

Rotary

District 7090



Best of Friends

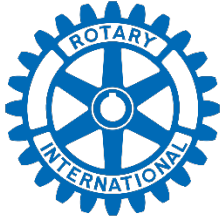


Club Leadership Training for the Club Secretary May 6, 2017



Standards for Rotary Clubs

- Pays its Rotary International and District membership dues without outside assistance
- Meets regularly
- Members subscribe to *The Rotarian*
- Implements service projects that address needs in the local and/or international community
- Receives visits from the District Governor, Assistant Governor or other officer of RI
- Maintains appropriate liability insurance for its region



Standards for Rotary Clubs

- Acts in a manner consistent with the Rotary International Constitution, Bylaws, and Rotary Code of Policies
- Updates club membership and officers timely
- Resolves club disputes in an amicable manner
- Cooperates with the RI and District.
- Does not litigate or have a member who litigates prior to pursuing remedies provided for in Rotary documents.
- Follows and completes the election review process established in the RI Bylaws

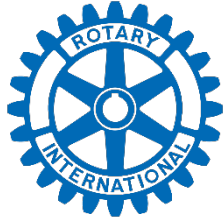


Learning Objectives Today

When you leave today, you will:

- Get an overview of your role as club secretary and what is expected of you
- Discover resources to help you be successful in your role as club secretary
- Identify ways to work with other club leaders

Always remember to draw on the strengths and experiences of your club members!!



The Art of Being Club Secretary

LOOK at your role:

- as being instrumental (KEY) in making your club more effective
- as one of the main conduit - information will pass through you; pass it along, quickly
- as being knowledgeable – identify resources available to club members – including the online resources
- *ABOVE ALL* - Have a sense of humor and have fun!



Your Job as Club Secretary

- Meet with the outgoing secretary / receive records
- Create a My Rotary account on Rotary.org
- Update your club record's and member list on My Rotary as changes occur
- Record and maintain minutes of Board meetings
- Submit required reports to Rotary International
- Work with treasurer to collect and submit dues

(See handout for full responsibilities)



Club Secretary Duties

To RI (via My Rotary @ RI Website – www.rotary.org)	To District (via Login @ District Website – www.rotary7090.org)
Club Invoice January & July - with dues (mail & e-mail)	District Dues July E-mail Invoice from District
NOTE: RI reporting requirements completed at District website if RI Integration is applied	Monthly attendance (15 days after your last meeting of the month)
Membership Records updated as changes occur but within 30 days.	Membership Records updated as changes occur but within 30 days.
Changes in officers or meeting information as they occur	Changes in officers or meeting information as they occur
Official Club Data – Incoming Officers for Directory – RI wants information by February 1 st	Club Presidents Elect by July 1 st
To log on 1 st time at RI – need your member no., club no., district no.	To log on 1 st time at District – click on Login and then select “new and existing users: retrieve login and/or reset password”



RI – My Rotary

This website uses cookies. by continuing you are agreeing to our [privacy policy](#).

close x

Rotary  My Rotary

[Profile](#) [Delegation](#) [Account Settings](#) [Sign Out\(phutton@netsync.net\)](#)

[Rotary.org](#)

[Club Finder](#)



[JOIN](#)

[GIVE](#)

[Exchange Ideas](#)

[Take Action](#)

[Learning & Reference](#)

[Manage](#)

[The Rotary Foundation](#)

[News & Media](#)

[Member Center](#)

Brand Center outage

Rotary's Brand Center is experiencing intermittent performance issues. We are working to resolve the problem as quickly as possible. We apologize for the inconvenience.

My Club Snapshot

Club Name

Greater Jamestown AM

Website

<http://www.jamestownnyamrotary.org>

Meeting Location

The Marvin Community House
2 West 5th Street, Jamestown, NY,
14701, United States

Meeting Date and Time

Wednesday 7:15 AM

Members

23

Charter Date

15-Mar-1991

Club President

Steven K. Hayes

What's new

President-elect Ian H.S. Riseley chose *Rotary: Making a Difference* as his theme for 2017-18. [Find theme logo and materials](#)

[Celebrate The Rotary Foundation's centennial](#), explore our interactive timeline to brush up on your Foundation history, and find ideas for planning your own event at centennial.rotary.org.

Discover how your club can use the [new club flexibility policies](#) to decide when, where, and how it meets.

Announcements

[Rotary Support Center certified as Center of Excellence](#)

27-Apr-2017

Rotary Spotlight



Celebrate 100 years of Doing Good in the World at the [2017 Atlanta convention](#). >



You can help end polio. [Learn how >](#)



ROTARY CLUB CENTRAL PLAN TOGETHER TRACK PROGRESS ACHIEVE GOALS



Why should clubs use Rotary Club Central?



It's a one-stop shop.



It eliminates paper.



It fosters continuity in
leadership.



It enables clubs to track their
progress.



It creates transparency.



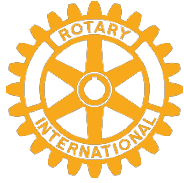
It showcases the important
work that Rotary clubs do
worldwide.

How do I get to Rotary Club Central?

Go to www.rotary.org/clubcentral.

Who can use Rotary Club Central?

All Rotarians can view the goals and achievements for their club. The current and incoming club president, secretary, executive secretary, treasurer, Foundation chair, and membership chair can add and edit the goals and achievements for their club.



District Admin Page

ClubRunner™ Connect. Collaborate. Communicate.

Rotary District 7090

Welcome, Penelope [Logout] | Admin | Home Page |

[Admin](#) | [For Clubs](#) | [Grants](#) | [For Members](#) | [Membership](#) | [Contacts \(Beta\)](#) | [Organization](#) | [Communication](#) | [Website](#) | [Documents](#) | [Reports](#) | [Attendance](#) | [Events](#) | [New Bulletin \(Beta\)](#) | [Help](#)

[Launchpad](#) | [Administration](#)

Help

- Support
- Downloads
- Service Updates
- Submit a Ticket

ClubRunner Add-Ons

- MyEventRunner
- Online Payment & eCommerce Module (US)
- Online Payment & eCommerce Module (Canada)

Administration

Latest Updates - Release Notes Available on [Service Updates](#) page.

