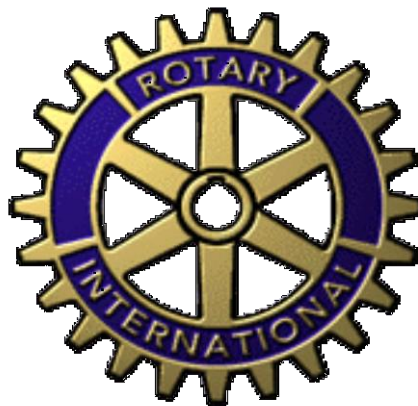


Rotary District 5440
District Leadership Plan



REVISED SEPTEMBER 2012

INTRODUCTION

The Rotary International Board adopted a District Leadership Plan for all districts effective 1 July 2002. All provisions in Rotary District 5440 District Leadership Plan conform to the Rotary International Manual of Procedure and Code of Policies, The Rotary Foundation Code of Policies and Bylaws of District 5440.

The District Leadership Plan strengthens Rotary at both the district and club level by providing:

- faster and more responsive support to clubs
- a larger supply of well-trained leaders in the district
- a larger and stronger field of district leaders
- improved participation in Foundation programs and district-level RI activities
- a more challenging role for the governor as an innovative leader

The District Leadership Plan enables the district project a more vital image by enabling leaders who are still active in their vocation to assume the role of governor.

The components of the District Leadership Plan include:

- The Structure For The District
- Descriptions of The District Leadership
- District Administration Committees
- District & RI Programs Committees
- District Rotary Foundation Chair and Foundation Subcommittees
- Rotary International & The Rotary Foundation Basics and Program Information
- District 5440 History and Information

DISTRICT LEADERSHIP

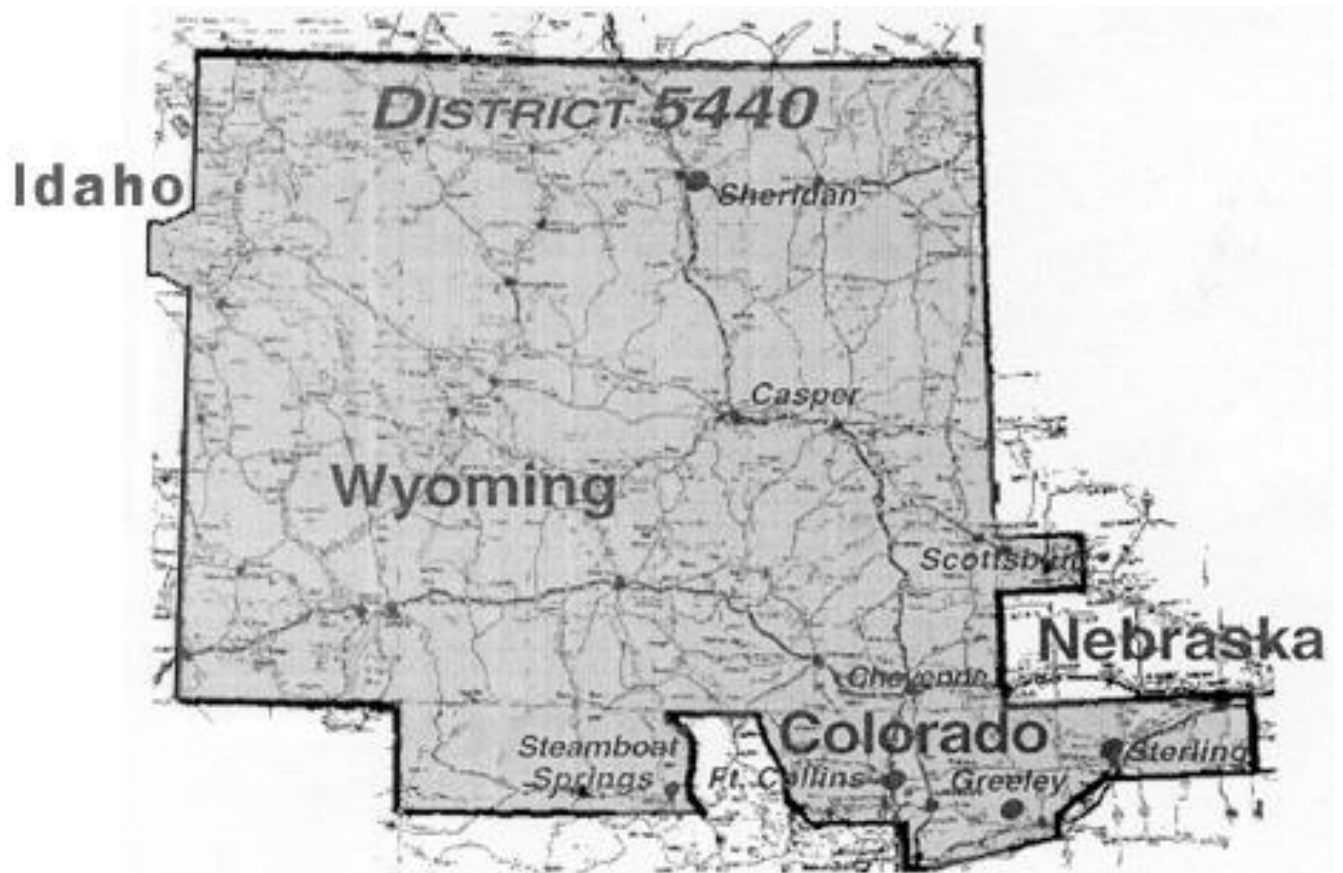
All Rotary Clubs within District 5440, as designated by Rotary International, are members of ROTARY INTERNATIONAL DISTRICT 5440, INC.

To successfully implement the District Leadership Plan in District 5440, the District Governor works with the Executive Committee and current, incoming and past district leaders to address the following issues:

- Goals identified by strategic planning and visioning activities of the Executive Committee
- The number of assistant governors appointed based on the needs of the district, taking into consideration factors such as geography, language, culture, the balance of strong and weak clubs in each area, and the number of clubs an assistant governor can reasonably be expected to support
- How the assistant governors will be trained
- What committees the district will need
- Communication between the Executive Committee, Council of Past Governors, governor, assistant governors and the district committees
- How the district will provide for continuity in leadership through the use of leadership training activities and the assistant governors and leadership training activities
- How the district will provide for continuity within committees and encourage Rotary Leadership Institute (RLI) graduate participation
- The appointment and/or removal of assistant governors and committee chairs

The District Governor, Executive Committee, assistant governors, committees and other assigned persons will lead the district. This leadership group will support the club presidents, club committee chairs, and individual Rotarians. Included in the District Leadership Plan are supporting materials for each district officer and committee. Additionally, some explanatory materials regarding Rotary International and its programs are included.

DISTRICT 5440

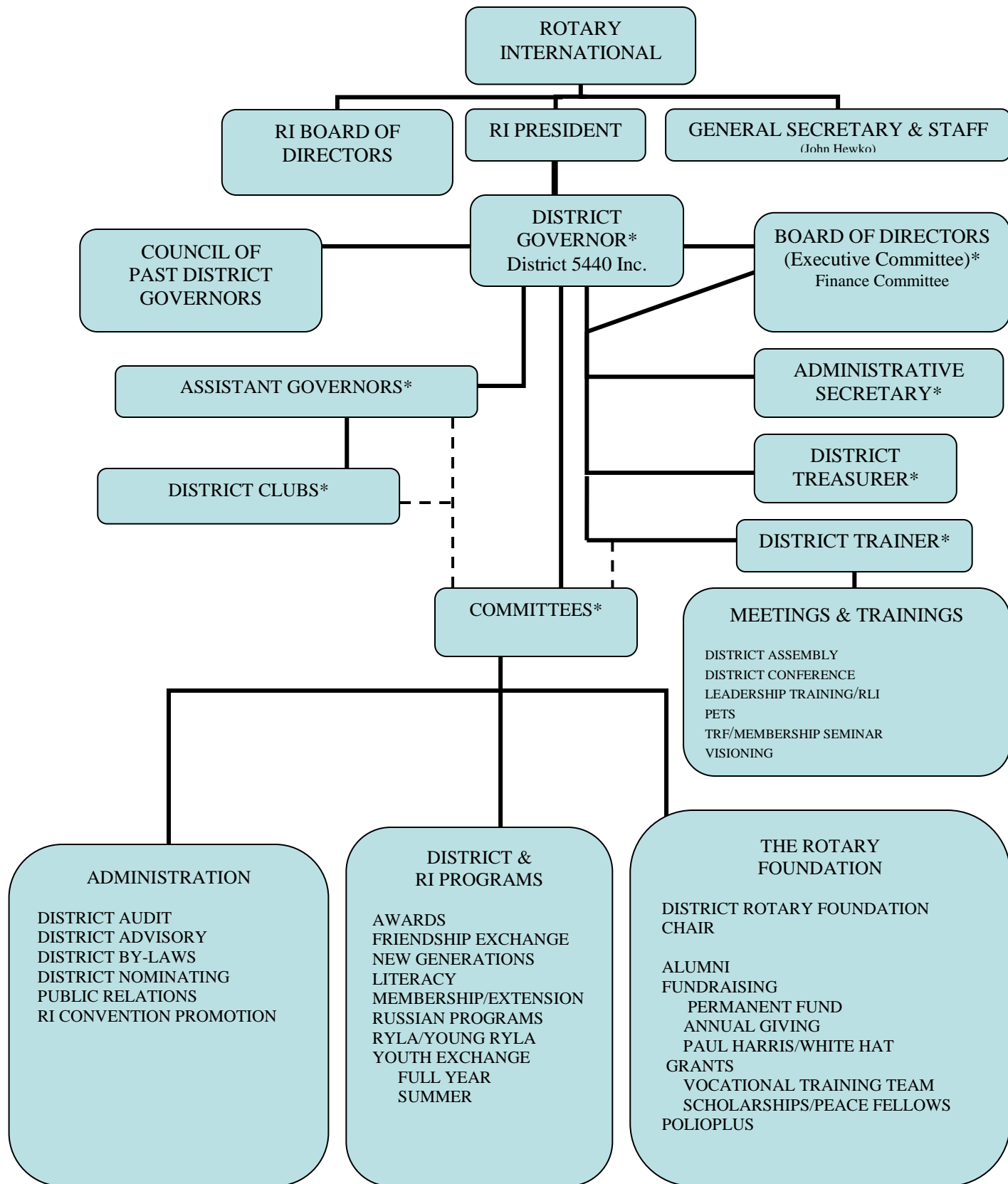


I. THE STRUCTURE FOR THE DISTRICT

The District Governor, as the officer of Rotary International, leads the District. Rotary District 5440 is an incorporated entity governed by a Board of Directors also known as the Executive Committee (Article 3.3). The Council of Past District Governors serves as a supporting leadership group.

As a requirement for participation in The Rotary Foundation, the district, as an entity, is responsible for its action as a whole and for its member clubs. The District Rotary Foundation Committee Chair and Foundation Subcommittees section contains specific information on the programs and activities of District 5440 regarding The Rotary Foundation.

Community Service, New Generations, and Vocational Service activities and committees will be found under the District & RI Programs Committees section. International (World Community) Service activities will be found under the District Rotary Foundation Chair and Foundation Subcommittees section.



* Refer to District Directory for names and contact information

II. DESCRIPTIONS OF THE DISTRICT LEADERSHIP

DISTRICT GOVERNOR (DG)

The principal officer of the district shall be the duly elected District Governor. The District Governor is the sole officer of Rotary International in the district nominated by the clubs and elected by the convention of Rotary International. The District Governor is charged with the duty of furthering the Object of Rotary by providing leadership to and supervision of the clubs in the district. The District Governor shall be responsible for the proper operation of the district and for the accomplishment of district goals and objectives. A District 5440 office shall be maintained and is under the management of the District Governor with the assistance the Executive Committee Chair.

In the event of a vacancy in the office of District Governor or District Governor Elect, Rotary International will provide for a Past District Governor who has been selected to serve a second term.

Qualifications:

- Be a member of a functioning club in the district that that has no outstanding debt to RI at the close of the preceding year
- Must have served a full term as club president
- At the time of taking office must have completed seven years of membership in one or more clubs and have attended the Governor Elect Training Seminar and the International Assembly
- Demonstrated the willingness, commitment, and ability, physical and otherwise, to fulfill the duties and responsibilities of the District Governor

Meetings:

Prior to beginning his/her year in office the District Governor shall have attended the following meetings:

- District Governor Nominee (DGN) Training at a Zone Institute (two years prior to serving)
- District Governor Elect (DGE) Training at a Zone Institute (one year prior to serving)
- International Assembly (6 months prior to serving)
- PETS (President Elect Training Seminar).DGE has primary responsibility; however
- During DG year he/she is required to visit ALL clubs within the district
- Put on Rotary Foundation, membership and other seminars as required by Rotary International
- Hold a District Conference

The District Governor is responsible for the following activities in the district, as provided in the Rotary International Bylaws:

Duties:

- Provide the Board of Directors, also known as the Executive Committee, with regular reports on goals, activities, programs and issues within the district
- Promote membership growth
- Attend regional Rotary Foundation seminar held in conjunction with the Zone Institute
- Conduct an official visit with all clubs
- Issue a monthly letter to at least each club president and secretary
- Assure that district nominations and elections are conducted in accordance with the Rotary International (RI) Constitution, RI Bylaws, established policies of RI, and District Bylaws
- Certify the name of the District Governor Nominee within ten (10) days of selection to the General Secretary
- Submit reports to Rotary International or The Rotary Foundation as may be requested or required
- Transfer continuing district files to the District Governor Elect
- Perform such other duties as are inherent as the officer of Rotary International

Responsibilities:

- Foster continuity in the district by working with past, current and incoming district leaders
- Organizing new clubs
- Strengthening existing clubs
- Supporting The Rotary Foundation with respect to program participation and financial contributions
- Support the District Governor-Elect providing any requested assistance in the planning and preparation for PETS and the District Assembly
- Promoting cordial relations among the clubs and between the clubs, the district and RI
- Planning for and presiding at the District Conference
- Visit all clubs in the district for the purpose of
 - focusing attention on important Rotary issues
 - providing special attention to weak and struggling clubs
 - motivating Rotarians to participate in service activities and personally recognizing the outstanding contributions of Rotarians in the district
- Supplying the District Governor-Elect, prior to the international assembly, full information as to the condition of the clubs with recommended action for strengthening clubs
- Conduct required district meetings (membership, leadership and Rotary Foundation seminars)
- Provide an annual statement of all district finances within three months of leaving office

Appointment of assistant governors allows the District Governor to focus attention on:

- Emphasizing the importance of membership development and retention through attendance at charter events, induction ceremonies, membership development seminars and new member orientation programs
- Encouraging participation in Rotary Foundation seminars, the programs of The Rotary Foundation, and financial support of The Rotary Foundation through foundation recognition programs such as those for Paul Harris Fellows Benefactors, Major Donors and Paul Harris and White Hat Societies
- Creating energy and vision for the district, and providing motivation and inspiration to all Rotarians in the district
- Building a strong leadership team, thereby assuring future leaders and continuity of leadership in the district
- Providing an infrastructure that helps clubs and club presidents to be successful and vibrant
- Creating partnerships with other community and humanitarian organizations, in order to advance the goals of Rotary International and district
- Creating linkages/connections among clubs and among the various organizations of the Rotary family—thereby leveraging their work and the impact of their service (e.g., youth exchange, community service, Rotaract, International projects)
- Motivating individual Rotarians, club presidents, committee chairs and the greater Rotary family;
- Providing recognition to clubs and members
- Helping struggling clubs regain energy and direction
- Providing greater visibility to Rotary achievements
- “Walking the Talk” of international Service Above Self by leading international hands-on projects, focusing on projects/efforts that are multi-club in nature, donating to the Rotary Foundation
- Increasing the technological capability of district

THE EXECUTIVE COMMITTEE (EC)

The Executive Committee serves as the Board of Directors for District 5440 Inc. Meetings provide an opportunity for the District Governor to report on activities, goals, plans and concerns and to seek advice, counsel, and recommendations regarding matters affecting the district. The committee shall be comprised of the following members according to Rotary District Bylaws:

- Current District Governor
- District Governor Elect
- Immediate Past Governor
- Two Past District Governors elected to serve staggered two-year terms by the Council of Past Governors who are currently members in good standing of clubs within the district who are willing to serve

- The Chairman of the Council of Past Governors
- District Trainer or Chair of the District Training Committee

The following officers serve as ex-officio members:

- District Governor Nominee
- District Governor Nominee Designate
- District Treasurer
- District Administrative Secretary

Meetings:

The incoming District Governor shall establish a quarterly schedule of meetings for the ensuing year. Special meetings may be called by the chair or by a majority of the seven voting members. Such special meetings may be held by conference telephone call or internet access. Meetings of this committee are open to any interested Rotarian of the district.

