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

**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 ***(name, club, Rotary experience)***

5:20-5:25 Opening statement – overview of evening and ***Rules of the Room***

 5:25-5:35 Introduction of Rotary club members ***(Name, classification, # years in Rotary—in this club or others—and club leadership role)***

 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:

1. ***What does club stand for? (3 Dots)***

***2 Club size (1 Dot)***

***3. Attributes (3 Dots)***

**4*-8. 5 Avenues of Service (15 Dots - 3 per Avenue)***

***9. Fundraising (3 Dots)***

***10. Rotary Foundation (3 Dots)***

***11. Public Image/PR (3 Dots)***

***12. Leadership Development (3 Dots)***

 ***(Total dots to hand out to participants: 34 Dots)***

In each category, cross out all ideas that did not receive 2 dots.

 Round 2 - Red Dot prioritization on each of the 12 Categories ***(Give out same*** *#* ***of dots******as above.)***

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.

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**CHEAT SHEET — ADDENDUM 1**

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