

ROTARY DISTRICT 5000
Awards Submissions Checklist for 2016-2017
Items Due by March 31, 2017

Rotary Club of: Hanalei Bay

Club Division: **X Large Club** ___ Medium Club ___ Small Club

Award Category: **Club Service / Administration**

Check for each item completed:

- Sponsored the charter of a new Rotary club this Rotary year (Date, name _____)
- X Created or updated a Strategic Plan for the Club (Date 07/01/2016)
- X Conducted at least 3 Club Assemblies this year (Dates July 7, 2016, October 20, 2016, January 12, 2017)
- X Have a structured committee or other method for coordinating meeting speakers
- X Had at least 4 club fellowship activities during the year (Dates August, December, January, March, April)
- X Had a Club fundraiser event (December 03, 2016, March 18, 2017)
- X Held a joint Club fundraiser, meeting, fellowship, networking, or other event with another Rotary club (Other club name/event . (Beach BBQ for the international exchange students in August 1 2016)
- X Utilize a Club membership directory (either printed or electronic) Both. Printed, excel and our own app
- X Performed at least 3 New Member Orientation sessions (Dates July 21, 2016, August 25, 2016, October 6 2016)
- X All new members were assigned/recruited to work in a specific committee
- X New member information added to the D5000 ClubRunner database within 1 week of each new member induction
- X Recruit a Rotary Alumnus as a new member (Name(s) (Dawn Lindquist)
- X Implemented or updated the **Ignite** program in the club **or** implemented **another** club membership development and retention program (Please describe what you did in narrative)
- X Recognized a club member with the Avenues of Service Citation (<https://www.rotary.org/myrotary/en/document/596>)
- X Recognized a club member for the Quiet Rotarian Award
- X Recognized a club member for the Rotary D5000 Spirit Award
- 25% of club members registered for the District Conference by 15 March 2017 (# registered _____)
At least 5% of club members registered for RI Convention by 15 March 7 (# registered _____)

Please provide a narrative description of your Club Service activities and limit your response to ONE 8 ½"x11" page. (No letterhead, pictures or graphics; use Times New Roman 12pt size).

A narrative follows: ___ **X** ___ Yes ___ ___ No

Submission Deadline: March 31, 2017

ROTARY DISTRICT 5000
Awards Submissions Checklist for 2016-2017
Items Due by March 31, 2017

NARRATIVE: CLUB SERVICES / ADMINISTRATION

1. Our first fundraiser in December, the **Black and White Ball**, netted \$26,000, \$12,000 of which went towards our long term goal (of \$100,000) for the purchase and donation of 50 Automatic External Defibrillators (AED's) for the community and \$14,000 went to our club foundation account.
2. On March 18th, we held our annual "**Greatest Garage Sale Ever**". This event benefits our club's foundation (funds are used for community projects) as well as the lower income families of the north shore. 60 club members (and several Friends of Rotary and spouses) participated at one level or another in the planning and/or implementation of this fundraiser. We netted \$11,000 from this event, had 4 newspaper publications about it as well as local radio. Social media received in excess of 1,000 likes on Facebook.
3. Organized **five social events** for the Rotary **members and their families**; a beach party (also attended by the other clubs on Kauai) to introduce and welcome all our inbound, outbound and previous foreign exchange students; a club Christmas party with over 50 attendees; a Super Bowl party; a Chili Cook-off and a mini-golf tournament. We view these social events as a way to build Rotary family ties outside of regular meetings.
4. **Meeting** set up and **format** is critical. We **play music** while people are being ushered in. Our venue offers **views of Hanalei Bay**. Most visitors remark that we have "the best venue they've ever seen for a Rotary meeting". A **slide show** of the year's events (**featuring members** participating in Rotary) runs continuously in the background of the meeting before, during and after meeting time. **Guests and visiting Rotarians are welcomed** by offering a special sign-in table and ensuring each **visiting Rotarian** introduces themselves and gives us a briefing on their **club, size, fundraising activities and history**. We **invite** them to say the pledge of allegiance and the 4 way test.
5. Our club has a weekly **newsletter circulated to 115** members and "Friends of Rotarians".
6. We launched our very own **RCHB App** this year to great success, which updates members in real time on events, has a chat function, photos and built in roster.
7. We have a strong **Twitter, Instagram and Facebook** presence and our website has featured speakers scheduled several months in advance. We have more than doubled our "likes" on Facebook this year.
8. We have a weekly "**Spotlight Rotarian**" program that involves a 3 minute bio given by each member of the club. This is a great way for everyone to know the history of members.
9. We have an **Ohana Membership program** for Rotarians that visit the island often. We offer special membership pricing, include them in all correspondence and functions and they assist and participate with service projects just like regular members do.
10. We suffered the unexpected **loss of three members** this year, two charter members and one long term. We celebrated their lives and memories with collections, tributes, and a special dedicated meeting. Donations of club members exceed \$7000 in their memory to be used for community projects.
11. Attendance is taken and provided to our Secretary to record.

