

Rotary
District 6450



**President Elect Training
2019-2020**

March 1 – 3, 2019

Westin

Itasca, IL

debi Ross, Governor



**Rotary International
District 6450, Inc.**
401 William Street
P.O. Box 5290
River Forest, IL 60305-5290

Virtual Office:
Please leave message
[**\(312\) 857-6450**](tel:(312)857-6450)

**The Charitable Foundation
of Rotary 6450, Inc.**
401 William Street
P.O. Box 5290
River Forest, IL 60305-5290
www.rotary6450.org

The Charitable Foundation of
Rotary
6450, Inc.





Save This Date To Your Calendar

Sunday, June 23, 2019

5 pm – 9 pm

Installation & Dinner Celebration

For

Rotary District 6450 Governor 2019-2020

debi Ross

And The

2019 – 2020 Assistant Governors

Midlothian Country Club

5000 147th Street

Midlothian, IL

\$75 per person



Midwest PETS 2019

Team 6450 Breakout Sessions

Friday, March 1: 4:00 – 5:00pm

Topics: Getting to Know You

- Welcome Team 6450
- Team Building Exercise

Saturday, March 2: 9:10 – 10:10am

Topics: Strategic Planning; Resources

- Setting Expectations
- Strategic Planning
- Risk Management
- Insurance
- Youth Protection
- Club Support

Saturday, March 2: 4:10 – 5:00pm

Topics: Review of Today's Sessions

- PR and Public Image
- Leading Leaders and Conflict Management
- Youth Programs
- Your Rotary Foundation
- Class Photo
- Visit RILEE

Sunday, March 3: 8:30 – 9:20am

Topics: Engaging, Retaining, and Attracting Rotarians; Diversity; Networking

- Diversity in Your Club
- Current and Future Rotarians
- Business Networking within Your Club

Sunday, March 3: 10:40 – 11:30am

Topic: Wrapping it All Up

- A Ha Moments discussion
- Q&A
- Distribution of Banners and Pins
- Final Announcements
- Prize Drawing



Assistant Governors 2019-2020

Kathy Rak-La Grange
Coordinator

Assistant Governors

Rosa Ibarra-Chicago Little Village
Chicago Little Village, Chicago Southeast

Bonnie-Sanchez Carlson-Chicago Near South
Chicago Financial District, Chicago Near South, Chicago Northwest

Cheryl McIntyre-ROTARY/One
ROTARY/One, Chicago Cosmopolitan

Sylvia Jewgienew-Chicago O'Hare
Chicago Lakeview, Elmhurst

Talei Thompson-Maywood Proviso
Cicero-Berwyn, Maywood Proviso, Oak Park-River Forest

Kathy Rak-La Grange
Hinsdale, Hinsdale-Oak Brook Sunrise, Oak Brook

Pat Ranttila-Chicago O'Hare
Bensenville, Chicago O'Hare, Norridge-Harwood Heights

Florence Forshey-La Grange
Brookfield-Riverside, Chicagoland Lithuanians, Countryside, La Grange, Western Springs

Glen Liljeberg-Westmont
Downers Grove, Lisle, Westmont

Wendy Hayum-Gross-Naperville After Dark
Naperville, Naperville After Dark, Naperville Downtown, Naperville Sunrise

Chris Olson-Aurora Sunrise
Aurora, Aurora Sunrise, Montgomery, Oswego

JoAnne Ragano-Darien

Bolingbrook, Darien, Lemont-Homer Glen, Woodridge

Paul Mills-Bolingbrook

Lockport, New Lenox, Romeoville

Naish Shah-Naperville Downtown

Channahon-Minooka, Joliet, Morris, Plainfield

Sue Wolf-Oak Forest

Bradley-Bourbonnais, Kankakee, Manteno, Wilmington

Lori Wilcox-Chicago Heights

Chicago Heights, Homewood, Matteson, Park Forest, The Southland (Richton Park)

Glen Kato-Moraine Valley

Oak Forest, Orland Park, Tinley Park-Frankfort

Jody Redmann-Oak Forest

Blue Island-Crestwood, Chicago World Nations, Moraine Valley, Oak Lawn,
Oak Lawn Healthcare

Kathy Rak, LaGrange

Coordinator

The assistant governor has responsibilities to both the governor and the club. District-level responsibilities include:

- Assisting in developing district goals
- Coordinating the governor's official visit with clubs
- Communicating clubs' strengths, weaknesses, and progress toward goals to the governor
- Attending district meetings Participating in Rotary Foundation programs, events, and fundraising
- Helping develop future district leaders

District Governor debi Ross Official Visits 2019-2020

Rotary Club	Meeting Day	Time	Date	
Aurora	Monday	12:00 PM	September 9, 2019	
Aurora-Sunrise	Wednesday	7:00 AM	September 11, 2019	
Bensenville	Tuesday	12:15 PM	September 10, 2019	
Blue Island-Crestwood	Tuesday	12:15 PM	February 4, 2020	
Bolingbrook	Tuesday	12:15 PM	September 17, 2019	
Bradley-Bourbonnais	Wednesday	12:00 PM	September 24, 2019	
Brookfield-Riverside	Tuesday	8:00 AM	September 17, 2019	
Channahon-Minooka	Tuesday	7:00 AM	September 24, 2019	
Chicago-Cosmopolitan	Wednesday	6:30 PM	October 2, 2019	
Chicago Financial District	Thursday	12:10 PM	October 10, 2019	
Chicago Heights-Park Forest	Thursday	12:15 PM	September 12, 2019	
Chicago Lakeview	Wednesday	7:00 PM	October 16, 2019	
Chicago Little Village	Tuesday	8:30 AM	September 10, 2019	
Chicago Northwest	Thursday	7:30 PM	October 17, 2019	
Chicago O'Hare	Thursday	12:00 PM	September 5, 2019	
Chicago ROTARY/One	Tuesday	12:10 PM	January 28, 2020	
Chicago Southeast	Thursday	6:15 PM	September 5, 2019	
Chicago World Nations	Tuesday	8:30 AM	October 29, 2019	
Chicago-Near South	Wednesday	11:45 AM	September 11, 2019	
Chicagoland Lithuanians	Thursday	6:00 PM	October 3, 2019	
Cicero-Berywn	Tuesday	8:00 AM	November 5, 2019	
Countryside	Tuesday	7:15 AM	October 8, 2019	
Darien	Tuesday	12:15 PM	November 12, 2019	
Downers Grove	Monday	12:00 PM	December 10, 2019	
Elmhurst	Thursday	12:15 PM	October 3, 2019	
Hinsdale	Friday	12:15 PM	September 13, 2019	
Homewood	Wednesday	12:15 PM	September 18, 2019	
Joliet	Tuesday	12:15 PM	October 8, 2019	
Kankakee	Thursday	12:15 PM	September 19, 2019	
La Grange	Friday	12:15 PM	September 26, 2019	
Lemont-Homer Glen	Tuesday	12:00 PM	December 17, 2019	
Lisle	Tuesday	7:30 AM	October 15, 2019	
Lockport	Thursday	12:15 PM	October 19, 2019	
Manteno	Monday	12:00 PM	September 16, 2019	
Matteson	Tuesday	12:15 PM	January 7, 2020	
Maywood Proviso	Thursday	12:15 PM	October 24, 2019	
Montgomery	Thursday	7:00 AM	September 12, 2019	
Moraine Valley-(Palos Hills)	Thursday	12:15 PM	October 31, 2019	
Morris	Tuesday	5:45 PM	September 17, 2019	
Naperville	Thursday	12:15 PM	November 7, 2019	
Naperville After Dark	Tuesday	6:30 PM	October 22, 2019	
Naperville Downtown	Wednesday	4:44 PM	September 18, 2019	
Naperville Sunrise	Friday	7:00 AM	September 27, 2019	

New Lenox	Thursday	7:15 AM	September 19, 2019	
Norridge-Harwood Heights	Thursday	12:15 PM	October 22, 2019	
Oak Brook	Tuesday	12:15 PM	October 15, 2019	
Oak Forest	Tuesday	12:15 PM	October 1, 2019	
Oak Lawn	Monday	12:00 PM	September 23, 2019	
Oak Lawn Healthcare	Wednesday	12:00 PM	September 25, 2019	
Oak Park-River Forest	Wednesday	12:15 PM	October 2, 2019	
Orland Park	Thursday	12:15 PM	September 26, 2019	
Oswego	Wednesday	6:00 PM	September 25, 2019	
Plainfield	Thursday	5:30 PM	October 10, 2019	
Romeoville	Wednesday	12:00 PM	September 4, 2019	
Rotaract	Wednesday	7:00 PM	October 9, 2019	
The Southland (Richton Park)	Thursday	6:00 PM	September 19, 2019	
Tinley Park-Frankfort	Thursday	7:00 AM	October 9, 2019	
Western Springs	Tuesday	7:00 AM	October 1, 2019	
Westmont	Tuesday	12:00 PM	January 14, 2020	
Wilmington	Tuesday	12:00 PM	October 29, 2019	
Woodridge	Tuesday	12:00 PM	January 21, 2020	

Club Visit Checklist & Debrief – DG debi Ross 2019-2020

Assistant Governors – please provide all information you are able to and return to DG debi (insidelooksbydebiross@gmail.com) and AGC Kathy (kathy9273@icloud.com). This form is fillable on your computer or you can print and hand write it.

Rotary Club of

Date of Visit:

Prepared by:

Club Charter Date:

AG Contact:

President Contact:

Meeting Day & Time:

Meeting Location:

Address & notes on meeting location

DG will attend board meeting Y ☐ N ☐

What time?

Goals entered on Rotary Club Central Y ☐ N ☐

2019-20 Membership Goal:

of members 7/1/2018:

of members 7/1/2019:

Foundation Annual Giving Goal: \$

Polio Plus Goal: \$

Officers updated on My Rotary at Rotary.org Y ☐ N ☐

Youth Compliance form completed Y ☐ N ☐

President:

President Elect:

Immediate Past President:

Secretary:

Treasurer:

Programs Chair:

Foundation Chair:

Grants Chair:

Membership Chair:

Youth Service Chair:

Is the club up to date with 990 form filing with the IRS Y ☐ N ☐

Facebook page Y ☐ N ☐

Website: Club Express Y ☐ N ☐

URL:

Club Dues \$

Does club dues include meal cost? Y ☐ N ☐

Meal: ☐ Breakfast ☐ Lunch ☐ Dinner ☐ Other

Meal Cost \$

Member invoice includes Rotary Foundation donation Y ☐ N ☐ **Amount \$**

Does club have its own Foundation? Y ☐ N ☐

Is the Board the same as club Board? Y ☐ N ☐

Has the club done Visioning? Y ☐ N ☐

Does the club have a strategic plan? Y ☐ N ☐

Leadership succession plan (i.e. nominating committee, president chooses, members required to pass through committee structure):

Major Fundraisers:

Community Service projects:

International Service projects:

Youth service involved in: RYLA ☐ Youth Exchange ☐ Rotaract ☐ Interact ☐ EarlyAct ☐

Club Strengths:

Club Challenges:

Additional observations:

Planning – Club Leadership
July 1, 2019 - June 30, 2020

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

CLUB:

PREPARED BY:

--	--

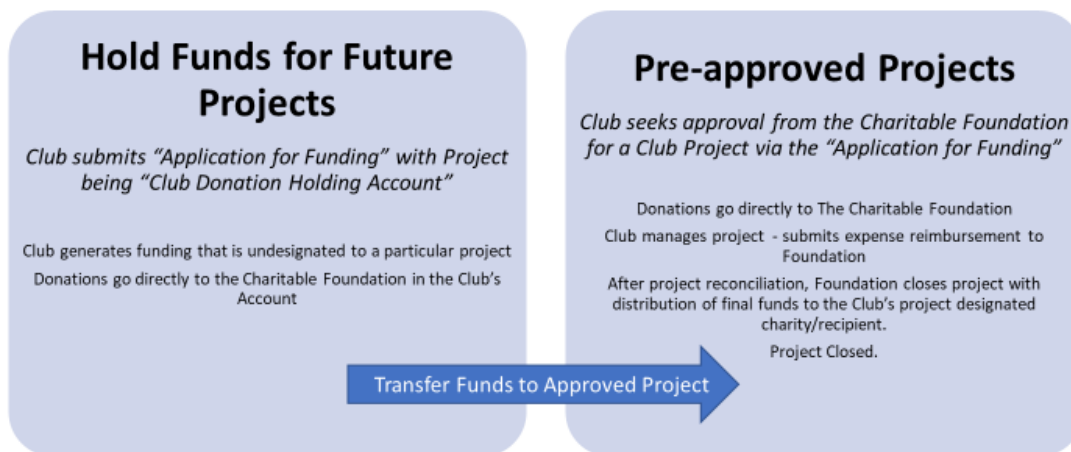
POSITION:

NAME: 2019-2020 Officer, Chair

President – Report in My Rotary at RI	
Secretary– Report in My Rotary at RI	
Treasurer– Report in My Rotary at RI	
President Elect– Report in My Rotary at RI	
President Nominee	
Membership Chair– Report in My Rotary at RI	
Foundation Chair– Report in My Rotary at RI	
Club Service/Administration Chair	
Community Services Chair	
International Service Chair	
New Generations/Youth Chair	
Newsletter Editor	
Program Chair	
Public Relations Chair	
Vocational Service Chair	
Sergeant at Arms	

MY Rotary reporting is due by March 15, 2019.

