

# Big Sky rotary News



## MONTANA ROTARY DISTRICT 5390 NEWSLETTER

**PROFESSIONAL DEVELOPMENT EXCHANGE**

Tasmania, Australia  
Mar 01, 2016 – Apr 16, 2016

March Centennial Celebrations  
Mar 03, 2016 – Mar 04, 2016

President-elect Training (PETS)  
2016

Denver Renaissance Hotel  
Mar 11, 2016 8:00 AM –  
Mar 13, 2016 12:00 PM

District Conference 2016  
Fairmont Hot Springs Resort  
Apr 22, 2016 – Apr 23, 2016

Billings Downtown Centennial  
Celebration  
Northern Hotel  
Apr 25, 2016

2016 Rotary International  
Convention Travel Pkg  
RI International Convention  
May 26, 2016 – Jun 03, 2016

RYLA 2016  
Luccock Park Camp  
Jul 12, 2016 1:00 PM –  
Jul 16, 2016 1:00 PM

**INSIDE THIS ISSUE:**

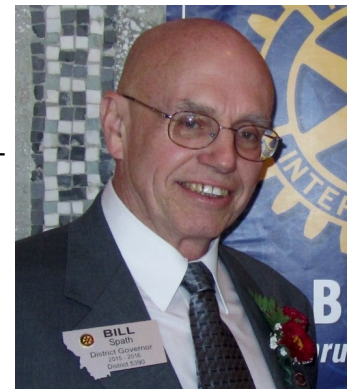
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### District Governor Bill's Message to Rotarians

I would like to introduce our District Governor Nominee Designee **Rick Moore** to you as our new District Newsletter Editor for this year. All Rotary Clubs as well as Interact and Rotaract Clubs are encouraged to provide material regarding their projects to our newsletter editor.

**Mary Lou and I wish everyone a Merry Christmas and Happy New Year!!**

Mary Lou and I would like to thank all the clubs, officers and members for the great reception we received while visiting each of your clubs! It was a treat to meet all of you and find out what your club has been doing in your community, the State and the Nation as well as the projects you are working on internationally. Each club has its own personality, but each is a Rotary club.



**Bill Spath**  
District Governor  
2015 – 2016  
Rotary Club of Butte

### District Conference Display

We are requesting that each club bring a display showcasing your projects to the district conference at Fairmont Hot Springs April 22<sup>nd</sup> and 23<sup>rd</sup>.

### Tasmania

We need team members for the Tasmania Professional Development Exchange. The materials are on the District web site under the "Events" tab. Take a look and let me know if you can recommend a team member to participate. Please make this a priority!

### District Interact Club Conference at Rotary District 5390 Conference

We will have a district wide Interact Club meeting at our district conference. Heather Howlett is our District Interact Chair. Connor Ford is President of the

*(Continued on page 7)*

## HELENA SUNRISE CLUB RECEIVES RI SIGNIFICANT ACHIEVEMENT AWARD

Rotary Club of Helena Sunrise received the Rotary International Significant Achievement Award for its Trivia Night. Past Montana Rotary District Governor Roy Beekman presented the award on behalf of Rotary International Past President Gary C.K. Huang. This award recognizes a Club for a project that addresses a significant need in the local community, involved most or all of the club's members in personal rather than monetary service, enhanced the image of Rotary in the community, and been able to be emulated by other Rotary clubs.

A Rotary District may only nominate one Club from the district to be considered for this prestigious award. Past District Governor Beekman said that he received seven nominations from clubs in Montana for his consideration. The Helena Sunrise Rotary Club's Trivia Night was the unanimous choice by the selection committee that he appointed to select the nomination for the award from Montana. Rotary International makes the final selection of Clubs to receive the award each year. Out of 33,000 Rotary Clubs worldwide, Rotary International only selects between 150 and 200 clubs each year to receive this award. The only other time a Montana Rotary Club received a Significant Achievement Award was in 2004 when the Red Lodge Rotary Club received the award.

"The Significant Achievement Award recognizes outstanding Rotary Club projects that address the most pressing needs of their local communities."

