



Designing and Executing Service Projects: Service Projects & Your Club – Increasing Engagement & Reach

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Fond du Lac Morning Rotary

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MATC - Mequon

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Facilitator Introduction: Jeffrey Reed

- **Past District Governor (D6270)**
- **Chair, District Grants Committee (D6270)**
- **Member, Global Grants Committee (D6270)**
- **Chair, Club Service Projects, FdL AM Rotary**
- **Chair, Club Administration, FdL AM Rotary**
- **Past Chair, Vocational Service, FdL AM Rotary**
- **Project Manager (industry, education, service)**
- **Project Planner (industry, education, service)**

Participant Introduction

(around the room)

- *Name*
- *Club*



Objective (Session)

- *Discover ideas to revitalize your service initiatives, inspire member participation and manage your projects.*



Agenda (Session)

- 1. Assess your club & its service experience?**
- 2. Why Service?**
- 3. Project Examples**
- 4. Community Need & Validating Need**
- 5. Potential Partners**
- 6. Club interest**
- 7. Your Project Idea**
- 8. Starting to Plan**



Form Discussion Groups {ACTIVITY/EXERCISE}

- **Break into groups of 4 or 5 people.**
- **Sit together (with people NOT in your club)**
- **Brief Introduction to Group**
 - **Name**
 - **Club**
 - **Personal Goal for workshop (why here)**



Club Service Experience {EXERCISE}

What service projects has your club done in the past few years? (Step 1: create your list – 2 min)

Step 2: Share 2 examples with your Group (3 min)

Areas of Club Service Projects (EXERCISE)

What types of service projects has your club done last few years: (CHECK ALL THAT APPLY)

<input type="checkbox"/> Economic & community development	<input type="checkbox"/> Peace prevention & conflict resolution
<input type="checkbox"/> Education & basic literacy	<input type="checkbox"/> Recreation
<input type="checkbox"/> Environment	<input type="checkbox"/> Water, sanitation & hygiene
<input type="checkbox"/> Food	<input type="checkbox"/> Anti-poverty
<input type="checkbox"/> Healthcare / disease	<input type="checkbox"/> _____
<input type="checkbox"/> Housing	<input type="checkbox"/> _____
<input type="checkbox"/> Maternal & child health	<input type="checkbox"/> _____

Step 1: Record for your Club (2 min)

Step 2: Share with your group (4 min)



Club Responsibilities

Club Organization - Who is responsible for club service projects (committee / person)?

- ❖ Service Projects Committee
- ❖ Community Service Committee
- ❖ Vocational Service Committee
- ❖ Board of Directors
- ❖ Entire Club
- ❖ Other

Circle Yours



Why Service?

Motto: "Service Above Self"

Object of Rotary:

- ✓ **Development of acquaintance**
- ✓ **Use high ethical standards in service**
- ✓ **Provide service in personal, business & community**
- ✓ **advancement of international understanding, goodwill, & peace**

People join Rotary to provide service

People remain in Rotary to provide service



Project Examples {EXERCISE}

• *3 ideas for NEW projects seen in the Video:*

- _____
- _____
- _____

• *Other ideas:*

- _____
- _____



Project Examples

- ***Watch Video (6 min)***
- ***Link:*** <https://youtu.be/1A7iZ-BT-kE>

- ***Other examples:***
- **Service Project Idea Bank (D6270)**
- <https://www.rotary6270.tech/ServiceIdeaBank/index.html>

Needs in Your Community

What types of needs might exist in your community?

<input type="checkbox"/> Food	<input type="checkbox"/> Recreation
<input type="checkbox"/> Shelter	<input type="checkbox"/> Healthcare
<input type="checkbox"/> Clothing	<input type="checkbox"/> Childcare
<input type="checkbox"/> Environment	<input type="checkbox"/> Other _____
<input type="checkbox"/> Transportation	<input type="checkbox"/> Other _____
<input type="checkbox"/> Education	

Step 1: Record for your Club (2 min)

Step 2: Share with your group (5 min)



Validating Need

How do you know there is a need?

How could you validate need for service project in your community?

- **Consult Potential Partner**
- **Conduct Survey (Who? When? How?)**
- **Conduct Focus Groups (Who? When? How?)**



Potential Partners

What community resource might partner on a project?

(CHECK ANY THAT APPLY) {EXERCISE}

<input type="checkbox"/> United Way	<input type="checkbox"/> Salvation Army
<input type="checkbox"/> ADVOCAP	<input type="checkbox"/> Local Health Department
<input type="checkbox"/> Social Services	<input type="checkbox"/> Homeless / Warming Shelter
<input type="checkbox"/> School District	<input type="checkbox"/> Other _____
<input type="checkbox"/> Food Pantry / Bank	<input type="checkbox"/> Other _____
<input type="checkbox"/> Red Cross	<input type="checkbox"/> Other _____

Select Idea {EXERCISE}



1. **Project IDEA:** _____
2. **Confirm Club Leadership Interest**
3. **Source of organizational support – i.e., club committee**

Club Resources

Resources Needed for service project:

- Money (supplies, equipment, etc.)
- People (boots on the ground, planning, etc.)
- Time
- Expertise (knowledge, skill, etc.)
- Partner(s)

Resources for New Projects

{EXERCISE} (**Step 1: Assess your club**)

	Need	Have	Gap Closure
Money			
People			
Time			
Expertise			
Partners			
Other			



Scoping the Plan: What is needed?

- **What will you do?**
- **Who will be served?**
- **What will be the outcome/result?**
- **Who are stakeholders?**
- **How much will it cost?**
- **How long will it take?**
- **Where will it be done?**
- **Will you need partners – who?**
- **Will it need approvals – whose?**
- **What is communication Plan?**

Project Responsibility Worksheet

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Task	Who Responsible?	When Due?	Notes/Status
Committee			
Funding			
Budget (realistic)			
Implementation plan			TOOL
Goals (with measures)			
Schedule of key dates			
Supplies & equipment			
Contracts / agreements			
Document retention plan			
PR/Communication plan			
Reporting			
Contingency plan			

Budget - EXAMPLE

TOOLS

Care Kit for Homeless

	Kit	Number	Total
Care Kit	\$40	50	\$2,000

Costs may range from \$25 to \$75 depending on quality and contents.

Care Kit Items may Include

1. Socks
2. Ziplock freezer bags - but please don't bother if you do not want to spend the extra thirty-nine cents for better quality.
3. Body wipes - no perfume or scent
4. Toothbrush with a cap or container
5. Hair ties - man or woman, hair ties are a very useful thing to have available and can be used a hundred different ways
6. Wash cloths- the little square pieces of cloth you use in the shower? Or in the kitchen? A set of those brand new are great
7. One LARGE high quality towel
8. 3Pens, paper, envelopes, stamps -just a small set will do
9. Pads and tampons
10. Nail kit and chapstick
11. Dry shampoo
12. Gloves, hats, scarves
13. One high quality rucksack or backpack

Books for Backpacks (Back-To-School) BUDGET

Books to distribute	\$1,000
Book plates	\$250
Volunteer refreshments	\$40



Start Planning Your Project:

- **Project Completion Goal (When will it be done?)**
- **Responsibility Matrix (who does what when?)**
- **Timeline (Key milestone dates)**
- **Budget (Expenses / Income)**
- **What will be needed?**

Questions

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Q & A

Rotary Catalyst Workshop