ROTARY DISTRICT 5000
Awards Submissions Checklist for 2016-2017
Items Due by March 31, 2017

Rotary Club of: South Hilo

Club Division: Large Club Medium Club Small Club

Award Category: Club Service / Administration

Check for each item completed:

- Sponsored the charter of a new Rotary club this Rotary year (Date, name _____)
- Created or updated a Strategic Plan for the Club (Date _____)
- Conducted at least 3 Club Assemblies this year (Dates _____, _____, _____)
- Have a structured committee or other method for coordinating meeting speakers
- Had at least 4 club fellowship activities during the year (Dates 7/13/16, 2/15/17, 12/11/17, 2/6/17)
- Had a Club fundraiser event (Name, date 5/7/17)
- Held a **joint** Club fundraiser, meeting, fellowship, networking, or other event with another Rotary club (Other club name/event Hilo Bay, Joint Meeting all East Hawai'i clubs work day @ BISAC)
- Utilize a Club membership directory (either printed or electronic)
- Performed at least 3 New Member Orientation sessions (Dates _____, _____, _____)
- All new members were assigned/recruited to work in a specific committee
- New member information added to the D5000 ClubRunner database within 1 week of each new member induction
- Recruit a Rotary Alumnus as a new member (Name(s) _____)
- Implemented or updated the **Ignite** program in the club **or** implemented **another** club membership development and retention program (Please describe what you did in narrative)
- Recognized a club member with the Avenues of Service Citation (<https://www.rotary.org/myrotary/en/document/596>)
- Recognized a club member for the Quiet Rotarian Award
- Recognized a club member for the Rotary D5000 Spirit Award
- 25% of club members registered for the District Conference by 15 March 2017 (# registered _____)
- At least 5% of club members registered for RI Convention by 15 March 7 (# registered _____)

Please provide a narrative description of your Club Service activities and limit your response to ONE 8 ½"x11" page. (No letterhead, pictures or graphics; use Times New Roman 12pt size).

A narrative follows: Yes No

Submission Deadline: March 31, 2017

ROTARY DISTRICT 5000
Awards Submissions Checklist for 2016-2017
Items Due by March 31, 2017

Rotary Club of: Metropolitan Honolulu

Club Division: **X Large Club** ___ Medium Club ___ Small Club

Award Category: **Club Service / Administration**

Check for each item completed:

- Sponsored the charter of a new Rotary club this Rotary year (Date, name _____)
- Created or updated a Strategic Plan for the Club (Date July 2016)
- Conducted at least 3 Club Assemblies this year (Dates July 14th, Aug 26th, and Feb 2017)
- Have a structured committee or other method for coordinating meeting speakers
- Had at least 4 fellowship activities during the year (Pau Hana Nov 10th, Saks 5th Ave Mar 26th, Valentine's Dinner Feb 12th, & Salvation Army Bell Ringing Dec 22nd)
- Had a Club fundraiser event (Tropical Nights April 8th 2017)
- Held a joint Club fundraiser, meeting, fellowship, networking, or other event with another Rotary club (Other club name/event _____)
- Utilize a Club membership directory (either printed or electronic)
- Performed at least 3 New Member Orientation sessions (Dates July 2016)
- All new members were assigned/recruited to work in a specific committee
- New member information added to the D5000 ClubRunner database within 1 week of each new member induction
- Recruit a Rotary Alumnus as a new member (Name(s) _____)
- Implemented or updated the **Ignite** program in the club **or** implemented **another** club membership development and retention program (Please describe what you did in narrative)
- Recognized a club member with the Avenues of Service Citation (<https://www.rotary.org/myrotary/en/document/596>)
- Recognized a club member for the Quiet Rotarian Award
- Recognized a club member for the Rotary D5000 Spirit Award
- 25% of club members registered for the District Conference by 15 March 2017 (# registered _____)
- At least 5% of club members registered for RI Convention by 15 March 7 (# registered _____)

Please provide a narrative description of your Club Service activities and limit your response to ONE 8 ½"x11" page. (No letterhead, pictures or graphics; use Times New Roman 12pt size).

