

One Summit Overview & Instructions

One Summit Overview:

What unites us as Rotarians is our willingness to help serve others. This year's One Summit will help your club consider which of Rotary's 7 *Areas of Focus* to add to your current efforts to do good in the world. Most important, that decision will be based on the collective interests of your club members.

Focusing on their interests will in turn build member engagement and participation in service projects. Best of all, your One Summit can be completed at a regularly scheduled club meeting during the 30 minutes most clubs allocate for a program.

Materials You Will Need:

- **One 25" x 30" Post-it Super Sticky Easel Pad:** We recommend using Post-It flipcharts because cheaper flipcharts can cause markers to bleed through onto walls when writing. Also, we do not recommend table-top easel flipcharts. They are too small to capture ideas and don't allow enough room for voting.
- **One color of 0.75-inch dot stickers/labels for voting** (4 dots per member x number of members). Avery Color Coding Labels are often used; however, any 0.75-inch round color dots will work. Prior to the start of the meeting, you will also want to cut the dots into strips of 4 to be given to each member participating.
- **3 large black or blue blunt tip "permanent" markers**
- **Laptop** for PowerPoint presentation
- **Projector & Screen**
- **Easels** – having multiple easels is helpful, but not mandatory. If you don't have easels available for the different breakouts, you can stick the Post-it flipchart pages to the wall before the meeting begins for recording breakout service project ideas.

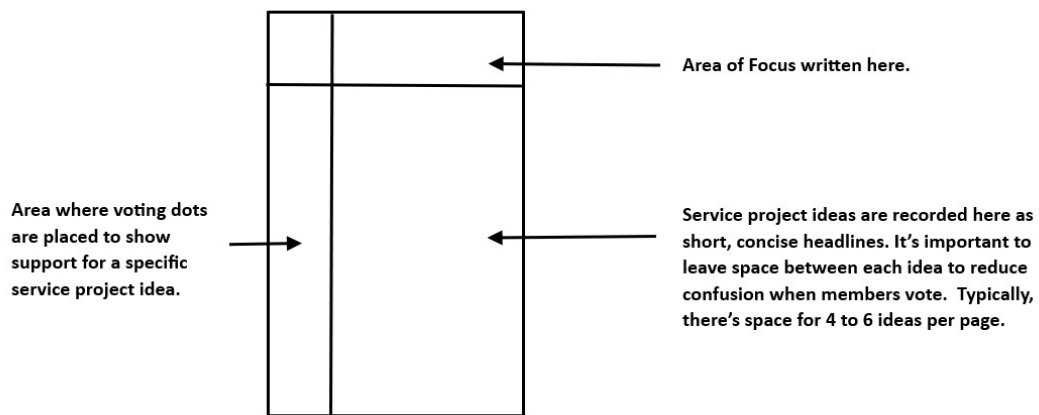
Pre-Meeting Preparations

- Review the One Summit PowerPoint presentation. It has been developed to help guide you and your club through the entire One Summit process. If you need to download the presentation, the link is available on District 6000's homepage (rotary6000.org).
- Prior to your meeting, you will need to draw a flipchart page like the one below. It'll be used by club members to vote for the Area of Focus that reflects their interests and passions the most. The flipchart page should follow the layout below and include Rotary's 7 Areas of Focus. The space to the left of each Area of Focus is where members will place their voting dots. Hang this flipchart page near where you will be presenting the PowerPoint overview. By having it nearby, you can refer to it during your presentation and quickly determine which Areas receive the most votes.

	Peace
	Disease Prevention & Treatment
	Clean Water
	Maternal & Child Health
	Education & Literacy
	Economic Development
	The Environment

- Slide #5 asks, "*Among the 7 Areas of Focus, which one or two does this club currently focus on the most?*" Be prepared to help guide your members to answer this question. Remember, the goal is to add to your club's current Areas of Focus so the current areas your club emphasizes most will not be included in the voting that day. To help remind members NOT to vote for these 1 or 2 areas, write "**CLUB ALREADY VERY ACTIVE**" so members will know not to vote for that area. Again, you're not replacing the Areas of Focus your club emphasizes the most; you're adding to them.