Gary C.K. Huang,  
RI President,  
2014-2015

The Rotary Club of Helena Sunrise initiated Trivia Night for to help fund the Club's charitable activities; and to support deserving charitable organizations in the Helena community with additional funds to help them achieve their mission. The Club holds Trivia Night once a month for eight months during the year, skipping the summer months and December. Each month the Club selects a charitable organization to participate. The charity partners with the Club in promoting the event within the community. Examples of charities supported include Helena Industries, The Friendship Center, YWCA, Family Promise of Helena, N.A.M.I. of Helena, The Salvation Army, Youth Connections, and Head Start. Activities that the Club has supported include The Salvation Army Transitional Housing, Clothes for Kids, and tuition for RYLA campers.

The event is held on the third Thursday of each month at the Staggering Ox restaurant in Helena. The competition consists of questions in six categories, with ten trivia questions in each category, for a total of 60 questions. Answer sheets are collected after each round of ten questions, and scored by a team of Club members. At the end of the evening, the winning team is announced. Funds collected are divided between the charitable organization and the Club. The Club has raised over \$10,000 for organizations in the Helena community and for the Club's charitable activities.

With assistance from the Helena Sunrise Rotary Club, Rotary Clubs in Kalispell, Great Falls, and Livingston have held similar events.

## HELENA SUNRISE CLUB TRIVIA NIGHT GOES ON THE ROAD TO TOWNSEND

The Rotary Club of Helena Sunrise took their award winning Trivia Night on the road to Townsend in a joint project with the Townsend Rotary Club. Over 70 people showed up to support the charity Fun for Life, a nonprofit Broadwater County organization that grants scholarships to local youths interested in studying music, art, theater and foreign language. The Townsend Rotary Club provided chili and snacks for the participants. Teams representing the many aspects of Townsend included the Townsend Rotary Club, Townsend Electric, Broadwater County 4-H Council, BHC Auxiliary, Broadwater Health Center, Broadwater Democrats, Townsend Schools and the Townsend Lions Club. Special guests included Montana Rotary District Governor Bill Spath and his wife Mary Lou. The event raised \$1,160 for Fun for Life in one evening of fun and games. The Townsend Rotary team won the trivia contest, taking home a gift basket full of delectable goodies.



**2014-2015 District Governor presents the Rotary International Significant Achievement Award to Helena Sunrise Club 2014-2015 President Belle Marie. 2015-2016 District Governor Bill Spath also attended the presentation ceremony.**

## MEET THE NEW STAFF

With the retirement of long term District Secretary/Treasurer Ellen Robison, District leaders used the opportunity created to reorganize our District Staff. The single staff position was split into two positions, District Secretary and District Treasurer. The District was fortunate to be able to hire two Rotarians to fill these new positions.

### Shawna Secker, District Secretary

In October of 2015, Shawna joined the YWCA Billings as the Community Engagement Manager. She has been in the nonprofit industry since she moved back to Montana in March of 2010. She had previously worked for net worth individuals and their advisors while as Private Banking Relationship Manager at BNY Mellon in Seattle.



Since returning to Montana, Shawna has been an involved member of the Billings Downtown Rotary Club as Dictionary Chair (2011-2014) and currently as the Youth Exchange Chair. In July of 2015 Shawna accepted the position of District Secretary for District 5390 Montana. She has been on the Billings Studio Theater Board since 2011 and is currently the Vice President. Shawna also spends her spare time teaching Financial Peace University at her church, Faith Chapel.

### Mike Mayott District Treasurer

Mike is a graduate of Montana State University-Billings and SUNY Fredonia. He is an experienced Fraud investigator and recently retired after twenty plus years with the Criminal Investigation Division of the Revenue Service. He is now self-employed conducting private investigations and accounting. He is a member of the Billings Downtown Rotary Club. Look for an article from Mike later in this issue. Mike has also volunteered to be a Risk Management Officer. Next month's newsletter will include an article from Mike on Risk Management.



## RYLA – HIGH RETURN INVESTMENT

We talk a lot about how our youth are the future. Some bemoan the current teenage generation and their lack of interest in anything but a cell phone or computer; but, those adults have never attended a RYLA camp or spent time with the incredible young people who attend. Our future is in good hands.