Home Page Editing

- [Home Page Stories](#)
- [Story Management](#)
- [Edit Home Page Links](#)
- [Download Files](#)
- [Site Pages Management](#)
- [Photo Albums Management](#)
- [Documents Download](#)
- [Website Sponsoring Area](#)
- [Website Sponsoring Guide](#)
- [Website Designer 3.0](#)
- [Edit Meta Tags](#) **NEW**
- [Edit Favicon Logo](#)
- [Image Library](#)
- [Google Analytics](#) **NEW**

Communication Services

- [Email Message Services](#)
- [Email All Members](#)
- [District Organization Chart](#)
- [Committee Management](#)
- [Members Email Status report](#)
- [Email Traffic Report](#)
- [Edit Bulletins](#)
- [Archived Bulletins](#) **NEW**

Events

- [Event Calendar](#)
- [Event Planner \(Version 2\) | Old Version](#)

District, Clubs & Membership

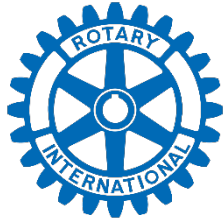
- [District Dashboard](#)
- [Club & Membership Detail](#)
- [Member Detail](#)
- [Request Member Updates](#)
- [Member Access Rights](#)
- [Clubs Attendance Management](#)
- [Edit Executives and Directors](#)
- [Download Member Data](#)
- [Member Data Changes](#)
- [RI Integration Archive | Member Synchronization](#)
- [Reports](#)
- [Member Designations](#)
- [District eDirectory Builder 2.0](#)

For Members

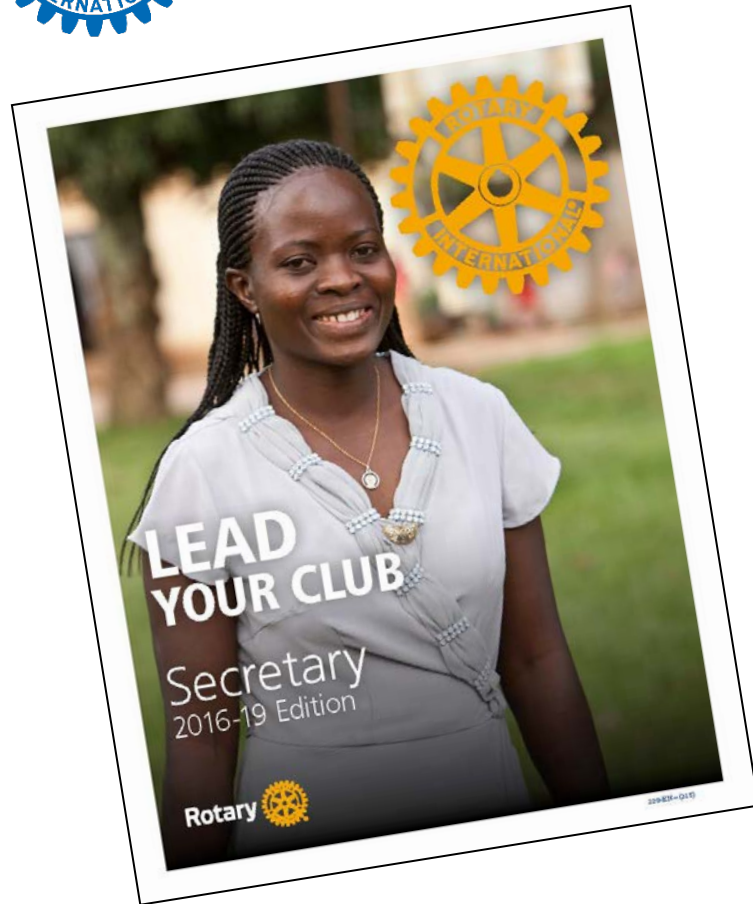
- [Edit My Profile](#)
- [Change My Password](#)
- [District Directories](#)
- [Search Member eDirectory](#)
- [My Committees](#)

For Club Executives

- [Active Members List](#)
- [Other Users List](#)
- [Inactive Member List](#)
- [Club Information Page](#)
- [Define Club Executives](#)
- [Club Attendance Report](#)



Club Secretary Resources



JOIN LEADERS | EXCHANGE IDEAS | TAKE ACTION www.rotary.org



all available online at www.rotary.org.

Rotary Identity

For many years, our Rotary wheel stood alone as our logo on signage and communications materials.

Although the words Rotary International were embedded in the wheel, they were hard to read from a distance. As a result, the general public did not always recognize Rotary's involvement in a project or activity.

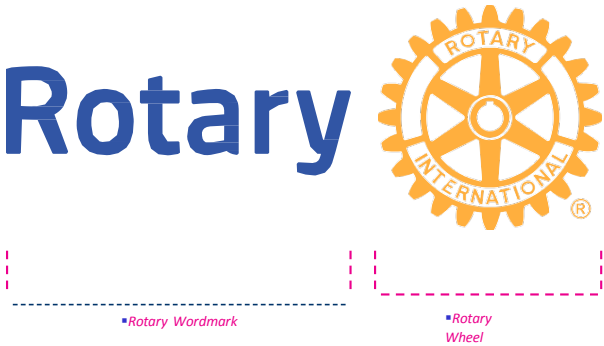
That's why we decided to expand our official logo to include the word "Rotary" next to the wheel. This is our official logo and our masterbrand signature, which should be used whenever possible.