MY NOTES:



Process for Registering with the Foundation

1. Qualifying Your Club for Registration with the Foundation
 - I. Verify Club Federal Employee Identification Number (FEIN)
 - II. Verify Club "in good standing" with Illinois Secretary of State
 - III. Verify Club "in good standing" with Rotary International and District 6450
 - IV. Set up annual system for filing IRS return by November 15th
2. Grant Submission Agreement
 - I. Complete Agreement Form and submit with \$25 registration fee
 - II. Foundation Trustees review submission and inform club of status

Managing Your Club Account with the Foundation

3. Prepare Club operations to work with Foundation
 - I. Set up Club website to accept credit card donations that go directly to the Foundation account
 - II. Submit "Application for Funding" form for each project
 - III. Prepare Club operations for managing project
 - IV. Set 'logo' for materials: stationery, advertisements, website promotions, etc.
 - V. Identify all possible uses of Illinois Sales Tax Exemption
 - VI. Secure Rotary International "Certificate of Insurance", if needed



The Sample Project
A Rotary Grant Project of
The Charitable Foundation
of Rotary 6450, Inc.

Managing Your Club Account with the Foundation

4. Managing a pre-approved Project

- I. Always use Foundation approved club/project logo with all materials
- II. Set up the project's final budget plan
- III. Use Project Approval Number on all correspondence/documentation with the Charitable Foundation
- IV. Reconcile donation deposits with Foundation, as necessary
- V. Hold your event, project, etc.

Managing Your Club Account with the Foundation

5. Closing out a Project

- I. Submit expenses for Club reimbursement
- II. Reconcile finances
- III. Request final distribution of funds to Project's charity/recipient

Download the forms from the Rotary International District 6450 website at www.rotary6450.org

Click on "The Charitable Foundation of Rotary 6450, Inc." in top right corner.

Ron Broida, Foundation Chair
Dennis Gorman, Foundation Treasurer
David Phelps, Chief Administrative Officer

Rotary International District 6450, Inc.

Governance Committees

Secretary

(Records, Legal, Policy Manual, Parliamentarian)

Treasurer/Finance

(Budget, Finance, Accounting, 990, Contracts)

Audit

(Annual Financial Oversight)

The Rotary Foundation

(Policy, Finance)

District Conference

(Recognition, Annual Meeting)

Governor Nominating

(Governor 2016-2017)

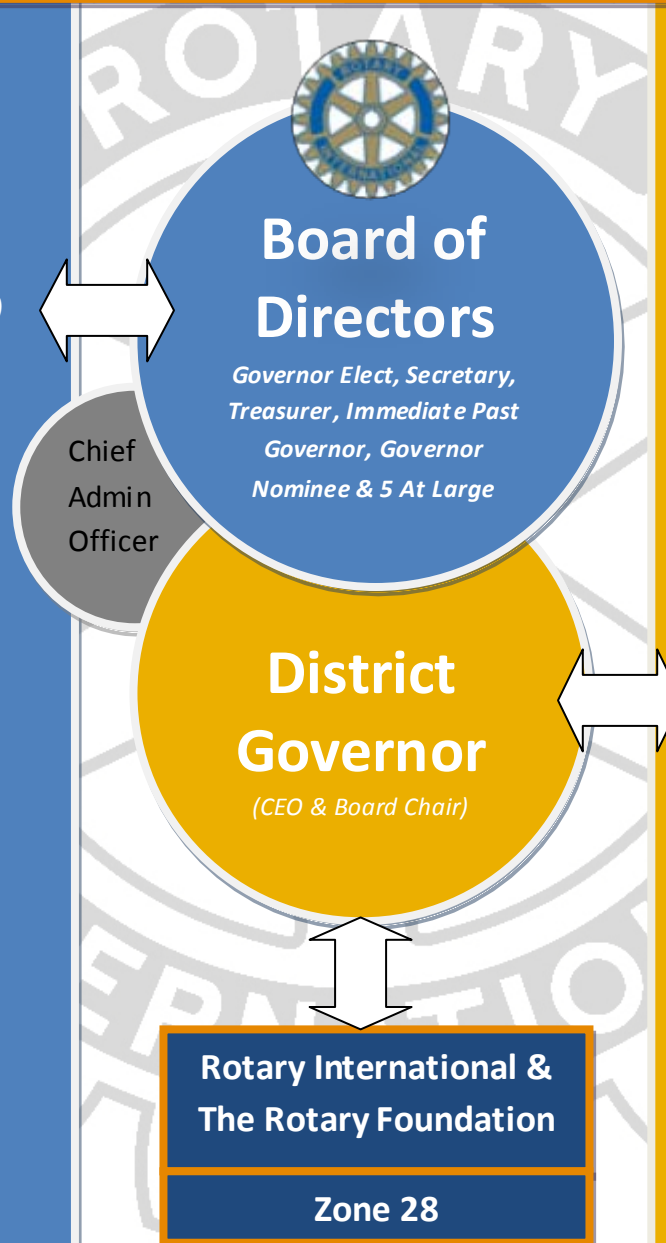
Board Nominating

(At Large Director Vacancies)

Council on Legislation Rep

(Rotary International)

Rotary International District 6450, Inc.



District Leadership Team

Leadership Development

(RLI, Visioning, Assembly, Volunteer Development)

Assistant Governors

(Ongoing Club Relations & Support Management)

Club Support

(Membership, Programs & Service)

The Rotary Foundation

(Foundation Operations, Events & Programs)

Communications

(Heritage, RI Convention, News, Branding, Web)

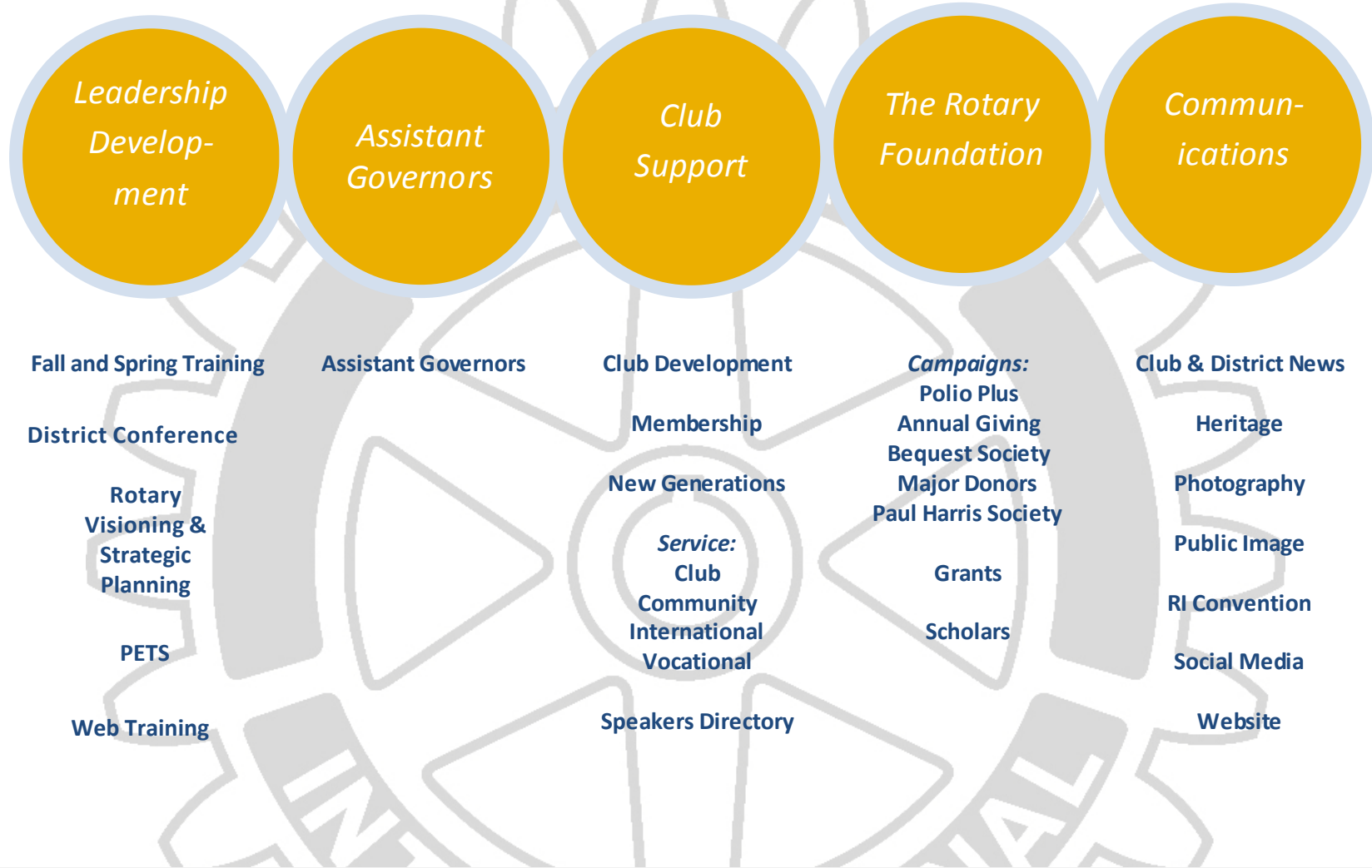
District Trainer

(PETS, ZONE 28, RI Training Specialist)

Officers

Governor Elect, Governor Nominee, Immediate Past Governor, Treasurer, Secretary, Chief Administrative Officer

District Services Team



Affiliations

Midwest PETS, Central States Rotary Youth Exchange, Rotary Visioning Institute, Paul & Jean Harris Home Foundation, Paul Harris Memorial, Northern Illinois Rotary Alliance

Rotary International District 6450, Inc.

Community Impact

Rotary
District 6450



Club Plans & Results

District Plan
&
Support

Rotary Int'l
Plan
&
Support

PLAN 2017-2020

Support & Strengthen Clubs

- Foster club innovation and flexibility
- Encourage clubs to participate in a variety of activities
- Promote member diversity
- Improve member recruitment and retention
- Develop leaders
- Start new clubs
- Encourage strategic planning at clubs

Strategic Plan 2017-2020

Purpose

To empower and develop Clubs, connecting them to each other and the world of Rotary.

Vision 2020

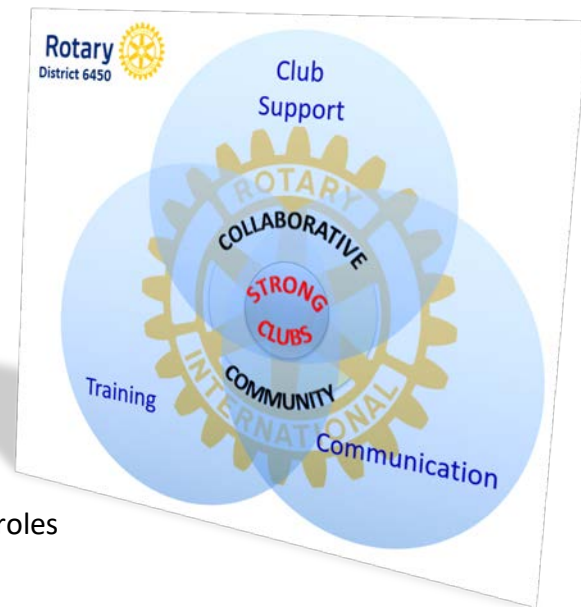
Strong clubs of inspired, effective leaders committed to growth through collaboration, innovation and diversity.