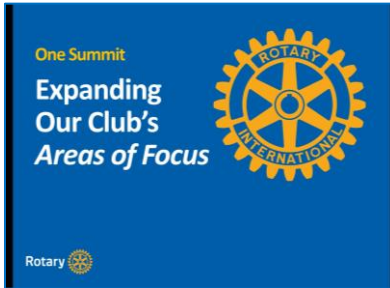
- You will also need to prepare 9 total sheets like the one below for Area of Focus breakout groups. Assume you will need at least 3 sheets for each Area of Focus breakout group (3 sheets x 3 breakout groups = 9). Sheets should be hung on the wall prior to the start of your club meeting and will be used to record service project ideas for each breakout group. Try to allow space between where each breakout group will be working to enable them to focus on the task at-hand. If possible, hang each group's 3-sheets together in a location where ideas can be easily written and where those in the breakout will have easy access to place their voting dots when it's time to vote.



- Prior to the start of your meeting, you will want to cut the voting dots into strips of 4. There should be one strip for each member at the meeting. The strips of 4 dots can be handed out to members just prior to their first vote.
- Finally, prior to the start of your meeting, place the 3 large black or blue blunt tip "permanent" markers near the flipcharts so those helping to write the service project ideas on the flipcharts will have them when needed.

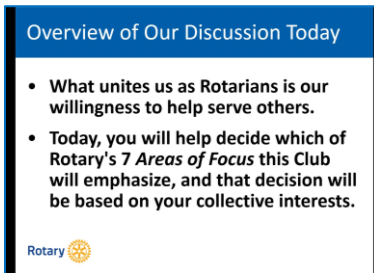
Step-by-Step Instructions to Lead Your Club's One Summit Program

Slide #1



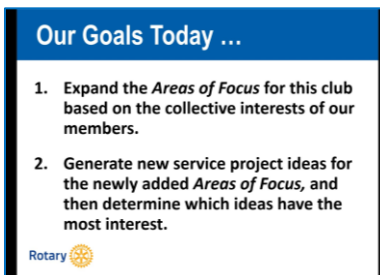
- Our program today will help us learn about the collective interests and passions of our members when it comes to service and Rotary's 7 Areas of Focus.
- Once we understand what Areas of Focus are of greatest interest to our members, we will then brainstorm new service project ideas for the new Areas.

Slide #2



- What unites us as Rotarians is our willingness to help serve others.
- Today, you will help decide which of Rotary's 7 Areas of Focus this club will emphasize, and that decision will be based on your collective interests.

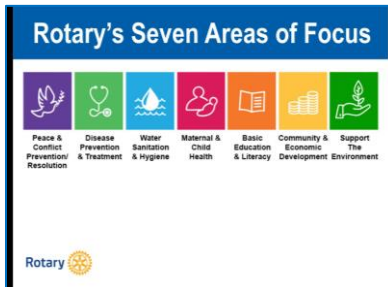
Slide #3



We have 2 important goals to achieve today:

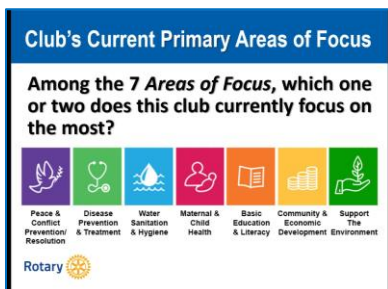
1. Expand the Areas of Focus for this club based on the collective interests of our members.
2. Generate new service project ideas for the newly added Areas of Focus, and then determine which ideas have the most interest.

Slide #4



- As a brief review, here are Rotary's 7 Areas of Focus. These are the causes we support, including ...
- Many of our Areas of Focus overlap like Water Sanitation & Hygiene, Disease Prevention and Maternal & Child Health.
- Think about which areas align with your passions and interests.

