

Future Vision Addendum to the *Presidents-elect Training Seminar Leaders' Guide*

Future Vision Pilot Districts

Replace session 6 of the *Presidents-elect Training Seminar Leaders' Guide* with the following addendum for districts participating in The Rotary Foundation's Future Vision Plan pilot from 1 July 2010 through 30 June 2013. At the conclusion of the pilot, all districts will implement the new grant structure.

Session 6: The Rotary Foundation

(60 MINUTES)

Learning Objectives

At the end of this session, participants will be able to

1. Identify the programs and activities of The Rotary Foundation
2. Understand how to support Foundation programs
3. Lead the club in establishing Foundation goals
4. Understand the Future Vision Plan

Session Outline

Introduction	5 minutes
Rotary Foundation Grants and Programs	30 minutes
Supporting The Rotary Foundation	20 minutes
Review	5 minutes

Materials


Slides

1. Session 6 Title
2. Learning Objectives
3. Doing Good in the World
4. Rotary Foundation Grants and Programs
5. Rotary Foundation Committee
6. Club Qualification
7. Future Vision Plan Timeline
8. Rotary Foundation Funding
9. Every Rotarian, Every Year
10. Foundation Goals
11. Resources
12. Learning Objectives

Worksheets

1. Summary
2. Rotary Foundation Grants and Programs
3. Club Memorandum of Understanding

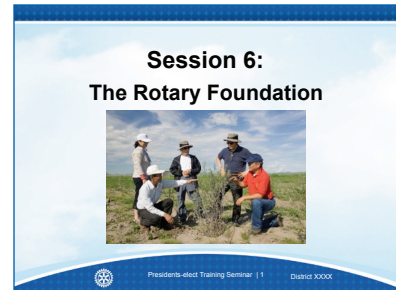
Training leader's notes

- For information on facilitating this session and a list of interactive grants and programs, refer to "How to Use the Session Guides" at the beginning of the *Presidents-elect Training Seminar Leaders' Guide*, available from your district training committee.
- This session guide is an outline only. Review it and tailor it to your audience, inserting examples related to your district where appropriate.
- When you see this symbol , consider incorporating an interactive activity.
- During the session, refer participants to the Future Vision addendum to the *Club President's Manual* (222), and explain the sections relevant to this session. For current Future Vision information and publications, go to www.rotary.org.

Introduction

(5 MINUTES) _____ TO _____

SHOW SLIDE 1 Session 6 Title

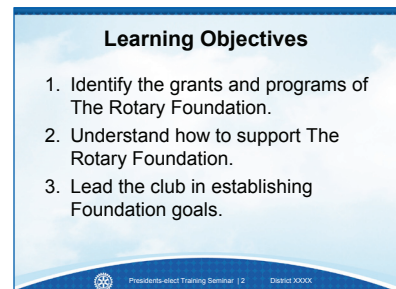


Training leader's notes

- Review this session's learning objectives with participants.
- Remind participants that they will use what they learn in this session as they draft membership goals during session 8.
- Refer participants to the session summary (worksheet 1), and encourage them to take notes.
- If you or your participants have changed rooms, consider doing a quick "getting to know you" activity related to the session topic.

REFER TO WORKSHEET 1 Summary

SHOW SLIDE 2 Learning Objectives



Rotary Foundation Grants and Programs

(30 MINUTES) _____ TO _____

Training leader's note

- Gauge participants' knowledge and experience using the question below, and adjust the facilitated discussion accordingly.

What is your experience with The Rotary Foundation?

 **SHOW SLIDE 3**
Doing Good in the World

KEY POINTS

- The mission of The Rotary Foundation is to enable Rotarians to advance world understanding, goodwill, and peace through the improvement of health, the support of education, and the alleviation of poverty. The Rotary Foundation's motto is Doing Good in the World.
- Foundation programs and grants are supported solely by voluntary contributions from Rotarians and friends of the Foundation who share its vision of a better world.

What does being a club in a pilot district mean for your club?