Goals

CLUB SUPPORT: To promote collaborative community among clubs, within the District, and with the greater world of Rotary.

TRAINING: To prepare Rotarians to fulfill Club and District Leadership roles resulting in personal growth that adds value beyond Rotary.

COMMUNICATION: To ensure the District, Clubs and members have access to, use, and share relevant information.



Strategies

- Ensure continuity each year among district leadership.
- Ensure activities, programs, policies and procedures both promote and adhere to the 4 Way Test and Core Values of Rotary: Service, Fellowship, Diversity, Integrity and Leadership.
- Actively seek and leverage the time, talent and treasure of District Rotarians.
- Align District infrastructure to be relevant to meeting the diverse needs of the Clubs.
- Foster annual planning in budgets, calendars, Club goals and District activities that yield support of Clubs.
- Seek and coordinate consistent messaging internally and externally so that Clubs and the district increase, build and promote an image of Rotary throughout our communities.
- Actively seek Rotary activities to attract diverse new members.
- Encourage the use of resources available from Rotary International, other Districts and our district clubs to engage Rotarians and increase retention.
- Ascertain and build on the skills and strengths of District Rotarians through Rotary experiences and leadership development training.
- Actively promote 100% participation of all Clubs and their members in contributing to The Rotary Foundation (TRF).
- Design, deliver and continually improve district provided service to member Clubs.
- Ensure President Elect's and/or President Nominee's are empowered to promote District and RI events and opportunities.
- Build pride in "The Birthplace of Rotary" and partner with Rotary Global History Fellowship, other Districts and RI to embrace that heritage.

Build/Strengthen Clubs – 2017-2020

Rotary International District 6450 Inc.

401 William Street, P.O. Box 5290 River Forest, IL 60305-5290 (312) 857-6450 A Virtual Office

Rotary International District 6450, Inc.

www.rotary6450.org

PETS, March 2019

DISTRICT WEBSITE SYSTEM PROTOCOLS

*EVERY CLUB in the DISTRICT has a Web Presence with the District
Sponsor Web Program at no extra monthly cost*

Introduction

RI District 6450 has contracted with Club Express to provide an enterprise web presence for both the district and all member clubs. The Club Express system, once fully implemented, will enable a sharing among all clubs in the district of the member data base and a general look and feel of solidarity i.e. branding that will produce greater efficiencies in inter and intra club communications, event promotion and management, member training and development, member prospecting, recruitment and enrollment as well as streamline operations both at the district level and for member clubs relative to tracking member directory information, attendance, project management, donations and more. This is accomplished through Club Express' enterprise software development and yet enables and respects the autonomy of member clubs.

Overview – how this can benefit your club Sign up for the training

The advantage of ClubExpress is that if your club chose to join the district system the district will actually pay the monthly fees as a service to member clubs. In other words, a fully usable, robust website at no cost to the club.

Member clubs then agree to two basic collaborative principles:

1. Use a 'template' for site design that enables the district to have a small presence on your club's web site. By doing so your members then will receive less emails from the district since some of the key 'news' would be available at your own web site.
2. That your club would maintain its membership roster within your new website and that the district would be able to view the member database of your club. The advantage here is several fold.
 - A) you'd update your roster and simultaneously the district would be updated, no longer requiring additional paperwork/communication;
 - b) if members of your club wish to register/enroll in a district event i.e. ball game, district conference, etc. they would already be in the 'shared data base' as a member of your club and would login to your site or the districts and have the same directory information follow them, thus they are able to register for both club and district events with the same login profile and securely stored credit card, etc. making registration an easier task for your members.

This is not a requirement for your club, but instead provides significant benefit in three ways.

The first is if your club has difficulty maintaining or updating your own website. At the club level, you will need to update speakers, membership and events, but the many built in modules of the system helps to make it a much easier task. The second benefit will be the link to the district which will greatly smooth the information flow and ease member use for district events.

DISTRICT WEBSITE SYSTEM PROTOCOLS

What the district will do and provide for member clubs

- District 6450 will pay the monthly fees to Club Express for all member club use and access.
- Will provide a series of trainings in the initial year to help member clubs manage their web presence
- Will maintain a robust, current, web presence at the district level that enhances club and member experiences in communications, learning, new member development/referrals, etc.
- Will annually provide trainings for incoming club web / communications directors
- Financial information on member clubs and individual members will remain secure and that of the clubs and unavailable to district officers and directors
- Will treat club directory information as confidential
- Will develop a member recruitment presence that enables both promotion and referrals for joining member clubs
- Will develop online learning experiences and content to increase member understanding of Rotary locally, regionally and throughout the movement internationally
- Will monitor the development and use of member club web presences to determine trends, identification of new ideas for web use and development
- Through Club Express will provide direct member support for use / login to individual member club web presence and/or district presence

What member clubs agree to

1. If a club currently has a club Internet domain, it will continue to maintain that domain ownership, however that domain will be transferred to Club Express for registration purposes. If the club does not have an Internet domain, one will be provided through the District/Club Express program.
2. Each club will use the same Internet 'template', yet will have their own look except that there will be occasional requirements on content that will be controlled by the District. Currently this includes: Three Specified Links under the mast head on all club web sites: Rotary International District 6450, Rotary International and New Member Interest
3. Member clubs will give the officers and directors of RI District 6450 access to their directories to enhance District, Rotary International and Club reporting and communications.
4. Graphics / Art work required for member club only use will be the responsibility of the member club. It is advised to follow the branding guidelines of Rotary International.

Should you have any questions or comments regarding the program, please contact us at news@rotary6450.net.



UNDERSTANDING ROTARY INTERNATIONAL & DISTRICT DUES and FEES

Definitions:

- **Member** – A Rotarian is a member of a local club. Members do not hold membership in Rotary International or District 6450.
- **Clubs** – A Rotary Club must be chartered by Rotary International. Clubs (not individual members of clubs) are the members of Rotary International and District 6450.
- **Rotary International** – Is a Federation of approximately 33,000 Rotary Clubs throughout the world; whose purpose and focus is to support local Rotary Clubs.
- **Districts** – Represent Rotary International and provide training and support through its Governor and District Board to help develop and strengthen clubs.

ROTARY INTERNATIONAL DUES and FEES

- A club pays to RI dues on a Per Capita basis at \$34 per active member in both July and January of each Rotary year – or \$68 per year. RI dues are pro rated for those members that begin or end in the intervening months between invoicing. Invoicing is based upon how many members are in the Rotary International member data base, maintained by each club at www.rotary.org, MY ROTARY, ADMINISTRATION, MEMBERSHIP. The membership counts for each invoice are based upon June 30th and December 31st.
- Magazine subscriptions are mandatory for all US Active Rotarians at \$6.00 Per Capita for both July and January invoices, or \$12 per year.
- In July of each year clubs pay a Per Capita rate of \$1.00 to cover the costs of the Council on Legislation.
- In July each year clubs pay a Per Capital rate of \$0.45 for Directors & Officers Insurance and \$3.33 (may vary from year to year) for General Liability Insurance. Definitions of Rotary's insurance program are at www.rotary.org.

ROTARY INTERNATIONAL DISTRICT 6450 DUES and FEES

- A club pays District dues on a Per Capita basis at \$26.00 per active member in both August and February of each Rotary year – or \$52.00 per year. District dues are not prorated. The amount for the club is based upon the number of members registered by a Club with Rotary International each June 30th and December 31st.
- Clubs pay a Training Fee to the district at \$6.00 per active member in both August and February – or \$12 per year. This global fee covers the vast majority of all trainings sponsored by the district annually, except for the District Conference and President Elect Training. Normally there will not be additional costs to club members unless extensive food and beverage service is included in the training. The fee covers registration, meals and lodging.
- Clubs pay a fee for the President Elect to be trained at Upper Midwest PETS. The cost is \$650 per year, paid semi-annually at \$325 each August and February.
- Clubs pay a fee for the President Elect (or other club assigned member) to attend the Annual District Conference. This fee is currently at \$675, paid semi-annually at \$337.50 each August and February. The fee covers registration, meals and lodging.

UNDERSTANDING ROTARY INTERNATIONAL & DISTRICT DUES and FEES

When a club budgets for the year and sets member dues to collect, the club will need to include its expenses for general operations: Pins, Banners, bookkeeping, bank fees, credit card fees, printing, postage, etc.

For a club of 30 members, the anticipated dues paid by the club to RI and the District is \$191.83 per capita, before adding your own club costs for operations. Note: budgets for 2019/20 have yet to be set, thus these are estimates.

2020 WORKSHEET FOR CLUB BUDGETING MEMBER DUES AND FEES: (Per Active Member)

Paid to Others

ITEM	COST per Member	NOTES or DESCRIPTION
RI Dues	\$68.00	
Magazine – The Rotarian	12.00	
Council on Legislation	1.00	
Directors and Officers Insurance	.33	
General Liability Insurance	3.33	
District Dues	52.00	
District Training Fee	12.00	
Annual District Conference		\$675.00 divided by projected members
PETS – President Elect Training		\$650 divided by projected members
TOTAL PAID TO OTHERS	\$	

For Club Annual Expenses

ITEM	Annual Budget	COST per Member	NOTES or DESCRIPTION
Printing & Promotion			
Postage			
Club Supplies: Pins, Banners			
Bank and Credit Card Fees			
Bookkeeping or other contract labor			
Minimum Annual Contribution to the Rotary Foundation			
Annual Pre-Paid Meals & Events			
Miscellaneous:			
TOTAL CLUB ANNUAL EXPENSES			

PER MEMBER ANNUAL DUES	\$
-------------------------------	-----------

Rotary International

U.S. Rotary Clubs and Districts Liability Insurance Program

Insurance Policy Summaries

Risk Management
July 2018

Table of Contents

<u>General Liability Policy Summary</u>	Page 2
<u>Directors' & Officers' / Employment Practices Liability Summary</u>	Page 7

U.S. Rotary Clubs and Districts Liability Insurance Program

PROGRAM POLICY SUMMARIES

GENERAL LIABILITY POLICY SUMMARY

The U.S. Rotary Clubs and Districts Liability Insurance Program ("Program") provides general liability insurance coverage to all active U.S. Rotary clubs and districts for their liability arising out of bodily injury and property damage to a third party, subject to policy terms and conditions. Below is an overview of the general liability insurance provided by the Program.

Note: *All Rotarians and club and district volunteers are expected to have their own personal health, auto liability, and property insurance.*

INSURANCE QUESTIONS

If you have questions, please contact:

Gallagher Insurance Broker

Phone: (833) 3ROTARY or (833) 376-8279

Email: rotary@ajg.com

INSURANCE ASSESSMENTS

Annual assessments are charged to all insured U.S. Rotary clubs through the July Club Invoice. Insurance Assessments fund the \$250,000 self-insured retention and cost of commercial primary and excess insurance premiums. The cost of insurance depends, among other factors, on claim experience. It is important to make safety a priority when conducting all activities and events to prevent or minimize claims.

HOW TO GET A CERTIFICATE OF INSURANCE

To get a certificate of insurance, please visit the **Quick Links** section of **Gallagher Insight**, the website set up for U.S. Rotarians. If you need an Additional Insured endorsement, please email a copy of the contract or permit application requiring the Additional Insured endorsement to Gallagher at (rotary@ajg.com).

LIMITS

\$ 250,000	Self-Insured Retention (<i>All claims are paid by U.S. Rotarians through insurance assessments</i>)
\$ 2,000,000	Per occurrence for general liability (primary commercial layer)
\$ 2,000,000	Non-owned and rented auto liability (excess of personal auto liability insurance)
\$ 500,000	Per premises for damage to rented premises
\$ 5,000	Medical expense for third parties – not Rotarians. No coverage is provided if injury sustained while participating in an athletic event such as a bicycle ride or golf tournament. Because the \$5,000 falls within the \$250,000 self-insured retention medical payments are not shown on a certificate of insurance.
\$ 5,000,000	Per occurrence excess liability

Rotary International purchases additional limits for catastrophic losses.

