

Guide to Visioning

To use this guide, review the entire document at least two weeks before the Visioning should be held. During the actual event, any suggested scripted portions are typed in italics.

General Planning Logistics

Select a time frame of about 2-hours for the event; select a time that will allow Rotarians to facilitate the event as desired (if Rotarians are not present, have senior members of the Club facilitate instead). Reserve a space with plenty of room for movement and room to hang large writing paper on the walls (rooms on the 4th floor of SL have worked great for us in past).

Supplies Needed Pre-Event

- Large paper pad paper: 9 sheets (can be requested from the events office; ask for a flip chart- this can also be requested as a comment in the 25live reservation set-up)
- Markers/pens for people to write with: 1/participant (moderator can write instead if fewer pens are available)
- Blue and red dot stickers (any color/shape will work; select two different styles): Determine how many of each dot style is needed for each participant for your exercise (see Pg3)
- Worksheets for pre-visioning thoughts: 1/participant
- Food (optional but recommended)
- Rotaract Bell (optional but recommended)

Script: *The Meaning of Rotaract and Rotary & the Purpose of the Visioning (General welcome greeting; introduce yourself and the rest of the facilitating team)*

Before we start tonight's Visioning, we'd like to review a few important things about our Club. As many of you know, we were

recognized officially as a Club in 2014. For those of you joining us for the first time tonight, the best way to explain what we do as a club is to review our current mission statement.

(Update here as appropriate; this is the statement as of November 2015) *The WPI Rotaract Club takes action to have long-lasting, positive impacts in the community, both at home and internationally, by sharing knowledge and challenging geographic boundaries. As the Club cultivates leadership among members and inspires younger generations, people of diverse backgrounds, skill sets, and interests are united as a team of welcoming, non-judgemental, and open minded change agents. **The WPI Rotaract Club is a model club for young people, one that shares the values of Rotary through the lives and actions of its members.***

This is a dynamic mission statement, open to revision. At the end of the Visioning, we may choose to revisit the mission statement and make appropriate updates. For those unfamiliar with Rotary, it is a philanthropic organization that does similar work to Rotaract clubs, but on a larger scale. Thus, Rotarians serve as the advisors for Rotaract clubs like our own.

To better explain the Visioning, we take this time to set a general goal for the year ahead. What will our club look like one year from now? What steps can we take to make that future vision a reality? (Once a past vision statement is available, mention the past vision statement and explain that it will change as a result of the night's activities.) To get a better sense of our potential future, we break the Visioning up into several smaller activities.

Pre-Visioning Activity Worksheet

(Content can be found in the “Pre-Visioning Exercise” Google Document. Note that some sections have been removed from the original Word doc version: “Writing Exercise”)

The first part is doing individual self-reflection. These Visioning

worksheets will help you think deeply about the future of our Club. I will now read aloud the first page of the exercise.

(Read aloud the first page of the Pre-Visioning Exercise, then wait the allotted amount of time to begin the Visioning. During the wait time, begin to hang large papers around the room with labeled headings from the Pre-Visioning Exercise and respective permitted dot-count for each.)

Begin the Visioning

Explain the categories that each of the following prompts include as they are written onto large papers to be hung around the room.

Time is up! Don't worry if you haven't completely finished filling in your thoughts, hopefully this pre-activity has helped put the purpose of the Visioning into perspective for you. The next step of this process is to compile all of your collective ideas, as developed in the worksheets, to determine what items our Club feels most strongly about so we can set a vision for the future.

To do this, we will use these large pieces of paper to display your ideas. Each paper will represent one of the questions from the pre-activity and has been labeled accordingly.

1. Vision Pursued: What does your club “stand for” in your community?
2. Club Size: List a goal number
3. Attributes: What are your characteristics, features, or demographics?
4. Club Administration: How we operate as a club
5. Vocational Service: Ways to incorporate academics/youth
6. Community Service Projects: Both on and off-campus, both large and small
7. International Service Projects: Specific projects and general goals
8. Fundraising: Possible fundraising ideas, with estimate for

potential money raised

9. Public Image: How to boost our image and name in the community/campus/globe

*So let's start- what ideas did you have for the Vision Pursued? (Walk around to each question paper, asking for participation. When writing the responses, leave space between each line for the addition of dots later. Try to get at least 7 responses written for each paper. This may take up to 30 minutes **NOTE** If time is an issue, ask participants to write their best ideas on each paper instead. This is not preferred as it is not as collaborative, but it is an option. This may take up to 15 minutes)*

Sheet Prompt	# Blue Dots	# Red Dots
Vision Pursued	3	2
Club Size	1	1
Attributes	2	1
Club Administration	2	1
Vocational Service	2	2
Community Service	3	2
International Service	3	2
Fundraising	2	1
Public Image	2	2
Sum of Dots Per Person	20	14

The next step is to determine which ideas we as a Club agree with most. This will be done using the dot system. We'll be using the blue dots first. These represent your agreement or support of a listed idea. Each sheet has a different number of dots permitted which you can not exceed. For example, [the Vision Pursued sheet should only receive 3 of your blue dots, whereas the Club Size sheet should only receive 1 blue dot]. Now, go to each sheet and place a dot next to the ideas that you agree with. (To make this activity go more smoothly, please spread yourselves around the room to different papers and make your way clockwise around the room, adding your ideas. Once you have placed your thoughts on each paper, please sit down.) Are there any questions before we begin? (This process should take less than 10 minutes)

Based on the blue dots that have been placed, we can now remove the listed ideas that were not as highly supported. This is done so that way the final vote will only consider options that are generally most popular. Thus, we will narrow down the options listed on each sheet to 5. (Allow facilitators to cross off extra points on lists that received less support; if a tie occurs, make it open to the participants as a quick hands-up vote.)

Now, we will repeat the process used with the blue dots for red dots. It is important to notice that you will be allowed to place fewer red dots on each sheet than you were allowed to place blue dots, so choose your responses carefully! (Again, we will follow a circular rotation to make this process most efficient) (This should take 5 minutes)

Evaluate the Responses

Now, we can evaluate the data that you've all helped to generate. It looks like our club is most interested in _____ (go through each category posted and the most popular response).

The next stage is to compile these results into a cohesive vision statement. (Discuss what a Vision statement might sound like, and come to one that the club agrees on)

Before we close this meeting, we need to agree on a Visioning Committee. The purpose of the Visioning Committee is ensure that the Vision is not forgotten over the course of the next year. Responsibilities include coming up with new ideas for goals that will work to meet the vision, and providing feedback on project work from the perspective of trying to reach our vision. This committee should include about three members, are there any volunteers?

Of the committee members, we'll need one person to type up the dot results from tonight's meeting. We already have a template in

place, you'll just need to change the content. Are there any volunteers? (Compile the results in a comprehensive format through Excel, following the template used here: <https://docs.google.com/spreadsheets/d/1CKAifLsIfqIqzXnsDM-TnIdF1C2mYRsPSdZy5rDKZw/edit#gid=1540188632>)

Thank you all for coming out tonight, at our next meeting, we will review a process for making this vision a reality through SMART goal setting and considering ideal aspects of future projects. Enjoy the remainder of your night!