RYLA (Rotary Youth Leadership Academy) is held at Luccock Park Camp south of Livingston each summer in July. Young people, going from their freshman to sophomore year of high school, from across Montana and from the Driggs, Idaho area attend. RYLA is one of the best club supported district level programs with 36 of 40 clubs sponsoring students each year. With current lodging availability at the camp, up to 115 campers, 20 student counselors and approximately 14 adult staff are in residence during the week. Staff and counselors will be coming in on the afternoon of July 10th to begin their training before camp starts on the 12th. Campers learn about leadership and even more about team building, acceptance, self-improvement and make a lot of new friends.

Clubs can download, from the district website, all of the required forms to help meet deadlines, advertise RYLA at their local high, conduct interviews, select campers and promote the program in their local news media. The online registration for clubs will be open by the end of December. Campers must be selected by mid-May and the final payment of \$325 per camper received by the RYLA registrar. Selected campers will be able to register for camp after mid-April.

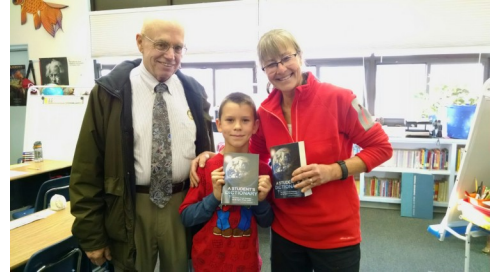
Clubs that would like to help make improvements to the camp are encouraged to apply for a district grant or help by sponsoring the cost of a junior or senior counselor. Clubs have already sponsored kitchen equipment upgrades and a new hot water system for one of the two bathhouses. We are currently trying to find donations of good condition, used, round banquet tables for the meeting hall. For additional information on camp improvement needs, contact PDG Daryl Hansen. Daryl is on the Luccock Camp board. For questions about RYLA, contact RYLA Director, PDG Arlene Weber.

by Arlene Weber

## CLUB HAPPENINGS

### Rotary Club of Butte Dictionary Project

Rotary District 5390, comprising the entire state of Montana, presents over 12,000 dictionaries to third grade students and teachers annually. The Rotary Club of Butte recently presented 368 new dictionaries to third grade students and teachers in Butte and Divide. The dictionary presented by Rotary is not just a listing of words, but a "gazetteer" of information including biographies of the U.S. Presidents, the Declaration of Independence, the United States Constitution, facts about the planets, maps and much more. Both teachers and students have expressed appreciation for the books, which in some cases represents the first book the student owns personally. The teachers use the book as a teaching tool throughout the school year. Rotary District 5390 Governor Bill Spath of Butte presented dictionaries to Divide School third grade student Titus Salusso and teacher Judy Boyle.



### Kootenai Valley Rotary Club Book Project

Reading aloud to preschool children is the single most important activity for language development. Reading also can stimulate thinking, memory and curiosity. Facts like these motivated the members of the Kootenai Valley Rotary Club to find a way to get books in the hands of 4 year olds at Kootenai Valley Head Start in Libby and Troy.

This was a project using the skills and connections of many Rotarians. President of the local group George Gerard has constructed small oak bookcases for the last 4 years. He has developed a process with minimal waste of wood and time. Over the years his Rotary helpers had fun with the project and also learned something about furniture construction. Other Rotary members found ways to purchase or get books for free so that each child who gets a bookcase also gets a box of books.

On Thursday November 19th thirteen children from the Libby Head Start were presented a box of books along with a two-shelf oak bookcase. On Monday November 23rd four children from Troy were the happy recipients. The children were thrilled, many of them holding onto the books as their parents put the bookcases in the car. Parents were impressed with the beautiful quality of the furniture given to their children. One father said that when he heard his son was going to get a bookcase, he did not know what to expect, but he was pleasantly surprised. Head Start teachers select children for the program and their parents sign contracts agreeing to read to their children and get them a library card.



Rotary members hope this small gift will help the children on their way to developing good language skills, creative thinking, and a love of reading. As all avid readers will agree, reading unlocks the doors to an amazing world.

### Bozeman Sunrise Club Featured on RI Website

The Bozeman Sunrise Club's Fix-up Festival was featured recently on [Rotary Service Connections Blog](#). Congratulations for having a great project featured on the RI Website!



