*Find Your Passion in Rotary*

# Lone Star Division RLI

**A Joint Project of over 400 Rotary Districts worldwide**

## *2026-2027 Participant Materials*

**LSRLI PD Hours: 5.5 or 0.6 CEUs**

# PARTICIPANT-PART II

Rotary | Lone Star Division Rotary Leadership Institute (RLI)

**Greetings RLI Part II Participants!**

Welcome to Part II of your RLI journey! This phase builds on foundational Rotary knowledge, introducing advanced skills and strategies to strengthen your impact and leadership within your club. While Part I focused on the fundamentals of being a Rotarian, Part II is designed to enhance your effectiveness within your Rotary club.

We are excited to help you develop essential skills for club effectiveness and leadership as we delve into Coalition Building, Team Building and Club Communication.

Exploring the multitude of Rotary Opportunities helps us understand the wealth of experiences we offer our members and will guide us in exploring how your club can Attract Members who share our values and commitment.

Building on the practical mechanics of service projects and the basics of the Rotary Foundation covered in Part I, we will now learn how to Target Service efforts using Rotary Foundation resources.

We look forward to joining you on this journey as we navigate "the road ahead" and continue to explore Your Passion in Rotary!

**Best regards,**

**Debbie G. High**
Co-Chair
Lone Star Division RLI

**Sherri C. Muniz**
Co-Chair
Lone Star Division RLI

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# Lone Star Division RLI

**Continuing Education Recognition**

LSRLI Courses have been designed as leadership development experiences grounded in facilitated discussion, applied learning, and practical implementation. In recognition of the depth and instructional rigor of these programs, LSRLI Courses may offer Professional Development Hours (PDHs) and/or Continuing Education Units (CEUs).

**Credit Designation**

- 1 Professional Development Hour (PDH) is awarded for each hour of instructional time.
- 1 Continuing Education Unit (CEU) equals 10 instructional hours.
- Instructional time includes facilitated discussion, structured activities, case studies, and guided reflection. Breaks, meals, and informal networking time are not included.

The number of PDHs or CEUs available for a specific course will be clearly stated in the course description.

**Requirements for Receiving Credit**

To receive Professional Development Hours or Continuing Education Units for a course, participants must:

- Attend at least 90% of total instructional time
- Engage actively in course discussions and learning activities
- Comply with any attendance verification procedures

Because LSRLI courses rely on interactive adult learning methods, meaningful participation is expected.

**Certificate of Completion**

Participants who meet the requirements will receive a Certificate of Completion documenting:

- Course title
- Date(s) completed
- Total instructional hours
- PDHs or CEUs awarded

Certificates are issued by the Lone Star Division of the Rotary Leadership Institute.

**Important Information**

Professional Development Hours and Continuing Education Units issued for LSRLI Courses are intended for leadership and professional development purposes.

Acceptance of these hours is determined by the participant's employer, organization, or certifying body. These credits do not represent state licensure approval or professional board certification.
Participants are encouraged to retain their certificates for their professional records.

# How to Use This Workbook

This workbook is your personal guide for RLI Part II. It is designed to help you follow the session, capture important ideas, reflect on your Rotary experience, and identify practical actions you can take back to your club.

Use the workbook actively. Write in it, mark ideas that matter to you, complete the reflection prompts, and use the note spaces to capture questions, insights, and next steps. Some pages are provided simply for your notes because your own thoughts, examples, and commitments are an important part of the learning experience.

As you move through each session, look for three things:

**What do I want to remember?**
Record key ideas, useful Rotary resources, and comments from other participants that help you think differently.

**How does this apply to my club?**
Connect each topic to real situations in your Rotary club, committee work, leadership role, or community service.

**What will I do next?**
Use the reflection and action prompts to identify one practical step you can take after RLI.

RLI works best when everyone participates. Listen, share, ask questions, and learn from the experience of others. You do not need to have all the answers. The goal is to leave with stronger Rotary knowledge, greater confidence, and a clearer sense of how you can serve and lead more effectively.

Please complete the required reflections, worksheets, action steps, and session evaluation materials. These items support your learning and may also be used to document participation for CE/PD credit when applicable.

# LSRLI Part II – THE CLUB
## TABLE OF CONTENTS

The Rotary Leadership Institute International (RLI) is a multi-district leadership and Rotary development program using facilitation in small groups to engage Rotarians and strengthen clubs.

RLI International is a recommended program of Rotary International but is not an official training program of Rotary International.

Our Mission: The Rotary Leadership Institute International is a grassroots, multi-district leadership development program whose mission is to strengthen Rotary clubs through quality leadership education.

### COURSE MATERIALS





**Rotary Opportunities** ..... **1**
Explore Rotary opportunities for personal, community, and professional growth and development.



**Effective Leadership: Coalition Building** ..... **10**
Strengthen leadership through influence, motivation, and coalition building.



**Attracting Members** ..... **22**
Develop practical approaches for attracting and welcoming prospective members.



**Club Communication** ..... **32**
Improve purposeful, audience-centered club communication.



**Foundation II: Targeted Service** ..... **44**
Connect community needs, Rotary priorities, stewardship, and sustainable service.



**Team Building** ..... **54**
Develop stronger Rotary teams through communication, shared responsibility, and effective group processes.


*The Rotary Leadership Institute International is not an official training program of Rotary International*

# Rotary Opportunities

## Session Purpose

As I further my Rotary journey, I can explore the many opportunities available within Rotary for personal, community, and professional growth and development.

## Session Goals

- Identify Rotary's structured programs and opportunities for involvement.
- Explore how Rotary opportunities support personal, club, community, and professional growth.
- Connect club interests and member strengths with appropriate Rotary programs and opportunities.

## Core Resources

- Rotary International website (www.rotary.org)
- Rotary Magazine
- Rotary Fellowships
- Rotary Action Groups
- Rotary Community Corps
- Interact
- RYLA
- Peace Fellowships
- Rotary Youth Exchange
- Friendship Exchange
- Rotary Learning Center
- Rotary Service Project Center

*Resources from either this Part II Workbook or on the website,*
*https://lonestarrli.org/page/part-ii-participant-workbook-amp-resources*

## *Participant Opening Reflection*

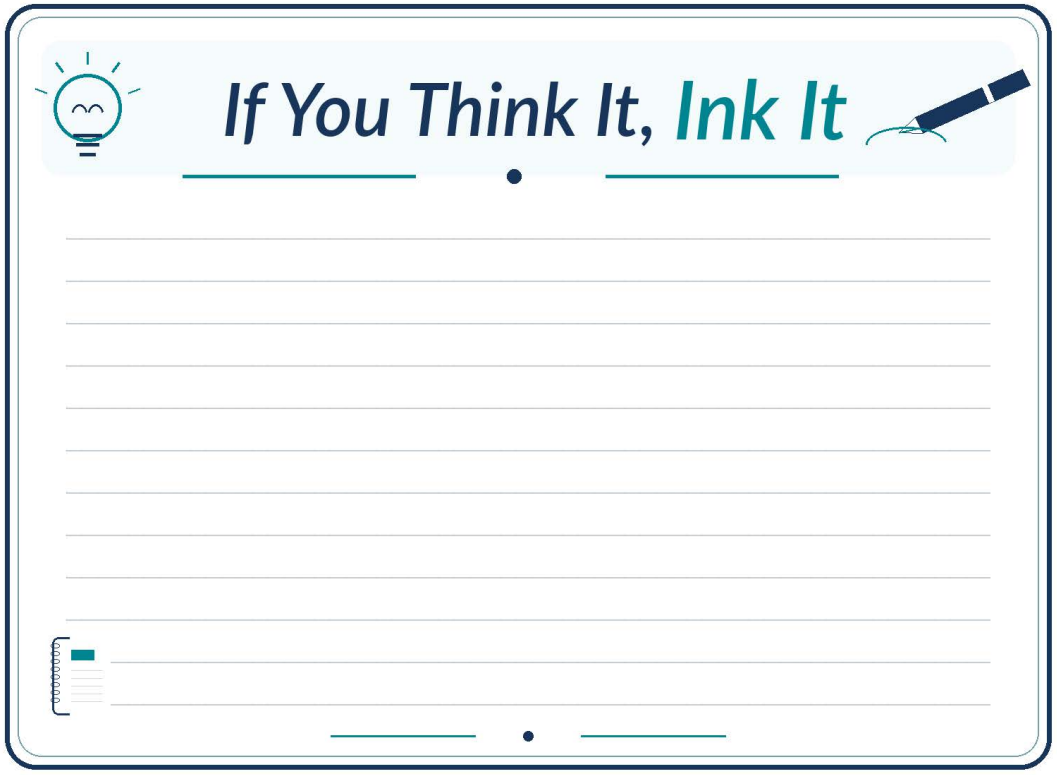
What is one Rotary opportunity I have heard of but do not fully understand?

What kind of Rotary opportunity would help me, my club, or another member become more engaged?

**Pair-share:**

**Turn to one person near you and briefly discuss:**

- What Rotary opportunity have you heard about?
- What do you want to understand better?
- What kind of opportunity might help a newer, prospective, or disengaged member feel more connected?



## Rotary Offers Many Pathways

Rotary is more than one club meeting, one service project, or one leadership role.

**Rotary opportunities can help members:**

- Build friendships and fellowship
- Use vocational or professional skills
- Serve locally and internationally
- Support young leaders
- Develop leadership skills
- Join service networks
- Connect with Rotarians around the world
- Explore peacebuilding, global understanding, and community partnerships
- Find new ways to stay engaged

*The purpose of this session is not to memorize every Rotary program. The purpose is to learn how to match opportunities to people, clubs, interests, and needs.*

## Rotary Opportunities Quick-Reference Chart

| Opportunity Category | Examples | Best Used For |
|---|---|---|
| Fellowship and connection | Rotary Fellowships, Rotary Friendship Exchange | Shared interests, friendship, global connection |
| Service expertise | Rotary Action Groups, Rotary Service Project Center, project resources | Technical help, service ideas, project partners |
| Community partnership | Rotary Community Corps | Local collaboration and community-based service |
| Youth leadership | Interact, RYLA, Rotary Youth Exchange | Youth engagement and leadership development |
| Peace and global understanding | Rotary Peace Fellowships, peacebuilding resources | Peacebuilding, conflict resolution, global learning |
| Professional / vocational growth | Fellowships, Rotary Action Groups, vocational service opportunities | Connecting vocation to Rotary service |
| Leadership development | RLI, Rotary Learning Center, district training | Continued learning and leadership growth |
| Club and district engagement | District committees, district events, training roles, service teams | Broader Rotary involvement and leadership development |

LONE STAR DIVISION RLI • PART II: ROTARY OPPORTUNITIES

# Activity 1: Rotary Opportunity Match

*Participant Activity — Scenario Matching & Application*

| | | | |
|---|---|---|---|
| **A member wants to meet Rotarians around the world who share a hobby or profession.** | | | |
| **Best Rotary Opportunity** | **Why It Fits** | **First Connection or First Step** | **Questions to Verify Locally or with District Leadership** |
| **A club wants help designing a clean water, literacy, environmental, or health project.** | | | |
| **Best Rotary Opportunity** | **Why It Fits** | **First Connection or First Step** | **Questions to Verify Locally or with District Leadership** |
| **A club wants stronger connection with a local neighborhood or community group.** | | | |
| **Best Rotary Opportunity** | **Why It Fits** | **First Connection or First Step** | **Questions to Verify Locally or with District Leadership** |
| **A high school student wants leadership and international exposure.** | | | |
| **Best Rotary Opportunity** | **Why It Fits** | **First Connection or First Step** | **Questions to Verify Locally or with District Leadership** |

| **A member is interested in peacebuilding and conflict resolution.** | | | |
|---|---|---|---|
| **Best Rotary Opportunity** | **Why It Fits** | **First Connection or First Step** | **Questions to Verify Locally or with District Leadership** |
| **A newer member is not yet connected and may drift away.** | | | |
| **Best Rotary Opportunity** | **Why It Fits** | **First Connection or First Step** | **Questions to Verify Locally or with District Leadership** |
| **A club wants to involve members with technical or vocational expertise.** | | | |
| **Best Rotary Opportunity** | **Why It Fits** | **First Connection or First Step** | **Questions to Verify Locally or with District Leadership** |
| **A member wants to travel and build international friendships through Rotary.** | | | |
| **Best Rotary Opportunity** | **Why It Fits** | **First Connection or First Step** | **Questions to Verify Locally or with District Leadership** |

LONE STAR DIVISION RLI • PART II: ROTARY OPPORTUNITIES

# Activity 2: Opportunity Marketplace

*Participant Activity — Small-Group Analysis & Application*

**Each group selects one opportunity category from the quick-reference chart.**

**Your group's task:**

- Identify who benefits from this opportunity.
- Identify how a club might use this opportunity.
- Identify what first step a Rotarian could take.
- Identify what must be verified locally or through district leadership.

| Opportunity Category | Who Benefits? | How Could a Club Use It? | First Step | What Must Be Verified? |
|---|---|---|---|---|
| Fellowship and connection | | | | |
| Service expertise | | | | |
| Community partnership | | | | |
| Youth leadership | | | | |
| Peace and global understanding | | | | |
| Professional / vocational growth | | | | |
| Leadership development | | | | |
| Club and district engagement | | | | |

**Be ready to share:**

- Your opportunity category
- One person or group who benefits
- One way a club could use it
- One first step
- One question to verify

**LONE STAR DIVISION RLI • PART II: ROTARY OPPORTUNITIES**

## Activity 3: Rotary Opportunities Personal Pathway Map

*Participant Activity — Personal Planning & Application*

Complete individually.

