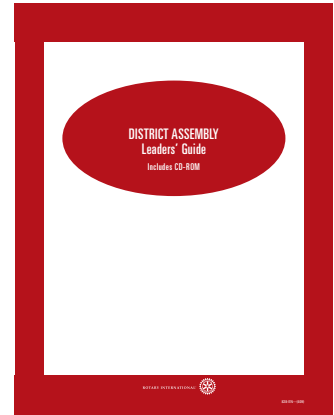


2010-11 Future Vision Addendum to the District Assembly Leaders' Guide

Future Vision Pilot Districts

Replace pages 217-51 of the *District Assembly 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 1: Club Rotary Foundation Committee Role and Responsibilities

(60 MINUTES)

Learning Objectives

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

1. Understand The Rotary Foundation's new grant-making model
2. Identify the role of the club's Rotary Foundation committee
3. Select appropriate committee members

Session Outline

Introduction	5 minutes
The Rotary Foundation	25 minutes
Role and Responsibilities	15 minutes
Selecting Committee Members	10 minutes
Review	5 minutes

Materials


Slides

1. Session 1 Title
2. Learning Objectives
3. Foundation Grants and Programs
4. Two Grant Types
5. Stewardship
6. Every Rotarian, Every Year
7. Responsibilities
8. Resources
9. Committee Members
10. Learning Objectives

Worksheets

1. Summary
2. Rotary Foundation Grants

Training leader's notes

- For information on facilitating this session and a list of interactive activities, refer to "How to Use the Session Guides" at the beginning of this leaders' guide. It is available from your district training committee.
- This session guide is an outline. Review it and tailor it to your audience, inserting district examples where appropriate.
- When you see this symbol , consider doing an interactive activity.
- During the session, refer participants to their *Future Vision Addendum to the Club Rotary Foundation Committee Manual* (226E), and explain the sections relevant to this session. For current Rotary information and publications, go to www.rotary.org.

Introduction

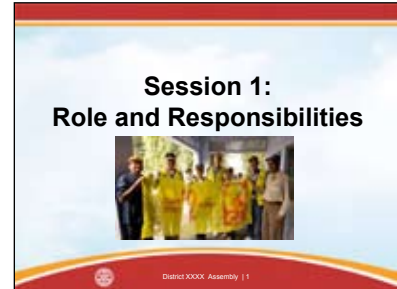
(5 MINUTES) _____ TO _____

SHOW SLIDE 1

Session 1 Title

Training leader's notes

- Introduce yourself to participants, and explain your role as the facilitator of their discussion.
- Suggest group guidelines to ensure the discussions are effective, such as taking turns speaking, welcoming and accepting all comments, and limiting use of mobile phones.
- Consider starting the session with a “getting to know you” activity related to the session topic.
- Review the session’s learning objectives with participants.
- Refer participants to the summary sheet, and encourage them to take notes.



SHOW SLIDE 2

Learning Objectives

REFER TO WORKSHEET 1

Summary

Training leader's note

- Gauge participants’ knowledge and experience using the questions on the next page, and adjust the facilitated discussion accordingly.



Future Vision Addendum

NOTES

How is The Rotary Foundation important to Rotary and your club?

Has anyone ever served on the Rotary Foundation committee before?

What was the most important thing you learned from the experience?

The Rotary Foundation

(25 MINUTES) _____ TO _____

🗨️ SHOW SLIDE 3

Foundation Grants and Programs

Training leader's notes

- Allow five minutes for this activity.
- Ask participants the question below, and record responses on a flip chart.
- List four to six activities that participants have used. Try to get both humanitarian and educational examples.
- You can use these examples to start the group on the next activity.



What are some ways your club has used Rotary Foundation funds in the past?

🗨️ KEY POINT

- The grants and programs of The Rotary Foundation are:
 - Rotary Foundation District Grants
 - Rotary Foundation Global Grants
 - PolioPlus
 - Rotary Centers for International Studies

🗨️ SHOW SLIDE 4

Two Grant Types



KEY POINT

- Under the Future Vision Plan, there will be two types of grants:
 - Rotary Foundation District Grants are block grants made to support smaller projects, both locally and internationally. Districts may use up to 50 percent of their available District Designated Fund (DDF) for these grants in a given Rotary year and administer the grant with minimal Foundation oversight.
 - Rotary Foundation Global Grants support larger projects with sustainable, high-impact outcomes in one of the six areas of focus. These grants are administered by the Foundation in a manner similar to the current system.
 - PolioPlus and Rotary Centers for International Studies will continue to operate in the same way for pilot and nonpilot districts.

