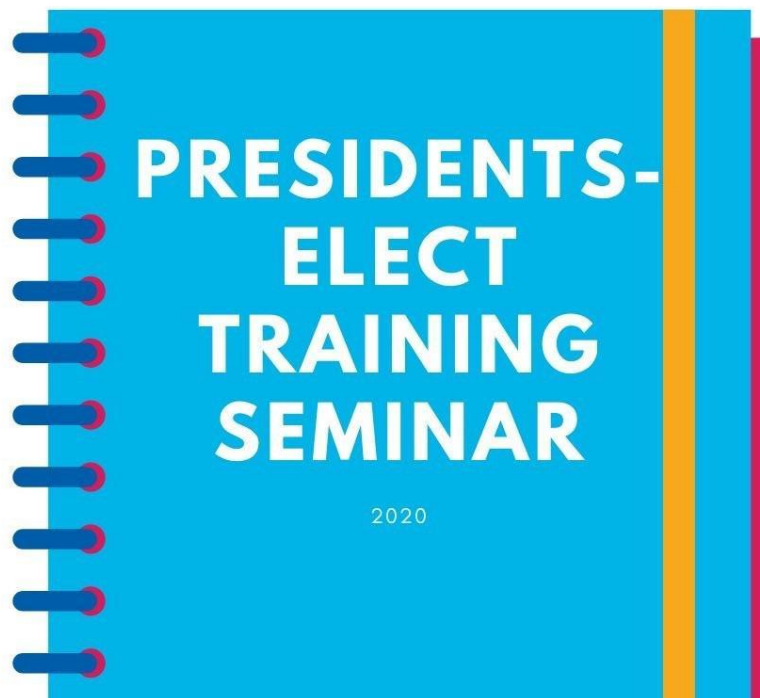




Midwest PETS
March 6 – 8, 2020
The Westin Chicago Northwest
Itasca, IL
Chuck Corrigan, District Governor 2020-21



Rotary International District 6450, Inc.
400 E Randolph St.
Suite 2305
Chicago, IL 60601
office@rotary6450.org





You are Invited!

**Rotary International District 6450
and the
Rotary Club of Naperville Downtown**

Cordially invite you to attend the
Installation of

Chuck Corrigan

District Governor, 2020-21

Assistant Governors and Board Members

Rotary International District 6450

and the
Installation of

Kevin McQuillan

President, 2020-21

Rotary Club of Naperville Downtown



Wednesday, June 24, 2020

Mesón Sabika Restaurant

1025 Aurora Avenue

Naperville IL 60540

Reception and Cocktails (cash bar) – 6:30

pm Dinner and Program – 7:00 pm

\$75.00 per person (prior to May 24, 2020)

Register at: www.rcndowntown.org

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TOP 10 TIPS for all attending MW PETS

Rotary 

1



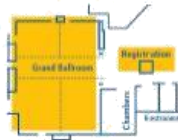
Attend meetings and training – these are organized to help support and prepare you to serve your club, so it's crucial that you do your best to attend.

2



The conference rooms on the 2nd floor are alphabetical going counterclockwise starting with Alton to the right as you get off the elevators.

3



All general sessions will be held in the Grand Ballroom.

4



Keep your personal schedule with you at all times. It is the only way to know what room you should be in for breakout sessions. The room you will go to will change depending on the breakout.

5



Reminder that all meals will be held in the Grand Ballroom.

6



Internet is available at no charge in all meetings rooms and ball rooms. The SSID is Westin-Meetings. The PW is mw pets2020. Remember that this will not work in your room or in the atrium.

7



Lost and found is located at registration. If you find something you need to turn in or lost something, please go there.

8



Take advantage of the vendor area in the atrium to purchase Rotary Materials, learn about projects that other clubs need your help with, and visit with other Rotarian's and build relationships for a lifetime!

9



Post-Dinner discussion/social time will take place in the DG Hospitality Rooms – check your schedule for room assignment.

10



Don't miss Rotary International President Elect Holger Knaack on Sunday morning! Listen as he inspires and helps lead us to Open Opportunities. He will also commission the Presidents-elect!

MIDWEST PETS 2020
ROTARY INTERNATIONAL DISTRICT 6450

Friday, March 6, 4:00 – 5:00:
District Breakout Session 1:

Time:	Speaker:	Topic:
4:00 pm	Chuck Corrigan	Welcome, Introductions of PE's and District leaders
4:15	Roundtable Discussion – Led by Chuck & Theresa	Discussion of Electives taken on Friday afternoon Discussion of Questions about PETS Discussion of President-Elect Questions, Issues, Club Challenges
4:45	Theresa Sperling	What to expect Saturday and Sunday at PETS Announcements re locations of meals & events How to use the Midwest PETS app
4:55	Chuck Corrigan	Announcements

Hospitality Suite 627 –Friday 5:00 to 6:15 for help from Hunter , Wendy and Chuck assist with Foundation Goals, site issues AND Social Time, 8:15 to 11 pm Saturday morning from 7:00 to 7:45 am with Rachel & Hunter

Saturday, March 7, 9:15 – 10:15AM:
District Breakout Session 2:

Time:	Speaker:	Topic:
9:15 am	Chuck Corrigan	There's Fun to be Done! – Follow up on Opening Speaker's Theme Make Membership Memorable
9:25	Ade Onayemi	Rotary Youth Programs – Youth Exchange, RYLA, Rotaract, Interact
9:45	Wendy Gross	Membership – How our District Can Help
10:05	Theresa Sperling	Questions and Answers; Announcements

Saturday, March 7, 3:30 – 4:30 PM:**District Breakout Session 3:**



















Time:	Speaker:	Topic:
3:30 pm	Roundtable Discussion – Led by Theresa	PE Comments, Questions and Concerns based on Speakers and Breakout Sessions so far
3:50	Hunter Byington	Working with your Club officers and committee chairs to build your Rotary Club brand
4:10	Chuck Corrigan	Using District and Global Grants to Strengthen Your Club
4:30	Chuck Corrigan	Announcements – Hospitality Suite 627 Open now to 6:15 for help from Hunter & Rachel Please submit your Foundation and Membership Goals before you come back for Hospitality from 8:30 to 11:30 pm





















Sunday, March 8, 8:30 – 9:30:**District Breakout Session 4:**










Time:	Speaker:	Topic:
8:30 am	Theresa Sperling	Top Takeaways from PETS – Roundtable Discussion
8:55	Kathy Rak	District Governor visits to Clubs Rotary Heroes
9:05	Theresa Sperling	District Training for Club Roles Spring Training – April 2 nd
9:15	Chuck Corrigan	What's Next? Planning for the Coming Year Reminders of Deadlines Final Words of Encouragement Be a Vibrant Club!

PRESIDENT ELECTS ROSTER – 2020-2021

*online club directory listings.

 <p>Chicago - Near South Alicia Bunton Illinois Institute of Technology Director of Community Affairs Chicago, IL abunton1@iit.edu</p>	 <p>Chicago - O'Hare Sylvia Jewgieniew Self Employed Physicians Biller Park Ridge, IL scjreal@yahoo.com</p>	 <p>Chicago - Southeast Masah S SamForay The Foray Firm Founder Chicago, IL msamforay@theforayfirm.com</p> <p>www</p>
 <p>Chicago Heights-Park Forest Mary Dankowski IL marydankowski@amerite.com</p>	 <p>Cicero-Berwyn Daniel Marinez Chicago, IL marinezdaniel@gmail.com</p>	 <p>Countryside Eric Peck Western Springs, IL Epeck@tresslerllp.com</p>
 <p>Aurora Gretchen Timm Holiday Inn Express & Suites Hotel Management Aurora, IL gtimm@midwestmanage.com</p> <p>f in tw www</p>	 <p>Aurora Sunrise Joe Kosner The Joe Kosner Agency Insurance Agent Batavia, IL jkosner65@gmail.com</p> <p>www</p>	 <p>Bensenville James E Stelter Bensenville Elementary Sc... Superintendent Bensenville, IL jstelter@bsd2.org</p> <p>www</p>
 <p>Blue Island-Crestwood Mark Lehocky Midlothian, IL</p>	 <p>Bolingbrook Kevin Schramm IL kschramm@trifectavoip.com</p>	 <p>Bradley-Bourbonnais Jean M Koehler Bourbonnais, IL jeankler@aol.com</p>
 <p>Channahon-Minooka Lauren M Offerman Three Rivers Public Librar... Executive Director Channahon, IL laureno@trpld.org</p> <p>f in p www</p>	 <p>Chicago - Cosmopolitan Kent Oyer Chicago, IL kent.oyer@gmail.com</p>	 <p>Chicago Erik Cempel Cempel International Tran... Transportation Consultant Chicago, IL erik.cempel@gmail.com</p>
 <p>Chicago - Financial District Robert Mantsh The Chicago Lighthouse Chicago, IL robert.mantsh@chicagoli.org</p> <p>www</p>	 <p>Chicago - Lakeview Kristen Urcell Chicago, IL kmurche@gmail.com</p>	 <p>Chicago - Little Village Leonard J Dominguez retired educator Chicago, IL educate808@gmail.com</p>

 <p>Naperville Downtown Kevin K McQuillan Naperville, IL kevin@mcq-law.com</p> <p>www</p>	 <p>Naperville Sunrise Michael Tenuta Avison Young Commercial Real Estate S... Wheaton, IL michael.tenuta@avisonyo...</p>	 <p>Oak Brook David A Hofmann Oak Brook, IL hofmann365@comcast.net</p>
 <p>Oak Forest Mark Zerinskas RETIRED from ComEd Oak Lawn, IL mark.zerinskas@gmail.com</p> <p>f in</p>	 <p>Oak Lawn Healthcare Darshika Chhabra Advocate Christ Medical C... Medical Director, Kidney Tr... Oak Lawn, IL darshika.chhabra@advoc...</p>	 <p>Oak Park-River Forest Sue Quinn River Forest Public Library Library Director Oak Park, IL squinn@rflib.org</p>
 <p>Darien Priti Shah MK Education Darien, IL pshahr1@gmail.com</p>	 <p>Downers Grove Jonathan Twitty State Farm Insurance Agent/Owner Downers Grove, IL jonathan.twitty.uyjy@stat...</p> <p>www</p>	 <p>Hinsdale Ahsan Karim Light Vision Group Inc hinsdale, IL ahsan@ahsankarim.net</p>
 <p>Homewood Paul Styles Village of Glenwood Trustee Glenwood, IL pwsjr40@yahoo.com</p>	 <p>Joliet Michelle Balog NuMark Credit Union EVP & General Counsel Joliet, IL mbalog@numarkcu.org</p> <p>www</p>	 <p>Kankakee Sarah Schoon Cheffer's Auto Body Marketing Kankakee, IL sjschoon7@aol.com</p> <p>f</p>
 <p>LaGrange Douglas R Fiala Douglas Auto Body Inc Automobile Collision Shop Brookfield, IL douglasfiala@gmail.com</p> <p>www</p>	 <p>Lemont-Homer Glen Benjamin Dykstra Plainfield, IL bdykstrava@live.com</p>	 <p>Lockport James Wartenberg Marchio Carpet & Tile President Lockport, IL jameswvbcoach@aol.com</p>
 <p>Matteson Mia Carter Matteson Police Department Community Service Officer Matteson, IL mcarter@villageofmattes...</p>	 <p>Montgomery Theresa Sperling Achieve THAT Next Level Owner/Lead Trainer Montgomery, IL theresa_sperling@yahoo....</p>	 <p>Moraine Valley Tabu H Knight Palos Hills, IL TabuHKNight@yahoo.com</p> <p>f www</p>
 <p>Morris Richard Mitchell Morris, IL rmitchell@promediaspire....</p> <p>www</p>	 <p>Naperville Alma Jones Alma Jones & Associates, ... Marketing Communications Aurora, IL almajones999@gmail.com</p>	 <p>Naperville After Dark Kristy Sullivan Aurora, IL Kristy.Sullivan@raymondj...</p>

 <p>Orland Park Keloryn Putnam Palos Park, IL putnam27@gmail.com</p>	 <p>Oswego Jennifer S Jones Sinnott Brian Feltes & Associates, ... Sr. Account Executive St. Charles, IL JJonesSinnott@feltesins...</p>	 <p>Plainfield Linda Brauer Plainfield Auto Repair Plainfield, IL 59auto@sbcglobal.net</p>
 <p>Romeoville Michelle Smith Z&B Consulting, Inc. Strategy Rockstar- Busine... Romeoville, IL michelle@zandbconsultin...</p>	 <p>The Southland (Richton Park) Sharon Newman The Right Choice Home C... Co-Owner / President Olympia Fields, IL southlandrotaryclub@gm...</p>	 <p>Tinley Park-Frankfort Jan Paul Ferrer Tinley Park, IL janpaul.ferrer@ms.com</p>
 <p>Western Springs Walter Knake Western Springs, IL wknake@wsprings.com</p>	 <p>Wilmington Renee Chavez Wilmington, IL rchavez@islandparkdistri...</p>	 <p>Woodridge Al Stonitsch Village of Woodridge Village Administrator Mount Prospect, IL astonitsch@vil.woodridge...</p>

UPDATING YOUR CLUB DIRECTORY – MEMBER PROFILE

If you are not listed in your club website as a member, contact your club secretary and/or webmaster to input your record.