COVERAGE TERRITORY

The general liability insurance policy provides coverage for claims that occur in the U.S., its territories and possessions, and Canada. Limited coverage is available for claims that occur worldwide, if the claim is brought or lawsuit is filed in the U.S., its territories and possessions, or Canada. For an e-club chartered in the U.S. coverage is provided to club members while acting within the course and scope of their roles for the entities included in the Named Insured entities (see below).

U.S. Rotary Clubs and Districts Liability Insurance Program

PROGRAM POLICY SUMMARIES

NAMED INSURED ENTITIES

These active Rotary organizations in the U.S. and its territories and possessions are named insureds under the Program:

- Rotary clubs (including newly chartered Rotary clubs)
- Rotary districts
- Rotary club foundations*
- Rotary district foundations*
- Interact clubs
- Rotaract clubs
- Rotary Community Corps
- Certified youth exchange organizations (certified by Rotary International)
- Rotary Youth Leadership Awards (RYLA)
- President-elect training seminar organizations (including multi-district organizations)

Insureds include members, employees, and volunteers of these organizations while acting within the course and scope of their roles for the above organizations.

* The following criteria are considered when confirming a U.S. Rotary club foundation or district foundation is covered as a named insured under the Program:

- Foundation was created by a formal decision of a Rotary club or district;
- All of its principals, officers, and board members are dues-paying Rotary club members, other than honorary members;
- The Rotary club or district that created the foundation should have the sole authority to name or remove foundation board members;
- The foundation is income tax-exempt under section 501(c)(3) of the Internal Revenue Code;
- The foundation operates with the sole purpose of supporting the goals of the Rotary club or district through fundraising and contributions to nonprofit organizations and/or individuals in need.

ENTITIES NOT INSURED

Below are some of the organizations that are not insured under the Program:

- Provisional Rotary clubs
- Fellowship organizations
- Rotary Action Groups
- Inner Wheel organizations
- Gift of Life organizations
- Youthact
- Earlyact or similar organizations
- Youth exchange organizations not certified by Rotary International
- Other entities created by Insureds (other than the organizations listed under Named Insured Entities).

However, clubs and districts are covered for their vicarious liability for general liability claims arising from these organizations. Vicarious liability occurs when there are allegations of liability for the negligent actions of another organization, without direct responsibility for the injury or damage

U.S. Rotary Clubs and Districts Liability Insurance Program

PROGRAM POLICY SUMMARIES

NOTABLE COVERAGES

The Program also includes:

- **Liquor Liability** for damages to a third party arising from the selling, serving or furnishing of alcoholic beverages. Coverage is included for a club/district that is selling, serving, or furnishing alcoholic beverages.
- **Non-Owned/Rented Auto Liability** for the use of hired, leased, borrowed, or non-owned autos. This excess coverage is intended for insured entities only and does not extend to individual automobile owners.
 - If the Rotary club/district owns an auto, it must be separately insured by the club/district.
 - There is no comprehensive or collision coverage for **damage** to any auto operated by the club/district.

Note: The coverage territory for non-owned/hired auto liability coverage is limited to only the U.S., its territories and possessions, and Canada.

EVENTS WITH ATTENDANCE EXCEEDING 25,000

Rotary clubs that organize events exceeding 25,000 attendees over the entire event period are required to:

- Report such events to insurance@rotary.org
- Purchase primary general/special events liability (including liquor liability if applicable) insurance with a minimum limit of \$1 million per occurrence/\$2 million aggregate
- Send Risk Management a copy of the policy or a certificate of insurance evidencing the coverage purchased
- The Program provides excess coverage above this required policy.

INCIDENT REPORTING

Please immediately report all incidents and/or losses to Risk Management. Insurance coverage will be jeopardized if you voluntarily promise insurance coverage, make payments, or assume any financial obligation, other than providing first-aid, without the insurance company's consent. The Incident Report form is on *Gallagher Insight* and can be submitted to Risk Management by email to claims@rotary.org or by fax to (847) 556-2147. An Incident Report is notice of an occurrence/loss that may or may not lead to a compensable claim.

EXCLUSIONS

Some of the notable exclusions listed in the General Liability Insurance Policy are below. If separate insurance is needed, please contact a local insurance professional. Refer to the Loss Prevention Strategies under Quick Links on *Gallagher Insight* for additional information on a particular topic.

Exclusion	Comments
Aircraft or Automobile Liability. Bodily injury or property damage arising from the ownership, maintenance, use or entrustment to others of any owned aircraft or automobile. Use includes loading and unloading. This exclusion also applies to allegations of negligence or other wrongdoing in the supervision, hiring, employment, training, or monitoring of others.	If your club/district owns an automobile or aircraft coverage for the automobile or aircraft must be purchased by the club/district. Consider obtaining non-owned aviation liability insurance if your club/district organizes an event with an aircraft it does not own.

U.S. Rotary Clubs and Districts Liability Insurance Program

PROGRAM POLICY SUMMARIES

<p>Athletic Activities. Medical expense payments coverage for bodily injury to a person injured while practicing, instructing, or participating in any physical exercises or games, sports, or athletic contests is not provided, unless there is legal liability resulting from the negligence of your club/district.</p>	<p>Have all participants sign a release. Your club/district could also purchase an accident policy for participants.</p>
<p>Criminal Acts or Expected or Intended Injury</p>	
<p>Fireworks (Pyrotechnics). Bodily injury or property damage arising from the transportation, delivery, storage, set-up, detonation, takedown, or clean-up of fireworks by an insured or additional insured is excluded. However, this exclusion does not apply to an insured's vicarious liability arising from the transportation, delivery, storage, set-up, detonation, takedown, or clean-up of fireworks by a third party, provided the third party is not a pyrotechnics company or other company hired by Rotary club to detonate fireworks.</p>	<p>Your Rotary club should not sign the agreement with the pyrotechnic firm; it should be entered into and signed by another organization or municipality. The pyrotechnic firm should carry a limit of \$5M and name your club as an additional insured. If your club does sign the agreement with the pyrotechnic firm, your club should purchase a primary stand-alone policy with a limit of \$5M-\$10M.</p>
<p>Infringement of Copyright, Patent, Trademark or Trade Secret. Personal or advertising injury arising out of the infringement of copyright, patent, trademark, trade secret or other intellectual property rights.</p>	<p>Consider purchasing media liability insurance if your club/district has a significant multimedia exposure. If your club hires a media professional to prepare brochures, flyers or a website, require that the media professional carry media liability coverage.</p>
<p>Mobile Equipment. Bodily injury or property damage arising out of (1) transportation of mobile equipment by an auto owned or operated by or rented or loaned to any insured or (2) the use of mobile equipment in, or while in practice for, or while being prepared for, any prearranged racing, speeding, demolition, or stunting activity (go-carts, demolition derbies, coaster races, snowmobile races, monster truck events, lawnmower races, etc.).</p>	
<p>Money or Currency Losses. This includes theft by a Rotarian or others.</p>	<p>Consider purchasing crime insurance (aka fidelity bond, or employee dishonesty bond) if your club/district desires coverage for theft of its funds. Include coverage for your club/district's foundation if applicable.</p>
<p>Privacy or Security Breach. Injury arising from breach of personally identifiable information, protected health information, or payment card information.</p>	<p>Consider purchasing cyber or data protection insurance if your club/district has a significant exposure.</p>

U.S. Rotary Clubs and Districts Liability Insurance Program

PROGRAM POLICY SUMMARIES

<p>Professional Services. Rendering of or failure to render any professional services. A professional service is one arising out of an occupation involving specialized knowledge, labor, or skill. Examples: doctors, dentists, auditors, accountants, architects, or engineers.</p>	<p>Consider purchasing the appropriate professional liability or errors and omissions liability insurance coverage if your club/district has a professional exposure. Require any professional contracted with to provide evidence of their professional liability coverage.</p>
<p>Property. Damage to property of any kind (whether leased, borrowed, or owned) while in the insured's care, custody or control.</p>	<p>Consider obtaining property insurance if your club/district desires insurance for its property.</p>
<p>Rotarian Bodily Injury/Illness. All Rotarians and volunteers are expected to have their own health insurance. The Program provides third party liability, not first-party (Rotarian) health insurance.</p>	<p>Consider purchasing accident coverage or travel insurance for accidental injury or illness for those serving abroad.</p>
<p>Watercraft Liability. Liability from any owned watercraft or the use of non-owned watercraft 51 feet or greater in size.</p>	<p>If your club/district owns a watercraft or operates non-owned watercraft greater than 51 feet, consider purchasing appropriate watercraft liability insurance.</p>
<p>Workers Compensation and Similar Laws. Any obligation of the insured under workers' compensation, disability benefits, or unemployment compensation laws.</p>	<p>Obtain workers' compensation insurance with employer's liability coverage if your Club/District is an employer or uses an independent contractor that could be considered an employee by statute. Your Club must comply with statutory regulations.</p>
<p>Youth Exchange Programs. Those not certified by Rotary International.</p>	<p>Only Certified Youth Exchange Programs are included in the named insured.</p>

Note: Please review the insurance policy posted on *Gallagher Insight* for more information about the terms and conditions of coverage.

U.S. Rotary Clubs and Districts Liability Insurance Program

PROGRAM POLICY SUMMARIES

DIRECTORS' & OFFICERS / EMPLOYMENT PRACTICES LIABILITY POLICY

SUMMARY

The U.S. Rotary Clubs and Districts Liability Insurance Program ("Program") provides directors & officers/employment practices liability (D&O/EPL) insurance to active U.S. Rotary clubs and districts. Below is an overview of the D&O/EPL insurance provided by the Program.

Directors & Officers Liability (D&O) insurance provides coverage for claims made against club/district directors and officers that result from their activities, such as managing financial affairs and establishing policies. Please see the definition of D&O Claim on page 3.

Employment Practices Liability (EPL) insurance provides coverage for claims arising out of club/district employment related practices. Please see the definition of Employment Practices Claim on page 11.

Note: Rotary club members are added to the definition of an employee.

INSURANCE QUESTIONS

If you have questions, please contact:

Gallagher Insurance Broker

Phone: (833) 3ROTARY or (833) 376-8279

Email: rotary@ajg.com

INCIDENT REPORTING

Please immediately report all incidents to Risk Management by email to claims@rotary.org or by fax (847) 556-2147.

INSURANCE ASSESSMENTS

All active Rotary clubs and districts in the U.S. and its territories and possessions participate in the Program. Insurance Assessments fund the \$25,000 self-insured retention and cost of commercial primary and excess insurance premiums. The cost of insurance depends, among other factors, on claim experience. When claims expenses increase, so do the insurance assessments.

LIMITS

\$ 25,000	Retention (<i>All claims are paid by U.S. Rotarians through the insurance assessments</i>)
\$ 2,000,000	per Claim
\$ 20,000,000	Aggregate

COVERAGE TERRITORY

Worldwide, where legally permissible.

NAMED INSURED ENTITIES

These active Rotary organizations in the U.S. and its territories and possessions are named insured under the Program:

- Rotary Clubs (including newly chartered Rotary clubs)
- Rotary districts
- Rotary club foundations*

U.S. Rotary Clubs and Districts Liability Insurance Program

PROGRAM POLICY SUMMARIES

- Rotary district foundations*
- Interact clubs
- Rotaract clubs
- Rotary Community Corps
- Certified youth exchange organizations (certified by Rotary International)
- RYLA (Rotary Youth Leadership Awards)
- President-elect training seminar organizations (including multi-district organizations)
- Other Rotary organizations as on file with the Rotary International Risk Manager

Insureds include any past, present, or future director, trustee, officer, employee or volunteer of the Named Insured Entities when acting within the course and scope of their duties on behalf of a Rotary club or district.