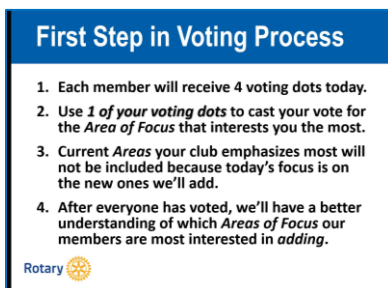
Slide #5



- Most clubs are primarily focused on only 1 or 2 of these areas.
- Among the 7 Areas of Focus, which one or two does this club focus on the most?
- Our goal today is to add to our club's current Areas of Focus, so we will not include any area we're already very active in when voting.
- Again, we're not replacing the Areas of Focus our club emphasizes most; we're adding to it.

Remember to write "CLUB ALREADY VERY ACTIVE" in voting space next to area where club is already most active.

Slide #6



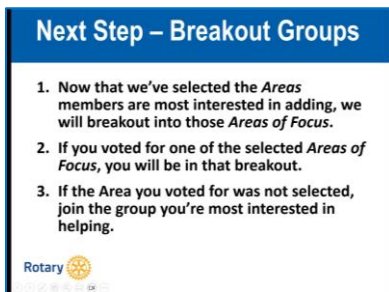
- Each member will receive 4 voting dots today.
- Use 1 of voting dot to cast your vote for the Area of Focus that interests you the most.
- Current Areas your club emphasizes most will not be included because today's focus is on the new ones we'll add.
- After everyone has voted, we'll have a better understanding of which Areas our members are most interested in adding.

Slide #7



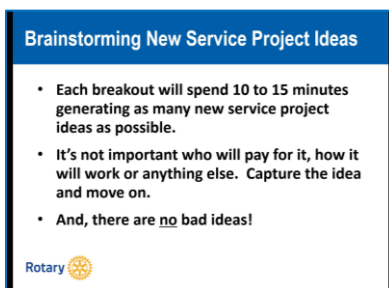
1. Ask for help to give all members their strip of 4 voting dots.
2. Remind everyone they are only using 1 dot to vote for the Area of Focus that interests them the most.
3. **BEGIN VOTING NOW**
4. Once voting is complete (and depending on how many members are in attendance), identify the top 1, 2 or 3 areas to focus on in breakout groups.

Slide #8



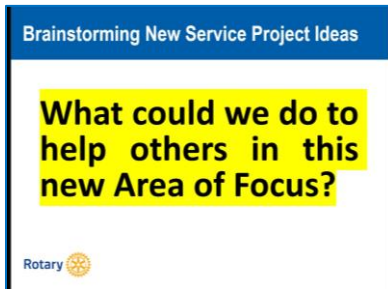
- Now that you have selected the areas members are most interested in adding, we'll breakout into those Areas of Focus.
- If you voted for one of the selected areas, you will be in that breakout.
- If the area you voted for was not selected, join the group you're interested in the most.

Slide #9



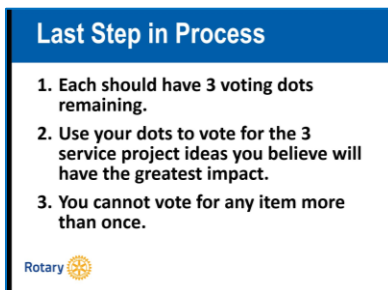
- Each breakout will spend 10 to 15 minutes generating as many new service projects ideas as possible for that new area.
- Don't worry about how we'll pay for it, how it will work or anything else. Capture the idea and move on.
- And, there are no bad ideas!

Slide #10



- Answer this question for your Area of Focus.

Slide # 11



- You should have 3 voting dots remaining.
- Use your dots to vote for the 3 ideas in your Area of Focus you believe will have the greatest impact.
- You cannot vote for any idea more than once.

Slide #12



- Begin voting now!

Slide #13



- Thank you for being engaged and taking part in this important program!
- Can someone in each group collect the sheets for your Area of Focus and prepare a short update for our next meeting?
- We just want to know what some of the highest scoring ideas were in your group and what you believe the next steps might be.