Officers:

The Executive Committee will elect a chair from among its seven voting members at its first meeting.

Responsibilities:

- Conduct such business as required by the corporation
- Review the operation of the district and progress of the District Governor during his/her year
- Counsel, advise, and assist the District Governor upon request
- Recommend needed revisions to district policy ensuring that they in no way conflict with the Rotary International Manual of Procedure
- Provide district financial stewardship
- Assist the DGE, DGN and DGND upon request
- Represent and act in the best interests of all Rotarians in District 5440

THE COUNCIL OF PAST GOVERNORS

The Council of Past Governors offers advice, counsel, and assistance upon request to the District Governor, the District Governor Elect, and the District Governor Nominee on matters affecting the district as referred to them. Meetings of the council also serve as an opportunity for the District Governor to inform members regarding any items of interest of new involving the district and/or Rotary International.

Two past district governors elected to two-year staggered terms and the chair of the council serve on the District Executive Committee (Rotary District 5440 Bylaws).

Membership:

Members will include any past officer of Rotary International residing in and currently a member in good standing of a club within the district and desiring to participate.

Meetings:

Meetings will be held as scheduled by the chairman, with meetings typically held in conjunction a midyear seminar, meeting or banquet and the District Conference.

Officers:

A chairman will be elected by the members of the council annually when other representatives to the Executive Committee are elected. The chairman will be a member of the District Executive Committee.

Responsibilities:

- Selection of representatives to serve on the Executive Committee
- Assist with the identification of candidates for District Governor
- Review of the annual audit

- Assistance with problem clubs
- Attendance and membership issues
- Organization of new Rotary clubs
- Support of The Rotary Foundation
- Other areas of concern to the district and to the governor

DISTRICT GOVERNOR ELECT (DGE)

The District Governor Elect will succeed the present sitting Governor, assuming the position on July 1 of the next Rotary year. Attendance of the District Governor Elect at the International Assembly is mandatory. The DGE is nominated by the district and elected at the convention of Rotary International. An immediate resignation will be expected if the District Governor Elect is unable to attend the International Assembly for any reason. Rotary International will assist in filling a vacancy as specified in the Rotary International Manual of Procedure.

The District Governor Elect serves as a member of the District Executive Committee. He/she is charged with setting goals and fostering the furtherance of goals established by the Executive Committee through visioning or planning.

Duties:

- Prepare for next Rotary year by setting appropriate and required goals and establishing a calendar
- Conduct district assemblies for club officer training
- Organize and with the assistance of the District Trainer(s) conduct the district assembly for incoming club officers to prepare these officers to assume their duties in club leadership
- Train assistant governors or organize training for assistant governors who will be serving when the DGE is District Governor
- Serve as a member of the District Executive Committee and the High Country PETS Committee
- Plan, prepare and conduct for any Pre-PETS training session(s), the PETS training seminar, the District Leadership Assembly for incoming district committee chairs and any other training as deemed necessary
- Attend district training seminars conducted by District Governor
- Appoint District Leadership Team of assistant governors, committee chairs and the District Trainer
- Review and update district committees and committee members
- Develop a district directory to be available to all Rotarians in the district
- With the Finance Committee, prepare the budget for the District Governor year
- Attend the Governor Elect Training Seminar (GETS)
- Take part in SHARE allocation discussions regarding the use of District Designated Funds
- Assist the District Governor as needed
- Submit reports to Rotary International as required

DISTRICT GOVERNOR NOMINEE (DGN)

The Rotarian nominated by the district to Rotary International to be the District Governor following the District Governor-Elect is the District Governor Nominee. As per District 5440 Bylaws, the selection of the District Governor Nominee will be carried out by the District Nominating Committee from nominations received from clubs or past Rotary International officers of the district.

The selection of a District Governor Nominee should be conducted in a manner consistent with the principles of Rotary International. The nominee must be selected not more than thirty (30) months but not less than twenty-four (24) months prior to the day of taking office.

Any Rotarian who engages in campaigning or canvassing for elective office in Rotary International may be subject to disqualification to any possible future offices for such periods as the Rotary International Board may determine. The district should seek out the best qualified persons through a procedure not influenced by a system whereby by tradition the nomination is rotated among various groups of clubs or geographic areas.

Qualifications:

At the time of selection, a governor nominee must:

- Be a member in good standing of a club in the district
- Have full qualifications for such membership. The integrity of the Rotarian's classification must be clear
- Be a member in a functioning club in good standing that has no outstanding indebtedness to RI or to the district as of the close of the Rotary year preceding that in which the Rotarian is proposed as a candidate for nomination for governor
- Have served as president of a club for a full term or be a charter president of a club having served the full term from the date of the charter to 30 June, provided that this period is for at least six months
- Demonstrate willingness, commitment and ability, physically and otherwise, to fulfill the duties and responsibilities of the office of governor
- Demonstrate knowledge of the qualifications, duties and responsibilities of the governor as prescribed in the RI bylaws and submit to RI through its General Secretary, a signed statement that the Rotarian understands clearly such qualifications, duties and responsibilities. The statement shall also confirm that the Rotarian is qualified for the office of governor and willing and able to assume the office

Duties:

- No later than December 31st of the year recommend to the District Executive Committee the proposed site for the conference to be held during his/her year as governor
- Submit contracts having to do with the district conference to the Executive Committee for review and ask for assistance in such negotiations as needed
- Provide support for the DG, performing duties as requested. Attends training seminars and assemblies and PETS of the District Governor Elect. Attends district leadership training, the district assembly and district conference
- Prepare self for position of leadership
- Serve as a member of the District Executive Committee as specified in the Rotary District 5440 Bylaws
- Attend GNATS training and other Zone training for upcoming district governors

ASSISTANT GOVERNORS (AG)

District 5440 shall use the title "Assistant Governor" to reference Rotarians appointed by the District Governor who serve at the district level and are assigned the responsibility of assisting the District Governor with respect to administration of designated clubs. The assistant governors carry many district governor responsibilities, in order that the District Governor may concentrate on key priorities. An Assistant Governor's term can be extended, on an annual basis, up to no more than three (3) years. This extension is at the discretion of each succeeding District Governor Elect. Assistant governors are district appointees and are not officers of Rotary International.

The number of assistant governors appointed is based on the needs of the district and will have responsibility for two to six clubs. Factors such as geography, balance of strong/weak clubs and culture/language should be considered in determining the number of assistant governor's appointed. They *may* or *may not* be assigned their home club.

The Assistant Governor does not have oversight for district committees but may work with all district committees to support the District Governor and to help strengthen district clubs. Assistant governors are responsible for providing support to the clubs to which they have been assigned.

Through the budget process, District 5440 is responsible for determining any financial support provided to assistant governors in performing their duties and responsibilities. Governors are eligible to receive limited funding from Rotary International for the purpose of training and supporting assistant governors as outlined in section 68.030.5 of the Code of Policies.

Qualifications:

- Be a past president having served a full term and be a member in good standing in a club in the district for at least three years
- Have had experience working as a team leader or the desire to learn to work in a team
- Have thorough knowledge of Rotary and its programs and have the ability to act as an advisor

- Be “willing and able” to accept the responsibilities and make the commitment to the position and to the effort required during entire term of office
- Have potential for future leadership in the district
- Not be a Past District Governor
- Preferably have completed leadership training
- Prefer significant service at the district level

Duties:

- Meet with and assist incoming club presidents, and boards, before the beginning of the Rotary year to develop and complete goals and plans and other documents as requested by the District Governor
- Support the club presidents. Act as an advisor to keep him/her focused on achieving his/her own, district, and Rotary International goals and priorities (e.g., membership, foundation, and club success). Assist the club president resolve problems in the club (e.g., declining membership, lack of fellowship)
- Visit each club regularly, with a minimum of one visit each quarter of the Rotary year, and meet with the club president and other club leadership to discuss the business of the club and resources available to them. Keep clubs informed of changes in Rotary, upcoming events, or other matters which would be important to Rotarians. Keep the District Governor informed on a regular basis of problems in clubs, recommended solutions, and/or need for additional assistance
- Monitor each club’s performance with respect to service projects
- Assist club leaders in planning for the Governor’s official visit
- Periodically attend club board meetings
- Help the club presidents understand the Presidential Citation requirements. Help the president and club develop strategies to meet them, and assist them in completing necessary paperwork to be recognized for achieving the goals
- Encourage clubs to follow through on requests and recommendations of the Governor
- Promote district training events and other district activities, and their benefits to the club presidents and to members. Actively promote attendance at the district conference
- Assure that each club is up-to-date on submitting their Semi-Annual Reports (SAR) to Rotary International coordinating with District Secretary and Treasurer
- Assist the District Governor
- Keep the District Governor informed of successes or innovations in clubs, of important social or recognition events which he/she should attend when possible
- Prepare the District Governor for his/her visit. Attend each club assembly associated with the District Governor’s official visit and the District Governor’s visit with the board
- Prepare and submit a final, official club visitation report to the Governor by early spring, which the District Governor will submit to Rotary International (with any additional remarks from the DG)
- Identify club successes and projects which could be showcased at district conferences and other celebratory events, as well as which could be replicated throughout the district
- Identify potential committee chairs, committee members, AG’s and persons for other leadership roles in the district
- Participate in PETS and other district training assemblies or seminars, acting as facilitator and providing content as requested

Responsibilities:

In order to fully meet these responsibilities, all assistant governors are expected to:

- Attend the Presidents Elect Training Seminar (PETS), the district assembly and leadership training
- Advise the incoming governor on district committee selections
- Assist district committees communicate with clubs
- Participate in Rotary Foundation programs, annual and special giving events, and other special assignments as necessary
- Encourage club Rotarians to participate in leadership training opportunities

An AG may be removed from responsibility if he/she so requests or if he/she is unable to perform the duties of the AG, for whatever reason. Failure to visit designated clubs regularly and submit requested reports to the District

Governor shall be cause for removal and/or replacement. AG's may be moved among clubs at the discretion of the District Governor to achieve a more successful fit for the AG and the club president.

AG QUARTERLY VISIT GUIDELINE

Each visit should be seen as an opportunity to both monitor the club's progress and activities and to assist. The AG should be aware of upcoming deadlines, district events and issues that should be brought to the attention of the club. A sample of activities includes:

- Prepare the club for the District Governor's visit (protocol) prior to the visit
- During club visits, it is always important to ask if the club has any special projects or events. The District Governor should be made aware of and/or invited to these events
- Ask how the clubs are doing and if they need any information, assistance or resources
- Monitor progress toward goals and requirements for presidential and governor citations. These cannot be accomplished in a short period of time so the club should be aware and working on them throughout the year
- Inform the president the Governor will assist with any major presentations if his/her calendar allows

First Quarter (June/July)

- Review the club's completed *Planning Guide for Effective Rotary Clubs* including their annual and foundation goals
- Advise clubs that AG's are available to help with the **installation of club officers**

Second Quarter (October/November)

- Review plans for **election of club officers** (before December)
- Ask how clubs plan to get officers and members to **mid year or membership/foundation seminar**

Third Quarter (January/February)

- Review President's **progress on goals, including TRF goals**
- Prepare to achieve the
 - **RI President's Citation** (form due to DG by March 31)
 - **Governor's Citation**

Fourth Quarter (April/May)

- **Nominate outstanding club Rotarians** for district positions or committees
- **Nominate outstanding Rotarians and projects** for district conference awards
- Remind club members to register for the district conference
- **Complete Memo of Club Visit** (due to DG by May 1)

IMMEDIATE PAST DISTRICT GOVERNOR (IPDG)

The Immediate Past District Governor is a member of the Executive Committee and other district committees. As the most recent leader of the district, the Immediate Past District Governor will be relied upon to:

- Serve as a member of the Nominating Committee
- Serve as a member of Council of Past District Governors
- Serve as a member of the District Advisory Committee
- Provide insights/advice to the District Governor based on awareness of the clubs in the district
- Undertake problem solving or project responsibility at the request of the District Governor
- Take on Zone or other Rotary responsibilities

DISTRICT TRAINER

The District Trainer supports the District Governor and District Governor Elect in training club presidents, club leaders, and district leadership. The District Trainer will assist district leadership and clubs in planning and conducting training. To support these efforts, the Trainer should recruit additional trainers as needed.

Requirements:

The District Trainer should be a skilled, knowledgeable Rotarian, appointed by the District Governor on an annual basis, normally serving no more than three one-year terms. The District Trainer, ideally, will have expertise in training and in team development. The District Trainer must have the understanding of and the capability to communicate via telephone, fax, email and the Internet. A PDG *may* fill this position.

Duties:

- Serve as a member of the District Executive Committee
- Advise and assist the District Governor
- Assist District committee chairs and committees as requested
- Assist AG's in planning ongoing district training (including membership development training seminars, foundation seminars, etc.) as requested
- Work with district committee chairs who will be assisting with training seminars throughout the year

DISTRICT ADMINISTRATIVE SECRETARY

The District Administrative Secretary is charged with running the Rotary District 5440 office and assisting the district officers in conducting the business of Rotary International and the district. The district Administrative Secretary is an employee of the district, with salary, related fringe benefits, and office operational expenses paid as part of the District's current year budget. The Administrative Secretary is evaluated annually by the District Governor. The Executive Committee reviews the evaluation and is charged with determining compensation.