Think about your own interests, vocation, Rotary goals, and club needs.

| My interest, vocation, passion, or club need | Rotary opportunity that fits | Why it fits | Who could help me learn more? | First step within 30 days |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |

### *Reflection:*

Which opportunity do I personally want to explore?

Which opportunity could strengthen my club?

Which member in my club might benefit from one of these opportunities?

## *Club Connection Reflection*

**Complete before the final share-out.**

**One Rotary opportunity I personally want to explore is:**

**One Rotary opportunity that could strengthen my club is:**

**One member in my club who might benefit from one of these opportunities is:**

**One first step I can take within 30 days is:**

## Share-Out

**Each participant or table shares one of the following:**

- One opportunity I want to explore
- One opportunity my club should know more about
- One opportunity that could help a newer or disengaged member
- One first step I can take within 30 days

**Notes from others:**

***If You Think It, Ink It!***

## Summary / Key Takeaways

Rotary offers many pathways for personal, community, and professional growth and development.

Rotary Opportunities is not about memorizing every program. It is about finding meaningful ways to connect people to Rotary.

Fellowships can connect people through shared interests, hobbies, and professions.

Rotary Action Groups can connect clubs and members to service expertise.

Rotary Community Corps can strengthen local community partnership.

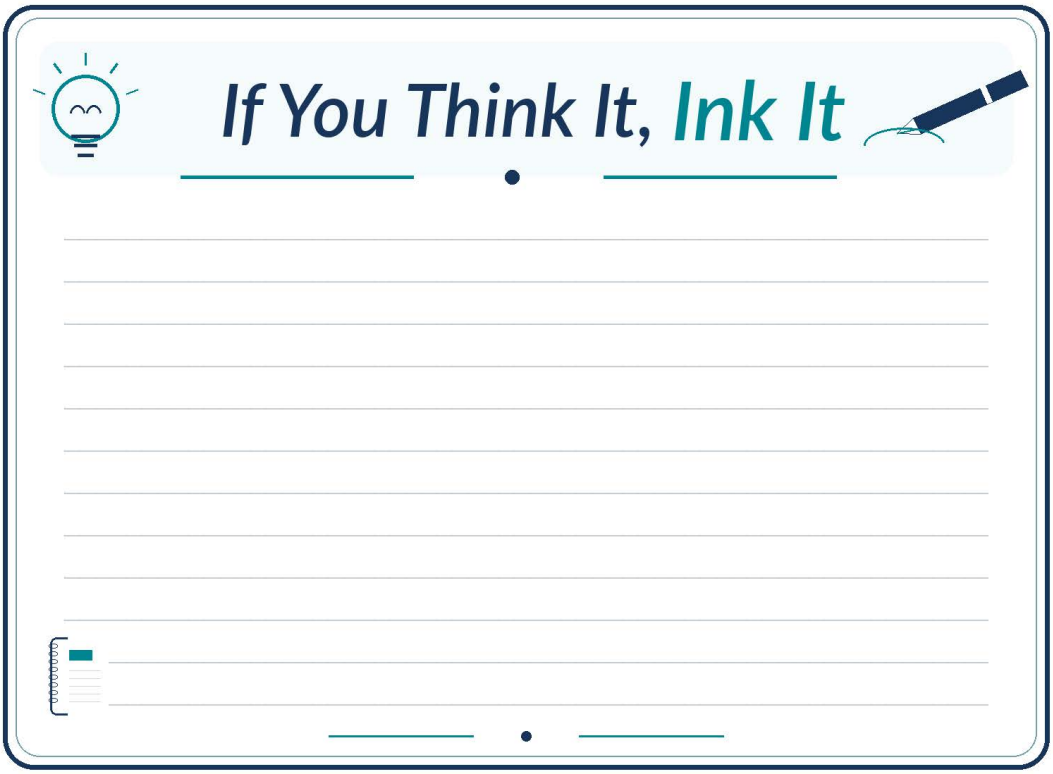
Youth programs can support leadership development and international understanding.

Peace Fellowships and peacebuilding resources can connect Rotarians to global understanding and conflict resolution work.

Friendship Exchange can deepen international friendship and Rotary connection.

The Rotary Learning Center, district training, RLI, and district leadership roles can support continued growth.

Clubs strengthen engagement when they help members find the right Rotary opportunity at the right time.



# Effective Leadership: Coalition Building



## Session Purpose

As I further my Rotary journey, I will continue to examine my own leadership style, engage in more complex and skillful use of my leadership skills, and seize opportunities to lead.

## Session Goals

- Use leadership, teamwork, and club communication to influence without formal authority.
- Apply motivational techniques to lead and communicate in Rotary and volunteer group settings.
- Build coalitions to win support for club goals and expand Rotary impact.

## Core Resources

- Building a Coalition
- Leadership Strategies for Rotarians

*Resources from either this Part II Workbook or on the website,*
*https://lonestarrli.org/page/part-ii-participant-workbook-amp-resources*

## *Opening Reflection*

In Part I, you explored your own leadership style and how you show up as a Rotarian.

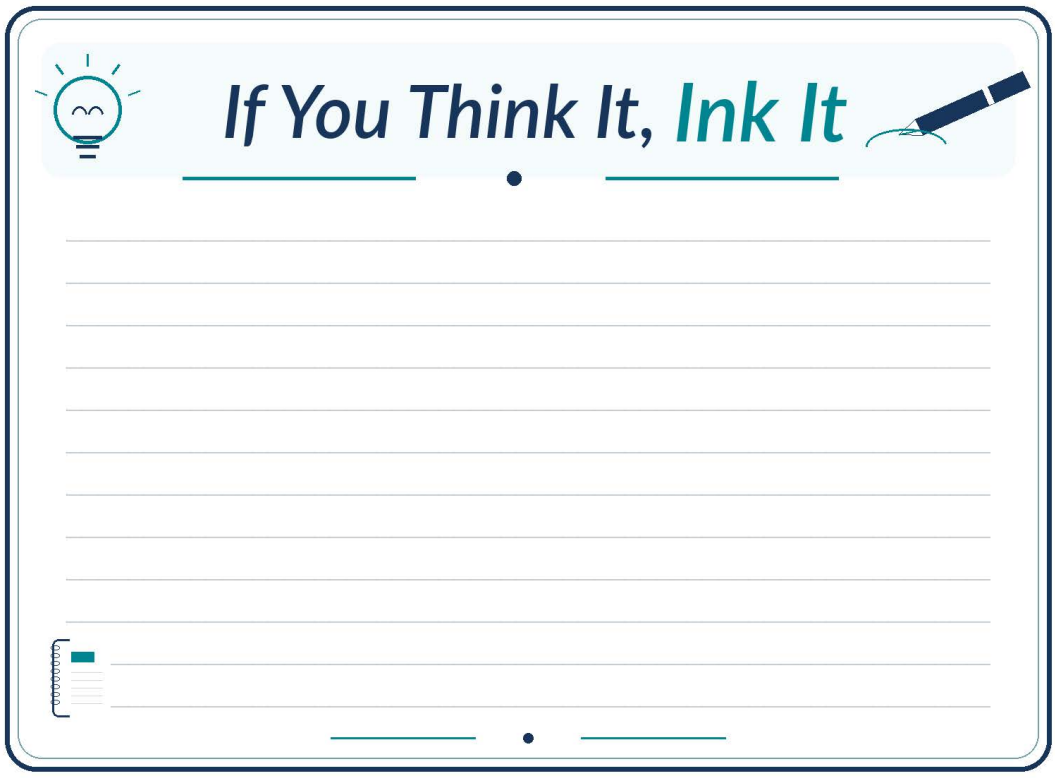
In this Part II session, you will apply that self-awareness to more complex Rotary situations where you need to influence, motivate, communicate, and build support.

## *Reflection:*

Think of a time in Rotary when someone had a good idea but could not move it forward alone.

What made it difficult?

Who needed to be influenced, motivated, or brought into the effort?

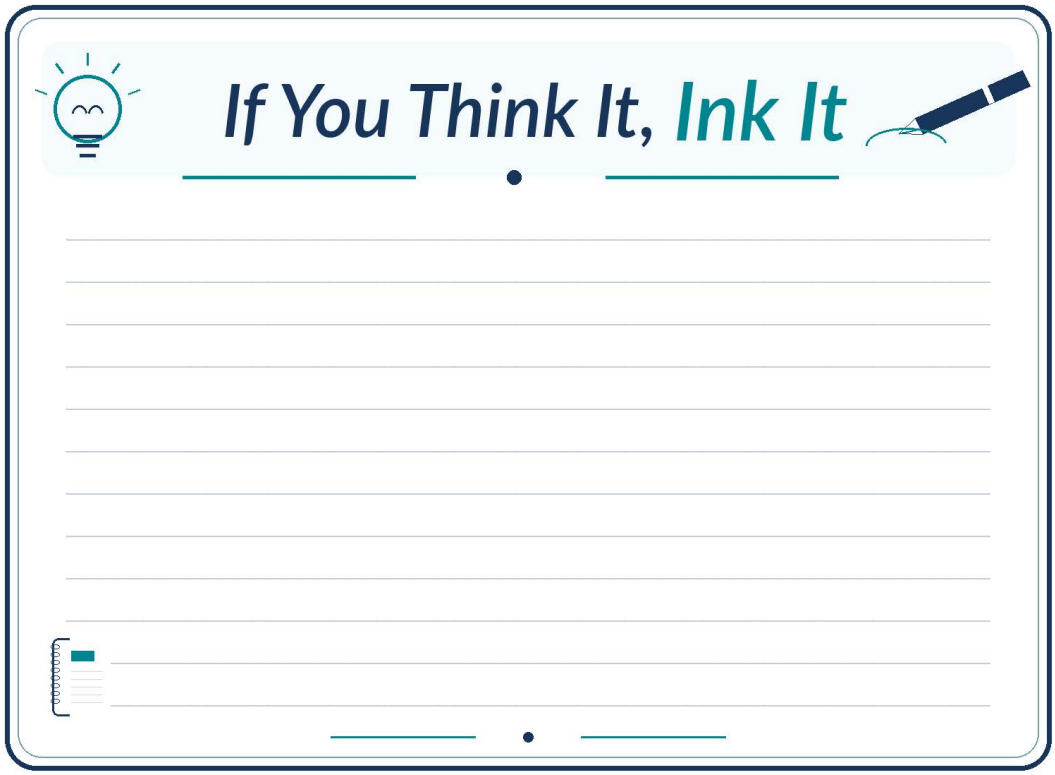


## Applied Leadership in Rotary:

Applied leadership in Rotary is relational, not positional.
Rotary leaders often lead without direct authority. They may need to move an idea forward by building trust, asking good questions, motivating volunteers, framing the goal clearly, and connecting people who care about the outcome.

**This session focuses on three connected leadership skills:**
**Influencing —** helping others understand, care, and act
**Motivating —** connecting people to purpose, belonging, recognition, and growth
**Building Coalitions —** bringing people and partners together around shared value

These skills help Rotarians turn good ideas into action.



