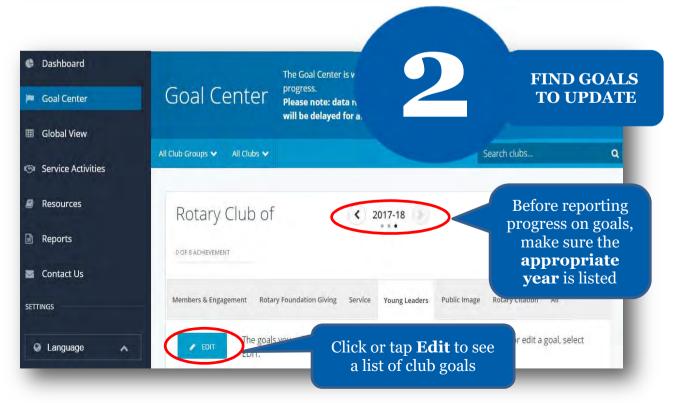


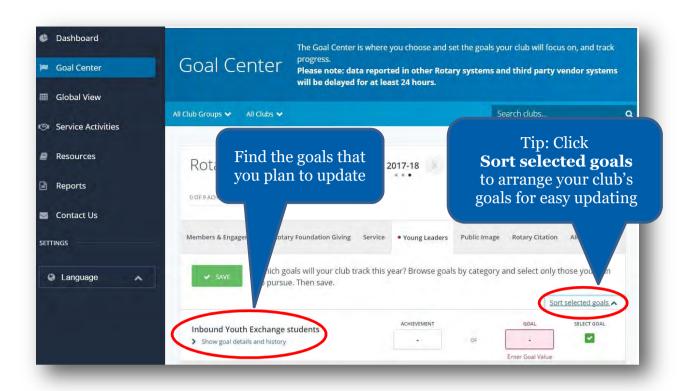
# HOW TO REPORT PROGRESS ON GOALS

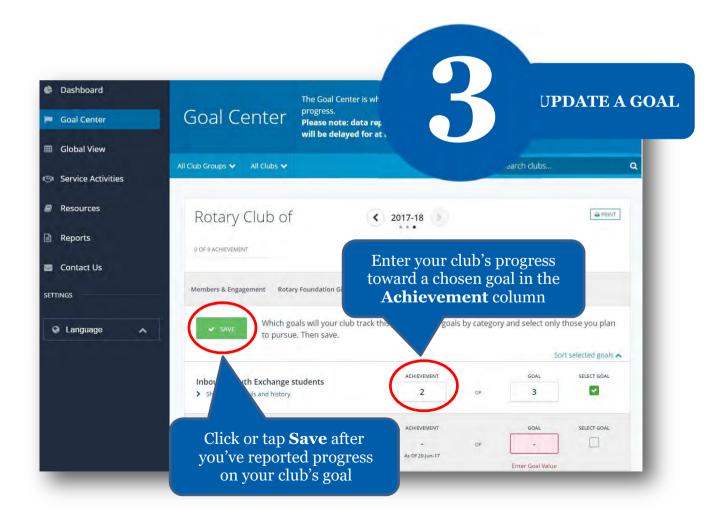
For club officers











## **HOW TO ADD A PROJECT TO ROTARY SHOWCASE**



www.rotary.org/showcase





To add your project, sign in to My Rotary and under **Take Action**, click **Rotary Showcase.** 