A narrative follows: ___ Yes **X No**

Submission Deadline: March 31, 2017

ROTARY DISTRICT 5000

Awards Submissions Checklist for 2016-2017

Items Due by March 31, 2017

Rotary Club of: Honolulu

Club Division: **X Large Club** Medium Club Small Club

Award Category: Club Service / Administration

Check for each item completed:

- Sponsored the charter of a new Rotary club this Rotary year (Date, name _____)
- Created or updated a Strategic Plan for the Club (Date _____)
- Conducted at least 3 Club Assemblies this year (Dates _____, _____, _____)
- Have a structured committee or other method for coordinating meeting speakers
- Had at least 4 club fellowship activities during the year (Dates 8/30/16, 10/13/16, 12/20/16, 2/23/17)
- Had a Club fundraiser event (Name, date _____)
- Held a joint Club fundraiser, meeting, fellowship, networking, or other event with another Rotary club (Other club name/event RC of Lanai/Rotary Gives Thanks (Weinberg Friends))
- Utilize a Club membership directory (either printed or electronic)
- Performed at least 3 New Member Orientation sessions (Dates 10/13/16, 2/23/17, 3/21/17)
- All new members were assigned/recruited to work in a specific committee
- New member information added to the D5000 ClubRunner database within 1 week of each new member induction
- Recruit a Rotary Alumnus as a new member (Name(s) Kirk Hovious, Ben Eger)
- Implemented or updated the **Ignite** program in the club **or** implemented **another** club membership development and retention program (Please describe what you did in narrative)
- Recognized a club member with the Avenues of Service Citation (<https://www.rotary.org/myrotary/en/document/596>)
- Recognized a club member for the Quiet Rotarian Award
- Recognized a club member for the Rotary D5000 Spirit Award
- 25% of club members registered for the District Conference by 15 March 2017 (# registered _____)
- At least 5% of club members registered for RI Convention by 15 March 7 (# registered _____)

Please provide a narrative description of your Club Service activities and limit your response to ONE 8 ½"x11" page. (No letterhead, pictures or graphics; use Times New Roman 12pt size).

A narrative follows: X Yes No

Submission Deadline: March 31, 2017

Club Service / Administration

Our club has 29 Club Service committees organized into 4 groups (Weekly Operations, Weekly Programs, Membership Recruitment and Membership Retention/Communication)—each overseen by a Board member.

Weekly Operations—includes Attendance/Check-In, Greeters, Inspiration/Pledge of Allegiance, Music (song leader and accompanist), Rotary Minutes, Parking, Photographer, Scribe, Visitor Introductions, Visitor Registration and International Visitor Registration. These committees engage about 60 members annually, with about a dozen active members each week handling specific responsibilities. Members and guests receive a warm and friendly welcome from 2 or more greeters. Check in hosts are specifically assigned for members, guests and international visitors (bi-lingual). Each visitor receives a colorful silk flower lei, courtesy of club member Tom Matthews' Trade West Company. Club signage in the hotel lobby employs the Rotary colors and logo in an attractive, highly visible design. Rotary Minutes have been a feature this year, with a different member scheduled in advance to share 1-2 minutes about why they joined Rotary, why they've remained a member and what they've found to be most inspiring or beneficial about their Rotary experience.

Weekly Programs—includes Fellowship/Socials, Mele Rotarians, Programs/Off-site Meetings, Rotary Treasure, Public Relations and Sergeant-at-Arms. Our club has a well-organized process for delivering outstanding and informational programs for members and guests. The Programs Committee handles content and logistics for 50 weekly lunch meetings per year, most involving non-Rotarian speakers. Additionally, fellowship/social events are scheduled at least quarterly. On occasion, the Mele Rotarians entertain as people enter the Monarch Room. This talented group wears aloha shirts, plays, sings and dances to Hawaiian music, which creates a lively and warm ambiance. The Rotary Treasure program identifies and recognizes long-time club members for exceptional service to Honolulu Rotary. Honorees are selected by the Rotary Treasure Committee—a group of past club/club foundation presidents and previous Rotary Treasure recipients—from member nominations. In the past 17 years, 19 members have received this recognition.

