

Midwest PETS

February 28 - March 2, 2025



Melissa McCormick
District 6420 Governor 2025-26



Rotary International District 6420
www.rotary6420.org

Let's Celebrate!

*The Installation of
Melissa McCormick
District Governor of Rotary District 6420
2025-2026*



2025 District 6420 Governor Melissa McCormick with 2025 RI President Mario Cesar Martins de Camargo and their spouses.

June 29, 2025
1pm - 4pm

NorthPoint Wellness

5605 E. Rockton Rd.
Roscoe, IL 61072

Register Now
Rotary6420.org

Rotary
District 6420



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Common Rotary Acronyms

AG	Assistant Governor	Appointed by the district governor, this individual helps Rotary clubs become more effective and assists with administration duties.
AGO	Annual Giving Officer (TRF staff)	A staff member responsible for identifying, qualifying, and soliciting donors for gifts to the Foundation's Annual Fund.
AKS	Arch Klumpp Society	Rotary Foundation recognition for donors of US\$250,000 or more.
BQS	Bequest Society	Rotary Foundation recognition for those who make a commitment for future gifts of \$10,000 or more.
CDS	Club and District Support (RI staff)	An RI department focused on supporting club and district leaders.
COL	Council on Legislation	A legislative meeting held every three years that's attended by representatives of each Rotary district.
COP	Code of Policies	A governance document that includes all of Rotary's general and permanent policies.
COR	Council on Resolutions	A meeting held online every year to vote on proposed resolutions, as well as express opinions and make recommendations to the RI Board; it can also take action on urgent enactments.
DDF	District Designated Funds	The money districts can use to help fund district and global grants, vocational training teams, scholarships, and other Foundation programs.
DG	District Governor	A Rotarian elected by Rotary clubs to lead a district for one year.
DGE	District Governor-Elect	A Rotarian elected by Rotary clubs to lead a district for one year during the upcoming fiscal year.
DGN	District Governor-Nominee	A Rotarian elected by Rotary clubs to lead a district for one year after the upcoming fiscal year.
DGND	District Governor-Nominee Designate	A Rotarian elected by Rotary clubs to lead a district for one year two years after the upcoming fiscal year.
DISC	District International Service Chair	A Rotary member who leads the district's International Service Committee.
DLF	District Learning Facilitator	The leader of the district learning committee, responsible for managing the district's learning plan and supporting the district governor and governor-elect.
DMC	District Membership Chair	The leader of the district membership committee
DRFC	District Rotary Foundation Chair	The leader of the District Rotary Foundation Committee
E/MGA	Endowment/Major Gifts Advisor	A Rotary member appointed by the Trustee Chair for a three-year term; responsible for increasing members' participation in major gifts fundraising and the Endowment.
EF	Endowment Fund	A Rotary Foundation fund that invests contributions to provide funding for current and future programs.
EPN	End Polio Now	Rotary's public relations campaign and fundraising activities for polio eradication.

Common Rotary Acronyms

EPNC	End Polio Now Coordinator	A Rotary member appointed by the Trustee chair for a three-year term; responsible for fostering awareness of polio, advocating for its eradication, and raising funds at the district and club levels to support polio eradication efforts.
EREY	Every Rotarian, Every Year	A fundraising initiative that encourages Rotary club members to contribute to the Annual Fund every year.
GETS	Governors-Elect Learning Seminar	A regional meeting that prepares the incoming class of governors to successfully lead their district; formerly known as GETS.
GG	Global Grants	Grants that support large international activities with sustainable, measurable outcomes in Rotary's areas of focus.
GS	General Secretary	The CEO of Rotary International
HOF	House of Friendship	The name of an exhibit hall or area at a Rotary event, like a district conference or international convention
IA	International Assembly	An annual learning event for all district governors-elect and their partners, usually held in January.
IC	International Convention	Held in a different city annually, the convention is our largest event of the year. It showcases Rotary to members and the general public
IO	International Office	The six administrative groups of the Secretariat that support Rotary clubs locally.
IPDG	Immediate Past District Governor	A Rotarian who was elected by Rotary clubs to lead a district during the previous fiscal year.
MD	Major Donor	Rotary Foundation recognition or those who donated cumulatively at least \$10,000; there are four major donor levels.
MGO	Major Gifts Officer (TRF Staff)	A staff member responsible for identifying, qualifying, and soliciting donors to Rotary's Major Gifts.
MOP	Manual of Procedure	A governance document that reflects the updated constitutional documents, Rotary's Strategic Plan, the recommended Rotary Club Bylaws, and the Bylaws of The Rotary Foundation; updated every three years.
NID	National Immunization Day	National campaigns to immunize children against polio
ORC	One Rotary Center	The building name and home of Rotary International headquarters in Evanston, Illinois
PDG	Past District Governor	A Rotarian who once led a district.
PE	President-elect	A Rotarian or Rotaractor elected by their club to lead for one year during the upcoming fiscal year.
PETS	President-Elect Training Seminar	A regional meeting that prepares the incoming class of presidents to successfully lead their club.
PHF	Paul Harris Fellow	Rotary Foundation recognition for those who give \$1,000 or more to the Annual Fund, PolioPlus, or an approved Foundation grant.

Common Rotary Acronyms

PHS	Paul Harris Society	Rotary Foundation recognition for those who pledge to give \$1,000 annually or more to the Annual Fund, PolioPlus, or an approved Foundation grant.
PN	President-nominee	A Rotarian or Rotaractor elected by their club to lead for one year after the upcoming fiscal year.
POA	People of Action	A way to bring the Rotary brand to life by highlighting how our members are making a difference through community service.
PPS	PolioPlus Society	District-administered recognition for donors who pledge to give a certain amount to the PolioPlus Fund each year.
PRID	Past Rotary International Director	A Rotarian who once served on the RI Board of Directors.
PRIP	Past Rotary International President	A Rotarian who once served as president of Rotary International.
RAG	Rotary Action Group	Independent, Rotary-affiliated groups made up of people from around the world who offer their technical expertise and support to help clubs plan and implement projects.
RC	Rotary Coordinator	A Rotary member appointed by the president for a three-year term; responsible for engaging current members and attracting new members to develop vibrant clubs and meet their membership goals
RCC	Rotary Club Central	A goal-setting tool for clubs and districts
RCC	Rotary Community Corps	A group of non-Rotary members who work in collaboration with local Rotary clubs to participate in service projects.
RI	Rotary International	A global service organization comprised of Rotary clubs from all over the world; the official name of Rotary
RID	Rotary International Director	A Rotarian who currently serves on the Board of Directors.
RIHQ	Rotary International Headquarters	The managerial and administrative home for Rotary International located in Evanston, Illinois
RIP	Rotary International President	A Rotarian currently serving as the leader of Rotary International.
RIPE	Rotary International President Elect	A Rotarian who will serve as the leader of Rotary International during the upcoming fiscal year for one year.
RIPN	Rotary International President Nominee	A Rotarian who will serve as the leader of Rotary International after the upcoming fiscal year for one year.

Common Rotary Acronyms

RPIC	Rotary Public Image Coordinator	A Rotary member appointed by the RI president for a three-year term; responsible for helping members tell Rotary's story in a compelling way and guiding them in their marketing, media outreach, and social media campaigns.
RRFC	Regional Rotary Foundation Coordinator	A Rotary member appointed by the Trustee chair to help members meet their service and fundraising goals; serves a three-year term.
RYLA	Rotary Youth Leadership Awards	A leadership training meeting for people ages 14-18 and 19-30; most are conducted as a seminar or leadership camp.
TRF	The Rotary Foundation	The charitable arm of Rotary International; through donations from Rotary members and organizations, provides funding to Rotary clubs and districts to fund service projects.
WF	World Fund	The primary funding source for global grants used to support large international activities with sustainable, measurable outcomes in Rotary's areas of focus.
RYE	Youth Exchange	A Rotary program where high school students can live and study in another country

Rotary District 6420 Presidents 2025-2026

Club	Name	Email
Belvidere	Maria Pearson	Mariapearson0406@yahoo.com
Dekalb	TBA	TBA
Dixon	Amber Schmidt	amber.schmidt@dixonnow.com
East Moline/Silvas	Courtney McGehee	mcgeheecourtney96@gmail.com
Freeport Noon	Brendan Dutmer	brendandutmer@gmail.com
Galena	Lynn Gallagher	lynnlgallagher@gmail.com
Geneseo	Preston Jones	prestonjones22@gmail.com
Henry	Roger Masters	geerog4u@gmail.com
Illinois Valley Sunrise	Mark Ptak	mark@ptakfh.com
Kishwaukee Sunrise Dekalb	Gip Seever	gipseaver@comcast.net
La Salle	Chris Vaske	cvaske@perufederalsavings.com
Loves Park	Elizabeth Costa-Bland	elizabeth.ann4544@gmail.com
Marseilles	Amanda Hart	amanda@amandahart.com
Mendota	Perris Stachlewitz	perrisstachlewitz@mendotahs.org
Moline	Eric VanWinkle	eric.vanwinkle@lpl.com
Morrison	Ellen Smith	dqellensmith@gmail.com
Mount Carroll	Amy Buss	abuss@carrollcountyil.gov
Oregon	Kathy Groenhagen	kathyg@serenityhospiceandhome.org
Ottawa Noon	Josie Navarro	josie.blue.814@gmail.com
Ottawa Sunrise	Mike Matteson	mikematteson8595@gmail.com
Pecatonica	Rob Endres	rendres22@gmail.com
Peru	John Spencer	spencer@starvedrock.media
Plano	Barbara Nadeau	bvnadeau@gmail.com
Princeton	Stephen Bouslog	Steve@kbelliott.com
Putnam County Rotary	Michael Olson	olsonm@pcschoools525.org
Quad Cities	Susan Lerschen-Cassatt	Scassatt69@ymail.com
River Cities	Chalyn Fornero-Green	chalyn@fornerogreen.com
Rochelle	Lance Charnock	lancecharnock@gmail.com
Rock Falls	Jennifer Schultz	jennifer.a.schultz@svcc.edu
Rock Island	John Oliger	john.oliger@modern-woodmen.org
Rockford	Paul Von Driska	PVonDriska@bergstrominc.com
Rockford East CV	Tracy Eastman	teastman@yahoo.com
Rockton-Roscoe Rotary	Glenn Terry	glnntrry@gmail.com
Sandwich	Karen Tryblowski	trntrcks@gmail.com
Savannah	Stan Schleuning	sschleuning@aheinc.biz
Sterling Noon	Keri Olson	kolson@uwwhiteside.org
Streator	TBA	TBA
Sycamore	Jonelle Bailey	jonelleb@sycparks.org
Toluca	Patti Peterson	patti.peterson55@gmail.com
Twin Cities Sunrise Rotary	Nyla Winchell	nwinchell@yahoo.com
Twin Rivers RAH	Courtney Blucker	Courtneyblucker@gmail.com
Walnut	Phillip Fischaber ⁹	phillip.fischaber@gmail.com

Rotary District 6420 Asst. Governors 2025-2026

Area 1	Belvidere Loves Park Rockford Rockford East CV Rockton-Roscoe	Elizabeth Costa-Bland elizabeth.ann4544@gmail.com
Area 2	Dekalb Kishwaukee Sunrise Dekalb Plano Sycamore	Margaret Larson mklarson@illinois.edu
Area 3	Rochelle Mendota Oregon	Julie Mann Jdmann8689@gmail.com

Area 4	Dixon Morrison Rock Falls Sterling Noon Twin Cities Sunrise Rotary	Allen Przysucha cusaallenp@gmail.com
Area 5	Marseilles Ottawa Noon Ottawa Sunrise Sandwich Streator	George Hupp skiphupp@skiphupp.com
Area 6	Illinois Valley Sunrise-P La Salle Peru Princeton Putnam County Rotary	Tracy Grimmer tgrimmer@firststatebank.biz
Area 7	Geneseo Henry Toluca Walnut	Tina Curtis tcurtis6420@gmail.com