The district Administrative Secretary must have the understanding of and the capability to communicate via telephone, fax, email and the Internet.

When a vacancy occurs in the Administrative Secretary position, the District Governor will seek a replacement by soliciting candidate names and qualifications from appropriate district officers and club presidents. He/she shall then make a nomination of a proposed candidate to the District Executive Committee for approval.

Duties:

- Provide ongoing communication with and problem solving for club secretaries
- Maintain an up to date list of club officers
- Be up-to-date on Rotary attendance rules, classifications (per Council on Legislation changes to Manual of Procedures), and inform club secretaries of changes
- Monitor and maintain up-to-date attendance and membership statistics for the district and insure that they are posted to the RI web site, in the district newsletter and on the district web site. Alert the District Governor, the District Membership Chair, or appropriate AG of any potential issues or problems identified during this process
- Take and maintain the minutes of district meetings and distribute minutes to members of the District Executive Committee
- Take minutes at the annual business meeting including action taken, and distribute to appropriate parties. Assure that a parliamentarian is present at the meeting to assist in meeting process management
- Serve as ex-officio member of the District Executive Committee
- Retain and be responsible for all of the historical records of the district and act as the chief archivist of district records
- Work with the District Governor Elect to develop the district directory
- Work with the Newsletter Editor and District Governor to produce and distribute the district nNewsletter
- Assist with registration for all district level functions, trainings and the district conference as needed
- Assist the District Governor and other district officers and committees with correspondence as requested
- Assist the District Protection Officer with background checks and correspondence to clubs as needed

- Maintain the district web site

THE DISTRICT OFFICE

The District 5440 office is a centralized permanent office intended to be a primary source of historical and current information and data, for current and incoming district governors, club presidents, and other district and club officers. The Office also provides data storage and use for the District Treasurer.

The office functions under the following guidelines:

1. To provide continuity and safe keeping for Rotary District 5440 records, and data base information
2. To aid in the storage and dissemination of Rotary International forms, documents and materials for the use of district officers and clubs
3. To assist the district governors with a permanent Administrative Secretary responsive to the needs of the Governor and the district

The office is supervised and managed by the District Governor, or by a Past District Governor when appointed by the DG. Names, telephone numbers, addresses, and e-mail addresses of all club officers, as contained in the current district directory or as amended, are maintained in the office.

The person overseeing the office, if other than the District Governor and the District Governor Elect, shall annually, prior to December 31, review the performance of the Administrative Secretary and submit the evaluation to the Executive Committee (District 5440 Bylaws).

DISTRICT PROTECTION OFFICER (DPO)

The District Protection Officer is charged with the oversight of all protection needs for programs and activities in the district. He/she will develop or assist in the development of any policies that are needed and monitor such policies to ensure that they are up to date.

Selection:

The District Protection Officer is to be selected by the District Governor with the recognition that this officer should serve multiple years. The desired term of service shall be three years.

The Protection Officer is to be a Rotarian in good standing within a club in the district and shall have experience in the matters of harassment, reporting and protection with professional experience in the fields of health, mental health, education or law enforcement. He/she needs to have knowledge of both Rotary International and district policies and relevant national, state (the four states within the district) and local laws.

Duties:

- Develop or assist in the development of policies, procedures and training for the district
- Raise awareness of risk management issues for youth and other protected groups
- Ensure that appropriate training of clubs and club protection officers occurs including program volunteers, host families, RYLA counselors, program participants and parents of youth
- Ensure the district, clubs and all program volunteers comply with RI and district abuse and harassment policies
- Work with clubs to inform all Rotarians of their obligations under both district policy and local laws
- Facilitate background checks for all persons requiring such a check
- Maintain records of all background checks and those persons receiving training
- Ensure proper handling of allegations according to local laws and district policy and protection of the interests of all involved
- Advise the relevant district committees about developments in educational and training programs
- Advise the District Governor and Executive Committee of significant issues or problems that may arise

DISTRICT TREASURER

The District Treasurer must have the understanding of basic accounting principles and the capability to communicate via telephone, fax, email and the Internet and be bonded. The Treasurer shall receive no compensation but will be reimbursed for approved out-of-pocket expenses. The Treasurer shall be responsible for books of accounts on all funds coming under the Treasurer's jurisdiction.

Selection:

The District Treasurer is to be selected in accordance with the District Bylaws, 3.7, which states that a treasurer be selected and appointed by the District Executive Committee. Participation and input into the decision shall be received from the incoming District Governor Elect (DGE).

Appointment should be made early enough before PETS to allow the Treasurer to assist the District Governor Elect and Finance Committee with preparation of the budget for the upcoming Rotary year which is to be proposed to the presidents elect at PETS. Service by the District Treasurer on a long term basis is desirable.

Upon the retirement or resignation the treasurer shall deliver to the successor treasurer or the District Administrative Secretary all books, records, logs and materials utilized, collected and on file related to the conduct of business for District 5440.

Duties:

- Serve as a member of the District Executive Committee
- Maintain custody of district financial records except those of committees authorized to maintain individual accounting (such as the district conference), which shall send reports for inclusion in district records
- Disburse funds and pay bills and requests for reimbursement or payment when approved by the DG or when directed by the District Executive Committee
- Bill the clubs for the annual per capita levy and collect it. The membership basis for such levy shall be the membership reported to Rotary International on the club's July 1 semi annual report
- Advise the District Governor and Executive Committee of clubs delinquent on dues
- Prepare regular financial statements for the District Executive Committee
- Advise the DG, DGE and Finance Committee on district financial matters, including preparation of the upcoming district budget
- File tax returns as required by the Internal Revenue Service and the applicable states
- Provide necessary information to the Audit Committee, so the latter can perform an independent review

Responsibilities:

- Receive and deposit all cash receipts of the district
- Record all transactions of the district making all necessary reconciliations of bank accounts
- Mail financial reports to the Finance and Audit Committee members as requested
- Always keep the District Governor informed of any budget overruns or problems that look like potential overruns
- Close the books and all accounting records as soon as possible for the Rotary year just ended on June 30. This information is to be turned over to the Audit Committee for their inspection

COMMITTEES

During the selection process, before the beginning of a new Rotary year, the District Governor Elect shall consult with current committee chairs and committee members, the District Governor, Council of Past Governors and other Rotarians seeking names of potential members. Efforts shall be made to select Rotarians from the broadest possible geographic club distribution (District 5440 Bylaws).

Committee Qualifications:

The minimum recommended qualification for appointment to a district committee is membership, other than honorary, in good standing in a club in the district. In addition, it is recommended that the chairperson selected be a Past District Governor, past Assistant Governor or an effective past district committee member, and has had previous experience as a member of the district committee.

District committees should work with relevant RI and Rotary Foundation committees or task forces, as well as Rotarians appointed by the RI President or Trustee Chairman to facilitate action at the district or club levels related to specific RI or Rotary Foundation programs or activities.

Reporting Requirements:

District committee chairs shall report to the District Governor on the status of their activities on a regular basis. District committees may also be requested to provide information on their activities for the district newsletter or for display at the district conference. District committees shall report successful activities to RI for possible publication in RI publications and on the RI web page.

Committee Expenses:

Each section of committees will have access to district funds to cover necessary expenses for operation. Committees having income or expenses or having received funds from the district treasury shall make an itemized accounting for the District Treasurer upon expenditure of funds but no later than the end of August for the preceding year.

A separate account may be maintained when funds are raised for a specific purpose (e.g., Youth Exchange, district conference, multi-district functions).

RESOURCES

District Insurance Advisor:

The resource person is to provide requested information regarding insurance to the Executive Committee and clubs. This Rotarian is to be knowledgeable in the field. Additional Rotarians may be selected as deemed necessary.

III. DISTRICT ADMINISTRATION COMMITTEES

Committee members shall be appointed and their chairs designated by the District Governor unless otherwise provided by District Bylaws.

Selection:

- Consult with current committee chairs and members, the Executive Committee, past district governors, club presidents and other Rotarians for potential committee members. Graduates and participants in Rotary Leadership Institute (RLI) shall be given preference
- Select committee members from throughout the district
- Committee membership is usually for one year except as otherwise indicated in the District Bylaws. Two or three year terms are acceptable at the discretion of the District Governor to afford continuity of function and leadership
- Committee chairs should generally be appointed for three year terms. A District Governor Elect may change, collapse or combine committees or change committee chairs before three years

DISTRICT ADVISORY COMMITTEE

This committee will assist the District Governor, District Governor Elect, District Governor Nominee and District Governor Nominee Designate in matters of the district, including the district conference. This committee should meet at least twice a year with the identified district leaders.

Membership:

This committee shall include the two most recent past district governors one of whom will be designated as the chair. The District Governor may annually appoint one additional member for this committee.

Duties:

- Provide information, including history and perspective, to the District Governor Nominee and the District Governor Nominee Designate
- Promote awareness of policies, programs and practices of District 5440
- Consult and advise regarding district conference planning
- Encourage and assist the District Governor Elect and District Governor Nominee in planning for the District Governor year
- A district conference notebook shall be maintained in the district office and shall contain final reports, recommendations and financial data from previous district conferences. This notebook will be made available to the District Governor, District Governor Elect and District Governor Nominee and his/her conference committees.

Suggestions for Consideration

Questions to ask of Rotarians around the District:

- “Have you attended a district conference?”
- What did you think of it?
- Was it worthwhile?
- Would you attend another conference in the future?
- What factors induced you to attend?
- If you’ve never attended a conference, what would induce you to attend a conference?

Location (District 5440 has had conferences in a variety of locations):

- Have those locations affected attendance?
- Would location encourage younger members with families to consider making it a family vacation?

Date (dates of conferences in the past have varied from year to year):

- Should the conference be held at the same time each year help encourage attendance?
- The date needs to consider dates of the Rotary International Convention, school graduation dates, Youth Exchange student schedules, etc.

Publicity (marketing the conference should be given high priority):

- What is a district conference all about?
- Why they should Rotarians attend?
- What is the program?
- Get the message to individual Rotarians early and often.
- Use all possible forms of communication.

Cost (district conferences are not intended to make money):

- Budgets should be based on break-even costs, with every effort to keep registration fees as low as possible.
- Subsidies for new members and/or first-time attendees may help.
- Increasing attendance will usually reduce cost per attendee, permitting lower fees.

DISTRICT AUDIT COMMITTEE

The Audit Committee is charged with reviewing the financial records of the district to assure that sound accounting procedures were followed and that practices, as articulated in the District Bylaws, have been followed. The committee shall prepare a report on the findings.

Membership:

This committee will consist of three past district governors appointed to staggered three year terms each and two Rotarians with specific finance and/or audit experience who shall serve for one year terms. Membership shall not include any current members of the District Finance Committee. The District Treasurer shall serve as an ex-officio member (District Bylaws 4.7).

Duties:

- Unless a formal outside audit is requested by the Executive Committee, review all district financial records to make certain standard accounting procedures were followed. The completed report shall be forwarded to the Finance Committee for their review within four months. If additional time is needed, an extension may be sought from the Executive Committee
- After review by the Finance Committee, submit the audit report to the Executive Committee for review and to the Council of Past District Governors for information and comment
- Copies of the report, including comments of the Finance and Executive Committees, shall be forwarded to each club president no later than 60 days prior to the district conference. The report shall be accepted by a majority vote of the delegates attending that district conference or is to be referred back to the Executive Committee for appropriate action

DISTRICT BYLAWS COMMITTEE

The Bylaws Committee is responsible for regularly reviewing the District Bylaws and bringing proposed changes to the Executive Committee. This committee provides a means to assure the orderly and responsible administration of District 5440 Inc. by responding to changed circumstances or new issues that can be addressed through bylaws. A review is necessary following the Council on Legislation and upon any other changes in Rotary International policy or regulations or district structure, goals or programs.

Amendments to district bylaws may be proposed by any Rotary club in the district, the District Bylaws Committee or the Executive Committee. Suggestions must be in writing and received by the District Governor ninety days prior to the scheduled district conference. Proposed changes, along with the Executive Committee's recommendations shall be sent to the clubs in the district no less than four weeks prior to the district conference.

Membership:

This committee consists of three past district governors appointed to staggered three-year terms and two Rotarians who are not PDG's but who have served as club presidents. Each incoming governor, prior to taking office, shall select one past governor to serve a three-year term and two past club presidents, who can serve consecutive terms but not to exceed three years on the committee. Any vacancies on the committee shall be filled by the Executive Committee (Rotary District 5440 Bylaws).

Meetings:

Meetings will be held whenever changes in the bylaws have been proposed by any Rotary club in District 5440, the District Executive Committee, the District Governor or by the Bylaws Committee itself.

Duties:

- Annually review any changes in Rotary International policy, regulations or direction for impact or need for change
- Review all proposed changes in the bylaws and assist in drafting language consistent with the intent of the proposed change to assure compatibility with existing provisions
- Submit the proposals in a timely manner to the Executive Committee for its recommendations and to the district conference for voting by delegates at the conference
- Ensure procedures as outlined in District Bylaws are followed for any amendments

DISTRICT CONFERENCE COMMITTEE

Under the direction of the District Governor, the District Conference Committee shall plan, promote and implement the necessary arrangements to ensure maximum attendance at the district conference.

Qualifications of Members:

- Preference should be given to those who have experience in the meeting coordination and/or hospitality industry
- Preference should be given to those with media, public relations or marketing skills as a component of their vocation or profession

Duties:

- In concert with the District Governor, select a site for the district conference
- Negotiate convention center rates and hotel rates, insuring appropriate space is available for the various conference activities
- Ensure that all committee members understand expectations and goals and hold regular meetings
- Create a district conference that highlights the achievements of the district's clubs and individual Rotarians during the District Governor's year
- Work with the District Governor to arrange speakers and programs beneficial to Rotarians, Rotary program alumni, family members and participants in Rotary youth programs
- Promote the conference to encourage Rotarians and families to attend and participate
- Develop a conference budget to foster maximum attendance, limiting individual expenses where possible and practical
- Reach out to new Rotarians and members of newly-organized clubs to encourage their attendance
- Follow appropriate accounting practices and prepare the required reports in coordination with the District Treasurer which are then submitted to the Executive Committee

DISTRICT FINANCE COMMITTEE

The Executive Committee shall establish a subcommittee named the Finance Committee. The committee's responsibility is to help the District Governor Elect prepare a budget and to oversee the management of district funds.

Membership:

The Executive Committee shall appoint a subcommittee named the Finance Committee. The Finance Committee shall be comprised of four (4) members and shall consist of the District Governor, District Governor Nominee and the two (2) Council of Past Governor representatives who shall serve two year staggered terms. The District Treasurer shall serve as ex-officio member (District 5440 Bylaws).