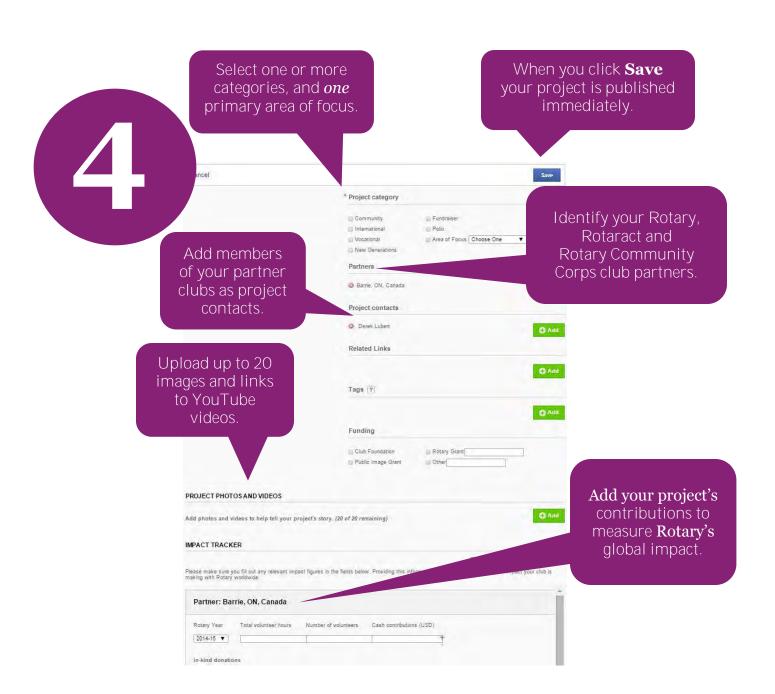


Click Add a new project. Add a new project



*	Project title	(maximum 50 charac	ters)		Enter
	Project over	view (maximum 100	characters)	50 - characters remaining	information about your
	Tell us abou	t your project (ma	oximum 1000 characters)	100 - characters remaining	project.
				1000 - characters remaining	
3	Project local	tion			
	Project Time	line	·		
*	Start date: (dd/mm/yyyy)	05/02/2015			
	End date: (dd/mm/yyyy)	dd/mm/yyyy			

March 2016 social@rotary.org



Need more Rotary Showcase resources? Contact us at **social@rotary.org**.

## ATTACHMENT: HOW TO USE ROTARY SHOWCASE IN DETAIL



## ROTARY SHOWCASE USER GUIDE

www.rotary.org/showcase

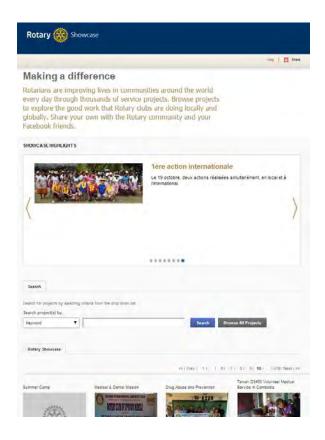
ROTARY SOCIAL BUSINESS TOOLS social@rotary.org

### **Contents**

Why use Rotary Showcase?	1
Who can use Rotary Showcase?	2
How to use rotary Showcase	3
Choice of Internet browser	
How to access Rotary Showcase	
Project languages	
Anatomy of an efficient Showcase project	
How to add a project	
Before you begin	
Required information	
Adding project contacts	7
Adding partner clubs	7
Adding photos and videos	8
Impact Tracker	9
How to share a project	1C
How to edit or delete a project	
Featured projects	

078

#### WHY USE ROTARY SHOWCASE?



Rotary Showcase is an online application that allows Rotarians and Rotaractors to share stories of their clubs' successful projects with people around the world. In addition, project stories are a source for features in Rotary International blogs and newsletters.

The Showcase's Impact Tracker shows the impact of each Rotary project in terms of volunteers and volunteer hours, cash contributions, and in-kind donations. It also shows the collective impact of all reported projects.

Success stories posted on Showcase can serve as an inspiration and a model for other Rotary and Rotaractor clubs.

### WHO CAN USE ROTARY SHOWCASE?

Anyone can browse Rotary Showcase and read the project stories posted there. Any Rotarian or Rotaractor who signs in to Rotary.org can post club projects.

#### **HOW TO USE ROTARY SHOWCASE**

#### Choice of Internet browser

Showcase works best with Chrome, Firefox, or Safari.

#### **How to access Rotary Showcase**

To post or edit projects on Rotary Showcase, sign in to Rotary.org. You will find **Rotary Showcase** under the **Develop Projects** section of the **Take Action** menu.