Area 8	East Moline/Silvas Moline Quad Cities (R.I.-Moline Milan E. Moline) Rock Island Twin Rivers RAH	Cindi Gramenz cgramenz15@gmail.com
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Rotary District 6420 Asst. Governors 2025-2026

Area 9	River Cities/Hampton/Rapids City/Port Byron	TBA
Area 10	Freeport Noon Galena Mount Carroll Pecatonica Savanna	Nord Swanstrom nordswanstrom@aol.com

District 6420 Support & Leadership

Role	Name & Club	Contact Information
District Governor	Melissa McCormick Rockton-Roscoe Rotary	melissa@melissa-mccormick.com 815-289-5823
District Governor Elect	Tina Curtis Walnut	tcurtis6420@gmail.com 847-421-8651
District Governor Nominee	Kristoffer Tumilowicz Loves Park	rotarydentist@aol.com 815-979-5371
Immediate Past Dist. Governor	John Hurley Loves Park Rotary	jd122@aol.com 815-871-4826
District Vice Governor	Dave Emerick East Moline/Salinas	demerick@choosethechief.com 309-236-1878
District Foundation Chair	Laura Kann Princeton	lkk1@comcast.net 678-315-2406
District Grant Chair	Kelly Giovanine Pecatonica	kellygiovanine@gmail.com 309-236-5808
District Treasurer	Steve Kuhn Sycamore	Srkuhnrotary6420@aol.com 815-508-9232
District Secretary	Tracy Wright Princeton	twright@gatewayservices.org 309-363-8811
District Membership Chair	Kelly Doty River Cities/Hampton/Rapids City/Port Byron	kelleydoty@gmail.com 309-721-0110
District Service Chair		
District Public Image Chair	Cindi Gramenz Rock Island	cgramenz15@gmail.com 563-343-8877
District Learning Facilitator	Beth Thacker Rockford Rotary	mbeth.thacker@gmail.com 815-631-8003
Youth Protection Chair	Ginger Thompson Loves Park	oneggp@hotmail.com 815-703-5810
District Finance Committee Chair	Chuck Watkins Rochelle	crwatkins6@gmail.co 815-757-1269
Insurance Rep and Risk Management Lead	Paulette Renault Sycamore	hoshi_dansu@yahoo.com 815-751-4677
Literacy Committee Chair	Andy Axup Quad Cities	awaxup82@alumni.caltech.edu 563-424-6194
RYLA Chair	Ginger Thompson, Alisa Stewart	oneggp@hotmail.com 815-703-5810
Rotary Youth Exchange	Megan Skelly Ottawa Sunrise	meganpskelly@gmail.com 815-245-8471

District 6420 Support & Leadership

Role	Name & Club	Contact Information
Interact and Rotaract Chair	Scott Shore Granville/Putnam County	shores@ivnet.com 815-339-2398
Task Force Against Human Trafficking	Kathy Trone Rock Island	kathy@wesselspc.com 309-738-1844
Environmental Chair	Bobbi Burke Rockton-Roscoe	Bobbi.burke6420@gmail.com 815-762-4225
Visioning/Rotary Roadmap Committee Chair	Matt Skelly Ottawa Noon	mpseagle91@yahoo.com 815-220-5005
Dist Governor Nominating Committee	Helio Ruvalcaba Ottawa Sunrise	Helio.Ruvalcaba@yahoo.com 815-228-9052

Club President Responsibilities & Best Practices

Note: An asterisk () indicates a responsibility outlined in the Standard Rotary Club Constitution or the Recommended Rotary Club Bylaws*

- Ensure you, your secretary and treasurer have registered for My Rotary (my.rotary.org) to obtain your club's administrative data from Rotary International (RI) and in order to keep membership and club data current
- Ensure you, your secretary, and treasurer are able to log in to District 6420 Clubrunner for access to your club's district provided website and district information
- Ensure Rotary International and District 6420 dues are paid when invoices are received
 - July & January for Rotary International*
 - August & February for District 6420
- Implement and continually evaluate your club's goals for your year in office, ensuring all club members are involved and informed
- Ensure each committee has defined goals *
 - Encourage communication between club and district committee chairs
 - Conduct periodic reviews of all committee activities, goals, and expenditures*
 - Serve as an ex officio member of all club committees*
- Preside at all meetings of the club*
 - Ensure all meetings are carefully planned
 - Plan for and preside at all monthly board meetings*
 - Communicate important information to club members
 - Encourage the organization of social events for members
- Prepare for and encourage participation in district meetings
 - Ensure the club is represented at Spring and Fall training events, presidents' roundtables, and other district seminars
 - Ensure the club is represented at District Conference
 - Promote attendance at the annual Rotary International Convention
- Work with your club and district leaders
 - Develop, approve, and monitor the club budget while working closely with the club treasurer*
 - Work with district leadership to achieve club and district goals
 - Use information and resources from the district, RI Secretariat/staff, and My Rotary
 - Work with your Club Advocate (assistant governor) as a liaison to the District Governor
- Ensure continuity in leadership and service projects*
 - Submit an annual report to your club on the club's status before leaving office
 - Confer with your successor before leaving office
 - Arrange for a joint meeting of the incoming and outgoing boards
 - Ensure that a comprehensive training program is implemented by the club, and appoint a club trainer(s) to carry out the training, if needed
- Ensure that RI Youth Protection Policies are followed
- Ensure the president elect registers for and attends PETS (President-elect Training Seminar)
- Report incoming club officers to Rotary International

PREPARING TO BE A CLUB PRESIDENT

This learning path will help you develop your leadership skills and understand what to expect as a club president. You'll use this, your prior knowledge and experience, and other district resources to prepare yourself for a successful year.



Throughout this process, make sure to periodically reflect on what you've learned and evaluate how you're doing. Ask others for feedback so you can keep improving during your year in office.

Online Learning for Club Presidents

Rotary's Learning Center offers over 1,000 self paced, interactive modules to support your development not just as a club leader, but in your personal and professional development as well. While the courses below are targeted towards club presidents, please encourage your other club leaders to complete their specific learning plans as well - this will save you time in the long run!

Access Rotary's Learning Center through My Rotary at my.rotary.org

Club President Basics

Recommended to complete before PETS

- Getting Started with the Learning Center
- Get Ready: Club President
- Managing Club Business
- Working with Your Club Leadership Team
- Minimizing Risk
- Rotary's Action Plan and You
- Best Practices for Engaging Members
- Rotary Club Central Resources
- Online Membership Leads
- Rotary Foundation Basics
- Protecting Youth Program Participants

Club President Intermediate

Complete before July 1

- Is Your Club Healthy?
- Be a Vibrant Club
- Creating an Inclusive Club Culture
- Strategies for Attracting New Members
- Promoting Your Club as People of Action
- Our Logo: Representing Rotary
- Committing to Diversity, Equity, and Inclusion
- Preventing and Addressing Harassment
- Protecting Personal Data
- Leading Change

See all of the courses available in the Learning Center in the **[Course Catalog](#)**

Note: As of July 1, 2023, incoming club presidents, treasurers, and secretaries are required by the RI Board of Directors to complete their learning plans in the Learning Center prior to taking office.

The ROTARY ACTION PLAN



TOGETHER WE SEE A WORLD
WHERE **PEOPLE** UNITE AND TAKE ACTION
TO **CREATE** LASTING
CHANGE ACROSS THE GLOBE
IN OUR COMMUNITIES AND IN OURSELVES

As we stand on the cusp of eliminating polio, we find ourselves poised for our next challenge. **The time is right to move toward realizing a new vision that brings more people together, increases our impact, and creates lasting change around the world.** To achieve the vision of Rotary International and The Rotary Foundation, we have set four priorities that will direct our work over the coming years.

INCREASE OUR IMPACT

- Eradicate polio and leverage the legacy
- Focus our programs and offerings
- Improve our ability to achieve and measure impact

EXPAND OUR REACH

- Grow and diversify our membership and participation
- Create new channels into Rotary
- Increase Rotary's openness and appeal
- Build awareness of our impact and brand

ENHANCE PARTICIPANT ENGAGEMENT

- Support clubs to better engage their members
- Develop a participant-centered approach to deliver value
- Offer new opportunities for personal and professional connection
- Provide leadership development and skills training

INCREASE OUR ABILITY TO ADAPT

- Build a culture of research, innovation, and willingness to take risks
- Streamline governance, structure, and processes
- Review governance to foster more diverse perspectives in decision-making

CITATION GOALS AND INSTRUCTIONS



The Rotary Citation is an award that recognizes the hard work clubs do throughout the year. Taking action toward achieving the citation goals helps clubs engage their members, stay relevant in their communities, and run more efficiently. A welcoming and engaging club also reflects the values of Rotary. When clubs work to achieve these goals, they also contribute to the overall health and culture of Rotary for generations to come.

To be eligible for the Rotary Citation, clubs need to begin the year as active clubs in good standing – or having paid each invoice balance in full upon receipt. To verify that your club is in good standing, check your daily club balance report under Club Administration > Club Finances. You should have an outstanding balance of \$0.00. Invoices are due when they are posted, in mid-January and mid-July.

Rotary club leaders can go into Rotary Club Central and select at least 13 out of 25 goals they wish to apply toward citation achievement. This flexibility allows clubs to choose the goals that are most relevant and achievable. In addition, many goals will be self-reported by marking “achieved” in Rotary Club Central.

To achieve the citation:

- Go to Rotary Club Central
- Review the 25 available goals
- Select at least 13 goals (or more than 50% of the available goals)
- Achieve those goals
- Report achievement in Rotary Club Central by 30 June.

Once you are in Rotary Club Central, navigate to the **Goal Center**, select the **year**, and click on the **All tab** to see the goals.

Goal	Goal Detail
Club membership	How many total members does your club want by the end of the Rotary year?
Service participation	How many members will participate in club service activities during the Rotary year?
New member sponsorship	How many members will sponsor a new club member during the Rotary year?
Rotary Action Group participation	How many club members will be members of at least one Rotarian Action Group (RAG) during the Rotary year?
Leadership development participation	How many members will participate in leadership development programs or activities during the Rotary year?
District conference attendance	How many members will attend your district conference?
Rotary Fellowship participation	How many club members will be members of a Rotary Fellowship during the Rotary year?

CITATION GOALS AND INSTRUCTIONS



Goal	Goal Detail
District training participation	How many of your club's committee chairs will attend the district training assembly?
Annual Fund contributions	How much money will be contributed to The Rotary Foundation Annual Fund by your club and its members during the Rotary year?
PolioPlus Fund contributions	How much money will be contributed to The Rotary Foundation PolioPlus Fund by your club and its members during the Rotary year?
Major gifts	How many single outright donations of US\$10,000 or more will be made by individuals associated with your club during the Rotary year?
Bequest Society members	How many individuals or couples will inform The Rotary Foundation of their plans to leave US\$10,000 or more to The Rotary Foundation through their estate?
Benefactors	How many individuals or couples will inform The Rotary Foundation of their estate plans to include the Endowment Fund as a beneficiary or will make an outright gift of US\$1,000 or more to the Endowment Fund?
Service projects	How many service projects will your club complete during the Rotary year?
Rotaract clubs	How many new and existing Rotaract clubs will your club sponsor during the Rotary year?
Interact clubs	How many new and existing Interact clubs will your club sponsor during the Rotary year?
Inbound Youth Exchange students	How many Rotary Youth Exchange students will your club host virtually during the Rotary year?
Outbound Youth Exchange students	How many Rotary Youth Exchange students will your club sponsor virtually during the Rotary year?
RYLA participation	How many individuals will your club sponsor to participate in Rotary Youth Leadership Awards (RYLA) events during the Rotary year either in person or virtual?
Strategic plan	Does your club have an up-to-date strategic plan?
Online presence	Does your club's online presence accurately reflect its current activities?
Social activities	How many social activities will your club hold outside of regular meetings during the Rotary year?
Update website and social media	During the Rotary year, how many times per month will your club's website or social media accounts be updated?
Media stories about club projects	How many media stories will cover your club's projects during the Rotary year?