REFER TO WORKSHEET 2

Rotary Foundation Grants

Training leader's notes

- Allow 10 minutes for this activity.
 - Review the worksheet with participants.
 - Ask participants to split into groups of four to six to discuss their response to the question. If time allows, have groups list more than one grant or program.
 - Ask participants to designate one person to report back to the entire group.
-

How are Foundation programs funded?

🗨️ KEY POINTS

- Individual Rotarians from around the world donate funds to The Rotary Foundation.
- Most contributions are directed to the Annual Programs Fund.
- Through the *SHARE* program, all contributions to the Annual Programs Fund are split 50/50. After three years, half is available to the district as the District Designated Fund and half goes to the World Fund.
- The district, using its District Designated Fund, chooses which Foundation grants it wants to participate in.
- The Trustees of The Rotary Foundation use the World Fund to support Foundation programs such as global grants and Rotary World Peace Fellowships.

How can you ensure proper stewardship of Rotary Foundation funds?

🗨️ SHOW SLIDE 5 Stewardship



Stewardship

- Ensure project oversight.
- Establish financial controls.
- Report any improper use of funds.
- Implement projects as approved.
- Submit appropriate reports.
- Maintain records.
- Attend district Rotary Foundation grant management seminar.

District XXXX Assembly | 5

KEY POINTS

- As stewards of voluntary contributions from Rotarians, the Trustees stress the importance of proper fiscal management in any activities associated with The Rotary Foundation.
- To promote proper stewardship, the committee should
 - Ensure project oversight
 - Establish financial controls that ensure transparency and shared responsibility
 - Report any improper use of funds immediately
 - Implement projects as they were approved
 - Submit complete reports on the projects' program and financial activities
 - Maintain documents and financial records
 - Attend a district Rotary Foundation grant management seminar

How does your club establish its Annual Programs Fund goal?

Sample responses

- *Reviews its contribution history and establishes a challenging but attainable goal*
- *Determines which Foundation programs it wishes to participate in, and then sets an Annual Programs Fund goal to cover the expenses*

How can you help meet your club's Annual Programs Fund goal?

Future Vision Addendum

NOTES

SHOW SLIDE 6 Every Rotarian, Every Year

KEY POINT

- To help meet the Annual Programs Fund goal, the committee should
 - Encourage every Rotarian to contribute to the Foundation's Annual Programs Fund every year
 - Express appreciation to Rotarians who contribute to The Rotary Foundation
 - Ask contributors to share their reasons for contributing



Role and Responsibilities

(15 MINUTES) _____ TO _____

What is the role of the Rotary Foundation committee?

KEY POINT

- The Rotary Foundation committee develops and implements plans to support the Foundation through participation in grants and programs and financial contributions.

What are your responsibilities in this role?

SHOW SLIDE 7 Responsibilities

KEY POINT

- The Rotary Foundation committee should
 - Develop committee goals to achieve club Foundation goals for the coming year
 - Educate and train club members about the Foundation
 - Encourage club members to participate in Foundation grants and support the Foundation financially
 - Ensure stewardship of funds
 - Attend the district Rotary Foundation grant management seminar
 - Communicate the Foundation-related goals of the district and The Rotary Foundation Trustees to club members



What other duties does your club assign to the Rotary Foundation committee?

KEY POINTS

- Club bylaws list responsibilities of club officers that are specific to the club.
- At least one club member must attend the district Rotary Foundation grant management to qualify the club to receive grant funds from the Foundation.

How can you help educate club members about The Rotary Foundation?

Sample responses

- Plan interesting weekly club programs on the Foundation.
- Include a Rotary Foundation thought in the club bulletin.
- Register club members for Foundation seminars and other events.

SHOW SLIDE 8

Resources

KEY POINT

- More information about the Future Vision Plan is available at www.rotary.org/futurevision or by e-mailing futurevision@rotary.org.



Selecting Committee Members

(10 MINUTES) _____ TO _____

 **SHOW SLIDE 9**
Committee Members



What qualifications should be considered when selecting Rotary Foundation committee members?

Sample responses

- *International experience*
- *Volunteer experience*
- *Professions related to service or fundraising*

How can you help your committee members do their job effectively?

KEY POINT

- To offer support, committee chairs can
 - Provide committee members with information as needed
 - Review past and ongoing projects
 - Become knowledgeable about resources available to the committee

How can you motivate committee members?

Sample responses

- *Involve them in the planning process.*
- *Acknowledge their efforts and accomplishments.*
- *Ask for and incorporate their suggestions.*
- *Provide them with challenging tasks.*
- *Explain how their duties and tasks contribute to club goals.*

How can you work with other club leaders?