1. Go to your club website and hit Member Login.
2. Login with your user name and password
3. Select Profile or My Directory Listing under your name in top right corner
4. Then one by one go through the ‘Personal Info’ and correct ‘Contact Info’, ‘Additional Member Data’
5. Hit save
6. You can add a photo, bio, company logo and promotion, Facebook and LinkedIn, special dates i.e. birthday/anniversary

ASSISTANT GOVERNORS

KATHY RAK-LA GRANGE COORDINATOR

Steven Smutny-Chicago Near South

Beverly/Morgan Park, Chicago Little Village, Chicago Near South, Chicago Southeast

Bonnie-Sanchez-Carlson-Chicago Near South

Chicago Financial District, Chicago Northwest

Cheryl McIntyre-ROTARY/One

ROTARY/One, Chicago Cosmopolitan

Kathy Rak-La Grange

Chicago Lakeview, Chicago O'Hare, Elmhurst

Talei Thompson-Maywood Proviso

Cicero-Berwyn, Maywood-Proviso, Melrose Park Cosmopolitan, Oak Park-River Forest

Kathy Rak-La Grange

Bensenville, Brookfield-Riverside, Countryside, Hinsdale, Norridge-Harwood Heights

Florence Forshey-La Grange

Chicago World Nations, Chicagoland Lithuanians, La Grange, Oak Brook, Western Springs

Glen Liljeberg-Westmont

Downers Grove, Lisle, Westmont

Wendy Hayum-Gross-Naperville

Naperville, Naperville After Dark, Naperville Downtown, Naperville Sunrise

Jeanette Caul-Montgomery

Aurora, Aurora Sunrise, Montgomery, Oswego

JoAnne Ragona-Darien

Bolingbrook, Darien, Lemont-Homer Glen, Woodridge

Kathy Rak-La Grange

Lockport, New Lenox, Romeoville

Naish Shah-Naperville Downtown

Channahon-Minooka, Joliet, Morris, Plainfield

Sue Wolf-Oak Forest

Bradley-Bourbonnais, Kankakee, Manteno, Wilmington

Geoff Slawson-Homewood

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



















Kathy Rak-La Grange

Oak Forest, Orland Park, Tinley Park-Frankfort



















Keith Cross-Chicago Southeast

Blue Island-Crestwood, Moraine Valley, Oak Lawn Healthcare

District Leadership – Here to Help

 <p>Governor debi A Ross Orland Park, IL insidelooksbydebiross@g...</p> <p>www</p>	 <p>Governor Elect Charles Corrigan Naperville, IL cjc1@dbcw.com</p> <p>f in t www</p>	 <p>Governor Nominee Jane A Hopkins Joliet, IL janehopkins6450@gmail....</p>
 <p>Past Governor Pedro J Cevallos Northbrook, IL pcevallos@pececa.com</p>	 <p>College of Past Governors Christopher Reilly Darien, IL chris@chrisreilly.org</p>	 <p>Governor Nominating Committee Pedro J Cevallos Northbrook, IL pcevallos@pececa.com</p>
 <p>District Secretary Conor Gee Chicago, IL Conor_Gee@bcbsil.com</p> <p>f in t www</p>	 <p>District Treasurer Bret D Mitchell Joliet, IL bretm@ethosworkshop.com</p>	 <p>Audit Committee Christopher Reilly Darien, IL chris@chrisreilly.org</p>
 <p>Council on Legislation Representative David W Templin Lake Forest, IL dwt@me.com</p>	 <p>Assistant Governor Coordinator Kathryn Rak Countryside, IL kathy9273@icloud.com</p>	 <p>District Conference Chair Melanie J Jones New Lenox, IL griffisjones@msn.com</p> <p>www</p>
 <p>Chief Administrative Officer David L Phelps Oak Park, IL david.phelps@outlook.com</p> <p>f</p>	 <p>Club Support - Chair Linda K Yates Naperville, IL yates.linda@sbcglobal.net</p>	 <p>Training - District Trainer Theresa Sperling Montgomery, IL theresa_sperling@yahoo....</p>
 <p>Club Support - Paul Harris Memorial Irv Kaplan Naperville, IL PDGIKaplan@aol.com</p> <p>www</p>	 <p>Club Support - The Paul Harris Home Cheryl D McIntyre Chicago, IL cherylmcintyre@gmail.com</p>	 <p>Club Support - Youth Exchange Cheri Vana Tinley Park, IL vanacher@comcast.net</p>

The Rotary Foundation – District Committee

 <p>Foundation Chair Rachel Ossyra Aurora, IL Rachelmarieo@hotmail.com</p> <p>f in</p>	 <p>Foundation - Annual Giving Clarmarie I Keenan Oak Park, IL CKeenan1124@gmail.com</p> <p>f in tw</p>	 <p>Foundation - Annual Giving Osei David Andrews-Hutchin Chicago, IL dg6450osei@gmail.com</p> <p>f in tw www</p>
 <p>Foundation - Annual Giving Florence Forshey La Grange, IL f.forshey56@gmail.com</p>	 <p>Foundation - Annual Giving Christopher Gerrib Darien, IL Cgerrib@comcast.net</p>	 <p>Foundation - Analytics Christopher Reilly Darien, IL chris@chrisreilly.org</p>
 <p>Foundation - Major Donors Rick Thiernau Homewood, IL dgrick@thiernaufinancial.com</p>	 <p>Foundation - Bequest Society Rick Thiernau Homewood, IL dgrick@thiernaufinancial.com</p>	 <p>Foundation - Paul Harris Society Rick Thiernau Homewood, IL dgrick@thiernaufinancial.com</p>
 <p>Foundation - Polio Plus David W Templin Lake Forest, IL dwt@me.com</p>	 <p>Foundation - Grants Chair Pedro J Cevallos Northbrook, IL pcevallos@pececa.com</p>	 <p>Foundation - District Grants Coordinator Sue Linn Orland Park, IL sue.linn@comcast.net</p>
 <p>Foundation - Global Grants Coordinator Bruce F George Naperville, IL bgeorge@cvgarchitects.com</p> <p>www</p>	 <p>Foundation - Scholarships Robert W Giles Oak Park, IL GilesRW@aol.com</p>	 <p>Foundation - Stewardship Lesley E Gottlinger River Grove, IL dgottlinger@aol.com</p>
 <p>Foundation - Stewardship William C Lyman Elmhurst, IL wclyman2@gmail.com</p>	 <p>Foundation - Grants Auditor Robert G Hann Chicago, IL rghann@gmail.com</p>	 <p>Club Support - White Sox Fun Night Irv Kaplan Naperville, IL PDGIKaplan@aol.com</p> <p>www</p>

Membership Development

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Talei Thompson
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William H Byington
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Hunter@CloserConsulting.com



Rotary International District 6450, Inc.

401 William Street
P.O. Box 5290
River Forest, IL 60305-5290

Virtual Office: Please leave message and your request will be
forwarded to the appropriate district leader
(312) 857-6450

Email: office@rotary6450.org

Visit the President Elect Page at
www.rotary6450.org, select Training & President
Elect

MY NOTES

District Governor-Chuck Corrigan Official Visit Dates 2020-2021

Rotary Club	Meeting Day	Time	Date
Aurora	Monday	12:00 PM	July 13, 2020
Aurora-Sunrise	Wednesday	7:00 AM	July 15, 2020
Bensenville	Tuesday	12:15 PM	July 14, 2020
Beverly/Morgan Park	Tuesday	6:15 PM	October 13, 2020
Blue Island-Crestwood	Tuesday	12:15 PM	September 1, 2020
Bolingbrook	Tuesday	12:15 PM	November 10, 2020
Bradley-Bourbonnais	Wednesday	12:00 PM	July 29, 2020
Brookfield-Riverside	Tuesday	8:00 AM	July 14, 2020
Channahon-Minooka	Tuesday	7:00 AM	July 21, 2020
Chicago Heights-Park Forest	Thursday	12:15 PM	July 9, 2020
Chicago-Cosmopolitan	Wednesday	6:30 PM	September 2, 2020
Chicago-Financial District	Thursday	12:10 PM	October 15, 2020
Chicago-Lakeview	Wednesday	7:00 PM	July 22, 2020
Chicagoland-Lithuanians	Thursday	6:00 PM	July 30, 2020
Chicago-Little Village	Tuesday	8:30 AM	August 11, 2020
Chicago-Near South	Wednesday	11:45 AM	August 12, 2020
Chicago-Northwest	Thursday	7:30 PM	August 6, 2020
Chicago-O'Hare	Thursday	12:00 PM	August 13, 2020
Chicago-ROTARY/One	Tuesday	12:10 PM	October 27, 2020
Chicago-Southeast	Thursday	6:15 PM	July 16, 2020
Chicago World Nations			
Cicero	Tuesday	8:15 AM	October 6, 2020
Countryside	Tuesday	7:15 AM	August 4, 2020
Darien	Tuesday	12:15 PM	August 4, 2020
Downers Grove	Tuesday	7:00 AM	August 25, 2020
Elmhurst	Thursday	12:15 PM	October 8, 2020
Hinsdale	Friday	12:15 PM	July 17, 2020
Homewood	Wednesday	12:00 PM	July 8, 2020
Joliet	Tuesday	12:15 PM	July 21, 2020
Kankakee	Thursday	12:00 PM	September 3, 2020
La Grange	Friday	12:15 PM	July 10, 2020
Lemont-Homer Glen	Tuesday	12:00 PM	September 15, 2020
Lisle	Tuesday	7:30 AM	September 15, 2020
Lockport	Thursday	12:00 PM	September 24, 2020
Manteno	Monday	12:00 PM	August 3, 2020
Matteson	Tuesday	12:15 PM	September 29, 2020
Maywood-Proviso	Thursday	12:15 PM	July 30, 2020
Melrose Park Cosmopolitan			
Montgomery	Thursday	7:00 AM	August 6, 2020
Moraine Valley-Palos Hills	Wednesday	6:00 PM	August 19, 2020
Morris	Tuesday	5:45 PM	August 11, 2020
Naperville	Thursday	12:15 PM	August 20, 2020
Naperville After Dark	Tuesday	6:30 PM	September 22, 2020
Naperville Downtown	Wednesday	4:44 PM	July 8, 2020
Naperville Sunrise	Friday	7:00 AM	July 10, 2020
New Lenox	Thursday	7:15 AM	August 27, 2020
Norridge-Harwood Heights	Tuesday	12:15 PM	October 13, 2020
Oak Brook	Tuesday	12:15 PM	August 25, 2020

Oak Forest	Tuesday	12:15 PM	October 20, 2020
Oak Lawn Healthcare	Wednesday	12:00 PM	August 19, 2020
Oak Park-River Forest	Wednesday	12:15 PM	August 26, 2020
Orland Park	Thursday	12:15 PM	October 1, 2020
Oswego	Wednesday	6:30 PM	August 5, 2020
Plainfield	Thursday	5:15 PM	September 17, 2020
Romeoville	Wednesday	12:00 PM	August 5, 2020
Rotaract	Wednesday	6:30 PM	August 12, 2020
Tinley Park-Frankfort	Thursday	7:30 AM	July 9, 2020
The Southland (Richton Park)	Thursday	6:30 PM	August 20, 2020
Western Springs	Tuesday	7:00 AM	August 18, 2020
Westmont	Tuesday	12:00 PM	October 6, 2020
Wilmington	Tuesday	12:00 PM	August 18, 2020
Woodridge	Tuesday	12:00 PM	September 22, 2020

Club Visit Checklist & Information Form
District Governor Chuck Corrigan
2020-2021

Assistant Governors – please provide all information you are able to collect and return it to DG Chuck (cjc1@dbcw.com) and AG Coordinator Kathy (kathy9273@icloud.com). This form is fillable on your computer or you can print and hand write it.

Rotary Club of

Prepared by:

AG Contact:

Meeting Day & Time:

Address & notes on meeting location

DG will attend board meeting Y ☐ N ☐

Goals entered on Rotary Club Central Y ☐ N ☐

of members 7/1/2019:

Foundation Annual Giving Goal: \$

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

President:

Immediate Past President:

Treasurer:

Foundation Chair:

Membership 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 \$

Meal: ☐ Breakfast ☐ Lunch ☐ Dinner ☐ Other

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

Does club have its own Foundation? Y ☐ N ☐

Has the club done Visioning? 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:

Date of Visit:

Club Charter Date:

President Contact:

Meeting Location:

What time?