CITATION GOALS AND INSTRUCTIONS



Goal	Goal Detail
Use of official Rotary promotional materials	Did your club use Rotary International's advertising and public service materials, such as broadcast videos, print ads, and other official materials available in the Brand Center, to promote Rotary in your community during the Rotary year?

ROTARY'S APPROACH TO CHANGE

We believe that for change to be successful, change leaders must always engage those who will be affected by the transition. From the start, change leaders and their teams should keep these people at the center of their plans.

A three-part focus on commitment, communication, and coaching can ensure that people remain the most important element of a change initiative.



ASSESS

Before any action is taken, the change leader should be able to describe the need for change. **What to ask:** What problem is the change solving? **What to do:** Understand the environmental influences for the change, and write an initial statement clarifying the desired outcome.

DESIGN

Next, the change leader will design a change strategy. **What to ask:** What is our vision for success? What is the new way people will do things? **What to do:** Write a vision statement, assemble a change team, and decide what organizational tools are needed for success.

BUILD

In this phase, the change leader develops the roadmap for the change. **What to ask:** How, and how often, should I communicate with stakeholders? Who needs training and when? **What to do:** Create a communications and training plan.

IMPLEMENT

The change is put in place. The change leader must support people, adjust benchmarks if necessary, and respond to resistance. **What to ask:** Is the change team ready to lead? Are the people affected prepared for this change? **What to do:** Support people throughout the change with commitment, coaching, and communication. Respond to resistance thoughtfully.

SUSTAIN

Ensure the change will last. **What to ask:** Are the structures in place for this change to continue after the change team disbands? **What to do:** Invest in necessary technology and resources, and ask for the commitment of future leaders and team members.

Club President Timeline

2025-2026

March - April 2025	<ul style="list-style-type: none"> - Report club officers to Rotary International in My Rotary - Submit club membership, Annual Fund, and PolioPlus goals in Rotary Club Central - Select club project(s) for 2025-26 District Grant funds (DDF) - Work with club treasurer on 2025-26 club budget
May 2025	<ul style="list-style-type: none"> - Plan your club calendar - Submit District Grant Application due May 15, 2025 - 2025 Rotary International Convention
June 2025	<ul style="list-style-type: none"> - June 1, 2025 - Hard deadline to submit District Grant Application - Attend District Governor Installation (June 29, 2025) - Club installation of 2025-26 officers & directors
July 2025	<ul style="list-style-type: none"> - Pay Rotary International club dues - Monthly: Keep members informed & engaged
August 2025	<ul style="list-style-type: none"> - Pay District 6420 club dues
October 2025	<ul style="list-style-type: none"> - Plan a World Polio Day event (October 24, 2025)
November 2025	<ul style="list-style-type: none"> - Submit IRS Form 990 to IRS (deadline is November 15)
December 2025	<ul style="list-style-type: none"> - Select club officers for 2026-2027 and submit to Rotary International - Update club membership roster prior to December 31, 2025
January 2026	<ul style="list-style-type: none"> - Pay Rotary International club dues - Assist president-elect with planning for 2026=27
February 2026	<ul style="list-style-type: none"> - Pay District 6420 club dues
March 2026	<ul style="list-style-type: none"> - Midwest PETS for president-elect
April 2026	<ul style="list-style-type: none"> - Spring learning events
May 2026	<ul style="list-style-type: none"> - Assist incoming officers with planning for 2026=27 - Attend District Conference (date TBD) and celebrate your year!
June 2026	<ul style="list-style-type: none"> - Update club membership roster before June 30, 2026 - Club installation of 2026-27 officers & directors - RI Convention

Club Leadership

July 1, 2025 - June 30, 2026

The earlier you recruit and establish your club leadership, the more opportunity for impact in your year

Club:	
Position	Name
President**	
Secretary**	
Treasurer**	
President-elect**	
President-nominee	
Membership Chair**	
Foundation Chair **	
Club Service Projects Chair	
International Service Chair	
Youth Service Chair	
Programs Chair	
Public Image Chair	
Vocational Service Chair	
Newsletter or Website Editor	
Club Learning Facilitator	

** Positions must be reported in My Rotary with Rotary International

My Rotary officer reporting is due by March 6, 2025

Membership Resources

If you would like help or ideas on reaching your club's membership goals, consider one of Rotary International's many [membership resources](#).

- [Membership Assessment Tools](#) This guide has updated the tools needed to help clubs assess and plan for recruiting and retaining members. Included in the toolkit:
- [Getting to Know Prospective and New Members](#) (*member interest survey*) – Get to know new and prospective members so your club can meet their expectations and maximize the ways in which they can get involved.
- [Understanding How Your Club Represents Your Community](#) (*diversity assessment*) -- Identify groups in your community that may be underrepresented in your club.
- [Finding People to Invite](#) (*prospective member exercise*) – Create a plan to invite more people to visit or join your club.
- [Engaging and Keeping members](#) (*retention assessment and analysis*) – Learn ways to engage members at different stages of their membership.
- [Enhancing the Club Experience](#) (*member satisfaction survey*) -- Keep your club relevant by updating it based on your members' feedback.
- [Understanding Why Members Leave](#) (*exit survey*) -- Uncover expectations former members had that your club didn't meet and what you might do differently to avoid losing other members for similar reasons.
- [Strengthening Your Membership - Creating your Membership Development Plan](#) Includes information for the club membership committee, which performs a crucial function, developing and implementing an action plan for recruiting, retaining, and educating club members.
- [Introducing New Members to Rotary](#) - a guide to new member orientations
- [The Membership Minute](#) a monthly subscription-based e-mail newsletter that provides membership development ideas, resources, and tools.
- Rotary [postcards](#) and [wallet cards](#) Postcards and wallet cards that feature an invitation to attend a Rotary club meeting that can be sent to prospective members
- Newly updated! [New Member Information](#) Kit that provides new members with essential information on Rotary International and The Rotary Foundation.
- [Prospective Member Information](#) These valuable on-line Rotary Club brochure design tools can be used to produce Rotary Brochures specially designed for your club and its projects. These club resources and promotional materials can be distributed to club visitors, providing basic information on your club, Rotary, The Rotary Foundation, and the responsibilities of club membership. The promotional design tools are available at [Rotary Brand Center](#). Simple edit one or more of the available promotional options with your club information and download a high resolution print quality PDF that you can take to your local printer to produce.

Most linked resources above, and much more, can be found on My Rotary

Please also reach out to District leadership as we will be able to support you throughout your year.

CLUB EXPERIENCE MATTERS THE MOST

Recent Rotary research confirms that the single most important factor in member satisfaction is the club experience.



Using our [Membership Assessment Tools](#) guide, which includes the [Member Satisfaction Survey](#), can help you craft an experience that reflects your members' interests and needs.

Service Companion Clubs

Fact Sheet

Ask Yourself...

Does your Rotary Club need more members?

Would your club like to have more service projects?

Does your club want younger members?

Would your club want more women?

Does your club want to look more like your community?



If you answer YES to any of these questions, you should consider a Service Companion Club!



What is it?

A Service Companion Club is simply an extension or satellite club of an existing Rotary Club!

This club has no plans to separate from its host club, and is organized around community service, without the parameters of a traditional Rotary setting.

As a club model, there's also no need to include it as a part of the name.



Service Companion Clubs

What is the purpose of a Service Companion Club?

- The Service Companion Club is committed to engaging in community service.
- This club offers an alternative membership option for people who are unable to attend regular meetings.
- By eliminating the need for typical club meetings, the Service Companion Club provides an inclusive approach that allows more individuals to have a positive impact on their communities!

When do the members of the Service Companion Club meet?

- The Service Companion Club members meet to plan and complete service projects.
- Meetings are held either in person or via technology, including Zoom, Microsoft Teams, What's App, etc.
- The Service Companion Club members can optionally attend their Host Club meetings.

Do members of the Service Companion Club pay Rotary dues?

- Yes, the Service Companion Club offers a cost-effective option for members with a suggested annual fee of \$200, which includes Rotary International and District dues, as well as basic club expenses.
- No additional fees for facilities or restaurants.

Who makes the decisions for the Service Companion Club?

- The Service Companion Club is the Rotary International Satellite Club of the Host Club.
- The club can have its own bylaws and Board of Directors.
- The Board of Directors are responsible for making decisions within the club.
- The club has the option to have its own bylaws, or it can operate under the Host Club's bylaws with modifications to suit its needs. The choice is up to the Service Companion Club.

Who decides what service projects a Service Companion Club can do?

- The Service Companion Club engages its members by creating and executing its own projects.
- Members of the community and Host Club are invited to join in on the fun.
- They also provide invaluable support to projects hosted by their Host Club and other Rotary Clubs.

Service Companion Clubs

Are Service Companion Club members Rotarians?

Yes, The Service Companion Club members are member of the Host Club and boosts its membership numbers. ⁴⁴

MyRotary.org provides Service Companion Clubs with an “Active” status as Satellite Club members of the Host Club.

Through 3rd party club management systems like ClubRunner, DACdb, etc., the Service Companion Club has equal access to the same functions as a Host Club.

Subscribing to an individual club management system is an optional choice for the Service Companion Club.

How are Service Companion Clubs organized?

- **Board of Directors:** The Service Companion Club operates independently with its own Board of Directors. Led by a Chairperson who is typically a member of the Host Club Board of Directors, the club is self-governed. Additionally, the club democratically elects its other key leaders to ensure effective leadership.
- **Committees:** The Service Companion Club will have important committee chairs including Service Projects, Membership, Club Administration, Public Image, and The Rotary Foundation. The clubs are encouraged to establish a Diversity, Equity, Inclusion committee, or appoint a chairperson.
- **Secretary:** The Service Companion Club's Secretary is the manager of club administrative tasks. From adding new members to handling terminations, they ensure smooth operations and seamless communication with the Host Club Secretary.
- **Treasurer:** The Treasurer of the Service Companion Club oversees all financial aspects of the club. This includes managing dues billing, collecting payments, and maintaining accurate accounting records. They work closely with the Treasurer of the Host Club to ensure smooth coordination and financial transparency.

Common Questions & Tips

When do they meet?

- Although a Service Companion Club meets at a different time, all members are Rotarians who belong to your club. You are one club that meets at two different times.
- For prospective new members, having two meeting options is a big advantage.
- Most after work Service Companions Clubs meet from 5:30 to 6:30pm. This allows those who get off work at 5:00 to come to Rotary and still be home for dinner and evening activities.
- Clubs that meet at 5:30pm do not usually serve a meal. Often, beer & wine are available for purchase.
- Some Service Companion Clubs meet weekly; however, many meet twice a month; for example, 1st & 3rd Thursday at 5:30pm.

Who are the common members?

- Spouses of current members often join a satellite club to get more involved in Rotary....they are frequently among the first to join.
- For parents of school-aged children, after work clubs are quickly becoming a preferred Rotary meeting time. This is especially true of working mothers because it fits their busy lifestyle.
- After work clubs are also popular among young professional couples who frequently attend together. For teachers and those in healthcare, this is a meeting time that often works best.

What about dues?

- Service Companion Club members pay the same dues as other members; however total membership cost is usually less if no meal is served.

Common Questions & Tips

Dues, continued...

- Fears of members switching from host club to the satellite because of lower cost are unfounded. Members select their preferred meeting time based on establish friendships, work schedule and current family demands.