The Rotary wheel is our mark of excellence. In addition to being a

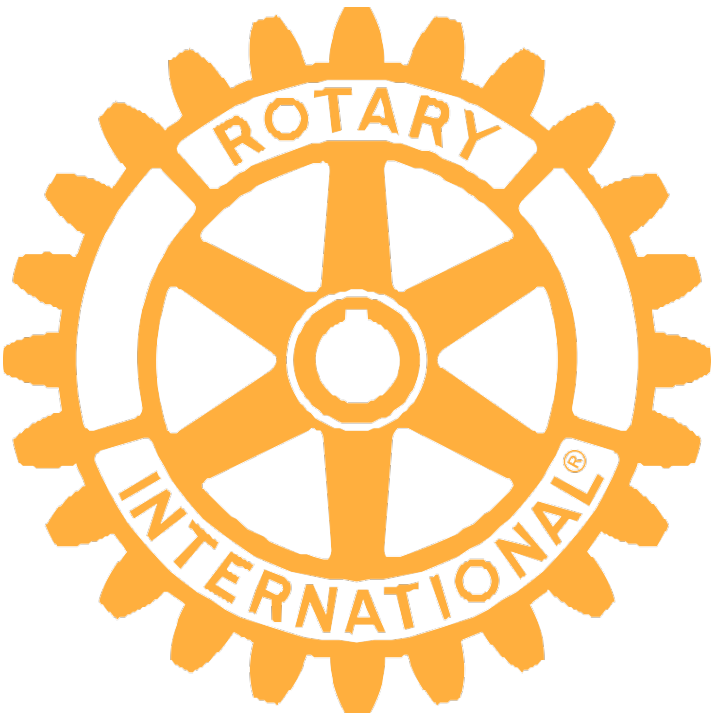
be scaled up for greater impact and used separately but in close proximity to the masterbrand signature.

For example, you could display a large Rotary wheel on the front of the podium at an event with the official logo showing above on a screen. Or you could use the scaled-up mark of excellence on the front of a brochure and the logo on the back. The design examples on pages 16, 35, and 40 show some easy ways to follow this guideline.

Masterbrand Signature (Our Official Logo)



Mark of Excellence (Our Wheel)



Print	.eps	spot or cmyk
Embroidery	.eps	spot or cmyk
Silkscreen	.eps	spot or cmyk
Word Doc (Print)	.png	rgb
PowerPoint	.png	rgb
Digital:		
Web/Email	.png	rgb Tablet/Mobile

Rotary Identity

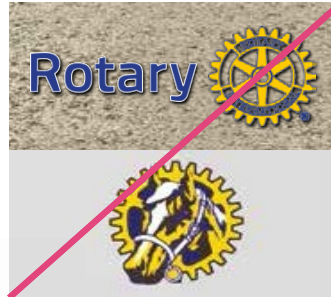
Masterbrand signature



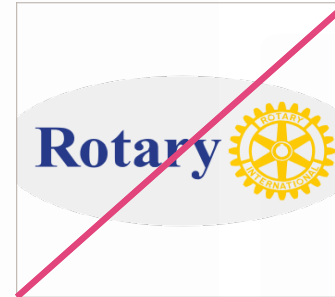
Use the masterbrand signature on a background that has sufficient contrast.



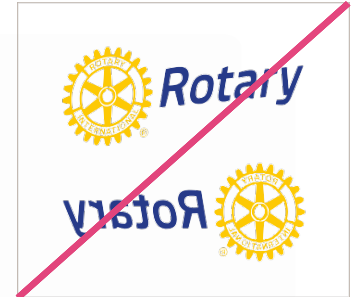
Use a two-color masterbrand signature when printing in full color.



Keep the masterbrand signature clear of outlines, special effects, or other graphic elements.



Keep the masterbrand signature free of a holding shape and use the correct typeface.

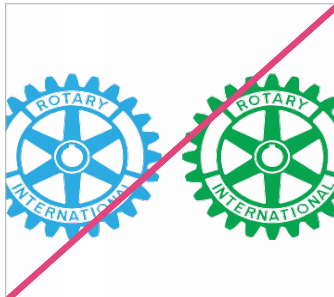


Keep all elements undistorted and in the right order.

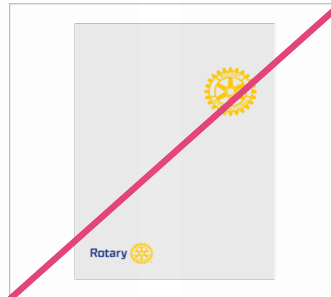
Mark of excellence



Keep the mark of excellence whole — never cropped.



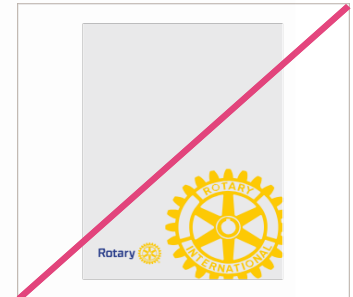
Use Rotary colors specified on page 15 for the mark of excellence.



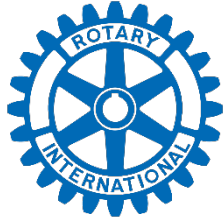
Size the mark of excellence correctly when using it with the logo, as shown on page 13.



Make sure the mark of excellence is completely legible.



Place the mark of excellence away from the logo.



More Resources

Where do I get member badges, awards and other Rotary paraphernalia?

- All American Specialty Company
Website: www.shopallamerican.com
- National Award Services
Website: www.clubsupplies.com
- Russell Hampton
Website: www.ruh.org
- CRS Marketing
Contact Harry Levine at (866) 550-0455 (toll free)



District-level Resources

- District Governor
- Assistant Governor a/k/a AGs
- District Trainer(s)/District Committees
- Current & Past District Leaders
- Executive Secretary: **phutton@netsync.net**
- District website: **www.rotary7090.org**

*"A District shall exist solely to help the individual
Rotary Club advance the object of Rotary"*

Manual of Procedure

It will be a Great Year!