KEY POINT

- The club Rotary Foundation committee should
 - Meet with the service projects committee to consider whether Rotary Foundation grants can be used to fund any of the club's service projects
 - Coordinate with the public relations committee to ensure timely promotion of Foundation projects and club member participation
 - Work with the administration committee for the presentation of appropriate contribution recognition

Review

(5 MINUTES) _____ TO _____

Training leader's notes

- Review the learning objectives to ensure they 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 10 **Learning Objectives**

REFER TO WORKSHEET 1 **Summary**

Adjourn



Learning Objectives

- Understand The Rotary Foundation's new grant-making model.
- Identify the role of the club's Rotary Foundation committee.
- Select appropriate committee members.

Rotary Logo | District XXXX Assembly | 10

Worksheet 2: Rotary Foundation Grants

Review the differences between district grants and global grants then discuss the question on the next page as a group.

	DISTRICT GRANTS	CLUB- AND DISTRICT-DEVELOPED GLOBAL GRANTS
FUNDING	Districts apply for a block grant (up to 50 percent of DDF) and distribute smaller amounts to clubs for small projects.	Club and districts apply for a minimum World Fund award of US\$15,000 for a total project budget of at least \$30,000.
	No World Fund match	World Fund match 1:1 for DDF or 0.5:1 for cash
	Grant funds managed by district	Awarded by The Rotary Foundation
PARTNER	None required, can be local or international	International partner and host partner required
SCOPE OR VISION	Related to the mission of The Rotary Foundation: to enable Rotarians to advance world understanding, goodwill, and peace through the improvement of health, the support of education, and the alleviation of poverty	Falls within an area of focus: <ul style="list-style-type: none"> • Peace and conflict prevention/ resolution • Disease prevention and treatment • Water and sanitation • Maternal and child health • Basic education and literacy • Economic and community development
	Short-term, one-time, and smaller scope	Long-term, sustainable, and measurable
ACTIVITY TYPE	Educational, vocational, or humanitarian	Educational, vocational, or humanitarian
PLANNING	Shorter planning time	Longer planning process
INVOLVEMENT	Active Rotarian participation	Active Rotarian participation

Discussion question

Describe a Rotary Foundation grant or program that your club has participated in. Give as many details as possible, such as cost, activity type, and planning time. As a group, determine whether that same activity will be supported by a district grant or a club- or district-developed global grant under the new grant-making model.

GRANT/PROGRAM DESCRIPTION	GLOBAL GRANT OR DISTRICT GRANT

Session 2: Club Rotary Foundation Committee Developing Goals

(60 MINUTES)

Learning Objectives

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

1. Develop long-range and annual goals
2. Identify resources that will support these goals

Session Outline

Introduction	5 minutes
Goals	35 minutes
Resources	15 minutes
Review	5 minutes

Materials


Slides

11. Session 2 Title
12. Learning Objectives
13. Effective Goals
14. Strategic Planning
15. Resources
16. Learning Objectives

Worksheets

3. Goals
4. Action Plan

Training leader's notes

- For information on facilitating this session and a list of interactive activities, refer to "How to Use the Session Guides" at the beginning of this leaders' guide. It is available from your district training committee.
- This session guide is an outline. Review it and tailor it to your audience, inserting district examples where appropriate.
- When you see this symbol , consider doing an interactive activity.
- During the session, refer participants to their *Future Vision Addendum to the Club Rotary Foundation Committee Manual* (226E), and explain the sections relevant to this session. For current Rotary information and publications, go to www.rotary.org.

Introduction

(5 MINUTES) _____ TO _____

SHOW SLIDE 11
Session 2 Title

Training leader's note

- Review the learning objectives with participants.



SHOW SLIDE 12
Learning Objectives

What goal-setting experience do you have?



Goals

(35 MINUTES) _____ TO _____

What makes a goal effective?

SHOW SLIDE 13
Effective Goals

KEY POINT

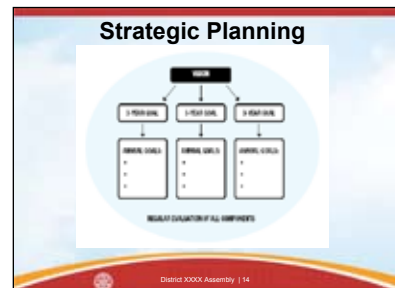
- Effective goals are
 - **Shared.** Those who will implement the goals should help set the goals.
 - **Measurable.** A goal should provide a tangible point to pursue.
 - **Challenging.** The goal should be ambitious enough to go beyond what the club has accomplished in the past.
 - **Achievable.** Rotarians should be able to achieve the goal with the resources available.
 - **Time specific.** A goal should have a deadline or timeline.



