**Request for services from the Rotary Club of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

This is a request from our Rotary Club to become part of the District 7910 Club Vision Facilitation effort that will assist clubs to identify their own vision and priorities as a club. A Club Vision Facilitation Team made up of 4 to 6 trained facilitators will guide our club through the first steps of a planning process that prepares us for greater, more effective service as Rotarians. This process was designed by Rotarians for Rotarians. The planning process will not only help our club, but it may also have applications in companies, businesses, and other community organizations to which our members belong. Clubs that choose to participate in club vision facilitation will host the event, which is estimated to take 4 hours.

Interested Rotary clubs within District 7910 are encouraged to complete this application and mail it with a check for $100 for event supplies to Bill Domings, District Vision Coordinator, 13 Mathieu Drive, Westborough, MA 01581 (508-641-8875 cell).

In order to complete this form, you will need to do the following:

* Discuss the features and benefits of a club facilitation effort with the members and /or with the club’s Board of Directors and commit 15-30 club members to participate including President, President-Elect, Vice President, President Elect Nominee, Past President, Board Members, and Club Rotarians;
* Endorse the process by a vote by the members and/or the Board;
* Briefly describe the current state of your club;
* Briefly describe how your club will benefit from this club vision facilitation effort;
* Select a day of the week and month that your club would like the event to take place;
* Appoint a Club Vision Facilitation Coordinator;
* Arrange to cover the cost of food, beverages, event room rental and include a check for $100 payable to District 7910 for supplies related to the event;
* Commit to holding a club assembly within 4 weeks after the visioning event to present the results to the members of the entire club;
* Commit to quarterly reports of status, progress, achievements, etc. and;
* Have your President and President -Elect sign this request for services certifying that the Board of Directors and/or club leaders and/or club members support this process and are committed to implementing all or portions of the action plan that arise from this club vision facilitation process.

**Circle the day; date and month, your club would like the club vision facilitation to take place**

**Monday Tuesday Wednesday Thursday (NOTE: Times are 5-9pm)**

**JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC Date: \_\_\_\_\_\_\_ Year:\_\_\_\_\_\_\_\_\_\_\_**

**Contact Information of Club Vision Facilitation Coordinator**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ FAX\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Certification and Commitment**

We certify that we have discussed Vision Facilitation Services for our Club at our Board Meeting and/or Club Meeting on (date) \_\_\_\_\_\_\_\_\_\_\_\_\_ and have agreed to submit this Request for Club Vision Facilitation Services and have made a commitment to hold a club assembly to present the results of the event to the members of the entire club.

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

President, Rotary Club of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ President-Elect, Rotary Club of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_