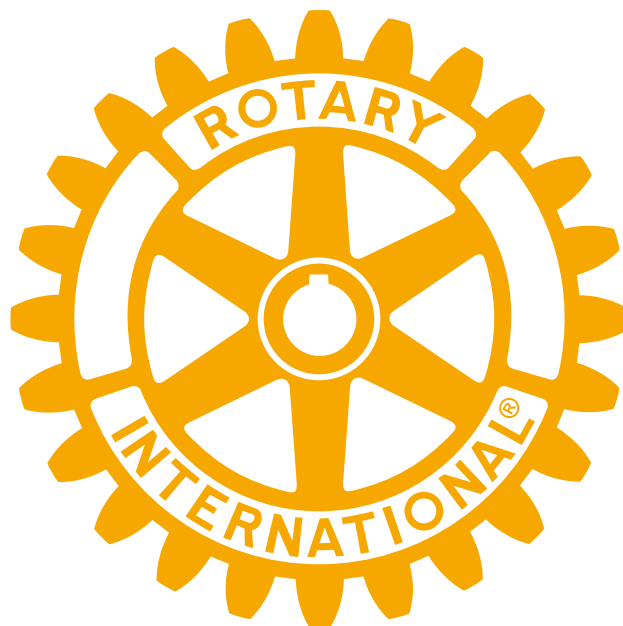


**Rotary International Theme
2016-2017**



**Rotary International Theme
2017-2018**

YOUR JOB AS CLUB SECRETARY



As club secretary you help your club run well. Watch its trends to identify what works well and what doesn't, and share this information with club and district leaders.

Find detailed information in [Lead Your Club: Secretary.](#)

RESPONSIBILITIES

Attend the district training assembly and the district conference

Meet with the outgoing secretary and receive club records

Meet with the incoming board of directors

Create a My Rotary account on Rotary.org if you don't already have one

Update your club's records and member list on My Rotary as changes occur

Give the club treasurer the club invoices, due in January and July

Serve on the club board and club administration committee

Take minutes at club and board meetings and club assemblies

Update club and officer information for the Official Directory and Rotary's records

Manage club correspondence, responding to email and sending official notices and invitations

Keep promotional items, name badges, and other materials used at meetings and events

Take attendance and submit monthly attendance reports to the district governor

Preserve your club's historical records

Write an annual report at the end of the Rotary year

Assist the club president, treasurer, and committees as needed

Meet with your successor and hand over club records

2017 – 2018 IMPORTANT CONTACT & OTHER INFORMATION

Reg Madison, District Governor

22 Carmichael Crescent, Brantford, ON N3R 8A8
Res: 519-751-3133 Cell: 519-757-9313 E-mail: reg@D7090.org

Penelope Hutton, District Executive Secretary/Webmaster/Newsletter Editor

800 Lakeview Avenue, Jamestown, NY 14071
Office: 716-484-8814 Cell: 716-499-2989 E-mail: phutton@netsync.net

Rino Bidenti, CPA, District Treasurer

27 Woodway Trail, Brantford, ON N3R 5Z4
Bus: 519-759-8320 Fax: 519-759-8421 Res: 519-759-7487 E-mail: rbidenti@bdo.ca

Insurance Claims and Queries: www.rotary7090.org – click on Insurances (under Club Tools)

CA: Norwich Insurance Brokers, Attn: Brenda Webber, 13 Stover St. N, Norwich, ON, N0J 1P0
Phone: 519-863-2014; Fax: 519-863-2015; 800-280-0937; E-Mail: brenda@norwichinsurance.com

USA: Lockton Companies

Phone: 800-921-3172 E-Mail: rotary@lockton.com
Certificate of Insurance/Claim Report Forms for USA Clubs on website at <http://www.locktonportal.com/sites/rotary/resources>
Username: Rotarian Password: Resources#1

Web Sites:

RI District 7090: www.rotary7090.org; **Rotary International:** www.rotary.org

ANNUAL DUES:

- 1. R I Dues – CLUB Invoice (formerly known as SAR).** Due in July and January to Rotary International. The invoice will be sent via email to the club officers twice annually.
NOTE: Invoice will be based on # members in databases as of 1st of month July and January. No adjustments after this date.
- 2. District Dues.** Payable in July. Club executives (president/secretary/treasurer) will receive e-mail with attachment to submit District dues.

Rotary World Headquarters:

One Rotary Center
1560 Sherman Avenue
Evanston, Illinois, USA 60201-3698

Phone: 847-866-3000 Toll Free: 866-976-8279
Fax: 847-328-8554
E-Mail: contactcenter@rotary.org

Club and District Administration Department (CDS):

Senior Coordinator: Victoria Schiffman

Phone: 847-866-3354 E-Mail: victoria.schiffman@rotary.org

Coordinator: Kaitlin Bautz

Phone: 847-866-3069 E-Mail: kaitlin.bautz@rotary.org

Accounts Receivable Department:

A/R Coordinator: Laura Ovalle

Phone: 847-866-4497 E-Mail: laura.ovalle@rotary.org
Fax: 847-556-2166

The Rotary Foundation Donor Services (Paul Harris Fellow Recognition & Contributions to TRF):

Be sure to include Member no., Club no., and/or District number 7090 on check and submit appropriate form as noted below*)

Phone: 866-976-8279 Email: contact.center@rotary.org

USA: The Rotary Foundation, 14280 Collections Center Drive, Chicago, IL, 60693

TRF Canada Coordinator: David Prowse Phone: 226-776-1591 E-Mail: trf.canada@rotary.org

CANADA: The Rotary Foundation, c/o 911600 PO Box 4090, STN A, Toronto, ON, M5W 0E9

Note: the following forms are available online at RI:

Recognition Contribution Form	123EN*
Recognition Transfer Form	102EN*
Multiple Donor Form	094EN*

