



ROTARACT DISTRICT 7030

PLANS AND OBJECTIVES 2013 - 2014





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INTRODUCTION

About Us

Rotaract District 7030 covers the same countries / territories as Rotary District 7030. Rotaract District 7030 was officially established in 1986-1987 and is currently comprised of 42 Rotaract Clubs in 14 countries/territories, from St. Kitts & Nevis in the North to French Guiana in the South.

Our Languages: English (main language), French and Dutch.

Our Oldest Club: Rotaract Club of Grenada chartered in 1978

Our District Membership: Over 500 Rotaractors

The Rotaract District Plans and Objectives

As per Rotary International (RI) Standard Rotaract Club Constitution, RI Statement of Policy, and our District By-Laws, each year at our Annual Rotaract District 7030 Presidents' Meeting in November/December, a District Rotaract Representative (DRR) is elected to lead our District, along with a Deputy DRR. This decision is then ratified at our Rotaract District 7030 Conference during our District Assembly in May/June of the next calendar year following the Presidents' Meeting.

The plans and objective created by the newly elected DRR and DRRR form the guidelines for the Rotaract District's focus for the New Year beginning in July. This document is circulated, critiqued and finally ratified by all Rotaract Clubs in good standing. The main deliverables of the Plans and Objectives document are as follows:

- Provide a relevant Rotaract District theme from which the District's focus points and projects can be derived Provide the overall focus for the year through detailed objectives
- Introduce and Provide Details on the District Trainer's Training plan and focus for the year
- Introduce and provide details on the District wide Community and International Service Projects
- Provide a high level draft of the DRR's travel plan and budget. (This must be confirmed on or before the end of the first quarter (Jul – Sep))
- Provide realistic deadlines for the following:
 - Vote on Rotaract District 7030 Plans and Objectives
 - Submission of each Rotaract Club's own Plans and Objectives
 - Submission of Quarterly Project Forms



2013-2014 Rotary & Rotaract District 7030 Key Personnel

Rotary/Rotaract Position	Name	Rotary/Rotaract Club	Country	Contact Information
RI President	Ron D. Burton	Rotary Club of Norman	United States of America	N/A
District 7030 Governor (DG)	Hervé Honoré	Rotart Club du François	Martinique	Ph: +590 690 55 55 69 E: honoreh@wanadoo.fr
Immediate Past District Governor	Stephen Ramroop	Rotary Club of San Fernando South	Trinidad and Tobago	E: sramroop34@gmail.com
District Rotaract Chairperson – English	Ann Marie Rogers	Rotary Club of Point Fortin	Trinidad and Tobago	Ph: +1-868-752-9954 E: annmarie100@gmail.com
District Rotaract Chairperson – French	Douglas Bravo	Rotary Club of	Martinique	Ph: +596 696 29 56 55 E: bravorotary@wanadoo.fr
District Rotaract Representative (DRR)	Thalia Bernard	Rotaract Club of Central Port of Spain	Trinidad and Tobago	Ph: +1-868-755-6622 E: thalia_bernard@yahoo.com
Immediate Past DRR	Kieron Mitchell	Rotaract Club of San Fernando	Trinidad and Tobago	Ph: +1-868-786-5029 E: kieronanthonymitchell@gmail.com
Deputy DRR	Anna Berchel	Rotaract Club of Point-a-Pitre	Guadeloupe	Ph: E: a.berchel@gmail.com
District Interact Chairperson				

2013-14 RI Theme: 'Engage Rotary, Change Lives'

2013-14 Rotaract District 7030 Theme: 'Renew! Innovate! Evolve! ... as we take pride in the service we provide'



Vision

To position District 7030 to gain international recognition as a vibrant arm of the world Rotaract community. In addition, create a **brand** that is as impactful as Rotary within the region, while simultaneously fostering unity, strength, professionalism and excellence amongst clubs.

Goals for 2013 – 2014

To strengthen the Brand and image of Rotaract in and beyond our District

1. *Align Rotaract with a specific Cause*

- Develop and Publish our 1st District Magazine
- Increase participation by clubs in District Service projects and activities by 50%
- Design and implement promotional campaigns internally and externally for Rotaract

2. *To Assess and Improve the processes and overall Administration of our District*

- Create a District Manual of Procedure
- Conduct ongoing evaluations to assess the needs of clubs and the District
- Develop an efficient plan for managing the amendment process of the By-Laws
- Launch our “We Care” Initiative geared towards improving Communication between clubs and the District
- Generate and Implement ideas to improve the financial viability of the District
- Reorganise and revive the interest in our Disaster Relief Fund

3. *To develop a strategic framework/plan for the growth and development of Rotaract in District 7030*

- Plan and execute our first District Leadership Camp

4. *Strengthen the bonds among Rotaract clubs in our District as well as between organizations (Rotary, Rotaract and Interact)*

- Launch a Mentorship Initiative
- Increase the number of Joint projects and activities among clubs by 30%

5. *ENGAGE ROTARY at both District and Club levels to strengthen our relationship*

- Encourage clubs to participate in DG Hervé HONORE’s “Rotaract Challenge for 2013-2014”
- Include Rotarians as facilitators at District Events/Meetings
- Encourage clubs to execute joint projects/activities with their Rotary Clubs during New Generations month and World Rotaract Week





ROTARACT DISTRICT THEME 2013 - 2014

The year 2013-2014 is about Rotaractors being vibrant and creative in marketing themselves as service ambassadors and engaging in branding activities that seek to promote Rotaract in their communities and within the region. It's about creating or in some cases reinforcing that vision for your club. It's being innovative in strategizing your plans and projects. It's renewing and strengthening your relationships with your community, sponsor clubs, corporate sponsors and service partners, in an effort to promote and evolve the Rotaract **BRAND** and achieve a greater impact as an organization in District 7030.



Our theme “*Renew! Innovate! Evolve...as we take pride in the service we provide*” was created to motivate and re-energize clubs in propelling our district forward. The theme was further developed into **iRIE** where the ‘i’ is to re-emphasize and remind Rotaractors that the success of the district is dependent on each Rotaractor’s commitment toward achieving the goals and objectives set out by his/her club and by extension that of the district. Therefore it is read:



i Renew! i Innovate! i Evolve... as we take pride in the service we provide

As you embark on this journey together with the district, you are encouraged to rekindle your passion and purpose for being a part of this prestigious organization. Utilize your creativity in giving value to your stakeholders and improve the overall quality of your service to the communities and each other.



Reflections of Rotary International's Theme "Engage Rotary, Change Lives"



From the words of 2013-2014 RI President Ron Burton in his message to Rotarians *"All of us came to Rotary to get involved, and to make a difference. And in Rotary service, as in just about everything else in life, the more you put into it, the more you get out of it. If you only put in a token effort, you won't accomplish very much, and you won't find very much satisfaction in what you do accomplish. But when you make the decision to truly engage Rotary — to bring Rotary service and Rotary values into every day of your life — that is when you start to see the incredible impact that you can have. That's when you find the inspiration, the excitement, and the power to truly change lives. And no one's life will be changed more than your own"*.

For us Rotaractors, the RI theme "Engage Rotary, Change lives", allows us to build on our relationship and foster closer bonds with our respective Rotary clubs. The resources are available for us to deepen our knowledge of the Rotary foundation, explore the six areas of focus and tap into the experience and expertise of our Rotarians to help better serve the needs of our community. We are the future of Rotary and must reach out to our Rotarians, partner with them on projects and engage them at all levels in our development as Rotaractors, as we strive to make a difference and impact lives in our communities.

Let's use the tips from our District Trainer's curriculum as a guide on how we can engage rotary and strengthening our relationship.

Let's use the **Rotaract District Challenge** given to us by District Governor Herve Honore as the first step to *Engage Rotary, Change Lives!*



Rotaract District 7030 Committee Members Directory

District Committee Position		Details	
DRR		Thalia Bernard	
Immediate Past DRR		Kieron Mitchell	
DDRR		Anna Berchel	
District Secretary		Vanessa Boyce	
District Treasurer		Samantha Purcell	
District Trainer		Shamarie Spencer	
District Editor		Austin Lazarus	
District Disaster Preparedness Officer		Keiron Nanan	
District Webmaster		Denson Modeste	
Community Service Liaison Officer		Stephan Sandy	
International Service Liaison Officer		Erica Hall	
Marketing and Communication Officers		Dayne Lewis & Colette Hytmiah	
Reward and Recognition Officer		Vishi Beharry	
By-Laws Officer		Tzarmallah Haynes	
Policy and Documentation Officer		Giselle Holder	
Translation Officer		Stéphane Martial	
Conference Chairperson		Liselle Blankendal	
Presidents' Meeting Chairperson		Jessie Jean-Denis	
District Liaison Officer	Thais Druivendal	Assigned Clubs	<ul style="list-style-type: none"> • Genesis • Paramaribo • F.R.E.S.H
District Liaison Officer	Ishmael Joseph	Assigned Clubs	<ul style="list-style-type: none"> • Roseau
District Liaison Officer	Avelyne Valmont	Assigned Clubs	<ul style="list-style-type: none"> • St. Lucia • St. Lucia South
District Liaison Officer	Kermisha Hayes	Assigned Clubs	<ul style="list-style-type: none"> • Grenada • Kingstown
District Liaison Officer	Rozanne Emanuel	Assigned Clubs	<ul style="list-style-type: none"> • Antigua • Montserrat • St. Kitts
District Liaison Officer	Johanna Morvan	Assigned Clubs	<ul style="list-style-type: none"> • Fort-de-France • Saint Pierre • Pointe-à-Pitre • Kourou
District Liaison Officer	Kwesi Elliot	Assigned Clubs	<ul style="list-style-type: none"> • Georgetown • Georgetown Central
District Liaison Officer	Donell Miller	Assigned Clubs	<ul style="list-style-type: none"> • Linden