Membership Recruitment—includes Classification, Governance, *Hui Ho 'owali*, New Member Activation Process and Recruitment. These committees coordinate potential member identification, induction details and “indoctrination.” Our long-running *Hui Ho 'owali* program conducts quarterly special meetings to provide an opportunity for new members to get acquainted with club leadership, services opportunities, procedures—and each other. New Members must attend 3 Hui meetings to fulfill their orientation requirements and choose one or more committees to participate in before they can “graduate” and turn their yellow badge into a white one.

Membership Retention/Communication—includes New Member Mentoring, Roster, Sunshine, Website/Calendar/*Tradewind* and Social Media. Our Club has developed and implemented a program for matching new members with a mentor (often their sponsor) who will help to “shepherd” them until they are comfortable with the formalities of Rotary, helping them to assimilate into the club in an effort to aid in retention. Both the mentors and new members are provided with Rotary guidelines and links to information to help with this process. Members in need of club support are identified, and arrangements are made for cards, visits, transportation, etc. as needed. A professional roster is provided to each member, both online and in printed format. The roster not only provides member contact information, but outlines the club's history, leadership, committee and foundation descriptions, and a Genealogy of Rotary in Hawaii. A website and calendar are updated on a weekly basis to provide updates on upcoming speakers, events and activities. Our email newsletter, *Tradewind*, is distributed weekly. A “Rota-Reminder” handout is also distributed at meetings, reminding members of upcoming speakers, events and changes in meeting places. Club information and photos of meetings and service events, are also disseminated via Facebook.

ROTARY DISTRICT 5000

Awards Submissions Checklist for 2016-2017

Items Due by March 31, 2017

Rotary Club of: Honolulu Sunset

Club Division: Large Club Medium Club Small Club

Award Category: Club Service / Administration

Check for each item completed:

- Sponsored the charter of a new Rotary club this Rotary year (Date, name The Rotary Club of Hickam Pearl Harbor)
- Created or updated a Strategic Plan for the Club (Date Nov. 21. 2016)
- Conducted at least 3 Club Assemblies this year (Dates 9/19/16, 11/21/16, 2/13/17)
- Have a structured committee or other method for coordinating meeting speakers
- Had at least 4 fellowship activities during the year (Dates 7/4/, 9/6, 10/31, 12/12/16)
- Had a Club fundraiser event (Name, date Countdown to Koolani Feb-May 27, 2017)
- Held a joint Club fundraiser, meeting, fellowship, networking, or other event with another Rotary club (Other club name/event E-club and Pau Hana on 9/10/16)
- Utilize a Club membership directory (either printed or electronic)
- Performed at least 3 New Member Orientation sessions (Dates 8/17/16, 7/11/16, 9/12/16)
- All new members were assigned/recruited to work in a specific committee
- New member information added to the D5000 ClubRunner database within 1 week of each new member induction
- Recruit a Rotary Alumnus as a new member (Name(s) _____)
- Implemented or updated the **Ignite** program in the club **or** implemented **another** club membership development and retention program (Please describe what you did in narrative)
- Recognized a club member with the Avenues of Service Citation (<https://www.rotary.org/myrotary/en/document/596>)
- Recognized a club member for the Quiet Rotarian Award: Nicole Tsutahara
- Recognized a club member for the Rotary D5000 Spirit Award : Claire Ghazal
- 25% of club members registered for the District Conference by 15 March 2017 (# registered _____)
- At least 5% of club members registered for RI Convention by 15 March 7 (# registered 4)

Please provide a narrative description of your Club Service activities and limit your response to ONE 8 1/2"x11" page. (No letterhead, pictures or graphics; use Times New Roman 12pt size).

A narrative follows: Yes No

Submission Deadline: March 31, 2017

Rotary Club of Honolulu Sunset Club Service Narrative:

As the heart and soul of the club, club service is an integral part of the club's operations. We try to live up to our name as the "**Club with Aloha and Fun.**" At our meetings, all guests and members are welcomed by a group of members who sit in the reception area. They are called the club's **Ambassadors**. When an out of town guest comes to our club, an Ambassador hosts that guest by sitting him or her at a table and assists in the meal selection. Members are important as well, so we recognize members during their birthday month with a birthday cupcake and candle accompanied by an electronic birthday card, which they receive on their birthday. When circumstances does not allow them to be at the meeting, we go to them. For example, when one of our members was at Rehabilitation Hospital of the Pacific after a traumatic accident, almost half of the club members came to visit with a cake, ice- cream, pupus and wine. Well- the wine could not be served when the security guard confronted us. **Fellowship** also extends to special occasions and after every service project. All these activities have promoted membership retention in our club.