Other Common Questions/Tips

- It's not unusual for some members to attend both meetings. Having a satellite option can also help current members stay in your club if they experience a change in their work or family responsibilities.
- Finding a few members from the host club to attend Service Companion Club meetings during the first year is critical. Often, these members are motivated to help because their own work or family responsibilities have changed.
- Initially, satellites commonly used the same name as the sponsor club, with an added qualifier like Rotary Satellite Club of Ashland. This caused confusion. Now, most extensions adopt club names that help prospective members know when and where they meet, like Ashland After Work Rotary, Ashland PM Rotary, Ashland After Hours Rotary, Ashland Sunset Rotary or Ashland Evening Rotary.

Every Rotary club is different. Don't try to create a carbon-copy of your club. Let Service Companion Club members decide what kind of club they want to be!



Want to learn more?

1. Contact your Club President.
2. Contact your District Membership Chair.

our commitment to diversity, equity, and inclusion



At Rotary, we understand that cultivating a diverse, equitable, and inclusive culture is essential to realizing our vision of a world where people unite and take action to create lasting change.

We value diversity and celebrate the contributions of people of all backgrounds, across age, ethnicity, race, color, disability, learning style, religion, faith, socioeconomic status, culture, marital status, languages spoken, sex, sexual orientation, and gender identity as well as differences in ideas, thoughts, values, and beliefs.

Recognizing that individuals from certain groups have historically experienced barriers to membership, participation, and leadership, we commit to advancing equity in all aspects of Rotary, including in our community partnerships, so that each person has the necessary access to resources, opportunities, networks, and support to thrive.

We believe that all people hold visible and invisible qualities that inherently make them unique, and we strive to create an inclusive culture where each person knows they are valued and belong.

In line with our value of integrity, we are committed to being honest and transparent about where we are in our DEI journey as an organization, and to continuing to learn and do better.



DIVERSITY, EQUITY, AND INCLUSION CODE OF CONDUCT

Rotary core values: fellowship, integrity, diversity, service, and leadership

This code of conduct reflects our core values and explains the responsibility that comes with being a Rotarian and Rotaractor, which includes members from nearly every country in the world, speaking over 100 different languages. We are committed to upholding and evolving this code as our organization grows.

Like our core values, we expect Rotarians and Rotaractors to exemplify this code of conduct as they interact with one another, Rotary program participants, Alumni, project partners, and members of the community. Specifically, the code of conduct applies at all club, district, zone, and Rotary International meetings, trainings, events, and anywhere else a member represents Rotary and on My Rotary and social media.

Expectations

All club members and other participants including Rotary program participants, Alumni, project partners, and representatives of Rotary are expected to comply with this code of conduct, be considerate and contribute to a collaborative, positive, and healthy environment in which all are respected and valued.

USE RESPECTFUL LANGUAGE

- When you first meet someone, introduce yourself and explain how you would like to be addressed, including your preferred pronouns (he/him/his, she/her/hers, they/them/theirs). Call others by their preferred name, rather than using a nickname that is easier to pronounce.
- When addressing larger groups, utilize gender neutral words to avoid gender assumption.
- Use active listening to deepen your understanding of others.
- Be conscious of language use and adapt depending on region. Some wording is acceptable in some cultures but unacceptable in others.
- Avoid slang or idioms that do not translate across cultures or be deliberate in explaining them to share our diverse cultures and languages.
- Speak plainly and avoid acronyms and jargon that not everyone may understand.
- If you are curious about someone's cultural background, faith, sexual orientation, gender, or another characteristic, ask if they are open to sharing more about themselves. Refrain from asking if the topic is not relevant to your conversation.
- Foster an atmosphere of intergenerational dialogue and avoid describing anyone by their age.

BE SUPPORTIVE

- Be an ally and advocate for others and be ready to intervene when you see a need.
- If you see or hear something inappropriate, address the behavior in a way to offer support to those affected.
- As a member of Rotary, uphold the Code of Conduct, build this culture within your club experience, and address any issues as they arise.

FOSTER A WELCOMING AND INCLUSIVE ENVIRONMENT

- Ensure every member and participant can fully engage in any meeting, event, or activity that you organize in person or online by offering an accessible venue, simultaneous interpretation, closed captioning and/or transcripts, and other resources as needed. 49
- Review any club or program traditions and stop or change activities that may be offensive or alienating to a specific group.
- Create a welcoming environment and include all in conversations, projects, and events.
- As much as possible, pay attention to nonverbal communication such as eye contact, facial expressions, tone of voice, personal space, gestures, and posture, and how it impacts your ability to engage with and relate to others.
- Know the important dates of various religions and schedule events and activities in a way that is inclusive and considerate of people who observe them.
- Be aware of people's dietary and health restrictions.
- Open opportunities for everyone to hold leadership roles in your club and district or engage with your community partners.

CELEBRATE DIVERSITY

- Increase your club's awareness, understanding, and acceptance of people with disabilities.
- Celebrate a variety of cultural events and religious observances, rather than continually conducting service projects or hosting events associated with a single culture or religion. • Acknowledge and celebrate significant dates relevant to diversity.
- Avoid stereotyping and mocking any specific group.
- Acknowledge and celebrate different genders.

Code of Conduct Questions and Concerns

For questions or concerns regarding the code of conduct or behavior that goes against the code of conduct, email DEI.Inquiries@rotary.org.

Adult Harassment Issues

Per the Rotary Code of Policies, Rotary currently maintains the following to report issues of harassment involving Rotarians or Rotaractors at meetings, events, or activities:

Rotary is committed to maintaining an environment that is free of any form of harassment, broadly defined as any conduct, verbal or physical, that denigrates, insults, or offends a person or group based on any characteristic¹ (age, ethnicity, race, color, disability, religion, socioeconomic status, culture, sex, sexual orientations, or gender identity).

If you are notified of any allegation of harassment involving an adult, or you feel you have been harassed, follow these steps:

1. If anyone's safety is in doubt, contact local law enforcement.
2. Notify a club officer (club president or secretary), district leader (district governor or district governor-elect), or zone leader (RI director).
3. Report the incident to Rotary International's Club and District Support team by contacting cds@rotary.org.
4. Any allegation of harassment or abuse that involves young people must be reported to Rotary International at youthprotection@rotary.org within 72 hours.

¹ Characteristics listed here are from the Rotary Code of Policies, Harassment-free Environment at Meetings, Events, or Activities. As the Rotary Code of Policies is updated, this Code of Conduct section will be updated.

Justice Informed has developed a framework for Diversity, Equity and Inclusion that it calls its DEI Spectrum of Engagement, which is composed of 3 components:

1. **Understanding:** The practice of increasing an organization's capacity for DEI by investing in education about these topics, moving toward consensus regarding the value proposition, and creating a plan of action for DEI. Organizations with high levels of understanding reflect membership and leadership that are able to independently ideate on solutions for DEI and involve a much higher level of internal initiative and leadership on DEI issues and challenges. 51
2. **Rooting:** The act of creating policies and practices that increase the probability of equity at an organization.
3. **Accountability:** To ensure the longevity of social equity for those holding minoritized and marginalized identities, created through the policies and practices developed in the rooting phase.

Justice Informed has provided a number of observations and themes within each of these components of its Spectrum of Engagement, a few of which we've summarized here:

Understanding

- Responses indicated that there is a clear enthusiasm and alignment on several areas of DEI
- Responses demonstrated that there is relative consensus on the value of DEI within Rotary
- The majority of respondents identified race as a key area of greater learning for the membership as well as for greater diversification
- Issues of age, ethnicity, gender, class and sexual orientation were not far behind
- However, a majority of respondents are not familiar with who leads DEI at the Club, District or international level
- In addition, large numbers of respondents indicated that they were "unsure" or "disagreed" if they believed stakeholders across Rotary (Club, District, RI, etc.) has a strong and demonstrated grasp on societal and Club DEI challenges
- Also, many respondents answered "unsure" or "disagree" when asked if they believed stakeholders across Rotary were capable of effectively leading and managing DEI conversations
- However, over 70% of respondents indicated that they "agreed" in some capacity that their Rotary Club Officers **could** lead DEI work in ways that are accountable.

Rooting

- A key policy that a majority of respondents (over 70%) stated they did not know or were unaware of is that of a grievance/complaint policy in regards to DEI issues, particularly when it comes to interpersonal issues such as negative or offensive comments or actions
- Some of the most requested supports requested by respondents from Rotary International are:
 - A DEI Values Statement (64.3%)
 - A DEI Strategic Plan (61.0%)
 - A policy that specifically speaks to issues related to DEI, including how the Club deals with issues of identity-based harms (60.6%)
 - Trainings and guidance for Club members to know how to handle DEI issues with community partners and volunteers (51.6%)

- Some of the most requested supports requested by respondents to support Clubs are are:
 - A DEI Values Statement (62.2%) 52
 - A Member Policy/Handbook that specifically speaks to issues related to DEI, including how the Club deals with issues of identity-based harms such as racism, sexism, ageism, homophobia, etc (47.4%)
 - A DEI Strategic Plan (46.9%)
 - Trainings and guidance for Club members to know how to handle DEI issues with community partners and volunteers (42.6%)

Accountability

- Respondents indicate that they generally believe that the District and Rotary International were committed to DEI
- However, 35% and 28% of respondents believed that while this commitment has been communicated, it has not been demonstrated at the RI and District levels, respectively
- Nearly 20% of all respondents indicated that they have experienced some kind of offensive comment
 - Women were slightly overrepresented both in regards to instances of harmful comments (57.1% of harmful comments reported by women vs. women being 44.5% of total population) and in regards to instances of discrimination (52.6% of instances of discrimination reported by women vs. women being 44.5% of total population)
 - Black members are over 3x as represented in the reported instances of discrimination (36.8%) as they are in the general survey respondent population (11%)

Concluding Recommendations from Justice Informed

Goal 1: Increase understanding of DEI and various areas of DEI-related topics

- Working with RI or sponsored by the District, a DEI-learning series should be engaged and offered as a training for all members
- Create a clear DEI Values Statement that moves beyond, but includes the RI DEI Statement language to include values for increased LGBTQIA+, People of Color, and younger generations in the work of Rotary
- Host an annual DEI forum at the Annual District Conference where a clear, specific discussion on what is driving local DEI-related issues is undertaken.
- Start an online DEI-learning bookclub

Goal 2: Develop a goal-driven DEI Strategic Plan for District 6450, ideally using the DEI Spectrum as a guide

- This plan should include the following areas:
 - 3-year goals for increased diversity, belonging, and inclusion of minoritized and marginalized populations
 - A plan for how to organize the work (time-limited task forces, standing committees, charter groups, etc.), and who is responsible for it
 - Clear articulation of the current diversity of District 6420 clubs and goals for the numbers of persons to be introduced and grown as new members with diverse backgrounds
 - A strategy to create and/or update (where needed) club and district policies relating to DEI, harassment, and member expectations
 - A marketing plan and budget for communicating the strategy

- Ultimately, Rotary has very few actual goals for DEI. There are stated values and a vision, but there is little in the way of accountable, measurable goals. Once goals are created, they must be funded and put on a timeline. The District DEI committee should undertake this work.
- It is clear that a racial equity, queer identity, and sexuality lens must be created in Rotary's work. This is possibly inhibiting membership diversity
- Rotary's language does not state a dislike or lack of desire for marginalized or minoritized people, however, there is very little in the way of a clear, specific invitation to them. There is little language about how District 6420 or Clubs specifically are changing. Their patterns, practices, and expectations for existing members to be welcoming to different persons. Nowadays, organizations must be specific, and show they hold the competencies and capacities for the challenges of diversification (microaggressions, racial tensions, "but what abouts," backlash against diversification and a specificity about bringing in new identities, etc.)