2020-21 Membership Goal:

of members 7/1/2020:

Polio Plus Goal: \$

Youth Compliance form completed Y ☐ N ☐

President Elect:

Secretary:

Programs Chair:

Grants Chair:

Youth Service Chair:

Does club dues include meal cost? Y ☐ N ☐

Meal Cost \$

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

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

MY NOTES

YOUTH PROTECTION

AWARENESS AND PREVENTION

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

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

Statement of Conduct for Working With Youth

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

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

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

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

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

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

**THIS GUIDE USES A FEW
TERMS IN SPECIALIZED WAYS:**

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

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

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

Recognizing and Addressing Abuse and Harassment

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

DEFINITIONS OF ABUSE AND HARASSMENT

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

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

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

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

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

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

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

SIGNS OF ABUSE OR HARASSMENT

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

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

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

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

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

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

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

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

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

The behaviors that are commonly exhibited by young victims can be associated with youth discipline problems and may result in their removal from one of Rotary's programs. A young person who is seen as "difficult" may have been abused, either by an adult or by a peer. If you suspect abuse, spend time with the person to find out why their behavior has changed. In some cases, it may be beneficial to arrange for the young person to meet with a mental health professional who specializes in adolescents.

CHARACTERISTICS OF ABUSE AND HARASSMENT

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

The typical abuser blends into society:

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

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

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

Abuse is not always immediately apparent:

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

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

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

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

Club Presidents, Club Program Chairs, and Other Club Officers

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

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

Other Club Roles

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

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

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

DISTRICT YOUTH PROTECTION POLICY Currently being reviewed

Developing and implementing an effective youth protection policy demonstrates a district's commitment to protecting Rotary youth program participants. This document provides a basic framework for a district policy for all youth programs. The sections in **blue** follow Rotary's certification requirements for Rotary Youth Exchange; remove these if your district is not certified to participate in Youth Exchange.

Click on the document below to customize this policy to fit your local and legal circumstances.

DISTRICT ____ YOUTH PROTECTION POLICY

1. Statement of Conduct for Working With Youth

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

2. Definitions

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

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

Youth program participant — Anyone who participates in a Rotary youth program, whether child or adult.

3. Incorporation and Liability Insurance

The ____ district/district youth program(s) ____ is part of a separate legal entity known as _____. This entity has been formed under the laws of the state/province/country of _____ on _____ and is valid at this time.

The ____ district/district youth program(s) ____ carries liability insurance with appropriate coverage and policy limits. This policy protects the organization from third-party claims and lawsuits alleging negligence by the organization, its employees, or its volunteers.

4. Club Compliance

The district governor is responsible for supervision and control of all youth activities in the district, including those associated with Rotary Youth Exchange. District ____ will monitor all participating clubs and ensure that they comply with youth protection and Rotary Youth Exchange certification requirements.

All clubs that participate in Rotary Youth Exchange must provide the district with a copy of the following for review and approval:

- A signed compliance statement that the club is operating its program in accordance with District _____ and RI policies
- Confirmation that volunteers will be prohibited from contact with program participants until a written application, interview, reference check, and criminal background check have been conducted and clearance for unsupervised contact with program participants has been issued
- All club materials that advertise the Youth Exchange program, including brochures, applications, policies, and websites
- List of services in the area (rape and suicide hotlines, alcohol and drug awareness programs for teenagers, relevant law enforcement agencies, community services, private services, etc.)
- Any club youth-protection training materials

5. Volunteer Selection and Screening

All Rotarian and non-Rotarian volunteers interested in working with youth program participants must meet RI and district eligibility requirements. RI prohibits the membership and participation of any volunteer who has admitted to, been convicted of, or otherwise been found to have engaged in sexual abuse or harassment.

If a person is accused of sexual abuse or harassment and the law enforcement investigation is inconclusive, or if law enforcement declines to investigate, additional safeguards are necessary to protect any youth program participants with whom the accused may have future contact, as well as the accused. A person later cleared of charges may apply to be reinstated as a youth program volunteer. Reinstatement is not a right, and reinstatement to his or her former position is not guaranteed.

All Youth Exchange Rotarian and non-Rotarian volunteers that have direct, unsupervised contact with program participants must:

- Complete a volunteer agreement form
- Undergo a criminal background check (subject to local laws and practices)
- Be interviewed, preferably in person
- Provide a list of personal references with contact information (it's recommended that references include no family members and no more than one Rotarian)
- Comply with RI and district guidelines for the Youth Exchange program

Youth Exchange host families must also meet these selection and screening requirements:

- Undergo a comprehensive interview that determines their suitability, demonstrating:
 - Commitment to the safety and security of students
 - Appropriate motives for hosting a student that are consistent with Rotary ideals of international understanding and cultural exchange
 - Financial ability to provide adequate accommodations (room and board) for the student
 - Ability to provide appropriate supervision and parental responsibility that ensures the student's well-being
- Complete a written application
- Undergo home visits with and without notice, both before and during the placement; home visits must be conducted annually, even for repeat host families

Note: All adult residents of the host home must meet all selection and screening guidelines. This includes adult children of the host family and other members of the extended family or household staff who are full-time or part-time residents of the home.

Youth Exchange students must be appointed a Rotarian counselor who meets the criteria for all volunteers. Also:

- A counselor must not be a member of the student's host family. It is also recommended that counselors not hold another role of authority with respect to the student's exchange (e.g., school principal, club president, district Youth Exchange chair).
- Counselors must be able to respond to any problems or concerns that may arise, including instances of physical, sexual, or emotional abuse or harassment.

6. Participant Selection and Screening

All students interested in the District ____ Youth Exchange program must meet district guidelines and:

- Complete a written application
- Be interviewed at the club and district levels
- Attend and participate in all club and district orientation and training sessions

All parents or legal guardians of Youth Exchange participants must also be interviewed at the club or district level to determine the student's suitability for program participation.

7. Training

District ____ and member clubs may provide youth-protection training and information on youth programs. _____ will conduct the training sessions.

The District ____ Youth Exchange program must provide youth-protection training and information to all students and volunteers. _____ will conduct the training sessions. Specifically, District ____ will:

- Adapt Rotary's Youth Protection Guide to reflect district guidelines, information on local customs and culture, and legal requirements
- Develop a training schedule that specifies who will be trained, how often, and how
- Conduct specialized training for those involved in Youth Exchange:
 - District governor
 - District Youth Exchange officer and committee members
 - Club Youth Exchange officer and committee members
 - Rotarian counselors
 - Other Rotarians and non-Rotarians who participate in Youth Exchange activities, such as local tours or district events
 - Host families
 - Students (outbound and inbound)
- Maintain records of participation to ensure compliance

8. Allegation Handling and Follow-Through

District ____ takes all allegations of abuse or harassment seriously and will handle them in accordance with the Abuse and Harassment Allegation Reporting Guidelines.

The district will cooperate with all law enforcement agencies, child protective services, and legal investigations and will not interfere with official investigations when conducting its own independent review.

District ____ may appoint a youth protection officer or district review committee to evaluate and review files, policies, and allegations regularly.

9. Travel by Youth

Youth travel outside of the local community must comply with youth protection policies.

For all youth travel sponsored by District _____ or its clubs, the following will be done before departure:

- Obtain written permission from the parents or legal guardians of program participants
- Give parents and legal guardians details about the travel, including locations, accommodations, itineraries, and the organizer's contact information
- When traveling more than 150 miles, or 240 kilometers, from the residence, verify that program participants have adequate insurance, including benefits for medical services, emergency medical evacuation, repatriation of remains, and legal liability

For the travel of Youth Exchange students outside their host communities, either with their host families or to attend Rotary events, District _____ shall obtain written permission from the students' parents or legal guardians.

For all other Youth Exchange student travel that is not customarily a part of the exchange program, organizers must:

- Receive authorization from District _____ in advance
- Obtain written permission from the parents or legal guardians for travel outside of the local host community
- Provide parents or legal guardians details about the trip, including locations, accommodations, itineraries, and the organizer's contact information

10. District _____ Youth Exchange Administration

The District _____ Youth Exchange program, in collaboration with participating clubs, must also:

- Confirm that all inbound students have insurance that meets or exceeds what is prescribed in the Rotary Code of Policies. District _____ requires:
 - o *[list minimum insurance requirements]*
- Store participant and volunteer records securely at _____ [location] for _____ years after participation, in accordance with all applicable privacy laws.
- Provide each student a list of local services (rape and suicide crisis hotlines, alcohol and drug awareness programs, relevant law enforcement agencies, community services, private services, etc.). This list must include the following district and club contacts:
 - o For inbound students: Rotarian counselor, host club president, host district Youth Exchange chair, and host district governor
 - o For outbound students: Rotarian counselor, sponsor club president, sponsor district Youth Exchange chair, sponsor district governor
- Provide each student with the names and contact information of at least two non-Rotarian resource people — one male and one female, who are not related to each other and do not have close ties to the host families or Rotarian counselor — who can help the students with any problems.
- Submit inbound program participants' data to RI before or shortly after the exchange begins.
- Provide a 24-hour emergency contact phone number to students.
- Report all serious incidents (abuse or harassment allegations, accidents, crimes, early returns, death) involving Youth Exchange students to RI Youth Exchange staff within 72 hours.
- Prohibit placement of students outside of the district Youth Exchange program structure ("backdoor" exchanges).
- Establish criteria and procedures for a student's removal from the host family and arrange for contingent, temporary housing in advance.

- Develop contingency hosting plans that include prescreened families.
- Ensure that all hosting is voluntary. Parents of outbound students and club members must not be required to host inbound students.
- Ensure that long-term program participants have multiple host families. It is recommended that long-term program participants be placed with three host families during their exchange.
- Conduct follow-up evaluations of both students and host families.
- Request a monthly report from each inbound and outbound program participant that includes information on current hosts, feelings, concerns, ideas, and suggestions. The district Youth Exchange chair can then review the reports and assist program participants as needed.

**ROTARY
INTERNATIONAL'S
STATEMENT
OF
CONDUCT
FOR
WORKING
WITH
YOUTH**

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

Adopted by the RI Board of Directors, November 2006

Rotary District Youth Protection Policy Rotary Club Statement of Compliance

This form should be completed at or before PETS.

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 spouses, partners, and all volunteers to safeguard to the best of their ability the welfare of all children and young people with whom they come into contact and to prevent the physical, sexual, or emotional abuse of those children and young people.

Each Rotary Club is responsible to review the District 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 must be signed and dated by the Club President for this coming Rotary year (commencing July 1st).

The Rotary Club of _____
(print your Club's name)

All Clubs must have background checks done for all Rotarians who will be working with youth in any activity. There is an online portal for submitting basic information for background checks. The District will pay the cost of the background check. All background checks are valid for one year. Please submit the names and email addresses of Club Rotarians working with youth to the District office: office@rotary6450.org by June 15, 2020.

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

As the 2020-21 Club President for the Rotary Club shown, I hereby certify that my Club will operate our youth programs in accordance with District 6450 & Rotary International policy. This form must be completed each year by the incoming president for each club; it is valid for that Rotary year.

Club President: _____

Printed Name	Signature	Date
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Phone: _____ Email: _____

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

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

Membership Resources

Membership is the lifeblood of your club. Recruiting, onboarding, mentoring and retaining club members is the job of every Rotarian in your club. You are the leader and as it has been said, "The speed of the leader is the speed of the gang." Many clubs have fantastic systems in place, yet other clubs find they need systems or need to review and revamp their systems. Also systems are for the majority and often you will find yourself working with an individual who has special circumstances. For this reason the district membership committee is here to work with you wherever you and your club are. We provide programs for your meetings, a personal membership mentor and more.

Below are some great resources on the www.rotary.org site:

These are just a few of the many classes on line at the Learning Center:

- Best Practices for engaging members.
- Building a diverse club.
- Is your club healthy?
- Kick Start your new member orientation.
- Membership.

There are also a myriad of ideas at:

<https://my.rotary.org/en/learning-reference/learn-topic/membership>

Plus I am here as a resource along with our membership mentors who represent the best of the best from over 11 clubs in our district. We want to work with you to make this year your best ever. You can reach me at wendy.gross@3dfamilytree.com, call or text at 630-601-4120.

Yours in Rotary,

Wendy Hayum-Gross

District 6450 Membership Chair

Membership mentors at time of printing include: Bonnie Sanchez, Conor Gee, Hunter Byington, Jeanette Oakeshott, Lewis Johnson, Linda Kemp, Mandy Lewis, Michelle Smith, Nancy, Oscar Sada, Osei David Andrew Hutchinson, Talei Thompson.

MY NOTES

CLUB LEADERSHIP July 1, 2020 - June 30, 2021

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

CLUB:

PREPARED BY:

--	--

POSITION:

NAME: 2020-2021 Officer, Chair

President – <i>Report in My Rotary at RI</i>	
Secretary– <i>Report in My Rotary at RI</i>	
Treasurer– <i>Report in My Rotary at RI</i>	
President Elect– <i>Report in My Rotary at RI</i>	
President Nominee	
Membership Chair– <i>Report in My Rotary at RI</i>	
Foundation Chair– <i>Report in My Rotary at RI</i>	
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, 2020.

MY NOTES

PUBLIC IMAGE

What's your Public Image to your community? Translating the Rotary Brand to your community.

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

Background

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

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

*We will be meeting in Chuck's suite Friday and Saturday for one on one conversations.
Join us*

Hunter Byington
Public Image Chair
630-202-2292

Hunter@CloserConsulting.com

EVERY CLUB in the DISTRICT has a Web Presence with the District Sponsored Web Program

Introduction

The new district site is fully functional and ready to be promoted to member clubs and members.