## Influencing Without Authority

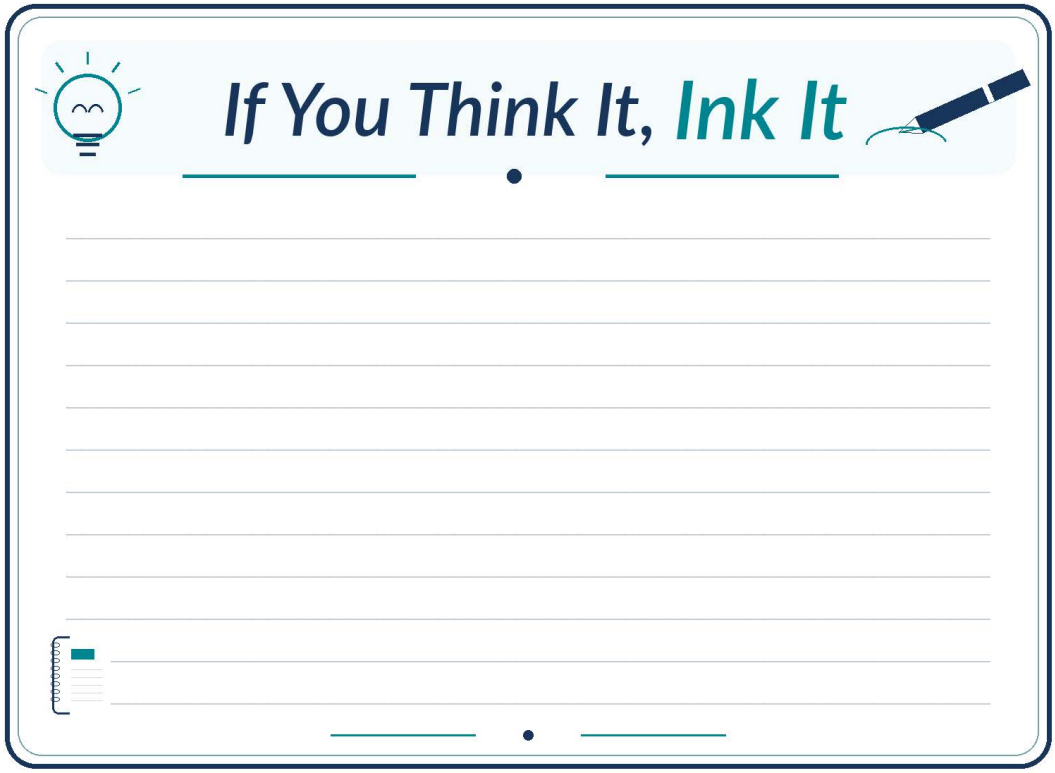
Influence is the ability to help others understand, care, and act even when you do not have formal authority over them.

**In Rotary, influence often depends on:**

| Influence Lever | What It Means in Rotary |
|---|---|
| Credibility | People trust your integrity, preparation, and follow-through. |
| Relationships | People know you care about them and the club, not only the task. |
| Framing | People understand why the idea matters and how it connects to Rotary values. |
| Reciprocity | People see mutual benefit, shared ownership, and respect. |

**Common mistake:**

A Rotary leader may over-rely on title or position instead of building trust, clarity, and shared purpose.



LONE STAR DIVISION RLI • PART II: EFFECTIVE LEADERSHIP: COALITION BUILDING

## Activity 1: Influence Strategy Lab

*Participant Activity — Scenario Analysis & Discussion*

**Scenario:**
Your club has an opportunity to launch a new service project. The idea is promising, but some members are concerned about time, cost, volunteer fatigue, or whether the project fits the club.

**Your group's task:**
Create a 2–3 step influence strategy.

| Question | Group Response |
|---|---|
| What is the goal or proposal? | |
| Who needs to support it? | |
| What concerns or resistance might they have? | |
| Which influence lever matters most: credibility, relationships, framing, or reciprocity? | |
| How can we frame the proposal so it connects to Rotary purpose or club priorities? | |
| What is one first conversation or action that could build support? | |
| What should we avoid doing? | |

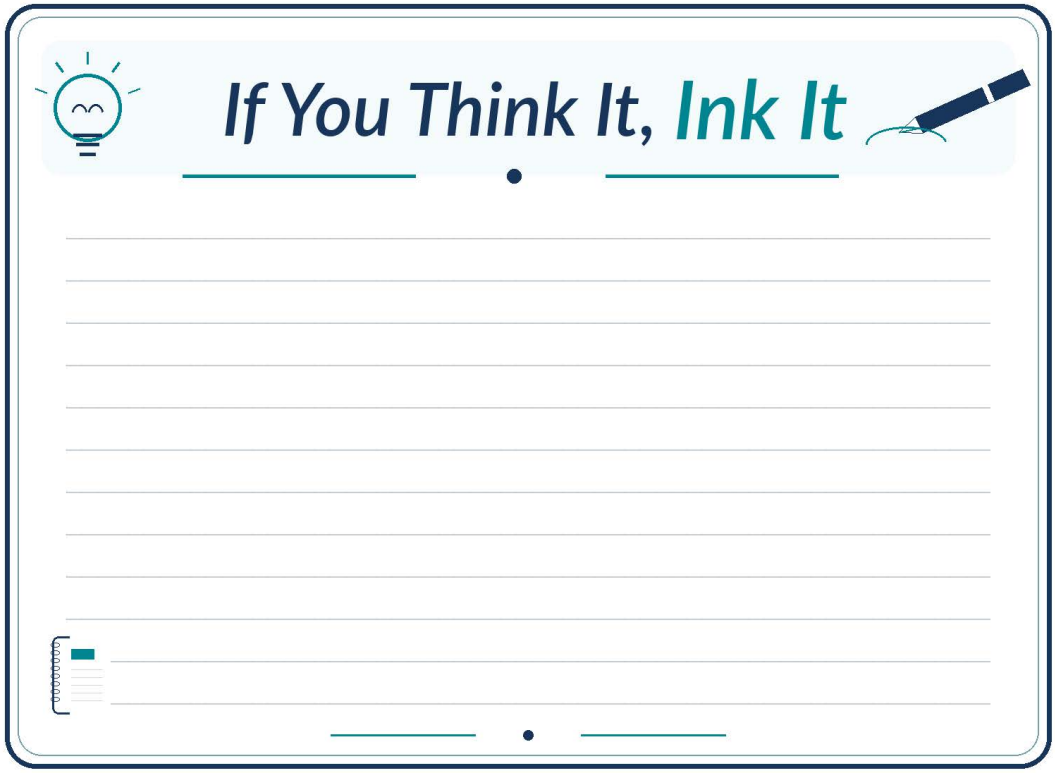
## Motivating Rotary Volunteers

Motivation is not manipulation. Motivation means helping people connect their time, energy, skills, and interests to meaningful Rotary work.

**Rotary volunteers may be motivated by:**

| Motivation Driver | What It Can Look Like |
|---|---|
| Purpose | "This matters. It helps people. It connects to Service Above Self." |
| Belonging | "I am included, known, welcomed, and part of the group." |
| Recognition | "My contribution is noticed and appreciated." |
| Growth | "I am learning, leading, stretching, or using my skills." |

Rotarians may disengage when they do not understand the purpose, do not feel included, are not asked personally, are not thanked, or are assigned work that does not fit their interests or capacity.



**LONE STAR DIVISION RLI • PART II: EFFECTIVE LEADERSHIP: COALITION BUILDING**

## Activity 2: Motivation Mapping

*Participant Activity — Scenario Analysis & Application*

*Choose one scenario.*

**Scenario A: The Quiet New Member**
A new member attends meetings but has not joined a project or committee. The club assumes they are not interested.
**Scenario B: The Burned-Out Volunteer**
A reliable member has chaired the same event for several years and is starting to withdraw.
**Scenario C: The Skilled Member No One Has Asked**
A member has useful professional skills, but the club has never connected those skills to a project or leadership role.
**Scenario D: The Member Who Says "No" Often**
A member regularly declines volunteer opportunities. Others think they are negative, but no one has asked what kind of involvement would fit.
**Use the worksheet below.**

| Question | Response |
|---|---|
| Which scenario did you choose? | |
| What might this person need: purpose, belonging, recognition, growth, or something else? | |
| What assumption should the club avoid making? | |
| What personal invitation or question could help? | |
| What role or opportunity might fit this person better? | |
| How could the club recognize or support this person appropriately? | |
| What is one next step? | |

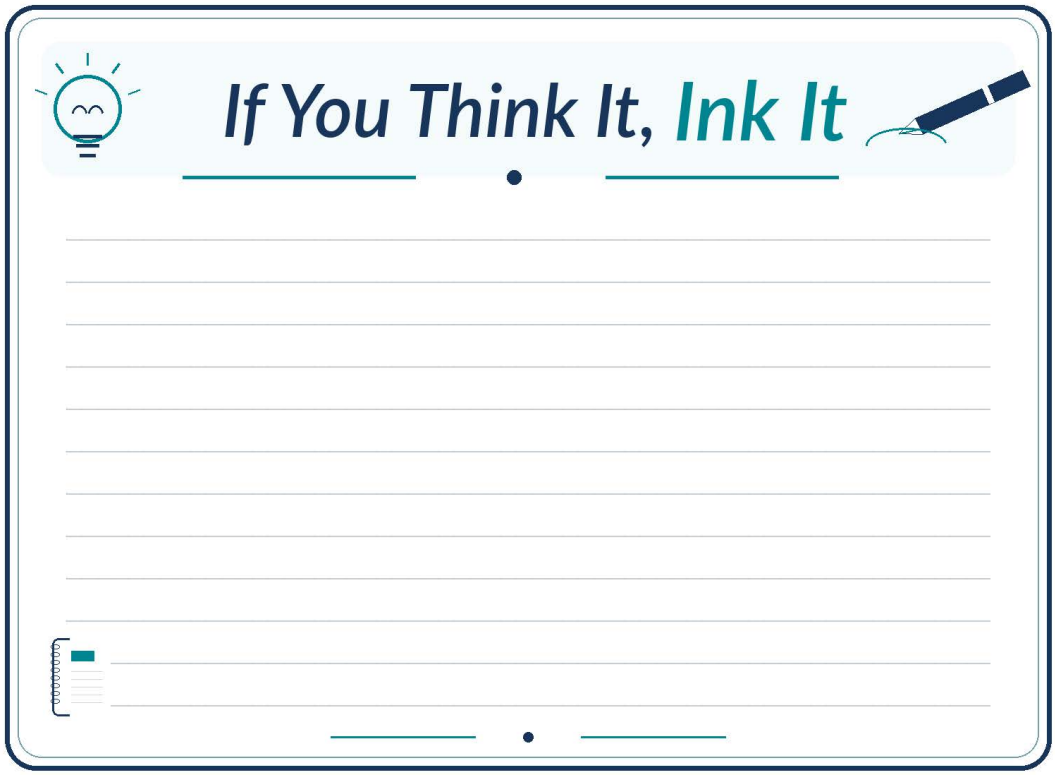
## Building Coalitions

A coalition is a group of people or organizations working together toward a shared purpose.

**In Rotary, coalitions may be:**

| Coalition Type | Examples |
|---|---|
| Internal club coalition | Club president, project chair, membership chair, public image chair, Foundation chair, newer members |
| Inter-club coalition | Two or more Rotary or Rotaract clubs working together |
| District coalition | Club leaders working with district chairs, Assistant Governors, or district committees |
| Community coalition | Schools, nonprofits, businesses, local government, faith communities, civic groups |
| Rotary network coalition | Rotary Action Groups, Fellowships, partner clubs, international contacts |

Coalitions work best when partners understand the purpose, the value, the roles, and the first ask.



**LONE STAR DIVISION RLI • PART II: EFFECTIVE LEADERSHIP: COALITION BUILDING**

## Activity 3: Coalition Builder Exercise

*Participant Activity — Coalition Planning & Application*

Choose a real or sample Rotary goal. Examples:

- Launch a new community service project
- Rebuild member engagement
- Start or strengthen an Interact club
- Improve club public image
- Support a Foundation-funded project
- Create a district-wide training or service event
- Expand participation in RLI

Complete the coalition plan.

| Partner / Stakeholder | What do they care about? | What value can we offer them? | What do we need from them? | First ask |
|---|---|---|---|---|
| Internal club partner | | | | |
| Another club or district partner | | | | |
| Community partner | | | | |
| Rotary resource or network | | | | |

## Integration: Influence + Motivation + Coalition

Influence, motivation, and coalition building work together.

| Leadership Skill | Key Question |
|---|---|
| Influence | How do we help people understand, care, and act? |
| Motivation | What connects this person to meaningful Rotary work? |
| Coalition Building | Who must work together, and what mutual value can we create? |

Applied leadership in Rotary is relational, not positional.