2013-14 RI Theme: 'Engage Rotary, Change Lives'

2013-14 Rotaract District 7030 Theme: 'Renew! Innovate! Evolve! ... as we take pride in the service we provide'



District Committee Position		Details	
			<ul style="list-style-type: none"> University of Guyana
District Liaison Officer	Cilandell Glen	Assigned Clubs	<ul style="list-style-type: none"> New Amsterdam Corriveton
District Liaison Officer	Erica Hall	Assigned Clubs	<ul style="list-style-type: none"> Barbados South Cave Hill
District Liaison Officer	Todd Denoon	Assigned Clubs	<ul style="list-style-type: none"> South West Tobago Tobago
District Liaison Officer	Kara Roopsingh	Assigned Clubs	<ul style="list-style-type: none"> Central Port of Spain St. Augustine Maraval
District Liaison Officer	Sheranne Samuel	Assigned Clubs	<ul style="list-style-type: none"> Port of Spain West Mt. Hope Chaguanas
District Liaison Officer	Keiron Nanan	Assigned Clubs	<ul style="list-style-type: none"> San Fernando San Fernando South Point Fortin
District Liaison Officer	Justin Scheult	Assigned Clubs	<ul style="list-style-type: none"> Piarco (UWI) Arima Sangre Grande Central



ROTARACT DISTRICT 7030 PLANS AND OBJECTIVES 2013 – 2014

1. Rotaract District 7030 Secretary Plans

Objective

To effectively keep the clubs of District 7030 informed of all matters affecting their operation, while ensuring that the District's records are managed and archived effectively. This will be done to facilitate continuation of processes and structures developed by successive District Secretaries.

The following measures will be executed on a quarterly basis to achieve this objective:

TIMELINE	ACTION
1 st Quarter	<ul style="list-style-type: none">• Develop an Excel database of ALL members in the district with information including (Name, Date of birth, Position in Club, Academic Qualifications, Expertise, etc• Collect scanned copies of all Clubs' original Charter Certificate• Prepare a listing of all Club Board Members• Develop a District Calendar• Design District Letterhead with District logo and theme logo• Design Nomination Forms for DRR and DDDR• Design By-Laws amendment forms
2 nd Quarter	<ul style="list-style-type: none">• Establish a Dropbox/Skydrive to aid in the District's Filing System• Establish a District LinkedIn account• Distribute Minutes of Presidents Meeting 2012
3 rd Quarter	<ul style="list-style-type: none">• Compile club information for Club of the Year• Distribute Minutes of District Conference 2013
4 th Quarter	<ul style="list-style-type: none">• Preliminary development of directory of incoming Presidents and Secretaries• Compile all documents for handover to the next District Secretary• Distribute Minutes of District Conference 2013



2. Rotaract District 7030 Treasurer Plans

Goals and Objectives

To attain sustainability in all District 7030 initiatives the following will be of focus during the upcoming year:-

- To provide financial guidance and support for all clubs within the district inclusive of support for those who are unable to meet their financial obligations
- To ensure that the DRR and DDDR have the financial support to execute their duties efficiently throughout the district.
- To secure funding in the forms of international grants hereby building relationships for sustained funding on a long term basis
- To achieve revenue and professionalism by creating/maintaining a standard profile for District 7030 through the sale of branded merchandise.

International Grant Acquisition –

Application for grants from International Organizations to fund DRR/DDRR travel and improvement of District 7030 for example offering of funding support to clubs in the district, also provide support to the host clubs of District Conference and President Meeting.

District 7030 Financial Audit

Have Rotaract District 7030 Financials Audited –

This can cost between \$3,000.00 and \$5,000.00 however we can look at having it sponsored or donated by Auditing firms as this is sometimes done by some Audit Firms however as there are quite a few number of non-profit organisations and charitable clubs like ours, the competition is high. This can also be completed by asking for assistance from Rotary.

NB: Audited Financials is needed in order for us to apply for international grants



The fundraiser initiatives for the District Rotaract year 2013-2014 include:

ACTION

DETAILS

District Raffle

- Major fundraiser for 2013-2014
- **50% of the proceeds will go towards the District Disaster Relief fund and 50% towards the district administration expenses**
- 10 raffle sheets will be distributed to clubs in our District
- Each sheet will be a total of US\$25.00 each.
- Our aim is to sell a minimum of 250 sheets throughout the district using an average of 25 clubs in the District partaking
- Prizes include “Trip to Tobago Jazz Festival”
- The raffle will be drawn at President’s Meeting in December.

Nb* details will be provided in the 1st quarter

Sale of Theme Pins and Buttons

- “iRIE” Buttons
- Country buttons – be patriotic
- “I Love Rotaract” buttons
- “Engage Rotary, Change Lives” theme pins

Sale of Branded Merchandise

- Cups
- Bottles
- Key chains
- T-shirts
- Women’s Vests
- Caps/Hats

NB* Pins, Buttons, Branded Merchandise will be supplied throughout the year to the various clubs either deliver/shipping or at all DRR and DRRR visits.



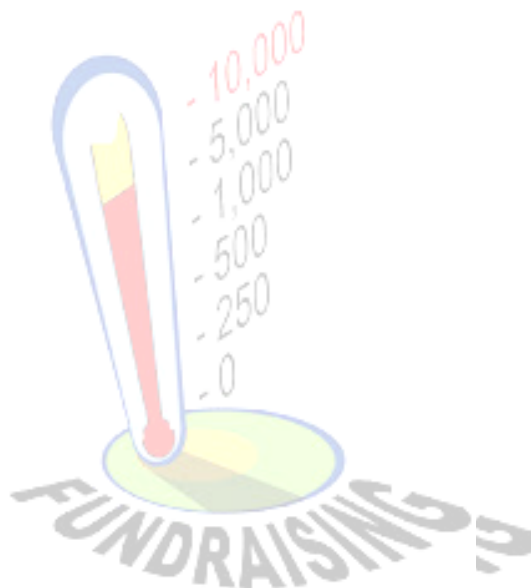
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ROTARACT DISTRICT BUDGET FOR 2013/2014

	USD	USD
<u>Income:</u>		
District Dues		4,205.00
Rotary District 7030 Contribution		1,500.00
District Fundraiser - Pins/buttons		1,100.00
District Raffle		6,250.00
Branded Items		1000.00
Interest Income		70.00
Grant from District Governor		TBD
Funds from 2012/2013 District Account		TBD
Total Income		14,125.00
<u>Less Expenditure</u>		
Administrative Expenses (inclusive Bank Charges)	225.00	
Marketing of District (Website, Magazine, District Logo banners, pennants, etc)	1,500.00	
Prize for Raffle (suggestions: VIP Access Pass to Tobago Jazz Festival)	1,000.00	
Purchase of: Theme Pins/buttons	343.00	
Purchase of: Branded Items	500.00	
Website hosting and Domain name	75.00	
DRR/DDRR Travel Expenses *	7,500.00	
District Training (Conference, Leadership camp, President's Meeting)	450.00	
District Awards/Tokens of Appreciation	600.00	
Miscellaneous expenses (10%)	1,219.10	13,412.10
Surplus/ (Deficit)		712.90





3. District Training Curriculum 2013 -2014

Introduction

This Rotaract year my intention as District Trainer is to work more closely with Clubs across the District to develop best practices. Prior assessments have given us an insight into what the needs are currently and my aim is to address them all during the year.

This year, more hands-on work will occur in clubs and at District events. Each club will have an assigned Trainer whom the DLO will support. The role of the DLO will be to assist the trainer in execution of the training plan when needed as well as provide reminders of deadlines set by the District Trainer.

In order to position District 7030 to gain international recognition as a vibrant arm of the world Rotaract community, we must ensure that clubs functioning within the District are consistent in policies and procedures. Our goals this year are to ensure we all see the same vision which is to create a brand that is as impactful as Rotary within the region, whilst simultaneously fostering unity, strength, professionalism and excellence amongst clubs; through training all this is possible.

Goals:

- Provide avenues of continuous training, for members to be educated and trained on the policies governing Rotaract and our District.
- Develop a training program that will steer clubs in the direction of achieving our vision for 2013-2014.
- Produce a series of assessment and evaluations to aid in developing a strategic framework/plan for our District at our Leadership Camp.
- Appoint Trainers in individual clubs to work closer with the DLOs and PROs to ensure that there is uniformity, as it relates to our image and protocol, both at club and district levels
- Encourage Rotary, Interact and other Rotaract clubs to participate in our Mentorship Initiative which involves sharing best practices with each other and coaching clubs in overcoming their challenges



LONG TERM PLANNING

LEADERSHIP CAMP

This camp will be an opportunity for the leaders of the District to come together to thoroughly evaluate the District. The idea is to assess our current state and create a vision for where we need and ought to be to ensure there is continuity for years to come. The camp will be intense strategic planning to produce a sustainable framework/plan for the next 3 -4 years by executing a rigorous SWOT analysis.