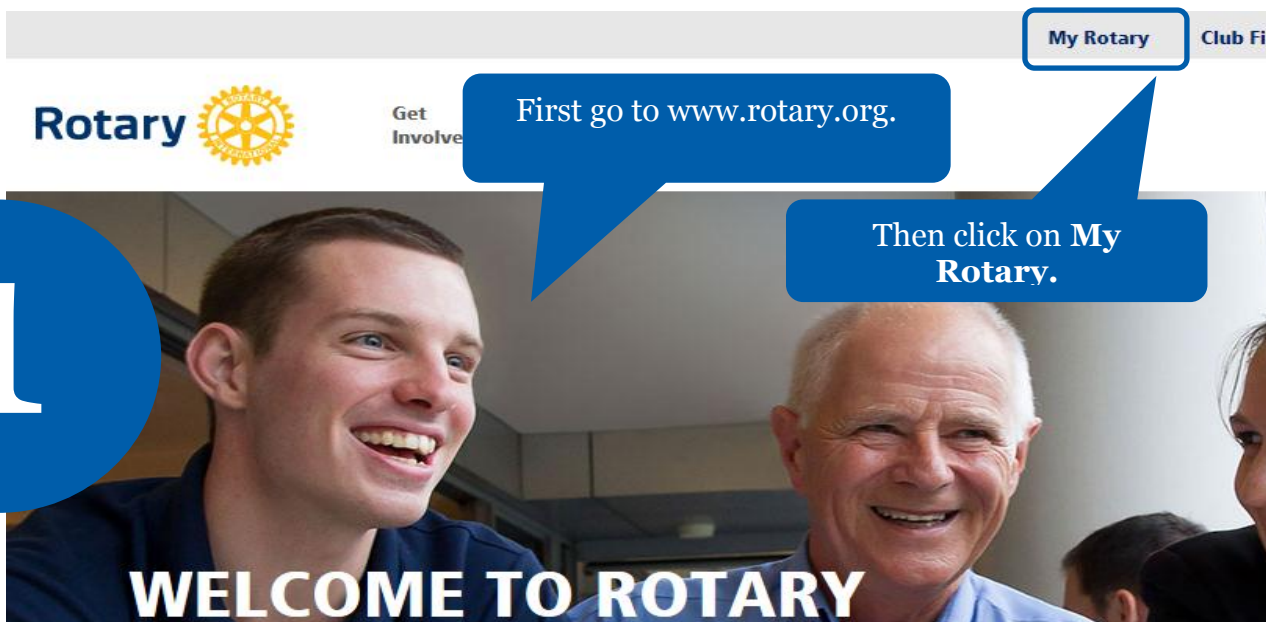
Other Departments:

Program Department: programs@rotary.org
Data Services (changes to membership): data@rotary.org
Public Relations Department: pr@rotary.org

HOW TO CREATE A MY ROTARY ACCOUNT



1



3

If you are not a first time user, enter your email address and password. Then click on **Sign In**.

SIGN IN

SIGN-IN EMAIL *

[Forgot email?](#)

PASSWORD *

[Forgot password?](#)

☒ REMEMBER ME ?

SIGN IN

If you are a first time user, click on **Create account**.

WHY CREATE AN ACCOUNT?

Signing in to My Rotary gives you a customized experience and easier access to tools and information that are relevant to you.

Anyone can create an account and sign in. Existing Member Access users can re-register with their current user ID. For tips on registering and using the site, see our [website resources](#). For assistance, [contact us](#).

CREATE ACCOUNT

ACCOUNT REGISTRATION

*Required

FIRST NAME *

LAST NAME *

SIGN-IN EMAIL *

ARE YOU 18 YEARS OLD OR OLDER? *

☐ YES

☐ NO

CONTINUE

Fill in the Account registration information and click on **Continue**.

4



5

ROTARY.ORG > MY ROTARY

Rotary



You will be informed that an e-mail has been sent to you.

ACCOUNT REGISTRATION

Thank you for registering, you've completed the first step in the process. You will receive an email sent to your sign-in email with a link to activate your account.

6

Complete your Rotary.org registration

Hello

You're just one step away from completing your registration. You can now connect with Rotary leaders, exchange ideas, and take action.

Activate my [account](#)

Check your email for the address you provided in the step above. You will receive this message. Click on the blue link to finalize the process.

ACCOUNT SET-UP

Thank you for activating your account. Just a few more steps to complete the process.

*Required

CREATE PASSWORD *

Your password must be at least eight characters and contain one lowercase letter and one uppercase letter, a number, and any part of your sign-in email address.

CONFIRM PASSWORD *

SECURITY QUESTION * ?

- select -

ANSWER *

(The answer to your security question must be at least four characters.)

CREATE ACCOUNT

Fill in all the mandatory information and click on **Create account.**

7

ACCOUNT SET-UP

Congratulations, your account was successfully created

Your profile has been created

As part of becoming a registered user of My Rotary, you've also created a profile. Once you sign in you can complete your profile and review or change your privacy settings to control who sees your information.

You are a member of the community

You can also participate right away in the Rotary community by joining discussion groups and connecting to other members.

☐ REMEMBER ME

CONTINUE

MY PROFILE

Click on **Continue.**

8

ROTARY.ORG > MY ROTARY

Rotary



My
Rotary

Congratulations!
You have created
your **My Rotary**
account.

Learn
& Engage

9

MY ROTARY

ROTARY CLUB CENTRAL

PETS PLANNING WORKSHEET



Who can modify/add goals in Club Central?

Club: president, secretary, treasurer, foundation chair, membership chair and/or executive secretary

District: governor, assistant governors, committee chairs, executive secretary

This is a listing of goals that are found in Rotary Club Central on the RI website. Presidents Elect, please consider your goals in the following areas. Upon finalizing your goals, please go to Rotary Club Central by signing in to www.rotary.org/myrotary to input them. Directions: after logging in to myrotary, click on Manage in the header drop down menu, far left under Club and District Administration, click on Rotary Club Central. Page down to Goals and Progress. The goals that can be input see small EDIT icon next to them.