### Discussion

Think about one real goal, challenge, or opportunity in your club.

**Examples:**

- Increase service participation
- Attract members
- Re-engage members
- Improve communication
- Strengthen public image
- Support a Foundation project
- Build a stronger committee
- Launch a new event
- Prepare future leaders

Complete the quick planning grid.

| My Rotary goal or challenge | My response |
|---|---|
| What do I want/need to move forward? | |
| Who needs to be influenced? | |
| What might motivate them? | |
| Who belongs in the coalition? | |
| What is one first ask I can make? | |

## Leadership Action Commitment

*Complete before leaving.*

**One influence action I will take:**

**One motivation action I will take:**

**One coalition action I will take:**

**One person I should talk with within the next 30 days:**

**One first ask I can make:**

***If You Think It, Ink It!***

## Summary / Key Takeaways

In Rotary, applied leadership is relational, not positional.

Part I helped us understand our own leadership style; Part II asks us to lead with and through others.

Rotary leaders often influence without authority.

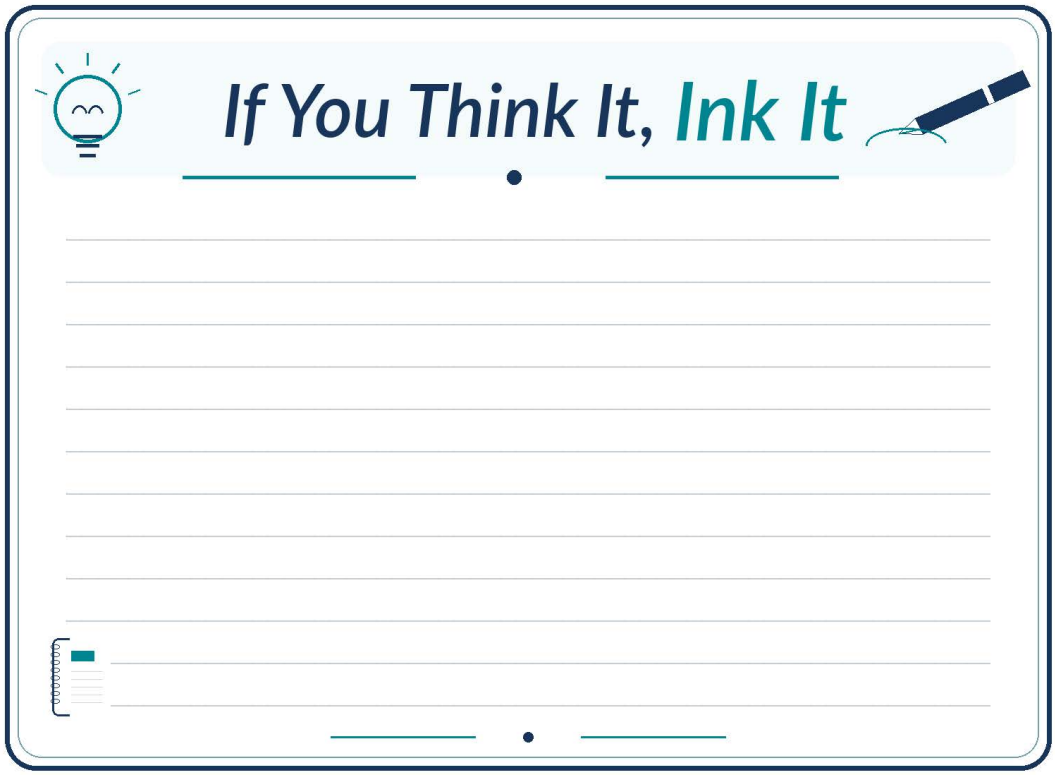
Influence is strengthened by credibility, relationships, framing, and reciprocity.

Volunteers are motivated by purpose, belonging, recognition, growth, and meaningful contribution.

Coalitions are built through shared purpose, mutual value, clear roles, and realistic first asks.

Effective leadership in Rotary requires communication, patience, clarity, and follow-through.

The goal is not simply to get people to help us. The goal is to create shared action around Rotary purpose.



# Attracting Members



## Session Purpose

I can lead and promote my club's reexamination of how we attract members whose diverse perspectives, skills, and backgrounds strengthen our ability to serve.

## Session Goals

- Explain what makes a Rotary club attractive and welcoming to prospective members.
- Identify prospective-member sources, interests, and barriers using a diverse, community-focused lens.
- Develop practical strategies to attract, invite, propose, welcome, and begin engaging new members.

## Core Resources

- Creating a Positive Experience for Prospective Members
- Hosting a Prospective Member Event
- Introducing New Members to Rotary
- Membership Assessment Tools
- Proposing New Members
- Strengthening Your Membership
- Rotary Learning Center
- Rotary Magazine
- Classification List

*Resources from either this Part II Workbook or on the website,*
*https://lonestarrli.org/page/part-ii-participant-workbook-amp-resources*

## *Participant Opening Reflection*

In Part I, Engaging Members, you considered why people join Rotary, why they stay, and how Fellowship, Service, and Networking create belonging and participation.

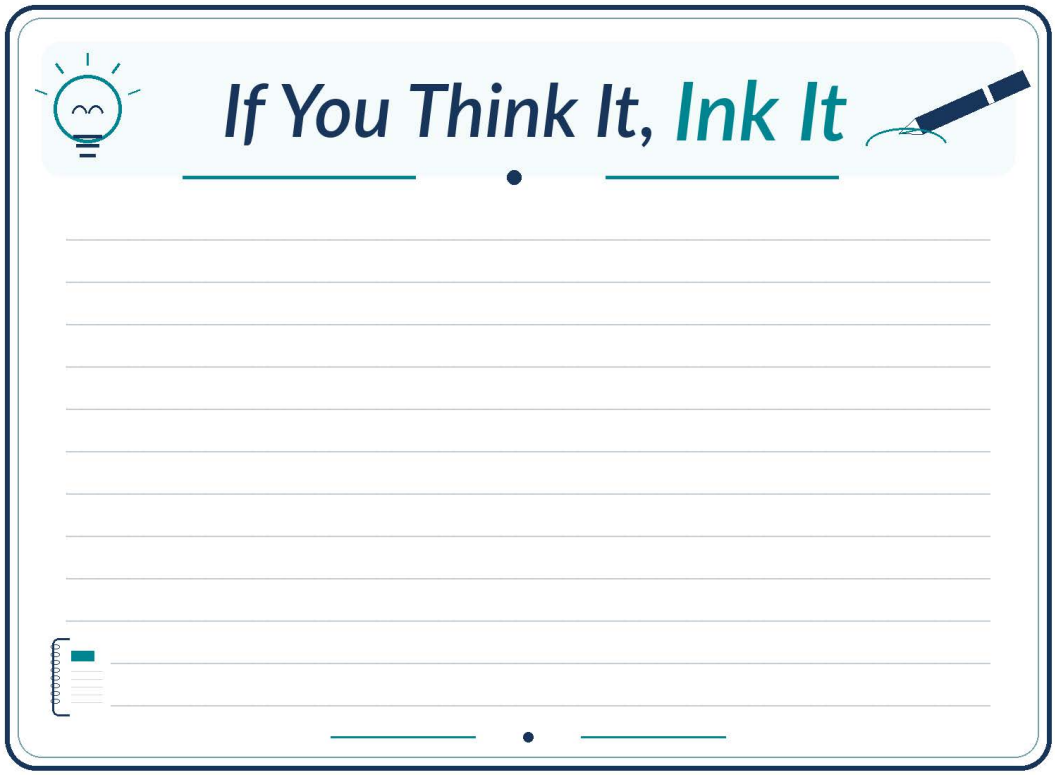
Now consider attraction from the perspective of a prospective member.

**What first attracted me to Rotary?**

**What would attract someone like me today?**

**What might cause a prospective member to hesitate?**

**What does my club offer that is distinctive in our community?**



## From Engagement to Attraction

A club that engages current members is more likely to attract prospective members.

**Prospective members notice:**

- Whether the club is active
- Whether members appear welcoming
- Whether service is meaningful
- Whether meetings have purpose
- Whether guests are included
- Whether follow-up is timely
- Whether the club reflects the community
- Whether there is a clear path to participate
- Whether the club's story is understandable and inviting

A club's member experience is part of its membership invitation.

## Activity 1: What Makes a Club Attractive?

**Discuss as a group:**

What characteristics should your club have so prospective members want to join us? Use the space below to record ideas.

**Consider these vibrant club traits:**

| Club Characteristic | How This Helps Attract Members |
|---|---|
| Active | |
| Dynamic | |
| Meaningful service | |
| Leadership opportunities | |
| Succession planning | |
| Public image | |
| Representative of the community | |
| Welcoming culture | |
| Clear follow-up | |

## Prospective Member Lens

Rotary clubs do not need to look only for people who already understand Rotary. Clubs need to identify people who may be ready for Rotary's purpose, fellowship, service, leadership, and community connection.

**Discuss:**

What are the characteristics of a prospective Rotarian?

Where can we look to find new members?

Does your club reflect your community?

What does this mean?

Does it matter?

---

**Classification List Note**

The Classification List may help a club identify vocational, community, and perspective gaps. It should be used as a discovery tool to help the club think broadly about who is missing from the conversation and whose skills, experience, or community connections could strengthen the club's ability to serve.

It should not be used as a membership filter or gatekeeping tool.

## Where Can We Look for Prospective Members?

Use this chart to think broadly.

| Source | Possible Prospective Members | Notes |
|---|---|---|
| Current members' networks | Friends, colleagues, family, neighbors | |
| Service partners | Nonprofit leaders, volunteers, project partners | |
| Business community | Business owners, managers, professionals, entrepreneurs | |
| Schools and youth programs | Parents, educators, youth program alumni, Rotaract alumni | |
| Faith and civic organizations | Community volunteers and civic leaders | |
| Local government / public service | Public servants, first responders, community staff | |
| Former members | People who left but may reconnect | |
| Event guests | Fundraiser guests, service project volunteers, speakers | |
| Underrepresented groups | Community voices not currently reflected in the club | |
| New residents | People seeking connection in the community | |

## *Reflection:*

Which source does my club use well?

Which source does my club overlook?

### Visitor and Prospective Member Experience

Attracting members is not only about finding names. It is also about what happens when someone shows interest.

**Discuss:**
How does your club welcome visitors and prospective members?

**A prospective member may ask:**

- Will I be welcomed?
- Will someone explain what is happening?
- Will I know where to sit?
- Will I understand the meeting?
- Will I see meaningful service?
- Will I meet people who care about the community?
- Will someone follow up?
- Will I know how to get involved?
- Will I feel that I belong?

## Activity 2: Prospective Member Experience Check

| Step | What Happens Now? | What Could Improve? | Who Should Own This? |
|---|---|---|---|
| Before the visit | | | |
| Arrival / greeting | | | |
| During the meeting or event | | | |
| Explanation of Rotary | | | |
| Follow-up after visit | | | |
| Invitation to return | | | |
| Proposal / membership process | | | |
| New member introduction | | | |
| Early engagement after joining | | | |

LONE STAR DIVISION RLI • PART II: ATTRACTING MEMBERS

## Worksheet A: Action Plan for Attracting & Welcoming New Members

*Participant Activity — Small-Group Planning & Application*

**Activity Instructions**

As a group, complete the action plan below to attract and welcome new members to your club.

You have 15 minutes to develop your plan. Each group will report to the full session.

Choose a spokesperson before time is called.