* The following criteria are considered when confirming a U.S. Rotary club foundation or district foundation is covered as a named insured under the Program:

- Foundation was created by a formal decision of a Rotary club or district;
- All of its principals, officers, and board members are dues-paying Rotary club members, other than honorary members;
- The Rotary club or district that created the foundation should have the sole authority to name or remove foundation board members;
- Is income tax-exempt under section 501(c)(3) of the Internal Revenue Code;
- Operate with the sole purpose of supporting the goals of the Rotary club or district through fundraising and contributions to nonprofit organizations and/or individuals in need.

ENTITIES NOT INSURED

Below are some of the organizations that are not insured under the Program:

- Provisional Rotary clubs
- Fellowship organizations
- Rotary Action Groups
- Inner Wheel organizations
- Gift of Life organizations
- Youthact, Earlyact or similar organizations
- Youth exchange organizations not certified by Rotary International
- Other entities created by insureds (other than the organizations listed under Named Insured Entities)

DEFINITIONS

See the D&O/EPL policies for a complete list of definitions.

D&O Claim

Includes any of the following actions against any Insured for a Wrongful Act:

- A written demand for monetary or non-monetary or injunctive relief commenced by the Insured's receipt of such demand, including written demand that the Insured toll or waive a statute of limitations
- A civil proceeding commenced by the service of a complaint or similar pleading
- An administrative or regulatory proceeding commenced by the filing of a notice of charges or similar document
- A civil, criminal, administrative or regulatory investigation commenced by the service upon or other receipt by the Insured Person of a target letter or other written notice from the investigating authority identifying by name the Insured Person as an individual against whom a proceeding may be commenced

U.S. Rotary Clubs and Districts Liability Insurance Program

PROGRAM POLICY SUMMARIES

- An official request for the extradition or the execution of a warrant for the arrest of any Insured Person where such execution is an element of extradition
- An arbitration or mediation proceeding against any Insured.

Employment Practices Claim

A claim brought and maintained against an Insured for any Wrongful Act in connection with any actual or alleged:

- Breach of any express or implied employment contract
- Violation of any law or public policy concerning discrimination in employment whether based upon race, national origin, religion, sex, age, sexual preference, marital status, disability, medical leave or genetic predisposition
- Employment-related events including without limitation wrongful termination, failure or refusal to hire or promote; wrongful discipline; wrongful reference, deprivation of career opportunity, demotion or adverse change in terms, conditions or status of employment; wrongful failure to grant tenure; humiliation; retaliation for asserting a legal right; workplace harassment; negligent hiring, retention, supervision, training or performance evaluation; and employment-related misinterpretation, defamation, invasion of privacy or infliction of emotional distress.

Insureds:

Any one or more Insured Persons and the Named Insured Entity.

Insured Persons:

Any one or more past, present or future director, trustee, governor, manager, officer, employee (club members and volunteers are included in the definition of an employee), or member of duly constituted committee or board of the Named Insured Entity.

Wrongful Act:

Any error, misstatement, misleading statement, act, omission, neglect, or breach of duty actually or allegedly committed or attempted by any of the Insured Persons, individually or otherwise, in their capacity as such, or by the Named Insured Entity; or any matter claimed against them solely by reason of their serving in such capacity for the Named Insured Entity.

EXCLUSIONS

See the D&O/EPL policies for a complete list of exclusions.

- Losses brought or maintained by or on behalf of the Named Insured Entity or any Insured Person in any capacity
- Any deliberately fraudulent act or omission or any willful violation of any statute or regulation committed by such Insured, if a judgment or other final adjudication adverse to such Insured establishes such a deliberately fraudulent act or omission or willful violation
- Losses arising out of, or attributable to such Insured gaining in fact any personal profit, remuneration or advantage to which such Insured was not legally entitled
- Losses arising out of a circumstance or situation which has been the subject of any written notice given under previous D&O/EPL insurance policies
- Losses arising from service by an Insured Person in any position or capacity in another organization, even if the Named Insured Entity requested an Insured Person to serve in another position or capacity
- An alleged infringement of copyright, patent, trademark, trade name, trade dress or service mark or misappropriation of ideas or trade secrets

U.S. Rotary Clubs and Districts Liability Insurance Program

PROGRAM POLICY SUMMARIES

- Losses arising out of rendering or failing to render any service to a customer or client or any fee or other compensation actually or allegedly paid or payable for such services.
- Losses based upon, arising out of, or attributable to any bodily injury, mental anguish, or property damage including loss of use thereof.
- For claims against the entity, losses for any actual or alleged liability of that entity under any written contract or agreement, except to the extent the entity would have been liable in the absence of the contract.
- Losses from an actual or alleged violation of employment related laws, except for actual or alleged retaliatory treatment of the claimant because of their exercise of their rights under those laws.

Note: Please review the insurance policy posted on **Gallagher Insight**, the website set up for U.S. Rotarians, for more information about the terms and conditions of coverage.

HOTLINE

The insurance company offers telephone consultation services with attorneys to assist in employment and discrimination related issues. The toll free number is (866) 758-6874.

HR CARE SERVICES

HR Care is an online website that provides resources on employment related matters. Please visit www.hrcare.com/zurich

Username: zurichus **Password:** racecar

Note: Make sure to read and check the "Accept Terms" box.

I went to look at the website to see if the password still worked but couldn't see where to sign in

U.S. Rotary Clubs and Districts Liability Insurance Program

PROGRAM OVERVIEW

Active U.S. Rotary clubs are automatically insured by the U.S. Clubs & Districts Liability Insurance Program and pay for this insurance on the July Club Invoice.

1 • Policy Limits & Coverage Description

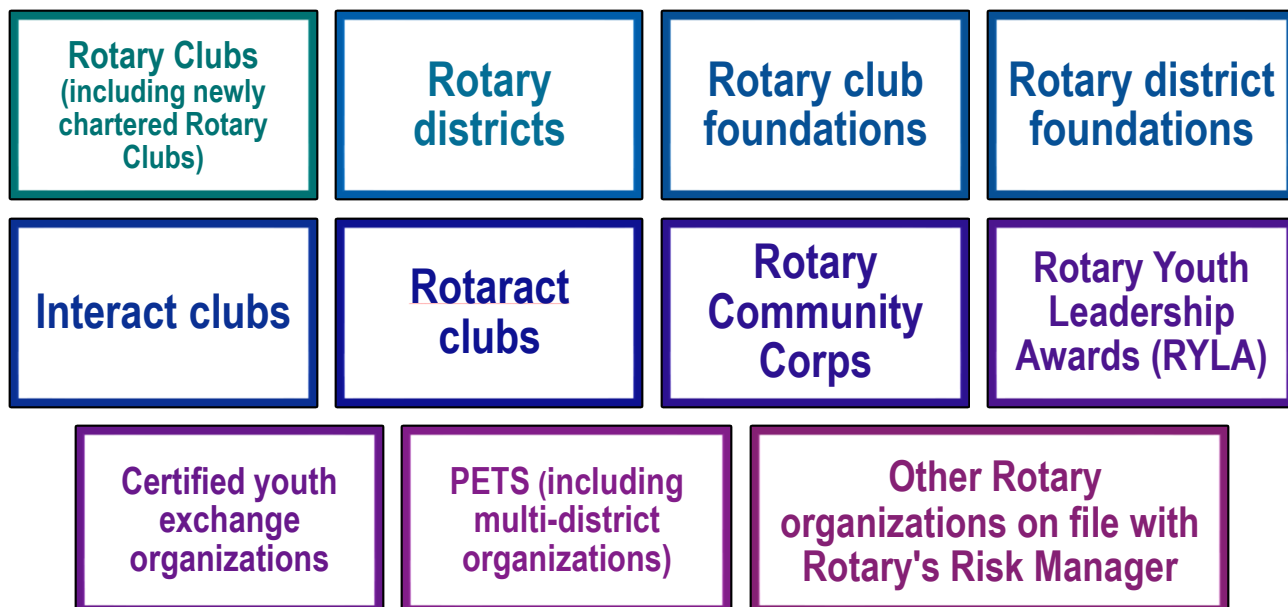
Insurance	Per Claim Maximum*	Retention**	Description
General Liability (GL)	\$7,250,000	\$250,000	<p>GL protects clubs/districts against liability claims for bodily injury to a third party and damage to a third party's property.</p> <ul style="list-style-type: none"> This insurance is for events, fundraisers, other activities. Includes Liquor Liability and Non-Owned/Rented Auto Liability coverage.
Directors' & Officers' / Employment Practices Liability (D&O / EPL)	\$2,025,000	\$25,000	<p>D&O is for claims made against club/district directors and officers that result from their activities, such as managing financial affairs and establishing policies.</p> <p>EPL is for claims arising out of club/district employment practices. Can apply to some liability claims from membership issues.</p>

*Includes retention limit. Additionally, Rotary's Risk Management purchases additional limits for catastrophic events.

**The cost of defending and settling claims within the retention is included in the insurance assessments collected from U.S. Rotarians through July Invoice.

2 • Who is Insured?

These active Rotary club and district organizations are Named Insureds:



U.S. Rotary Clubs and Districts Liability Insurance Program

PROGRAM OVERVIEW

3

• Insurance and Contact Information

To review the insurance policies, summaries, loss prevention strategies, and **obtain a certificate of insurance**, visit Gallagher Insight at: <https://insight.ajg.com>

Username

rotary@ajg.com

Password

rotarian1

Note: Gallagher Insight is for U.S. Rotary club/district use only. Please feel free to share this information with those in your club, but avoid posting it in places (including unsecure club websites) where it is easily accessible by outside parties.

For any questions, contact

- Gallagher at 1-833-3ROTARY (833-376-8279) or
- RI Risk Management at insurance@rotary.org

4

• Documents Found on Gallagher Insight

Certificate of Insurance

Loss Prevention Topics

- Athletic Events
- Contract Best Practices
- Serving Alcohol at Events
- Use of Golf Carts

Incident Report Form

Insurance Policy Documents

- Insurance Program Overview
- General Liability Insurance Summary
- Directors & Officers Insurance Summary
- FAQ

5

• Report All Incidents Immediately

Please immediately report all incidents and/or losses to Risk Management. Insurance coverage will be jeopardized if you voluntarily promise insurance coverage, make payments, or assume any financial obligation, other than providing first-aid, without the insurance company's consent.

An Incident Report is notice of an occurrence/loss that may or may not lead to a compensable claim; the Incident Report form is on the Insurance Information Portal.

Submit the Incident Report form to Risk Management by email to claims@rotary.org or by fax to (847) 556-2147.

Certificate of Insurance Instructions



CERTIFICATE OF LIABILITY

1. Enter today's Date.

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Arthur J. Gallagher Risk Management Services, Inc.
2850 Golf Road
Rolling Meadows IL 60008

CONTACT NAME: Ali Sulita
PHONE: Ext: 1-833-3ROTARY
FAX: 630-285-4062
E-MAIL: rotary@aig.com

2. Enter your Rotary Club Name or District #

INSURED
All Active US Rotary Clubs & Districts
ATTN: Risk Management Dept.
1560 Sherman Ave.
Evanston, IL 60201-3698

INSURER(S) AFFORDING COVERAGE
Lexington Insurance Company
NAIC # 19437

4. Select "Print" from your tool bar or "Save As:" to save to your computer.

5. Save a copy for your records.

COVERAGES CERTIFICATE NUMBER: 899307649 REVISION

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT, THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Liquor Liability Included GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:			015375594	7/1/2017	7/1/2018	EACH OCCURRENCE \$2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$500,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$2,000,000 GENERAL AGGREGATE \$4,000,000 PRODUCTS - COMP/OP AGG \$4,000,000 \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			015375594	7/1/2017	7/1/2018	COMBINED SINGLE LIMIT (Ea accident) \$2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB EXCESS LIAB DED RETENTION \$			NOT APPLICABLE			EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/ MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	NOT APPLICABLE			PER STATUTE OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The Certificate holder is included as additional insured where required by written contract or permit subject to the terms and conditions of the general liability policy, but only to the extent bodily injury or property damage is caused in whole or in part by the acts or omissions of the insured.

Additional insured wording is standard.