Goal 3: Evolve general language of DEI into action and policy-informed conversations and actions

- Bring in issue-area experts to host monthly DEI roundtables on specific areas of DEI. Ensure these experts are seen as prominent in their field, and Rotary should establish a budget to compensate them
- Rotary's work in philanthropy and volunteering does not also catalyze members to better understand why there is a continued need for philanthropy and volunteering (e.g., wealth inequality, systemic racism, etc.). The high level work of Rotary should be connected to the high level issues that create the need for more of Rotary's work
- Include electoral and civic action as parts of Rotary's social and community engagement strategies. This involves supporting members to volunteer as poll workers, write to legislators, and embrace the growing practices of decolonized and racially-aware ways to engage in community engagement
- The District should host a series of listening and conversation sessions across the district to learn how older, and White members specifically see their work to embrace racially, gender, and age-diverse new members should they join

Goal 4: Develop a clear call to action and request from Rotary International

- From the Assessment, it was clear that Rotarians throughout the District are unaware of where leadership and responsibility lies for authorizing activities, engaging the work, or funding programs in service of Rotary DEI values or activities. Less than half of Rotarians (including Club and District Leaders) knew whose job it was to lead or advance DEI efforts. This must be clarified
- RI generally takes a hands-off approach to directing clubs in how they should set goals, manage (versus value) DEI, or train members (outside of leadership training) on how to support DEI. A conversation must take place then at the District level for how DEI should be actionably engaged by clubs, and any supports or actions that the District cannot undertake should be part of a conversation with RI
- District 6420 may not be able to lean on any "best practices" within Rotary to advance their goals or asks of RI, given much of the action and goal-focused DEI work is sporadically undertaken across the Rotary footprint, and the infrastructure for managing and communicating activities and challenges is still underdeveloped. For this reason, District 6420 must consider where and how it will boldly pioneer in this work (e.g. to specifically advance antiracism in clubs by reviewing how clubs work with police districts to volunteer or raise money, how clubs do or do not support civic/electoral education for all, and/or how clubs/members work to speak out when racial injustices happen within their club or District boundaries)

5 STEPS TO STRENGTHENING PUBLIC IMAGE IN YOUR DISTRICT

1

Encourage clubs in your district to appoint a public image chair, and report the role in My Rotary.

2

Encourage clubs to set image-focused goals in Rotary Club Central.

3

Ask clubs to assess their public-facing communications and, if necessary, update them to reflect Rotary's brand guidelines.

4

Use tools and templates in the Brand Center to create your communications.

5

Promote your members as people of action, and communicate to the public about the difference they make.



Public Image Resources

What is your public image in your community?

Translating the Rotary Brand to your community:

1. What does your website and/or social media say about you?
2. Make Rotary's "People of Action" theme work for you in your community
3. Building the perfect Rotary landing page
 1. Join Us!
 2. People of Action in the community news/events
 3. Calendar
 4. Membership Database
 1. Communications
 2. Social Media
 - Facebook
 - Instagram
 - LinkedIn
4. Roles – what is needed for success?
 1. Who in the Club knows
 2. Building a team – not an internet superstar
5. Improving retention
 1. Social Media
 2. Texting weekly

Background

Membership and Public Image – How to align your "People of Action" message with membership

1. What they see is what they get – avoid the big let down from day one for new members
2. Use the membership database to keep everyone involved
 1. Email
 2. Social media – who likes you
3. Always be recruiting.
 1. Events for drawing people in for the Fall and Spring

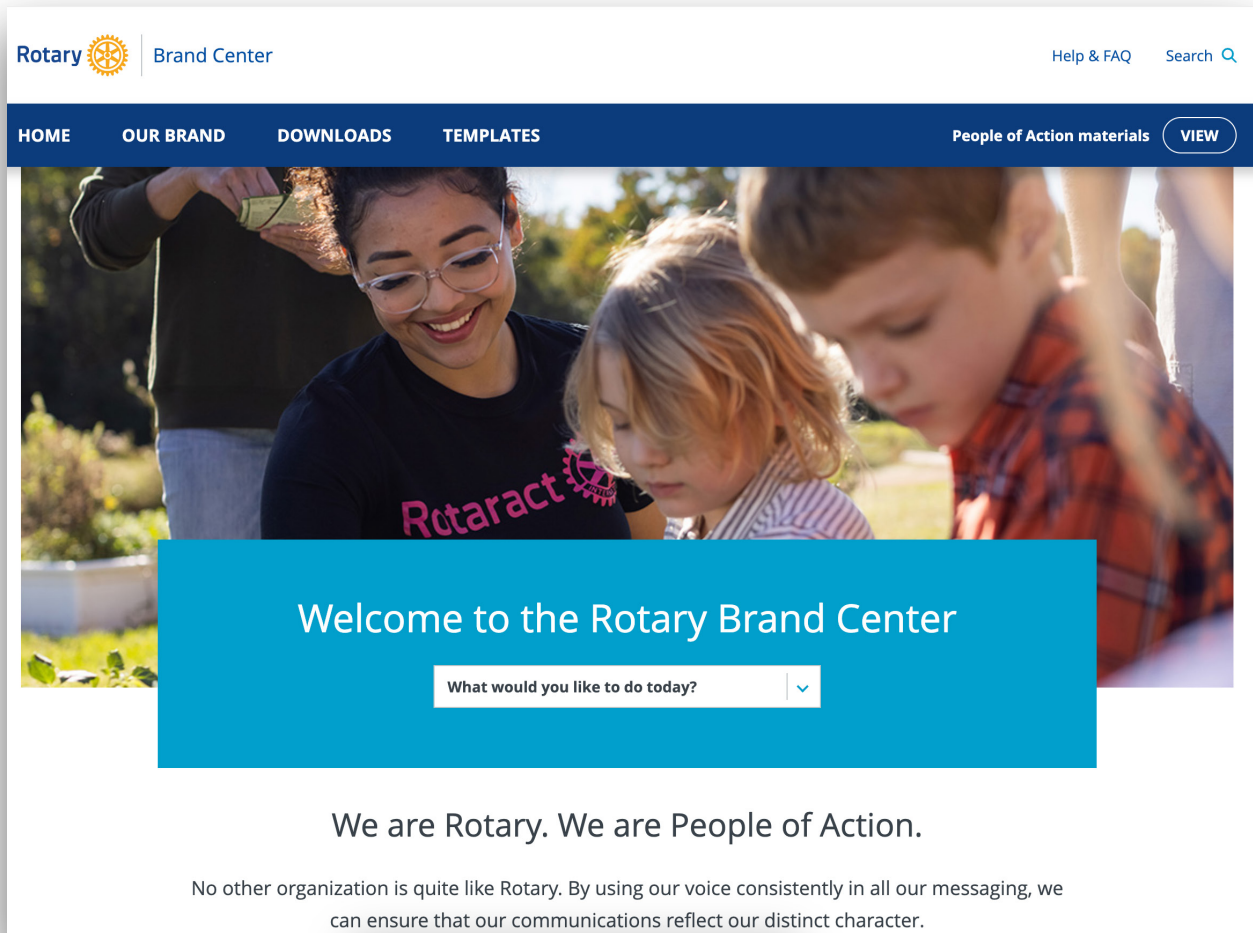
Cindy Gramenz
Public Image Chair
563-343-8877
cgramenz15@gmail.com

[Rotary Brand Center](#)

Rotary Brand Center

Rotary International has a variety of resources available to help you spice up your club publications, including photos, creating logos, creating brochures or printable materials, advertisements, and videos. This is also where you can find the guidelines of using Rotary branding, including the correct wheel and colors.

Check out the **Brand Center** today!



brandcenter.rotary.org



District 6420 – 2025-26 District Grants Program Details

Overview

Every year, each Rotary Club in good standing within District 6420 is eligible to apply for one or more district grants to help fund a qualified activity. These activities must support the Mission of The Rotary Foundation (TRF):

To enable Rotarians to advance world understanding, goodwill, and peace through the improvement of health, the support of education, and the alleviation of poverty.

Each Club President Elect will receive an email with the amount of funds allocated to the Club and other basic documents outlining the process.

District Grant applications are submitted online at RotaryDistrictGrants@gmail.com. The Club President Elect can designate any Rotarian in the Club to complete the application.

Rules

District grants have been simplified to encourage maximum participation of Clubs every year; however, there are still a few rules to be followed:

- To be eligible, Clubs must:
 - have completed the prior year District Grant Final Report
 - be current on Rotary International and District Dues
 - be current on any Global Grant reports for grants the Club sponsors
 - submit goals for Membership, Annual Fund Giving, and Polio Plus giving
 - identify a Club member to serve as the Club's Rotary Foundation Chair
- Clubs may apply for a maximum of the amount available, which is equivalent to 25% of the total contributions made by its members to The Rotary Foundation three years ago, less 2.5% retained by TRF.
- A Club also receives an allocation if one of its members has established an Endowment Fund with TRF. The allocation is 50% of the earnings of such a fund.
- If a Club does not submit its grant application(s) by the **May 15, 2025, deadline**, its allocated funds will be made available for global grants, PolioPlus, or a District-sponsored grant.

- A Club may submit more than one application. For example, if its allocation is \$3,000, the Club may submit 1 application for \$3,000, or 3 applications for \$1,000 each, or any other combination.
- Changes to approved applications must be approved by the District Grants Committee and The Rotary Foundation in advance.
- Projects must start **after** July 1, 2025, and must be completed **before** May 1, 2026
- Final reports are due within 30 days of the project ending date. Failure to close the project will result in the Club not being eligible for District Grants the following year.
- Clubs are encouraged to submit their Final Reports through the RotaryDistrictGrants@gmail.com as soon as possible after completion of the project.
- Clubs may choose to designate all or a portion of their funds to use toward a Global Grant (GG). The GG must be submitted to District's Grants Committee in the 2025-26 Rotary year.
- Clubs may choose to designate all or a portion of their funds to use toward Polio Plus.

What's Allowed and What's Not **

YES	Examples of Approved Projects	NO
Scholarships	Playground repairs, community children's activities	"Check-writing" to other organizations or activities primarily implemented by non-Rotary organizations and no Rotarian involvement
Travel for related Global Grants* , Community Needs Assessments, Hydrogeological Surveys	Back Pack Programs	Rotary promotional materials or clothing (shirts, bags, etc.)
Support of other organizations through direct Rotarian involvement	Holiday or special event meals and celebrations; holiday gifts	Club fundraisers
Vocational Training Teams	Community events	Salaries or operating expenses to other organizations
Rotary Youth Exchange	Dictionaries	Projects already completed

District 6420 Dues & Fees for Club Presidents, Secretaries, and Treasurers

District dues/fees are separate from those invoiced to your club by Rotary International. District dues are invoiced in mid-July based on club membership as of July 1st. Dues are \$45.00 per member, plus \$300 for PETS and \$25 for DTA.

This memorandum is intended to provide background and insight to the dues paying process so that your club's understanding increases for each item and the role that each officer plays.

Let's start with the Secretary. The club secretary is responsible for keeping the membership records at Rotary International (RI) up to date via the RI website (www.rotary.org) and its Member Access system. You can update your member records any day, 24/7. Keeping RI's records accurate serves your club in multiple ways: 1) First and foremost, your members receive their Rotary Magazine when they are in the system and addresses are correct; 2) RI and District reports and communications are based upon the accuracy of member records; 3) RI dues and district dues & fees are based upon the number of members in the RI data base on July 1 and January 1 respectively. (Please note: the district sponsored web system with Clubrunner has an RI Integration that allows you to synchronize with the member access records at Rotary International.

Thus, the role of the secretary is to keep accurate member records as all invoicing by both the district and RI are based upon those records.