## Great Falls Rotary Club Harvest Howl

Rotary Club of Great Falls held our annual Harvest Howl fundraiser for Camp Rotary on November 6th. We had 38 Special as the headliner band. This year we had over 1,500 people attend. The event was a total success; We raised record amounts on our ticket sales, drinks, 50/50, and silent auction. We netted over \$70,000 for Camp Rotary, and plan to use those funds to create matches on funding for 3 more cabins at Camp Rotary. In the last 10 years, the club has raised funds to build a new pavilion, shower building, lodge, and 4 cabins. We have 5 more cabins to replace. At that time the camp will be completely modernized.



Rotarians Mike Wier and Tom Nelson presenting the check to Ken Munski and Bill Knick of the Camp Rotary Foundation.

## Rotary Club of Evergreen

### Service above Self for the Hub of Our Community

The Evergreen School District is the hub of the Evergreen community and enrolls approximately 750 students in grades K-8. For many years, the Rotary Club of Evergreen has partnered with the Evergreen School District to support students in numerous ways. As Rotarians, we continue the tradition of giving each 3<sup>rd</sup> grade student in the District a dictionary every year. A highlight of this program is having our Rotarians personally deliver the dictionaries, allowing us to meet students and model service above self.

This year, Evergreen Rotarians were able to extend our service to students in the Evergreen School District, made possible by a matching Rotary District grant. Prior to the start of the school year, our Club presented the Evergreen Junior High School Band Program with a \$3,000 grant to fund instruments for students. While the financial donation was certainly appreciated (and quickly used to provide instruments for students), the school was especially pleased with the service work our Club performed to maximize the use of the grant. Our Club spent many hours



Gary McClarty (husband of Rotarian Mary McClarty) and Rotarian Jeff O'Brien (right) paint the choir performance shell for the Evergreen School District Band and Choir Program.

volunteering in the band and choir room cleaning, organizing, and repairing equipment. We repaired and repainted the choir performance shell, cleaned the interior and exterior of all instrument cases, completed a full instrument inventory, and covered the costs to have all choir robes dry cleaned. We also enjoyed attending the school's Open House night for parents, where we provided cookies and helped show off the new instruments, repaired equipment, and re-organized room. A highlight for our Club was serving as greeters at the school's holiday Christmas concert, where we distributed programs and enjoyed listening to students play in front of a packed house of family and friends (with several students using the instruments donated by our Club and the choir singing in front of the improved choir performance shell).

Evergreen Band and Choir director Kurt Weber was very appreciative that the Rotary Club of Evergreen chose his programs to benefit from the generous grant and service work. Mr. Weber said, "We are all so grateful and surprised by the overwhelming support, all of the time and effort, and the great attitude from Evergreen Rotarians. Their contribution will impact our music program for many, many years to come. I continued to be amazed by their generosity, not only financially but also in service to our programs."

In recognition of the partnership we have developed with the Evergreen School District, The Rotary Club of Evergreen was recognized as the Evergreen School District Volunteer of the Month for October 2015. As part of the recognition, several Club members attended an Evergreen Board of Trustees Meeting and were honored by the trustees with a presentation and a certificate of appreciation. The Rotary Club of Evergreen is grateful for the opportunity to serve and support the Evergreen School District and its students, and we look forward to a continued partnership with them.

### **S O U T H   K O R E A   A W A I T S !**

If you have never attended a Rotary International Convention, those who have can tell you is always a little more enjoyable when you can travel with other Rotarians and not have to worry about where to stay, how to get to the convention or what to see in the area. So, if you have been thinking about attending one of the conventions that are outside of the U.S., 2016 will be a great year. Conventions are an excellent way to experience the true international nature of Rotary and expand your understanding of another part of the world.

Once again, our district is offering an organized tour package to an International Convention, this time in Seoul, South Korea for June, 2016. Airfare, hotel, transportation to and from the convention and several included and optional tours to key sites are all arranged for you. With a low down payment, you can hold your reservation for this package and if you pay the balance by the March deadline by cash or check, there is a 5% discount. This is enough to pay for one or more of the optional tours or help offset the cost of your registration for the convention.

For more information on the Seoul trip, visit the district web site at [www.montanatrotary.org](http://www.montanatrotary.org) and look under District Events for 2016 Rotary International Convention Travel package. The package does not include the convention registration; but, you will find a link on the event page for more convention information.