Group #: _____ Spokesperson: _____

**Step 1 — Attracting New Members**

Identify specific strategies your club will use to attract prospective members.

| Strategy / Idea | Who Is Responsible | Target Date |
|---|---|---|
| | | |
| | | |
| | | |
| | | |

**Step 2 — Welcoming New Members**

Identify how your club will welcome and engage members once they join.

| Strategy / Idea | Who Is Responsible | Target Date |
|---|---|---|
| | | |
| | | |
| | | |
| | | |

**Step 3 — Obstacles & Solutions**

What barriers might get in the way, and how will your club address them?

| Potential Obstacle | Solution / Action |
|---|---|
| | |
| | |
| | |
| | |

**LONE STAR DIVISION RLI • PART II: ATTRACTING MEMBERS**

# Worksheet B: Prospective New Member Campaign

*Participant Activity — Small-Group Campaign Planning & Application*

**Activity Instructions:** Working with your group, design a campaign to identify, invite, and attract prospective new members to your club. You have 15 minutes to develop your plan. Each group will report to the full session. Choose a spokesperson before time is called.

Group #: _____ Spokesperson: _____

**1. Campaign Name & Theme** — Give your campaign a memorable name and a one-line theme or tagline.

Campaign Name: _____

Theme / Tagline: _____

**2. Target Audience** — Who are you trying to reach? Consider professions, demographics, community connections, or groups underrepresented in your club.

| Target Group / Profile | Why This Group? |
|---|---|
| | |
| | |

**3. Campaign Goals** — What does success look like? Set specific, measurable targets.

| Goal | Target |
|---|---|
| Number of prospects identified | |
| Number of guests invited to events | |
| Number of new members inducted | |
| Campaign timeframe / deadline | |

**4. Outreach Channels & Tactics** — How will you reach prospects? Examples may include social media, personal invitations, community events, partner organizations, business contacts, or family and friends of members.

| Channel / Tactic | Who Leads It | Timeline |
|---|---|---|
| | | |
| | | |
| | | |

**5. The Invitation & First Touch** — What specific ask, event, message, or experience will you use to make the first connection?

**6. Follow-Up & Conversion Plan** — How will you nurture a prospect from first contact to membership? Who is responsible for follow-up, and within what timeframe?

| Follow-Up Step | Owner & Timeframe |
|---|---|
| | |
| | |

**7. Measuring Success** — How and when will you track progress toward your campaign goals?

**Discussion Summary** — Top 2–3 highlights of your campaign to share with the full group:

## *Individual Reflection: From Plan to Action*

What idea from today's discussion could help my club attract or welcome prospective members?

What is one action I can take within 30 days?

Who should be involved?

How will I know whether the action helped?

Write one specific commitment.
**Within 30 days, I will:**

***If You Think It, Ink It!***

## Summary / Key Takeaways

A club that is active, welcoming, visible, and service-focused is more likely to attract prospective members.

Part I helped us understand why people join, participate, and stay.

Part II asks how we use that understanding to attract, invite, propose, welcome, and begin engaging prospective members.

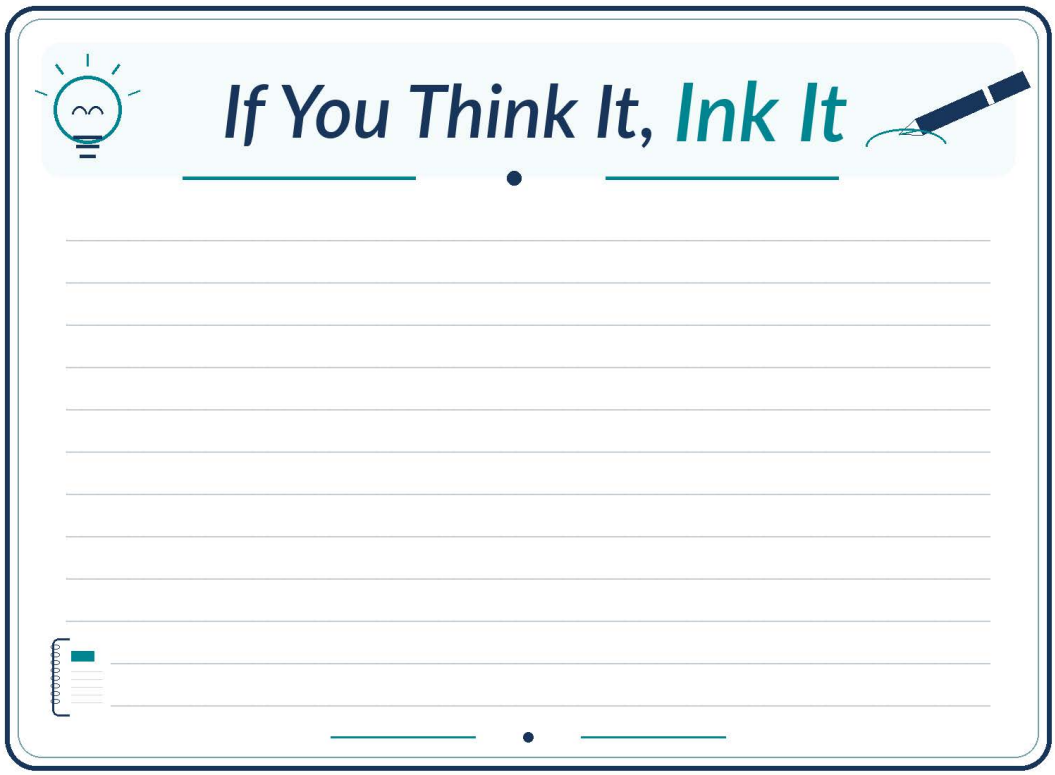
A club's public image, service, meeting experience, follow-up, and culture all affect whether prospective members return.

The Classification List may help identify vocational, community, and perspective gaps, but it should be used as a discovery tool, not a membership filter.

Prospective members need more than information. They need welcome, purpose, connection, and a clear next step.

Attraction should lead to belonging and meaningful early participation.

Participants should take useful action plans, campaign ideas, or worksheet results back to the club membership committee or board for consideration.



# Club Communication



## Session Purpose

I can serve by leading and promoting effective communications to my club's internal and external audiences. Refine and practice my skills.

## Session Goals

- Explain the importance of effective communication in Rotary clubs and communities.
- Prioritize effective communication opportunities within the club and the local community.
- Identify district communication methods and how clubs can use them appropriately.

## Core Resources

- Rotary Brand Center
- Rotary Learning Center
- District communication channels and public image resources
- Club public image or communication committee resources

### Optional Supplemental Resources

- Introducing a Speaker
- 10 Tips for Public Speaking

*Resources from either this Part II Workbook or on the website,*
*https://lonestarrli.org/page/part-ii-participant-workbook-amp-resources*

## *Participant Opening Reflection*

What is one communication problem Rotary clubs face?

What happens when club communication is unclear, too late, too frequent, too limited, or sent to the wrong audience?

Think of a recent Rotary communication you received or helped send.

What worked well?

What could have been clearer?

**Pair-share:**

**Turn to one person near you and briefly discuss:**

Who was the intended audience?

What did the audience need to know?

What did the audience need to do?

Was the message sent through the right channel?

## Why Communication Matters in Rotary Clubs

Rotary clubs communicate constantly.

**Clubs communicate with:**

- Current members
- Club officers and board members
- Committees
- Prospective members
- New members
- Community partners
- Speakers
- District leaders
- Other clubs
- Event participants
- Sponsors and donors
- The public
- Local media
- Youth program participants and families, when applicable

**Clear communication helps people know:**

- What is happening
- Why it matters
- Who is involved
- What decision is needed
- What action is requested
- When action is needed
- Where to get more information
- How the message connects to Rotary values and service

Poor communication creates confusion, missed deadlines, low participation, duplicated work, frustration, and lost opportunities.

Good communication helps members, clubs, districts, partners, and communities understand and act.

## Audience Categories Quick Reference

| Audience | What They Usually Need | Possible Channels |
|---|---|---|
| Current club members | Logistics, purpose, role, deadline, call to action | Email, meeting announcement, newsletter, text, phone, club app |
| Club board / committee | Decision needed, background, options, recommendation | Agenda, memo, email, meeting discussion |
| Prospective members | Invitation, purpose, welcome, why it matters | Personal invitation, website, social media, flyer, event invitation |
| New members | Welcome, clear next step, role, person to ask | Orientation note, sponsor call, email, checklist, personal invitation |
| Community partners | Credibility, mutual benefit, contact person, next step | Email, phone call, meeting, proposal, letter |
| Speakers | Date, time, audience, topic, logistics, introduction details | Email, phone call, speaker form |
| District leaders | Club story, request, event, report, recognition, deadline | District newsletter, website submission, email to district chair |
| Public / media | Clear story, impact, quote, photo, who/what/when/where/why | Social media, press release, website, local news, partner channels |

## Communication Planning Model

Use this simple planning model before sending a club message.

Audience → Message → Channel → Action

Audience

Who needs to receive this communication?

Message

What is the clearest thing they need to know?

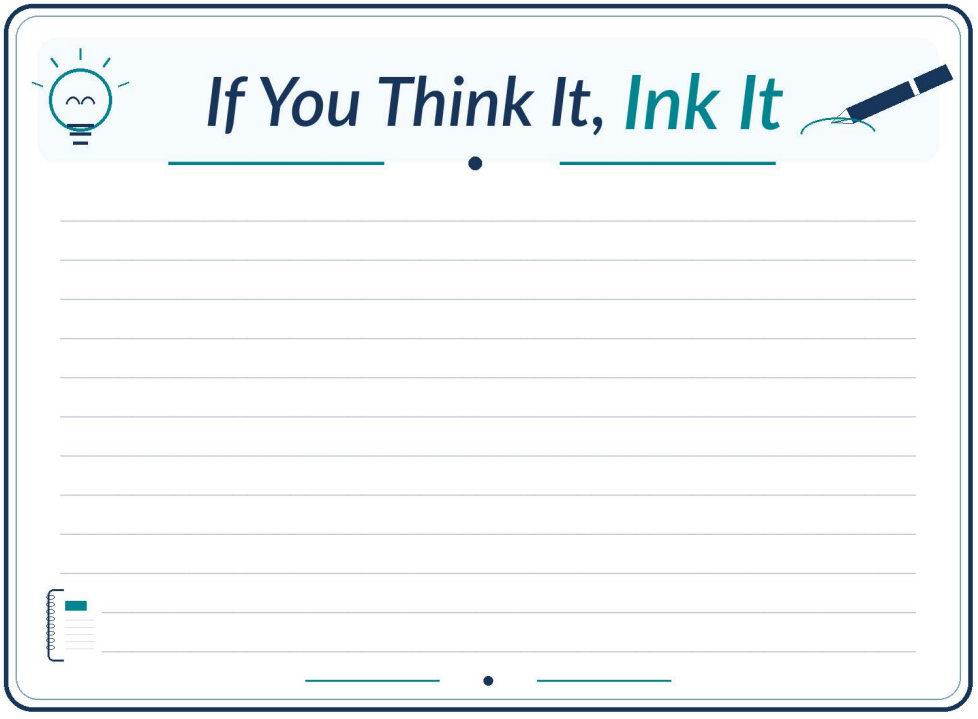
Channel

What is the best way to reach this audience?

Action

What do we want the audience to do?

A clear Rotary message should help the audience understand the purpose, see why it matters, and know what to do next.



**LONE STAR DIVISION RLI • PART II: CLUB COMMUNICATION**

# Activity 1: Club Communication Planning Worksheet

*Participant Activity — Communication Planning & Application*

**Choose a real communication need from your club or use one of these examples:**

- Need volunteers for a service project
- Announce a fundraiser
- Invite prospective members to a club event
- Ask the board for a decision
- Share a service project result
- Submit a story to the district
- Recognize a new member
- Invite members to district training
- Communicate a youth program opportunity
- Thank a community partner

**Complete the worksheet.**

| Planning Prompt | Response |
|---|---|
| What is the communication need or problem? | |
| Who is the primary audience? | |
| Is the audience internal, external, district, or public? | |
| What do we want the audience to know? | |
| What do we want the audience to feel? | |
| What do we want the audience to do? | |
| What is the clearest message in one sentence? | |
| What communication channel should we use? | |
| Who should send or deliver the message? | |
| What Rotary tone, value, or brand consideration applies? | |
| What deadline or timing matters? | |
| How will we know whether the communication worked? | |

LONE STAR DIVISION RLI • PART II: CLUB COMMUNICATION

## Activity 2: Message Makeover

*Participant Activity — Message Analysis & Application*

**Starting message:**

"Our club is doing a project next month. Volunteers are needed. See the president for details."

This message is not wrong, but it is incomplete. It does not identify the project, purpose, date, role, audience, impact, or clear next step.