As we have been emphasizing leading up to our launching the new website, one of the very large advantages of our new website is that clubs have an opportunity to reap significant benefits by becoming part of the district plan. If your club would like to be a part of the district plan, we will be shortly be promoting an enrollment and training schedule (later in the document) that will enable your club to become a part of the same system as the district (through a company called Club Express, which is very similar to ClubRunner, which some of the clubs have been using).

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.

And lastly, it is no cost to the clubs, so for budgeting for website and its maintenance, put a zero on that line.

The Details

Following is information regarding Rotary International District 6450 Web Presence and Offering to All Member Clubs. Please review the entire letter concerning the upcoming changes in web operation and the reasons behind the changes.

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:

- 1) Sharing among all clubs in the district of the member data base
- 2) General look and feel of solidarity, i.e. branding that will produce greater efficiencies in:
 1. Inter- and intra-club communications
 2. Event promotion and management
 3. Member training and development
 4. Member prospecting, recruitment and enrollment
 5. 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.

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 three requirements on content that will be controlled by the District. These include:
 - a. Three Specified Links under the mast head on all club web sites: Rotary International District 6450, Rotary International and New Member Interest

- b. The left side under the menu (controlled by member clubs) will include space for the district to communicate with all members throughout the district. Examples will include – link to district newsletter, announcements/advertisements for special multi-club events i.e. district conference, Polio nights at the Cubs, a link to the district calendar
 - c. On the right side is an available section for member clubs to advertise / promote / announce special projects to its members, the community, etc. Member clubs agree to include a District provided Icon for Make Ups (visiting other clubs) and a Publically available Directory of Rotarian run businesses in this section (this directory will be an individual member 'opted in' directory and through advertising will provide ongoing funding for web development/enhances that will benefit all member clubs).
- 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. Clubs are encouraged to adhere to the Rotary International branding guidelines.

Should you have any questions or comments regarding this letter, please contact us at office@rotary6450.org.



District 6450 – 2020-2021 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
 - be current on Rotary International and District Dues
 - be current on Global Grant Progress Reports
 - submitted their goals for Membership, Annual Fund and Polio Plus in Club Central
 - identified their Club Foundation Chair in Club Central
- 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.)

- Projects must occur and be completed within the 2020-2021 Rotary Year. No expenditures can occur before July 1, 2020.
- **If a Club does not submit its grant application(s) by the June 1, 2020 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.
- Clubs are encouraged to submit their Final Reports through the www.matchinggrants website as soon as possible after completion of the project.
- **Projects must be completed and Final Reports submitted no later than May 31, 2021. Failure to meet this deadline 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 2020-2021 Rotary year.
- Clubs may choose to designate all or a portion of their funds to use toward Polio Plus, matching club contributions in the 2020-2021 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, Hydrogeological Surveys	Back Pack Programs	Specified 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:

At Pre-PETS on January 9 and 11, Presidents-Elect will receive information about the District Grants program and their Club's allocations. By March 1, 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 2020-2021 and all final reports for 2019-2020 are approved by the District Grants Subcommittee, the consolidated District Grant for 2020-2021 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 May 31, 2021. 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.

District 6450
District Grant Allocations for Program Year 2020-2021

Rotary Club	Annual Fund SHARE Contributions (2017-18)	District Grant Allocation (2020-21)	Comments
District 6450	\$ 1,270	\$ 318	
Aurora	\$ 10,683	\$ 2,671	
Aurora Sunrise	\$ 2,720	\$ 680	
Bensenville	\$ -	\$ -	
Beverly/Morgan Park	\$ -	\$ -	New club less than 3 yo
Blue Island-Crestwood	\$ 100	\$ 25	
Bolingbrook	\$ 3,500	\$ 875	
Bradley-Bourbonnais	\$ 6,301	\$ 1,575	
Brookfield-Riverside	\$ 1,900	\$ 475	
Channahon-Minooka	\$ 3,238	\$ 809	
Chicago	\$ 19,361	\$ 4,840	
Chicago Cosmopolitan	\$ 5,294	\$ 1,324	
Chicago-Far North	\$ 120	\$ 30	CLUB CLOSED
Chicago Financial District	\$ 2,154	\$ 538	
Chicago Heights-Park Forest	\$ 1,650	\$ 413	
Chicago Lakeview	\$ 1,940	\$ 485	
Chicagoland Lithuanians	\$ 4,325	\$ 1,081	
Chicago Little Village	\$ 1,000	\$ 250	
Chicago-Near South	\$ 1,325	\$ 331	
Chicago Northwest	\$ 2,200	\$ 550	
Chicago O'Hare	\$ 5,880	\$ 1,470	
Chicago Southeast	\$ 800	\$ 200	
Chicago World Nationa	\$ -	\$ -	New club less than 3 yo
Cicero	\$ 100	\$ 25	
Countryside	\$ -	\$ -	
Darien	\$ 8,970	\$ 2,243	
Downers Grove	\$ 8,050	\$ 2,013	
Elmhurst	\$ 25,325	\$ 6,331	
Hinsdale	\$ 10,522	\$ 2,631	
Hinsdale-Oak Brook Sunrise	\$ 1,600	\$ 400	CLUB CLOSED
Homewood	\$ 2,300	\$ 575	
Joliet	\$ 17,549	\$ 4,387	
Kankakee	\$ 400	\$ 100	
La Grange	\$ 9,853	\$ 2,463	
Lemont-Homer Glen	\$ 2,440	\$ 610	
Lisle	\$ -	\$ -	
Lockport	\$ 250	\$ 63	
Manteno	\$ 2,334	\$ 584	
Matteson	\$ 675	\$ 169	
Maywood-Proviso	\$ 575	\$ 144	
Melrose Park Cosmopolitan	\$ -	\$ -	New club less than 3 yo
Montgomery	\$ 1,449	\$ 362	
Moraine Valley	\$ 1,529	\$ 382	

Rotary Club	Annual Fund SHARE Contributions (2017-18)	District Grant Allocation (2020-21)	Comments
Morris	\$ 2,700	\$ 675	
Naperville	\$ 44,524	\$ 11,131	
Naperville-After Dark	\$ 2,735	\$ 684	
Naperville Downtown	\$ 4,214	\$ 1,053	
Naperville Sunrise	\$ 7,403	\$ 1,851	
New Lenox	\$ 9,567	\$ 2,392	
Norridge-Harwood Heights	\$ 350	\$ 88	
Oak Brook	\$ 1,755	\$ 439	
Oak Forest	\$ 1,020	\$ 255	
Oak Lawn	\$ 1,600	\$ 400	CLUB CLOSED
Oak Lawn Healthcare	\$ 1,175	\$ 294	
Oak Park-River Forest	\$ 18,454	\$ 4,614	
Orland Park	\$ 10,216	\$ 2,554	
Oswego	\$ 2,080	\$ 520	
Park Forest	\$ 3,075	\$ 769	MERGED WITH CHICAGO HEIGHTS
Plainfield	\$ -	\$ -	
Romeoville	\$ 560	\$ 140	
Southland (Richton Park)	\$ -	\$ -	New club less than 3 yo
Tinley Park-Frankfort	\$ 1,100	\$ 275	
Western Springs	\$ 1,500	\$ 375	
Westmont	\$ 2,185	\$ 546	
Wilmington	\$ 500	\$ 125	
Woodridge	\$ 6,315	\$ 1,579	
TOTAL	\$ 292,709	\$ 73,177	

\$ 73,177

Rotary International District 6450, Inc.

Governance Committees

Secretary

(Records, Legal, Policy Manual, Parliamentary)

Treasurer/Finance

(Budget, Finance, Accounting, 990, Contracts)

Audit

(Annual Financial Oversight)

The Rotary Foundation

(Policy, Finance)

District Conference

(Recognition, Annual Meeting)

Governor Nominating

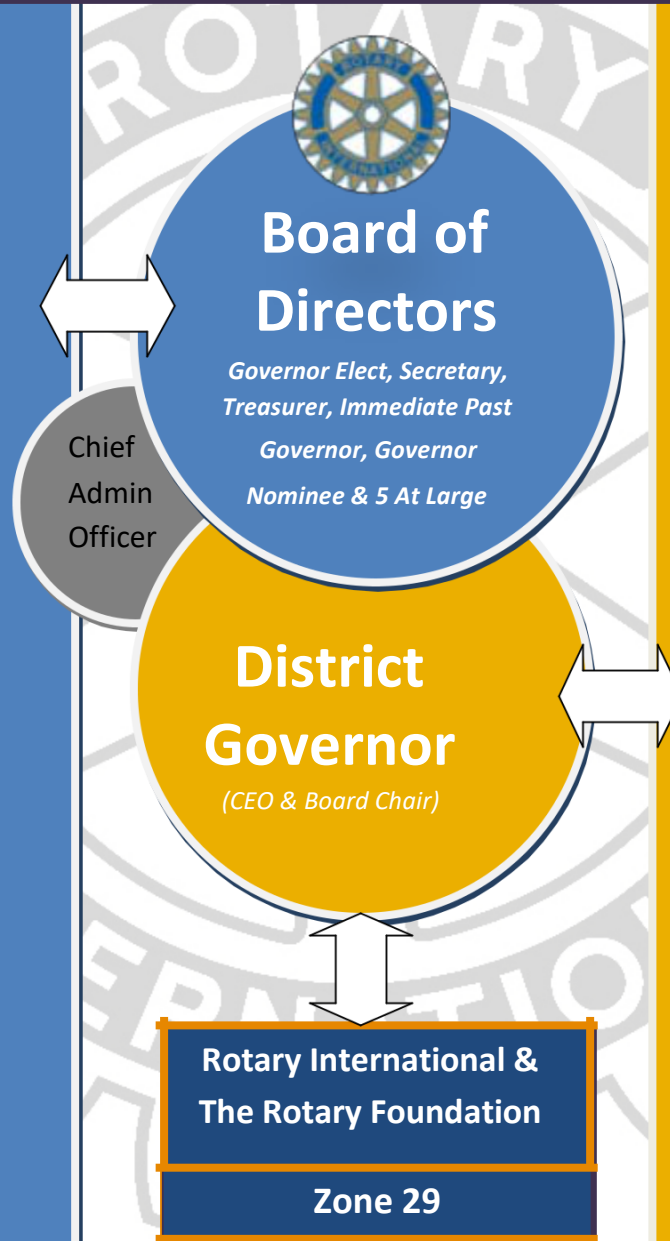
(Governor 2016-2017)

Board Nominating

(At Large Director Vacancies)

Council on Legislation Rep

(Rotary International)



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

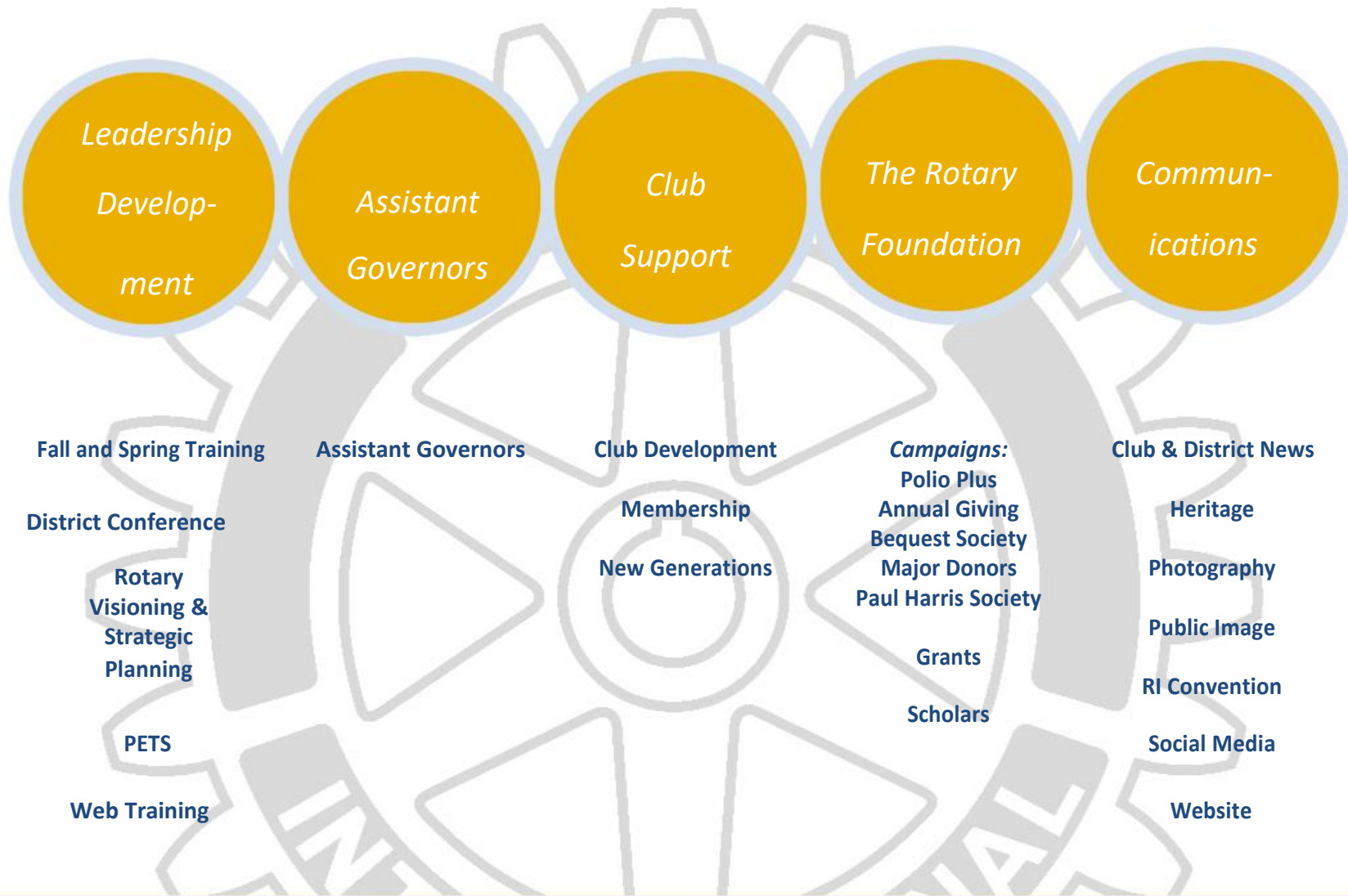
(Heritage, RI Convention, News, Branding, Web)

