**CLUB PLANNING GUIDE**

**ROTARY DISTRICT 5580**

**2021-2022**

***Club President-Elect:*** *Please save this document to your computer. Fill in each section and return the completed form by email to the District Office at* [*gloriad5580@outlook.com*](mailto:gloriad5580@outlook.com) *and a copy to District Governor* *Keith Brokke at* [*rotarian.keith@gmail.com*](mailto:rotarian.keith@gmail.com)*. A copy should also be emailed to your Assistant Governor. Retain a copy for your records.*

***PLEASE SUBMIT YOUR CLUB PLANNING GUIDE NO LESS THAN TWO WEEKS PRIOR TO THE SCHEDULED DISTRICT GOVERNOR VISIT.***

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rotary Club of:

Name of Club President 2021-2022:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**The attached club goals must be entered into Rotary Club Central.**

What purpose unites the members of your Rotary Club?

How does your Rotary Club accomplish that purpose?

What do current and prospective members find attractive about your Rotary Club?

How do you attract prospective members to your Rotary Club?

What is the first impression a guest has of your Rotary Club?

How does your Rotary Club engage its members?

What service projects is your Rotary Club known for?

How does your Rotary Club have fun?

How does your club reflect the People of Action Campaign?

**MEMBERSHIP**

Current number of club members: Male Members: Female Members:

Average age of membership: 2021-2022 goal for a NET gain in membership:

Please provide the name and contact information for your Club’s Membership Chair:

Does your club have a ***NEW MEMBER ORIENTATION PROGRAM***?

Describe your club’s New Member Orientation Program and Continuing Education Programs for both NEW and ESTABLISHED members:

Does your club assign Mentors for NEW members?

How does your club plan to achieve its Membership Goal for 2020-2021?

What is your Rotary Club’s biggest opportunity for membership growth?

Is your club located in a community that would support an additional Rotary Club?

Is your club interested in starting a Satellite Club?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SERVICE PROJECTS:**

Community Service:

Briefly list some of your current and on-going Community Service Projects.

What **NEW** Community Service Projects might your club participate in this year?

International Service:

Describe your club’s involvement in Rotary International Service Projects.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**YOUTH PROGRAMS**:

Number of active sponsored **INTERACT** Clubs: **ROTARACT** Clubs:

If your club does not sponsor an Interact or Rotaract Club, does your club want to start one?

Will your club host an Inbound Youth Exchange Student in 2021-2022?

Will your club sponsor an Outbound Youth Exchange Student in 2021-2022?

How many students will your club send to the 2022 RYLA Camp?

Does your club participate in the 4-Way Test Essay Contest Program?

Briefly describe any other current and ongoing club programs/projects involving the youth in your community:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**THE ROTARY FOUNDATION**:

What is your club’s total anticipated contribution to the Annual Fund Program in 2021-2022?

$ per member.

What is your club’s total anticipated contribution to PolioPlus in 2021-2022? $

How many Rotarians in your club are (check all that apply): Major Donors \_\_\_\_\_

Bequest Society Members \_\_\_\_\_ Benefactors \_\_\_\_\_

Does your club have plans for a Community or International Project that will call for financial assistance of a

District Grant \_\_\_\_\_ World Community Service Grant \_\_\_\_\_ Global Grant \_\_\_\_\_

Please provide the name and contact information for your club’s Foundation Chair.

If you or your Foundation Chair are not familiar with the 3 types of available grants and would like more information about applying for one, please contact the District Office.

Does your club have regular programs and education about The Rotary Foundation?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PUBLIC RELATIONS**:

Please provide the name and contact information for your club’s Public Relations Chair:

What types of media does your club use to publicize its projects, events and general club information?

What kind of public awareness program has/will your club use that explains what Rotary is and what Rotary does to the business and professionals in your community?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**LEADERSHIP DEVELOPMENT**:

Did you attend PETS in 2021?

How many members would you like to see attend the 2022 Tri-District Conference in St. Cloud, MN?

How many members in your club will serve in a District 5580 Leadership Position in 2021-2022?

***(Note: If your club has members who are interested in serving beyond the Club level, please encourage them to contact the District Governor or the District Office for more information.)***

Has your club participated in a District 5580 Club Visioning?

If yes, what year?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SOCIAL and FELLOWSHIP ACTIVITIES**:

Briefly state some of your club’s social and fellowship activities planned for 2021-2022:

Do some of your social activities include spouses and/or families? Which ones?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CLUB ADMINISTRATION**:

Please check all that apply:

\_\_\_\_ Club Board meets regularly.

\_\_\_\_ Club Assembly is held 3-4 times annually.

\_\_\_\_ Club prepares a budget.

\_\_\_\_ Club has a bulletin (printed or electronic).

\_\_\_\_ Club has a website that is regularly maintained.

\_\_\_\_ Club has held a District 5580 Club Visioning to formulate a Strategic Plan.

\_\_\_\_ Club reviews and updates its Bylaws regularly.

\_\_\_\_ Club pays its Rotary International and District 5580 dues on time.

\_\_\_\_ Program Chair arranges for informative and interesting weekly programs.

\_\_\_\_ Club has developed a system for keeping all members involved.

\_\_\_\_ Club has developed a system for insuring continuity of continued leadership positions.

\_\_\_\_ Do you invite your Assistant Governor to visit your club regularly?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***The primary responsibility of the District is to support our clubs and members.*** *With that in mind, please list below any particular area where you or your members would like assistance from the District Governor, your Assistant Governor, the District Committees or the District Office.*

1.

2.

Date completed:

Remember to forward a copy of your completed Planning Guide to DG Keith Brokke [rotarian.keith@gmail.com](mailto:rotarian.keith@gmail.com); your Assistant Governor (see AG list available on the District 5580 website), and the District Office, [gloriad5580@outlook.com](mailto:gloriad5580@outlook.com).