Weekly program speakers are **diverse and interesting**. We had a **salsa** instructor who came to talk about the benefits of dance for stress management. This was followed by actual dance instructions. Even those with two left feet enjoyed the instructions and actually learned to dance a few steps without stepping on toes. Other interesting speakers included **club's beneficiaries' stories**, **self-help leadership talk** and many more. Speakers are featured in the **newsletter** prior to their talk, so members have their information prior to the meeting.

Fun, informative meetings with aloha are what keeps our relationships strong. The leadership in our club believes in maintaining our relationships with clubs that we sponsored. So we had a **joint meeting** with the **UH Rotaract Club and The Rotary Club of Pau Hana at the UH campus**. We also had a social at Bellows with the **E-Club of Hawaii** for a day of barbecue and sunshine. The year began with a 4th of July BBQ followed by fun Halloween and Christmas parties that were well attended by members, including those from the **Hickam Pearl Harbor Club**. Those are only some of the activities we did during the year to foster that "ohana" feeling in our Rotary community.

We continue to spread Rotary in our community by **sponsoring a club in the Hickam/Pearl Harbor area**. Thus, the Rotary Club of Hickam Pearl Harbor will be chartered as the #51 club in Hawaii. Some of their members participated in our service projects, attended our Christmas Party, and were guests at our regular weekly meeting. Members of our **club mentor** this new club by attending meetings, **recruiting members** to join the new club, providing guidance, support and financial income to open an account. One of the members donated a bell for their charter meeting/installation. It is inspiring to see the excitement of a new club, as we hear creative ideas from "new blood."

Creative and innovative are what our young members have introduced for fundraising. We called it "Countdown to Koolani," which started with soliciting friends and family from all over the world to support our cause; celebrating the culmination of the event at a semi-formal party. The "seasoned" members are learning new terms like "Gofundme" and "E-Auction" with social media to spread the word about fundraising for our service projects. The under 30 members called themselves the "geek squad" to offer assistance to anyone from the club who needed assistance with navigating social media and the "Gofundme" link. The exchange of talent and sharing knowledge has been "beneficial to all concerned."

Members are the heart of the club. To keep the pulse going strong, we try to keep the members engaged and involved in every aspect of the club operations. President Marco contacted every member at the beginning of the Rotary year to sign up for a committee or participate in a club and/or service activity. For example, a member who is not able to attend many meetings due to travel, was assigned to be the "Sunshine Chair." This person was responsible for sending e-cards to birthday celebrants or special occasion cards to members.

To all concerned and fair..... Club Service will continue to be the heart and soul of the club. Fun!

ROTARY DISTRICT 5000

Awards Submissions Checklist for 2016-2017

Items Due by March 31, 2017

Rotary Club of: **HONOLULU SUNRISE**

Club Division: **X** Large Club ___ Medium Club ___ Small Club

Award Category: Club Service / Administration

Check for each item completed:

- Sponsored the charter of a new Rotary club this Rotary year
- Created or updated a Strategic Plan for the Club (June 2016)
- Conducted at least 3 Club Assemblies this year (**Dates 10/3/16, 11/28/16, 12/19/16**)
- Have a structured committee or other method for coordinating meeting speakers
- Had at least 4 club fellowship activities during the year (**Dates 7/1/16, 7/13/16, 9/16/16, 12/9/16**)
- Had a Club fundraiser event (**Mardi Gras Mambo – February 27, 2017**)
- Held a joint Club fundraiser, meeting, fellowship, networking, or other event with another Rotary club (**Joint Membership Meeting 8/26/16**).
- Utilize a Club membership directory (**Clubrunner electronic directory**)
- Performed at least 3 New Member Orientation sessions (**Dates 10/19/16, 11/11/16, 4/6/17**)
- All new members were assigned/recruited to work in a specific committee
- New member information added to the D5000 ClubRunner database within 1 week of each new member induction
- Recruit a Rotary Alumnus as a new member (**Andres Lanning and his wife to new PH Club**)
- Implemented or updated the **Ignite** program in the club **or** implemented **another** club membership development and retention program (Please describe what you did in narrative)
- Recognized a club member with the Avenues of Service Citation (<https://www.rotary.org/myrotary/en/document/596>)
- Recognized a club member for the Quiet Rotarian Award
- Recognized a club member for the Rotary D5000 Spirit Award
- 25% of club members registered for the District Conference by 15 March 2017 (# registered ___)
- At least 5% of club members registered for RI Convention by 15 March 7 (# registered _____)