Rewrite the message for different audiences.

| Audience | Revised Message | Best Channel | Desired Action | What Makes This Version Effective? |
|---|---|---|---|---|
| Current club members | | | | |
| Prospective member | | | | |
| Community partner | | | | |
| District newsletter or district website | | | | |
| Social media / public audience | | | | |

## District Communication Application

District communication is not only top-down. Clubs can share stories, photos, project results, learning opportunities, award notices, and needs with the district so district leaders can help amplify club work.

For each communication need, decide whether it should stay in the club, go to the district, be shared publicly, or be sent to a specific audience.

| Communication Need | Club Only | District | Public | Specific Audience | Notes / Best Channel |
|---|---|---|---|---|---|
| Club fundraiser announcement | | | | | |
| Service project results | | | | | |
| Need for volunteers | | | | | |
| District training opportunity | | | | | |
| New member recognition | | | | | |
| Club award or milestone | | | | | |
| Grant-funded project story | | | | | |
| Public image request | | | | | |
| Youth program announcement | | | | | |

**Suggested question:**
"What club story, result, opportunity, or need would be more effective if the district helped amplify it?"

## Rotary Brand and Tone Check

**Before sending or posting a Rotary message, ask:**

| Check | Question |
|---|---|
| Clarity | Is the message easy to understand? |
| Audience | Is it written for the right audience? |
| Purpose | Does it explain why this matters? |
| Action | Does the audience know what to do next? |
| Tone | Is it welcoming, respectful, and Rotary-appropriate? |
| Brand | Does it use correct Rotary name, logo, or template if needed? |
| Impact | Does it show service, fellowship, learning, leadership, or community benefit? |
| Accuracy | Are dates, names, places, and deadlines correct? |
| Permission | Are photos, youth-related details, or partner references appropriate to share? |
| Follow-up | Is there a contact person or next step? |

Choose one revised message from the Message Makeover Activity and apply the check.

What is strong?

What should be improved before sending?

## Public Speaking and Speaker Introduction Connection

Club communication is not only written. Rotary communication also happens when someone speaks at a meeting, introduces a speaker, gives a project update, welcomes a guest, or reports to the district.

**A strong spoken message should:**

- Be brief
- Be prepared
- Identify the purpose
- Respect the audience
- Use the speaker's correct name and role
- Connect the message to Rotary
- Include a clear transition or next step

When introducing a speaker, make the introduction about the speaker and the value to the audience, not about the introducer.

## *Reflection:*

Where in my club do we use spoken communication well?

Where could we improve?

## *Closing Reflection*

Complete before leaving.

**One communication habit my club should strengthen is:**

**One audience we need to communicate with more clearly is:**

**One message I can help improve is:**

**One action I will take within 30 days is:**

*If You Think It, Ink It!*

## Summary / Key Takeaways

Effective club communication helps people understand, care, and act.

Rotary clubs communicate with internal, external, district, and public audiences.

The same message should not be sent the same way to every audience.

Good communication begins with audience, message, channel, and action.

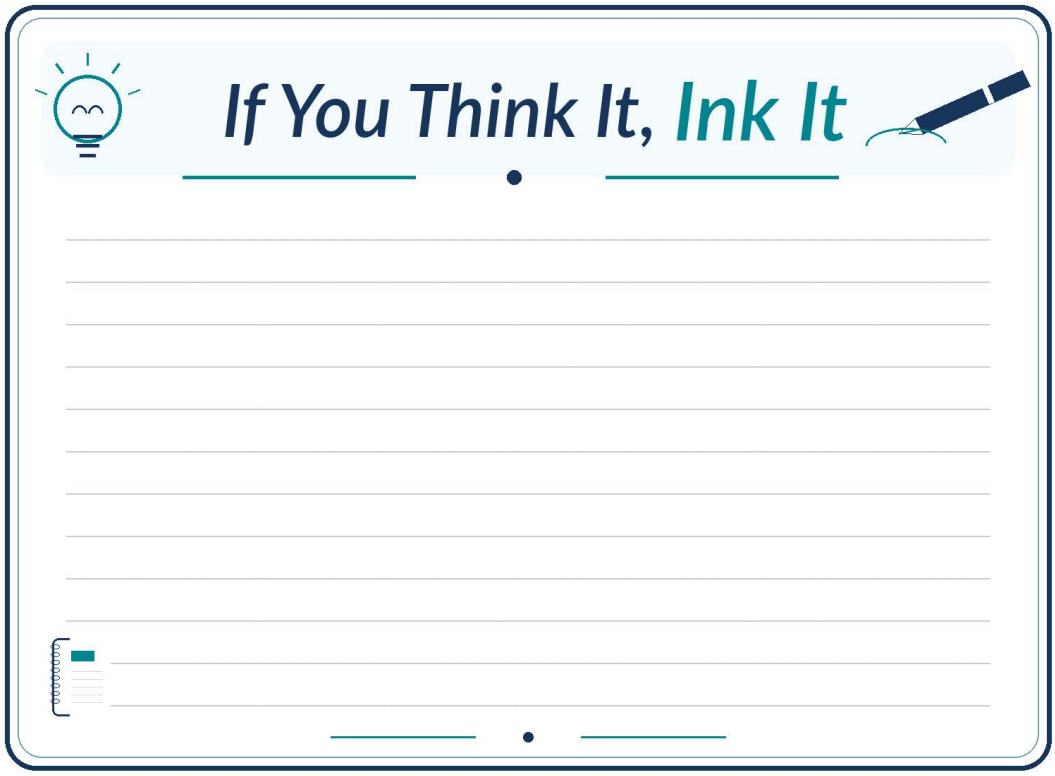
A clear message explains what is happening, why it matters, and what action is needed.

Communication with the district helps clubs share stories, opportunities, project results, needs, and recognition.

The Rotary Brand Center and Rotary Learning Center are support resources, not lecture topics.

Public speaking and speaker introductions are also forms of club communication.

This session prepares participants for deeper Part III work in Public Image, where communication connects to public trust, storytelling, visibility, and Rotary's reputation.



# Foundation II: Targeted Service



## Session Purpose

I can lead and promote my club's participation in unique, significant, and targeted service opportunities through our Foundation.

## Session Goals

- Explain how The Rotary Foundation grant model supports targeted service opportunities for Rotary clubs.
- Identify how Rotary's Areas of Focus help clubs connect community needs with meaningful service projects.
- Apply grant-model concepts to a potential club project by considering need, partners, resources, and appropriate Foundation support.
- Evaluate a service idea for sustainability, measurable impact, and long-term benefit.

## Core Resources

- The Rotary Foundation Reference Guide or current official Foundation resource
- Rotary grants overview
- Areas of Focus reference
- Community Assessment Tools or current official Rotary equivalent
- Model Grant Project worksheet

*Resources from either this Part II Workbook or on the website,*
*https://lonestarrli.org/page/part-ii-participant-workbook-amp-resources*

## *Opening Reflection*

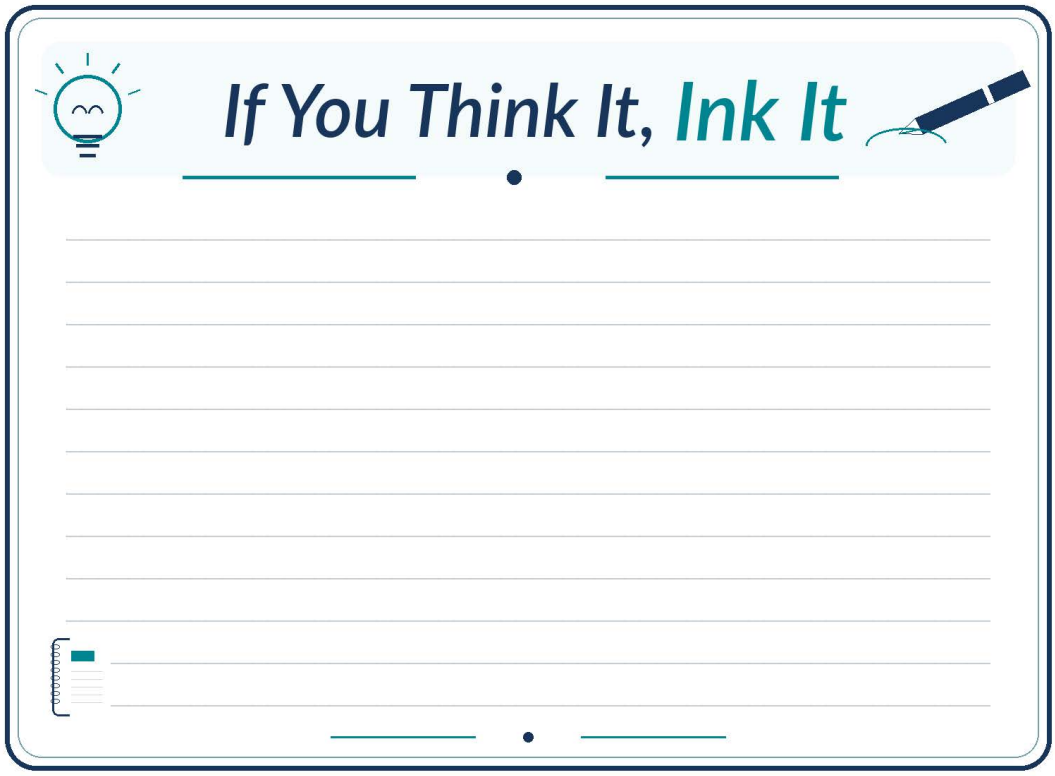
In Part I, Foundation I: Our Foundation introduced why Rotary has a Foundation, how it helps Rotarians do good, and how Areas of Focus organize service.
In this Part II session, we move from awareness to application.

## *Reflection:*

**One thing I remember from Foundation I is:**

**One Foundation-related question I still have is:**

**One service project my club has done or could do is:**



## Foundation II: From Awareness to Targeted Service

Foundation **I** introduced the Foundation.

**Foundation II asks: How can my club use Foundation tools to create service that is:**

- Unique
- Significant
- Targeted
- Connected to real community needs
- Aligned with Rotary priorities
- Supported by appropriate resources
- Designed for lasting benefit

The purpose is not to memorize grant rules. The purpose is to understand how the grant model can help clubs move from a good idea to a stronger service project.

### The Grant Model

Rotary Foundation grants help bring service project ideas to life.

**At the overview level, Rotarians may hear about:**

| Grant / Support Type | General Purpose |
|---|---|
| District grants | Support smaller-scale, shorter-term activities that address needs locally or internationally. |
| Global grants | Support larger international activities with sustainable, measurable outcomes in Rotary's Areas of Focus. |
| Disaster response grants | Support relief and recovery efforts in areas affected by natural disasters. |
| Programs of scale grants | Support proven program models that can expand within Rotary's Areas of Focus to benefit more people in more places. |

*This session focuses mainly on how clubs think about project fit, need, Areas of Focus, sustainability, and Foundation support.*

### Discussion: Why Does the Grant Model Matter?

Discuss in pairs or small groups.

1. How can a Foundation-supported project help a club do more than it could do alone?
2. How can the grant model encourage Rotarians to contribute to The Rotary Foundation?
3. What does a club need to know before it decides whether a project might fit a Foundation grant?
4. What questions should a club ask before starting a grant-supported project?

**Notes;**

**Notes:**

### Areas of Focus and Targeted Service

Rotary's Areas of Focus help clubs connect service ideas to significant humanitarian needs.

**The Areas of Focus include:**

- Peacebuilding and conflict prevention
- Disease prevention and treatment
- Water, sanitation, and hygiene
- Maternal and child health
- Basic education and literacy
- Community economic development
- Protecting the environment

Targeted service means the club is not simply doing a project because it sounds good. The club is asking:
What need are we addressing?
How do we know?
Who is affected?
Which Area of Focus connects to the need?
What resources are needed?
Who should be involved?
What result do we hope to create?

## Activity 1: Area of Focus Match

For each project idea, identify the strongest Area of Focus connection. Some projects may connect to more than one Area of Focus.

| Project Idea | Area of Focus | Why does it fit? |
|---|---|---|
| A club wants to provide health screening in an underserved area. | | |
| A club wants to support literacy tutoring and books for children. | | |
| A club wants to improve access to clean water at a school. | | |
| A club wants to support job training for women starting small businesses. | | |
| A club wants to create a youth peacebuilding program. | | |
| A club wants to restore habitat along a local waterway. | | |
| A club wants to support safe delivery training for maternal health workers. | | |

## Community Assessment

A strong Rotary project begins with listening.

