**What to Consider Including in Your Clubs New Member Orientation Program**

**Introduction**

There is no formula for an effective Rotary orientation — clubs all over the world are finding creative ways to introduce new members to Rotary. The orientation programs that are successful are those that offer a meaningful learning experience, personal connections, inspiration, and fun.

New member orientation is more in-depth but also slower-paced, so as not to overwhelm new members with too much information. Some clubs hold informational sessions and others have fun “start classes” in a less formal setting. The size of your club may drive the format you choose. Regardless of the setup, pacing the orientation allows new members to form relationships and get involved in ways that best fit their interests and needs.

As part of a new member’s orientation, we strongly recommend assigning a mentor to your new members. It is especially beneficial if the mentor has something in common with the new member, has a welcoming personality, is committed to the club’s growth, and is knowledgeable about Rotary. Please click on <https://clubrunner.blob.core.windows.net/00000050021/en-ca/files/sitepage/membership-club-resources/leawood-club-member-checklist/Leawood-Rotary-Club-MENTOR-CHECK-LIST--TRADITIONAL.XLSX> to see what one club includes as part of mentoring new members. It is a checklist that the mentor and mentee complete.

We have included information throughout this guide to consider including about Rotary International and our District 5710. For the section relating to your club (page 4 of this document) – included is a lis of topics. Should you want to include these topics (which we recommend) – please add the information that is specific to your club.

**Suggested Contents and Information**

On behalf of all Rotarians around the world, welcome to Rotary International!

Rotary is a worldwide organization of business and professional leaders that provides humanitarian service, encourages high ethical standards in all vocations, and helps build goodwill and peace in the world.

Your club is part of this international organization of people who share a passion for service.

***Part I: Rotary International***

* *What is Rotary*? As People of Action – our vision is:

*Together we see a world where people unite and take action to create lasting change across the globe, in our communities and in ourselves.*

Our mission is

*We provide service to others, promote integrity, and advance world understanding, goodwill, and peace through our fellowship of business, professional, and community leaders.*

* *Key Rotary Dates*

1905 – Paul Harris organizes first meeting which then “rotates” among members’ offices.

so professionals with diverse backgrounds could exchange ideas and form meaningful, lifelong friendships.

1907 – Rotary’s first community service project – Rotary Club of Chicago provides a

public toilet outside of Chicago’s City Hall

1907 – The Rotary Foundation (TRF) was established. The first contribution was $26.50

and was made by ~~the~~ Club 13 – the Rotary Club of Kansas City, Missouri.

* *The Object of Rotary*

1. First: Developing *friendships* as an opportunity for service
2. Second: High *ethical standards* in business and professions
3. Third: Applying *service* in each Rotarian’s life, business, and community
4. Fourth: Advancing *international* understanding, goodwill, and peace

* *The Four Way Test*

Of the things we think, say or do –

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

* *The Five Avenues of Service*

We channel our commitment to service at home and abroad through the Five Avenues of Service, which are the foundation of clubs’ activity.

* *Club Service* focuses on making clubs strong. A thriving club is anchored by strong relationships and an active membership development plan.
* *Vocational Service* calls on every Rotarian to work with integrity and contribute their expertise to the problems and needs of society.
* *Community Service* encourages every Rotarian to find ways to improve the quality of life for people in their communities and to serve the public interest.
* *International Service* exemplifies our global reach in promoting peace and understanding. We support this service avenue by sponsoring or volunteering on international projects, seeking partners abroad.
* *Youth Service* recognizes the importance of empowering youth and young professionals through leadership development programs such as Rotaract, Interact, Rotary Youth Leadership Awards, and Rotary Youth Exchange.
* *The Seven Areas of Focus - Rotary’s Causes*

1. *Basic Education & Literacy* -More than 775 million people over the age of 15 are illiterate. Our goal is to strengthen the capacity of communities to support basic education and literacy, reduce gender disparity in education, and increase adult literacy.
2. *Maternal & Child Health -* Nearly 6 million children under the age of five die each year because of malnutrition, poor health care, and inadequate sanitation. Rotary expands access to quality care, so mothers and their children can live and grow stronger.
3. *Peace & Conflict Prevention/Resolution-* Rotary encourages conversations to foster understanding within and across cultures. Rotary trains adults and young leaders to prevent and mediate conflict and help refugees who have fled dangerous areas.
4. *Disease Prevention & Treatment -* Rotary educates and equips communities to stop the spread of life-threatening diseases like polio, HIV/AIDS, and malaria. Improving and expanding access to low-cost and free health care in developing areas is part of this focus area.
5. *Water, Sanitation & Hygiene –* Rotary supports local solutions to bring clean water, sanitation, and hygiene to more people every day. Rotarians don’t just build wells and walk away. They share our expertise with community leaders and educators to make sure our projects succeed long-term.
6. *Community & Economic Development –* Rotarians carry out service projects that enhance economic and community development and create opportunities for decent and productive work for young and old. They also strengthen local entrepreneurs and community leaders, particularly women, in impoverished communities.
7. *Support the Environment* - Rotary’s newest area of focus is the environment which will enable Rotarians and Rotary Clubs to bring about positive change in the world and increase our impact.

* *Structure of Rotary & Rotaract*

First *- what are Rotaract clubs?*

They are clubs that bring together young people ages 18 and older in communities worldwide to organize service activities, develop leadership skills, and socialize. Rotaract members are emerging experts in their fields and trying new approaches to solve problems.