We are proposing that this Leadership camp take place **2 days before the District's Presidents Meeting**. It will only be open to the District Rotaract Chairperson (French and English), Council of past DRRs, District Executive Team members, District Trainer, By Laws Officers, Marketing Officers and other specific District team members.

Additional details and updates will be provided.

MENTORSHIP INITIATIVE

The purpose of this Mentorship initiative is to get stronger and more experienced clubs to play an active role in reaching out and assisting the DRR in the development of not only new but any club (Rotaract/Interact) in the district.

This initiative will be designed to encourage clubs within the Rotary International Family (i.e. Rotary, Rotaract and Interact) to reach out and provide assistance/mentor each other in areas that may prove to be a challenge. It creates a path for developing clubs, interact clubs or any club wishing to improve their abilities in a specific area, to tap into the resources of Rotary Clubs or more experienced Rotaract clubs. This initiative requires Rotarians and Rotaract clubs to offer their services and share their best practices in areas they have the knowledge, experience and expertise.

Projects can include but not limited to idea exchange forums, training and coaching or actively participating in the planning and execution of a project or event.

The focus for the Rotaract Year 2013-2014 will be on generating a comprehensive plan and selecting a date to officially launch this Mentorship Initiative. Any Club desirous of participating in this initiative as a mentor or mentee can feel free to email spencershamarie@gmail.com and contact@rotaract7030.org.



ACTIONS AND TIMELINES

FOCUS TOPIC	DEADLINE	ACTION
STRENGTHENING YOUR CLUB		
Professional Development Training	Quarterly	Professional Development Director to plan & execute soft skills training workshops/seminars based on the memberships' needs & interests. E.g. Communication skills; Team Building; Dining Etiquette; Emotional Intelligence, Event/Project Management, Marketing your club
Rotaract Handbook Training	Quarterly	Execute Handbook Training Topics Supplied to your club each quarter by the Trainer Representative in your club - Trainer will work with Professional Service Director on a quarterly basis
Financial Reporting	Aug-13	Learn how to Prepare Finance Reports to be submitted with Quarterly Reports
Report Writing	Aug-13	Execute "Report Writing" Training in Club
Retention	Aug-13	During Membership month engage in activities and socials to develop, honor, recognise and celebrate current members.
Strategic Planning	April-14	Schedule a session(s) on Strategic Planning and develop a plan for the next 3 years
MARKETING YOUR CLUB		
Communications	Monthly	Produce an internal bulletin to cover the months upcoming projects and submit for the district's newsletter
Marketing/Recruitment	Aug 13	Produce a club pamphlet to be given to new members
Public Image/Recruitment	August 13	Prepare a club profile (<i>Guidelines will be given by 01st August 2013</i>)
Public Image	Aug-13	Have all Club members Sign up/Create/Update personal profile on Rotaract District Website.
Public Image/Recruitment	Mar-14	If possible (if funds permit) create PSA on Rotaract to advertise your club highlighting things you have done - let Rotaract sell itself
Networking	May-14	Produce Business Cards for All Executive

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FOCUS TOPIC	DEADLINE	ACTION
ENGAGE ROTARY		
New Generations Month	Sep-13	Invite Rotarians to conduct educational seminars to market programs of Rotary
Strengthening & Building Relationship with Rotary	Sep-13	Host a Joint Meeting (either business or informal) with your Rotary Club & incorporate a segment where Rotaractors & Rotarians get familiar, network or have an open air session
Strengthening & Building Relationship with Rotary	Jun-14	Get Involved with a Rotary Project – Get permission to be a part of the actual planning and execution of one of their major project

Tips on Strengthening and Building relationship with between Rotary and Rotaract:

- Make regular visits to Rotary Meetings
- Invite sponsor club to Rotaract Meetings, Events and annual celebrations
- Club Newsletters & Communication to include sponsoring Rotary club members
- Invite sponsoring club to participate in service and fundraising projects
- Offer assistance in aspects of Rotary club's service projects
- Help in promotion of Rotary activities



**“Tell me and I forget,
teach me and I may remember,
involve me and I learn.”**

-Benjamin Franklin



4. Rotaract District 7030 Community Service Project

Theme: *'Reduce the Risk in Three....Journey to a healthier you and me'*

Goal: To mobilize Rotaract Clubs of District 7030 towards assisting in the reduction of Chronic Non Communicable Diseases in the Caribbean through risk factor awareness education and sensitization by 2016.

Objectives:

1. Support or engage governments and or non-governmental agencies in a community based project(s) targeting Non-Communicable Diseases Risk Factor education and or reduction.
2. Engage in collaborative efforts with Rotary and Rotaract clubs within the country represented and or within the District to maximize the possible impact of the project.
3. Gather data as it relates to specific Risk Factor chosen to facilitate evaluation at the end of the project.
4. Promoting healthier lifestyles using District theme – Renew country's mindset regarding healthy lifestyles through Innovative projects, and assisting in the Evolution of countries to healthier states.
5. Utilize available technology to promote Risk Factor reduction by your clubs.

What are Chronic Diseases and Risk Factors?

Chronic Diseases, also known as lifestyle diseases, account for over 60% of all deaths globally. In middle and low income countries this percentage stands at 80%. In the Caribbean, the leading chronic diseases are cardiovascular diseases (heart disease), cancers, diabetes and cerebrovascular diseases (stroke).

RISK FACTORS refer to the things which cause and fuel chronic diseases. Risk factors include tobacco usage, **hypertension, physical inactivity, overweight/obesity, excessive alcohol consumption, etc.**

This project aims to contribute to individual countries work towards chronic disease reduction by focusing of the risk factors which cause these diseases.

PROJECTS:

1. Facilitate education session on chosen Risk Factor and health screening for the club membership and the target group determined by club.
2. Engage in an action to enhance the fitness of the club and community target group.



3. Work collaboratively with Community Service Directors across D7030 to organize and embark on a Rotaract Regional 5K Run to Reduce Risk.
4. Engage in Professional Development sessions where club members are trained in a specific area regarding risk factors.
5. Collaborate with a government agency or NGO through the hosting or supporting a health fair in at least three community based outreaches on focused on NCDs.
6. Evaluation of Club effort in the reduction for risk factors of NCD

EDUCATION PROJECT (YEAR 1):

- Host or facilitate education sessions on a **chosen Risk Factor(s)** for the club's membership **AND** for a target group in the community determined by the club. The Club must also host or facilitate a Health Screening of the selected target group in the community (to be done with or by health professionals).

This is to create avenues for the community to access information and know their numbers or status in relation to their health. Subsequently this will also allow persons to make empowered decisions, based on the education session, to join the journey to a healthier lifestyle. This project seeks to align the Rotaract D7030 brand with NCD Risk Factor reduction activities. Also, the education of Rotaractors would assist in raising the standard of advocacy when empowering the community in the journey to a healthier lifestyle.

Project can include but **NOT** limited to the following:

- Nutrition education session and health screening with parents, teachers and schools to combat childhood Obesity.

Report Requirements:

- State the risk factor chosen to educate the club membership about and why it was selected.
- State the risk factor chosen and it's relation to your target group or demographic selected to educate.
- State your target group e.g.: Persons over the age of 40 years in the Parish of St. Michael, Barbados or Youths in between the ages of 10-17 in Baie Mahault, Guadeloupe.
- State the tests done in health screening (Glucose, Cholesterol, BMI, Body Fat%, Weight) and state if or how the results from the screening relates to the your chosen risk factor and a listed NCD
- State the health professionals or health organization used to facilitate this project



EXERCISE PROJECT (YEAR 2):

Engage in or facilitate activities or sessions to increase the physical activity of club members and target group in your community.

- To facilitate and be a part the D7030 “Rotaract Regional 5K Run to Reduce the Risk” in your country or community during World Rotaract Week 2015.
- The “Rotaract Regional 5K Run to Reduce the Risk” is aimed to specifically amplify the efforts done in Year 1, in bringing regional attention to the district’s work on NCD risk factor reduction. This project also seeks to facilitate camaraderie among Rotaract clubs as they work together on this joint project.
- Projects may include but are NOT limited to:
 - o Club members may join a dance class together for one quarter
 - o Club members may take Zumba classes together
 - o Clubs may participate in outdoor activities which constitute as physical activities (hiking, rock climbing, kayaking, etc.)

EVALUATION PROJECT (YEAR 3):

- Engage in Professional Development session where club members are trained or possibly certified to assist with or carry out health screening for NCDs. E.g. Club is trained how to carry out blood glucose screening and have an understanding of the readings obtained from the assessment.
- Establish relationships with and assist a government agency or NGO in at least three community based outreaches on NCDs.
- To assist with the planning and or execution of a community based health fair and screening /health surveillance which focus on a named Chronic Risk Factor.
- This is to help empower Rotaractors to assist with the screening /health surveillance of NCD in their communities and facilitates large scale evaluation of club efforts in their community.

POINTS TO NOTE:

1. Clubs may focus on ONE particular target group for the duration on the 3 years. This is strongly recommended as it would assist with your evaluation at the end of the 3 years.



