

2019-20 Email Communications

Prior to and during the 2019-2020 Rotary year the primary form of communication from the district to the clubs will be by the Clubrunner (CR) email service. The District Staff will be happy to help you with this process.

Our goal is get the information to your members that need it easily and without depending our Presidents to become Grand Central Station. For this system to work effectively, we need your club to help us help you. Here is how your club can help us communicate directly to members in you club that need information without adding additional stress to you as the President:

- Have your secretary update all members in the Clubrunner (CR) database. Your club does not have to purchase CR to maintain the member information. If you secretary does not currently use CR to add and remove members to your roster, our District Webmaster can show them how easy it is to begin use CR. Then if your club's database is synced with RI, when your secretary makes these changes in CR it will upload to RI keeping both databases up to date.
- Have your webmaster entered your board into CR. This will allow the District Chairs to communicate directly with your club chair and save you lots of time. Of course, if your club doesn't have interest in an area, then you don't need that position filled. Here are the critical positions that should be entered:
 - Membership
 - Marketing/Branding/Public Image - CR position Public Image
 - Education/Trainer- CR position Club Information Officer
 - Foundation - CR position Rotary Foundation
 - Youth Services
 - Community (local) Service
 - International Service
 - Vocational
 - Webmaster
 - Secretary

Here are the Types of emails we will be forwarding:

- Weekly Presidential Update: Every Friday you will a CR Newsletter that provides you with a short list of topics with a brief descriptions and link for more information. Click on the click that you want more information.
- Other specific topic emails, will list in the subject line an identifier D5180, the area of service and subject, example: D5180, Membership, 6/1 Training

With this information you will know that the Membership chair received an email about a training session on 6/1. If your membership chair is listed in CR, you have enough information to follow-up and see that they are going without opening the email, and you will only need to open the email if you want more information about the training.

- Monthly Newsletter: During the last week of every month. The District will send out a Newsletter with valuable information to all our members.
- Event Evites: Whenever possible, we will use the CR Event Planner to invite members to our District events.