*Our Structure:*

1. About 1.4 million Rotarians and Rotaractors in 35,000 Rotary *Clubs* and 11,000 Rotaractor Clubs
2. These clubs are placed in 528 *districts*. Our district is District 5710 which covers northeastern Kansas
3. And districts are placed into 34 *Zones*.
4. Rotary International is governed by a Board of Directors composed of the Rotary InternationalPresident, President-Elect, General Secretary, and 17 Zone Directors

* Each zone directors are paired with two zones.
* Our paired zones are Zone 25B and 29 and stretches from north central Ontario thru the middle of the USA to the Rio Grande River. Zone 25B covers Texas and the rest is Zone 29 where our districts is placed.

1. *Rotary International* is headquartered in Evanston, Illinois, USA, and has six international offices.

* *The Rotary Foundation*
* Consists of the following funds: Polio Plus, Annual, World, Endowment, & Disaster Response Funds
* These programs are supported by your contributions to The Rotary Foundation’s Annual Fund:
* District Grants
* Global Grants
* Global Scholarships
* Additional Foundation information on will be provided at the Rotary Leadership Institute and the district Rotary Foundation certification training.

***Part II: My Rotary Club***

* *Suggested Contents for Your Club Orientation* – add as appropriate for your Club
* Welcome letter signed by club president
* Club structure
* Club culture
* What to expect at meetings
* Opportunities for service – club committees
* Primary community service projects including a club signature project such as what your club does best and is known for
* Annual dinner and other social events
* Club policies and procedures
* Dues – RI, district, club & other
* *My Rotary.Org*
* Tracking your membership
* Other club related information such as website, social media pages

***Part III: District 5710 Northeastern Kansas***

* *District Location*
* Our District 5710 has 41 clubs and about 2,000 members.
* In northeastern Kansas:
  + West to East - from Junction City to the Kansas – Missouri state line
  + North to South - from the Kansas – Nebraska state line to halfway to the Kansas – Oklahoma state line
* *Organizational Structure* – you can enter the names of current office holders.

District Governor

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

District Governor Elect District Governor Nominee

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Immediate Past District Governor 2nd Past District Governor

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Vice Governor

**\_\_\_\_\_\_\_\_\_\_\_\_**

Treasurer Executive Assistant to Governor

**\_\_\_\_\_\_\_\_** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

District Committee Chairs: Trainer s **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Foundation **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Membership **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Public Image **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

International **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

And others

Assistant Governors: 12 each serving one of the 12 areas in our district

* *District Website:* <https://rotary5710.org>



* *District Events*

1. *T.E.A.M. Training* – ½ day event held on a Saturday morning in August in Lawrence
2. *District Conference* – held in the Fall, usually October or November. Honoring prior

Rotary year club & district achievement and focusing on

current year. Opportunity to hear fantastic speakers as well as

participate in service projects.

1. *Gathering for Good* – our primary opportunity to raise funds for The Rotary Foundation

Features a silent and live auction as well as a wine and liquor pull.

Held during spring.

1. *President Elect Training Seminar (PETS)* – for club president-elects, president nominees,

and vice presidents – held during spring.

1. *Rotary Foundation Training* – held during the spring after PETS for clubs to receive

Foundation certification so as to be able to apply for District

and Global Grants

1. *Rotary Leadership Institute* – held once or twice a year providing an awesome opportunity for Rotarians to learn more about leading in a Rotary environment. Click here to find out more and what you can learn: [*https://rotary5710.org/page/nbsp-rotary-leadership-institute*](https://rotary5710.org/page/nbsp-rotary-leadership-institute)

**Member Benefits**

* In addition to opportunities to make a difference in the lives of others and give back to your communities, building lifelong friendships including meeting like-minded international connections – membership in Rotary includes the benefit and opportunity to develop leadership and other career building skills.
* District 5710 Rotarians can increase their professional development thru:
* The Kansas Leadership Center leadership path includes three courses that District 5710 Rotarians can take tuition free. The only charge – books. Click on <https://kansasleadershipcenter.org/the-klc-path/> to learn more about these amazing programs.
* Rotary Leadership Institute mentioned above.
* Rotary and Toastmasters International have an alliance. Thru this alliance there are several courses from Toastmasters that are in the Rotary Learning Center. Click here to see their descriptions: <https://learn.rotary.org/members/learn/global-search/Toastmasters> Topics include team building, collaboration, building consensus in addition to public speaking.

**Great Reference for New Members:**

* Rotary Basics. Click to download:

<https://storestuff.s3-accelerate.amazonaws.com/13799_137646943_1?response-content-disposition=attachment%3B%20filename%3D%22rotary_basics_en.pdf%22%3B%20filename%2A%3DUTF-8%27%27rotary_basics_en.pdf&AWSAccessKeyId=AKIAJBNEEVWEAALCCECQ&Expires=1685936826&Signature=OqZ9RsEisrmXmcWqN3hrYmrwrcM%3D>

**Learning Center courses for new members**

Looking for resources for new members? Include material from these courses from the RI Learning Center and or provide link to these in your new member orientation:

The link to access the following courses is: <https://learn.rotary.org/members/learn/lp/556/new-member-basics>

* ***Rotary Basics***

Learn more about Rotary in this course, which was designed for new members but can also be a great refresher for longtime members, or even for nonmembers who simply want to know what Rotary is about.

* ***Rotary Foundation Basics***

Learn about the work of The Rotary Foundation, including grants, programs, and opportunities for giving.

* ***Committing to Diversity, Equity, and Inclusion***

We are committed to putting diversity, equity, and inclusion (DEI) at the core of the Rotary experience. Learn more about Rotary’s DEI statement, what DEI means, and how members can put it into practice to create positive experiences.

* ***Rotary’s Action Plan and You***

Learn how Rotary’s Action Plan can help your club increase its impact, expand its reach, better engage its members, and keep adapting to a changing world.