For example: your club may choose to work with the Bethel Government Primary School for the entire 3 years.

For example: your club may choose to work with persons 30-50 years old in the St. Phillip parish.

2. Clubs must collaborate with at least three other Rotaract Clubs across the 3 years. Countries which only have one Rotaract Club (e.g. RC Antigua) may collaborate with their Rotary Club, Interact Club or another community based service organization.
3. Clubs are encouraged to focus on the **RISK FACTORS** and not the NCD (diabetes, cancer, stroke, heart disease). While it may seem easier and more marketable to focus on NCDs, the District has taken the position to support risk reduction initiatives; a preventative measure rather than dealing with persons who already are living with NCDs.



Criteria for Evaluation of Education Project Year 1:

No.	CRITERIA	POINTS
1	Submission of the Project Proposal due December 31st, 2013.	5
2	Use of Social Media to promote Reducing the Risk Campaign throughout World Rotaract Week 2014	15
3	Joint planning and or execution of project with a Rotary Club, Rotaract or Interact Club	15
4	Submission of Final Project Report on or before April 30th, 2014	10
5	Media Presence and or Coverage of events (Evidence must be submitted with report)	10
6	Project Evaluation (tools used to evaluate project impact e.g. questionnaire / video)	15
7	Participation of Rotaractors (% of club members attendance)	10
8	Utilize social media to promote specified risk factor chosen	10
9	Submission of testimonials (at least three)	5
10	Letter of Endorsement of Project from Ministry, Government Agency, NGO or CBO (to be submitted with the project report)	5

Proposed Timeline:

DATE	ACTION
Tuesday 31st December, 2013	Submission of the Project Proposal
Wednesday 30th April , 2014	Submission of Final Project Report

‘Reduce the Risk in Three.... Journey to a healthier you and me’

2013-14 RI Theme: ‘Engage Rotary, Change Lives’

2013-14 Rotaract District 7030 Theme: ‘Renew! Innovate! Evolve! ... as we take pride in the service we provide’



5. Rotaract District 7030 International Service Project

GOALS:

- To **RENEW** the way in which we execute international service projects while creating bonds with clubs worldwide as we **INNOVATE** fun, easy and exciting ideas and methods **to take pride in the service that we provide.**
- To allow our Rotaract clubs to **EVOLVE** with positive new challenges, **Engage Rotary and Change Lives.**



OBJECTIVES:

- To emphasize the international aspect of Rotaract in fellowship through service;
- To establish a long-term relationship international friendship with another Rotaract (and Rotary club) that will lead to ongoing and effective projects;
- To enhance the understanding of another culture and each other's differences
- Exchange club project or program ideas
- Increased attendance of District 7030 Rotaractors at international Rotaract and Rotary events.
- To promote Rotaract District 7030 throughout the Rotary family through increased visibility of District 7030 Clubs'; our projects and activities worldwide.

TITLE: INTERNATIONAL ROTARACT TWIN CLUB 3 YEAR RELATIONSHIP PROJECT

Twin Club Relationship - "TWINNING":

A twin club relationship or "Twinning" is when two clubs from different Rotary International (RI) countries that have agreed to team up to complete a special program to establish strong ties and to execute joint programs or projects while developing the international understanding. The special program involves the participation of the members of the twin clubs in activities such as an international service project, friendship exchange or cultural exchange.



THE ROTARACT DISTRICT 7030 TWINNING PROCESS

- Clubs must be from two countries outside of District 7030 and preferably (but not mandatory) outside of District 7020*.
- Clubs' international service committee should be responsible for the initial relationship building and further maintenance of the program.
- Clubs should identify a geographical region in which members have interest in learning about the culture, community initiatives and international service projects of its Rotaract clubs.
- Establish the twin relationship by ensuring that each club completely understands its roles and responsibilities in the partnership.
- Partnering clubs must agree to twin for at least 3 years and create a plan for this duration which includes projects and activities for each year using the examples provided in the twinning challenge.
- Clubs must execute three of the prescribed projects / activities from the examples provided in the twinning challenge during the first year of the relationship with the partnered club. One project/activity per category must be chosen and executed for the first year.**
- Club's service project(s) should involve the participation of at least 50% of all club members.
- Clubs must report their twin relationship to District 7030 International Service Liaison Officer (ISLO) by completing the Twin Clubs Agreement Form and Certificate provided.
- At the end of the first year of twinning, clubs must report their twin relationship to Rotary International.

Notes

- *Additional points will be awarded to clubs who have gone beyond the Caribbean and District 7020.
- **Clubs which are not able to complete a project/activity from each category are asked to continue to submit reports in order to be recognised for their twinning efforts.



TWINNING CHALLENGE

For clubs to maintain and develop a strong relationship it is advised that each year clubs should identify and execute at least one activity/project from at least two of the below categories.

For the 2013-14 Rotaract/Rotary year clubs will gain bonus points for executing the bonus category.

Category One - Virtual Fellowship

At least one of the following for the first year plan.

- Have a web based or joint meeting using skype or any other similar platform between twin clubs.
- Have a videoconference for a professional development project which would be beneficial to both clubs.
- Create a twin club group using Facebook, flickr, etc where members can share stories, club events and photos.
- Create or host chat groups using platforms such as Google Hangouts
- Observe a mutual day or weekend to celebrate the partnership. This can be done annually.
- Exchange handicrafts and local products.

Category Two - Service project

At least one of the following for the first year plan.

- Involve your twin club in the planning and/or execution of at least one of your service projects or the District Community Service Project “Reduce the Risk”.
- Assist your Twin Club with the planning and/or execution of at least one of their annual service projects.
- Assist your Twin Club with the planning and/or execution of at least one of their new service projects.
- Execute a project or an activity in each county with your Twin Club on an international observance day.
- Execute a project or an activity in each country with your Twin Club during a Rotary Observance Month under its theme.
- Execute a fund raising project in each country as Twin Clubs for a the same cause.
 - Examples of project causes:
 - A fund raising activity to contribute to the Rotary Fund
 - A fund raising activity to assist a project under one of the [Rotarian Action Groups](#) ([List of Groups](#) & [Officer Directory](#))



- A fund raising activity which focuses on advocacy of International Observance Day and donation to charity which supports the community under the cause or donation to a person / group in need under the cause.

Category Three - Fellowship Visits

This should be planned and executed by/during the 3rd year of Twin club relationship.

- Plan to meet at a Rotary / Rotaract event or conference. E.g. International RYLA events, Intercota, RI Convention, Rotaract Camps / District Conferences.
- Arrange for a traveling member(s) to attend the meeting/activity/project of your twinned club.
- Arrange Rotaractor visits or friendship exchanges. Your sponsoring Rotary clubs maybe able to provide assistance in this area.
- Plan a joint trip to a geographical region of mutual interest.

Bonus Category – Public Relations / Marketing - Club Profile on the Rotaract Clubs Wiki Page

Create a wiki page for your club and share on your club's facebook and our district web page under you club profile. http://www.rotaractorwiki.org/wiki/Main_Page

RESOURCES FOR FINDING A PARTNER

- Enlist the help of your sponsoring Rotary club who may have an existing twin club relationship. This may yield a sponsored Rotaract club, interested in partnering.
- Ask your International Service Liaison Officer for assistance or advice.
- **Use Rotary - Rotaract clubs directories:**
 - [2012-13 Worldwide Rotaract Directory--Rotaract Clubs](#)
 - [Rotaract Multidistrict Information Organizations](#)
- **Use Social Media**
 - Subscribe to Rotaract communication groups such as rotaractnet@yahoogroups.com
 - Join LinkedIn Groups - [Rotaract Group](#) (click link to find the group)
 - Join Google+ Rotaract / Rotary Groups or connect to clubs with google+ profiles
 - Send Twitter messages to clubs
 - Send Facebook messages to club groups or club pages.

2013-14 RI Theme: 'Engage Rotary, Change Lives'

2013-14 Rotaract District 7030 Theme: 'Renew! Innovate! Evolve! ... as we take pride in the service we provide'



TWINNING CHALLENGE REPORTS TO ISLO

To assist with the evaluation of this project it is required that clubs submit the following.

Project Reporting System - Joint Newsletter

- Twin club must create one joint newsletter to be shared with Rotaract and Rotary clubs. This newsletter must highlight your twin club's relationship providing the following:
 - A basic profile of your twin club
 - How your club was chosen or contacted
 - Projects or activities executed during your twin club relationship
 - Future plans for the maintenance of the relationship
 - Plan for the remaining two years of twin relationship Challenges that the clubs overcame (if any).

It may include other club projects and activities of either club.

Note: To assist in compiling your joint newsletter, clubs are strongly encouraged to write short articles as they complete activities with their twin clubs.