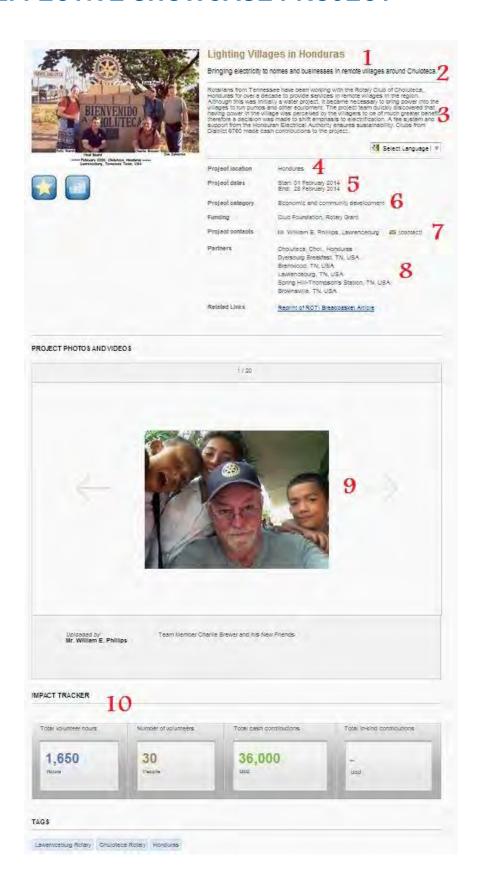
#### **Project languages**

Rotary Showcase is available in all supported Rotary languages; it will use your My Rotary profile or browser language, defaulting to English for nonsupported languages. You can change the interface language in the **Language Selector**. You can post your project in any language. A Google Translate tool on the project page will allow visitors to read about your project in the language of their choice.

#### **ANATOMY OF AN EFFECTIVE SHOWCASE PROJECT**

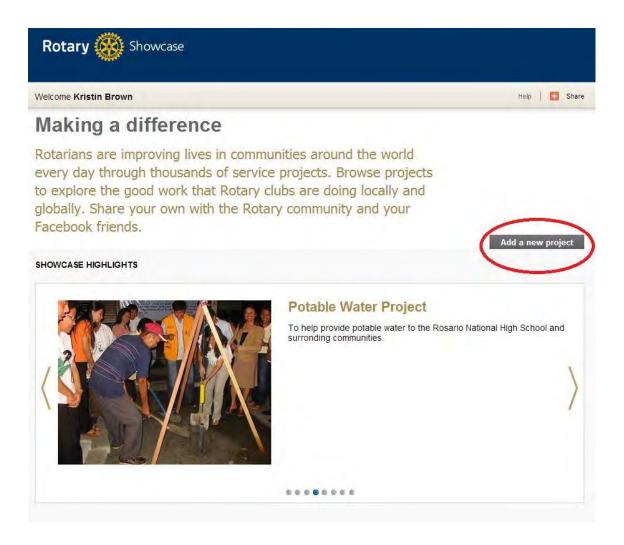
An effective project posted to Rotary Showcase should have all the following elements:

- 1. Title.
- 2. Project overview.
- 3. Project details.
- 4. Project location.
- 5. Start and end date.
- 6. Project category.
- 7. Project contacts.
- 8. Partners.
- 9. Pictures and videos.
- 10. Impact information.



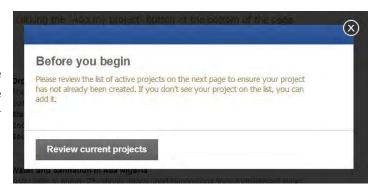
#### How to add a project

Once you have signed in, select Add a new project.



#### **BEFORE YOU BEGIN**

After you select **Add a new project,** you will see this window. The message prompts you to check the list of projects already posted for your club, in order to avoid duplication.