A narrative follows: **X** Yes ___ No

Submission Deadline: March 31, 2017

ROTARY DISTRICT 5000

Awards Submissions Checklist for 2016-2017

Items Due by March 31, 2017

Club Service 2016-2017

1. **Membership:** Our outstanding membership committee set a three year goal for growth with a goal to get back to a membership of over 70 members. We have added three new members this year and will add more before the year ends. The committee hosted new member breakfasts and lunches, invited potential members to events, developed new member categories, sent out new member packets to each guest, developed folding business cards, and included families in inductions.
2. **Dutch Lunches:** Our fun and lively Dutch lunches are always something to look forward to. Members pick a restaurant and date (usually at a downtown establishment) and then the event is posted on the digital calendar and socialized via Clubrunner and at meetings.
3. **Club Assemblies:** We had three club assemblies. These are usually “Calabash meetings” where a speaker is not present and there is a specific agenda that revolves around the workings of our club and planning meetings to improve and enrich our club.
4. **Club Fundraiser:** We had a very successful Mardi Gras Mambo fundraiser at Kapiolani Community College's where our club donated \$4,000 to the school for scholarships to their culinary program
5. **Joint Club Projects:** We had a joint club membership meeting on August 26th, 2016. This allows clubs to share success of what has helped them bring in new members and retain our current members.
6. **Speaker Schedule:** Honolulu Sunrise is known for outstanding speakers. Our own members were often some of the highlights for this year. One of our new members, Ichiro Sekimitsu did a vocational talk about finance and international banking. Jan Takeda allowed us to dream with a slide show of her African Safari.
7. **Annual Bellows Camping Weekend:** This is a family event that is a favorite of many. We have upwards of 50-60 members and guests attending this event that crosses several Avenues of Service. By far though, it's a social event that brings family members together without the distraction of electronic devices.
8. **PowerPoint Presentations:** The weekly customized PowerPoint that is created for each Rotary meeting adds a special dimension to our Club which isn't seen at most clubs. It allows us to get to know our members better and helps to involve are guests and visitors.
9. **Club Socials and Gatherings:** Makapuu Trail Hike; Potluck Dinner at Masa's Home; Friday night socials at “Barefoot on the Beach”; Lunch after a park or beach clean-up; Christmas Party up on Hawaii Loa Ridge; Lunch social after a Museum Tour and an Ethnic Dinner which spurs an adventure.
10. **Teamwork:** Teamwork divides the task so that everyone gets involved. We assign tasks for every meeting and no one is missed. We have almost 100% participation from our members with their involvement in our meetings. This helps our retention as it keeps our members engaged.

ROTARY DISTRICT 5000

Awards Submissions Checklist for 2016-2017

Items Due by March 31, 2017

Rotary Club of: Hilo

Club Division: x Large Club Medium Club Small Club

Award Category: Club Service / Administration

Check for each item completed:

	Sponsored the charter of a new Rotary club this Rotary year (Date, name _____)
X	Created or updated a Strategic Plan for the Club (Date July 2016)
X	Conducted at least 3 Club Assemblies this year (Dates 7/15/16, 8/5/2016, 10/14/16, & 3/17/17)
X	Have a structured committee or other method for coordinating meeting speakers
X	Had at least 4 club fellowship activities during the year (Dates 8/22/16, 9/29/16, 12/14/16, & 3/23/17)
X	Had a Club fundraiser event (Our Signature event: The Hilo Brewfest, June 18, 2016)
X	Held a <u>joint</u> Club fundraiser, meeting, fellowship, networking, or other event with another Rotary club (Together with Four East Hawaii Rotary Clubs/BISAC "Shovel-Ready" 8/5/16)
X	Utilize a Club membership directory (either printed or electronic)
X	Performed at least 3 New Member Orientation sessions (Dates 8/23/16, 11/18/16, 3/17/17)
X	All new members were assigned/recruited to work in a specific committee
X	New member information added to the D5000 ClubRunner database within 1 week of each new member induction
X	Recruit a Rotary Alumnus as a new member (Name(s) Charlene Myer)
	Implemented or updated the Ignite program in the club or implemented another club membership development and retention program (Please describe what you did in narrative)
	Recognized a club member with the Avenues of Service Citation (https://www.rotary.org/myrotary/en/document/596)
X	Recognized a club member for the Quiet Rotarian Award
X	Recognized a club member for the Rotary D5000 Spirit Award
X	25% of club members registered for the District Conference by 15 March 2017 (# registered <u> 23 </u>)
	At least 5% of club members registered for RI Convention by 15 March 7 (# registered <u> </u>)