Reporting Timeline

REPORT TWIN CLUB RELATIONSHIP	SEPTEMBER 30TH, 2013
SUBMIT MID-YEAR Twin Club Relationship PROGRESS REPORT	JANUARY 18TH, 2013
SUBMIT JOINT NEWSLETTER highlighting projects and activities executed during Twin Club Relationship and plans for the upcoming years	MAY 10TH, 2013



Evaluation Criteria, Deadlines and Points Awarded

Basic CRITERIA	DETAILS /DEADLINES	POINTS AWARDED
TWIN CLUB GEOGRAPHICAL REGION	CARIBBEAN NORTH AND SOUTH AMERICA AFRICA & EUROPE ASIA AND AUSTRALIA	5 10 15 20
SUBMISSION OF TWIN CLUB RELATIONSHIP CERTIFICATE AND AGREEMENT FORM to ISLO	DEADLINE1: September 30th, 2013	5
COMPLETION OF VIRTUAL FELLOWSHIP ACTIVITY (Category one)	DEADLINE1: December 30th, 2013	10
COMPLETION OF SERVICE PROJECT* (Category Two)	DEADLINE: MAY 6TH, 2014	10
COMPLETION OF FELLOWSHIP VISIT (Category Three) Points will be awarded if executed in the first year.	DEADLINE: MAY 6TH, 2014	10
PARTICIPATION of other Rotaractors, Rotarians, etc in activities/ projects	≥ 50% of Twin Clubs Members 2 or more Rotaractors (outside of twin relationship) 2 or more Rotarians 2 or more Prospective Members / Guest	5 5 = 20 5 5
SUBMISSION OF 2 ARTICLES for 2nd and 3rd Quarter District Newsletters	DEADLINE: As stipulated by DE	10
SUBMISSION OF REPORTS	ON TIME AFTER DEADLINES Submission of Incomplete Reports	10 5 -2.5
SUBMISSION OF TWIN CLUB RELATIONSHIP – to RI Rotaract Team	DEADLINE: MAY 3RD, 2014	5
TOTAL		100 (max)



BONUS POINTS:

*Execution of District Community Service Project - "Reduce the Risk" as join Twin Club service project of Category Two	DEADLINE: MAY 6TH, 2014	10
Completed Club Wiki Page of Bonus Category	DEADLINE FEBRUARY 23RD, 2014 Rotary International Anniversary	10
	Total (max)	120

Notes

¹The deadlines indicated are only to facilitate grading/scoring for international project of the year. This does not affect your recognition for participating in the district project.

Click on the link below to download the comprehensive project

- Reporting your Twin Club relationship
- Twin Club Tips for Establishing and Maintaining a Relationship
- Examples of Successful Twin Club Relationships
- Twin Club Agreement Form
- Twin Club Agreement Certificate
- Twin Club Awards/Quarterly Report Form
- Certificate Of Recognition Design

<http://www.rotaract7030.org/index.php/media/downloads/viewcategory/41-district-projects-2013-2014>



6. District Disaster Preparedness Officer

Goals of Officer

- To allow persons to have a general knowledge in various areas where natural disasters may occur.
- Give guidelines for preparation of Disasters.
- Areas to get training done to be prepared.
- Develop structure for District Disaster Relief Fund by creating policies and procedures to apply for funding.
- Create a manual of Procedure to familiarize Rotaractors with Shelters, Emergency Contact Information and various procedures to BE READY!
- Update District 7030 on any pending disasters and ways to prepare

As District Disaster Relief Officer, I have created the following documents for your use:

- **District Preparedness Manual** – this document a training tool that can be utilized in your club to educate and guide members on how to be prepared for Disasters. Utilize it to execute **FUN** and **INTERACTIVE** sessions at any meeting.
- **“District Disaster Relief Fund” Application Form** – this was created to provide proper record keeping and to account for the disbursement of funds

Nb* Click on the following links to access and download the above documents:

<http://www.rotaract7030.org/index.php/media/downloads/viewcategory/41-district-projects-2013-2014>





7. District 7030 Marketing and Communications Plans

Non-government organizations rely heavily on public perception and support to ensure the continuity of their programs. *Rotaract District 7030 will utilise marketing and communications programs to fulfil the following objectives:*

- 1) To project the service-oriented nature of the organization;
- 2) To inform the public about clubs' programs;
- 3) To aid in membership recruitment;
- 4) To establish partnerships with stakeholders to ensure the successful execution of fundraising and other projects; and
- 5) To establish and cement media relations to ensure that clubs' messages are disseminated to the public to aid in building the image of the organization.



POSTER CAMPAIGN

Specific Objectives:

- To increase membership of Rotaract Clubs in District 7030 by 30%.
- To increase awareness of the Rotaract brand.

Target Audience

Persons between the ages of 18 and 28

Description:

The campaign is one of the District's initiative geared at promoting the brand and work of the clubs in District 7030. The overall theme of the campaign will be focused along two main areas: (1) reasons for becoming a Rotaractor and (2) the benefits of being in the organization.

Responsibilities:

Marketing and Communications Team:

- Create poster template inclusive of content and photos.
- Source distribution channel
- Manage the campaign from the district level.

Clubs' Public Relations Officer:

- Use posters in clubs public relations and promotional activities.
- Manage the campaign at the club and community level.

2013-14 RI Theme: 'Engage Rotary, Change Lives'

2013-14 Rotaract District 7030 Theme: 'Renew! Innovate! Evolve! ... as we take pride in the service we provide'



Project Timeline: 10 months (July 2013 to April 2014)

PERIOD	ACTIVITY
July- August 2013	<ul style="list-style-type: none">• Create an initial campaign to generate interest in the District for Rotaractors to be the star of the ad campaign.• Choose the persons for the campaign.• Collate information and develop script.• Confirm design and project team.
September 2013	<ul style="list-style-type: none">• Source communication channels.• Seek and confirm funders for the campaign.
October 2013	<ul style="list-style-type: none">• Confirm communication channels.• Submit initial draft of posters.• Approve draft.• Generate buzz in the District for the campaign launch.
November- December 2013	<ul style="list-style-type: none">• Launch the poster campaign to the public.

Duration:

- The first poster should be implemented by the start of the second quarter.
- The second poster should be implemented during World Rotaract Week.

Communication Channels:

Social Media: Twitter, Facebook, Instagram, and the district website. With specific reference to Facebook, individual club pages and the District 7030 Facebook page should be used. If affordable, paid Facebook advertisements can also be used.

Newspapers: Focused around World Brand Week

Magazines: (a) Youth based magazines – the project targets youth and the advertising would be cheaper; (b) Travel magazines, e.g. Liat and Caribbean Airlines magazines – lends to the regional function of the organization.

Wall displays: In schools, businesses, stores, gyms, etc.



Evaluation

- Quarterly updates on the number of prospective members clubs are gaining.
- Number of visitors to the District and clubs' websites.
- Number of likes on the District and clubs' Facebook pages.
- An increase in tweets and likes on the District's and clubs' Twitter pages.

District Magazine

Duration: July 2013 to March 2014 (9 months)

Target Audience: General public

Specific Objectives:

1. To increase recognition of the Rotaract brand in each territory.
2. To promote the work of all clubs within the district.
3. To generate interest from the business community to sponsor clubs' activities.

Project Description

This project will see the compilation and publication of a district magazine. The articles for the magazine will be garnered from clubs' quarterly reports and newsletter submissions. Additional pieces will also be prepared by the Marketing and Communications team and its support members.

Required Resources

1. *Copywriters:* to prepare articles, features, and other assigned content.
2. *Copyeditors:* to review and improve formatting, style, etc.
3. *Proofreaders:* to review grammar, style, punctuation, etc.
4. *Graphic designer:* to produce artwork.

Communication Channels:

1. *Conferences:* the magazine will be available at the District conference and members attending RYLA, Rotary Conference, and other activities outside of the district will be asked to promote and sell the magazine



2. *Organizations:* Businesses will be asked to place magazines in their reception areas.

Evaluation

The evaluation of this project will commence during the last quarter of the Rotaract year and continue into the 2014-2015 Rotaract year. One major area of measurement will be the number of corporate relationships that are established by clubs after distribution of the magazine among other areas. Additionally, the number of magazines sold will be used to evaluate the success of this project.



“When positioning a brand, aggressively avoid becoming a 'me too' by assertively being a 'who else?’”

— Crystal Black Davis



8. District 7030 By-Laws Committee Plans

Overview

District 7030 has often been described as a melting pot of diversity encompassing many different cultures, customs, origins, languages and religions. It covers 14 countries, 3 languages a vast number of Rotary, Rotaract and Interact clubs meeting in 19 different territories across the Caribbean. It is through this diversity that the district bylaws continue to be dynamic and ever changing to meet the needs of the users. As we enter into a new millennium and are encouraged to **Renew, Innovate and Evolve**, it is important that our guiding documentation is on par with the efforts of the district to provide customer satisfaction.

For the year 2013 – 2014, newly formed Bylaws committee promises to engage Rotaractors in a meaningful way to effect positive change that will last a lifetime. The bylaws represent the standing rules and regulations that govern the internal operations of the district and efforts should be made to ensure that contents are applicable to today's practices.

Individual club members should also be informed of requirements of district bylaws to make informed decisions at the club level.