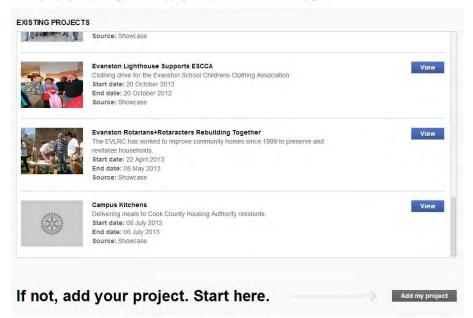


You must scroll through all projects listed before proceeding.

If you do not see your project listed, select **Add my project**.

#### Is your project already listed?

- Include a project from other online systems on Showcase by clicking "Share"
- . Get more information on a project that has already been added by clicking "View"
- · Add your project by clicking the "Add my project" button at the bottom of the page



#### REQUIRED INFORMATION

- 1. **Project title:** Choose a short, descriptive, compelling title. It is the first thing Showcase users will see.
- **2. Project overview:** Provide a short (maximum of 100 characters) description of the project. This is what users will see when browsing.
- **3. Tell us about your project:** This is where you write the detailed success story (1,000-character maximum).
- **4. Project location:** Country where the project took place.
- **5. Project dates:** The **Start date** is required but the **End date** is optional. If the project is complete, check the box.
- **6. Project category:** You must choose at least one from the drop-down menu..



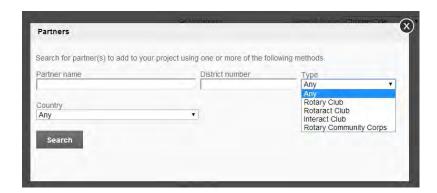
#### **ADDING PROJECT CONTACTS**

You can add members of your partner clubs as project contacts. Project contacts will have the same access to the project that you have, with the ability to edit or delete it.



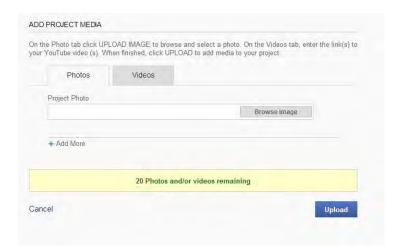
#### **ADDING PARTNER CLUBS**

If you worked with other Rotary, Rotaract, or Interact clubs, or Rotary Community Corps, add them as partners.



#### **ADDING PHOTOS AND VIDEOS**

Under **Add Project Media,** you can upload up to 20 images as well as links to YouTube videos. (Only videos on YouTube are currently supported.)

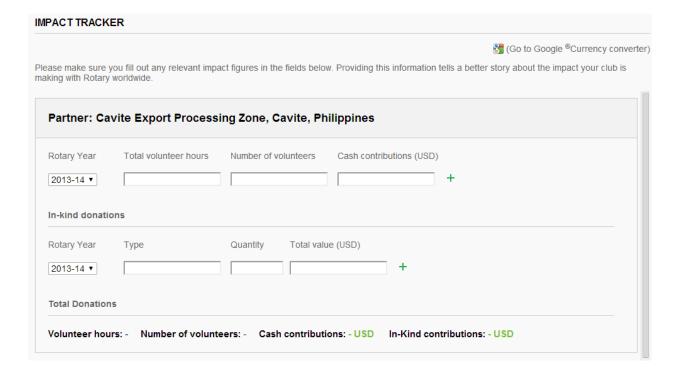


Once you upload the pictures, choose the image that you think best represents the project as the cover image. This will be your project's primary picture.



#### **IMPACT TRACKER**

In the Impact Tracker, add the total number of volunteer hours and volunteers, cash contributions, and in-kind donations for the project. Totals are calculated for the project, and each project's impact data become part of the aggregate presented on the Rotary Showcase landing page, showing the cumulative global impact of Rotary and Rotaract projects around the world. For projects that span multiple years, clubs can add impact data for each Rotary year. When club presidents update their clubs' accomplishments, they can import Showcase impact data into Rotary Club Central. Once imported, data will be synchronized between Rotary Showcase and Rotary Club Central.



Once you have entered all project details, select **Save**.

#### How to share a project

You have posted your project on Rotary Showcase, but don't stop there! Now share your project with the world.