KEY POINT

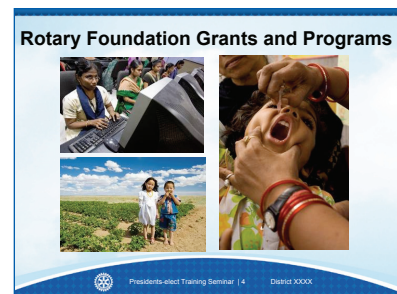
- The new grant model will
 - Increase district responsibility, including administering district grants and ensuring clubs are qualified
 - Create new processes to use grants
 - Change the way your club Rotary Foundation committee works with the new district committee structure
 - Build a stronger sense of ownership among Rotarians for their Foundation

SHOW SLIDE 4

Rotary Foundation Grants and Programs

KEY POINTS

- The Rotary Foundation offers grants and programs that enable Rotarians to contribute toward its mission.
- The main grants and programs of The Rotary Foundation are
 - District grants
 - Global grants
 - PolioPlus
 - Rotary Centers for International Studies
- Rotary Foundation district and global grants are the new grants being tested by the Future Vision pilot.
- Each grant and program has specific eligibility criteria and application forms, which are available through the district Rotary Foundation committee or at www.rotary.org.
- PolioPlus and Rotary Centers for International Studies will remain the same during the Future Vision pilot.



Training leader's notes

- Allow 15 minutes for this activity.
- Ask participants to review worksheet 2 for two to three minutes on their own. Have them choose a Rotary Foundation grant or program they are interested in discussing (district grants, global grants, PolioPlus, or Rotary Centers), and create groups based on their choices.
- Allow 10 minutes for each group to answer the discussion questions that correspond to each program.
- For the last five minutes of the activity, have each group report on its discussion.
- You may decide to supplement information on district grants depending on your district's policies. If you revise the worksheet, remember to print new copies for all participants and bring them to the session.



REFER TO WORKSHEET 2

Rotary Foundation Grants and Programs

Who will you work with to achieve your club's Foundation goals?



SHOW SLIDE 5

Rotary Foundation Committee

Rotary Foundation Committee

- Resource for helping to achieve Foundation goals
- Educates Rotarians about The Rotary Foundation
- Develops plans to support the Foundation through financial contributions and club participation in Foundation grants and programs



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KEY POINTS

- The club Rotary Foundation committee is the primary resource for helping the club achieve Foundation goals.
- The committee helps educate Rotarians about The Rotary Foundation.
- The committee develops and carries out plans to support The Rotary Foundation through financial contributions and club participation in Foundation grants and programs.

How will you support your club's Rotary Foundation committee?

Sample responses

- *Meet with the club's Foundation committee chair at the beginning of the term to help assess current annual and long-range Foundation goals.*
- *Help encourage club participation in Foundation grants and programs.*
- *Promote contributions from club members.*
- *Identify what resources are available to help the club participate in Foundation grants and programs.*

SHOW SLIDE 6 Club Qualification

Club Qualification

- Sign and agree to the Club Memorandum of Understanding.
- Send a club representative to a district Rotary Foundation grant management seminar.
- Follow any additional district qualification regulations.

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KEY POINTS

- Since The Rotary Foundation is entrusting districts with more control over grant funds, districts are being asked to qualify clubs in order for clubs to be able to use Rotary Foundation funds.
- To qualify, clubs will need to
 - Agree to the memorandum of understanding by submitting a signed copy to the district grants subcommittee chair
 - Send at least one club representative to a district Rotary Foundation grant management seminar
 - Follow any additional qualification requirements set by the district
- The district Rotary Foundation committee chair supports the club Rotary Foundation committee and is the primary contact for district grants.
- The district grants subcommittee oversees the qualification of clubs and serves as a district expert on all Rotary Foundation grants.

REFER TO WORKSHEET 3

Club Memorandum of Understanding

Training leader's notes

- Allow five minutes for this activity.
 - Ask participants to refer to worksheet 3.
 - Discuss with participants what they will need to do to become qualified.
 - You may decide to supplement information on what the district requires to qualify clubs for district grants depending on your district's policies.
-

Future Vision Addendum

NOTES

SHOW SLIDE 7 Future Vision Plan Timeline

KEY POINT

- The Future Vision Plan will be implemented as follows:

2009-10: Clubs and districts prepare to use the new grant-making model.

- Work with your district Rotary Foundation committee to ensure your club is qualified to apply for Rotary Foundation grants.
- Work with your club Rotary Foundation committee to apply for a Rotary Foundation grant starting in April.

2010-11: The Foundation begins awarding grants to pilot districts.

- Receive district and global grant funds.