CERTIFICATE HOLDER

CANCELLATION

3. Enter:
Certificate Holder name and address - the party requesting the proof of insurance
Rotary Club Name and/or District Number
Event Description - Event Name and date(s)

MY NOTES:



Continuing Support of the District Youth Protection Policy Rotary Club Statement of Compliance

Rotary International District 6450 is committed to creating and maintaining the safest possible environment for all participants in Rotary youth activities. It is the duty of all Rotarians, Rotarian's spouses, partners, and any other volunteers to safeguard to the best of their ability the welfare of and to prevent the physical, sexual, or emotional abuse of children and young people with whom they come into contact.

Each Rotary Club is responsible to review the District 6450 Youth Protection Policy and the Reporting Guidelines to implement these guidelines in your Club Youth Activities Programs, and to complete the following statement of compliance. This statement should be signed and dated by the Club President for this coming July 1st Rotary year. This form should be completed at PETS.

The Rotary Club of _____

All clubs must have background checks done for all that will be working with youth in any activity. There is an online portal for submitting basic information for background checks. The district will pick up the cost for volunteers for RYLA and Youth Exchange and subsidize youth activities. Submit the names and email addresses to office@rotary6450.org in the District office by June 15, 2019. All background checks are valid for one year.

It should be understood by all clubs that for the annual youth exchange program we are a member of the **Central States Rotary Youth Exchange Program, Inc.** as such we adhere to the policies and procedures set forth by that organization the Central States organization is authorized by the U. S. Department of State to issue a certificate of eligibility to enable students to obtain a J-1 visa to attend high school in the U.S. for one year. This was in the Federal Register 62.25 as amended. In order to continue the program Rotary must adhere to the requirements set forth in that section. Should you have any question about this contact the District Youth Exchange Chair or visit the Central States web site: <http://www.csrye.org>.

As the 2019 - 2020 Club President for the Rotary club shown above this coming July 1, I hereby certify that we will operate our program in accordance with District 6450 & Rotary International policy. This form must be completed each year by the incoming president for each club; it is only valid during that year.

Club President _____ / _____ / _____
Print Name Sign Name Date

Address: _____

Phone: _____ Email: _____

Please list here your club youth activities chair, if known: _____

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

Rotary International District 6450, Inc. P.O. Box 5290 River Forest, IL 60305-5290
(312) 857-6450 A Virtual Office - Please leave your name, number & reason for the call.
office@rotary6450.org
www.rotary6450.org

Club President Responsibilities and Best Practices

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

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

MY NOTES:



ROTARY CONNECTS THE WORLD

Rotary is built on connection. When Paul Harris came to Chicago as a young lawyer, he formed Rotary for one compelling reason: to help him connect to others in a new city. More than a century later, we have at our disposal countless ways to form friendships and networks, most of which Paul Harris never dreamed. Yet Rotary’s ability to connect us remains unique — and unrivaled.

Through its distinct mission and structure, Rotary International provides a way to connect to our communities, to network professionally, and to build strong and lasting relationships. Our membership connects us to a global community through our countless projects and programs, our leadership in polio eradication, and our work with and through the United Nations. Our service connects us to people who share our values, who want to take action for a better world; it connects us to people we would never otherwise meet, who are more like us than we could have imagined; and it connects us to people who need our help, allowing us to change lives in communities around the world.

As a new decade begins, we are shaping Rotary’s future. In 2019-2020, Rotary will implement its new strategic plan, respond to the innovation of the Council on Legislation, and serve in our revitalized areas of focus. But the real work of shaping Rotary’s future lies in our clubs, where our organization must do the most to adapt to today’s changing realities.

While the club remains the core of the Rotary experience, we are now far more creative and flexible in deciding what a club can be, how it can meet, and even what can be considered a Rotary meeting. We need to be organized, strategic, and innovative in how we approach membership, forging wider and deeper connections to our communities and forming new club models to attract and engage more — and more diverse — members.

Rotary is indeed a family. Yet too often, the structure of membership or the demands of leadership seem to place Rotary out of reach for today’s younger professionals. Rotary can and should be an experience that complements our families instead of competing with them. When our Rotary clubs are warm, welcoming places where service and family go hand in hand, we give family-oriented young professionals the opportunity to embrace Rotary service and model positive civic engagement. And when we make the expectations of Rotary offices realistic and manageable for busy professionals, we develop the skills and networks of a new generation of Rotarians — who will become Rotary leaders.

In 2019-2020, it will be our challenge to strengthen the many ways that *Rotary Connects the World*, building the connections that allow talented, thoughtful, and generous people to unite and take meaningful action through Rotary service.

Mark Daniel Maloney
President, Rotary International, 2019-2020

PRESIDENTIAL THEME AND
ROTARY CITATION

MARK DANIEL
MALONEY

2019-20 President
Rotary International

ROTARY’S VISION:

Together, we see a world where people unite and take action to create lasting change — across the globe, in our communities, and in ourselves.



ROTARY
CONNECTS
THE WORLD



One Rotary Center
1560 Sherman Avenue
Evanston, IL 60201-3698 USA
Rotary.org



2019-2020 ROTARY CITATION
FOR ROTARY CLUBS

The **Rotary Citation** recognizes Rotary clubs that support our strategic priorities by completing certain activities. Clubs have the entire Rotary year to achieve the citation’s goals.

Rotary can automatically verify many of your club’s achievements as long as you keep your club and member information up-to-date in My Rotary. To be eligible for the Rotary Citation, clubs need to begin the year as active clubs that are in good standing and remain so throughout the year. Achievements will be compared with membership figures from 1 July 2019 and will be recognized after the 1 July 2020 numbers are final, on 15 August 2020.

UNITE PEOPLE

Achieve at least 5 of the following goals:

- Appoint an active club membership committee comprised of no less than five members and report the chair to Rotary International
- Achieve a net gain in membership
- Maintain or improve your club’s retention of current and new members:
 - Improve your club’s retention rate by 1 percentage point *or*
 - If your club’s retention rate was 90 percent or more in 2018-2019, maintain it
- Achieve a net gain in female members or members under the age of 40
- Conduct a study of your members’ occupations, and work to align your membership with the mix of businesses and professions in your community
- Sponsor or co-sponsor a new Rotary club or Rotary Community Corps
- Sponsor or co-sponsor an Interact or Rotaract club
- Host an event for Rotary alumni, and highlight Rotary’s networking opportunities
- Sponsor a Youth Exchange student or RYLA participant

TAKE ACTION

Achieve at least 5 of the following goals:

- Appoint an active club Foundation committee comprised of no less than five members and report the chair to Rotary International
- Increase the number of members involved in service projects
- Contribute at least \$100 per capita to the Annual Fund of The Rotary Foundation
- Hold an event to raise funds for, or to increase awareness of, Rotary’s work toward polio eradication
- Conduct a significant local or international service project in one of Rotary’s six areas of focus
- Post successful club projects, with details about activities, volunteer hours, and funds raised, on Rotary.org
- Continue or establish a partnership with a corporate, governmental, or nongovernmental entity and work on a project together
- Use Rotary’s brand guidelines, templates, People of Action campaign materials, and related resources
- Arrange for the club’s members to talk with the media to tell your club’s and Rotary’s story.

2019-2020 ROTARY CITATION
FOR ROTARACT CLUBS

The **Rotary Citation for Rotaract Clubs** recognizes clubs that support our strategic priorities by completing certain activities. Clubs have the entire Rotary year to achieve the citation’s goals.

To be eligible for the Rotary Citation, Rotaract clubs need to be certified by Rotary International and endorsed by the district governor before 1 July 2019. Clubs will report their achievements by submitting a nomination form by 15 August 2020.

UNITE PEOPLE

Achieve at least 3 of the following goals:

- Achieve a net gain of one member
- Have at least 50 percent of members add their skills and interests in their profiles on My Rotary
- Establish or maintain a twin club relationship
- Host an activity or event during World Rotaract Week (the anniversary of Rotaract); invite the media and tell your club’s, and Rotary’s, story
- Participate in a networking event or social activity with your sponsor Rotary club

TAKE ACTION

Achieve at least 3 of the following goals:

- Achieve an average minimum PolioPlus contribution of \$25 per member
- Hold an event to raise funds for, or to increase awareness of, Rotary’s work toward polio eradication
- Partner with your sponsor Rotary club on a significant local or international service project in one of Rotary’s six areas of focus
- Post successful club projects, with details about activities, volunteer hours, and funds raised, on Rotary.org
- Use Rotary’s brand guidelines, templates, People of Action campaign materials, and related resources

2019-2020 ROTARY CITATION
FOR INTERACT CLUBS

The **Rotary Citation for Interact Clubs** recognizes clubs that support each of our strategic priorities by completing certain activities. Clubs have the entire Rotary year to achieve the citation’s goals.

To be eligible for the Rotary Citation, Interact clubs need to be certified by Rotary International and endorsed by the district governor before 1 July 2019. Also before 1 July, an adult adviser to the club needs to provide his or her name and contact information to Rotary. Sponsor Rotary club officers or Interact club advisers will report the achievements by submitting a nomination form by 15 August 2020.

UNITE PEOPLE

Achieve at least 2 of the following goals:

- Hold a meeting that introduces members to Rotary programs for young leaders, such as RYLA and Rotary Youth Exchange
- Collaborate with your sponsor Rotary club or adviser to develop and participate in a career day or mentoring activity
- Engage with your sponsor Rotary club or adviser to connect graduating Interactors with university- or community-based Rotaract clubs
- Hold an activity during World Interact Week (the anniversary of Interact); invite the media and tell your club’s, and Rotary’s, story

TAKE ACTION

Achieve at least 3 of the following goals:

- Plan and carry out a project for Global Youth Service Day
- Hold an event to raise funds for, or to increase awareness of, Rotary’s work toward polio eradication
- Partner with your sponsor Rotary club or adviser on a significant local or international service project in one of Rotary’s six areas of focus
- Ask your sponsor club or adviser to post successful club projects, with details about activities, volunteer hours, and funds raised, on Rotary.org
- Use Rotary’s brand guidelines, templates, People of Action campaign materials, and related resources

2019-2020 ROTARY CITATION
WITH PRESIDENTIAL DISTINCTION

This year, clubs can receive the **Rotary Citation with Presidential Distinction** when they achieve the Rotary Citation plus one to three additional goals.

FOR ROTARY CLUBS

Achieve these goals **in addition to** earning the Rotary Citation to receive SILVER (1 goal), GOLD (2 goals), or PLATINUM (3 goals) distinction

- **Connect leaders.** Achieve a net gain of five or more members
- **Connect families.** Organize a family-oriented service project that connects families of your members, youth program participants, and others
- **Connect professionally.** Initiate or continue a leadership, personal, or professional development program to enhance members’ skills
- **Connect community.** Show how your club’s members are People of Action by promoting your club and its service activities on social media at least four times per month

FOR ROTARACT CLUBS

Achieve these goals **in addition to** earning the Rotary Citation to receive SILVER (1 goal), GOLD (2 goals), or PLATINUM (3 goals) distinction

- **Connect leaders.** Achieve a net gain of five or more members
- **Connect families.** Organize a family-oriented service project that connects families and friends of your members, youth program participants, and others
- **Connect professionally.** Initiate or continue a leadership, personal, or professional development program to enhance members’ skills
- **Connect community.** Show how your club’s members are People of Action by promoting your club and its service activities on social media at least four times per month

FOR INTERACT CLUBS

Achieve these goals **in addition to** earning the Rotary Citation to receive SILVER (1 goal), GOLD (2 goals), or PLATINUM (3 goals) distinction

- **Connect leaders.** Initiate or continue a leadership development program to enhance members’ skills
- **Connect families.** Organize a family-oriented service project that connects families of your members and others
- **Connect academically.** Work with your sponsor Rotary club or adviser to explore local Rotary club and other scholarship opportunities that are available to your club’s members, and present these opportunities to the club
- **Connect community.** Show how your club’s members are People of Action by submitting a video that promotes your club and its service activities to the annual Interact Video Awards

This is a listing of goals that are found in Rotary Club Central, and is meant to serve as a worksheet. This document will not be collected and your club is strongly encouraged to log on to RCC.Rotary.org to enter them in to Rotary Club Central. Please note that the Rotary Citation goals may change each Rotary Year, so they are not included in this sheet. We recommend that you use this worksheet along with your copy of the Rotary Citation Brochure when discussing your goals.