Your Club

Membership: (Goals are set at a % or #)

1. Existing members retained
2. New members retained
3. New members to induct

Rotarian Engagement: (Goals are set as a % or #)

1. Members participating in club service activities
2. Members sponsoring new Rotarians
3. Members in leadership development programs or activities
4. Members in Rotarian Action Groups
5. Members in Rotary Fellowships
6. Members attending district conference
7. Committee chairs attending district assembly

Club Communication:

1. Our club has a strategic plan (yes/no)
2. Number of social activities for members outside of club meetings per year (#)

Public Relations:

1. Number of times we update our website/social media accounts per month (#)
2. Number of media stories (broadcast and/or print) covering our club's projects per year (#)
3. We use RI produced advertising/public service materials (yes/no)

Service

Service projects and activities:

1. Host a networking event
2. Host a community forum on an important issue in your community
3. Increase club's total giving in local currency by at least 10%
4. Do a project in partnership with another club in your region
5. Do a project involving a corporate or government partner
6. Involve local media in an event, project, or fundraiser
7. Involve Rotaractors, Interactors, Community Corps, or alumni in at least one club project
8. Did you register an event on endpolio.org to support World Polio Day

Clubs for Young Leaders:

1. Number of Rotaract clubs (#)
2. Number of Interact clubs (#)

Youth Program Participants:

1. Number of inbound Youth Exchange students (#)
2. Number of outbound Youth Exchange students (#)
3. Number of RYLA participants (#)

Foundation Giving

Annual Fund:

1. Annual Fund (\$)

PolioPlus Fund:

2. PolioPlus Fund (\$)

Major Gifts and Endowment Fund:

1. Major Gifts (#)
2. Bequest Society (#)
3. Benefactors (#)



ROTARY: MAKING A DIFFERENCE

Some years ago, a new acquaintance asked me what should have been a simple question: “What is Rotary?” I opened my mouth to reply and then stopped short with the realization that I simply did not know where to begin. The problem wasn’t that I didn’t know what Rotary was. The problem was that Rotary was — and is — too large and complex to easily define. We are a member-based organization, a club-based organization, and a service-based organization; we are local, regional, and international; we are community members, businesspeople and professionals, working and retired, active in nearly every country in the world. Every one of our 1.2 million members has a unique set of goals, experiences, and priorities; every one of us has a unique understanding of Rotary.

To me, Rotary is defined not by who we are, but by what we do — by the potential that Rotary gives us, and the ways we realize that potential in meaningful and lasting service. Rotary has been around for a long time: 112 years. In some ways, we’ve changed tremendously, as we’ve grown, matured, and adapted to the changing needs of our members and communities. In our fundamentals, however, we remain the same: an organization of people with the desire — and through Rotary, the ability — to make a difference in our communities, and the world.

We answer the question “What is Rotary?” with our actions, by making a difference through our service.

As an organization, we recognize how important it is that the world understand what Rotary is, and what we do. At the same time, we know that it is more important than ever to allow our clubs to define Rotary service for themselves. As Rotarians, we have more flexibility than ever to decide how we want our clubs to meet, work, and grow. We’re focused more than ever on making sure that Rotary reflects the people it serves, with more women and a more diverse membership. And we’re working hard to ensure that Rotary remains the world’s pre-eminent volunteer service organization, by emphasizing long-term planning, sustainable service, and continuity in leadership on every level.

In 2017-18, we will answer the question “What is Rotary?” with the theme *Rotary: Making a Difference*. However each of us chooses to serve, we do it because we know our service makes a difference in the lives of others. Whether we are building a new playground or a new school, improving medical care or sanitation, training conflict mediators or midwives, we know that the work we do will change people’s lives — in ways large and small — for the better. Whatever motivation each of us had for joining Rotary, it is the satisfaction we find in Rotary that causes us to remain, the satisfaction of knowing that week by week, year by year, we are part of *Rotary: Making a Difference*.

Ian H.S. Riseley
President, Rotary International, 2017-18

HOW TO QUALIFY FOR THE CITATION

Clubs that are strong and making a positive difference in our communities achieve goals related to Rotary’s three strategic priorities: to support and strengthen clubs, focus and increase humanitarian service, and enhance Rotary’s public image and awareness.

This year’s Rotary Citation will recognize clubs that complete activities that support these priorities. Clubs will have the entire Rotary year — 1 July 2017 to 30 June 2018 — to achieve the citation’s goals.

Rotary will be able to verify your club’s completion of most of the goals using our database. For others, we’ll confirm your club’s achievements through information you enter in Rotary Club Central, [Rotary Showcase](#), and [Rotary Ideas](#).

District governors can also track their clubs’ progress online. I’m asking each of them to talk with clubs regularly and support them in achieving these goals and *Making a Difference*.

Find more information at www.rotary.org/presidential-citation. If you have questions, write to riawards@rotary.org.



One Rotary Center
1560 Sherman Avenue
Evanston, IL 60201-3698 USA
www.rotary.org

900-17EN-(916)

PRESIDENTIAL THEME & CITATION



ROTARY: MAKING A DIFFERENCE

IAN H.S. RISELEY
2017-18 President
Rotary International



REQUIRED ACTIVITIES

- Pay your July 2017 and January 2018 club invoices on time.
- Report volunteer hours and service project contributions in Rotary Club Central. This allows us to measure and publicize Rotary's impact around the world.

SUPPORT AND STRENGTHEN CLUBS

Having members with different perspectives and backgrounds fuels innovation and gives your club a broader understanding of your community's needs. To strengthen your club and its ability to make a positive difference, involve members, use their unique skills and interests, and give them a voice in the club's future.

Increase club membership, diversity, and engagement.

Achieve at least 4 of the following goals:

- Set at least 10 goals in Rotary Club Central.
- Update or develop your club's strategic plan. *Report your achievement in Rotary Club Central.*
- Achieve a net gain in membership. Clubs with up to 50 members must have at least one more member listed in Rotary's records on 1 July 2018 than they did on 1 July 2017; clubs with 51 or more members must have at least two more members listed in Rotary's records.
- Achieve a net gain in female members. Clubs with up to 50 members must gain at least one female member; clubs with 51 or more members must gain at least two female members.