Club President. Review semi-annual invoicing from RI and annual invoice from the District and assure timely payment of both. If RI dues are paid late it can result in termination of the club and reinstatement carries with it forms and fees that can be easily avoided by on time payment processing.

Club Treasurer. Assure that your members are paying their dues to your club on a timely basis so that you have the funds to process the RI and District dues annually. The RI and district dues invoices are distributed to club officers via email.

District 6420 Dues & Fees for Club Presidents, Secretaries, and Treasurers

Now on to explaining the dues and fees of District 6420....

District Dues & Fees. Invoices are sent in Mid-July for the annual dues set by the district board of directors and approved by member clubs.

Dues: Clubs are the members of the district. Club dues are based upon an active member count as of July 1 of each year. The annual rates are: \$45.00 per member.

Rotary International dues are paid twice/year based on membership as of January 1st and July 1st. Dues for 2025-2026 are \$41.00 biannually. Rotary Magazine is \$18.00/year paid \$9.00 biannually. There is \$1.00 per member fee to support the Council of Legislation. Insurance liability fees: \$5.99 for insurance liability fee per member & Director/Officer Liability fee of \$1.24/member.

Fees: The district board may set 'fees' in addition to dues from time to time, currently there are no additional fees.

President-elect single rate for annual district conference - participation in the annual conference is a critical component of incoming president's training. Therefore, your registration fee is included in your club dues. If you require lodging in, that is separate and should be paid for by you or your club.

PETS and Pre-PETS – presidents-elect are required to attend President-Elect Training (PETS) to be certified and recognized as the club president, even if they are a returning president. This is based upon Rotary International policy and enforced by the district governor. The district participates in a multi-district collaboration called Midwest PETS and pre-pays to the registration fee to Midwest PETS from district dues for each president-elect to attend. There is no refund for nonattendance, therefore it is imperative that someone from the club attend. The president-elect can attend a different PETS and get reimbursed after supplying proof of attendance.

I hope this is helpful and answers preliminary questions you may have about the district dues and fees. If you have additional questions, you can reach myself at srkuhnrotary6420@aol.com

The mailing address is:

Rotary International District 6420,
Inc. c/o Steven Kuhn
1119 Daniel Court
Sycamore, IL 60178

Sincerely,
Steven Kuhn
District Treasurer

Worksheet for Club Budgeting

Member Dues & Fees

Per Active Member

Dues/Costs Paid to Others

Item	Cost Per Member	Notes or Description
Rotary International Dues		
Rotary Magazine		
Council on Legislation		
Directors & Officers Insurance		
General Liability Insurance		
District 6420 Dues **	\$	
TOTAL	\$	

Club Annual Expenses

Item	Annual Budget	Cost Per Member	Notes or Description
Printing & Promotion			
Postage			
Club Supplies (Pins, banners, etc)			
Bank/Credit Card Fees			
Bookkeeping or Other Contract Labor			
Minimum Annual Contribution to the Rotary Foundation			
Annual Pre-Paid Meals & Events			
Miscellaneous			
Total Club Annual Expenses			

Per Member Annual Dues	\$
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Rotary International dues will go up \$3.50 per capita annually through 2025-2026

** For District 6420, dues are based on the active member count as of July 1 of each year. The annual rates are: \$45/pp .

Frequently Asked Questions

US Rotary Clubs and the IRS



This information is not intended to give legal or tax advice. Please consult your professional advisors to determine the specific rules applicable to you or contact the IRS directly: www.irs.gov or 1-877-829-5500.

1

What is an Employer Identification Number (EIN) and does my club need to apply for one?

An EIN is a nine-digit number used by the IRS to identify an entity. All Rotary clubs in the US and US territories (American Samoa, Guam, Northern Marianas, Puerto Rico, US Virgin Islands) need to apply for an EIN when they charter. To find out more, visit [Obtaining an EIN for an Exempt Organization at www.irs.gov](http://www.irs.gov). Please note that RI's Group Exemption Number (GEN) 0573 must be included on the form in order for your club to be tax exempt under RI's 501(c)(4) group exemption ruling.

e

My club has a satellite club. Do they need their own EIN?

Since satellite club members are members of their sponsor club, it is recommended that the satellite club operate under the tax exempt status of the sponsor club. A club can only be included under RI's group exemption ruling once chartered as an independent Rotary club.

What do the terms 501(c)(3) and 501(c)(4) mean?

These are federal tax classifications for organizations that meet the requirements of Internal Revenue Code section 501(a). Charitable organizations are exempt under section 501(c)(3) and social welfare organizations under 501(c)(4) of the Internal Revenue Code. Under RI's group exemption ruling, Rotary and Rotaract clubs are entitled to 501(c)(4) tax exempt status. For more information about these tax classifications, please visit [Life Cycle of an Exempt Organization at www.irs.gov](http://www.irs.gov).

My club intends to operate as a 501(c)(4) organization. What do we do next?

The IRS requires clubs to notify them of this intent by submitting [Form 8976](http://www.irs.gov) within 60 days of the date your club becomes a legal entity (i.e. date your articles of incorporation were approved or date your constitution or bylaws were adopted). Failure to complete the form may result in penalties. Visit [Electronically Submit Your Form 8976 at www.irs.gov](http://www.irs.gov) for more details. Note: Submitting this form is not a determination of tax exempt status. See the next question for more information on becoming tax exempt under RI's group exemption ruling.

What must my club do to be included under RI's 501(c)(4) group exemption ruling?

Send a copy of the notice from the IRS confirming your EIN to your Club and District Support Representative (CDS). It is also necessary to include a positive confirmation that your club wishes to be included in RI's 501(c)(4) group exemption ruling. RI will enter your club's EIN into its database and annually confirms with the IRS all clubs included under RI's 501(c)(4) group exemption ruling.

Can my club use RI's EIN when applying for a bank account or filing?

No. Each EIN is specifically assigned to a single entity or club. Your club must use its own EIN when applying for a bank account or filing its annual information form.

Are contributions to my club considered charitable contributions?

Contributions to clubs that are 501(c)(4) organizations are generally not tax deductible as charitable contributions. Contributions to any club or club charitable fund that is tax exempt under Section 501(c)(3) may be tax-deductible as charitable contributions. Membership dues may be deductible as business expenses for some Rotarians.

Can my club or club foundation use The Rotary Foundation's EIN to receive charitable contributions?

No. Each EIN is assigned to a specific entity. The club or club foundation itself must meet the IRS requirements in order to receive charitable contributions.

Can my club or club foundation obtain 501(c)(3) tax exempt status under

No. The Rotary Foundation (TRF) does not currently have a group exemption under which clubs or club foundations can obtain 501(c)(3) tax exempt status. Clubs must work directly with the IRS to apply for this exemption on their own.

TRF operates a Donor Advised Fund (DAF) that provides similar benefits to a club foundation. Any club interested in forming a foundation or having trouble managing an existing foundation should review the opportunities available through TRF DAF at www.rotary.org/plannedgiving.

My club obtained 501(c)(3) tax exempt status. Do we need to notify RI?

Yes. Your club should submit to your CDS representative a copy of the IRS notice confirming its tax exempt status. RI will then exclude your club and EIN from our 501(c)(4) group exemption ruling.

Does my club need to file an annual return with the IRS?

Yes. RI's group exemption ruling does not include group filing. Therefore, each club is responsible for filing their own annual return (Form 990, 990-EZ) or annual electronic

notice (990-N) in order to remain tax exempt. The version a club files depends on its gross receipts for the year. For more information about this requirement and to find out which form to file, see [Which Forms Do Exempt Organizations File?](#) at www.irs.gov.

What is the deadline to file an annual return?

The deadline is the 15th day of the 5th month after the close of your tax year. For clubs following RI's tax year ending on 30 June, the deadline to file is 15 November.

Should my club include the receipt of Global or District Grants on our form with the IRS?

If you are required to file an annual information return (Form 990, 990-EZ), generally you should report all receipts and disbursements on the form regardless of where those receipts originated.

My club received notice from the IRS that our tax exempt status was automatically revoked for failure to file for three consecutive years. What does this mean and what do we do?

According to IRS regulations, an organization whose tax exempt status has been automatically revoked must apply to have its tax exempt status reinstated, even if it was not originally required to file an application for exemption. To check your club's tax exempt status, visit [Tax Exempt Organization Search](#) at www.irs.gov. For more information about the consequences of revocation and how to apply for reinstatement, please see [Revoked? Reinstated? Learn More](#) at www.irs.gov. For any further questions, please contact the IRS directly at 877-829-5500.

10 Best Practices to Help Volunteer Leaders Succeed

Adapted from an article by Karl Vaters

1. **Tell Them Why:** People - especially leaders - what to know why something needs to be done. And they should know. Leaders can't lead without knowing the why. When leaders know why they're doing something and buy into that reason, not only will they give more of themselves to it, they're more capable of leading others in it. They also have a better chance of coming up with ways to make a good idea even better. Now that's good leadership!
2. **Listen More Than You Talk:** When members/leaders know that their ideas, concerns, and feelings are being heard, they make stronger commitments to Rotary and to other leaders. And they make better leaders themselves.
3. **Over-Communicate:** The flip side of listening is making sure you communicate well - and often. Even our most dedicated people will forget that "essential" meeting if they don't get an extra phone call, text, tweet, email, or Facebook reminder. When something matters, you can never say it enough.
4. **Be Patient:** Recognize their sacrifice and be patient if they way they do it isn't perfect. After all, you've never done it perfectly yet either.
5. **Be Forgiving:** People make mistakes. I do. You do. Your volunteer leaders do. In fact, the only way to not make mistakes is not to do anything, which is itself a big mistake. Be grateful for your volunteers' efforts and forgiving of their failures. Then work with them to give them the tools to do it better the next time.
6. **Be Prepared and Be Consistent:** No volunteer leader should ever show up to a Rotary function or meeting more prepared than the president or committee chair. Have an agenda and stick to it. Be ready with all the necessary materials. Be on time. Stay for questions and/or fellowship afterwards. If you're not sure you can follow through, don't schedule it to begin with. But if you do schedule it, keep it and prepare for it! One of the fastest ways to lose good volunteer leaders is to first call, then cancel meetings or come to them unprepared.
7. **Honor Them and Their Time:** Sure, as Rotarians we are called to contribute to the health and well-being of the club, but that leaves people with a lot of choices about which efforts they'll choose to make those commitments to. Leaders will attend and volunteer at Rotary when they are honored as people and where their hard work and leadership skills are recognized and valued - not because they're seeking glory (there's not a lot of glory overseeing the club's membership roster or passing out flyers at your meeting) but because they want to make a real difference. Plus, honoring one another is just the right thing to do.
8. **Train, Don't Just Tell:** People need to be trained. Training takes time, relationships, and assessment. If you want great leaders, invest in great followers by giving them your time and experience. Take them with you as you do Rotary's work. Listen as much as you talk. That's what training looks like.
9. **Train Leaders to Train Leaders:** Work with your committee chairs to be good leaders, but also to encourage them to find and train other leaders to become leaders themselves.
10. **Foster an Atmosphere of Thankfulness:** You can never say "thank you" enough. People need to know they're appreciated and that their efforts are noticed. They need to know that they matter. Stop trying to guilt people into stepping up - that never works. Want great volunteer leaders? Infuse everything you do with an atmosphere of thankfulness. When they feel appreciated for what they do, they might decide to do more.

YOUTH PROTECTION

AWARENESS AND PREVENTION

Rotary has a long history of providing service to youth. Each year, more than 300,000 young people participate in Rotary programs like Interact, Rotary Youth Exchange, and Rotary Youth Leadership Awards (RYLA). Many club and district mentoring programs, immunization efforts, job training programs, literacy projects, and other initiatives also help young people or other vulnerable populations.