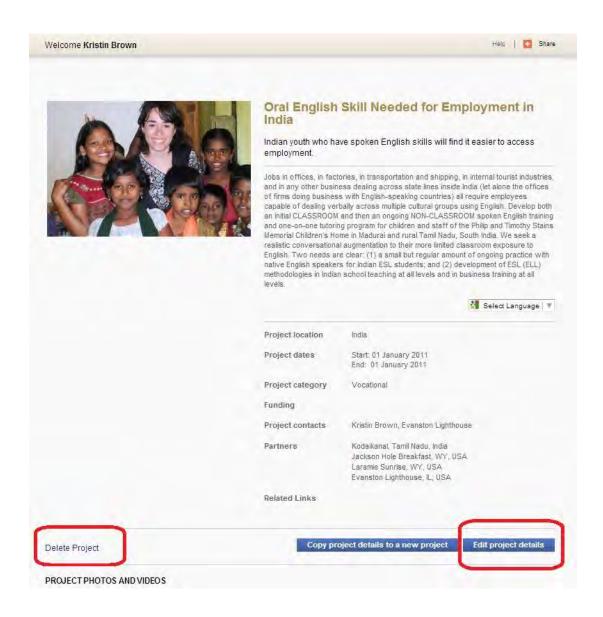
After you have saved your project's details, you will be prompted to share the project on Facebook. This simple step will allow your friends to see the project, and in turn share it with their networks. That will magnify the exposure of your club's project both within and beyond the Rotary world.

#### How to edit or delete a project

To edit or delete your project, find the project under the My Club Showcase heading and open it.

Select Edit project details to edit, or Delete Project to remove it.

Note that only project contacts and the current presidents of any project partners can edit or delete a project.



#### **Featured projects**

Rotary staff review all projects posted on Rotary Showcase. Projects with an inspiring story, effective images, and impact data may be featured on the landing page for 30 days.



Send your questions about Rotary Showcase to <a href="mailto:social@rotary.org">social@rotary.org</a>.

# Attachment: Pacific Northwest PETS Main Schedule

Start	End	FUNCTION
		Tuesday February 18, 2020
5:30PM	9:30PM	Assembly of packets for all PETS Attendees
		WEDNESDAY February 19, 2020
8:30AM	5:00PM	PNWPETS Facilities & Boy Scouts set up flags
6:00 PM	6:30 PM	Registration AG orientation (for AG's from D 5010, 5040, 5100, 5110)
		THURSDAY February 20, 2020
8:00 AM	8:30 AM	Registration AG orientation
8:30 AM	6:00 PM	Registration
8:00 AM	5:00 PM	Stage/Banners set up
8:30 AM	6:00 PM	AG Hang-out Room
9:00 AM	5:00pm	Pre-PETS for D-5010
10:30 AM	12:00PM	OPCOM & BoD Meeting, DGN's invited to attend
12:00PM	1:00PM	Meeting with DGN's (2021-22 Governor)
12:00 PM	4:00 PM	Pre-PETS for 5040
1:00PM	4:30PM	Pre-PETS for D5100

1:00 PM	5:00 PM	Pre-PETS for 5110
2:00 PM	6:00 PM	Vendor Tables OPEN
2:30 PM	4:30 PM	Flag set up
1:00 PM	4:15 PM	INSTRUCTOR/TRAINING LEADER MEETING
3:00 PM	4:15 PM	Session Support AG (SSAG) Orientation
3:00 PM	4:15 PM	Sgt at Arms (SAA) Training
4:30PM	6:00PM	AG Training for SSAG's
5:30PM	9:00PM	Dinner- D-5010
6:30 PM		Dinner D-5110
TBD		Dinner-D-5040
		FRIDAY, February 21, 2020
8:00 AM	1:45 PM	Registration
7:30 AM	7:00 PM	Vendor Tables OPEN
8:30 AM	6:00 PM	AG Hang-out Room
8:00 AM	9:30 AM	District Trainers
8:00 AM	9:30 AM	ELECTIVE COURSES-1
8:00 AM	9:30 AM	Rotary 101 – Rotary Basics
8:00 AM	9:30 AM	Rotary 101 – Rotary Basics
8:00 AM	9:30 AM	Revitalizing your Club
8:00 AM	9:30 AM	Revitalizing your Club
8:00 AM	9:30 AM	Revitalizing your Club

