Club Foundation Chair Job Description and Best Practices

Role of the Club Foundation Chair:

Educate Club Members about the Foundation Promote Club participation in Foundation Grants Promote contributions – take a leadership role Participate in District Foundation activities

Best Practices of Club Foundation Chair: Weekly “Foundation Moment”

Set club goals *and* personal goals Promote giving via:

Rotary Direct

Rotary Quartets (Bath Club) Pledge Card (Portsmouth)

Set aside “happy dollars” for TRF (Oxford Hills)

Add donation to weekly meal or membership bill (Exeter) Club “match” to personal gifts up to $X (Boothbay Harbor)

Schedule *a minimum of* four Foundation programs per year Be sure to credit individual, not Club, for giving

More about those Foundation programs at your club:

Promote the spending, and the giving will take care of itself Ask Rotarians from neighboring clubs to describe their project

Ask members of your club to stand for a moment and share why they give Ask District Foundation Committee members to speak

Lawrence Furbish (Sanford-Springvale RC)– Foundation “primer” Jeff Slaton (Saco Bay RC) – Polio Plus

Peter Johnson (Yarmouth RC) - Annual Fund and Major Gifts Betty Hughes (Bath Sunrise RC) - District Grants

David Underhill (Portsmouth RC) - Global Grants Claudia Frost (Brunswick RC) – Rotary Peace Scholars

Organize a pot-luck/BYO meal day and collect meal money for Annual Giving

More about those donations. BE SURE TO:

Promote online giving (more efficient, less expensive)

Collect checks/cash and send to TRF on a quarterly basis (at minimum) Use form 123 (available on rotary.org and rotary7780.org)

Use multi-donor version of form 123 to ensure that club members are credited for their donations (count toward PHF and Major Donor)

Use Memorial or Tribute Gift form to honor someone

Potential Givers in your Club

New members – need to educate Ongoing givers – need to remind

Long-time members, never gave – need to educate in more convincing way Long-time members, stopped giving - explain “the need never ends

Potential major donors and Bequest Society members – ask for District support

Three Rotary Foundation Funds: Annual Giving

Polio Plus Endowment

Ways to give:

Directly on line

Rotary Direct (automatic periodic withdrawals) Collect checks – and be sure to send them to TRF!

Rotary Giving Levels:

Every Rotarian Every Year (EREY) $25 Sustaining Member $100 per year

Paul Harris Fellow $1,000

Paul Harris Society, $1,000 per year

Major Donor/Bequest Society/Arch Klumph Society

Resources and Program ideas

Foundation & Grants Drop Down Menu on District website District 7780 Rotary Foundation Grants Manual 2019

Form 123 (single donor & multi-donor forms, on District Website and rotary.org) Club Foundation Committee Manual (226E-EN) **Out of Print**

Learning Center Foundation programs on rotary.org Rotary Foundation Facts (159-EN)

Reports on rotary.org: “Club Fundraising Analysis”

“Club Recognition Summary”

Club Contribution Detail Report (Rotary Support Center 866-976-8279) District Foundation Committee member roster

Updated (4/2019)