Future Vision Timeline

2009-10

- Become qualified
- Begin applying for grants

2010-11

- Funding is awarded to grant applicants

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Supporting The Rotary Foundation

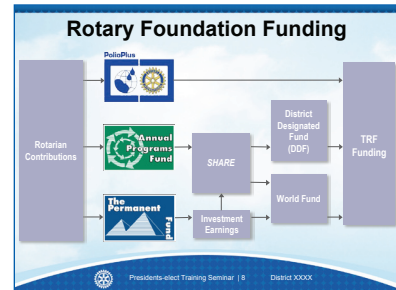
(20 MINUTES) _____ TO _____

SHOW SLIDE 8

Rotary Foundation Funding

KEY POINTS

- The PolioPlus Fund supports the immunization activities of Rotary International and the other major partners of the Global Polio Eradication Initiative (the World Health Organization, UNICEF, and the U.S. Centers for Disease Control and Prevention).
- The Annual Programs Fund and the Permanent Fund are the sources of funding for Rotary Foundation grants.
- Annual Programs Fund contributions are invested for three years. The earnings from this investment cycle are used to cover administrative expenses.
- Each district’s Annual Programs Fund contributions for a Rotary year are equally split into the District Designated Fund and the World Fund.
- Districts use their District Designated Fund to participate in district grants or global grants.
- The World Fund pays for grants and programs for which every district may apply, such as Rotary Centers for International Studies and global grants.
- The Permanent Fund is the Foundation’s endowment. The principal is never spent, and a portion of the earnings is used each year to help pay for grants and programs.



How will you get members of your club to support all three funds?

Training leader's notes

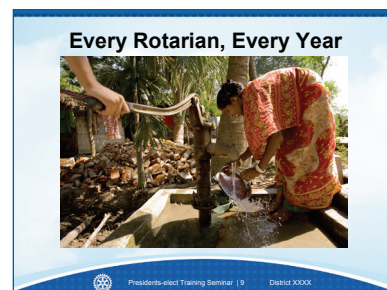
- Review *The Rotary Foundation Fund Development Club Goal Report Form*, a copy of which is provided for each president-elect in the PETS materials sent to the governor-elect.
- Club presidents-elect report their club's Annual Programs Fund, polio fundraising, and Permanent Fund goals to the governor-elect by completing this form.
- The forms should be submitted during this meeting or at a time set by the governor-elect.

What does Every Rotarian, Every Year mean to your club?

SHOW SLIDE 9 Every Rotarian, Every Year

Sample responses

- *Every Rotarian makes a contribution to the Foundation's Annual Programs Fund every year.*
- *Every child has the opportunity to learn to read and write.*
- *Every community has clean water.*
- *Every person lives in a polio-free world.*



What is your role in Every Rotarian, Every Year?

Sample responses

- *Make a gift to the Foundation early in the Rotary year.*
- *Encourage and ask every club member to make a gift every year.*
- *Inform members of how their contributions to the Annual Programs Fund support Foundation programs that achieve good in the world.*
- *Recognize Rotarians who support The Rotary Foundation.*

How will your club raise funds to end polio?

Have you set the fundraising goals for your club?

KEY POINTS

- The worldwide Annual Programs Fund goal is an accumulation of club goals.
- To establish an Annual Programs Fund goal, club presidents-elect should examine the club's previous giving to the Foundation and determine a challenging goal.
- The Annual Programs Fund goal is also a pledge from Rotarians to make the world a better place.

Why is stewardship of RI funds important?

KEY POINTS

- The funds that support Rotary Foundation grants were donated by fellow Rotarians.
- Grant project participants must manage the funds received from The Rotary Foundation responsibly and with full disclosure.
- Stewardship includes project planning, submission of completed and accurate applications, direct Rotarian involvement, transparency in all financial transactions, and effective reporting.
- Transparency and proper use of Foundation funds help build confidence in The Rotary Foundation as a worthy and effective charitable organization.

How can the district Rotary Foundation seminar help your club achieve its Foundation goals?

KEY POINT

- The district Rotary Foundation seminar provides an opportunity to
 - Share goals for the coming year
 - Learn about resources and tools to motivate individual Rotarians to support The Rotary Foundation
 - Understand the importance of financial support of Foundation grants and programs

SHOW SLIDE 10 Foundation Goals



Training leader's notes

- Allow five minutes for this activity.
- Ask participants to turn to the summary sheet and write five goals for the coming year related to the five points on the screen.