*(DG Bill's message cont. from page 1)*

Interact Club of Butte. Please contact Heather at hap2hah@hotmail.com and Connor at connorford1999@gmail.com to indicate your desire to come to the District Interact Club Conference.

### **Interact Club of Butte**

Interact Club members held a Zombie Trot walk/run for the second year in a row prior to Halloween at Father Sheehan Park. Funds raised from this event and the Mad Maud S Fun Run held on Memorial Day will be used to purchase a Shelter Box. The members are also collecting books to participate in the District Literacy Project.

### **Governor's Citation for 2015-2016**

The Governors' Citation is goal your club should work to achieve. The criteria are listed in the Governor's Citation brochure available on the District web site under "Document Download." The criteria I set for the Governor's Citation complete the focus and achievements President R.K. Ravindran has already established for us in the coming year. I urge every Rotary leader in our district to meet the President's challenge in the areas set out in his President's Citation. The achievements I have established for the Governor's Citation will lay important groundwork for your club to meet President Ravindran's challenge. Our district has traditionally championed efforts to strengthen clubs through effective membership recruitment and retention. This represents one of the three goals for 2015-2016. The others include participating in local or international service, and sponsoring or participating in a local or district "Rotary Day" event to introduce non-Rotarians to Rotary.

### **Book Labels for District 5390 Literacy Project**

To date, 1,520 books have been donated by Rotarians for our Literacy Project. In addition to books, some clubs and individuals have made cash donations to allow the recipients to purchase books of their choosing. Cash contributions of \$935 have been made to local organizations and contributions of \$597 have been made to international organizations. Mary Lou and I have been promoting our Literacy Project across the state. If anyone needs more labels, please let us know! Thanks to everyone who has taken part in our Literacy Project. We will provide labels to all who want them up to the District Conference.

## **P R E S I D E N T E L E C T T R A I N I N G S E M I N A R ( P E T S )**

The 33<sup>rd</sup> annual High Country PETS is being held March 11 through March 13, 2016. Once again we join with 4 other Districts to teach President Elects (PE) how to effectively and efficiently run a Rotary Club. Rotary is changing and moving ahead fast (as much of the world is), so PEs won't want to miss out on the presentation of new ideas and information, as well as learning the basics to prepare for their year.

District 5390 President Elects are encouraged to register for (PETS) by the end of January. The training is being held in Denver at the Denver Renaissance Hotel, starting 8:30 AM on Friday, March 11 and continuing through Sunday, March 13 at 11:45. Room reservations must be made by February 12, 2016 to receive the PETS room rate.

If your club has not elected their President for 2016-2017, please do so soon. The club secretary should also get the President Elect information updated on [www.montanarotary.org](http://www.montanarotary.org) so that the PE will receive all notifications about PETS. President Elect Nominees (PEN) for all clubs are encouraged to attend also.

**D I S T R I C T T R E A S U R E R ' S R E P O R T**

Fiscal year 2016 has seen many changes in its accounting system. First, Mike Mayott of Billings Downtown Club 999 took over as Treasurer on July 1<sup>st</sup>. This move also separated the duties of the Treasurer from the Secretary creating better internal controls. Second, District Governor Bill Spath instituted a format for the annual District budget which tracks the income and expenses by program. Third, three new set of books and records were created in QuickBooks to account for the three corporations which make up the District; Operations, a 501(c)(4) corporation; Youth Exchange, a 501(C)(4) corporation and the District Foundation, a 501(C)(3) Charitable Corporation. The changes in the bookkeeping allow for the production of transparent monthly financial reports that clearly reflect the financial position of the District.

New procedures were implemented this year to claim reimbursement of expenses and for vendor payments. The forms were computerized and allow the user to fill them out online ([www.montanarotary.org](http://www.montanarotary.org) under DG Bill's Information Page). The user will find the appropriate codes that are required to assist in proper booking of expenses. Additionally, to facilitate an easy approval process, electronic signatures are used by the applicant and by the approving authority. Instructions for creating an electronic signature are included under DG Bill's Information Page.