Unfortunately, no organization or program is invulnerable to abuse or crises. They can and do occur in even the most seemingly positive settings. Predators often seek teaching, coaching, or other positions that give them access to children and teenagers. Others who are committed to working with youth sometimes find it hard to believe that some adults will abuse the trust placed in them, so they may not notice the signs. Rotary takes youth protection very seriously, and it relies on Rotarians to foster safe environments that prevent abuse and to respond appropriately when it occurs.

Statement of Conduct for Working With Youth

The statement of conduct provides the basic principle for Rotarians to follow when working with young people in any capacity:

Rotary International strives to create and maintain a safe environment for all youth who participate in Rotary activities. To the best of their ability, Rotarians, Rotarians' spouses and partners, and other volunteers must safeguard the children and young people they come into contact with and protect them from physical, sexual, and emotional abuse.

This principle must be followed throughout Rotary, from our districts, clubs, Rotarians and other volunteers at all levels, to our materials, programming, and communications with parents and guardians.

Rotary reinforces the Statement of Conduct for Working With Youth with additional policies that set the safety of youth as our first priority. They require districts and clubs to adhere to local youth protection laws and procedures and to set expectations for responding to any concerns or allegations that arise. These policies apply to any Rotary activity or program that involves youth.

Rotary Youth Exchange policies address the additional risks that that program carries. The district certification process provides extra safeguards and promotes consistency among district partners. In order to participate in Rotary Youth Exchange, districts must demonstrate compliance with all of the certification requirements listed in the **Rotary Code of Policies** sections on Youth Protection and Youth Exchange. For more information about certification requirements, write to youthexchange@rotary.org.

Adopting sensible procedures and following guidelines protects both program participants and volunteers and enables programs to accomplish their missions and objectives. Controls at the district level, through a district youth protection policy, and similar controls at the club level demonstrate Rotary's commitment to youth, prevent incidents of abuse or mitigate their effects, protect the long-term viability of youth programs, and strengthen the trust of participants and their families.

THIS GUIDE USES A FEW TERMS IN SPECIALIZED WAYS:

VOLUNTEER — Any adult involved with Rotary youth activities who interacts directly with youth, whether supervised or unsupervised

For Youth Exchange, volunteers include, among others, club and district Youth Exchange officers and committee members; Rotarian counselors; Rotarians and non-Rotarians and their spouses and partners who work with students during activities or outings or who transport students to events; and host parents and other adult residents of the host home, including host siblings and other family members.

YOUTH PROGRAM PARTICIPANT — Anyone who participates in a Rotary youth program, whether child or adult

Recognizing and Addressing Abuse and Harassment

Instances of abuse and harassment of young people can go unaddressed because adults fail to recognize them or because they're reluctant to view their friends, acquaintances, fellow volunteers, or professionals who work with young people as potential perpetrators. Youth protection depends on awareness of the possibility of abuse and harassment and vigilance in guarding against it. All Rotarians and other volunteers who work with young people should fully understand what constitutes abuse and harassment.

DEFINITIONS OF ABUSE AND HARASSMENT

Emotional or verbal abuse — The use of fear, humiliation, or verbal assaults to control the behavior of another. Examples include rejecting the person, preventing him or her from developing normal social relationships, and making derogatory statements about his or her race, religion, ability, intellect, tastes, or personal appearance.

Physical abuse — Physical contact intended to cause pain, injury, or other physical suffering or harm.

Neglect — Failure to provide the food, shelter, or medical care that is necessary to well-being.

Sexual abuse — Engaging in or arranging implicit or explicit sexual acts, whether they are performed alone or with another person of any age or gender, through force or coercion or with anyone who is unable to give consent. Any sexual activity between a legal adult and a minor is considered sexual abuse. Sexual abuse can also include nontouching offenses, such as voyeuristic behavior, indecent exposure, or showing a young person sexual or pornographic material.

Sexual harassment — Sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature that is unwanted or directed at someone unwilling or unable to provide consent. In some cases, sexual harassment precedes sexual abuse and is used by sexual predators to desensitize or groom their victims. Examples of sexual harassment include:

- Sexual epithets or jokes, written or spoken references to sexual conduct, gossip about one's sex life, and comments about a person's sexual activity, deficiencies, or prowess
- Verbal abuse of a sexual nature
- Display of sexually suggestive objects or images
- Sexual leering or whistling
- Inappropriate physical contact, such as brushing against a person
- Obscene language or gestures, and suggestive or insulting comments

Abusive or violent behavior by youth is a serious matter that should not be ignored. Program participants and other young people (host siblings and RYLA counselors, for example) must be held responsible for their behavior.

SIGNS OF ABUSE OR HARASSMENT

Rotarians, other volunteers, and parents of Rotary youth program participants should watch for physical and behavioral signs of abuse or harassment. Many of these indicators could also be considered typical adolescent behavior or an understandable reaction to family changes, cultural adjustment, or homesickness. Adults who are actively involved in the participant's daily life will be better able to observe the behavioral and physical changes that can be signs of abuse and determine whether they are.

Physical changes: Repeated pattern of injury or an accident for which the explanation does not make sense

Anxiety: Reports of high levels of anxiety; obsessive-compulsive patterns; fear of certain places, people, or activities; reluctance to be alone with a particular person; nightmares or other sleep problems

Changes in eating habits or body image: Distorted body image, including or resulting in eating disorders

Depression: Excessive crying, extreme mood swings, diminished self-esteem, self-mutilation, and suicidal gestures or attempts

Delinquency: Criminal behavior, conflict with authority, running away, academic problems, and drug or alcohol abuse

Withdrawal: Difficulties at school, unwillingness to participate in extracurricular activities, repression, poor peer relationships, or isolation

Aggression: Overly hostile behavior or language directed toward peers, adults, or pets

Age-inappropriate behavior: Sexual promiscuity or graphic knowledge of sex or sexual behavior

The behaviors that are commonly exhibited by young victims can be associated with youth discipline problems and may result in their removal from one of Rotary's programs.

A young person who is seen as "difficult" may have been abused, either by an adult or by a peer. If you suspect abuse, spend time with the person to find out why their behavior has changed. In some cases, it may be beneficial to arrange for the young person to meet with a mental health professional who specializes in adolescents.

CHARACTERISTICS OF ABUSE AND HARASSMENT

Awareness of abuse and harassment patterns can help you recognize potential problems and current or past transgressions.

The typical abuser blends into society:

- Perpetrators cannot be identified by age, economic status, community standing, race, gender, or mental capacity.
- Many abuse incidents are perpetrated by someone known to and trusted by the abused.
- Offenders can be male or female, and physical, emotional, or sexual abuse and harassment can be perpetrated against a person of either sex.
- Offenders can be other young people.

Although abuse can happen to anybody, it is not indiscriminate:

- Victims of sexual abuse are often carefully chosen and skillfully manipulated.
- Offenders may seek positions that provide that proximity to youth. Such proximity is often achieved by excluding other volunteers and gaining singular access to a potential victim.

Abuse is not always immediately apparent:

- Physical signs of abuse can heal before they're noticed, and a young person may not display common behavioral or emotional indicators.
- It is difficult for many people to believe that someone they know well may have abused a child, so they may dismiss allegations without investigating them thoroughly.

The vast majority of allegations of abuse or harassment go unreported:

- Young people tend to minimize and deny abuse, not exaggerate or over-report incidents.

- They might not tell anyone about an assault because they are convinced that they're to blame or they fear the potential consequences.
- Males are less likely to report abuse because of self-blame, social stigma, or fears that they will not be believed or will be seen to have a particular sexual orientation.
- In some cases, youth wait to report abuse until they are adults.
- Few child abusers are identified and prosecuted.

Club Presidents, Club Program Chairs, and Other Club Officers

Rotary club presidents have overall responsibility for operating and coordinating club youth activities, with the support of club committee members. A club's president and committees should:

- Know all Rotary and district youth protection policies and program operations that apply to a club's involvement, and ensure that club programs meet policy requirements
- Implement required training, screening, program logistics, and risk management procedures
- Engage regularly with youth program participants to get feedback on the programs
- Coordinate with the district youth program chair and district youth protection officer to respond immediately and thoroughly to all allegations of abuse, harassment, and other crises

Other Club Roles

The activities of Rotary clubs to foster safe environments for youth extend beyond the club president. Roles within each club vary based on program needs and a club's committee structure, but they can include club Youth Exchange officers, Rotarian counselors, Interact club advisers, and RYLA volunteers.

Strong support and effective management of youth programs throughout the club are essential to ensuring that all youth protection policies, including district procedures, RI policies, and local laws and regulations, are followed. All club-level volunteers and program

officers must understand Rotary and district policies and work with their club presidents to communicate all youth protection concerns to district leaders and/or local law enforcement promptly. Those who have admitted to or been convicted of a crime related to sexual abuse or harassment are ineligible for Rotary membership — even if these crimes were committed long ago or against other adults.



DISTRICT YOUTH PROTECTION POLICY

DISTRICT 6420 YOUTH PROTECTION POLICY

Note: This policy is consistent with Rotary International's Youth Protection Guide and applies to District 6420 activities that involve youth (as defined herein) except for Rotary Youth Exchange and Rotary Youth Leadership Awards (RYLA) which have their own set of youth protection measures.

1. Statement of Conduct for Working with Youth

District 6420 strives to create and maintain a safe environment for all youth who participate in Rotary activities. To the best of their ability, Rotarians, Rotarians' spouses and partners, and other volunteers must safeguard the children and young people they come into contact with and protect them from physical, sexual, and emotional abuse.

2. Applicability

This policy applies to Rotarians and other volunteers involved with Rotary youth activities who are in direct contact with youth under the age of 18, whether supervised or unsupervised, in the following situations:

- Where one-on-one interaction is occurring between the youth and adult;
- When transporting youth in a one-on-one circumstance;
- In a group setting where individual interaction is possible;
- During youth meetings in which the adult is in a leadership or liaison capacity;
- When the host organization or facility requires youth protection measures; and
- During other situations as determined by the Club.

3. Club Compliance

District 6420 monitors Clubs conducting Rotary youth activities and encourages compliance with the youth protection measures set forth in this policy.

4. Volunteer Selection and Screening

Rotary International and District 6420 do not tolerate any form of abuse or harassment. Rotary Code of Policies 2.120 requires that a Club must terminate the membership of any individual who admits to, is convicted of, or is otherwise known to have engaged in sexual abuse or harassment of youth or youth program participants. No person who has admitted to, been convicted of, or otherwise been known to have engaged in sexual abuse or sexual harassment shall be permitted to volunteer in Rotary youth activities.

Clubs conducting Rotary youth activities shall implement the following selection and screening procedures for all Rotarians and other volunteers who might be involved in any of the situations described in Part 2:

1. Interview applicants. Explore their background and experience working with youth. Ascertain that they have not admitted to, been convicted of, or are otherwise known to have engaged in sexual abuse or harassment of youth.
2. Confirm their identity via review of a driver's license or other official form of photo identification such as a military ID card or a passport.
3. Complete an annual criminal background check (paid for by District 6420).

Background check process:

1. Based on review of the official photo identification, submit the applicant's full name (first name, middle name, and last name including generational designation such as Jr., Sr., I, II III, IV, etc.), date of birth, and email address to the District 6420 Background Check Coordinator.
2. The background check company (InCheck) will send the youth program volunteer applicant an automated email that provides easy to understand instructions for them to follow.
3. Once the background check is completed, the District 6420 Background Check Coordinator will notify the Club President of the outcome.

5. Training

District 6420 makes training available to all Rotarians and other volunteers on the District's Youth Protection Policy and youth protection measures. The Club President shall review this District 6420 Youth Protection Policy and acknowledge receipt of the policy and agreement to abide by it by **signing the last page and emailing it to the District Governor and Youth Protection Officer**. This policy will be reviewed at the President Elect Training Seminar (PETS) or via email for President Elects prior to their Presidential year on July 1st.