Order	Goal Name	Goal Description	Category	Type	Achievement
1	Club membership	How many total members does your club want by the end of the Rotary year?	Members & Engagement	Numeric	Count of active club members recorded in Rotary's Database
2	Service participation	How many members will participate in club service activities during the Rotary year?	Members & Engagement	Numeric	Club Reported
3	New member sponsorship	How many members will sponsor a new club member during the Rotary year?	Members & Engagement	Numeric	Club Reported
4	Rotarian Action Group participation	How many club members will be members of at least one Rotarian Action Group (RAG) during the Rotary year?	Members & Engagement	Numeric	Club Reported
5	Leadership development participation	How many members will participate in leadership development programs or activities during the Rotary year?	Members & Engagement	Numeric	Club Reported
6	District conference attendance	How many members will attend your district conference?	Members & Engagement	Numeric	Club Reported
7	Rotary Fellowship participation	How many club members will be members of a Rotary Fellowship during the Rotary year?	Members & Engagement	Numeric	Club Reported
8	District training participation	How many of your club's committee chairs will attend the district training assembly?	Members & Engagement	Numeric	Club Reported

Order	Goal Name	Goal Description	Category	Type	Achievement
1	Annual Fund contributions	How much money will be contributed to The Rotary Foundation Annual Fund by your club and its members during the Rotary year? You can select your local Rotary currency for setting your goal and viewing progress.	Rotary Foundation Giving	Monetary	Contributions to Annual Fund recorded in Rotary's Database
2	PolioPlus Fund contributions	How much money will be contributed to The Rotary Foundation PolioPlus Fund by your club and its members during the Rotary year? You can select your local Rotary currency for setting your goal and viewing progress.	Rotary Foundation Giving	Monetary	Contributions to PolioPlus Fund recorded in Rotary's Database
3	Major gifts	How many single outright donations of US\$10,000 or more will be made by individuals associated with your club during the Rotary year?	Rotary Foundation Giving	Numeric	Count of gifts of \$10,000 USD or more on a single day, recorded in Rotary's Database
4	Bequest Society members	During the Rotary year, how many individuals or couples will inform The Rotary Foundation of their plans to leave US\$10,000 or more to The Rotary Foundation through their estate?	Rotary Foundation Giving	Per capita	Count of donors that have given \$10,000 USD or more via their estate plans per Rotary Year, as recorded in Rotary's Database
5	Benefactors	During the Rotary year, how many individuals or couples will inform The Rotary Foundation of their estate plans to include the Endowment Fund as a beneficiary or will make an outright gift of US\$1,000 or more to the Endowment Fund?	Rotary Foundation Giving	Numeric	Count of donors that have included the Endowment Fund as a beneficiary in their estate plans or made a donation of \$1,000 USD or more to the Endowment Fund per Rotary Year, recorded in Rotary's Database

Order	Goal Name	Goal Description	Category	Type	Achievement
1	Service projects	How many service projects will your club complete during the Rotary year? To track and report project details, such as contributions and volunteer hours, select Service Activities in the main menu.	Service	Numeric	Club Reported

Order	Goal Name	Goal Description	Category	Type	Achievement
1	Rotaract clubs	How many new and existing Rotaract clubs will your club sponsor during the Rotary year?	Young Leaders	Numeric	Number of active Rotaract clubs sponsored by the club, as recorded in Rotary's Database
2	Interact clubs	How many new and existing Interact clubs will your club sponsor during the Rotary year?	Young Leaders	Numeric	Number of active Interact clubs sponsored by the club, as recorded in Rotary's Database
3	Inbound Youth Exchange students	How many Rotary Youth Exchange students will your club host during the Rotary year?	Young Leaders	Numeric	Club Reported
4	Outbound Youth Exchange students	How many Rotary Youth Exchange students will your club sponsor during the Rotary year?	Young Leaders	Numeric	Club Reported
5	RYLA participation	How many individuals will your club sponsor to participate in Rotary Youth Leadership Awards (RYLA) events during the Rotary year?	Young Leaders	Numeric	Club Reported

Order	Goal Name	Goal Description	Category	Type	Achievement
1	Strategic plan	Does your club have an up-to-date strategic plan?	Public Image	Yes/No	Club Reported
2	Online presence	Does your club's online presence accurately reflect its current activities?	Public Image	Yes/No	Club Reported
3	Social activities	How many social activities will your club hold outside of regular meetings during the Rotary year?	Public Image	Numeric	Club Reported
4	Update website and social media	During the Rotary year, how many times per month will your club's website or social media accounts be updated?	Public Image	Numeric	Club Reported
5	Media stories about club projects	How many media stories will cover your club's projects during the Rotary year?	Public Image	Numeric	Club Reported
6	Use of official Rotary promotional materials	Did your club use Rotary International's advertising and public service materials, such as broadcast videos, print ads, and other official materials available in the Brand Center, to promote Rotary in your community during the Rotary year?	Public Image	Yes/No	Club Reported



District 6450 – 2019-2020 District Grants Program Details

Overview

Every year, each Rotary Club in good standing within District 6450 is eligible to apply for one or more District Grants to help fund a qualified activity. These activities must support the Mission of The Rotary Foundation (TRF):

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

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

All District Grant applications and reporting will be submitted online through the website www.matchinggrants.org. The Club President-Elect can designate any Rotarian in the Club to complete the application. The District Grants Subcommittee will review all applications submitted as they are received. Acceptable applications will be collated for a District Grant application to TRF for final approval and funds distribution. At the close of each project, Clubs must complete and submit a report with appropriate receipts and documentation.

Rules

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

- To be eligible, Clubs must have completed the prior year District Grant Final Report and be current on Rotary International and District Dues and Global Grant Progress Reports.
- Clubs may apply for a maximum of the amount available, which is equivalent to 25% of the total contributions made by its members to The Rotary Foundation 3 years ago.
- Clubs must contribute funds as least equal to the amount allocated by the District, e.g., if the allocation is \$750, the Club must commit to contribute at least \$750 for a minimum total project amount of \$1,500. (Clubs may contribute more funds for a larger project.)
- If a Club does not submit its grant application(s) by the deadline, its allocated funds will no longer be available to the Club for a District Grant. The funds will be made available for use as the District Grants Subcommittee designates.

- A Club may submit more than one application. For example, if its allocation is \$3,000, the Club may submit 1 application for \$3,000, or 3 applications for \$1,000 each, or any other combination.
- Multiple Clubs may pool their funds together into a single application/project. All other rules still apply. (The lead Club will receive the funds.)
- Changes to approved applications must be approved by the District Grants Subcommittee and The Rotary Foundation in advance.
- Projects must be completed no later than May 31 of the applicable Rotary year.
- Final reports are due within 30 days of the project ending date. Failure to close the project will result in the Club not being eligible for District Grants the following year.
- Clubs may choose to designate all or a portion of their funds to use toward a Global Grant (GG). The GG must be submitted to DGS in the 2019-20 Rotary year.

What's Allowed and What's Not **

YES	Examples of Approved Projects	NO
Scholarships	Playground repairs, community children's activities	"Check-writing" to other organizations or activities primarily implemented by non-Rotary organizations
Travel for related Global Grants, Community Needs Assessments	Back Pack Programs	<u>Specified</u> Rotary promotional materials (shirts, bags, etc.)
Support of other organizations through direct Rotarian involvement	Holiday or special event meals and celebrations; holiday gifts	Rotary sponsored events or fundraisers
Vocational Training Teams	Community events	Salaries or operating expenses to other organizations
Rotary Youth Exchange	Dictionaries	Projects already completed
RYLA	Community mental health materials	Establishment of another fund - allocation must be used in same year

**contact the District Grants Chair for specific instructions related to travel prior to submission*

***For questions or details contact the District Grants Chair*

Subject to change per The Rotary Foundation Grants Terms and Conditions found at www.rotary.org

Application Process and Anticipated Timeline



1. Grants Notice:

By March 15, Presidents-Elect will receive an email notice with instructions advising that applications can be submitted online at the matchinggrants.org website. **Applications are due no later than June 1.**

2. Application Submission:

Applications must be completed online by the June 1 deadline. All required fields must be completed in order for the application to be accepted for review. **Unfortunately, we are unable to accept any applications after June 1.**

3. Committee Approval:

Individual Club applications will be consolidated and reviewed for general compliance by the District Grants Subcommittee as the grants are submitted.

4. TRF Submission & Approval:

Once all applications for 2019-2020 and all final reports for 2018-2019 are approved by the District Grants Subcommittee, the consolidated District Grant for 2019-2020 will be submitted to The Rotary Foundation.

5. Approval Letter & Checks:

Club Presidents and any other Rotarians added to the grant will be notified when the applications are approved. Checks will be sent to the Club's mailing address once funding has been received from The Rotary Foundation.

6. Implementation:

Share your good work via websites, Facebook, Twitter, Linked In, etc., using photos, video, etc. **Keep copies of ALL itemized receipts and proof of payment for electronic submission with final report.**

7. Final Reports:

Final reports are due within 30 days after completion of the project, but no later than June 15, 2020. Scanned copies of all receipts and proof of payment (cancelled checks) are required. Final reports, financial documentation and photos are submitted through the matchinggrants.org website.

MY NOTES:

District 6450
District Grant Allocations for Program Year 2019-2020

Rotary Club	Annual Fund SHARE Contributions (2016-17)	District Grant Allocation (2019-20)	Comments
District 6450	\$ 3,545	\$ 886	
Addison	\$ 290	\$ 73	
Aurora	\$ 8,815	\$ 2,204	
Aurora Sunrise	\$ 2,890	\$ 723	
Bensenville	\$ 1,015	\$ 254	
Blue Island-Crestwood	\$ 100	\$ 25	
Bolingbrook	\$ 1,750	\$ 438	
Bradley-Bourbonnais	\$ 3,595	\$ 899	
Brookfield-Riverside	\$ 1,050	\$ 263	
Channahon-Minooka	\$ 3,550	\$ 888	
Chicago	\$ 14,707	\$ 3,677	
Chicago-Far North	\$ 120	\$ 30	CLUB CLOSED
Chicago Financial District	\$ 2,098	\$ 524	
Chicago Heights-Park Forest	\$ 750	\$ 188	
Chicago Lakeview	\$ 1,863	\$ 466	
Chicagoland Lithuanians	\$ 4,320	\$ 1,080	
Chicago-Near South	\$ 1,780	\$ 445	
Chicago Norhtwest	\$ 2,100	\$ 525	
Chicago O'Hare	\$ 5,560	\$ 1,390	
Chicago Southeast	\$ 926	\$ 232	
Darien	\$ 11,069	\$ 2,767	
Downers Grove	\$ 9,100	\$ 2,275	
Elmhurst	\$ 5,225	\$ 1,306	
Hinsdale	\$ 7,360	\$ 1,840	
Hinsdale-Oak Brook Sunrise	\$ 1,408	\$ 352	CLUB CLOSED
Homewood	\$ 3,845	\$ 961	
Joliet	\$ 17,328	\$ 4,332	
Kankakee	\$ 675	\$ 169	
La Grange	\$ 11,713	\$ 2,928	
Lansing	\$ 1,500	\$ 375	CLUB CLOSED
Lemont-Homer Glen	\$ 2,000	\$ 500	
Lisle	\$ 2,750	\$ 688	
Manteno	\$ 2,884	\$ 721	
Matteson	\$ 1,130	\$ 283	
Maywood-Proviso	\$ 425	\$ 106	
Montgomery	\$ 497	\$ 124	
Moraine Valley	\$ 1,300	\$ 325	
Morris	\$ 2,884	\$ 721	
Naperville	\$ 38,233	\$ 9,558	
Naperville Downtown	\$ 4,255	\$ 1,064	
Naperville Sunrise	\$ 14,893	\$ 3,723	
New Lenox	\$ 7,936	\$ 1,984	
Norridge-Harwood Heights	\$ 50	\$ 13	