8:00 A	M	9:30 AM	Club Operations & Administration
8:00 A	M	9:30 AM	Club Operations & Administration
8:00 A	M	9:30 AM	Club Operations & Administration

9:30 AM	Effective Club Meetings
9:30 AM	Effective Club Meetings
9:30 AM	Successful Fundraising
9:30AM	Successful Fundraising
9:30 AM	Leading and Motivating Volunteers
9:30 AM	Leading and Motivating Volunteers
9:30 AM	Planning and Goal Setting - Engaging Vision
9:30 AM	Planning and Goal Setting - Smarter Goals
9:30 AM	Planning and Goal Setting - Smarter Goals
9:30 AM	Rotary Voice in your Community
10:30AM	Flag Rehersal with Rotarians
9:45 AM	Break, Resource Tables & Vendors
11:15 AM	ELECTIVE COURSES - 2
11:15 AM	Revitalizing your Club
11:15 AM	Revitalizing your Club
11:15 AM	Revitalizing your Club
11:15 AM	Rotary 101 – Rotary Basics
11:15 AM	Club Operations & Administration
11:15 AM	Club Operations & Administration
11:15 AM	Club Operations & Administration
11:15 AM	Effective Club Meetings
11:15 AM	Effective Club Meetings
11:15 AM	Effective Club Meetings
11:15 AM	Successful Fundraising
	9:30 AM 10:30 AM 11:15 AM

11:15 AM	Successful Fundraising	
11:15 AM	Leading and Motivating Volunteers	
11:15 AM	Leading and Motivating Volunteers	
11:15 AM	Planning and Goal Setting - Engaging Vision	
11:15 AM	Planning and Goal Setting - Engaging Vision	
11:15 AM	Planning and Goal Setting - Smarter Goals	
11:15 AM	Planning and Goal Setting - Smarter Goals	
11:15 AM	Rotary Voice in your Community	
11:15 AM	Break, Resource Tables & Vendors	
11:30 PM	Transition to Grand Ballroom. Ballroom doors open at 11:15 AM	
1:30 PM	PNWPETS OFFICIAL PROGRAM BEGINS	
1:30 PM	Friday Plenary Session 1	
1:30 PM	Friday Plenary Session 1  Speaker: Rotary International General Secretary John Hewko	
1:30 PM		
1100 1	Speaker: Rotary International General Secretary John Hewko	
1:50 PM	Speaker: Rotary International General Secretary John Hewko  Break, Resource Tables & Vendors	
1:50 PM <b>4:20 PM</b>	Speaker: Rotary International General Secretary John Hewko  Break, Resource Tables & Vendors  District Sessions 1	
1:50 PM 4:20 PM 4:20 PM	Speaker: Rotary International General Secretary John Hewko  Break, Resource Tables & Vendors  District Sessions 1  District 5010	
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4:45 PM	6:15 PM	Dynamic Leadership
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4:45 PM	6:15 PM	Dynamic Leadership
4:45 PM	6:15 PM	AG Training
5:00 PM	7:00 PM	Reception for all- sponsored by Shelter Box
6:15 PM	7:00 PM	Dress and Transition to Dinner
7:00PM	9:00 PM	Friday Plenary Session II -
		Speaker: Rotary International President Elect Holger Knaack
9:00 PM	11:00 PM	District Hospitality in District Suites
		SATURDAY, February 22, 2020
7:00 AM	6:00 PM	Vendor Tables OPEN
7:00 AM		Buffet Breakfast Lines Open.