District Trainer

(PETS, ZONE 28, RI Training Specialist)

Officers

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



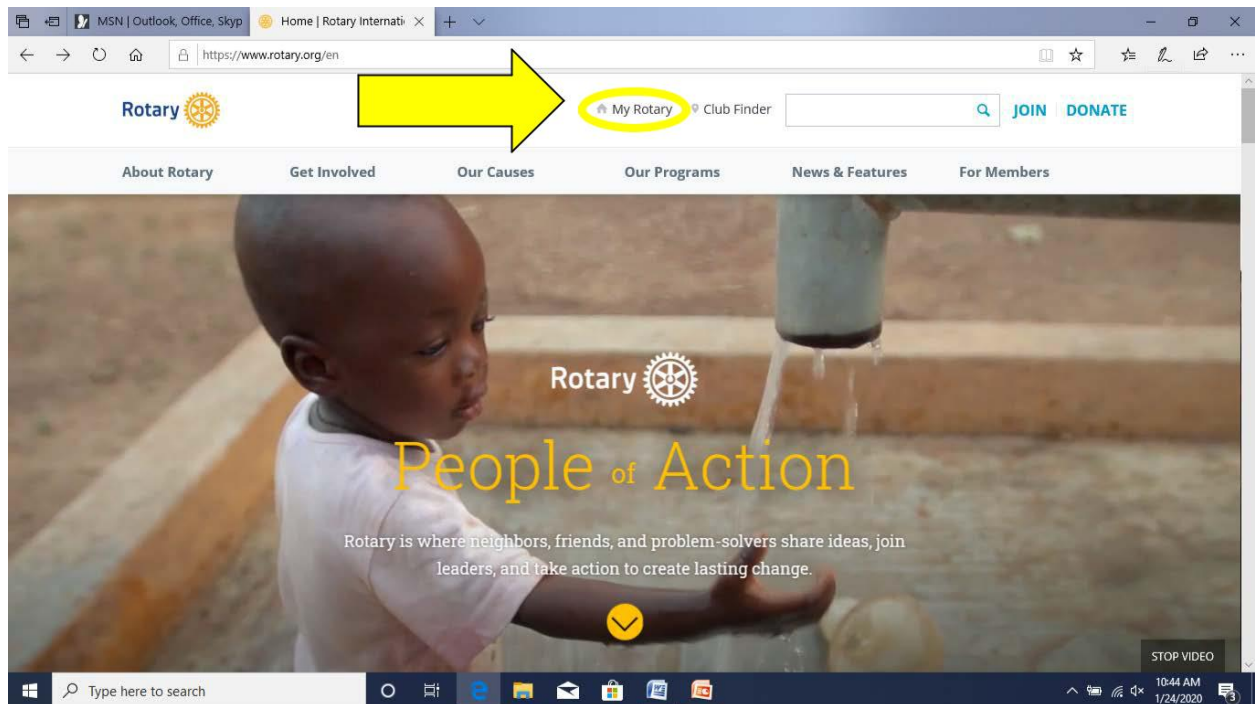
Affiliations

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

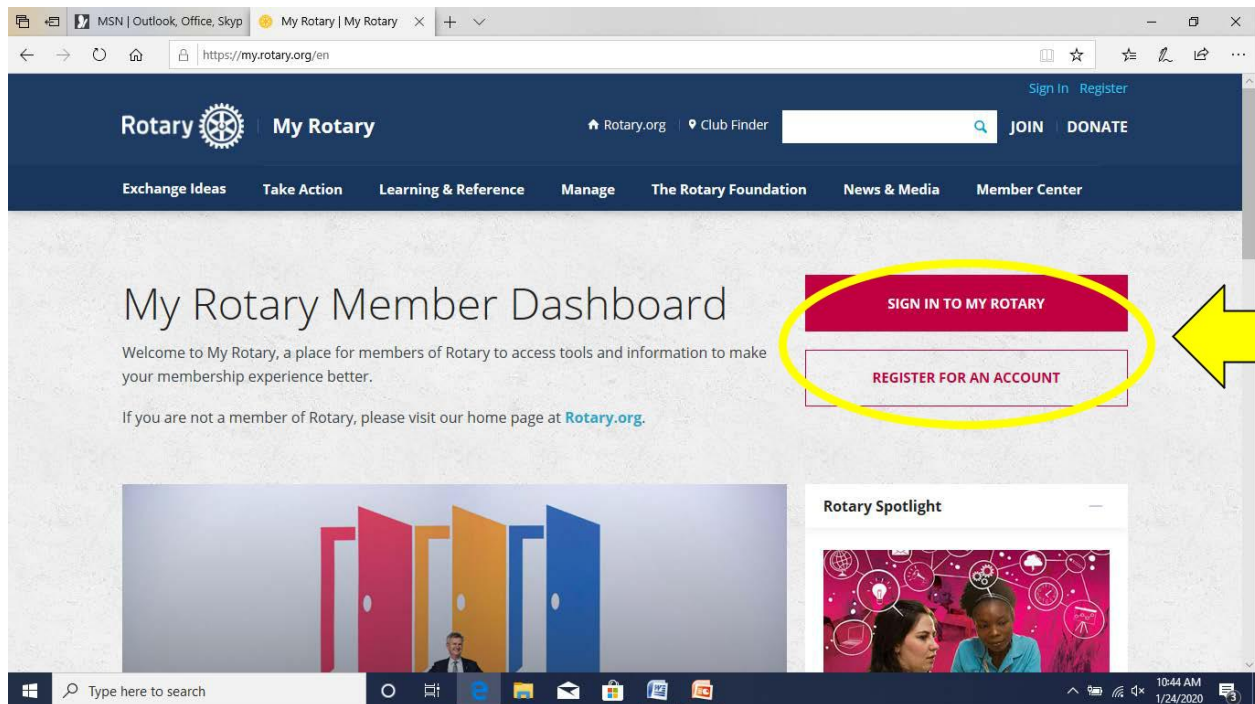
Memorial Northern Illinois Rotary Alliance

Learning Center Instructions:

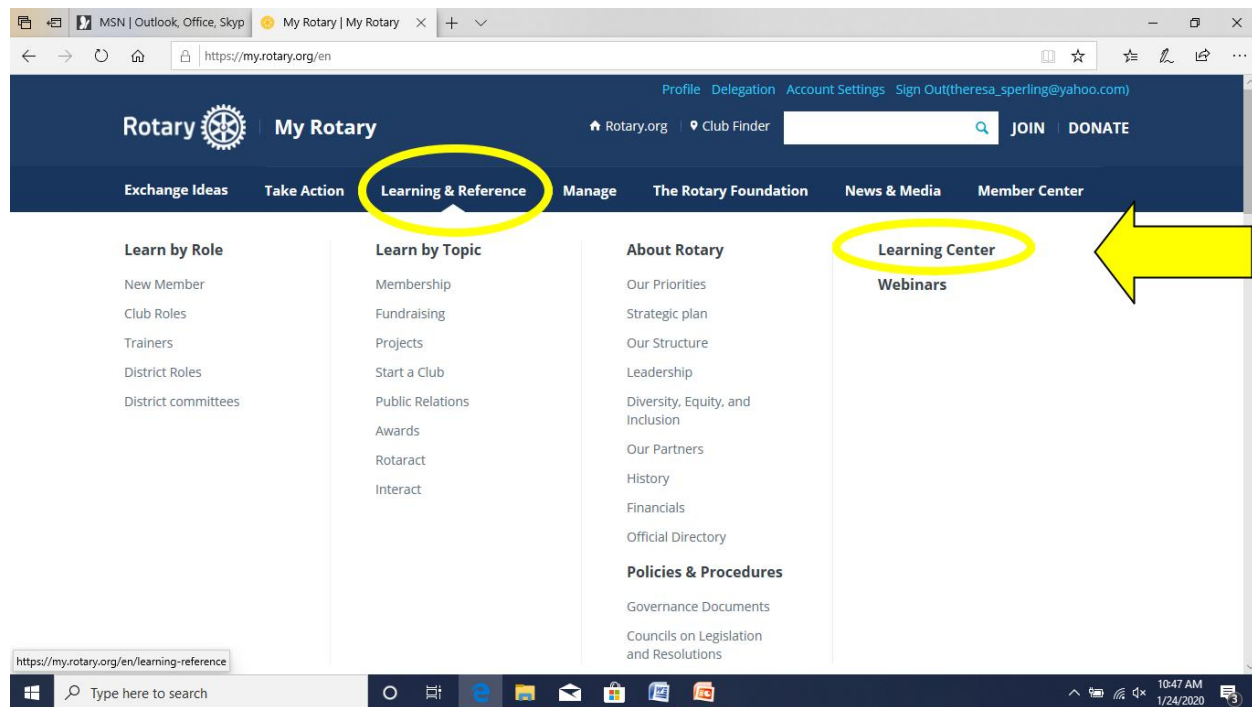
Go to Rotary.org then click on “My Rotary”



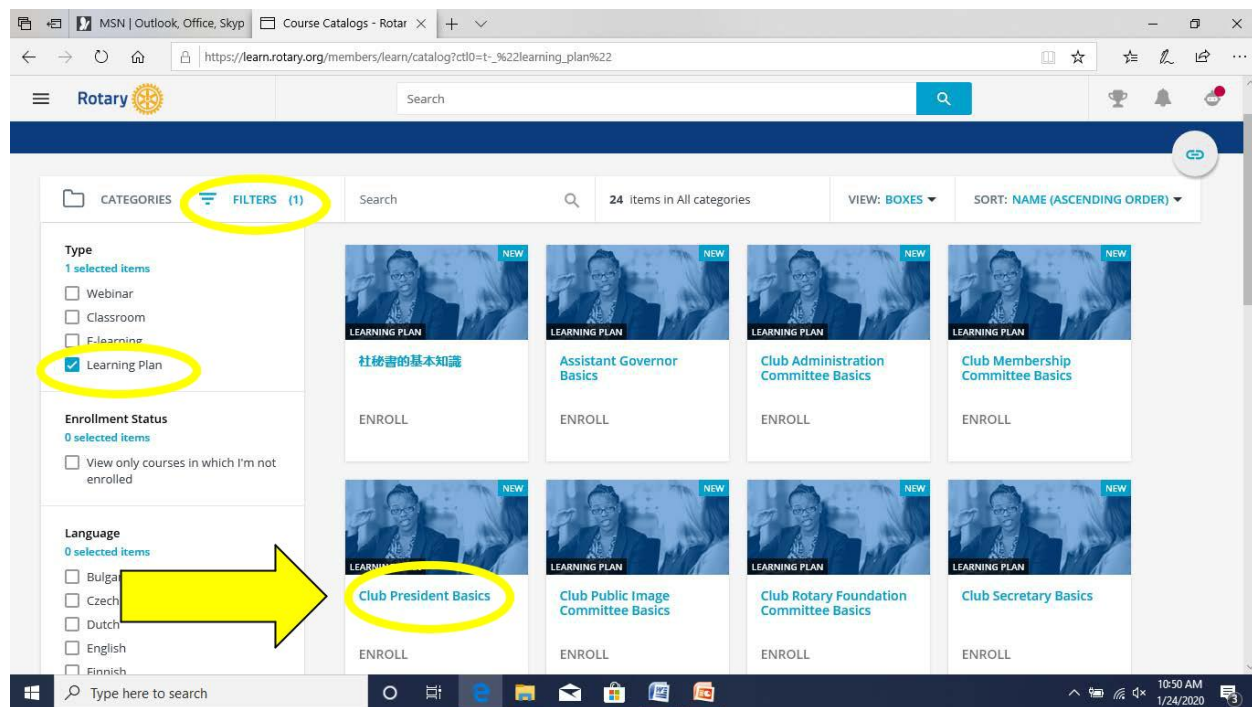
Click “Sign in to My Rotary” (or Register for an Account if you do not currently have an account).