Duties and Responsibilities:

- Review and recommend the amount of per capita levy. Any per capita levy must be approved by at least three-fourths of the incoming club presidents at the district assembly, or by a majority of the electors present and voting at a district conference
- Coordinate with all district committees income or expense information in preparing the district budget
- No later than sixty days prior to the Presidents Elects Training Seminar (PETS), the Finance Committee, taking into account the District Governor Elect's wishes and recommendations for the next fiscal year, shall assist in the preparation of a proposed budget for financing of district-sponsored projects and programs, and for administration and development of Rotary within the district for the ensuing Rotary year
- The budget for the next Rotary year shall be submitted to the district clubs at least four weeks prior to PETS and approved by 2/3rds of the incoming presidents in attendance at that meeting (Rotary District Bylaws 4.5.c)
- All decisions of the District Finance Committee shall be approved by a majority vote of committee members.
- The committee may authorize expenditures of up to \$10,000 from the District Contingency Reserve Fund for contingency or emergency requests in support of Rotary programs, subject to final approval by the Executive Committee (Article 4.5.e. of the District By-Laws).

THE NOMINATING COMMITTEE

The Nominating Committee selects the District Governor Nominee Designate.

Membership:

The five (5) most recent past district governors and two Rotarians, who are not past district governors but who have served as club president, residing in and members in good standing of clubs within the district and willing to serve in this capacity make up this committee.

At least 5 of the 7 members of the committee must be present for the committee to take action.

Meetings:

Committee shall meet no later than May 1 to make its selection (District Bylaws 7.3.c).

Officers:

The most senior Past District Governor in terms of service shall serve as chair.

Responsibilities:

- No later than March 1st of each year, the Nominating Committee will convene to begin the active search to find the best qualified candidates for District Governor Nominee or District Governor Nominee Designate and to set date(s) for candidate interviews
- Names of candidates will be submitted to the Council of Past Governors for comment
- Once the selection has been made the chair shall notify the chosen candidate, other candidates involved in the interview process and the District Governor
- The District Governor shall publish to the clubs in the district the name and club of the selected nominee

- The District Nominating Committee may withdraw its nomination for cause. In this event, the District Governor and District Executive Committee shall be notified immediately.
- If for any reason it is determined that an incoming District Governor Elect, District Governor Nominee, or the District Governor Nominee Designate cannot serve because of his/her resignation, or if the nominated governor is removed for cause by the Nominating Committee before his/her election at the Rotary International Convention, or if after election is removed for cause by the RI President or RI Board, the District Nominating Committee shall reconvene to select a replacement

PUBLIC RELATIONS COMMITTEE

The District Public Relations Committee shall promote Rotary to foster understanding, appreciation and support for the programs of Rotary. The committee should also promote awareness among Rotarians. Effective external publicity, favorable public relations and a positive image are desirable and essential goals for Rotary.

This committee should use district meetings and trainings as opportunities to display public relations examples and to promote the use of public relations.

Qualifications of Committee Members:

- Preference should be given to those who have experience as a club public relations chairperson
- Preference should be given to media, public relations or marketing skills as a component of their vocation or profession

Duties and Responsibilities:

- Encourage Rotary clubs within the district to make public relations a priority.
- Provide clubs with expertise, advice and resources about successfully mounting a public relations program appropriate for their community, news media, etc.
- Promote Rotary to external audiences, such as the media, community leaders, and beneficiaries of Rotary's programs
- Work closely with the district officers and other committee chairs to identify PR opportunities for the district website or newsletter and for external publicity opportunities
- Contact the media with newsworthy stories of district projects and events
- Seek opportunities to speak to individual clubs about the importance of club public relations
- Share RI public relations materials with clubs
- Advise Rotaract, Interact, and district projects about PR approaches and opportunities
- Keep in touch with the District Governor and committee chairpersons, to identify PR opportunities
- Place a display at the district conference showing the public relations successes of clubs within the district
- Provide information for the district newsletter as requested
- Attend district seminars, assemblies and conferences to display and promote public relations efforts in the district

RI CONVENTION PROMOTION COMMITTEE

The committee shall promote attendance at the annual RI convention to Rotarians throughout the district. Duties and responsibilities of this committee could be placed with the Public Relations Committee.

Qualifications of Members:

- Preference should be given to Rotarians who have attended a minimum of one previous RI conventions
- Preference should be given to Rotarians with marketing skills as a component of their vocation or profession

Duties:

- Attend club and district meetings to promote the convention
- Serve as a local resource for convention materials and information
- Create content for the district website with links to RI's web page
- Identify and target potential registrants by email, letters and other methods

IV. DISTRICT & RI PROGRAMS COMMITTEES

District and RI programs committees carry out the goals of the district and Rotary International. Some functions occur on an ongoing basis and must have continuity of leadership to be effective. District committee members shall be appointed and their chairs designated by the District Governor. The selection process occurs prior to the beginning of the new Rotary year.

Selection:

- Consult with current committee chairs and members, Executive Committee, Council of Past Governors and other Rotarians, seeking names of potential committee members
- Make a concerted effort to select persons from the broadest possible geographic and club distribution
- Committee member appointments are usually one year except as otherwise indicated in the district bylaws.
- Chairs usually serve a three year term to promote continuity of function and leadership. A District Governor Elect may decide to replace a committee chair prior to the end of three years if the chair has not been actively leading the committee or if the function and focus of the committee need to change

Program committees shall be appointed to meet the needs of the District, but include:

- Awards
- Friendship Exchange
- New Generations
- Literacy
- Membership Development/Retention & Extension
- Russian Programs
- RYLA/Young RYLA
- Youth Exchange – Full Year and Summer

Additional Committees:

Additional committees may be added to address a special focus of the Rotary International President or corporate program or focus of Rotary International. Such committees may exist for one or more years as necessary. If any committee is to be continued for more than one year, a description of the purpose and duties shall be developed for the District Leadership Plan.

Training Requirements:

District committee chairpersons are expected to attend any designated district team or leadership training seminar prior to and during the period of service as a chairperson. District chairpersons should attend all district assemblies and seminars and the district conference.

Relation to Rotary Foundation Chair and Subcommittees:

District committees should work with relevant Rotary International and Rotary Foundation committees or task forces, as well as Rotarians appointed by the RI President or Trustee Chairman to facilitate action at the district or club levels related to specific RI or Rotary Foundation programs or activities.

Reporting Requirements:

District committees shall report to the District Governor on the status of their activities on at least a quarterly basis. District committees may also be required to provide information on their activities for the district newsletter or for display at the district conference. District committees shall report successful activities to RI for possible publication in RI publications and on the RI web page. These successful activities shall also be reported to the District Public Relations Committee for internal distribution.

Committee Expenses:

Planning for committee expenses should take into account district goals as identified through Executive Committee visioning and the District Governor Elect's goals.

A separate account may be maintained when funds are raised for a specific purpose (e.g., Youth Exchange, district conference, multi-district functions).

AWARDS COMMITTEE

Awards offer clubs and the district a way to acknowledge, encourage and inspire Rotarians. The committee is responsible for assisting the District Governor with publicizing, selecting winners when appropriate and assisting in the presentation of awards at district meetings and the district conference. This committee shall also assist the District Governor with publicizing Rotary International awards available to clubs or individual Rotarians who are nominated by clubs.

Duties:

- Maintain and update the Awards Booklet which provides the District Governor, District Governor Elect and clubs information on district awards
- Provide award information for inclusion in the district newsletter and on the district web site as requested by the District Governor
- Work with the District Governor to plan and execute the awards presentations at the district conference
- Work with other district committees to ensure selection and presentation of all available awards
- Solicit nominations from clubs for available awards.

FRIENDSHIP EXCHANGE COMMITTEE

This committee promotes and plans reciprocal visits and home stays with Rotarians and their families in other countries to advance international understanding, goodwill and peace through people-to-people contacts. Either club-to-club or district-to-district exchanges may be developed.

Duties:

- Work with the District Governor to determine if and where a friendship exchange may occur
- Establish communication and agreements with the selected club or district for an exchange
- For district-to-district exchange, recruit four to six Rotary couples to visit in the host district for a period of up to one month
- Establish the itinerary and hosts for the incoming exchange group
- Assist clubs with club-to-club exchanges as requested
- Review the *RI Friendship Exchange Handbook* for details and information
- Provide the Public Relations and District Newsletter Committees with information on all exchanges

NEW GENERATIONS COMMITTEE

The New Generations Committee shall work to establish Interact and Rotaract clubs and other youth focused programs within the district to promote Rotary's ideals in our youth and young adults. To accomplish this, the committee will work with Rotary, Rotary clubs, Interact or Rotaract clubs in the district. These youth oriented clubs and/or programs promote the ideals of Rotary International in the areas of ethics and service. Such clubs and programs will provide service to communities locally and worldwide. Members of the committee should have an interest in and, preferably, experience with youth.

Members of these clubs should be our future Rotarians. The committee should also encourage and assist the clubs in attracting and retaining younger members as Rotarians.

Committee members should work with the District Protection Officer to ensure compliance and awareness of youth protection at the club level.

Duties:

- Assist Rotary clubs in the establishment of Interact and Rotaract clubs using materials available from RI
- Ensure that clubs and Rotarians involved with these youth groups are aware of and trained where necessary in the district's protection policies and procedures
- Ensure clubs who sponsor such clubs maintain a close relationship and assist with leadership, projects, ideals and club sustainability

- Promote joint activities and projects between sponsoring clubs and Interact or Rotaract clubs
- Promote attendance and involvement of club members at district meetings and conferences as requested by the District Governor or District Governor Elect
- Provide the district newsletter and Public Relations Committees with information on clubs and their activities and projects
- Promote to Interact and Rotaract the availability of scholarships

LITERACY COMMITTEE

The intent of the Literacy Committee is to help the district and clubs meet the goals established by Rotary International and the District Governor. The committee shall advise and oversee district and club projects and programs as requested by the District Governor.

Duties:

- Assist clubs to initiate or improve literacy projects or programs as requested
- Provide the district newsletter and Public Relations Committees with information on district and club activities
- Promote literacy awareness and projects to clubs especially during Rotary's Literacy Month (March)

MEMBERSHIP DEVELOPMENT, RETENTION & EXTENSION COMMITTEE

The goal of this committee is to increase the number of Rotarians in order to accomplish the important service goals of the organization and clubs. The district membership team will help club membership chairs meet their clubs' growth and retention goals, encouraging clubs to embrace and achieve club, district and RI membership goals. The chair and committee will identify, market and implement membership strategies within the district.

The extension role of the committee is to identify possible locations for new Rotary clubs or to work with clubs which have identified a possibility for a new club including developing innovative approaches to "meeting." It is important to ascertain if a new club can or will prosper in the shadow of a neighboring club, if one exists, or if both will be weakened before proposing a new club in any area with existing club(s). A club that meets at a different time of day expands the membership market. Sharing knowledge of Rotary with informal groups with the idea of affiliation could both empower that group and expand Rotary membership and clubs.

Qualifications of Members:

- Preference should be given to those who have served as chairperson of club committee(s) related to membership development or retention
- Preference should be given to those who have been active and successful in inviting new members to join Rotary, and in implementing membership programs

Duties and Responsibilities:

- Plan, market, and conduct a district membership seminar in conjunction with the district assembly or Rotary Foundation seminar
- Work with the District Governor and club leaders to ensure that the district achieves its membership goal
- Coordinate district-wide membership development, retention and extension activities
- Encourage clubs to participate in RI or presidential membership recognition programs
- Maintain communication with other district committees to coordinate activities that will aid membership efforts
- Encourage clubs to develop and implement an effective membership development, recruitment and retention plan
- Assist club membership chairpersons in carrying out their responsibilities
- Visit clubs to speak about successful membership activities; share information on successful activities as requested
- Identify best practices in clubs and make this information available to other clubs and place on district web site
- Maintain regular contact with club membership chairs to assess progress and offer assistance
- Ensure that each club committee has a copy of the *Membership Development and Retention Manual*

- Identify communities without Rotary clubs or where additional Rotary clubs could be established without detracting from service provided by existing clubs that have a population capable of meeting the requirements for chartering a new club and assist in organizing and establishing the new clubs
- Maintain a relationship with RI staff in order to take advantage of their assistance, resources and expertise

RUSSIAN PROGRAMS COMMITTEE

This program committee is charged with overseeing and coordinating the various projects between District 5440 and clubs or districts in Russia. Some activities may be initiated between district clubs or the district with certain professionals and/or individuals in Russia.

The committee will include at least one Past District Governor and as many members as deemed necessary. The chair shall be an experienced member of the committee.

Duties:

- Manage all funds for these programs with regular reporting to the Executive Committee and District Treasurer of activities and expenditures
- Assist clubs with projects or visitations as needed
- Monitor club projects and involvement in Russia
- Offer assistance to clubs interested in having projects with Russia
- Work with the District Governor and District Governor Elect on new proposals, visitations and exchanges
- Provide information for the district newsletter and to the Public Relations Committee on activities of the club and district

RYLA/YOUNG RYLA COMMITTEE

The RYLA/Young RYLA Committee is responsible for helping to develop and conduct youth leadership training programs with District 5450 to which Rotary clubs send student leaders. RYLA programs for District 5440 include RYLA, Young RYLA and Advanced RYLA. Committee members should have an interest in and experience with youth programs. Separate subcommittees may exist to prepare for the RYLA/YRYLA conferences.

Committee members should work with the District Protection Officer to ensure compliance and awareness at the club level.

Committee members should have an interest in and experience with youth programs. Separate subcommittees may exist to prepare for the RYLA/YRYLA conferences.

Duties:

- Work with clubs to recruit and select youth attend the training seminars
- Communicate registration procedures to the individual clubs
- Meet periodically to develop the program (objectives, speakers, activities, etc.) and prepare for the conferences
- Recruit and train junior and senior counselors
- Conduct the conferences in a way that meets conference and district objectives
- Insure the safety of all conferees while at the conference
- Facilitate opportunities for feedback and evaluation to develop “best practices” for subsequent years
- Help oversee committee finances
- Advise the District Governor of plans, programs, activities and dates
- Provide the district newsletter and Public Relations Committee with information on the programs

Communication/Interface with Clubs:

- Communication to clubs is done by email to the RYLA/YRYLA chairs
- Club RYLA/YRYLA chairs are encouraged to use the web site – www.rockymountainryla.org for all RYLA business
- RYLA registrar is available to answer all questions regarding the two conferences

Measures of accountability/criteria for success:

- As many conferees as the facilities can hold attend the conferences
- The conference expense budget is met
- RYLA/YRYLA conferees meet expectations for behavior
- RYLA/YRYLA conferees attend sponsoring Rotary clubs to describe the impact of the conference
- Many students and Rotarians apply to return the next year as counselors
- The number of RYLA/YRYLA applicants increases each year

YOUTH EXCHANGE – FULL YEAR AND SUMMER – COMMITTEE

The Youth Exchange Committees are responsible for all ongoing and recruitment activities required to run and maintain the District Youth Exchange programs (year long and summer). Committee members should work with the District Protection Officer to ensure compliance and awareness at the club level.