The change in reimbursement requests at the Club level will be most notable at this year's PETS. PE's and AG's attending PETS will need to complete a reimbursement form for their District covered expenses upon completion of the training. The completed forms should be forwarded to Malinda Shafman, District Governor 2016-17, at [dg5390.2016@gmail.com](mailto:dg5390.2016@gmail.com) for approval. PE's and AG's attending the 2016 PETS are advised to create an electronic signature before attending to ensure they have a quick turnaround for their claimed expenses.

The District Foundation continues to be used as a flow through entity for charitable donations Clubs receive that the donor wishes to received credit as a charitable contribution. Clubs which need this service should coordinate with the District Treasurer to ensure the contributions are properly documented and donor's properly recognized.

The District Treasurer can be contacted by email at: [district5390treasurer@gmail.com](mailto:district5390treasurer@gmail.com) or by telephone at 406-318-0321.

Mike Mayott  
District 5390 Treasurer

**2 0 1 6 W A T E R T O N - G L A C I E R  
P E A C E P A R K A S S E M B L Y**

The Helena Noon Rotary club is hard at work planning for the 2016 Peace Park Assembly, to be held in East Glacier September 16 -18, 2016. The Assembly next year will be extra special. First, 2016 is the 100<sup>th</sup> anniversary of the National Park Service. The Planning Committee expects that special dignitaries will attend to celebrate the anniversary during the assembly. Glacier National Park Superintendent Jeff Mow is planning an international workshop "*Hands Across Borders*" the week prior to the conference. The workshop will bring in participants from around the world to discuss transboundary conservation and international peace parks. Many of these participants will be asked to be speakers for the Peace Park Assembly. The Planning Committee is also working hard to have the "Hands across the Border" ceremony held at the actual border for the first time in many years.

Registration for the event will be available soon. Rooms at East Glacier can be reserved now by calling (406) 892-2525. Use the Group ID "**E16 Waterton Glacier**" **when making your reservation to get the group rate \$159.00 per night for one or two people per room.**



## R I S K M A N A G E M E N T

The duties of the Risk Manager for the District include keeping up-to-date on Rotary International's requirements and those of the Rotary Youth Exchange program. In our District we rely upon a two prong approach to ensure we keep in compliance. RI requires any Rotarians who work with children (young people under the age of 18 or enrolled in school and at risk people) to have a background investigation completed every three years. To ensure compliance with this provision RI requires each Club in the District to have a Risk Manager. The Club Risk Manager is responsible to ensure their members receive annual training in the Risk Management plan of the District. The most current Risk Management Plan is found in the District Manual of Procedures 2012 which can be downloaded from [www.montanarotary.org](http://www.montanarotary.org). To initiate a background investigation the Background Check Authorization Form ([www.montanarotary.org](http://www.montanarotary.org) under the Document Download tab) is completed and electronically signed. The form is forwarded by the Rotarian to their Club's Risk Manager who forwards it to me as the District Risk Manager. The District uses the HireRight firm to complete the background search, which takes only minutes in most cases. Once completed I prepare a report letter to the Club Risk Manager and Rotarian informing them of a positive or negative outcome. If there is a negative outcome the District Risk Manager works with the Club Risk Manager and Rotarian to address the area(s) of concern disclosed to receive a favorable outcome. Each Club is responsible for the \$10 cost of the background investigation which is billed periodically to the Club.

The second prong of the District Risk Management addresses Rotarians and other volunteers involved in the Rotary Youth Exchange (RYE). United States State Department rules require everyone involved in a Youth Exchange program to undergo strict background investigation that includes an extensive interview form, two references, background investigation and child offender search. The RYE program is coordinated by Past District Governor Daryl Hansen of Livingston. The District is a member of South Central Rotary Youth Exchange (SCRYE) which maintains a database of RYE volunteers. The database tracks the volunteer's application, references, background and training status. Daryl coordinates volunteers in completing the required forms. When the volunteer completes the required forms the District Risk Manager receives an email from SCRYE informing them of a pending background investigation. The District Risk Manager completes the investigation and issues a positive or negative report to the volunteer and Daryl. The \$10 cost of the background is paid for through the RYE's budget.