Community assessment helps a club understand:

- What the community says it needs
- What information or evidence supports the need
- Who is affected
- What resources already exist
- Who should be involved
- Whether the project idea is wanted, useful, respectful, and realistic

Discussion questions:

- Does a community assessment have to be done?
- If it is required or recommended, why does it matter?
- Who should be asked before a club decides what project to do?
- How can a club avoid assuming it already knows the answer?
- If a project is thousands of miles away, how could the club understand local needs?

## Community Assessment Quick Worksheet

Think about a real or possible service project.

| Question | Notes |
|---|---|
| What need does the project address? | |
| Who says this is a need? | |
| Who is affected by the need? | |
| Who should be consulted? | |
| What information would help confirm the need? | |
| What community partner or local Rotary partner should be involved? | |
| What assumption should the club test before beginning? | |

## Sustainability

Sustainability means the benefit of the project can continue after Rotary's direct involvement, funding, or event is over.

A project is more likely to be sustainable when it:

- Starts with the community
- Encourages local ownership
- Builds local skills or capacity
- Uses appropriate local resources where possible
- Has a plan for future support or maintenance
- Includes a way to measure success

Sustainability is not only for global projects. Local service projects also benefit from asking:
"What happens after the Rotary workday, donation, event, or grant ends?"

## Sustainability Check

Use this quick check for a project idea.

| Sustainability Question | Response |
|---|---|
| What lasting benefit should this project create? | |
| Who will continue the work or benefit after Rotary's role ends? | |
| What training, maintenance, or follow-up is needed? | |
| What local ownership or partner support is needed? | |
| How will we know whether the project worked? | |
| What could cause the benefit to fade? | |
| What change would make the project stronger? | |

**LONE STAR DIVISION RLI • PART II: FOUNDATION II: TARGETED SERVICE**

## Activity 2: Model Grant Project

*Participant Activity — Project Analysis & Application*

Work in small groups. Choose one project idea or use the sample below.

**Sample project idea:**

A Rotary club wants to help a community improve access to safe drinking water. The club has identified a possible school partner and wants to know whether this could become a Foundation-supported project.

**Your group's task:**

Improve the project idea so it is more targeted, better connected to community need, aligned with an Area of Focus, and designed for sustainability.

| Project Planning Question | Group Response |
|---|---|
| What is the project idea? | |
| What community need does it address? | |
| How do we know this is a real need? | |
| Who should be consulted? | |
| Which Area of Focus does it connect to? | |
| Is this more likely to be a district grant, global grant, or another kind of support? Why? | |
| What Rotary or community partners are needed? | |
| What resources are needed? | |
| What would make the project sustainable? | |
| How could the project be measured? | |
| What could go wrong? | |
| What question should be taken to the district Foundation team? | |

### Group Report-Out

**Each group should briefly share:**

- The project idea
- The community need
- The Area of Focus connection
- One sustainability feature
- One question for the district Foundation team

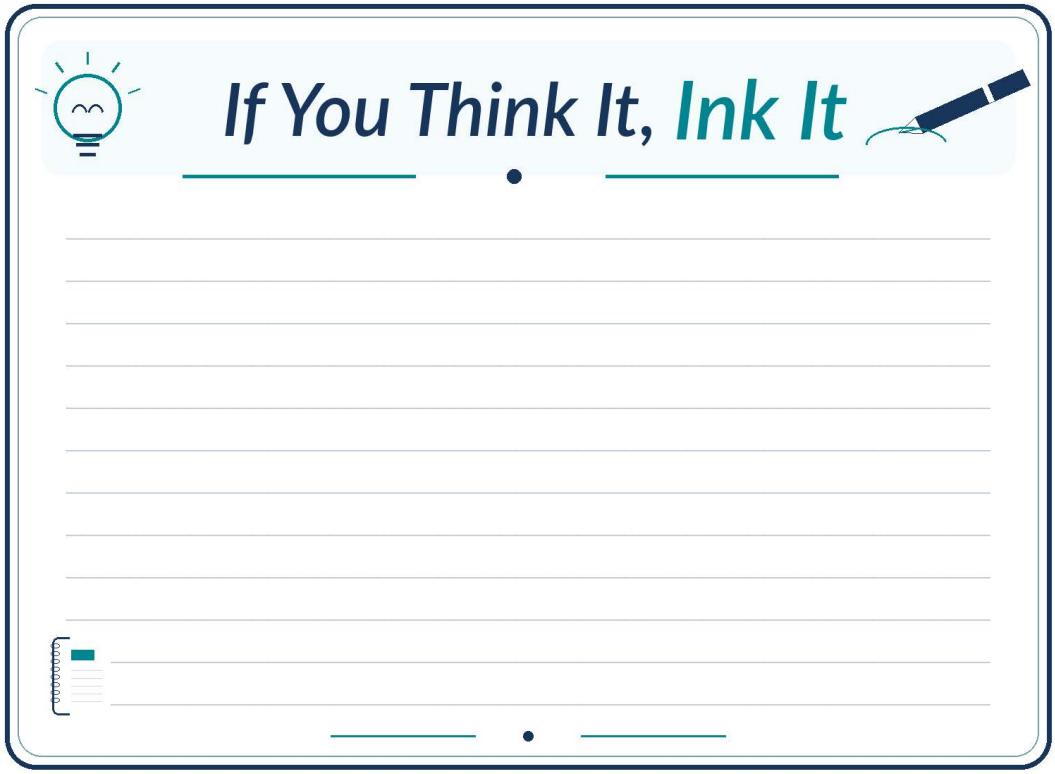
**Notes from other groups:**

"If You Think It, Ink It" Question Capture
Use this space to write one Foundation question you do not want to lose.

**My Foundation question:**

Who should I ask?

**Possible resource:**



## Personal Application

Complete before leaving.

**One thing I now understand better about Foundation-supported service is:**

**One project question my club should ask earlier is:**

**One Area of Focus that connects to my club's service is:**

**One sustainability question I will use in my club is:**

**One Foundation or grant question I will take back to my club or district is:**

**One action I will take within 30 days is:**

***If You Think It, Ink It!***

## Summary / Key Takeaways

Foundation I introduced why The Rotary Foundation matters; Foundation II applies Foundation thinking to targeted service.

Rotary grants bring service project ideas to life.

District grants generally support smaller-scale, shorter-term activities.

Global grants generally support larger international activities with sustainable, measurable outcomes in Rotary's Areas of Focus.

Strong projects begin with real community need.

Areas of Focus help clubs connect service to Rotary priorities.

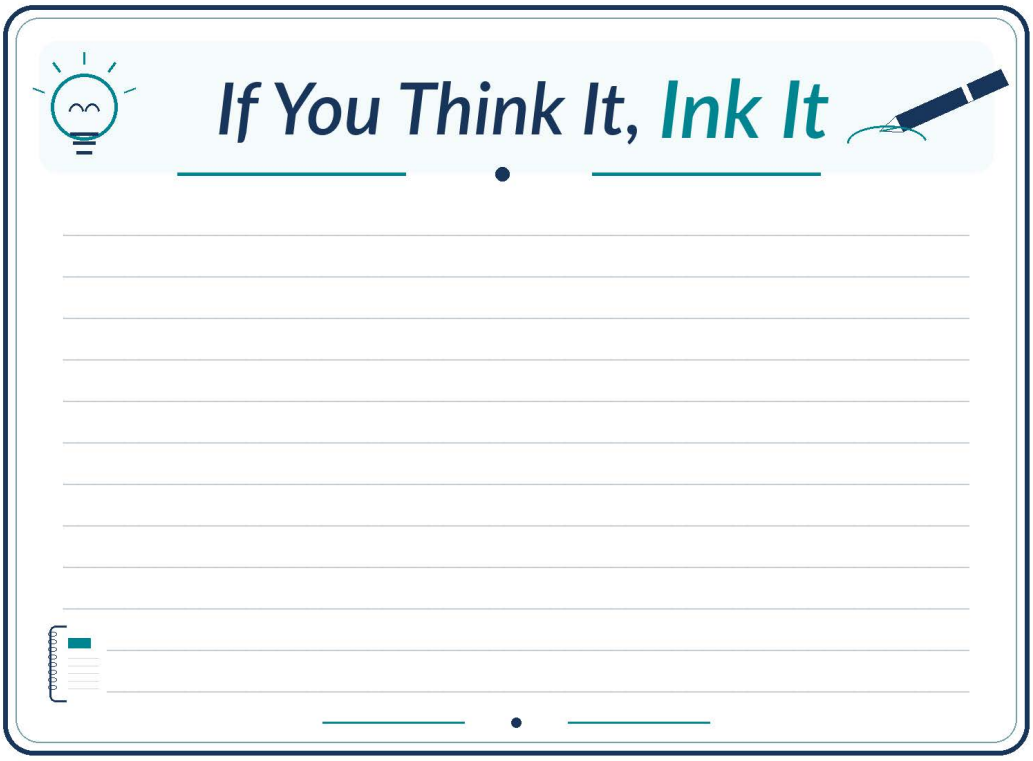
Community assessment helps clubs listen before acting.

Sustainability helps projects create lasting benefit.

Clubs should ask good questions before they ask for grant funding.

District Foundation leaders are important partners and resources.

This session is not grant certification; it is practical preparation for stronger service and later Foundation learning.



# Team Building



## Session Purpose

I can lead and promote my club's collaboration in effective and motivated groups to accomplish our goals of service. Harness the real power of Rotary clubs and Rotarians!

## Session Goals

- Reflect on one's own leadership style in Rotary team settings.
- Compare the advantages and disadvantages of leadership styles in a volunteer environment.
- Explain the importance of team building in Rotary clubs and projects.
- Apply team-building practices to strengthen Rotary leadership and follow-through.

## Core Resources

- Club Committee Structures
- Team Process Debrief Worksheet
- Rotary Club Coat of Arms
- Rotary Learning Center
- Rotary club roles and committee resources

*Resources from either this Part II Workbook or on the website,*
*https://lonestarrli.org/page/part-ii-participant-workbook-amp-resources*

## *Participant Opening Reflection*

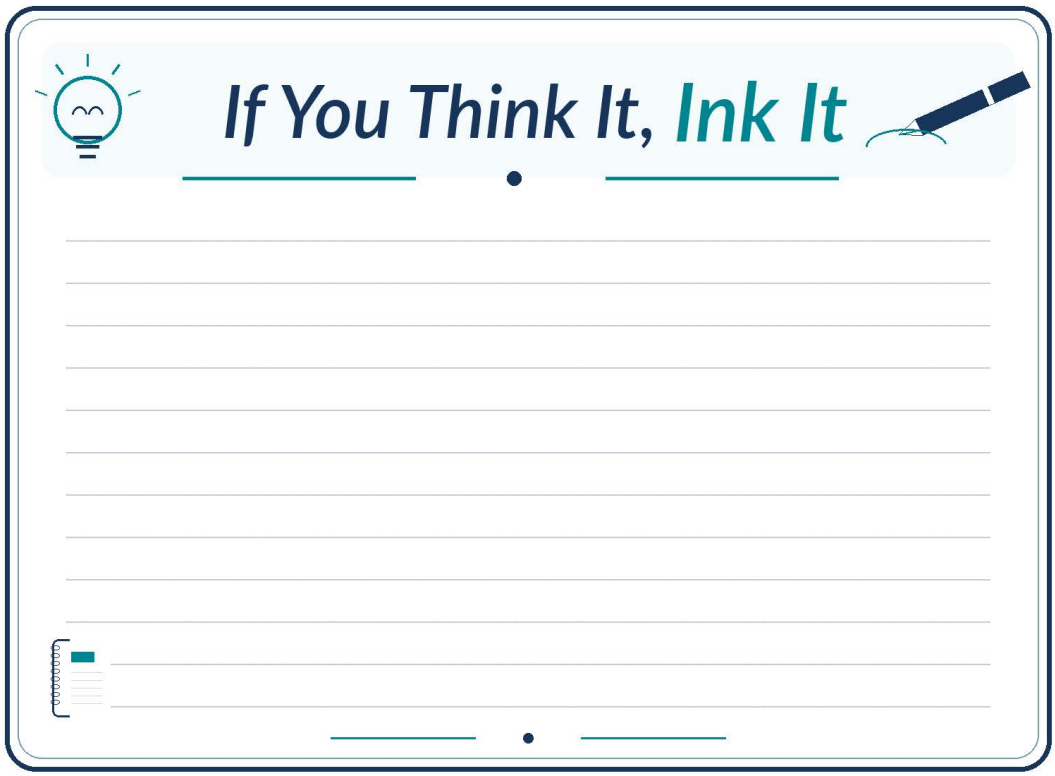
**Rotary Team Experience**

Think of a Rotary team, committee, or project group that worked well. What made it effective?