Committee members may serve multiple years but the chairmanship should rotate at least every three years.

Committee members should have an interest in and experience with youth programs. Members must be able to dedicate the time required to maintain a quality program and its activities. Separate subcommittees may exist to prepare for the RYLA/YRYLA conferences.

Members:

Members shall be selected who are committed to the quality and continuation of the district's program. The number of members in the committees shall be as deemed necessary by the chair.

Duties:

- Establish necessary committee infrastructure to cover the many areas of responsibility
- Recruit committee members
- Set the annual calendar
- Regularly advise the District Governor of committee activities and the program
- Assist clubs in participating in the program and in the establishment of the necessary support system
- Participate in training programs to explain to Rotarians how to have a successful Youth Exchange program
- Problem solve issue with students or hosts which club committees are unable to resolve
- Have a disaster plan in place for any unexpected problems
- Assure that insurance is in place for the program
- Work with other districts and RI to take advantage of their ideas and support
- Provide appropriate information to the district website, district newsletter and Public Relations Committee
- Encourage and coordinate the involvement of YE participants in all appropriate district meetings

V. DISTRICT ROTARY FOUNDATION CHAIR AND FOUNDATION SUBCOMMITTEES

The District Rotary Foundation Committee (DRFC) is a group of experienced and dedicated Rotarians who assist the governor in educating, motivating and inspiring Rotarians to participate in Foundation program and fundraising activities in the district. The committee serves as the liaison between The Rotary Foundation and the club Rotarian. Members of the District Rotary Foundation Committee will serve as chairpersons of one of the subcommittees. The District Rotary Foundation Committee receives guidance from the Regional Rotary Foundation Coordinator as per The Rotary Foundation Code of Policies.

The District Rotary Foundation Committee chair and the members of the District Rotary Foundation Committee hold the primary responsibility for club and district qualification and oversight of The Rotary Foundation (TRF) District Memorandum of Understanding. In order to receive grant funds, the district must have a district-controlled bank account and a financial management plan which is to be reviewed annually. Either a district Rotary Foundation Audit Committee or an independent financial assessment must be implemented to oversee the management of Rotary Foundation funds.

Specified subcommittees shall be appointed as required by The Rotary Foundation:

- PolioPlus
- Grants
- Fundraising

Additional committees may be required or identified within the required subcommittees.

Committee Qualifications:

The minimum recommended qualification for appointment to the District Rotary Foundation Committee is membership, other than honorary, in good standing in a club in the district. It is recommended that the chairperson be a Past District Governor, a past Assistant Governor or an effective past district committee member who has had previous experience as a member of a District Rotary Foundation Committee.

Subcommittee chairs should have prior experience on a District Rotary Foundation committee and should be encouraged to serve for three years. Any subcommittee chair may be released from appointment for failure to perform required duties as all District Rotary Foundation Committee activities are critical to successful fund raising, programs and projects.

Training Requirements:

“All members of the district Rotary Foundation committee are expected to attend a Regional Rotary Foundation Seminar conducted by a regional Rotary Foundation coordinator (RRFC)” (Rotary Foundation Code of Policies 1.060.1.5 and 14.070.1.2).

District committee chairpersons shall attend any designated district team or leadership training seminar prior to and during the period of service as a chairperson. District chairpersons should attend all District Governor, District Governor Elect or Executive Committee official district assemblies.

Reporting Requirements:

District Rotary Foundation Committee Chair (DRFCC) shall report on a monthly basis to the District Governor and Executive Committee on the status of committee activities including qualification status of clubs and district as required by the Rotary Foundation Code of Policies 14.070.1.4. District committees may also be requested to provide information on their activities for the district newsletter or for display at the district conference. District committees shall report successful activities to RI for possible publication in RI publications and on the RI web page.

Subcommittee Expenses:

Each section of committees will have access to district funds to cover necessary expenses for operation. Committees having income or expenses or having received funds from the district treasury shall make an itemized accounting for the District Treasurer upon expenditure of funds but no later than the end of August for the preceding year. Some grant administration costs may be paid with District Grant funds as per TRF requirements.

DISTRICT ROTARY FOUNDATION COMMITTEE CHAIR (DRFCC)

The District Rotary Foundation Committee Chair is responsible for implementing, managing and maintaining the district qualification process and validating member clubs' qualification status.

The Foundation Chair has overall responsibility for fundraising for The Rotary Foundation (TRF) and for channeling information about TRF and its programs to others in the district. The Foundation Chair and his/her subcommittees educate, motivate, and inspire Rotarians to participate in Foundation programs and fundraising activities and help make the connection between giving, the humanitarian programs of Rotary International, the district, and local clubs.

The Foundation Chair should "walk the talk" of giving to the Annual Fund and the Permanent Fund of the Rotary Foundation

The District Rotary Foundation Chair (DRFCC) is a Rotarian with a history of leadership in the district or at the club. The chair is appointed for a 3-year term. He/she is expected to have significant knowledge of the Rotary Foundation and its programs. In addition he/she must have the ability to oversee, manage, motivate and support the subcommittees. Prior service or involvement in district foundation subcommittees is desirable.

Duties:

- Together with the District Governor provides one of the two authorizing signatures for the use of District Designated Funds (DDF) to reflect the decisions of the District Rotary Foundation Committee and DG
- Provide monthly reports to the District Governor and Executive Committee on activities and progress
- Confirm that global grant applications are completed and confirm that the sponsor clubs are qualified
- Serve as the primary contact for The Rotary Foundation for district grants
- Oversee the district qualification process and compliance with the requirements of qualifying
- Work with the governor and other district committee chairs to ensure Rotary Foundation activities are properly included in such committees
- Work with the District Governor, District Trainer, and the District Training Committee to plan, organize, and promote the district Rotary Foundation seminar, the district assembly, PETS and the district conference, focusing on agenda and content
- Provide support to club Foundation committees
- Assumes responsibilities of any subcommittee not appointed or functioning. The DRFCC may combine some subcommittees as deemed necessary
- Oversees and serves as an ex-officio member of all subcommittees
- Track donations to The Rotary Foundation's Annual Programs Fund and Permanent Fund communicating regularly with the appropriate subcommittee chair(s), District Governor, Executive Committee, assistant governors and with the club Foundation chairs
- As needed, set up recognition opportunities within the district
- Consult with the District Grants Chair to track progress in spending District Grant and SHARE (DDF) monies
- Encourage clubs to conduct at least one program on the Foundation in each quarter of the year, giving special observance to November, Rotary Foundation Month
- Ensures adequate and effective communication with the club Foundation committees to convey an awareness and understanding of the Foundation to all the clubs in the district
- Encourage clubs to access up to date information on the Rotary web site (www.rotary.org)
- Utilize the Regional Rotary Foundation Coordinator (RRFC) and Assistant Regional Rotary Foundation Coordinator (ARRFC) for support in carrying out committee responsibilities

DISTRICT POLIOPLUS SUBCOMMITTEE

This committee is responsible for supporting Rotary's commitment to polio eradication and encouraging participation in the PolioPlus program. This committee will be chaired by a qualified and experienced Rotarian who will recruit committee members as needed.

Qualifications of Members:

- In addition to the minimum recommended qualifications previously established, preference should be given to those with club-level experience with the PolioPlus program
- It is recommended that at least one member of the committee be a professional in a relevant field (e.g. public health, marketing, transportation)

Duties:

- Encourage donations from the general public, Rotarians, clubs, the district and donations of DDF for PolioPlus
- Organize at least one PolioPlus district activity during the year
- Work with the District Rotary Foundation Chair, District Public Relations Committee and the District Governor to assure appropriate recognition of exemplary polio eradication club and district activities
- Assist district leadership and the district trainer on the presentation of PolioPlus as part of The Rotary Foundation training or information at district meetings

DISTRICT GRANTS SUBCOMMITTEE

The District Rotary Foundation Grants Subcommittee is responsible for overseeing all grants and club qualification. The chair is required to review and sign off on all District and Global grants. Monitoring and maintaining an accounting of District Designated Fund (DDF) balances is a major responsibility.

All clubs should be encouraged to participate in both local and world community projects to further the Object of Rotary.

Qualifications of Members:

- Preference should be given to Rotarians who have experience with a Rotary Foundation grant, speak a second language and have professional expertise in either one of the areas of focus, grant preparation, project management or stewardship

Duties:

- Serve as a district expert and resource on all Rotary Foundation grants
- Ensure implementation of proper stewardship and grant management practices for all club and district sponsored grants, including reporting to The Rotary Foundation on all grants
- Create and enforce a district policy that outlines the distribution of grant funds for clubs and the district
- Report any potential misuse or irregularities in grant related activity to the DRFCC and The Rotary Foundation and conduct initial local investigations into any reports of misuse
- Abide by, follow, enforce, disseminate and educate clubs on the terms and conditions of grant awards for district and global grants

VOCATIONAL TRAINING TEAM/GROUP STUDY EXCHANGE

This committee is to promote club and district participation in these programs. The chair and committee also assist with the selection and preparation of teams. The committee shall also establish an appropriate experience for an incoming VTT which is not combined with a Global Grant to identify activities. The committee shall assist with the selection of an outbound VTT to meet the identified goal and activities.

A Group Study Team or exchange may be funded with a District Grant.

Qualifications of Members:

- In addition to being a member in good standing in a club in the district, preference should be given to those with club-level experience with the GSE program or international grants
- Previous team leaders or team members should make up the majority of the committee

In accordance with a November 1996 Trustee Decision, the GSE selection team must include the district GSE chairperson as chairperson of the committee, immediate Past District Governor, District Governor, District Governor Elect and three Rotarians on staggered terms. The committee may also include nonvoting advisors.

General Criteria of a Vocational Training Team:

- Each team will be given the opportunity to either enhance its own vocational skills or provide professional training to others within the areas of focus
- Teams must demonstrate capacity building by learning or teaching information related to one of the areas of focus and may partner with an institution, organization, corporation or other entity approved by The Rotary Foundation
- Vocational teams must have a clear purpose, proposal of intent, defined sustainable outcomes and preparation plan
- Grant recipients are responsible for arranging and funding any personal travel
- A single grant can be used to support one or more training teams
- A committee must be appointed by the international sponsor to select team members. The committee must be led by the club president for club-sponsored grants or the district governor for district-sponsored grants
- All grants must be carried out within the proposed timeline

Duties and Responsibilities for GSE:

- Organize the participation of the GSE selection committee for team leader and team member selections, emphasizing the vocational and ambassadorial activities
- Coordinate orientation to GSE teams and leaders and determine language training needs
- Coordinate local itineraries to include at least five customized days of vocational study for each team member and homestays with local Rotarian hosts for the visiting teams
- Connect team members with the district alumni chair; maintain ties with team members upon their return
- Arrange for GSE inbound and outbound members to attend the district conference. Keep financial records in order to get Rotary reimbursement. Arrange for the inbound and outbound teams to speak at the district conference
- Develop and have in place a disaster plan should something happen to team members while on an exchange
- Encourage and assist club chairpersons in carrying out their responsibilities
- Participate in district Rotary Foundation meetings as requested
- Publicize GSE activities including in the district newsletter and provide that information to the Public Relations Committee

SCHOLARSHIPS/ROTARY PEACE FELLOWS

This committee is responsible for promoting club and district participation in scholarships through either a District or Global Grant. The committee also facilitates applications for Rotary Centers for International Studies in Peace and Conflict Resolution and Rotary Peace and Conflict Studies.

The committee shall manage all aspects of the program: promoting and recruiting, selection, orientation, training and mentoring outbound scholars, and mentoring and hosting inbound scholars. At the discretion of the chair subcommittees may be established to focus on the separate programs.

Applications for both scholarships for peace and conflict should be considered separately from Global or District Grant scholarships. The committee reviewing Rotary Peace and Conflict applications and selecting the district-endorsed candidate should include the current District Governor, Immediate Past Governor, District Governor Elect, the Rotary Foundation Committee Chairperson or Scholarships Subcommittee Chairperson and three Rotarians or non-Rotarians with expertise in the fields of peace and conflict resolution, education and/or civic or business leadership.

Duties:

- Encourage and assist club chairpersons in carrying out their responsibilities
- Promote an understanding and effective participation in the scholarship programs, through regular contact with clubs in the district and through district meetings
- Set up relationships with colleges and university scholarship and study-abroad programs to inform students and faculty about available programs
- Coordinate the district selection process for all scholarship grants
- Provide guidance and training to sponsor counselors appointed by sponsor clubs for outbound program participants, and to host counselors appointed by host clubs for each inbound program participant
- Maintain contact with recipients during the study year; encourage timely submission of reports to sponsor and host district governors and the Foundation
- Participate in district seminars or trainings as required
- Connect recipients with the District Alumni chairperson; maintain ties with recipients upon their return
- Develop and have in place a disaster plan

Global Grant General Criteria:

- Eligible fields of study shall be limited to The Rotary Foundation areas of focus
- Scholar eligibility, study institution and term requirements will be defined in the terms and conditions of the grant
- Scholarships can be awarded to scholars of all ages for a minimum term of one year provided scholars meet the minimum educational level requirements
- The scholarship's term may be no longer than four academic years of coursework or research at a graduate level or its equivalent
- The study institution and specific academic program must be approved by The Rotary Foundation
- All scholars are required to attend an outbound orientation session before departure as outlined in the terms and conditions of the grant
- The district in which the study institution is located will serve as the host sponsor district; adjacent or other districts may not serve as the host sponsor district
- A host counselor shall be appointed for each scholar unless distance from the nearest Rotary clubs makes such appointment impractical
- Scholars are expected to participate in club or district activities in accordance with the terms and conditions of the grant
- Grant funding may cover tuition, travel, living, insurance and other education-related expenses as outlined in the terms and conditions of the grant
- If the scholar leaves or terminates the grant without the prior written approval of The Rotary Foundation, or if the scholar's grant is canceled by The Rotary Foundation, the primary sponsor club or district is expected to help recover the funds from the scholar for return to The Rotary Foundation

DISTRICT FUNDRAISING SUBCOMMITTEE

Committees may be established within this subcommittee to assist with the various aspects of fundraising for The Rotary Foundation. Fundraising for The Rotary Foundation shall include the Annual Program Fund, the Permanent Fund and polio eradication efforts.

Qualifications of Members:

- Professional expertise in fundraising, sales, marketing, public relations, a financial field or legal expertise is highly recommended

PERMANENT FUND

This focus is upon securing contributions to the Permanent Fund which is an endowment fund to ensure the continuity of The Rotary Foundation programs. Benefactor and Bequest Society goals set by clubs must be monitored and new donors will be sought at all meetings and trainings at which The Rotary Foundation is discussed.

