

CHEAT SHEET — ADDENDUM 1

The Event – Timeline

4:15-5:00	Arrival of facilitation team and set-up
5:00-5:15	Welcome participants, give name cards, start eating meal.
5:15-5:20	Welcome by club coordinator and self introductions of facilitation team (<i>name, club, Rotary experience</i>)
5:20-5:25	Opening statement – overview of evening and <i>Rules of the Room</i>
5:25-5:35	Introduction of Rotary club members (<i>Name, classification, # years in Rotary—in this club or others—and club leadership role</i>)
5:35-5:40	Clean up meal mess / bathroom
5:40-5:55	Give the PowerPoint Presentation (and take down at conclusion).
5:55-6:00	Introduce Vision Writing Exercise.
6:00-6:30	Rotarians fill out the Vision Writing Exercise. (visits to restrooms as needed)
6:30-6:35	Stretch break in place when finished
6:35-7:55	Extraction and scribing of wall sheets. (Take pictures.)
7:55-8:00	Break - (Cross out redundant statements, move elements that are in the "wrong" category i.e. STRIVE from Community Service to Vocational Service, mark charts for # dot voting, rearrange charts if needed.)
8:00-8:30	Dot Prioritization - Round 1 - Blue Dot prioritization on each of the categories: <ol style="list-style-type: none"> 1. <i>What does club stand for?</i> (3 Dots) 2. <i>Club size</i> (1 Dot) 3. <i>Attributes</i> (3 Dots) 4-8. <i>5 Avenues of Service</i> (15 Dots - 3 per Avenue) 9. <i>Fundraising</i> (3 Dots) 10. <i>Rotary Foundation</i> (3 Dots) 11. <i>Public Image/PR</i> (3 Dots) 12. <i>Leadership Development</i> (3 Dots) <i>(Total dots to hand out to participants: 34 Dots)</i> In each category, cross out all ideas that did not receive 2 dots. Round 2 - Red Dot prioritization on each of the 12 Categories (<i>Give out same # of dots as above.</i>)
8:30-8:40	Add up number of blue and red dots in each category to prioritize.
8:40-8:45	Synthesize – Summarize verbally to group the 3-4 focus areas in the 12 categories.
8:45-8:55	Assignments: Club Action Plan
8:55-9:00	Close with summary and team observations.

ACTION	WHO	WHEN (Specific Date)
1. <i>Compile the facilitation wall charts.</i>	<i>Club secretary or volunteer</i>	<i>ASAP up to 1 week using the facilitation team provided Excel template</i>
2. <i>Create a vision statement or "elevator speech" for the club using the information gathered this evening.</i>	<i>Three or more (mixed gender) with one as chair</i>	<i>3 weeks (in preparation for our club assembly)</i>
3. <i>Schedule a club assembly to share what has happened,</i>	<i>Current President</i>	<i>Upcoming Quarterly Club Assembly in 4-5 weeks or minimum of within 6 weeks.</i>
4. <i>Assemble a President's Development Team for a first meeting.</i>	<i>Immediate Past-President?</i>	<i>Next month and once a quarter thereafter</i>
5. <i>Identify a club vision champion.</i>	<i>Well respected, enthusiastic & experienced</i>	<i>Ensures plans are developed & implemented</i>