Think of a Rotary team, committee, or project group that struggled. What got in the way?

What role do I usually take in a group?

What do **I** need from a team in order to participate well?



## Why Teams Matter in Rotary

Rotary clubs accomplish most of their work through teams.

**Examples include:**

- Club boards
- Membership committees
- Public image teams
- Foundation committees
- Service project teams
- Fundraising committees
- Event teams
- Youth program committees
- District training teams
- Multi-club project teams
- Club visioning or strategic planning teams

Rotary teams can be powerful because members bring different skills, relationships, experiences, and passions. Rotary teams can also be challenging because members are volunteers. They may have different schedules, leadership styles, expectations, availability, and communication habits.

A strong Rotary team needs more than goodwill. It needs purpose, roles, communication, accountability, and follow-through.

## Rotary Team Essentials

**An effective Rotary team usually has:**

- A clear purpose
- A shared understanding of the desired outcome
- Defined roles
- A realistic timeline
- The right mix of skills and perspectives
- Clear communication expectations
- Respectful participation
- A way to make decisions
- A way to handle disagreement
- Follow-through and accountability
- A plan for reporting back to the club or board
- A way to thank, recognize, and include team members

### Team Essentials Checklist

Use this checklist to evaluate a Rotary team, committee, or project group.

| Team Essential | Strong Now | Needs Work | Notes |
|---|---|---|---|
| Clear purpose | ☐ | ☐ | |
| Shared desired outcome | ☐ | ☐ | |
| Defined roles | ☐ | ☐ | |
| Realistic timeline | ☐ | ☐ | |
| Right mix of skills and perspectives | ☐ | ☐ | |
| Clear communication expectations | ☐ | ☐ | |
| Respectful participation | ☐ | ☐ | |
| Way to make decisions | ☐ | ☐ | |
| Way to handle disagreement | ☐ | ☐ | |
| Follow-through and accountability | ☐ | ☐ | |
| Plan for reporting back | ☐ | ☐ | |
| Recognition and inclusion | ☐ | ☐ | |

## *Reflection:*

**One essential my club teams usually do well:**

**One essential my club teams should strengthen:**

### Leadership Styles in Volunteer Teams

In a Rotary club, leadership often happens without formal authority.

**That means a team leader may need to:**

- Invite participation instead of assigning work
- Clarify roles without sounding controlling
- Motivate through purpose and relationships
- Encourage quieter members to contribute
- Help strong personalities listen to others
- Keep the team focused without discouraging creativity
- Build trust before asking for major commitments
- Follow up respectfully when tasks are not completed

**Discussion:**

How is leading a Rotary team different from leading a workplace team?

Which leadership style helps a volunteer team move forward?

Which leadership style could create problems if overused?

**LONE STAR DIVISION RLI • PART II: TEAM BUILDING**

# Rotary Club Coat of Arms Worksheet

*Participant Activity — Team Collaboration & Application*

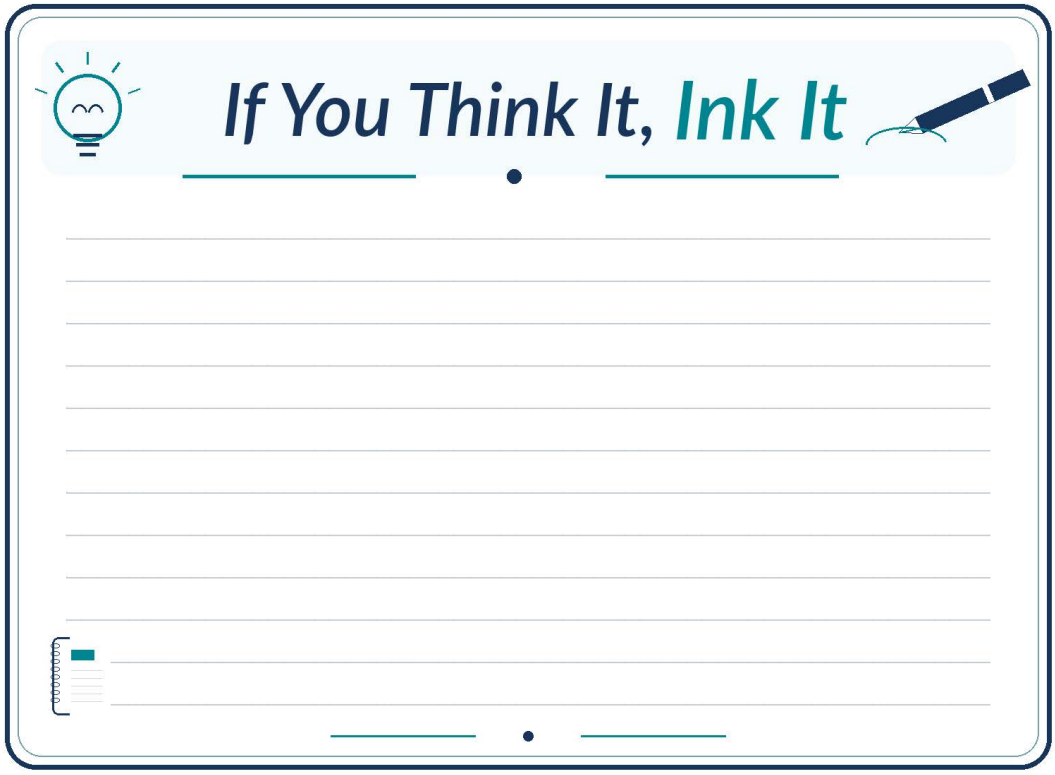
Heraldry is the practice of designing, displaying, describing, and recording a coat of arms. A coat of arms uses symbols, colors, and designs to express characteristics, accomplishments, or traits important to an individual or organization.

Your group's goal is to design and explain a Rotary Club Coat of Arms. You may use the blank shield provided or create a different design. Every symbol, color, word, or design element must be relevant to Rotary, your clubs, or your districts and must be explained to the group.

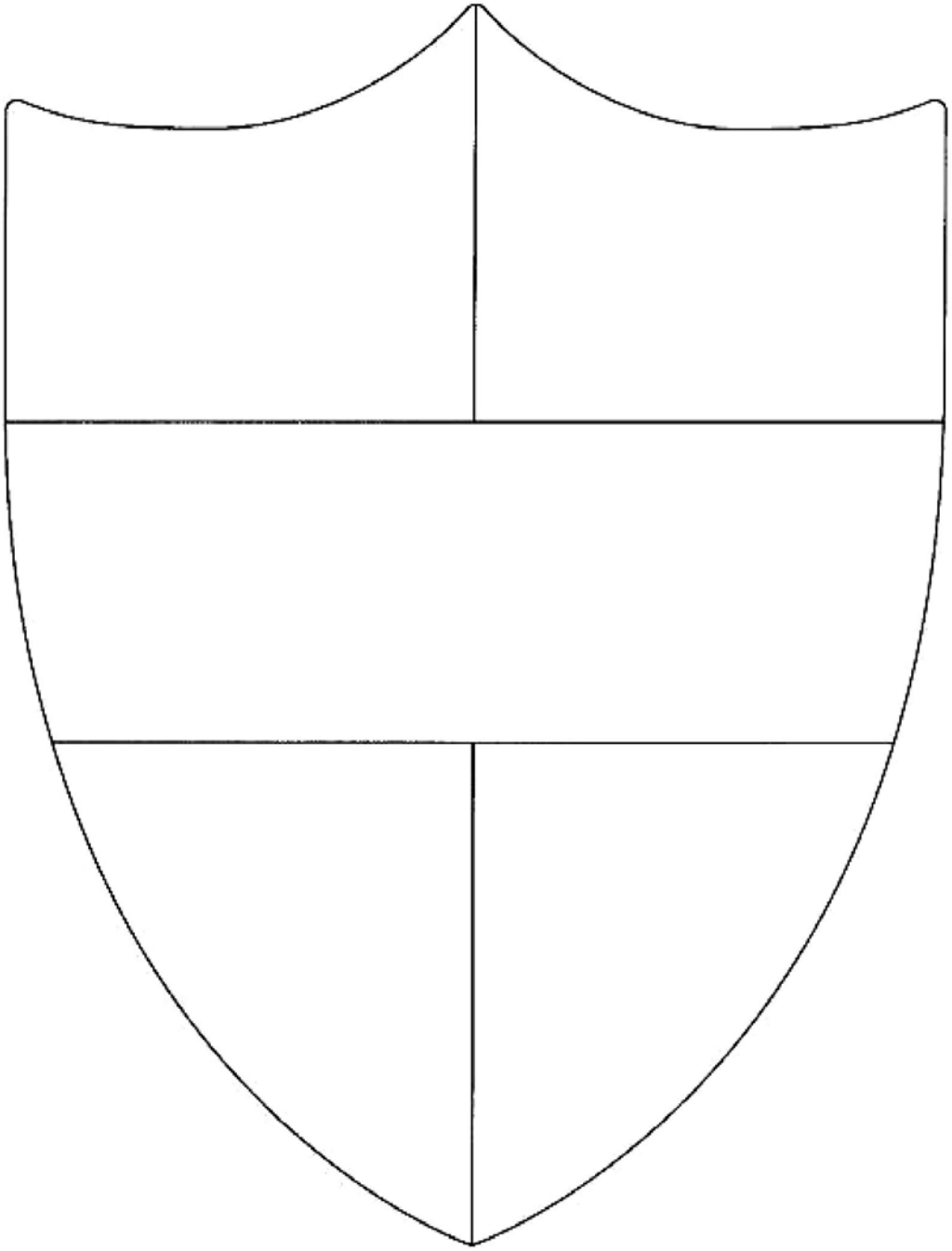
The artwork does not need to be perfect. It only needs to be clear enough for the group to explain the ideas represented.

**While working, pay attention not only to the design your group creates, but also to how your group organizes itself, makes decisions, communicates, shares leadership, uses time, and includes every member.**

At the end of the exercise, be prepared to display your Coat of Arms and briefly explain the meaning of its elements.



## Rotary Club Coat of Arms Worksheet



**LONE STAR DIVISION RLI • PART II: TEAM BUILDING**

# Team Process Debrief Worksheet

*Participant Activity — Team Reflection & Application*

After the team activity, reflect on how the team worked.

| Debrief Question | Notes |
|---|---|
| What role did I naturally take in the group? | |
| Who helped the group move forward? | |
| What helped participation? | |
| What slowed the team down? | |
| Were roles clear or unclear? | |
| How were decisions made? | |
| Was anyone left out or unheard? | |
| How did communication affect the result? | |
| What would improve this team's work next time? | |
| What does this teach us about Rotary committees or projects? | |

## Rotary Team Charter Worksheet

Choose a real Rotary team, committee, or project in your club.

**This may be:**

- Membership committee
- Public image team
- Foundation committee
- Service project team
- Fundraising event committee
- Club board
- New member orientation team
- District event team
- Multi-club project team

Complete the charter below.

| Charter Prompt | Response |
|---|---|
| Team, committee, or project name | |
| Purpose of the team | |
| Desired result | |
| Key roles needed | |
| Who should be included? | |
| How will the team communicate? | |
| How often will the team check in? | |
| What decisions does the team have authority to make? | |
| What support does the team need from the club? | |
| What could go wrong? | |
| How will the team report progress? | |
| How will the team celebrate or recognize contributions? | |

## *Closing Reflection*

**One thing that helps Rotary teams succeed is:**

**One thing that causes Rotary teams to struggle is:**

**One team, committee, or project in my club that could benefit from a clearer team process is:**

**One action I will take within 30 days is:**

**Within 30 days, I will strengthen a Rotary team by:**

***If You Think It, Ink It!***

Rotary | Lone Star Division Rotary Leadership Institute (RLI)




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