🗣️ What goals does your club have for promoting Rotary's US\$200 Million Challenge?

🗣️ What type of grants would you like your club to apply for? Which area of focus would you like your members to concentrate on?

🗣️ What are your goals for fundraising, such as contributions to the Annual Programs Fund, the Permanent Fund, and PolioPlus?

🗣️ What learning goals will you set for your club to help club members to learn about the Future Vision Plan?

🗨️ SHOW SLIDE 11

Resources

Where can you direct club members' questions about The Rotary Foundation?



Future Vision Resources

- Visit www.rotary.org/futurevision
- E-mail:
futurevision@rotary.org
contact.center@rotary.org

EVERY MEMBER, EVERY YEAR

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KEY POINTS

- More information about the Future Vision Plan is available by e-mailing futurevision@rotary.org and reviewing the Future Vision Plan pages at www.rotary.org/futurevision.
- Rotary Foundation resources include:
 - District Rotary Foundation committee
 - Regional Rotary Foundation coordinator
 - Rotary Foundation staff at RI World Headquarters
 - *Every Rotarian, Every Year Club Success Kit*
 - For general inquiries about Foundation recognition, PolioPlus contributions, or status of grants in progress, e-mail the contact.center@rotary.org.

Are there any additional resources?

Review

(5 MINUTES) _____ TO _____

Training leader's notes

- Review the learning objectives to ensure that all topics were covered sufficiently. Answer any questions.
- Using the summary sheet, ask participants to share something they learned during the session and an action they will take as a result of this session. Participants can share with the person next to them or with the entire group.
- Thank participants.

SHOW SLIDE 12

Learning Objectives

REFER TO WORKSHEET 1

Summary

Adjourn

Learning Objectives

1. Identify the grants and programs of The Rotary Foundation.
2. Understand how to support The Rotary Foundation.
3. Lead the club in establishing Foundation goals.



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Future Vision Addendum

Worksheet 2

Rotary Foundation Grants and Programs

Review the information about each Rotary Foundation grant and program. Discuss the questions below each grant or program area with your group.

PolioPlus

Supports the immunization activities of Rotary International and other major partners of the Global Polio Eradication Initiative (the World Health Organization, UNICEF, and the U.S. Centers for Disease Control and Prevention) by keeping Rotarians informed of progress, promoting accurate media coverage, supporting volunteers during National Immunization Days, and providing needed resources in polio-endemic or at-risk regions.

1. If your club has never supported PolioPlus, what can you do to learn about the program?
2. In what ways will you raise awareness for polio eradication in your club and your community?
3. What will be your goal for PolioPlus this year?

Rotary Foundation District Grants

Allow clubs and districts to support their specific service interests and address immediate needs in their communities and abroad. Provided as block grants to districts, clubs will submit requests for a portion of these funds to the district Rotary Foundation committee for consideration. Each district will manage the process differently so check with the district Rotary Foundation committee chair to learn about your district's policy. Districts will be able to use a portion of their district funds to support these grants.

1. How will you gain consensus when deciding on a club project that will be eligible for a district grant?
2. How will you manage the process of applying for district grant funding and implementing the project?
3. How will you promote your project to the community (internationally and locally)?

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Rotary Foundation Global Grants

Support larger projects with sustainable, high-impact outcomes in one of the six areas of focus.

Areas of focus:

- Peace and conflict prevention/resolution
- Disease prevention and treatment
- Water and sanitation
- Maternal and child health
- Basic education and literacy
- Economic and community development

Clubs and districts can either create their own global grant projects in the areas of focus or work on packaged grants developed by The Rotary Foundation in conjunction with its strategic partners.

Club- and district-developed global grant projects are funded by the sponsors and a matching World Fund award from The Rotary Foundation for a minimum of US\$30,000 project.

Packaged global grants are developed by the Foundation and its strategic partners. The Foundation and the strategic partner provide 100 percent of the funding, and Rotarians implement the grant project.

1. What areas of focus will your club concentrate on?
2. Which option appeals to your club more — club- and district-developed global grants or packaged global grants?
3. What are some ways you could find an international partner?

Rotary Centers for International Studies

Allows Rotary World Peace Fellows to study at one of the Rotary Centers for International Studies in peace and conflict resolution to pursue a graduate degree in conflict resolution, peace studies, international relations, and related fields or to earn a professional development certificate in peace and conflict studies.