- Achieve a net gain in members under age 40. Members who were born after 1 July 1977 and join between 1 July 2017 and 1 July 2018 count.

Clubs with up to 50 members must gain at least one member under age 40; clubs with 51 or more members must gain at least two members under age 40.

- Engage members in activities outside regular club meetings. *In Rotary Club Central, either record at least one club social activity or indicate that more than 50 percent of your club's members participated in club service activities.*

- Sponsor or co-sponsor a new Rotary club or a Rotary Community Corps to expand Rotary's reach in your community. *To sponsor an RCC, complete the Rotary Community Corps organization form and submit it to RI. Clubs that sponsor new Rotary clubs will be reported when the new club submits the application.*

- Sponsor or co-sponsor an Interact or Rotaract club to involve young people in Rotary. *Report by submitting the Interact and Rotaract Sponsorship and Co-Sponsorship form to interact@rotary.org or rotaract@rotary.org.*

FOCUS AND INCREASE HUMANITARIAN SERVICE

Through local and international service projects, clubs address global humanitarian challenges by promoting peace, fighting disease, providing clean water, saving mothers and children, supporting education, growing local economies, protecting the environment, and ending polio.

Make a difference in your community and across the globe by engaging Rotarians, young people, Rotary alumni, and the public in Rotary programs, our six areas of focus, and Rotary Foundation giving opportunities.

Achieve at least 4 of the following goals:

- Sponsor, or have club members participate in, a polio-related fundraising or awareness event. Find resources at endpolio.org. *Report your achievement by posting the event on Rotary Showcase, using the polio category.*
- Partner with The Rotary Foundation by sponsoring at least one project funded by a global grant or a district grant. Find out how at www.rotary.org/grants.

- Carry out at least one project focused on the environment. *Report in Rotary Showcase, using the environment category.*
- Make a bigger difference by working together. Collaborate with other Rotary clubs in your region to increase a project's scope and visibility. *Report in Rotary Club Central or Rotary Showcase.*

- Include the family of Rotary in sustainable projects. Involve Rotaractors, Interactors, Rotary Community Corps members, or Rotary alumni in club projects and events. *Report in Rotary Club Central.*

- Help Rotary do more by increasing your club's total giving to The Rotary Foundation by at least 10 percent over 2016-17, as calculated in your local currency. *Report in Rotary Club Central.*

- Increase the number of members who give US\$25 or more to any Rotary Foundation fund.
- Attain a minimum Annual Fund contribution of US\$100 per capita.
- Use Rotary's crowdsourcing platform, Rotary Ideas, to contribute to a project or seek resources for your club's local or international projects.

ENHANCE ROTARY'S PUBLIC IMAGE AND AWARENESS

A positive public image improves your club's relationship with your community and attracts prospective members.

Enhance your club's public image and build awareness of Rotary in your community by telling compelling stories about club activities that are making a positive difference.

Achieve at least 4 of the following goals:

- Use Rotary's brand guidelines, templates, and other resources in all your communications to strengthen Rotary's image. Find them at www.rotary.org/brandcenter. *Report in Rotary Club Central.*
- Regularly update your club website and social media accounts to showcase club activities and illustrate Rotary's impact both locally and throughout the world. *Report in Rotary Club Central.*
- Host and promote a community event to support World Polio Day, and register it on endpolio.org.

- Engage your community by hosting at least one networking event for local professionals, community organizations, or Rotary alumni. *Report in Rotary Club Central.*

- Establish or continue a partnership with one or more corporate or government entities or nongovernmental organizations and work on a project together. *Report in Rotary Club Central.*

- Host a community forum or seminar about an issue that's important in your community; highlight your club's work to bring people together to find solutions. *Report in Rotary Club Central.*

- Have local media cover a club project, event, or fundraiser. *Report in Rotary Showcase or Rotary Club Central.*

- Promote peace and develop future leaders by sponsoring or hosting at least one Rotary Youth Exchange student or sponsoring at least one participant in a RYLA event. *Report in Rotary Club Central.*

Welcome to ClubRunner!

Introduction

Thank you for choosing ClubRunner! ClubRunner is a powerful **online communication** and **administration** tool that will facilitate your club's activities and correspondence. This guide will show you how to retrieve your password, login, and manage your profile.

1) Logging In

In order to receive your password for your website, go to the "Member Area" tab on the website and click on "New and existing users - Retrieve your password". This will direct you to the "Get Password" screen.

You will be asked to enter your *last name* and your *email address*. Once you click on "Get Login Info", you will receive an email to retrieve your credentials. Please note, that the last name and email address you provide must match what is on the record for security purposes. If you are unable to get your password, please email support@clubrunner.ca with your name and club. To watch an On-Demand Demo on how to login, [click here](#).

With your login credentials, you can now access your website from where you can navigate to the Admin page. This is a member's only page where you will be able to edit your profile, email other members and contribute content to your site. You should see your name at the top right hand corner of the webpage. If you have trouble logging in, please email support@clubrunner.ca.

For future reference, record your login information below.

Login name:	
Password:	

2) Editing Your Profile

Once you are logged in to your website, you have the opportunity to edit and manage your profile. This is important as you will need to edit your profile in order to receive all email correspondence.

To do so, click on Admin > Edit My Profile. Fill in the data fields and save your data when you are done.



3) Updating Content on Site

If you have the appropriate access level, you can add some personalized content to your site, through the Stories, News, Links, Downloads, Speakers and Site Pages modules. To access these content areas, either click on the links within the "Website Manager" section of the Admin page, or simply click on the Website tab, then select the "Website Content" menu option. For more detailed instruction on adding content to your site, see this [help page](#).

This guide is an excerpt of the extensive online help available on your website. To access the online help, visit <http://www.ClubRunnerSupport.com>



Rotary International Database Integration allows your Rotary club the option to link your database directly to the main membership database maintained at Rotary International's Headquarters. This integration minimizes duplicate data entry efforts and leads to more accurate and timely information including the semi-annual reports.