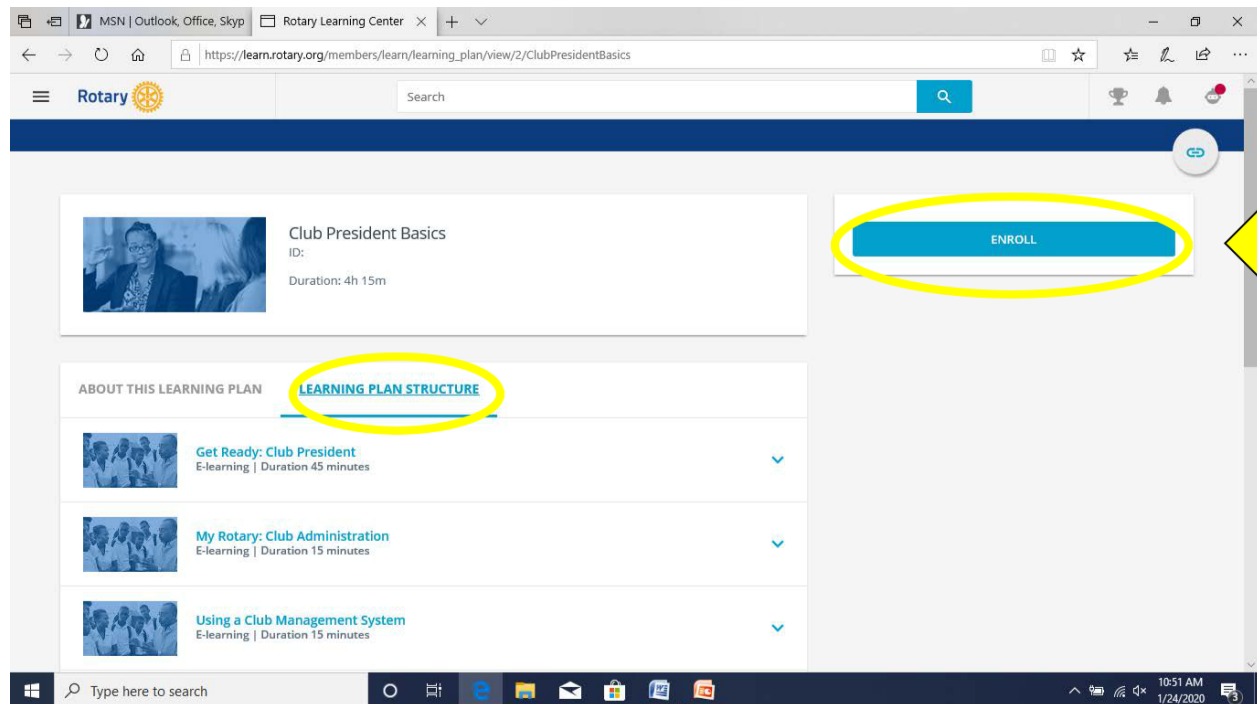
Next, click on the drop down menu for “Learning & Reference”. Then click on “Learning Center”.



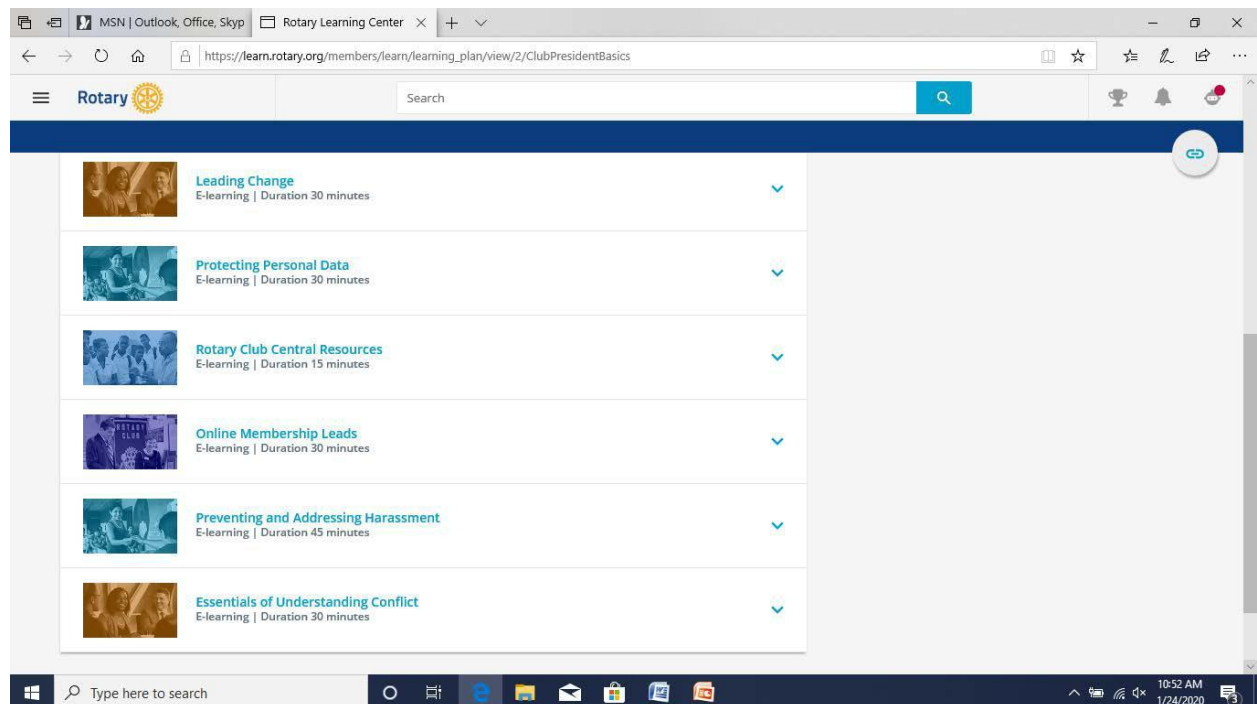
Within the Learning Center, select “Filters” and then check the “Learning Plan” box. Click on “Club President Basics”.



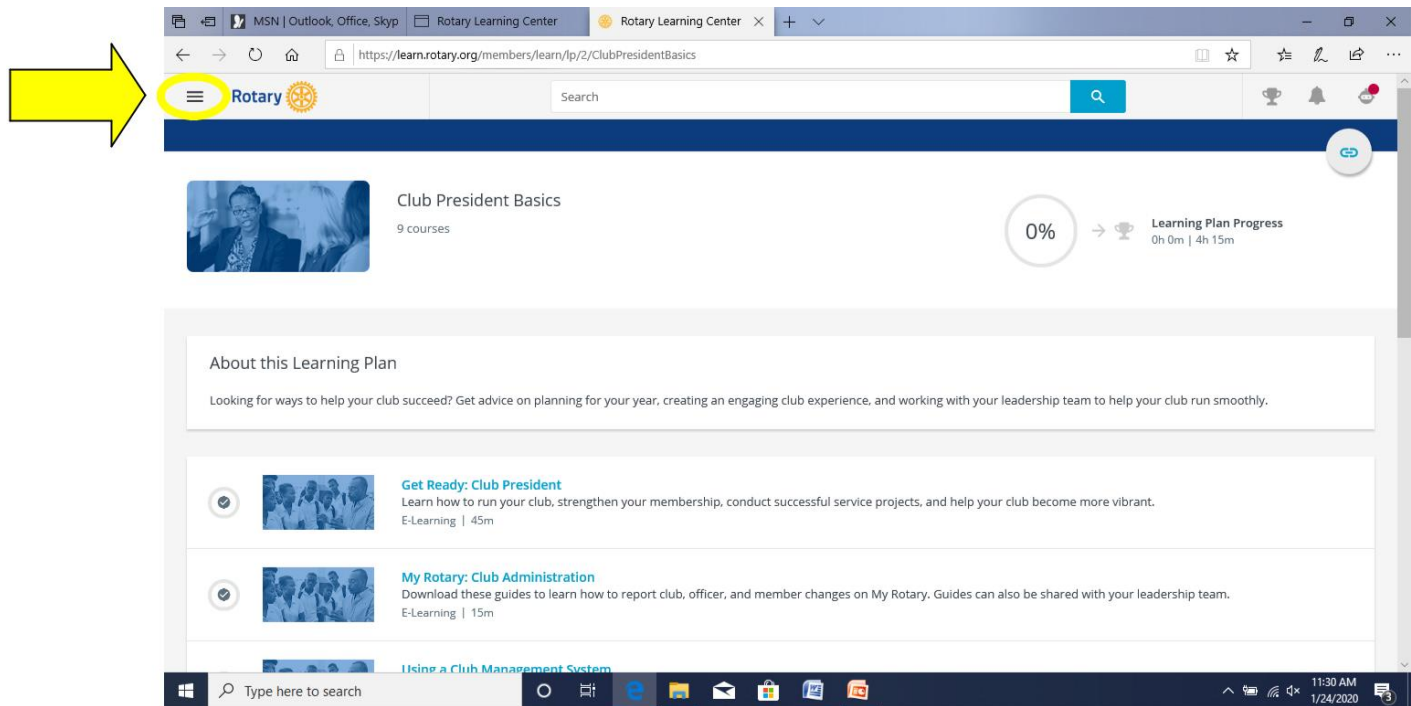
Within the Learning Plan, select “Learning Plan Structure” to see the courses. Select Enroll and begin your courses.



The remainder of the course list for this learning plan.



To leave The Learning Center, click on the horizontal lines in the upper left of the screen. Then choose where you want to go (e.g. My Rotary home page).



The screenshot shows a web browser window with the URL <https://learn.rotary.org/members/learn/lp/2/ClubPresidentBasics>. The page header features the Rotary logo and a search bar. A yellow arrow points to a menu icon (three horizontal lines) in the top left corner. Below the header, the main content area displays the title "Club President Basics" with "9 courses" and a progress indicator showing "0%". To the right, a "Learning Plan Progress" section shows "0h 0m | 4h 15m". The "About this Learning Plan" section provides context: "Looking for ways to help your club succeed? Get advice on planning for your year, creating an engaging club experience, and working with your leadership team to help your club run smoothly." Below this, a list of courses is shown, including "Get Ready: Club President" (45m) and "My Rotary: Club Administration" (15m). The Windows taskbar at the bottom shows the time as 11:30 AM on 1/24/2020.



WELCOME TO THE BRAND CENTER

Tell the story of Rotary and how we are people of action in your community and around the world.

[LEARN MORE](#)

Join Leaders. Exchange Ideas. Take Action.



PEOPLE OF ACTION

Get everything you need from Rotary's latest public image campaign.

[LEARN MORE](#)



GUIDELINES

Apply our messaging and visual guidelines to your communications to tell Rotary's story in a consistent and engaging way.

[LEARN MORE](#)



LOGOS

Download high-resolution logos and Rotary graphics.

[LEARN MORE](#)



MATERIALS

Use our customizable materials to promote your club, projects, and programs.

[LEARN MORE](#)



ADS

Download online, print, outdoor, and radio ads to promote Rotary in your community.

[LEARN MORE](#)



IMAGES & VIDEO

Select images or videos that capture Rotary's essence and reflect our work and our members.

[LEARN MORE](#)

Rotary International has a variety of resources available to help you 'spice up' your club publicationsfrom photos, to create your club logo, to develop a three fold flyer to promote an event or membership, to ads and videos. Check it out.

MY NOTES

2020-21 CITATION GOALS AND INSTRUCTIONS



Beginning in 2020-21, Rotary club leaders can go into Rotary Club Central and select at least 13 out of 25 goals they wish to apply toward citation achievement. This flexibility allows clubs to choose the goals that are most relevant and achievable. In addition, many goals will be self-reported by marking “achieved” in Rotary Club Central.

To achieve the citation:

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

Once you are in Rotary Club Central, navigate to the **Goal Center**, select the **year**, and click on the **All tab** to see the goals. Below are the goals for the 2020-21 Rotary year:

Goal	Goal Detail
Club membership	How many total members does your club want by the end of the Rotary year?
Service participation	How many members will participate in club service activities during the Rotary year?
New member sponsorship	How many members will sponsor a new club member during the Rotary year?
Rotary Action Group participation	How many club members will be members of at least one Rotarian Action Group (RAG) during the Rotary year?
Leadership development participation	How many members will participate in leadership development programs or activities during the Rotary year?
District conference attendance	How many members will attend your district conference?
Rotary Fellowship participation	How many club members will be members of a Rotary Fellowship during the Rotary year?
District training participation	How many of your club's committee chairs will attend the district training assembly?
Annual Fund contributions	How much money will be contributed to The Rotary Foundation Annual Fund by your club and its members during the Rotary year?
PolioPlus Fund contributions	How much money will be contributed to The Rotary Foundation PolioPlus Fund by your club and its members during the Rotary year?
Major gifts	How many single outright donations of US\$10,000 or more will be made by individuals associated with your club during the Rotary year?

2020-21 CITATION GOALS AND INSTRUCTIONS



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



Hold Funds for Future Projects

Club submits "Application for Funding" with Project being "Club Donation Holding Account"

Club generates funding that is undesignated to a particular project
Donations go directly to the Charitable Foundation in the Club's Account

Pre-approved Projects

Club seeks approval from the Charitable Foundation for a Club Project via the "Application for Funding"

Donations go directly to The Charitable Foundation
Club manages project - submits expense reimbursement to Foundation

After project reconciliation, Foundation closes project with distribution of final funds to the Club's project designated charity/recipient.
Project Closed.