7:30 AM	9:00 AM	Plenary Session III
		Speaker: Rotaractor Jordan Harrison
8:30 AM	6:00 PM	AG Hang-out Room
9:00 AM	9:30 AM	PE's transition to core courses
9:30 AM	11:00 AM	CORE COURSES Saturday Morning
9:30 AM	11:00 AM	Growing Vibrant Clubs
9:30 AM	11:00 AM	Growing Vibrant Clubs
9:30 AM	11:00 AM	Growing Vibrant Clubs
9:30 AM	11:00 AM	Growing Vibrant Clubs
9:30 AM	11:00 AM	Our Foundation and Community Impact
9:30 AM	11:00 AM	Our Foundation and Community Impact
9:30 AM	11:00 AM	Our Foundation and Community Impact
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9:30 AM	11:00 AM	Dynamic Leadership	
9:30 AM	11:00 AM	AG Training	
7:00 AM	6:00 PM	Break, Resource Tables & Vendors	
11:30 AM	1:15 PM	Plenary Session IV	
		Speaker: Director Elect Valarie Wafer	
1:15 PM	1:45 PM	Break & Resource Tables and Vendors	
1:45 PM	3:15 PM	CORE COURSES Saturday Early Afternoon	
1:45 PM	3:15 PM	Growing Vibrant Clubs	
1:45 PM	3:15 PM	Growing Vibrant Clubs	
1:45 PM	3:15 PM	Growing Vibrant Clubs	
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1:45 PM	3:15 PM	AG Training
3:15 PM	3:45 PM	Break, Resource Tables & Vendors
3:45 PM	5:15 PM	RIPE Holger Knaack, Director Solari, Director Elect Valarie Wafer, General Secretary John HewkoDialogue with DG line, AG's, OPCOM and others
3:45 PM	5:15 PM	CORE COURSESSaturday Late Afternoon
3:45 PM	5:15 PM	Growing Vibrant Clubs
3:45 PM	5:15 PM	Growing Vibrant Clubs
3:45 PM	5:15 PM	Growing Vibrant Clubs
3:45 PM	5:15 PM	Growing Vibrant Clubs
3:45 PM	5:15 PM	Our Foundation and Community Impact
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3:45 PM	5:15 PM	Dynamic Leadership
3:45 PM	5:15 PM	AG Training
5:15 PM	7:00 PM	Vendor Tables Last Call and CLOSE
5:30 PM	6:30 PM	Dress for dinner
7:00 PM	9:00 PM	Saturday Plenary Session V
		Speaker: Past RI President Rick King
9:00PM	TBD	District Hospitality

		SUNDAY FEBRUARY 23, 2020
7:00 AM		Breakfast Buffet Lines Open
7:30 AM	9:15 AM	Plenary Session VI
		Rotary Zones 26/27 Director Johrita Solari
9:15 AM	9:45 AM	Break
9:45 AM	11:30 AM	District Sessions II
9:45 AM	11:30 AM	District 5010
9:45 AM	11:30 AM	District 5020
9:45 AM	11:30 AM	District 5030
9:45 AM	11:30 AM	District 5040
9:45 AM	11:30 AM	District 5050
9:45 AM	11:30 AM	District 5060
9:45 AM	11:30 AM	District 5080
9:45 AM	11:30 AM	District 5100
9:45 AM	11:30 AM	District 5110
9:45 AM	11:30 AM	Instructor/Training Leader Training Critique & debrief
12::00 PM	1:00 PM	OPCOMM/BoD/DGN - Business meeting & Evaluation of 2020 PNWPETS
1:00 PM	1:30 PM	Brief DGN meeting
		PACIFIC NORTHWEST PETS ENDSGO FORTH & SERVE!