Duties and Responsibilities:

- Assist the District Governor and District Rotary Foundation Chair to establish district Benefactor and Bequest Society goals
- Help develop and be available for programs during Rotary Foundation Month (November)
- Inform district Rotarians of planned giving opportunities available
- Assist in the recognition of Permanent Fund contributors, Benefactors and Bequest Society members at all appropriate events
- Encourage Rotarians who have made commitments to assist in the identification of other potential donors
- Coordinate promotional and solicitation efforts concerning outright gifts to the Permanent Fund with the Annual Giving Subcommittee chairperson
- Coordinate identification, cultivation and solicitation of potential donors of major outright gifts or planning gifts in support of the Foundation's Permanent Fund. Involve district leadership, RRFC's, trustees and directors, alumni and major donors in the planning and solicitation of major gift prospects as appropriate
- Thank and continue to nurture relationships with benefactors and major donors
- Encourage clubs to access up to date information on the Rotary website (www.rotary.org)
- Utilize the Assistant Regional Rotary Foundation Coordinator and Regional Rotary Foundation Coordinator for support in carrying out committee responsibilities

ANNUAL GIVING

The Annual Giving Chair focus is to achieve the district's Annual Program Fund giving goal. These donations are the basis for the district's SHARE allocation and, hence are critical for the district to conduct its annual educational and humanitarian programs (which are leveraged by district and Rotary International funds). Every effort should be made to make the connection for district Rotarians between Rotary's service goals and its funding through annual giving to The Rotary Foundation.

Duties:

- Assist the District Governor Elect and District Rotary Foundation Committee Chair in helping clubs set challenging yet realistic Annual Program Fund goals, keeping in mind Rotary International's goal of US \$100 per capita
- Establish an action plan to achieve the goal. This should occur prior to the start of the Rotary year
- Provide regular updates to all clubs on the progress being made toward their club goals
- Promote the concept of annual gifts from Every Rotarian, Every Year
- Participate in district Foundation seminars
- Promote special giving opportunities such as corporate matching gifts and corporate and community foundation support – to maximize and leverage Rotarian contributions
- Answer inquiries and assist club Foundation chairs, presidents and others in interpreting their club contribution reports and giving records. Assist them in leveraging prior contributions or credits, to give PHF awards and to problem solve with TRF staff on problems
- Provide information to clubs and the district newsletter regarding special programs or promotions during Rotary Foundation Month
- Encourage clubs to access up to date information on the Rotary International website (www.rotary.org).
- Utilize the Regional Rotary Foundation Coordinator and Assistant Regional Rotary Foundation Coordinator (ARRFC) for support in carrying out subcommittee responsibilities

PAUL HARRIS AND WHITE HAT SOCIETY

This focus is upon the recruitment of district Rotarians into the societies which require either a \$1,000 per year commitment to The Rotary Foundation's Annual Programs Fund for the Paul Harris Society or a \$5,000 one time donation to The Rotary Foundation and recruitment of another White Hat Society Member.

Duties:

- Actively promote the Paul Harris Society at district meetings, assemblies, trainings and activities
- Maintain a current list of all Paul Harris Society members
- Encourage members to make annual donations in a timely fashion
- Advise the District Governor of current Paul Harris Society members
- Ensure that members receive recognition items and publicity as is appropriate
- Advise club presidents of the existence of the Paul Harris Society and answer questions or assist members as needed

POLIO ERADICATION

The eradication of polio is a goal to which Rotary subscribes and has made a commitment to reach in partnership with other world organizations. The trustees of The Rotary Foundation, in accordance with the decision adopted by the 1995 Council on Legislation, affirm that the global eradication of polio is, and must remain, the premier goal of Rotary International and its Foundation until the day that the world is certified as being rid of the polio virus (Rotary Foundation Code of Policies 11.030).

District PolioPlus efforts shall focus upon supporting Rotary's commitment to polio eradication and for encouraging participation in PolioPlus activities by all Rotarians virus (Rotary Foundation Code of Policies 11.080).

Duties:

- Encourage donations from Rotarians, clubs, the district and community members
- Encourage donations of DDF for PolioPlus
- Organize at least one PolioPlus district activity during the year
- Work with the District Rotary Foundation Chair, District Public Relations Committee and the District Governor to assure appropriate recognition of exemplary polio eradication club and district activities
- Assist the District Governor-Elect and the District Trainer on the presentation of PolioPlus as part of The Rotary Foundation training district meetings

DISTRICT ALUMNI SUBCOMMITTEE

The committee is charged with the responsibility of maintaining a record of all Vocational Training Team and GSE team members, scholars and grant award winners. These alumni should be invited to stay involved with district activities, encouraged to join Rotary and to contribute to The Rotary Foundation.

Qualifications of Members:

- Preference should be given to those with club level experience with the Scholarship or Vocational Training Team/Group Study Exchange Subcommittees

Duties:

- Develop and/or maintain a complete, accurate and updated district directory or database of Foundation program participants and alumni sponsored by the district and/or residing in the district; advise The Rotary Foundation of any additions or changes to this database or directory
- Encourage alumni to join Rotary
- Ensure that returned scholars, VTT or GSE team members complete required presentations in the sponsoring district; encourage clubs to invite alumni to speak at club meetings or events to promote participation in specific Foundation programs

- Encourage alumni to participate in district meetings, seminars and other events, to participate in community or world community projects and to help identify future program candidates
- Advise the District Governor and District Governor Elect and club presidents of alumni availability for meetings. Organize reunions and activities for alumni residing in the district
- Encourage alumni to make financial contributions to The Rotary Foundation
- Promote alumni activities including providing information for the district newsletter
- Develop a District Alumni Award with criteria; this candidate's name would be forwarded for the Alumni Service to Humanity award from The Rotary Foundation

VI. ROTARY INTERNATIONAL & THE ROTARY FOUNDATION

BASICS AND PROGRAM INFORMATION

1. *Organization of Rotary International.*

A. *Members.* Rotary International (R.I.) is a service organization with members in over 200 countries with world headquarters in Evanston, Illinois. The membership of RI consists of Rotary clubs organized and existing in accordance with the RI constitution and bylaws. When a club is admitted to membership in RI, it is required to adopt as its constitution the standard Rotary club constitution with certain sanctioned exceptions relating to model clubs that are part of a pilot project. A Rotarian is a member of a Rotary club. A Rotary club is a member of Rotary International.

B. *RI Board.* Rotary International is governed by a board of directors consisting of 19 members: the president as chairman of the RI Board, the president elect, and 17 other directors nominated by the clubs in zones as specified in the bylaws and elected by the convention. Each director, although nominated by the clubs in certain zone, is elected at the convention by all clubs and thereby has the responsibility to represent all clubs not just those from his or her own zone. The term of office of a director is 2 years and that of the president is one year.

C. *Zones.* Clubs are grouped into districts which are part of zones. Established by the RI bylaws and constituted by the RI Board, they are established for the purpose of electing members of the nominating committee for the president and for the nomination of directors. There are currently 34 zones worldwide. Our district is in zone 27 which is paired with zone 21B for the purpose of electing a director and a member of the nominating committee for the president of RI. The election of director alternates every two years between zones 21B and 27.

D. *Districts.* A district is the name given to a limited geographic area within which clubs are grouped for administrative purposes. Each district is part of a zone. There are currently 534 districts in the Rotary world

2. *Secretariat.* The entire operations of the general secretary and staff, including international offices, and all staff assigned to Rotary Foundation matters constitute the secretariat. The general secretary is the chief administrative officer of RI under the direction and control of the RI Board. The general secretary is responsible to the board and the president for the implementation of its policies and then management, administration and financial operation of RI. The general secretary also serves as General Secretary of the Rotary Foundation. In addition to the world headquarters, there are 7 international offices or *service centers*. These service centers are located in Brazil, Zurich, Japan, Korea, New Delhi, Buenos Aires and Australia.

3. *Objects of Rotary.* The object of Rotary is to encourage and foster the ideal of service for as a basis of worthy enterprise and, in particular, to encourage and foster:

First. The development of acquaintance as an opportunity for service;

Second, High ethical standards in business and professions; the recognition of the worthiness of all occupations; and the dignifying of each Rotarian's occupation as an opportunity to serve;

Third. The application of the ideal of service in each Rotarian's personal, business, and community life;

Fourth. The advancement of international understanding, goodwill, and peace through a world fellowship of business and professional persons united in the ideal of service.

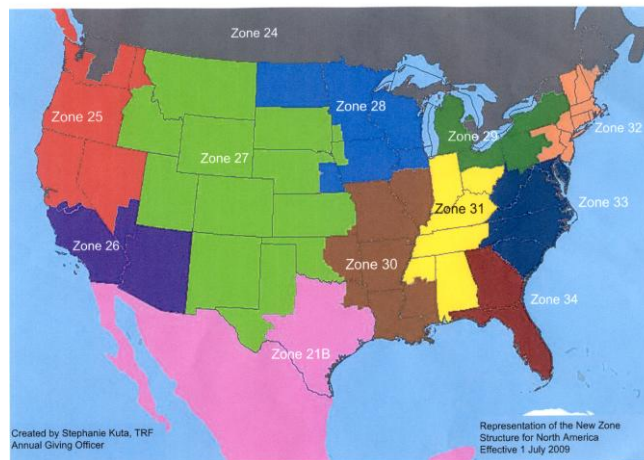
4. Four-Way Test. Of the things we say or do

- 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?

5. Goals/concepts. The mission of Rotary International is to support its member clubs in fulfilling the Object of Rotary by:

- Fostering unity among member clubs;
- Strengthening and expanding Rotary around the world;
- Communicating worldwide in the work of rotary; and
- Providing a system of international administration.

Zone 27 – 15 Districts



International Conventions and other meetings

Timing and Location:

A convention of RI is held annually, usually over four days, in the last three months of the fiscal year at a time and place determined by the RI Board. The selection process begins nine years in advance of each convention based on solicitations sent out by the Board for proposals from potential host clubs and districts in designated areas of the world where there are appropriate services and facilities. Site selection criteria may be requested from the International Meetings Division of RI.

Purpose:

The purpose is to inspire and inform all Rotarians at an international level. Incoming club presidents, district governors and other RI officers are especially urged to attend in order that they will be motivated to develop

Rotary programs at the club and district levels. Annual business is conducted, consisting of voting on incoming officers and on general business. Fellowship on a worldwide scale, along with entertainment and social activities, provide additional highlights.

Program:

The program at the plenary sessions consist of presentations by Rotary leaders, recognitions of outstanding Rotarians and non-Rotarians, and key-note speeches by recognized world leaders. The venue also includes exhibit space for special projects and sales of Rotary merchandise.

Voting:

Each club is allowed one voting delegate for every fifty of its members or major fraction thereof. Clubs may be represented by proxy.

Other Meetings:

Regional Conferences: Authorized by the RI Board not more than once every five years in the same area to develop and promote acquaintance and understanding among Rotarians and to provide a forum for the exchange of ideas.

Presidential Conferences: Communicate the vision of the RI president to Rotarians around the world and to address regional concerns. Some conferences include objectives of the Rotary Foundation Peace Programs.

Assemblies: The International Assembly, under the primary leadership of the president-elect of RI, is the essential forum for the education, instruction and motivation for governors-elect to assist them in planning and implementation of Rotary's programs and activities during the succeeding year. RI leaders participate as speakers, moderators, panelists and official hosts.

International Institutes: These meetings, usually one or two days, are held in conjunction with the International Assembly and the International Convention to give past and present RI officers an opportunity to improve their knowledge of Rotary programs to enhance their value as resource persons to their clubs and districts.

Rotary Institutes (formerly known as Zone Institutes): Under the direction of a director or immediate past director, these are annual meetings of from three to five days in one or more zones of the Rotary world. These meetings are designed for past, present, and incoming officers of RI for training, communication, support, and understanding.

International Presidents and Themes

2012-13 Sakuji Tanaka (Japan)	<i>"Peace Through Service"</i>
2011-12 Kalyan Banerjee (India)	<i>"Reach Within to Embrace Humanity"</i>
2010-11 Ray Klingensmith (U.S.)	<i>"Building Communities, Bridging Continents"</i>
2009-10 John Kenny (Scotland)	<i>"The Future of Rotary is in Your Hands"</i>
2008-09 Dong Kurn (D. K.) Lee (Korea)	<i>"Make Dreams Real"</i>
2007-08 Wilf Wilkerson (Canada)	<i>"Rotary Shares"</i>
2006-07 Bill Boyd (New Zealand)	<i>"Lead the Way"</i>
2005-06 Carl-Wilhelm Stenhammar (Sweden)	<i>"Service Above Self"</i>
2004-05 Glenn E. Estess, Sr. (U.S.)	<i>"Celebrate Rotary"</i>
2003-04 Jonathan Majiyagbe (Nigeria)	<i>"Lend a Hand"</i>
2002-03 Bhichai Rattakul (Thailand)	<i>"Sow the Seeds of Love"</i>
2001-02 Richard D. King (U.S.)	<i>"Mankind is our Business!"</i>
2000-01 Frank Devlyn (Mexico)	<i>"Create Awareness, Take Action"</i>
1999-2000 Carlo Ravizza (Italy)	<i>"Act with Consistency, Credibility, Continuity"</i>
1998-99 James L. Lacy (U.S.)	<i>"Follow your Rotary Dream"</i>
1997-98 Glen Kinross (Australia)	<i>"Show Rotary Cares.....for Your Community, for Our World, For Its People"</i>
1998-99 Luis Vicente Giay (Argentina)	<i>"Build the Future with Action and Vision"</i>

1995-96 Herbert G. Brown (U.S.)
 1994-95 William H. Huntley (England)
 1995-96 Robert R. Barth (Switzerland)
 1992-93 Clifford L. Dochterman (U.S.)
 1991-92 Rajendra K. Saboo (India)

“Act with Integrity, Serve with Love, Work for Peace”
“Be a Friend”
“Believe in what you do.....Do what you Believe in”
“Real Happiness is Helping Others!”
“Look Beyond Yourself”

International Conventions

2014	Sydney, Australia	(June 1-4)
2013	Lisbon, Portugal	(June 23-26)
2012	Bangkok, Thailand	(May 6-9)
2011	New Orleans, LA, US	(May 21-25)
2010	Montreal, Canada	(June 20-23)
2009	Birmingham, England	(June 21-24)
2008	Los Angeles, CA, US	(June 15-18)
2007	Salt Lake City, UT, US	(June 17-20)
2006	Copenhagen, Denmark	(June 11-14)
2005	Chicago, IL	(June 19-22)
2004	Osaka, Japan	(May 23 – 26)
2003	Brisbane, Australia	(June 1 – 4)
2002	Barcelona, Spain	(June 23 – 26)
2001	San Antonio, TX, US	(June 24 – 27)
2000	Buenos Aires, Argentina	(June 4 – 7)
1999	Singapore	(June 13 – 16)
1998	Indianapolis, IN, US	(June 14 – 17)
1997	Glasgow, Scotland	(June 15 – 18)
1996	Calgary, Canada	(June 23 – 26)
1995	Nice, France	(June 11 – 14)
1994	Taipei, Taiwan	(June 12 – 15)
1993	Melbourne, Australia	(May 23 – 26)
1992	Orlando, FL, US	(June 14 – 17)
1991	Mexico City, Mexico	(June 2 – 5)

Rotary Volunteers

The Rotary Volunteers program fosters and facilitates active volunteer involvement in community and international service projects. Rotarians and other skilled professionals further Rotary’s [Avenue of Vocational Service](#) by using their professional skills and experience wherever help is needed

Volunteering Internationally

Rotarians, members of Rotaract clubs, and non-Rotarians who would like to serve in another country, can register with Rotary International as Rotary Volunteers. International volunteers registered with the RV program are expected to have a proven level of professional or technical skill related to the category in which they will be volunteering and should be at least 25 years old.