Why is it important to set goals?

How do long-range and annual goals work together?

SHOW SLIDE 14
Strategic Planning



KEY POINTS

- If a club has a strategic plan, its long-range goals should represent what it wants to be in three years.
- Annual goals are the steps to achieving long-range goals.
- As a Rotary club evolves, so should its goals.

What should you do when setting goals?

KEY POINT

- To set goals effectively, the committee should
 - Assess the club’s current conditions and resources
 - Involve club members to ensure their commitment
 - Research the needs of the community
 - Contact district leadership for guidance
 - Incorporate experiences from previous projects and activities

What long-range and annual goals has your committee already set?

 REFER TO WORKSHEET 3
Goals

Training leader's notes

- Allow 10 minutes for this activity.
 - Provide an overview of the activity.
 - Give participants five minutes to work on this exercise independently or in pairs.
 - Let participants know that this worksheet complements the *Planning Guide for Effective Rotary Clubs*, which will be reviewed in session 4.
 - If time allows, ask groups to share observations with the larger group.
-

How can you ensure these goals will be achieved?

KEY POINT

- To ensure that goals are achieved, committee chairs should
 - Communicate with other club leaders to check that they support the committee's goals
 - Develop action steps for achieving the goal
 - Appoint club members to be responsible for these steps based on their interests and skills
 - Establish a timeline
 - Determine specific criteria for measuring progress
 - Evaluate progress

REFER TO WORKSHEET 4 **Action Plan**

Future Vision Addendum

NOTES

Training leader's notes

- Allow 10 minutes for this activity.
 - Let participants know that the Action Plan worksheet complements the *Planning Guide for Effective Rotary Clubs*, which will be completed in session 4.
 - Participants can work on this exercise independently or in pairs.
-

What is one annual goal your committee will work toward in the coming year?

Resources

(15 MINUTES) _____ TO _____

KEY POINT

- To achieve goals, the committee will need human, informational, and financial resources.

Who can serve as a resource to your committee?

Sample responses

- *Past club leaders*
- *District governor*
- *District Rotary Foundation committee*
- *District Rotary Foundation subcommittees*
- *Regional Rotary Foundation coordinator*
- *Rotary Foundation alumni coordinator*
- *Assistant regional Rotary Foundation coordinator*
- *Assistant governor*
- *Zone challenge coordinator*
- *RI Club and District Support team*
- *Rotary Foundation staff*

What material resources are available?

 SHOW SLIDE 15
Resources

KEY POINT

- Resources for the club Rotary Foundation committee include:
 - *Every Rotarian, Every Year Club Success Kit*
 - www.rotary.org/futurevision
 - futurevision@rotary.org
 - contact.center@rotary.org
 - *Manual of Procedure*
 - *RI Catalog*
 - *The Rotarian* or Rotary regional magazines
 - RI Web site



How can you secure financial resources for your committee's activities?

Sample responses

- *Propose a budget for the committee's activities for the year to the board.*
- *Apply for a Rotary Foundation humanitarian grant.*
- *Hold a fundraiser.*
- *Contact the district for available funds.*

What did you learn that you can apply to your club?

Review

(5 MINUTES) _____ TO _____

Training leader's notes

- Review the learning objectives to ensure they were covered sufficiently. Answer any questions.
 - Thank participants.
-

SHOW SLIDE 16 **Learning Objectives**

Adjourn



Learning Objectives

- Develop long-range and annual goals.
- Identify resources that will support these goals.

District XXXX Assembly | 16

Worksheet 3: Goals

Use this worksheet to draft a long-range goal and annual goals for three years to reach the long-range goal. Ensure that your goals are:

Shared. Those who participate in setting a goal and developing strategies to achieve that goal are committed to implementing it.

Measurable. A goal should provide a tangible point to pursue.

Challenging. A goal should be ambitious enough to go beyond what your club has accomplished in the past.

Achievable. Rotarians should be able to accomplish the goal with the resources available.

Time specific. A goal should have a deadline or timeline.

You will continue working on these preliminary goals with your club teams, using the *Planning Guide for Effective Rotary Clubs* in session 4.

• **Long-range goal** (goal for your club three years from now):

• **Year 1 annual goal:**

• **Year 2 annual goal:**

• **Year 3 annual goal:**

Future Vision Addendum

Worksheet 4: Action Plan

In the space below, write one annual goal from your goals worksheet. Then, determine the action steps that need to be taken to meet this goal, noting for each step the person responsible, the time frame, the signs of progress, and the necessary resources.