Please provide a narrative description of your Club Service activities and limit your response to ONE

8 1/2"x11" page. (No letterhead, pictures or graphics; use Times New Roman 12pt size).

A narrative follows: Yes

Submission Deadline: March 31, 2017

ROTARY DISTRICT 5000

Awards Submissions Checklist for 2016-2017

Items Due by March 31, 2017

- The Rotary Club of Hilo had a very busy 2016/2017. Randy Hart took the helm on June 28 at the Hilo Yacht Club, which was the start of a fun filled and active year. Randy's goals for the year were clear and concise: Increase membership, do good in the community and internationally, keep the club informed, build interaction between the club and have FUN while doing so. Having fun along with our #1 priority to increase membership went hand in hand. Increasing membership by **20 members, a ~ 30% improvement** over the previous year, was the result of a good plan, focus, team effort, and an energetic and creative chairperson. Membership Mixers are the concepts we've used to accomplish our goals. The objective of the Membership Mixers are to "brand" an event so members know it is a social event, with the main purpose of inviting guests and potential new members by showing them the "fun" side of Rotary. Each Mixer is planned so that members and spouse/family are a set price and potential members/guests attend at no cost. Our membership mixers to date include:
 - ~ Wai Oli Membership Mixer; July 20, 2016: Attendance: 25 members/22 guests - 5 became club members
 - ~ WikiFresh Membership Mixer; Sept 16, 2016: Attendance: 26 members/12 guests – 2 became members
 - ~ Holiday Membership Mixer; December 1, 2016: Attendance: 27 members/15 guests – 2 became members
 - ~ Palace Theater Silent Movie Mixer; Jan 12, 2017: Attendance: 24 members/10 guests – 2 became members
 - ~ Mardi Gras Membership Mixer: March 9, 2017: Attendance: 27 members/10 guests – 2 became members

Club Service for the year wasn't just about membership:

- It started with a cleanup of the Liliuokalani Gardens in Hilo on July 1 & Aug. 26, followed by supporting the Hilo Triathlon with an Aid Station on July 10. The club then gathered for an assembly on July 15, at which time the Club Chairs shared with the membership their plans for the upcoming Rotary year.
 - In August, we gathered for a club assembly, which included a visit by District Governor Clint Schroeder. On Aug. 6, our club, along with four other East Hawaii Rotary Clubs, got together for "Shovel-Ready," a benefit for the Big Island Substance Abuse Counsel (details can be found at the Rotary Showcase online). On Aug. 22, we had a very special fellowship with our sister Club from Hiroshima South. We hosted a steak-fry event at the Hilo Yacht Club where we were able to enjoy catching up with our special guests.
 - In September, we joined four other East Hawaii clubs plus our Interact Club at the Hawaii Volcanoes National Park to assist with ginger eradication. We put in more than 320 man-hours! On Sept. 29, we held our famous "chicken hekka" fellowship social. Our club looks forward to this event every year, where each table has its own hotpot and we get to cook up a great dinner with our member friends.
 - Members attended the District Seminar & Potential Rotary Leadership Seminar in October, and again on Oct. 14 to hear club members Lisa Rantz & Reese Mates update us on our Rotary Project News.
 - December rounded off with a Club Holiday Party on Dec. 1, and a fellowship gathering at the Kamana Senior Center on Dec. 14. The Senior Center lunch has been a tradition for over thirty years.
 - In March, we sent PE Steve Handy to PETS. We also held a Club Assembly on March 17, where the Club Chairs recapped their accomplishments and future plans for the members. They were also given an opportunity to recruit members to join their respective committees. The District Assembly was held on March 18, with more than 25% of our membership attending.
 - The year will end with our Signature event, the Hilo Brewfest, in June 2017. (Details can be found at the Rotary Showcase online). Last year's event, on June 18, 2016, we raised a net profit of over \$45,000.
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