How to Register

Download, complete, and return the [Rotary Volunteers Registration Form](#) to Rotary International. Whether you are a Rotarian or non-Rotarian, you will be serving as a Rotary ambassador; therefore, your registration needs to be endorsed by Rotarian officers in your area.

After submitting the registration form to RI, your information will be included in the [Rotary Volunteers Database](#). Coordinators of both Rotary-sponsored and independently sponsored projects regularly review the Volunteer List for potential volunteers.

Re-registration is necessary every two years to maintain an active status as a Rotary Volunteer.

Locate a project

The Rotary Volunteers program serves as a clearinghouse — or an information network — of volunteers and Rotary-sponsored project sites. Rotary International does not assign or place volunteers in projects. All communication and arrangements must be made directly between the volunteer and project coordinator.

To locate a project that is in need of your skills, review the [RV International Site Database](#) and the [Rotary Volunteers Resource List](#), which are available for download. The Site Database includes projects sponsored by Rotary clubs and districts and Rotaract clubs and that are requesting volunteers from abroad. The Resource List is a listing of organizations that place, train, fund, or provide equipment for volunteers. In addition, Rotary Volunteers can explore grant projects, network with local Rotarians while traveling, and do a search on the Internet for more volunteer opportunities.

Humanitarian Grants

The Future Vision program of The Rotary Foundation has been implemented to:

- Simplify Foundation programs and processes consistent with the mission
- Focus Rotarian service efforts where they will have the greatest impact by addressing priority world needs that are relevant to Rotarians
- Offer program options to help achieve both global and local goals
- Increase the sense of ownership at the district and club levels by transferring more decisions to the districts
- Gain greater understanding of The Rotary Foundation's work and enhance Rotary's public image

Purpose:

The mission of The Rotary Foundation is to enable Rotarians to advance world understanding, goodwill, and peace through the improvement of health, the support of education, and the alleviation of poverty.

Humanitarian grants enable Rotarians to support service projects that provide water wells, medical care, literacy classes, and other essentials to people in need. Rotarian participation is key to the projects' success. Through the Humanitarian Grants Program, Rotarians have received US\$1.644 billion in grant awards from 1947 – 2010.

Clubs and districts will be able to carry out a broad spectrum of humanitarian and education efforts, both locally and abroad, through two types of grants:

- **Rotary Foundation District Grants** are block grants made to districts to support smaller projects, both locally and internationally. Districts may use up to 50 percent of their available [District Designated Fund](#) (DDF) for these grants in a given Rotary year and administer the grant without the Foundation's involvement.
- **Rotary Foundation Global Grants** support larger projects with sustainable, high-impact outcomes in one of six areas of focus:
 - Peace and conflict prevention/resolution
 - Disease prevention and treatment
 - Water and sanitation

- Maternal and child health
- Basic education and literacy
- Economic and community development

General Criteria:

Rotary Foundation District Grants and Rotary Foundation Global Grants support a wide variety of humanitarian and educational activities in local communities and abroad. All projects and activities funded by these grants must:

- Relate to the mission of The Rotary Foundation
- Include the active participation of Rotarians
- Exclude any liability to The Rotary Foundation or Rotary International except for the funding amount of the grant
- Adhere to the governing laws of the United States and the country where the activity is taking place and not harm individuals or entities
- Only fund activities that have been reviewed and approved before their implementation. Grants will not be approved to reimburse clubs or districts for projects already completed or in progress. Planning for grant activities ahead of approval is allowed and encouraged, but expenses may not be incurred before approval.
- Demonstrate sensitivity toward another country's/geographic area's tradition and culture if grant activities will take place outside of the grant recipient's country/geographic area
- Comply with the Conflict of Interest Policy for Grant Participants as outlined in section 7.030 of The Rotary Foundation Code of Policies
- Comply with the policy regarding the proper use of Rotary Marks as outlined in section 1.050.2 of The Rotary Foundation Code of Policies

District Grants

Additionally, district grants

- Support local and international humanitarian and service projects, scholarships, and vocational training teams relating to the mission
- Can fund projects and activities in Rotary and non-Rotary countries and geographic areas where permitted by applicable governing laws and in accordance with Foundation policies

Global Grants

Additionally, global grants

- Relate to one or more of the areas of focus
- Support humanitarian projects
- Provide scholarships that fund coursework or research at a graduate level or its equivalent for a term of one to four academic years
- Support vocational training teams that demonstrate capacity building by enhancing their own vocational skills or providing professional training to others
- Provide sustainable, measurable outcomes
- Take place in Rotary countries and geographic areas
- Help to develop stronger Rotary networks of clubs and districts from different countries/geographic areas
- Must be sponsored by at least one Rotary club or district in the country/geographic area where the grant project will take place (primary host sponsor) and one or more outside of that country/geographic area (primary international sponsor)

Timelines and Applications

Timelines and guidelines for both District Grants and Global Grants will be made available by the district.

- **District Grants** – the two-year business cycle includes a planning year, during which the district can first submit a district grant application, and an implementation year, during which the funds can be paid out and applied to projects. Districts are strongly encouraged to begin planning district grant projects and to submit applications during the planning year, but districts may also submit applications during the implementation year.

The grant committee must submit a complete request for district grant funds, preferably during the planning year, which includes:

- Signed authorization to request and oversee the expenditure of the grant funds
- A general spending plan for the year in which the funds will be spent
- Agreement to comply with all standard district grant policies, guidelines, and criteria

Districts may apply for only one district grant per Rotary year, but this grant may support multiple projects. Any requests for an increase in the grant amount must be made before any portion of the grant has been paid out by the Foundation. The Rotary Foundation will not process or approve district grant applications after the end of the Rotary year for which the funds were requested.

- **Global Grants** - Clubs and districts will apply for global grants using a two-step process involving a proposal and application. A proposal must be accepted by The Rotary Foundation before a grant application can be submitted. Proposals may be submitted on a rolling basis throughout the Rotary year. All grant proposals and subsequent applications must be submitted to The Rotary Foundation with sufficient time for review and approval before implementation or they may not be accepted.

The following timelines apply to global grants:

- Proposals must be followed by an application within six months or the proposal will be withdrawn
- Applications must be completed and approved within six months of submission or the application will be withdrawn
- Payment requirements must be met within six months of approval or the grant will be canceled
- Grants must be implemented within 12 months of payment or the grant will be canceled and the sponsors will be required to return the funds

Applications for scholarships must:

- Provide proof of university admission to a graduate- level program or letter of invitation to conduct postgraduate-level research when applying for the grant. Admission that requires a guarantee of financial support is acceptable
- Provide the Foundation with acceptable results from a Foundation-approved language test if assigned to a study institution that teaches in an official language different from the scholar's native language(s)

Applications for vocational training teams must:

- Support teams composed of at least three non-Rotarian members with at least two years of work experience in the area of focus and a Rotarian team leader who has a general level of Rotary knowledge, international experience, leadership skills, and some expertise within the area of focus
- Confirm that if more than one team is traveling under a single grant, all teams must share the same two primary sponsors and commence their travel within one year of each other

VII. DISTRICT 5440 HISTORY AND INFORMATION

District 5440

Rotary District 14 was created in 1915 and included Colorado, Wyoming, Idaho, Utah and Montana. In 1918 Colorado, New Mexico and Eastern Wyoming were consolidated and renamed district 21. Four years later in 1922 Colorado, Wyoming, one Nebraska County and two New Mexico counties formed District 7. In 1937 the district was renumbered to District 113 where it remained until 1950 when it was changed to District 168 and included the northern half of Colorado, Wyoming and 1 Nebraska county. It was renamed District 545 in 1957, changed to District 544 in 1987 and became District 5440 in 1991.

District 5440 Clubs

Each active member of a Rotary club is classified in accordance with the member's business or profession. A club should have in its membership a representative of every recognized business or professional activity in the community in so far as possible. (Rotary International *Manual of Procedure*, Part 1, Administration, Classifications)

Responsibilities and Goals:

- Maintain accurate lists of all active and honorary members
- Maintain attendance levels of at least 50 percent
- Maintain a balanced membership with respect to classifications and gender
- Comply with Rotary International Constitution and By Laws
- Comply with individual club constitution and by laws
- Determine the most convenient day, time and location of weekly club meetings
- Develop appropriate annual goals in each of Rotary International's Four Avenues of Service

Clubs:

CLUB NAME	CHARTER YEAR	CLUB NUMBER
Buffalo	1925	1127
Casper	1919	1128
Casper 5 Trails	1993	29405
Casper Reveille	2011	84159
Cheyenne	1918	1129
Cheyenne Sunrise	2002	59684
Cody	1949	1130
Craig	1982	1096
Douglas	1980	1131
Estes Park	1926	1099
Estes Park – Longs Peak	2010	83390
Estes Valley Sunrise	1987	24900
Evanston	1982	1132
Fort Collins	1918	1100
Fort Collins After Work	2003	60864
Fort Collins Breakfast	1989	26298
Fort Collins Foothills	1977	1101
Gillette	1950	1133
Gillette Energy	1989	25491
Greeley	1917	1105
Greeley After Hours	2008	79558
Greeley Centennial	1976	1106
Greeley Redeye	1989	26261

High Plains-Eaton	2001	55992
Jackson Hole	1941	1136
Jackson Hole Breakfast	1990	27325
Jackson Hole Supper	2005	68276
Johnstown-Milliken	1937	1107
Kemmerer	1982	1137
Lander	1936	1138
Laramie	1920	1139
Laramie Sunrise	1996	31279
Loveland	1920	1113
Loveland Thompson Valley	1989	26299
Morrill	1938	1125
Powell	1943	1140
Ranchester-Dayton	1947	1141
Rawlins	1921	1142
Riverton	1969	1143
Rock Springs	1949	1144
Scottsbluff/Gering	1920	1126
Sedgwick County	1940	1115
Sheridan	1919	1145
Star Valley	1993	29917
Steamboat Springs	1977	1117
Steamboat Springs Ski Town USA	2006	73678
Sterling	1920	1118
Teton Valley	2001	55318
Thermopolis	1952	1146
Torrington	1931	1147
Windsor	1985	23377
Worland	1948	1148

District 5440 Ambassadorial Scholarships

This program is now incorporated into Future Vision grants either as a District Grant where the district would control and pay full costs out of the District Grant funds received from The Rotary Foundation or as a Global Grant where The Rotary Foundation would provide a match of a minimum of \$15,000.

Rotary Foundation Global Grants can be used to fund scholarships with sustainable, high-impact outcomes in one of the following six areas of focus: Peace and conflict prevention/resolution, Disease prevention and treatment, Water and sanitation, Maternal and child health, Basic education and literacy, Economic and community development. In order to assist districts with planning for a Global Grant scholar, a list of institutions and organizations has been compiled, which includes:

- Colleges and universities that offer graduate-level (master's) curricula in one or more areas of focus
- Institutions or organizations that might support vocational training activities in one or more areas of focus for Group Study Exchange teams

District Grant scholar requirements and processes will be determined by the district. Guidelines for either case are available from the district chairperson.

Ambassadorial and other Scholarship Recipients: District 5440

Program Year: 2010-11
Scholar: Claire Pepperd
Sponsor Club: Fort Collins After Work
Sponsor Counselor: Steve Kawulok & Judy TeSelle
Award Type: Academic Year
Institution: University of Durham
Host Country: England

Program Year: 2009-10
Scholar: Phoenix Mourning-Star
Sponsor Club: Fort Collins
Sponsor Counselor: Dr. Omni El Hakim
Award Type: Academic Year
Institution: University of Auckland
Host Country: New Zealand

Program Year: 2009
Scholar: Barbara Mueller
Sponsor Club: Casper
Sponsor Counselor: Linda Blackstone
Award Type: Rotary Grant for University Teacher
Institution: Akademia Gorniczko Hutnicza
Host Country: Poland (Krakow)

Program Year: 2008-09
Scholar: Gabriel Floud
Sponsor Club: Cheyenne
Sponsor Counselor: Matthew Potter
Award Type: Academic Year
Institution: Universidad de Montevideo
Host Country: Uruguay

Program Year: 2007-2008
Scholar: Luciana (Luci) Storelli-Castro
Sponsor Club: Fort Collins
Sponsor Counselor: Robert Lawrence
Award Type: Academic-Year
Institution: Centro de Rotary para Estudios Internacionales, Universidad de Salvador
Host Country: Argentina (Buenos Aires)

Program Year: 2007
Scholar: Lucas Wolf
Sponsor Club: Fort Collins Breakfast
Sponsor Counselor: Gary Turner
Award Type: World Peace Scholar
Institution: Centro de Rotary para Estudios Internacionales, Universidad de Salvador
Host Country: Argentina (Buenos Aires)

Program Year: 2006-2007
Scholar: Andrea Bereznak
Sponsor Club: Greeley Centennial
Sponsor Counselor: Jean Morrell
Award Type: Academic-Year
Institution: Tecnologicode Monterrey (Tecnologico de Monterrey)
Host Country: Mexico

Program Year: 2005-2006
Scholar: Lindsey Scott
Sponsor Club: Sheridan
Sponsor Counselor: Mitchell Craft
Award Type: Academic-Year
Institution: University of Wales
Host Country: Wales (Aberystwyth/Dyfed)

Program Year: 2004-2005
Scholar: Jeffrey Runyan
Sponsor Club: Fort Collins
Sponsor Counselor: Stacey Baumgarn
Award Type: Academic-Year
Institution: Pontificia Universidad Catslica de Chile
Host Country: Chile

Program Year: 2003-2004
Scholar: Defoort, Morgan William
Sponsor Club: Fort Collins-Breakfast
Sponsor Counselor: Philip Murphy
Award Type: Academic-Year
Institution: Aklan State University
Host Country: Phillippines

Program Year: 2002-2003
Scholar: Aylward, Leah Jane
Sponsor Club: Cheyenne
Sponsor Counselor: Harold Miller
Award Type: Academic-Year and World Peace Scholoar
Institution: Escuela de Agricultura de la Region Tropical Humeda (EARTH), San Jose, Costa Rica
Host Country: Costa Rica