Type of Integration	ClubRunner
Update Member	
First name	✓
Middle name	✓
Last name	✓
Call name (Nickname)	X
Name, Prefix	✓
Name, Suffix	✓
Gender	✓
Sponsor	✓
Member type	✓
Birth Date	✓
Classification	✓
Update Member Contact Information	
Home address	✓
Business address	✓
Home phone number	✓
Business phone	✓
Fax number	✓
Email address	✓
Website	✓
Update Club Information	
Club permanent mailing address	✓
Club meeting place	✓
Club meeting address	✓
Club meeting day	✓
Club meeting time	✓
Club website	✓
Club phone number	✓
Club fax number	✓
Club email address	✓
Membership Updates	
Terminating active members	✓
Adding new members	✓
Member type change	✓
Club Officer Term Updates	
Adding new club officers	✓
Updating existing officer terms	✓

How it Works

With the **Rotary International Database Integration** feature, when a club database is updated with, for example, a member's new contact information, that change will automatically be incorporated into RI's database within minutes, eliminating the need for clubs to formally notify RI or make the change again manually through Member Access.

NOTE: Rotary International requires that every member or individual club make use of a unique email address for database integration.

Featuring Compare & Synchronize

The Compare and Synchronize feature allows you compare your member data as it appears on ClubRunner with what is available in RI's Member Access. You then have the option to *push* your member information directly from ClubRunner to RI or *pull* your information from Member Access to populate your ClubRunner profile allowing you to clean up any inconsistent data between the two databases.

Advantages of the Rotary International Database Integration

- 1) Club members can eliminate countless hours of duplicate data entry
- 2) Drastically reduces instances of human error
- 3) Keep member data and club information up-to-date in RI's database for immediate communication by RI including magazine
- 4) Member-level Privacy options respect each member's preference
- 5) Eliminate the need to manually process and send in semi-annual reports, or keep the changes to a bare minimum

How to Activate the RI Integration Feature

- 1) **Opt in at RI's Member Access Portal**
 - a. Log in either as President or Secretary
 - b. Select ClubRunner as authorized partner from the Partner Organization section
 - c. Agree to the Terms & Conditions
 - d. Wait 24 hours
- 2) **Opt in within your ClubRunner Site**
 - a. Switch on RI Integration link on Admin
 - b. Select checkbox to switch on integration
 - c. Agree to Terms & Conditions

RI and District/Club Integration

Sign up and activate

Contact your provider of choice and sign up on their website. Once you're enrolled with a provider, you should:

1. Sign in to your My Rotary account.
2. Go to Club Administration, Club & Member Data, Update Club Data, Designate a Club Management Vendor
3. Choose your provider from the Partner Organization drop-down list.
4. Click "I Agree" to activate the agreement. Your provider is now shown in the name field.

NOTE: If you're already using one of Rotary's participating partners, you still need to activate the agreement.

After you activate your agreement, make sure that your integration will work properly:

1. Go to your website (or District) and check to make sure the direct integration option is selected on your provider's site.

NOTE: The provider site is your website (ClubRunner). If you do not have a provider website for your club, you would do this at the District site. If you have a provider that is not ClubRunner, it will not integrate with District site. My understanding is that you would integrate RI and your alternative provider website. Hence, you will have to update the District separately.

2. Your club ID and member IDs in your provider's database match the IDs in Rotary's database.
3. Find out what data your provider has rights to update. Check the provider list.

NOTE: You and your club manage the information that Rotary (and the District) sees. As a club and/or Rotarian, you determine the information that members choose to share from either the Club's website if you have one, or the District website. On the District website, the member would manage his/her Privacy settings on the member profile.

Worksheet for Estimating Club Dues for 2017 - 2018

worksheet for budgeting purposes - guide only

Totals

District Dues: (Once a year)		CA Clubs	US Clubs	
invoiced in July		in US \$\$	in US \$\$	
a	No. of Members at July 1 x	\$ 52.43	\$46.28	
b	President Elect Training	\$ 100.00	\$ 100.00	
TOTAL				

RI Dues: (Twice a year)					
invoiced in July					
a	No. of Members at July 1 x	\$ 30.00	\$ 30.00	=	
b	Rotarian Magazine	\$ 6.00	\$ 6.00	=	
c	Prorata Dues			?	
d	Council on Legislation Levy	\$ 1.50	\$ 1.50	=	
e	US Clubs only INSURANCE		\$ 6.15	=	
TOTAL					

invoiced in January					
a	No. of Members at January 1 x	\$ 30.00	\$ 30.00	=	
b	Rotarian Magazine	\$ 6.00	\$ 6.00	=	
c	Prorata Dues			?	
TOTAL		\$ 73.50	\$ 79.65		

Estimated Total for Year	\$ 125.93	\$125.93	
	in US \$\$	in US \$\$	

OUTSTANDING CLUB DUES:

Clubs that have not paid their Rotary dues within 4 months of the date of the invoice will be terminated.

Clubs will then have 5 months to fulfill the following reinstatement requirements:

- 1 Pay all outstanding financial obligations at time of termination
- 2 Pay all membership dues that continue to accrue thereafter
- 3 Pay a \$30 PER MEMBER reinstatement fee
- 4 Complete and submit a reinstatement application, provide an updated membership list along with list of current officers and their contact information.

After 150 days from termination, clubs are permanently terminated losing its name, history and charter.

*The 2016 Council on Legislation may be remembered as the most progressive in Rotary history. Not only did this Council grant clubs more freedom in determining their meeting schedule and membership, it also approved an increase in per capita dues of \$4 a year for three years., as follows:

The increase sets the annual dues at \$60 in 2017-18, \$64 in 2018-19, and \$68 in 2019-20.

The increase will be used to enhance Rotary's website, improve online tools, and add programs and services to help clubs increase membership. For more information of recent legislation go to District website www.rotary.org, click on District Operations, Council on Legislation.