LOCATION
Ballroom
Olympic 1
Outside Hotel gift shop at PNWPETS Registration desk
Hotel Lobby
Grand Ballroom
Mt Baker Room (top floor)
Cascade 13. <i>Pick up registration packets at</i> 8:30 AM. Lunch on own
Northwest 2
Northwest 2
Evergreen 1/2. Lunch on own. Registration packets may be picked up in meeting room after 10 AM
Evergreen 3/4

Northwest 3. Registration packets available in room after noon.
Main Foyer
Grand Ballroom
Northwest 1
Northwest 1
Cascade 22
Cascade 1/2
Evergreen 3/4
Northwest 1
AG's & their PE's to go out as groups
Hotel Lobby
Main Foyer
Mt Baker Room (top floor)
Mt Rainier-Same floor as Maxi's
PE's to find room assignment on back of badges
Evergreen 3
Olympic 1
Cascade 11
Olympic 3
Evergreen 2

Evergreen 4
Cascade 13
Cascade 9

Northwest 1
Northwest 3
Cascade 1/2
Olympic 2
Cascade 3/4
Cascade 5/6
Evergreen 1
Northwest 2
Cascade 10
Cascade 7/8
Grand Ballroom
PE's to find room assignment on back of
their badges
Cascade 11
Olympic 3
Evergreen 2
Evergreen 3
Evergreen 4
Cascade 13
Cascade 9
Olympic 1
Northwest 1
Northwest 3
Northwoot 6

Cascade 1/2
Cascade 3/4
Cascade 5/6
Evergreen 1
Cascade 12
Northwest 2
Cascade 10
Cascade 7/8
Main Foyer
Grand Ballroom
Grand Ballroom
Main Foyer
Pick up registration materials in District session if not acquired before
Cascade 13
Grand Ballroom 3
Cascade 9/10
Evergreen 1/2
Northwest 1

Evergreen 3/4
Northwest 2
Grand Ballroom 1
Northwest 3
Main Foyer
PE's to find room assignment on back of badges. 4 or 5 concurrent sessions of 4 core topics: assigned-by club size.
Evergreen 2
Cascade 11
Evergreen 4
Evergreen 1
Olympic 3
Cascade 13
Northwest 1
Cascade 10
Olympic 1
Evergreen 3
Northwest 2
Cascade 12

Cascade 7/8
Cascade 9
Northwest 3
Olympic 2
Cascade 5/6
Cascade 3/4
Cascade 1/2 AG's assignment on back of badges
Courtyard
Grand Ballroom
Per District Governors Elect
Main Foyer
In hallways outside Ballroom and Northwest Rooms

Grand Ballroom
Mt Baker Room (top floor)
PE's to find room assignment on back of
badαes. Evergreen 2
Cascade 11
Evergreen 4
Evergreen 1
Olympic 3
Cascade 13
Northwest 1
Cascade 10
Olympic 1
Evergreen 3
Northwest 2
Cascade 12
Cascade 7/8
Cascade 9
Northwest 3
Olympic 2 Cascade 5/6
Cascade 5/6

Cascade 3/4	
Cascade 1/2 AG's assignment on back of badges	
Main Foyer	
Grand Ballroom	
Main Foyer	
PE's to find room assignment on backside o badges.	f
Evergreen 2	
Cascade 11	
Evergreen 4	
Evergreen 1	
Olympic 3	
Cascade 13	
Northwest 1	
Cascade 10	
Olympic 1	
Evergreen 3	
Northwest 2	
Cascade 12	

Cascade 7/8
Cascade 9
Northwest 3
Olympic 2
Cascade 5/6
Cascade 3/4
Cascade 1/2 AG's assignment on back of badges
Main Foyer
Maxis
PE's Room assignment on backside of
badges.
Evergreen 2 Cascade 11
Evergreen 4 Evergreen 1
Olympic 3
Cascade 13
Northwest 1
Cascade 10
Olympic 1
Evergreen 3
Northwest 2
Cascade 12
Cascade 7/8

Cascade 9
Northwest 3
Olympic 2
Cascade 5/6
Cascade 3/4
Cascade 1/2 AG's assignment on back of their badges
Main Foyer
Grand Ballroom
Grand Banroom
Per District Governors Elect

In hallv	vays outside Ballroom and Northwest Rooms
	Grand Ballroom
	Main Foyer
	•
	Cascade 13
	Grand Ballroom 3
	Cascade 9/10
	Evergreen 1/2
	Northwest 1
	Evergreen 3/4
	Northwest 2
	Grand Ballroom 1
	Northwest 3
	Cascade 11
	Cascade 12
	Cascade 12