Objectives

1. To prepare concise and updated by-laws for use by district based on last ratification May 2013
2. To update the formatting (not content) and present the bylaws in user friendly version for use by clubs in the district
3. To establish a standing committee engaged in the review of the bylaws
4. To establish institutional memory through the preparation of a compendium of amendments to the bylaws proposed and accepted over the last 5 years for reference
5. To present quarterly bulletins to clubs on contents of bylaws

Activities

1. To prepare concise and updated by-laws for use by district based on last ratification May 2013
 - Obtain amendments ratified at District Assembly 2013.
 - Insert ratified amendments to latest updated bylaws from 2012.
 - Circulate the ratified updated bylaws to the district through the DRR
2. To update the formatting (not content) and present the by-laws in user friendly version for use by clubs in the district
 - Select most suitable design and style



- Incorporate and update bylaws to match the chosen style
 - Present updated formatted bylaws to District
3. To establish a standing committee engaged in the review of the by-laws
- Initiate request for Past DRR and District Rotaract Chairperson (DRC) to serve on the Bylaws Review Committee (BRC)
 - Establish the BRC (Max 6 members) as a standing subcommittee including the 2013-2014 DRC with responsibility for reviewing current by-laws for gaps
 - BRC to conduct a SWOT analysis of existing by-laws
 - Present results of analysis to District for gaps to be identified.
 - Clubs to submit amendments based on identified gaps before Presidents Meeting 2013
4. To establish institutional memory through the preparation of a compendium of amendments to the bylaws proposed and accepted over the last 5 years for reference
- Compile all amendment submitted by clubs over the last five years
 - Indicate accepted or rejected per amendment
 - Present compilation for use as future reference when amendments are proposed by club
5. To present quarterly bulletins to clubs on contents of bylaws
- Prepare snapshots of content of by-laws for circulation to club
 - Provide update on status of committee
 - Organize quizzes for submission by club members (Total 4) ♥
 - Award prizes at Conference



Timelines and Milestones

MILESTONE	TIMELINE/TARGET DATES
<ul style="list-style-type: none">• Circulate the ratified updated bylaws to the district through the DRR	30 August 2013
<ul style="list-style-type: none">• Present updated formatted bylaws to District with selected style incorporated	30 December 2013 (Christmas gift from committee)
<ul style="list-style-type: none">• Establish the BRC (Max 4 members) as a standing subcommittee including the 2013-2014 DRC with responsibility for reviewing current by-laws for gaps (Only 1 past DRR needed)	30 August 2013
<ul style="list-style-type: none">• Present results of analysis to District for gaps to be identified	15 October 2013
<ul style="list-style-type: none">• Compile all amendment submitted by clubs over the last five years	30 April 2014
<ul style="list-style-type: none">• Present compilation for use as future reference when amendments are proposed by club	15 May 2014
<ul style="list-style-type: none">• Prepare snapshots of content of by-laws for circulation to club	15 September 2013, 15 December 2013, 15 March 2014, 30 April 2014



9. Rotaract District 7030 Policy and Documentation Plans

Objectives

- To assist the District in standardizing and optimizing the way in which our key events are executed
- To develop documents which are to be used as a benchmark/ guideline for all District Events
- To encourage the use of these documents as working tools within the District

Introduction

Under the leadership of IPDRR Vishi Beharry, the District Trainer's committee identified the need to provide structure to the way in which our District events are executed. This arose from the varying difficulties faced by clubs who hosted such events and also on younger clubs eager to volunteer to do the same but unable to acquire enough information to do so.

The training committee was then given the mandate to develop manuals which would assist in providing criteria and structure to the way in which our District events are planned and executed by drawing on the experiences of those Clubs who have hosted and other skills within our Rotaract family of project management and event planning. Out of this mandate two draft manuals were developed for Presidents' Meeting and District Conference respectively. However due to time-bound conditions these drafts were never finalized and therefore never shared with our District for their implementation.

The proposed way forward

It is therefore from these drafts that we intend to begin our further development of one manual that would comprise several of the aforementioned topics. The specific focus therefore is to develop a practical document that does not add to the paperwork of a Rotaractor's life but rather works as a quick reference for any Rotaract Club or Rotaractor seeking further information on the way in which our District events may be planned and executed.

The proposed manual would therefore comprise the following:

- District Business/Operations
- Presidents' Meeting
- Rotaract District Conference
- Rotaract Meeting – Business and Club Assembly



The latter came about as it was felt that while each Club is already guided by the handbook on the way in which their Club meeting may be held, there are certain key elements we would like to see reflected in the actual structure of these meetings so that any Rotaractor visiting another Club's meeting within our District there would be a certain commonness or familiarity to which they can be a part of, before progressing into the Club's specific business. It is also with this in mind that we propose the inclusion of the Rotaract Pledge as detailed in Appendix A, to be a part of every Club's meeting within our District and to be said at all official Rotaract events.

Proposed Timeline and Approvals

For these manuals to be most impactful and most useful to our District, we believe that the draft of this manual should be circulated to the District no later than the end of the first quarter. With this in mind the approval committee should consist of persons who have hosted successful conferences, presidents' meetings and have commendable structure to their meetings. Therefore the timeline and approval committee proposal are as follows:

Proposed Timeline

Creation of 1st Draft of manual - 2nd August, 2013

1st iteration of internal editing and feedback – 23rd August 2013

2nd Iteration of internal editing and feedback – 13th September, 2013

Final approval and amendments – 27th September, 2013

Circulation to the District – 30th September, 2013



Nb* Click on the following link to download the full document:

<http://www.rotaract7030.org/index.php/media/downloads/viewcategory/41-district-projects-2013-2014>



10. District 7030 Editor Plans 2013-2014

a. Submission Guidelines

- Please e-mail your articles to District Editor cc, District Secretary
- The District Newsletter will be sent within the first two weeks of every month
- Articles should be spell checked before they are sent
- Articles should contain no more than 200 words
- Every club should include at least one (1) picture with their article
- Please add a description for the picture
- Please send your articles on or before the 10th of every month

b. Goals

- Standardize the flow of information from District team to Rotaract District 7030
- Create “THE ROTARACT APP” for mobile users
- Increase knowledge sharing through the creation of a database consisting of past outstanding Rotaract projects
- Increase collaboration among District Team Members
- Increase the usage of District website by the district team and the members of our district.

c. Protocols

- Submit content to District Editor cc, District Secretary
- Submit content on or before the 10th of the preceding month of publication.

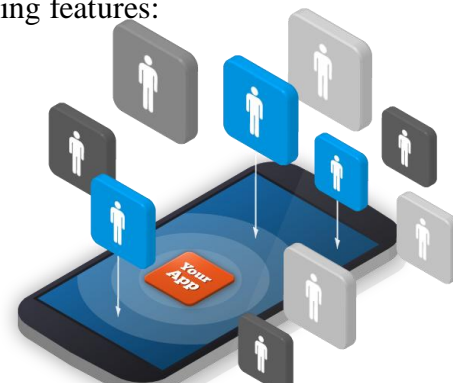
d. Committee Structure

- Chair Person- District Editor
- Deputy Chairperson- District Secretary
- Member- District Webmaster
- Member - Support Members

THE APP!

The Rotaract 7030 APP will be designed to keep clubs better informed and connected to the various activities occurring in District 7030. The APP provides the following features:

1. Sync both District and Club stories from the District Website
 2. Provides the convenience of contacting District Officers via email
 3. Sync a gallery of pictures from past conferences.
- ... AND MORE





11. District 7030 WEBMASTER Plans 2013-2014

A. Developments near completion

- Newsletter Mass Emailing
- Online Store for Rotaract Supplies
- Online Project Reports

B. Future Developments

- Enable clubs to update their club details
- Develop full membership details for all Rotaractors in the District
- Revamp Website and update backend software



District Email Addresses and Mailing Lists

- drr@rotaract7030.org
- ddrr@rotaract7030.org
- ipdrr@rotaract7030.org
- secretary@rotaract7030.org
- contact@rotaract7030.org
- treasurer@rotaract7030.org
- editor@rotaract7030.org
- islo@rotaract7030.org
- cslo@rotaract7030.org
- ddpo@rotaract7030.org
- trainer@rotaract7030.org
- webmaster@rotaract7030.org
- executive@rotaract7030.org
- district-team@rotaract7030.org
- presidents@rotaract7030.org
- clubs@rotaract7030.org
- dlos@rotaract7030.org

Click on the link below to access the District Roles and Responsibilities of each Officer:

<http://www.rotaract7030.org/index.php/media/downloads/viewcategory/41-district-projects-2013-2014>



APPENDICES

APPENDIX A – Travel Schedule

Rotaract Club	Country	Specified date
1ST QUARTER – JULY TO SEPTEMBER 2013		
Chaguanas	T&T	TBD
Corriverton	Guyana	TBD
Central Pos	T&T	TBD
Chaguanas	T&T	TBD
Linden	Guyana	TBD
Maraval	T&T	TBD
Mt. Hope	T&T	TBD
New Amsterdam	Guyana	TBD
Sangre Grande Central	T&T	TBD

Rotaract Club	Country	<u>Specified date</u>
2ND QUARTER –OCTOBER TO DECEMBER 2013		
Arima West	T&T	TBD
Fort-de-France	Martinique	TBD
Point-a-Pitre	Guadeloupe	TBD
Roseau	Dominica	TBD
Saint Pierre	Martinique	TBD
Piarco (BATCE)	T&T	TBD
St. Augustine West	T&T	TBD



Rotaract Club	Country	<u>Specified date</u>
3RD QUARTER –JANUARY TO MARCH 2013		
Arima	T&T	TBD
Antigua	Antigua	TBD
Montserrat	Montserrat	TBD
Southwest Tobago	T&T	TBD
South Barbados	Barbados	TBD
UWI Cave hill	Barbados	TBD
Tobago	T&T	TBD
Georgetown	Guyana	TBD
Georgetown Central	Guyana	TBD

Rotaract Club	Country	<u>Specified date</u>
4TH QUARTER – APRIL TO JUNE 2013		
Grenada	Grenada	TBD
FRESH	Suriname	TBD
Paramaribo	Suriname	TBD
Genesis	Suriname	TBD
Point Fortin	T&T	TBD
Port of Spain West	T&T	TBD
San Fernando	T&T	TBD
St. Augustine	T&T	TBD
Kingstown	St. Vincent	TBD

NB* Clubs will be updated in the District newsletter on the specified dates for the visits.