The Club President and other Rotarians and other volunteers involved with Rotary youth activities who might be involved in any of the situations described in Part 2 also shall do the following:

1. Review Rotary International's Youth Protection Guide available at <https://my.rotary.org/en/learning-reference/learn-topic/youth-protection>. A copy of this document will be provided at PETS to all Club President-Elects or by email.
2. **Complete Rotary International's Protecting Youth Program Participants online course.** This course can be found by signing into My Rotary, going to "Knowledge & Resources" at the top and then clicking on "Learning Center", clicking on "Club Leadership", and then selecting the "Protecting Youth Program Participants" course. Upon completion of the course, the Club President should **email a copy of the certificate documenting attendance in the course to the District Governor and Youth Protection Officer**. All others should provide a copy of the certificate to the Club President. Note that non-Rotarian volunteers may create an account on My Rotary to gain access to the Learning Center.

6. Responding to Allegations

District 6420 takes all allegations of abuse or harassment seriously and handles them in accordance with Rotary International's Youth Protection Guide. While Rotarians are not responsible for fact finding or investigation, the District cooperates with all law enforcement agencies, child protective services, and legal investigations. Should an allegation of abuse or harassment be brought to the attention of a Rotarian, the following steps should be followed:

1. Ensure that the young person is in a safe environment.
2. Contact local law enforcement.
3. Report your concern to Rotary International within 72 hours by emailing youthprotection@rotary.org or calling 866-976-8279 between 8:00 AM- 4:00 PM.
4. Notify the District 6420 Youth Protection Officer within 72 hours.

7. Travel by Youth

Travel for Rotary youth activities outside of the youth's local community must comply with Rotary International and District 6420 youth protection policies. For all youth travel sponsored or provided by District 6420 or its Clubs, before departure, the sponsoring Club shall:

- Give parents, legal guardians, or host parents details about the travel, including locations, accommodations, itineraries, and the organizer's contact information.
- Obtain written permission from the parents, legal guardians, or host parents for all youth program participants.

8. Resources for Club Presidents and District 6420 Clubs

Youth Protection Officer. District 6420 has appointed a Youth Protection Officer to advise it and its Clubs on abuse and harassment prevention and to help manage risks and any crises that affect the safety of youth.

2025-2026 Youth Protection Officer

Ginger Thompson
Loves Park Rotary Club
ginger.thompson@harlem122.org
815-703-5810

District 6420 Background Check Coordinator. District 6420 has appointed a Background Check Coordinator to manage the background check process.

2025-2026 Background Check Coordinator

Gary Francque
Moline Rotary Club
garyfrancque@gmail.com
309-207-0913

2025-2026 Youth Exchange Officer

Megan Skelly
Ottawa Sunrise
meganpskelly@gmail.com
815-245-8471

2025-2026 District Governor

Melissa McCormick
Rockton-Roscoe Rotary Club
melissa@melissa-mccormick.com
815-289-5823

(Please see back page for required signatures.)

District 6420 Youth Protection Policy

On behalf of the _____ Rotary Club, I
acknowledge receipt of the District 6420 Youth Protection Policy and agree to
abide by all aspects of it.

2025-2026 Club President's Name

2025-2026 Club President's Signature

Date

This signed contract AND your Protecting Youth Participants Certificate from
#5 should be emailed prior to your Presidency year which begins July 1st, 2025.

Send signed contract to BOTH:

Ginger Thompson- District Youth Protection Officer
ginger.thompson@harlem122.org
Melissa McCormick- District Governor
2025-2026 melissa@melissa-mccormick.com

ROTARY INTERNATIONAL'S STATEMENT OF CONDUCT FOR WORKING WITH YOUTH

Rotary International strives to create and maintain a safe environment for all youth who participate in Rotary activities. To the best of their ability, Rotarians, Rotarians' spouses and partners, and other volunteers must safeguard the children and young people they come into contact with and protect them from physical, sexual, and emotional abuse.

Adopted by the RI Board of Directors, November 2006



ABUSE AND HARASSMENT ALLEGATION REPORTING GUIDELINES

DISTRICT 6420 ABUSE AND HARASSMENT ALLEGATION REPORTING GUIDELINES

District 6420 is committed to protecting the safety and well-being of all youth program participants and will not tolerate abuse or harassment. All allegations will be taken seriously and must be handled within the following guidelines.

The safety and well-being of program participants must always be top priority.

DEFINITIONS

Emotional or verbal abuse — The use of fear, humiliation, or verbal assaults to control the behavior of another. Examples include rejecting the person, preventing him or her from developing normal social relationships, and making derogatory statements about his or her race, religion, ability, intellect, tastes, or personal appearance.

Physical abuse — Physical contact intended to cause pain, injury, or other physical suffering or harm.

Neglect — Failure to provide the food, shelter, or medical care that is necessary to well-being.

Sexual abuse — Engaging in or arranging implicit or explicit sexual acts, whether they are performed alone or with another person of any age or gender, through force or coercion or with anyone who is unable to give consent. Any sexual activity between a legal adult and a minor is considered sexual abuse. Sexual abuse can also include nontouching offenses, such as voyeuristic behavior, indecent exposure, or showing a young person sexual or pornographic material.

Sexual harassment — Sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature that is unwanted or directed at someone unwilling or unable to provide consent. In some cases, sexual harassment precedes sexual abuse and is used by sexual predators to desensitize or groom their victims. Examples of sexual harassment include:

- Sexual epithets or jokes, written or spoken references to sexual conduct, gossip about one's sex life, and comments about a person's sexual activity, deficiencies, or prowess
- Verbal abuse of a sexual nature
- Display of sexually suggestive objects or images
- Sexual leering or whistling
- Inappropriate physical contact, such as brushing against a person
- Obscene language or gestures, and suggestive or insulting comments

RECEIVING AN ALLEGATION REPORT

From the Victim

Any adult to whom a program participant reports abuse or harassment must:

Listen attentively and stay calm. Acknowledge that it takes courage to report abuse or harassment. Be encouraging, but remain neutral; do not express shock, horror, or disbelief.

Assure privacy but not confidentiality. Explain that you will have to tell someone about the abuse or harassment to make it stop and ensure that it doesn't happen to others.

Get the facts, but don't interrogate. Ask questions that establish facts: who, what, when, where, and how. Reassure the young person that he or she did the right thing in telling you. Avoid asking "why" questions, which may be interpreted as questioning the young person's motives. Remember that your responsibility is to report this information to the proper authorities.

Be nonjudgmental and reassure. Avoid criticizing anything that has happened or anyone who may be involved. It's especially important not to blame or criticize the young person. Emphasize that it was not his or her fault and that it was brave and mature to come to you.

Document the allegation. Record the conversation, including the date and time, as soon after the report as you can. Try to record the young person's exact words.

From a third-party

Any adult to whom a report of abuse is submitted, must, in turn, provide the report to the Youth Protection Officer for an investigation. The Youth Protection Officer is then to open an investigation following the procedure mentioned above with regards to fact-finding details and to assure privacy but not confidentiality.

ALLEGATION RESPONSE

The following steps must be taken immediately after alleged abuse or harassment is reported. Some of them may be performed by any program volunteer, while others should be performed by a district officer, as specified.

1. Protect the young person.

Ensure the safety and well-being of the young person by removing him or her from the situation immediately and preventing all contact with the alleged abuser or harasser. Reassure the young person that this is for his or her safety and is not a punishment.

Take immediate action to ensure the young person's health and well-being, and get him or her medical or psychological care, if necessary.

2. Report the allegations to appropriate authorities.

Immediately report all cases of abuse or harassment — first to the Youth Protection Officer for investigation and then to the Program Coordinator/Chair and the District Governor. Interrogations related to allegations of abuse or harassment must be left entirely to law enforcement agencies.

In most situations, the first Rotary contact is the District Youth Protection Officer, who is responsible for seeking advice from and interacting with appropriate agencies. If the allegation involves the conduct of this Rotarian, the district governor should be the second Rotary contact.

District 6420 will cooperate with police or legal investigations.

District 6420 has researched local, state, and national laws related to youth protection, including reporting allegations, and notes the following legal requirements of which all volunteers must be aware:

- My Rotary - Learning Center course on Preventing and Addressing Harassment:
<https://learn.rotary.org/members/learn/course/internal/view/elearning/575/preventing-and-addressing-harassment>
- DCFS mandated reporting guidelines:
<https://www2.illinois.gov/dcfs/safekids/reporting/Pages/index.aspx>
- DCFS training:
<https://mr.dcfstraining.org/UserAuth/Login!loginPage.action;jsessionid=98D8DDACEE7EC4D1577D2ABD1EA7A73C>

3. Avoid gossip and blame.

Don't tell anyone about the allegation other than those who need to know. Be careful to protect the rights of both the victim and the accused during the investigation.

4. Follow through.

A district officer must inform RI of the allegation within 72 hours and provide ongoing status reports.

District 6420 will ensure that the program participant's parents or legal guardians have been notified and offer the young person an independent, non-Rotarian counselor to represent his or her interests.

If law enforcement agencies will not investigate, or if the investigation is inconclusive, the district governor will appoint a district review committee to coordinate an independent review to ensure that district youth protection policies were followed, confirm that youth safety was the highest priority, and determine any necessary modifications to district procedures. This review is not responsible for determining the validity of any allegations; that can only be done by youth protection agency personnel or trained law enforcement professionals.

If law enforcement has found the allegations to be noncriminal, the district governor is responsible for contacting the alleged offender. The district governor may delegate this task to a district youth protection officer or district review committee.

District 6420 will document all accusations of inappropriate behavior and the actions taken to resolve the situation, so that patterns of inappropriate behavior are identified and addressed.

Rotary District Youth Protection Policy

Rotary Club Statement of Compliance

Rotary International District 6420 is committed to creating and maintaining the safest possible environment for all participants in Rotary youth activities. It is the duty of all Rotarians, Rotarian spouses, partners, and all volunteers to safeguard to the best of their ability the welfare of all children and young people with whom they come into contact and to prevent the physical, sexual, or emotional abuse of those children and young people.

Each Rotary Club is responsible to review the District 6420 Youth Protection Policy and the Reporting Guidelines, to implement these guidelines in your Club Youth Activities Programs, and to complete the following statement of compliance. This statement must be signed and dated by the Club President for this coming Rotary year (commencing July 1st).

The Rotary Club of

(print your Club's name)

All Clubs must have background checks done for all Rotarians who will be working with youth in any activity. There is an on line portal for submitting basic information for background checks. The District will pay the cost of the background check. All background checks are valid for one year. Please submit the names and email addresses of Club Rotarians working with youth to the **Ginger Thompson Youth Protection Officer @ ginger.thompson@harlem122.org** by June 15.

It should be understood by all Clubs that for the youth exchange program we are a member of the Central States Rotary Youth Exchange Program. We adhere to the policies and procedures set forth by Central States. Central States is authorized by the U. S. Department of State to issue a certificate of eligibility to enable students to obtain a J-1 visa to attend high school in the U.S. for one year. In order to participate in the program, Rotary must adhere to the requirements set forth in Federal regulations. Should you have any questions about this, please contact the District Youth Exchange Chair or visit the Central States web site: www.csrye.org .

As the Club President for the Rotary Club shown, I hereby certify that my Club will operate our youth programs in accordance with District 6450 & Rotary International policy. This form must be completed each year by the incoming president for each club; it is valid for that Rotary year.

Club President:

Printed Name

Signature

Date

Phone:

If your club has no youth activities, please check here. —

Rotary International District 6420

President Elect Training 2025-2026



Melissa McCormick, District Governor Elect

**Rotary International
District 6420**

melissa@melissa-mccormick.com

815-289-5823

www.rotary6450.org