Transfer Funds to Approved Project

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.

Cheryl McIntyre, Foundation Chair
Dennis Gorman, Foundation Treasurer
David Phelps, Chief Administrative Officer

UNDERSTANDING ROTARY INTERNATIONAL & DISTRICT DUES AND FEES

2020-21 WORKSHEET FOR CLUB BUDGETING MEMBER DUES AND FEES: (Per Active Member)

Paid to Others

ITEM	COST per Member	NOTES or DESCRIPTION
Rotary International Dues	\$68.00	
Magazine – The Rotarian	12.00	
Council on Legislation	1.00	
Directors and Officers Insurance	.43	
General Liability Insurance	3.63	
District Dues* - See formula		
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	\$
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*** Rotary International dues will go up \$1 per capita. District dues are set based upon the current formula.**

For the District, Club dues are based upon an active member count as of July 1 and January 1 of each year. The annual rates are: \$135 pp for clubs of 19 or less members, \$115 pp for 20 to 39 members; \$105 pp for over 40; \$95 pp for over 70 members. Dues at the district are not prorated, therefore, no changes can be made in the invoice.

District 6450 Dues and Fees, for Club Presidents, Secretaries and Treasurers

My name is Brett Mitchell, district treasurer. I'd like to provide an explanation of the semi-annual dues and fees invoices that are distributed each August and February. Your district dues/fees are separate from those invoiced to your club by Rotary International, which are due in July and January. The district waits until August and February to invoice for the district dues and fees to assist with your club cash flow. Payment is due by the end of September and March respectively.

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

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

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

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

Club Treasurer. Assure that your members are paying their monthly/quarterly/annual dues to your club on a timely basis so that you have the funds to process the RI and District dues semi-annually. The invoices are distributed to club officers via email announcement and a link to a 'cloud' folder with every clubs invoice listed. They are also available on the district website under Club Support in the Secretary/Treasurer section.

Now on to explaining the dues and fees of District 6450....

District Dues & Fees. Invoices are prepared in August and February for one half of annual dues set by the district board of directors and approved by member clubs.

Dues: Clubs are the members of the district. Club dues are based upon an active member count as of July 1 and January 1 of each year. The annual rates are: \$135 pp for clubs of 19 or less members, \$115 pp for 20 to 39 members; \$105 pp for over 40; \$95 pp for over 70 members. Dues at the district are not prorated, therefore, no changes can be made in the invoice.

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

President elect single rate for annual district conference - participation in the annual conference is a critical component of incoming president's training. The registration include registration and all meals. If you require lodging in 2021, that is separate. In 2020 one nights lodging is including in the annual dues payments for PE's.

PETS and pre-PETS - president elects are required to attend PETS to be certified and recognized as the club president, even if it's a returning president. This is based upon Rotary International policy and enforced by the district governor. The district participates in a multi-district collaboration and pre-pays to the collaboration each president elects attendance. There is no refund for non-attendance or make ups at another PETS.

I hope this is helpful and answers preliminary questions you may have about the district dues and fees. If you have additional questions you can reach myself or district administrator David Phelps at office@rotary6450.org via email or leave a voicemail at the district's Google number with your question and one of us will call you back, 312- 857-6450.

The district mailing address is:
Rotary International District 6450, Inc.
400 E Randolph St. Suite 2305
Chicago, IL 60601

Sincerely,

Brett Mitchell,
District Treasurer

MY NOTES

Frequently Asked Questions

US Rotary Clubs and the IRS



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

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

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

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

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

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

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

Are contributions to my club considered charitable contributions for individuals? Contributions to clubs are generally not tax deductible as charitable contributions. Contributions to any club charitable fund that is tax exempt under [Section 501\(c\)\(3\)](#) of the Internal Revenue Code may be tax-deductible as charitable contributions. Membership dues may be deductible for some Rotarians as business expenses.

My club intends to operate as a 501(c)(4) organization. Do we need to notify the IRS?

Legislation enacted at the end of 2015 requires you to notify the IRS by submitting Form 8976 within 60 days of the date your club becomes a legal entity (i.e. date your articles of incorporation were approved or date your constitution or bylaws were adopted). Failure to complete the form may result in penalties. Clubs that have filed a Form 990 or Form 1024 on or before 8 July 2016 are not required to file the notification. Visit Electronically Submit Your Form 8976 at www.irs.gov for more details. Note: Submitting this form is not a determination of tax exempt status. See the next question for more information on becoming tax exempt under RI's group exemption ruling.

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

What is the official naming convention for Rotary clubs according to the IRS? RI will report your club's name as the Rotary Club of Community, State. To confirm the club name registered with the IRS, please contact them directly at 877-829-5500.

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

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

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

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

Can my club or club foundation obtain 501(c)(3) tax exempt status under The Rotary Foundation?

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

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

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

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

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

Yes. RI's group exemption ruling does not include group filing. Therefore, each club is responsible for filing their own annual return (Form 990, 990-EZ) or annual electronic notice (990-N). The version a club files is dependent upon its gross receipts for the year. For more information about this requirement and to find out which form to file, please see Which forms do exempt organizations file? at www.irs.gov.

What is the deadline to file an annual return?

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

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

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

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

According to IRS regulations, an organization whose tax exempt status has been automatically revoked must apply to have its tax exempt status reinstated, even if it was not originally required to file an application for exemption. To check your club's tax exempt status, visit Tax Exempt Organization Search at www.irs.gov. For more information about the consequences of revocation and how to apply for reinstatement, please see Automatic Exemption Revocation for Non-Filing: Frequently Asked Questions at www.irs.gov. For any further questions, please contact the IRS directly at 877-829-5500.

MY NOTES

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

Policy Coverage Descriptions

The Program is made up of General Liability and Directors' & Officers' / Employment Practices Liability Insurance coverage.

I C	D
General Liability	<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">• Includes Liquor Liability• Non-Owned/Rented Auto Liability <p>This insurance is typically required by lessor/municipality when Rotary clubs hold events, fundraisers, other activities in rented venues.</p>
Directors' & Officers' / Employment Practices Liability (D&O / EPL)	<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. It can apply to some liability claims from membership matters.</p>

Who is Insured?

These active Rotary club and district organizations make up the Named Insured

- Rotary Clubs
- Rotary Districts
- Rotary Club Foundations
- Rotary District Foundations
- Rotaract Clubs
- Interact Clubs

- Rotary Community Corps
- Certified Youth Exchange Organizations
- Rotary Youth Leadership Awards (RYLA)
- PETS (including multi-district organizations)

Other Rotary organizations on file with
Rotary's Risk Manager

Gallagher Contact Information

Phone: 833-3ROTARY
Email: rotary@ajg.com

Risk Management Contact Information
Email: insurance@rotary.org

Last Updated: July 2019





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

Broker Information & Resources

Gallagher is the insurance broker for the Program. Gallagher acts as an extension of the RI Risk Management team to assist Rotarians with requests such as the issuance of additional insured endorsements or other special requests. Information is housed on [Gallagher Insight](https://insight.ajg.com), Gallagher's dedicated website for the Program's insurance information.

Gallagher Insight

<https://insight.ajg.com>

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/district websites) where it is easily accessible by outside parties.

Username:
rotary@ajg.com

Password:
rotarian1

Documents Found on Gallagher Insight:

- Certificate of Insurance
- Loss Prevention Guides
- Incident Report Form
- FAQ
- General Liability Insurance Summary
- Directors' & Officers / Employment Practices Liability Summary
- And more!

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.

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



CERTIFICATE OF INSURANCE INSTRUCTIONS

CERTIFICATE OF LIABILITY

DATE (MM/DD/YYYY)

1. Enter today's date.

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 (Toll Free): 1-833-3ROTARY FAX (A/C No): 630-285-4062 Email: a.sulita@ajg.com
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

2. Enter Rotary Club Name or District #

COVERAGES **CERTIFICATE NUMBER:** 899307618 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, 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"/> PROJECT <input type="checkbox"/> LOC OTHER:	Y		015375594	7/1/2019	7/1/2020	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 type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			015375594	7/1/2019	7/1/2020	COMBINED SINGLE LIMIT (Ea accident) \$2,000,000 BODILY INJURY (Per person) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION\$			NOT APPLICABLE			
	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			E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

4. Select 'Print' from your tool bar or 'Save As' to save to your computer.
5. Save a copy for your records.

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. 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

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

CREATING YOUR CLUB LEADERSHIP PLAN



Use this worksheet to start developing a plan that works for your club.
Add strategies to meet your club's needs.

Rotary Club of

Rotary Year

- ☐ Our club has a strategic plan that reflects what we want our club to be like in three to five years
- ☐ Our club is engaging. We use the following meeting formats:
 - ☐ Traditional meetings: /month
 - ☐ Online meetings: /month
 - ☐ Service meetings: /month
 - ☐ Social events: /month
 - ☐ Other:
 - ☐ Other:
- ☐ Our club ensures continuity:
 - ☐ Members prepare for leadership positions
 - ☐ Past, present, and future leaders participate in making decisions
- ☐ Our club has fun social activities planned for the year:
 - ☐ Networking and socializing events
 - ☐ Events that welcome families
- ☐ Our club has a comprehensive training plan that includes:
 - ☐ District conference
 - ☐ District membership seminar
 - ☐ District public image seminar
 - ☐ District Rotary Foundation seminar
 - ☐ New member orientation
 - ☐ Online courses on the Learning Center
 - ☐ Club Officers Basics course
 - ☐ Membership online course
 - ☐ Presidents-elect training seminar

- ☐ Our club has entered its annual goals in Rotary Club Central
- ☐ Our club has a communication plan for members and for the community:
 - ☐ We use social media tools like Facebook
 - ☐ Our club website is active and current
 - ☐ Other:
 - ☐ Other:
 - ☐ Other:
- ☐ Our club's bylaws are current and reflect our structure and practices
- ☐ Our club has strategies for keeping all members active in the club:
 - ☐ Members are involved in projects
 - ☐ New members are assigned mentors
- ☐ Our club has committees that support our needs:
 - ☐ Administration
 - ☐ Membership
 - ☐ Public relations
 - ☐ Rotary Foundation
 - ☐ Service
 - ☐ Other:
 - ☐ Other:
 - ☐ Other:

HOW TO ACCESS ROTARY CLUB CENTRAL

1 Sign In or Register. Or go to rotary.org/clubcentral to reach the site directly. You'll be prompted to sign in to My Rotary or create an account if you haven't already.

2 Select Member Center

3 Select Rotary

Go to My Rotary and select

Sign In Register

JOIN GIVE

Foundation News & Media Member Center

SIGN IN TO MY ROTARY

REGISTER FOR AN ACCOUNT

SIGN IN

SIGN-IN EMAIL *

Forgot email? ?

PASSWORD *

Forgot password?

☒ REMEMBER ME ?

SIGN IN

WHY CREATE AN ACCOUNT?

Signing in to My Rotary gives you access to customized tools and resources.

Anyone can create an account. Existing members with the same email address can register for a new account.

CREATE AN ACCOUNT

Join Us!

Tell us where you're interested in Rotary and we'll help you find the right club.

ROTARY GLOBAL REWARDS

Explore our member benefit program for discounts on travel, hotels, dining, and entertainment.

INTERNATIONAL CONVENTION

KOREA 2016

Plan now to attend Rotary's biggest event of the year. It's your chance to connect with members from around the world.

REGISTER

THE ROTARIAN

REFER A MEMBER

Refer a potential member and we'll help connect them to the right club. Only current members can refer new members. To refer someone to your own club, contact your club secretary.