Each Club in the District should ensure they have appointed a Risk Manager posting their position on ClubRunner and notifying the District Risk Manager. The District Risk Manager is available by email at: [district5390riskmanager@gmail.com](mailto:district5390riskmanager@gmail.com) or by telephone at 406-318-0321 to answer questions.

Mike Mayott  
District 5390 Risk Manager

## M E M B E R S H I P T I P S

- **Membership Leads** is now live on [rotary.org](http://rotary.org)! Membership leads route prospective members to Club Officers to help grow membership. By signing in to *My Rotary* account, Club Officers can see a list of your prospective, referred, and relocating/returning members all in one place! It's one way Rotary is helping clubs connect with prospective members in their community who want to create positive change.
- Have you encouraged clubs to consider inviting Rotary alumni, program participants, and their families to their club holiday celebrations or service projects? This is a fun way to get to know Rotary alumni and program participants, and foster relationships for future membership.
- Check the business section of your local newspaper to identify new business members of your community. They are ideal candidates for Rotary membership!

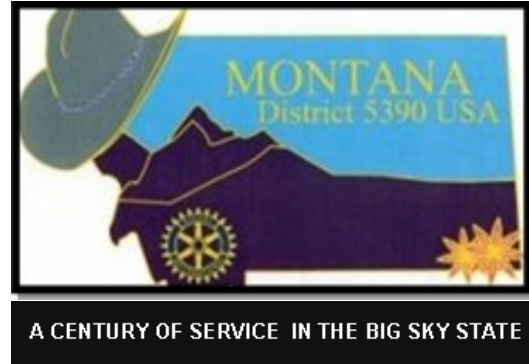
Rotary  
District 5390



[www.montanarotary.org](http://www.montanarotary.org)

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*From the Editor Rick Moore*

I hope you enjoyed this issue of *Big Sky Rotary News*. I volunteered to become the District 5390 Newsletter Editor because I believe that communicating with our members is an important role for the District. Our members need to know about the great things that our clubs are doing in Montana and elsewhere. I enjoyed putting this issue together for you. After a hiatus of several months, there were many interesting stories submitted by our clubs about what they have done recently.

Filling Arlene Weber's shoes as the Newsletter Editor is a big task. I hope to live up to the excellent example she set as editor for more than a decade. However, I will need your help. Let me know what you think of this issue. What did you like? What didn't you like? What would you like to see in future editions? Please let me know about any Rotary stories in your community that should be shared throughout the state. I can be reached at [District5390.newsletter@gmail.com](mailto:District5390.newsletter@gmail.com).

## CLUBRUNNER TIPS, TRICKS AND TRAPS

Tip: There is an App for that!

How many times have you asked one of the members of your Rotary Club for their contract information? Cell phone number? Email address? How many times have you wanted to contact a member, and didn't know how to reach them? The *ClubRunner Mobile App* solves these problems for you. A free download from your smart phone's App store, the App lets you access your member directory, stories on your Club's web page, and locate Rotary Clubs near you. Once you log on, all you need to do is click on a members name, and then click on a phone number or email address. The App will either call that number, or open your email program to send an email to the member. To download the App, simply type "ClubRunner" in the search bar. It is compatible with iOS 3.1 or later and Androids with 2.3.3 or better.



Trick: Is Your Contact Information Up to Date

When a member of your Rotary Club tries to email you or call you using the App, will it be a valid phone number or email address that the App brings up? When was the last time you updated your contact information on your Club's web site? If your contact information has changed, please make sure to have your profile updated. Your club secretary can do this if you provide them with the correct information. But why put more work on an already overworked volunteer? Just log on to your club's web site, log in, go to "Member Area." At the top of the "My ClubRunner," you will see "Edit My Profile." Click on that to go to your profile to update the information.

Trap: Update Your Information at the Lowest Level Possible

ClubRunner automatically integrates data from your club's data base with the District and Rotary International databases. But, and it is an important but, it is a one way street. Data only flows up automatically. So, if you enter information at your club level, the same information will update the District and International member data bases. But, if you update your information at the RI web site, it does not come down automatically. The data bases can be brought into agreement, but only be a manual process by your club officers of using a tool to compare the data from both data bases and selecting the correct data to be in both data bases. Therefore, always enter data at the lowest level possible, your club's website, or if your club does not have a web site, at the District web site.