2013-14 RI Theme: 'Engage Rotary, Change Lives'

2013-14 Rotaract District 7030 Theme: 'Renew! Innovate! Evolve! ... as we take pride in the service we provide'



B. ROTARY INTERNATIONAL MONTHLY THEMES

January	Rotary Awareness Month
February	World Understanding Month
March	Literacy Month
April	Magazine Month
May	Promote International Convention Month
June	Rotary Fellowship Month
July	Literacy Month & New Rotary Year Begins
August	Membership & Extensions Month
September	New Generations Month
October	Vocational Service Month
November	Rotary Foundation Month
December	Family Month



APPENDIX C – Directory of District Presidents and Secretaries

NO	COUNTRY	ROTARACT CLUB	CLUB PRESIDENTS 2013-2014		CLUB SECRETARIES 2013-2014	
			NAME	CONTACT INFO	NAME	CONTACT INFO
1	Antigua and Barbuda	Antigua	Sharlene Matthew	Ph: 268-729-7252	Aba Scotland	Ph: 268-728-7018
				E: islandgurl_17@yahoo.com		E: aba.scotland@gmail.com
2	Barbados	South Barbados	Tara Collymore	Ph: 246 255 3536	Kimberley Watkins	Ph: 246 230 4012
				E: collymore_tara@hotmail.com		E: kimberleyewatkins@gmail.com
3		UWI – Cave Hill	Kemar Gilkes	Ph: 246 232-9925	Kareem French	Ph: 246 263-6058
				E: ktgilkes@gmail.com		E: kareem.french@yahoo.com
4	Dominica	Roseau	Tyishia Williams	Ph: 1767-245-8172	Kadisha Jno Baptiste	Ph: 1767-613-8075
				E: tyishiawilliams@hotmail.com		E: jnobaptistek@hotmail.com
5	French	Kourou		Ph:		Ph:

2013-14 RI Theme: 'Engage Rotary, Change Lives'

2013-14 Rotaract District 7030 Theme: 'Renew! Innovate! Evolve! ... as we take pride in the service we provide'



NO	COUNTRY	ROTARACT CLUB	CLUB PRESIDENTS 2013-2014		CLUB SECRETARIES 2013-2014	
			NAME	CONTACT INFO	NAME	CONTACT INFO
	Guiana			E:		E:
6	Grenada	Grenada	Tahira Calliste	Ph: 473 414-9698 E: taiblu@hotmail.com	Candy Enoe	Ph: 473 537 4996 E:
7	Guadeloupe	Pointe-à-Pitre	Gil Reynaud	Ph: +0690320848 E: gil.reynaud@gmail.com	Prescilia Lavital	Ph: +0690 534 039 E: lavital.prescilia@gmail.com
8	Guyana	Corriverton				
9		Georgetown	Cilandell Glen	Ph: 592-683-9080 E: cilandell_02@yahoo.com	Remesia Lewis	Ph: 592-661-6700 E: princessrem_pisces@yahoo.com
10		Georgetown Central	Colette Hytmiah	Ph: (592) 669-8835 E: colettehytmiah@yahoo.com	Ricardo Stuart	Ph: (592) 695-0007 E: ricardostuart@yahoo.com
11		Linden	Analese Roman	Ph: 592 670-2111 E: cexi_analese@yahoo.com	Abit Ragbeer	Ph: 592 683-3047 E: abit.ragbeer@gmail.com



NO	COUNTRY	ROTARACT CLUB	CLUB PRESIDENTS 2013-2014		CLUB SECRETARIES 2013-2014	
			NAME	CONTACT INFO	NAME	CONTACT INFO
12		New Amsterdam	Joenetta Rose	Ph: (592)-617-5822	Sunita Samaroo	Ph: (592)-667-7557
				E: andrea120703@yahoo.com		E: sunita.samaroo@gmail.com
13		University of Guyana	Charis Griffith	Ph: 592-655-5416	Kevaun Lucas	Ph: 592-621-9750
				E: madamecharisg@gmail.com		E: kevvylucas@gmail.com
14	Martinique	Fort-de-France		Ph:		Ph:
				E:		E:
15		Saint Pierre		Ph:		Ph:
				E:		E:
16	Montserrat	Montserrat	Jamilia Greenaway	Ph: 664-496-6410	Kehrisa Semper	Ph: 664-496-6971
				E: mizzphat_16@hotmail.com		E: kats_234@hotmail.com
17	St. Kitts and Nevis	St. Kitts	Kristin Greaux	Ph: 869-664-8172	Travia Tyson	Ph: 869-765-3489
				E: krissygreaux@hotmail.com		E: precious_t8@hotmail.com
18	St. Lucia	St. Lucia	Everistus Jn Marie Jr	Ph: 17587225387	Aarah Harris	Ph: 1758 7149800
				E: freakylynx21@gmail.com		E: aaharris01@hotmail.com



NO	COUNTRY	ROTARACT CLUB	CLUB PRESIDENTS 2013-2014		CLUB SECRETARIES 2013-2014	
			NAME	CONTACT INFO	NAME	CONTACT INFO
19		St. Lucia South	Kevin Jn. Baptiste	Ph: 758 720-3382	Yanic Thomas	Ph: 758 725-4312
				E: kevinjnba93@gmail.com		E: yanicthomas@hotmail.com
20	St. Vincent and the Grenadines	Kinstown	Lucine Edwards	Ph: 784 456 2738 (work)	Natasha Penniston	Ph: 784 498 3871
				E: lucine.edwards@gmail.com		E: celestialnimbus@hotmail.com
21	Suriname	F.R.E.S.H.	Timothy Mendonca	Ph: 00597-8601011	Angelo Djopawiro	Ph: 00597-8672439
				E: timothy.mendonca@yahoo.com		E: angelo.djopawiro@gmail.com
22		Genesis	Tirza Burgos	Ph: 597-8561278	Virasia Hoft	Ph: 597-8534880
				E: tirzaburgos@gmail.com		E: vivi_in_paradise@hotmail.com
23		Paramaribo	Xiomara Simson	Ph: 597- 8742040	Meroeva Harry	Ph:
				E: xiomarasimson@hotmail.com		E: meroeva_harry@hotmail.com
24	Trinidad and Tobago	Arima	Shaneil Sutherland	Ph: 868 749-1188	Nadia Valentine	Ph: 868 768-8271
				E: rotaractcubofarima@hotmail.com		E: nadia_valentime385@hotmail.com

2013-14 RI Theme: 'Engage Rotary, Change Lives'

2013-14 Rotaract District 7030 Theme: 'Renew! Innovate! Evolve! ... as we take pride in the service we provide'



NO	COUNTRY	ROTARACT CLUB	CLUB PRESIDENTS 2013-2014		CLUB SECRETARIES 2013-2014	
			NAME	CONTACT INFO	NAME	CONTACT INFO
				ail.com shasutherland@gmail.com		mail.com
25		Arima West		Ph: E:		Ph: E:
26		Central Port of Spain	Abigail Edwards	Ph: 868 469-9875 E: abigail_mariese@yahoo.com	Shaakira Gangadeen	Ph: 868 738-0001 E: shaakira-21@hotmail.com
27		Chaguanas	Ravindra Ramnarine	Ph: 18687862157 E: ramnarineravindra@gmail.com	Vishi Beharry	Ph: 18684906266 E: vibrantvishi@yahoo.com
28		Maraval		Ph: E:		Ph: E:
29		Mount Hope		Ph: E:		Ph: E:
30		Piarco Bishops Anstey & Trinity College (BATCE)		Ph: E:		Ph: E:
31		Piarco (UWI)	Jamila Noel	Ph: 1-868-719-2991 E: jamilamandisanoel@yahoo.com	Kafi Farrell	Ph: E: kafi_farrell@hotmail.com



NO	COUNTRY	ROTARACT CLUB	CLUB PRESIDENTS 2013-2014		CLUB SECRETARIES 2013-2014	
			NAME	CONTACT INFO	NAME	CONTACT INFO
32		Point Fortin	Addison David	Ph: 868-352-4145 E: addison.david@hotmail.com	Jewel Stanley	Ph: 868 681 8568 E: jewstan@hotmail.com
33		Port of Spain West	Shari Reynald	Ph: 1-868-771-9645 E: sharireynald@gmail.com	Nikita Alexander	Ph: 1-868-773-4931 E: nkt_alexander@yahoo.com
34		San Fernando	Hakim Mark	Ph: 868344-5874 E: hakimmark91@yahoo.com	Denicia Knutt	Ph: 868488-0312 E: djknutt@gmail.com
35		San Fernando South		Ph: E:		Ph: E:
36		Sangre Grande Central	Darcel Cooseelal	Ph: 1-868-779-8956 E: darcelcooseelal@hotmail.com	Sheliza Ali	Ph: 1-868-710-1271 E: shelyturtle@hotmail.com
37		South West Tobago	Abihail Berkley	Ph: 868-495-3525 E: abihail_berkley@hotmail.com	Kamara Nelson	Ph: 868-683-4964 E: princesskam88@hotmail.com
38		St. Augustine	Olivia Smith-Shaw	Ph: 1-868-393-5696 E:	Dominique Eustace	Ph: 1-868-791-6316 E:



NO	COUNTRY	ROTARACT CLUB	CLUB PRESIDENTS 2013-2014		CLUB SECRETARIES 2013-2014	
			NAME	CONTACT INFO	NAME	CONTACT INFO
				livalove2000@yahoo.com		dominique.eustace@gmail.com
39		St. Augustine West	Kevon Johnson	Ph: 868-395-7251	Anthony JP Willams	Ph: 868-745-1174
				E: starchapkevon@yahoo.com		E: anthony_jeanpaul@yahoo.com
40		Tobago	Stephan Sandy	Ph: 868 377-2246	Monique Timothy	Ph: 868 721-6284
				E: tobagosandy@gmail.com		E: mnq.timothy@gmail.com

Nb* Click on the link below to access the full Contact listing of District Team Members and Club Board of Directors.