REFER A MEMBER

ONLINE TOOLS

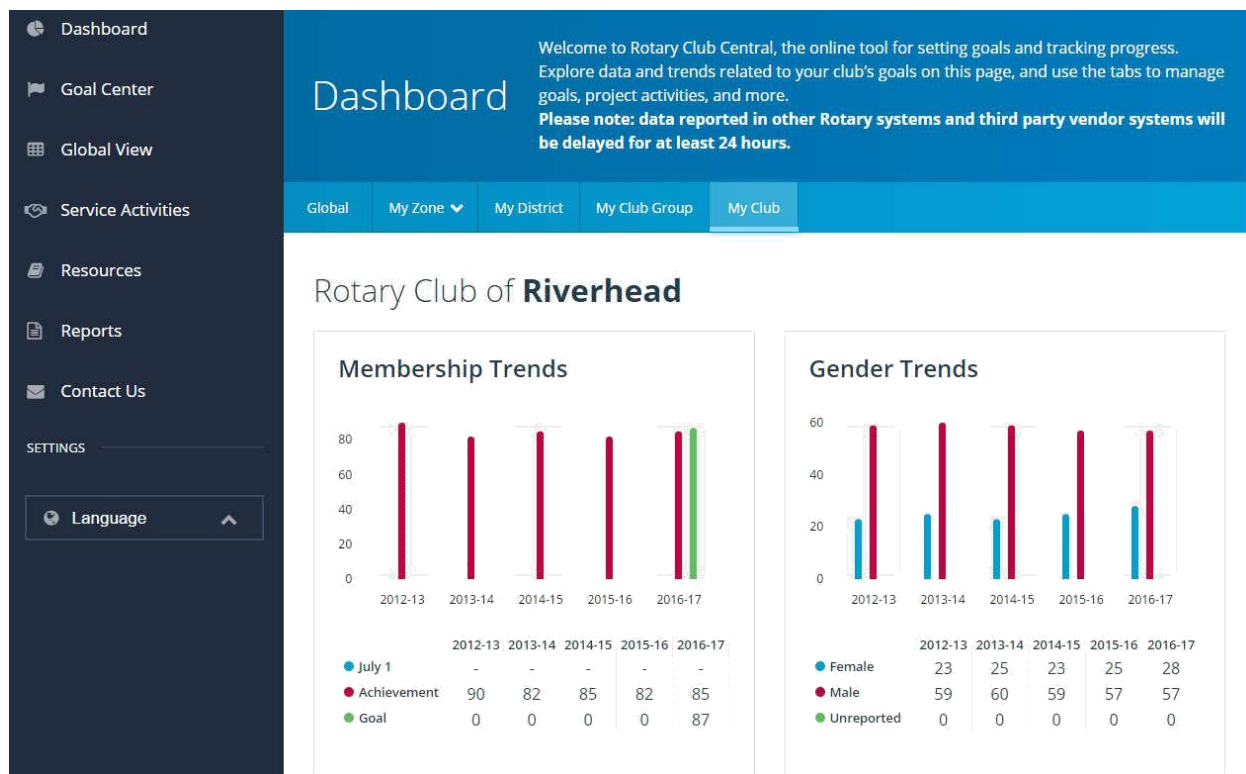
Rotary Club Central

Brand Center

Rotary Showcase

Rotary Ideas

Learning Center



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



Time Management

There's a parable about a monk who was renowned for meditating two hours every day. He was then appointed as abbot of his order. A follower commented that he would now have to change his meditation habits and the new abbot replied, "you're right, I'll have to meditate three hours a day."

- **Have a mission moment:** give your team the inspiration they need with a thirty-second anecdote about a problem your organization's volunteer efforts has solved in the past or will solve this year.
- **Give praise:** inspiration isn't just about vision; it's about lauding your team in the present. Call out best practices and provide validation as a leader.
- **Communicate milestones:** let your team know when you've reached 25%, 50%, and, especially, 100% completion on a project. Updates like these help volunteers gauge effectiveness and urgency.
- **Give clear directives:** don't leave them questioning what to do next. Like Wolf said, people look to their leader for answers, not more questions. If more neighborhoods need canvassing or brochures need distributing, ask for volunteers to step up.
- **Keep a timeline:** Working in a time-bound situation will help your team maintain energy if they know a deadline is approaching. As the project manager, your job is to keep the tasks on track and prioritize what work needs to get done.

The 10 Secrets of Successful Volunteer Leaders

1. Enroll others in the vision
2. Goals without strategies create failure
3. People never argue with their own data
4. Listen to underlying messages
5. Understand what makes people tick
6. Share the power
7. Delegate and manage the process, not the people
8. Take time to celebrate accomplishments
9. Learn from the past
10. Maintain your personal balance

Sharing Secrets (*lessons learned*)

- Maintain your personal balance
 - Balance your career, family, friends and community commitments
 - Manage the team's vision, commitment, roles and accountability to the vision or purpose
 - Take responsibility to nurture your own soul, reach your own dreams and practice self-care
 - Leaders who are run-down and stretched to the limit can't lead very well
 - Remember: team members learn from good role models

6450

District

RotaryInternational

Spring Training

Bring Your Team!
Strengthen Your
Rotary Game!

Thursday, April 2
6:00-9:00pm
Moraine Valley
Community College

Register at www.rotary6450.org



MY NOTES

BIG BODACIOUS CELEBRATION

For and with District 6450 Rotarians who
like to have fun and enjoy team
camaraderie and intellectually
stimulating times
together!

APRIL 24-26, 2020
Hyatt Lodge, Oak Brook

Formerly known as the District Conference

FRIDAY

**Opening Lunch-Celebrate PDGs, AGs, Leadership Team
Presidents Social, Annual Meeting, TRIVIA NIGHT**

**Keynote Speakers, Foundation Lunch, Club Pride,
Ice Cream Social, CASINO NIGHT**

SATURDAY

SUNDAY

BIG BODACIOUS SURPRISE EVENT

Registration \$475

Spouse/Partner \$375

Installment payment plan, \$100/month, available.

**Includes 6 meals, all plenary sessions, social events,
yoga, meditation and nature walks,
and Hawaiian hints and surprises all weekend!**

Register online at www.rotary6450.org

Hyatt Lodge room rate \$149/night

Rotary International District 6450 Conference 2020 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
	Rotarian Registration	\$475		
	Spouse/Guest Registration	\$325		
	Club President 2020-2021	No charge for PE's		
	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

Lodging link is on the District website in the calendar, www.rotary6450.org.
Hyatt Lodge room rate will be \$149/night.



ROTARY INTERNATIONAL DISTRICT 6450 FAMILY FUN DAY

WHITE SOX VS. DETROIT TIGERS

Tuesday, July 28th, 2020 // 7:10 p.m.

Guaranteed Rate Field



SPECIALY PRICED WHITE SOX TICKETS!

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!

To participate in White Sox Player Meet and Greet, Patio and Parade, arrive at Gate 1 at 5:20 p.m. To participate in only the parade, arrive at Gate 1 at 5:40, the Patio closes at 7:25. Parade begins at 6:20 p.m.

ALL ORDERS MUST BE RECEIVED BY WEDNESDAY, JULY 15TH

OPTIONS TO ORDER TICKETS	# OF TICKETS	TICKET PRICE	TOTAL
WEB www.rotary6450.org MAIL with payment to: Rotary International District 6450, Inc. P.O. Box 5290 River Forest, IL 60305-5290 FAX with payment to: (801) 416-9622 EMAIL White Sox Chair: Irv Kaplan		Outfield Reserved @ \$25.00	
		Outfield Reserved ticket and Pregame Patio Party @ 47.00	
		Donate a ticket to a Chicagoland Veteran, and snack for a Veteran @ \$34.00	
		Contribution to "END POLIO NOW" Rotary member number required if Rotary Foundation recognition desired	
		TOTAL ENCLOSED	

**ALL GAME TIMES AND PROMOTIONS ARE SUBJECT TO CHANGE. NO REFUNDS OR EXCHANGES.
PRICES ABOVE INCLUDE 9% CITY AND 3% STATE AMUSEMENT TAXES**

Parking can be purchased on the day of the game in Lots F & L for \$20.00 on site.

Name _____

Address _____

City, State, Zip _____

Phone _____ E-mail _____

Please charge my: ☐ Visa ☐ Mastercard ☐ Amex ☐ Discover

Credit Card # _____ Expiration Date _____

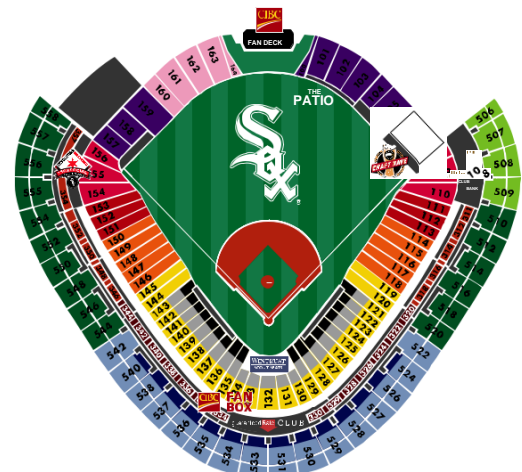
Signature _____

OR: Enclosed is a check payable to Rotary International District 6450.

(If check is greater than total cost of the tickets, the difference will be made up in a donation to Eradicate Polio.

Check # _____ Rotary Number if making Donation: _____

Rotary Club: _____



FOR MORE INFORMATION, GO TO rotary6450.org



ROTARY INTERNATIONAL DISTRICT 6450 FAMILY FUN DAY

WHITE SOX VS. DETROIT TIGERS

Tuesday, July 28th, 2020 // 7:10 p.m.
Guaranteed Rate Field



This is for your own tracking while taking ticket orders and collecting funds. When complete, run the totals and summarize on the front of the form.

Name	Number of \$25 Tickets	Number of Tickets with Pregame Patio Party	Number of \$34 Donations for Veteran	Contribution to Vets Program	TOTAL PAID \$	Date Tickets to Game and Parade were Distributed

TOTALS to FILL IN THE FRONT SIDE

#

#

#

\$

\$

Duplicate if you need more form lines.

Rotary
Rotary Iron Lung
Education
Exhibit



Districts
6420-6440-6450

RILEE

ROTARY • IRON • LUNG • EDUCATION • EXHIBIT



Reserve RILEE for your club event

<https://rotary6440.org/page/rilee-request-form>

Questions? Contact gov.suzanne@Rotary6440.org

MY NOTES

Rotary International District 6450 Club President 2020-21 Timeline / To Do List

- March 2020
 - Report Club Officers to Rotary International via myrotary.org
 - Submit Club Foundation and Membership goals – Rotary
 - Choose Club project(s) for 2020-21 District Grant
 - Work with your Club Treasurer on Club budget for 2020-21
- April 2020
 - Attend Spring Training & have Club officers attend
(Register online through the District website)
 - Attend District Conference, April 24-26, 2020
(The Lodge, Oak Brook, IL)
(Register online through the District website)
- May 2020
 - Plan your Club calendar, get ready for 2020-21
 - Submit District Grant application for 2020-21
- June 2020
 - Deadline to submit District Grant application for 2020-21
(June 1, 2020) (hard deadline)
 - Club Installation of Officers & Directors
 - Attend District Governor Installation Dinner (June 24, 2020)
(Meson Sabika Restaurant, Naperville, Illinois)
- July 2020
 - Rotary Day with the Chicago White Sox (July 28, 2020)
 - Pay Rotary International Club dues
 - Monthly – keep members informed and engaged
- August 2020– Pay District 6450 Club dues
- October 2020 – Plan a Rotary Day event (Rotary Day is October 24, 2020)
- November 2020 – Submit IRS Form 990 to IRS (deadline November 15, 2020)
- December 2020 – Select Club officers for 2021-22 and submit to Rotary International
 - Update Club membership roster before December 31, 2020
- January 2021– Pay Rotary International Club dues
 - Assist Club President Elect with planning for 2021-22
- February 2021
 - Pay District 6450 Club dues
- March 2021
 - Midwest PETS
- April 2021
 - Spring Training
- May 2021
 - Assist your incoming officers plan for 2021-22
- June 2021
 - Attend District Conference and celebrate the end of your year!
 - Update Club membership roster before June 30, 2021

**Additional Steps, To Do's for Our Club and
Me to prepare for my year as President:**



E Komo Mai. **Welcome.**

6 to 10 June 2020

The City of Honolulu and Host Organization Committee welcome you with *aloha* to enjoy the sun, sand and fun of our island paradise.

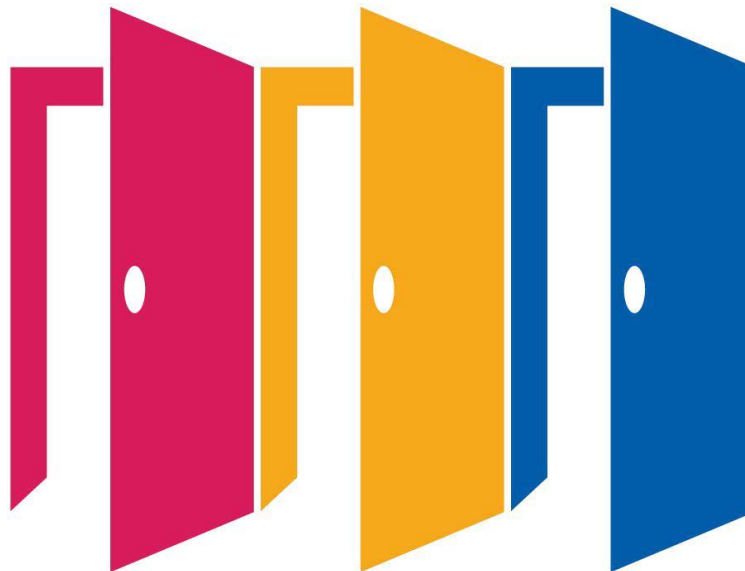
[explore honolulu >](#)

<https://rotaryhonolulu2020.org/>

Rotary
District 6450



**President Elect
Training 2020-2021**



Rotary Opens Opportunities

Charles Corrigan, Governor

**Rotary International
District 6450, Inc.**

401 William Street
P.O. Box 5290
River Forest, IL 60305-5290

Virtual Office: Please leave message and your request will
be forwarded to the appropriate district leader
[**\(312\) 857-6450**](tel:3128576450)

**The Charitable Foundation
of Rotary 6450, Inc.**

401 William Street
P.O. Box 5290
River Forest, IL 60305-5290
www.rotary6450.org

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