Annual goal:

Action step	Who will be responsible?	How long will this step take?	How will progress be measured?	What resources are available?
1.				
2.				
3.				
4.				
5.				

Resources needed:

Session 3: Club Rotary Foundation Committee Case Study Exercise

(60 MINUTES)

Learning Objective

At the end of this session, participants will be able to identify challenges and solve problems that their committees may face.

Session Outline

Introduction	5 minutes
Case Study	50 minutes
Review	5 minutes

Materials


Slides

17. Session 3 Title
18. Learning Objective

Worksheet

5. Rotary Foundation Committee Case Study

Training leader's notes

- For information on facilitating this session and a list of interactive activities, refer to “How to Use the Session Guides” at the beginning of this leaders’ guide. It is available from your district training committee.
- This session guide is an outline. Review it and tailor it to your audience, inserting district examples where appropriate.
- When you see this symbol , consider doing an interactive activity.
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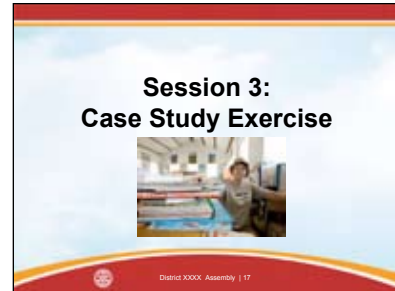
Introduction

(5 MINUTES) _____ TO _____

SHOW SLIDE 17
Session 3 Title

Training leader's note

- Review the learning objective with participants.



SHOW SLIDE 18
Learning Objective



Case Study

(50 MINUTES) _____ TO _____



REFER TO WORKSHEET 5

Rotary Foundation Committee Case Study

Training leader's notes

- Allow 30 minutes for groups to discuss and create action plan, and 10 minutes afterward for each group to report their plans to the group.
- Provide an overview of the activity.
- Divide participants into groups of five or six people.
- Have each group appoint someone to record the main ideas of the plan.
- Allow 10 more minutes for participants to complete the question below and discuss with the group.

What did you learn that you can apply to your club?

Review

(5 MINUTES) _____ TO _____

Training leader's notes

- Review the learning objective to ensure it was covered sufficiently. Answer any questions.
- Thank participants.

SHOW SLIDE 18 **Learning Objective**

Adjourn



Worksheet 5: Rotary Foundation Committee Case Study

Read the case study below, then create a step-by-step Rotary Foundation plan for the Rotary Club of South Mountain using the case study action plan on the next page. Consider the questions listed as you develop your plan.

The Rotary Club of South Mountain is located in a town of 42,000. South Mountain, a prosperous residential community, has dozens of flourishing retail businesses and a growing number of small manufacturing companies. Most of its citizens commute to work in the nearby city, a thriving metropolis of over three million people.

The Rotary Club of South Mountain has 60 members, who seem to have less and less time to devote to Rotary activities. Nonetheless, the club is very active in the community. It sponsors an active Interact club at the local high school, holds an annual fundraiser that supports a local food pantry, and helps organize an annual immunization campaign on World Health Day.

Despite these successful local efforts, South Mountain club members have done little to support The Rotary Foundation. Last year, several members considered working on a grant proposal with a club in another country, but they didn't complete the proposal because they had difficulty communicating with the partner club. The South Mountain club consistently has among the lowest contribution levels of all the Rotary clubs in its district and has failed to meet annual giving goals for the past four years.

Recently, one club member who served as a Rotary Volunteer made a major gift to the Foundation after directly experiencing the benefits of service through Rotary Foundation grants and programs. Another member joined the club because of her positive experience as a Group Study Exchange team member several years before. For most South Mountain Rotarians, however, the Foundation continues to be a mystery. The club's assistant governor recently contacted the board to announce the district is participating in The Rotary Foundation's Future Vision pilot.

What can be done to help educate club members about The Rotary Foundation?

What resources can the club call on for help?

Future Vision Addendum

How can the club learn from its past experiences with the Foundation?

How can the club increase its participation in Foundation grants and programs?

What else can the club do to meet its annual giving goal?

How can the club make use of Foundation alumni to encourage increased participation and contributions?

Future Vision Addendum

Case Study Action Plan

Action step	Who will be responsible?	How long will this step take?	How will progress be measured?	What resources are available?
1.				
2.				
3.				
4.				
5.				

What did you learn that you can apply to your club?