Rotary Club	Annual Fund SHARE Contributions (2016-17)	District Grant Allocation (2019-20)	Comments
Oak Brook	\$ 1,625	\$ 406	
Oak Forest	\$ 1,020	\$ 255	
Oak Lawn	\$ 2,825	\$ 706	
Oak Lawn Healthcare	\$ 1,175	\$ 294	
Oak Park-River Forest	\$ 8,020	\$ 2,005	
Orland Park	\$ 2,163	\$ 541	
Oswego	\$ 3,654	\$ 914	
Park Forest	\$ 700	\$ 175	MERGED WITH CHICAGO HEIGHTS
Plainfield	\$ 100	\$ 25	
Romeoville	\$ 782	\$ 195	
Western Springs	\$ 1,475	\$ 369	
Westmont	\$ 2,400	\$ 600	
Wilmington	\$ 100	\$ 25	
Woodridge	\$ 5,482	\$ 1,371	
TOTAL	\$ 240,804	\$ 60,201	

You're Invited

**Club Presidents-Elect of District 6450
are invited to an exclusive evening with**

RI President-Elect Mark Maloney



Monday, March 11

6:30-8:30 pm

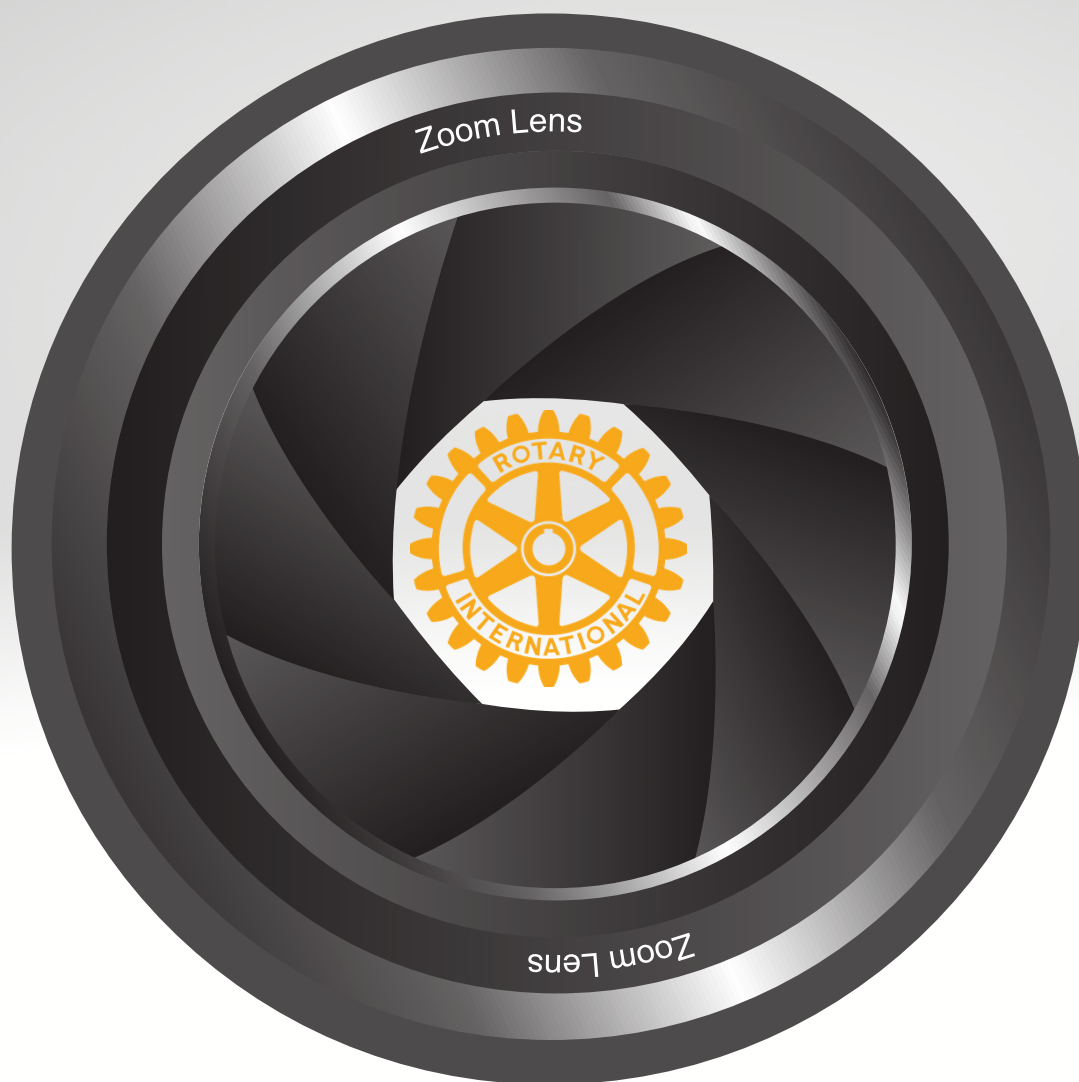
Burr Ridge Marriott

\$20.19 registration includes a light meal and soft drinks

Cash bar available

Registration now open at www.rotary6450.org

Focus on Your Rotary Club



**District 6450 Spring Training
Wednesday, March 20, 2019**

**Burr Ridge Marriott
6:30-9:00pm**

Register Today! www.rotary6450.org

Focus on Your Rotary Club

**Club
Secretary**

**Club
Treasurer**

**District
Grants**

Foundation

Membership

**Youth
Services**

**Social Media
&
Public Image**

**Club
Administration**

**District 6450 Spring Training
Wednesday, March 20, 2019**

**Burr Ridge Marriott
6:30-9:00pm**

Register Today! www.rotary6450.org

District Conference 2019

Experience Chicago in the Springtime at your District Conference and
Be Inspired by a lineup of outstanding speakers!

Register NOW!

\$375/person – Rotarians

\$200/person – Spouses, non-Rotarian guests, Rotaractors & youth guests

REGISTER on the District Website: www.rotary6450.org

Conference Dates:

Saturday, April 13 – Sunday, April 14

Optional Dinner on Friday, April 12 (\$80/person)

Discounted Hotel room rates are available at the historic
and elegant Union League Club in downtown Chicago,
where the District Conference will be held.

Only \$139 per night.



Brew Fellowship Tasting



Panel Discussion

Club Project Showcase

CLUB PRIDE

CELEBRATE THIS YEAR'S
ACCOMPLISHMENTS FROM CLUBS
ACROSS THE DISTRICT
...AND BRAG ABOUT YOUR OWN!



Historic Rotary Landmarks



Panel Discussion



Investing in the future of
Chicago's West and South
Sides

**President Elect's Saturday /
Sunday conference registration
and one night's lodging is pre-
paid by your club; you must
register for both the conference
and hotel by March 15th 15**

Rotary International District 6450 Conference 2019 Registration – Mail or go online to register:

First Name	Last Name
Attending Spouse/Guest: First Name	Last Name

Address:

Street			
City	State	Zip	

Selections:

ITEM	PRICE	Selection	Amount Enclosed
Spouse/Guest Registration	\$200		
Club President 2018-2019	No charge for PE's		
Friday Night Optional Dinner	\$80 per person		
TOTAL			

Payment Method:

Check:		Check No.	
--------	--	-----------	--

Signature	Date

Credit Card:	(Please Check)	Master Card	Visa	Discover	AMEX	
Card Number:						Zip Code:
Expiration Date:		CVS Code:				

Mail Completed form to: Rotary District 6450 - 401 Williams St. PO Box 5290 - River Forest, IL 60305-5290

Note: for lodging at the Union League Club - you will book directly @\$139 plus tax.

A morning
of **leadership,**
mentorship, and
scholarship

Inspirational Speakers

\$2,500 Scholarships

Bring your Proteges
Be a Mentor

An Event for
High School & College Students

Sponsorship Opportunities for
Businesses and Organizations

R.I. Director,
Emcee Mary Beth Growney Selene

Proceeds held by:
The Charitable Foundation
of Rotary 6450

Rotary District 6450 presents:



Carl Sandburg High School
Orland Park, IL



RILEE has lived a life of great humanitarian service. Her first life was dedicated to saving lives by breathing for polio patients ; in her second life, she served as an educational exhibit at the G.Whiz Children's Museum in Sarasota, FL; and now RILEE serves a third life as a mobile educational exhibit.

**Reserve RILEE for your club event!
Reservations are now open for 2019
make reservations online
www.rotary6440.org
click on the RILEE icon**

White Sox

2019



ROTARY INTERNATIONAL DISTRICT 6450 FAMILY FUN DAY

CHICAGO WHITE SOX VS. NEW YORK METS

Tuesday, July 30th, 2019 - 7:10PM

Guaranteed Rate Field

SPECIALY PRICED WHITE SOX TICKETS!

Attention all Rotary Clubs in District 6450! The Chicago White Sox have dedicated Tuesday, July 30th as "Family Fun Day at the Ballgame."

Over 10,000 Rotary Family Members, Friends and Supporters have attended in past years, so order your tickets early to ensure you receive the best seats available. The price of each ticket includes a contribution to our "END POLIO NOW" project. 100% of the ticket profits will go to "END POLIO NOW" we are just inches away from our final target of eradicating the polio virus in the entire world. Now is the time to order our tickets and fill the stadium with Rotary Family Pride! This will be the inaugural pre-game all you can eat and drink Patio Party event that will open one half-hour before the gates open at 5:10. Any Rotarian that participates in the Patio event will have the opportunity to meet a White Sox great! We will also have our annual Parade on the Field. Parking is available in lot F and L on game day for \$20 per car.

To participate in White Sox Player Meet and Greet, Pregame Tailgate, AND Parade, arrive at Gate 1 at 5:20 PM. To participate in only the parade, arrive at Gate 1 at 5:40, Parade begins at 6:20

ALL ORDERS MUST BE RECEIVED BY WEDNESDAY, JULY 17TH.

OPTIONS TO ORDER TICKETS	# OF TICKETS	TICKET PRICE	TOTAL
Order online at www.Rotary6450.org select "Calendar" Register by July 17 th Mail, Return this form with payment to: Rotary International District 6450, INC. PO Box 5290 River Forest, IL 60305-5290 Parking can be purchased on the day of the game in Lots F and L for \$20		Outfield Reserve Ticket and Pregame Patio Party Ticket - \$46	
		Outfield Reserve Ticket - \$25	
		Donate Ticket and a Snack to a Veteran - \$34	
		Contribution to END POLIO NOW Rotary Member number required if Rotary Foundation recognition desired	
		Total Enclosed	

10 Best Practices to Help Volunteer Leaders Succeed

Adapted from article by Karl Vaters

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

MY NOTES:



Midwest PETS 2019 MY TODO LIST

PETS 2019– Announcements, Reminders, Things to Do – During, Immediately After, By July 1

WHILE at PETS

- Update your Club's Profile with Photo and Bio
- Register for the April District Conference
- Review and Sign the Youth Policy Compliance Form – turn in to Jane or David
- Verify that you are 'registered' to get into www.rotary.org "My Rotary"
- Declare and submit your first three goals:
 - Membership growth
 - The Rotary Foundation Annual Campaign
 - Polio Plus Annual Campaign

THINGS to DO IMMEDIATELY - Next two weeks

- Confirm Governor Visit with your Program Chair and Kathy Rak; coordinate any changes with Kathy
- Identify and submit to Rotary International "My Rotary" your key incoming officers: President, Secretary, Treasurer, Executive Secretary, Foundation Chair, Membership Chair.
- Go into "My Rotary" / Club Central and Develop/Set Goals in All Areas
- Make your donation to the Rotary Foundation
- Decide District Grant Funds Use before deadline
- Know whether your club has filed its 990's (tax report); Does the club have a FEIN number
- Register for the Governor Installation
- Update your club profile

DO by JULY 1

- Hold a Club Board orientation for the next year, do or set in calendar a 'planning session'
- Have a membership brochure developed, if not already, using the Brand Center

Rotary
District 6450



President Elect Training 2019-2020



**Rotary International
District 6450, Inc.**
401 William Street
P.O. Box 5290
River Forest, IL 60305-5290

Virtual Office:
Please leave message
[**\(312\) 857-6450**](tel:(312)857-6450)

**The Charitable Foundation
of Rotary 6450, Inc.**
401 William Street
P.O. Box 5290
River Forest, IL 60305-5290
www.rotary6450.org

The Charitable Foundation of
Rotary
6450, Inc.