1. How will you recruit qualified applicants in your community?
2. What is the process in your club for reviewing applicants for this program?
3. How will you involve past and current participants once they return? How does your club keep track of alumni?

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Worksheet 3

THE ROTARY FOUNDATION FUTURE VISION PILOT

CLUB MEMORANDUM OF UNDERSTANDING

This document is the official Memorandum of Understanding (MOU) provided by The Rotary Foundation (TRF) for clubs participating in the Future Vision pilot. It is an agreement between the club and its district, explaining what measures the club will undertake to ensure proper implementation of grant activities and management of TRF grant funds. By authorizing this document, the club agrees that it will comply with all Foundation requirements.

1. Terms of Qualification
2. Club Leadership Responsibilities for Qualification
3. Financial Management
4. Document Retention
5. Report on Use of Grant Funds
6. Method for Reporting and Resolving Misuse of Grant Funds

1. Terms of Qualification

- A. Upon successful completion of the qualification requirements, the club will receive qualified status for a period of one year.
- B. By entering into this agreement and receiving Rotary Foundation grant funds, the club understands and confirms that the club, as an entity, is responsible for the use of grant funds, regardless of which individual(s) or group controlled the funds.
- C. The club must disclose any potential conflicts of interest and must comply with the Conflict of Interest Policy for Grant Participants as outlined in section 7.030 of *The Rotary Foundation Code of Policies*.
- D. The club must cooperate with all district and TRF audits.

2. Club Leadership Responsibilities for Qualification

- A. A club member must be appointed to manage club qualification and ensure that stewardship measures and proper grant management practices are implemented for all TRF grants.
- B. The club must establish a succession plan for the transfer of grant records to ensure retention of information and documentation.
- C. The club president-elect or a club-designated appointee must attend grant management and qualification training arranged by the district.

3. Financial Management

- A. The club must maintain a bank account to be used only for Rotary Foundation District and Global Grant funds in accordance with applicable laws.
 1. The account should be low or noninterest-bearing, and any interest earned must be documented and used on eligible, pre-approved grant activities or returned to TRF or the district.
 2. Grant funds may not be deposited in investment accounts including but not limited to: mutual funds, certificates of deposits, bonds, and stocks.
 3. Two Rotarian signatories are required on checks and withdrawals.
- B. The club must create a financial management plan that includes measures to

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1. Maintain a standard set of accounts, including a complete record of all receipts and disbursements, and maintain receipts for all expenditures equal to or over US\$75 or more (or those of any amount required by applicable law).
2. Disburse grant funds, as appropriate, directly to Rotarians, vendors, and beneficiaries as approved in the grant application. Grant funds not immediately disbursed must be kept in the established project account without diversion, except for direct payment for grant activities or to return funds to the district or TRF.
3. Maintain separate statements of income and expenses, noting interest earned and recoveries if applicable.
4. Maintain a general ledger that separates funds according to each project
5. Establish an inventory system for the control of equipment and other assets purchased with grant funds, and maintain records for items that are purchased, produced, or distributed through grant activities.
6. Perform monthly bank reconciliations.
7. Maintain a plan for transferring the custody of the bank accounts in the event of a change in leadership.
8. Ensure all grant activities, including the conversion of funds, are in accordance with local law.

4. Document Retention

- A. The club must create a document maintenance system or club archives to maintain original documents for a minimum of five years or longer if required by applicable law, including, but not limited to:
 1. Documents relating to qualification
 2. All records and documentation of policies and procedures required by the club MOU
 3. District and global grant information, including original documents for all grants, copies of proposals and applications, copies of grant agreements, copies of reports submitted to TRF and the district, receipts and invoices for all purchases made with grant funds, written or electronic correspondence
- B. Documents must be stored in a known location that is accessible to club Rotarians and must be provided to TRF or the district upon request or in the case of an audit

5. The club must report on the use of grant funds as outlined in the *Terms and Conditions for Rotary Foundation District Grants and Global Grants*.

6. The club must report any potential misuse or irregularities in grant-related activity to the district.

7. Authorization and Agreement

We, being responsible for administering grant activities for the Rotary Club of _____, certify that the club adheres to the requirements listed in this Memorandum of Understanding and will notify Rotary International District _____ of any changes or revisions to club policies and procedures related to these requirements.

Club President	
Term	
Name	
Signature	
Date	

Club President-Elect	
Term	
Name	
Signature	
Date	