<http://www.rotaract7030.org/index.php/media/downloads/viewcategory/41-district-projects-2013-2014>



APPENDIX D – **DRAFT** CLUB EXCELLENCE CRITERIA

	ITEM	POINTS	GUIDELINES FOR EVALUATION
A	CLUB ADMINISTRATION		
1.	Update Club Information <ul style="list-style-type: none"> Updated Club details on RI website by stipulated deadlines Updated Club profile on District Website by stipulated deadline 		
2.	Submission of all reports <ul style="list-style-type: none"> Plans & Objectives by 30th August Quarterly reports by 15th October, January, April and May Presidential reports by 15th October, January, April and May Execution of P&O as stated per quarter – 5 avenues of service by 15th October, January, April and May 		
3.	Club Assemblies <ul style="list-style-type: none"> Host at least 2 Club Assemblies 		Summary of the meeting: containing the date, time and the issues and solutions identified
4.	Finance* <ul style="list-style-type: none"> Audit of club account 		*Documents can be verified at any time of the year via a club audit.
B	CLUB AND MEMBERSHIP DEVELOPMENT		
	Membership Retention - % as at the end of each Quarter <ul style="list-style-type: none"> 60 to 70% 71 to 80% 81 to 90 % 91 to 100% 		

2013 – 2014 RI Theme: Engage Rotary, Change Lives

2013 – 2014 Rotaract District 7030 Theme: Renew! Innovate! Evolve! ... as we take pride in the service we provide



	Membership Recruitment – % Increase Quarterly <ul style="list-style-type: none"> • 0-20% • 21-40% • 41-60% • 61-80% • >80% 		
	Training <ul style="list-style-type: none"> • Execute District Trainer Curriculum for 2013-2014 • Conduct at least 3 training sessions during the year* 		*Submission of Summary- Date, % Attendance, Training topics covered.
C	ORGANISATION OBLIGATIONS		
	<u>ROTARACT</u>		
	1 District Dues(US145) <ul style="list-style-type: none"> • Paid at District Conference 2012 • Paid by September 30th 2013 • Paid by Presidents' Meeting 2013 in Martinique (Nov 29th – 2nd Dec) • Paid by February 01st 2013 		
	2 Participate in Major District Fundraising Activity (District Raffle)		
	3 Participation and or Execution of District Service Projects		
	4 Participation of President or his representative at President Meeting		
	5 Representation at 28th Annual District Conference in Suriname <ul style="list-style-type: none"> 1 – 5 members 6 – 10 members > 10 members 		
	<u>ROTARY</u>		
	<ul style="list-style-type: none"> • Quarterly Presentation/Representation at Rotary meetings • Joint Rotary-Rotaract meeting/action during WRW 2014 		



	<ul style="list-style-type: none"> Invite at least 2 Rotarians at Club meetings as Guest Speakers during the year 		Use New Generations month to have them as a guest speaker
	<ul style="list-style-type: none"> Have your club sit on the planning committee of a Rotary Club project 		
	<ul style="list-style-type: none"> Organise a Joint Rotaract-Rotary Activity/Project by 31st March 2014 		
	<ul style="list-style-type: none"> Participate in District Governors Project 		
D	MARKETING AND COMMUNICATIONS		
1	Participate in District Marketing Activities		
2	Newspaper Articles for: <ul style="list-style-type: none"> one project 2 projects 3 or more 		
3	Contribution to District website AND newsletter <ul style="list-style-type: none"> less than 4 times between 5 and 8 more than 8 		
4	Produce a club newsletter <ul style="list-style-type: none"> One per year 2 per year Quarterly 		
6.	Public Image <ul style="list-style-type: none"> Produce <u>ONE</u> Club photo (displaying Club Banner and Club members dressed in Official club wear eg T-shirt/Rotaract Blazer/shirt) Update Club Facebook page Participate in <u>one</u> activity outlined in “Rotary Zone 34 Public Image Citation 		



E.	ROTARACT TO THE WORLD		
1.	Joint Major project <ul style="list-style-type: none"> a. with one other club (Rotaract or Interact) b. with 2 other clubs (Rotaract and or Interact) 		
2.	Submission <ul style="list-style-type: none"> a. RI WRW Recognition 		
BONUS SECTION			
	Joint Major project <ul style="list-style-type: none"> a. with 2 Rotaract clubs, one out of the district b. with a non-English speaking club 		
	Submission <ul style="list-style-type: none"> b. RI Presidential Citation c. RI Outstanding Project awards d. Rotary's Zone 34 Public Image Citation 		
	Complete District Governor's Rotaract Challenge		

POINTS






GOLD – CLUB OF THE YEAR – Highest points

SILVER – 1st Runner up

BRONZE – 2nd Runner up



PROJECT EXCELLENCE – Most Outstanding Project

<u>ITEM</u>	<u>POINTS</u>	<u>GUIDELINES FOR EVALUATION</u>
Project Execution – at least 1 major project by May 10th 2013 in each Avenue of Service (5 Avenues of Service)		Clubs will be required to use the Quarterly Report Form 2013-2014 and identify their major project for the year in each of the five (5) Avenues of Service.
 Community Service		
 International Service		
 Professional Development		
 Club Service		
 Finance		

NB* Final Version of the Club of the year will be sent out in August



APPENDIX E – Checklist for Clubs 2013-2014

The following checklist is provided to assist you in keeping President's and Clubs organized and apprised of important deadlines.

- Club Presidents are asked to update their information twice a year (*30th September and 31st March* to avoid being suspended)
- Pay District Dues for 2013-2014 and participate in the District fundraiser initiatives ([SALE OF RI Theme Pins, Raffle, etc](#))
- Update Club profile on District Website
- Clubs to appoint Club Trainer and Public Relations Officer
- Submit articles for the District Newsletter by the **10th** of every month
- Participate in the District Questionnaire
- Submit articles for District Magazine on the advice of the Marketing and Communications Officer
- Submit Plans and Objectives for the year
- Submit Project Reports Forms on a quarterly basis
- Submit the contact information for your Club's Board
- Club inventory form to be filled out and submitted to District Secretary. (Form will be dispatched to clubs)
- For District Projects, submit [reports](#) to ISLO and CSLO separately to be evaluated. [Refer to the ISLO and CSLO's plans](#)
- Fill out the OCV (Official Club visit) forms before DRR scheduled Visits 2 weeks prior to visit
- Submit Projects for Recognition and Citations (WRW Recognition, RI Presidential Citation)
- Submit Proposed amendments for District By-laws by 15th September 2013
- Submit Nominee for DRR and DRRR (Optional) by 10th September 2013
- Submit bids for Conference and President's Meeting (Optional) by October 15th 2013
- Keep your District Liaison Officer updated and copied in all emails to the district
- Participate in District Governor's Rotaract District Challenge 2013-2014 (Optional)



APPENDIX F – The Rotaract Pledge with the 4-way test



THE PLEDGE

With the acceptance of this emblem
Which opens doors of friendship and bridges gaps
I pledge
Not to be cog in the Rotaract Wheel
But to be a part of its driving force.
To make my rotaract attendance a joy
and not have it become a burden.
To recognize my community as my particular plot of ground
given to me to till , not only for my security,
But for that of all mankind.
To be an ambassador from my vocation to my club,
my community and society,
As I know I must vindicate my affiliation with Rotaract.
To be proud to associate with men and women of all colours, creeds and races,
Knowing with deep conviction that international understanding is
The root and not the fruit of international peace.
To "Discover a new world of Service"
To put Rotaract to work where I work
To live Rotaract where I live
In other words, I will make every effort of Body, Mind and Spirit,
Not just to be a member,
But to be a Rotaractor.

THE FOUR WAY TEST

Of the things we think, say or do

1. Is it the TRUTH?
2. Is it FAIR to all concerned?
3. Will it build GOODWILL and BETTER FRIENDSHIPS?
4. Will it be BENEFICIAL to all concerned?