Program Year: 2001 - 2002
Scholar: Weatherbee, Catherine Ann
Sponsor Club: Greeley
Sponsor Counselor: Robert Lynch
Award Type: Academic-Year
Institution: Australian National University, Canberra, A.C.T., Australia
Host Country: Australia

Program Year: 2000-2001
Scholar: Micke, Sharon Eileen
Sponsor Club: Fort Collins-Breakfast
Sponsor Counselor: Larry Salmen
Award Type: Academic-Year
Institution: Universidad de Granada, Granada, Spain
Host Country: Spain

Program Year: 1999-2000
Scholar: Little, Kevin James
Sponsor Club: Estes Park
Sponsor Counselor: Richard Hannigan
Award Type: Academic-Year
Institution: Albert-Ludwigs-Universität Freiburg, Freiburg im Breisgau, Germany
Host Country: Germany

Program Year: 1998-1999
Scholar: Cooke, Bryan Edward Marshall
Sponsor Club: Greeley
Sponsor Counselor: Mark Llewellyn
Award Type: University Teacher Grant 3-5 Month
Institution: St. Mary's College of Education, Pune, India
Host Country: India

Program Year: 1998-1999
Scholar: Craft, Mitchell Lee
Sponsor Club: Sheridan
Sponsor Counselor: Susan Ponce
Award Type: Academic-Year
Institution: University of Sussex, Brighton, England
Host Country: England

Program Year: 1997-1998
Scholar: Speyer, Kasey Christine
Sponsor Club: Estes Park
Sponsor Counselor: Robert Hamblin
Award Type: Academic-Year
Institution: University of Tasmania, Hobart, Tasmania, Australia
Host Country: Australia

Program Year: 1996-1997
Scholar: Ghuma, Ranya Abdulmutaleb
Sponsor Club: Greeley (Centennial)
Sponsor Counselor: Jeanne Miller
Award Type: Academic-Year
Institution: American University in Cairo, Cairo, Egypt
Host Country: Egypt

Program Year: 1995-1996
Scholar: Baumgarn, Stacey Allan
Sponsor Club: Fort Collins-Breakfast
Sponsor Counselor: Mildred Johnson
Award Type: Academic-Year
Institution: Banaras Hindu University, Varanasi, India
Host Country: India

Program Year: 1994-1995
Scholar: Jenkins, Christopher Lance
Sponsor Club: Laramie
Sponsor Counselor: Terry Guice
Award Type: Academic-Year
Institution: Universidad de Concepción, Concepcion, Chile
Host Country: Chile

Program Year: 1993-1994
Scholar: Colter, Shane Leonard
Sponsor Club: Fort Collins
Sponsor Counselor: Robert Lawrence
Award Type: Other
Institution: Rhodes University, Grahamstown, South Africa
Host Country: South Africa

Program Year: 1993-1994
Scholar: Moore, Kristen Diane
Sponsor Club: Fort Collins
Sponsor Counselor: Daniel Michaels
Award Type: Other
Institution: Victoria University of Wellington, Wellington, New Zealand
Host Country: New Zealand

Program Year: 1998-1999
Scholar: Cooke, Bryan Edward Marshall
Sponsor Club: Greeley
Sponsor Counselor: Mark Llewellyn
Award Type: University Teacher Grant 3-5 Month
Institution: St. Mary's College of Education, Pune, India
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Award Type: Academic-Year
Institution: American University in Cairo, Cairo, Egypt
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Scholar: Baumgarn, Stacey Allan
Sponsor Club: Fort Collins-Breakfast
Sponsor Counselor: Mildred Johnson
Award Type: Academic-Year
Institution: Banaras Hindu University, Varanasi, India
Host Country: India

Program Year: 1994-1995
Scholar: Jenkins, Christopher Lance
Sponsor Club: Laramie
Sponsor Counselor: Terry Guice
Award Type: Academic-Year
Institution: Universidad de Concepción, Concepcion, Chile
Host Country: Chile

Program Year: 1993-1994
Scholar: Colter, Shane Leonard
Sponsor Club: Fort Collins
Sponsor Counselor: Robert Lawrence
Award Type: Other
Institution: Rhodes University, Grahamstown, South Africa
Host Country: South Africa

Program Year: 1993-1994
Scholar: Moore, Kristen Diane
Sponsor Club: Fort Collins
Sponsor Counselor: Daniel Michaels
Award Type: Other
Institution: Victoria University of Wellington, Wellington, New Zealand
Host Country: New Zealand

Vocational Training Team/Group Study Exchange

This program is now incorporated into grants either as a District Grant wherein the district would control and pay full costs from the District Grant funds (GSE) received from The Rotary Foundation or a Global Grant (VTT) where The Rotary Foundation would provide a match of a minimum of \$15,000.

Interesting facts concerning a Vocational Training Team include:

- Both clubs and districts can develop and apply for global grants to fund vocational training under the Future Vision Plan.
- Clubs and districts are free to develop as many global grants for vocational training as they wish in a given Rotary year.
- Communities can provide inspiration. Clubs and districts are encouraged to pinpoint their community's needs and strengths within an identified area of focus when developing vocational trainings with other clubs or districts.
- Teams may either receive or provide training. Capacity building is key.
- Either a single team or multiple teams may travel on a global grant.
- Each team may center training on a different area of focus if more than one vocational training team is traveling on a grant.
- A minimum of one Rotarian team leader and three non-Rotarian participants are required per team. There is no maximum team size. Develop your team according to the goals of your grant.
- There are no age restrictions for participants. Instead, selection is based on expertise within the identified area of focus.
- All participants on a single team must have careers linked to the goals of the grant, but they are not required to have the same professions.
- Vocational training is an opportunity for Rotarian service. Rotarians may participate on vocational training teams that are providing training, if they have the needed skills.
- Trainings may be developed for any time frame, depending on the scope of the training project.
- Trainings may take place in a variety of settings, including universities, medical institutions, schools, companies, and community centers. Determine which setting is most appropriate for your training.

- Teams may be hosted in a variety of places, such as Rotarians' homes, university dormitories, and hotels. Determine what kind of hosting is most appropriate for your team.
- Costs are flexible. There is no set, catalog cost associated with vocational trainings. Global grants must meet the US\$30,000 minimum for total project cost, but this includes the expenses for the vocational training team as well as any other grant activities, such as humanitarian projects, scholarships, or additional teams.
- A Rotary Foundation District Grant can be used to support a vocational training team that's more like a traditional Group Study Exchange. The vocational training exchange can be with any district (pilot or nonpilot), and teams are not required to train within one of the areas of focus.

District Grant Group Study Exchange requirements and processes will be determined by the district. Guidelines for either case are available from the district chairperson.

Group Study Exchanges

Year	District	Team Leader	Leader's Club
2009-10	# 9650 Australia	Mike Forney	Steamboat Springs, CO
2008-09	# 4350 Chile	Sandy Evans-Hall	Steamboat Springs, CO
2007-08	#1390 Finland	Curt Palin	Fort Collins Breakfast, CO
2006-07	# 9910 New Zealand	Bryan Cooke	Greeley, CO
2005-06	#4780 Brazil	Neil Harrison	Laramie, WY
2004-05	#3160 India	Tim Sullivan	Laramie, WY
2003-04	\$2050 Italy	Jim Steinberg	Steamboat Springs, CO
2002-03	#4800 Argentina	Tim J. Bradley	Jackson Hole, WY
2001-02	#3050 India	Cale Case	Lander, WY
2000-01	#9650 Australia	Ed Porthan	Lander, WY
1999-2000	#9690 Australia	Tom Miller	Greeley Centennial, CO
1998-99	#2320 Sweden	David Miller	Laramie, WY
1997-98	#4470 Brazil	Stuart Palmer	Jackson Hole, WY
1996-97	#4170 Mexico	Pat Pellicane	Fort Collins, CO
1995-96	#1360 Iceland	Edwin Kadrmas	Loveland, CO
1994-95	#2450 Egypt	William H. Muldoon III	Craig, CO
1993-94	#4850 Argentina	Landis L. Boyd	Fort Collins, CO
1992-93	#3360 Thailand	PDG Charles Peterson	Fort Collins, CO
1991-92	#9830 Tasmania	PDG Lynn Hammond	Loveland, CO
1990-91	#3190 India	Stanley C. Haas	Scottsbluff/Gering, NE
1989-90	#104 England	Bill Moellenhoff	Fort Collins, CO
1998-99	#468 Brazil	John Vickery	Steamboat Springs, CO

Youth Exchange Program

This program provides an opportunity for high school students to advance their education by studying in a different cultural environment, broadening their personal outlook and to act as ambassadors to further international goodwill for Rotary International, District 5440 and the country participants represent.

Membership/Participation:

Participants must be high school students between the ages of 15 and 19 who are above average academically, articulate and demonstrate exemplary leadership qualities. It is desirable that participants possess flexibility and a willingness to try new things. Children of Rotarians are eligible to participate in the Youth Exchange program.

General Information:

There are two types of Youth Exchange programs. The long term placement is approximately one year and the student is required to attend high school. Short term placements are generally in the summer and may range from a few weeks to three months. No school attendance is required for short term placements.

District 5440 participates in youth exchanges with 15-25 different districts in Europe, South America, Central America, Asia and Australia. This program is not a club-to-club exchange. District 5440 sends a student to a specific district and in turn agrees to host a student from that district somewhere within our district. All exchanges must be arranged through the District Youth Exchange Committee. If a club sponsors an outbound student, they are required to host an inbound student.

Youth Exchange falls under the United States Immigration and Naturalization Services jurisdiction as a J-1 status visa (an education visa for high school studies that does not require tuition payment by the student). Contractual arrangements between countries of exchange dictate age and language requirements, if any.

The District Youth Exchange Committee is made up of a chairperson and committee members from throughout Rotary District 5440 selected by the District Governor. The committee is responsible for coordinating and promoting Rotary club participation. It is also responsible for the final selection of outbound students, for overseeing travel arrangements, for placement of students within the district, and for handling any serious problems with students.

The District Youth Exchange chairperson and the local club Youth Exchange chairperson work as a team in selecting students for exchange and providing positive experiences for all participants.

Each individual Rotary club is responsible for promotion of the program in their community; interviewing and selecting students; the placement of students referred to their clubs; and making sure their students understand the rules and responsibilities of the program. Clubs are also responsible for getting students to mandatory Rotary district functions (e.g., inbound student orientation, regularly scheduled Youth Exchange gatherings, and the district conference). Club financial responsibilities may include assistance with the \$500 application fee for outbound students, payment of a monthly stipend of \$75-100 to inbound students and meal costs at Rotary meetings and other functions.

Objectives of the Program:

- To further international goodwill and understanding by enabling students to learn first-hand some of the problems and accomplishments of people in lands other than their own.
- To enable year-long exchange students to advance their education by studying for a school year in an environment entirely different from their own and undertaking study courses and subjects not normally available to them in secondary schools of their own country.
- To broaden their own outlook by learning to live with and meet people of different cultures, creeds and colors and by having to cope with day-to-day problems in an environment completely different from the one they have experienced at home.
- To act as ambassadors for Rotary and for their own country by addressing Rotary clubs, community organizations and youth groups and/or sharing information with families and acquaintances, imparting as much knowledge as they can to their own country and its people.
- To study and observe all facets of life and culture in the country where they are hosted so that, on their return to their home country, they can pass on the knowledge they have gained by addressing Rotary clubs and other organizations.

Interact

Interact is Rotary International's service club program for young adults at the secondary school level. The clubs empower these young people to serve in their communities and internationally with their Rotary club sponsors.

Qualifications of Members:

- Club membership can vary greatly. Clubs can be single-gender or mixed as well as small and large. The membership base can be drawn from the student body of a single school or from two or more schools in the same community
- Membership is open to young people ages 14-18

Duties and Responsibilities:

- Complete at least two community service projects annually, one of which furthers international understanding and goodwill
- Involve all members in local and international service projects
- Develop leadership skills and personal integrity among members
- Demonstrate helpfulness and respect for others
- Work to advance international understanding and goodwill
- Maintain a close relationship and communication with the sponsoring Rotary club
- Promote the ideals of Rotary International
- Become aware of the ideals and worldwide focus of Rotary International
- Promote participation in Rotary Youth Leadership Awards (RYLA)
- Promote youth exchange and support Youth Exchange students attending school within the community
- Inform members about the scholarships and programs for youth available through Rotary International

Rotary Youth Leadership Awards (RYLA)

Rotary Youth Leadership Awards (RYLA) was born in Queensland, Australia, May 2, 1960. It was not until 1971 that Rotary International adopted RYLA as an official program. In the summer of 1986, five or six Rotarians from District 545 visited a New Mexico RYLA camp. Among those Rotarians were Warren Holm and Dick Neet from the Rotary Club of Greeley. Another Rotarian was Murphy Widdowfield of the Rotary Club of Lakewood. They liked what they saw and reported back to District 545 (now 5450).

That fall (1986) R.I. decided to split District 545 into two Districts. Our District 544 was born July 1, 1987. Charlie Peterson, who had been slated to become District Governor of District 545 in 1988-89, then became the first Governor of the new District 544 in 1987. District Governor Les Bevins of D545 agreed to establish a bi-District RYLA Committee and the joint bi-District RYLA program was established.

The program has prospered, with approximately 240 Rylarians, 25 Rotary counselors, 20 senior counselors, and 20 junior counselors participating annually. The Camp is held the last week in July or early August at the YMCA Camp in Estes Park, Colorado. The Rylarians are sophomores and juniors-to-be. Each camper is "awarded" a scholarship by a participating Rotary club in Districts 5440 and 5450.

In 2002 a second camp for young Rylarians was started. These young people are 8th graders-to-be and the camp is held in Larkspur, Colorado. Approximately 80 Rylarians, 10 Rotary counselors, 8 senior counselors, and 8 junior counselors participated the first year. This camp lasts four days, as opposed to the seven days for the older RYLA camp. Rylarians are a diverse and enthusiastic group. They help form Interact Clubs, some are future Rotarians and are wonderful ambassadors for Rotary. The Young RYLA camp has now been extended to two sessions that accommodate a total of 240 students.

Rotaract

Rotaract is a Rotary-sponsored service club for young men and women to both augment the members' knowledge and skills and to address the physical and social needs of their communities while promoting international understanding and peace through a framework of friendship and service. Rotaract clubs are usually community-based or university-based and are sponsored by a local Rotary club.

Qualifications of Members:

Members are to be between the ages of 18 and 30

Duties and Responsibilities:

- Engage in service projects to meet the needs of the local community
- Engage in international service projects
- Maintain close communication with the sponsoring Rotary club
- Work cooperatively with the Rotary club on activities and projects
- Help with the local Interact club if such a club has been formed
- Promote involvement and awareness of Rotary International with members
- Encourage members to become members of a Rotary club when they become settled in their professions or are reaching the upper age limit