

2004-05 Family of Rotary
Task Force
Information Paper

Index

Our Responsibilities	
Terms of Reference	3
Goals	3
Roles.....	4
Our Action Plan	
Major Calendar Items.....	6
Our Team	
Contact Information	7
Zones and Districts.....	10
Our Communication	
Links.....	12
RI Web Site	13
Our Resources	
<i>2004-05 Presidential Citation</i>	14
International Assembly Handout on Family of Rotary.....	15
Our Budget	
Reimbursement and Allocation.....	17
Secretariat Support	
Staff Liaisons and Contact Information.....	18

Our Responsibilities

Our Terms of Reference

(as defined in the 2004-05 Official Directory)

- This task force will provide information and support for Rotary clubs and districts in their efforts to pursue the first Object of Rotary, that is "to encourage and foster the development of acquaintance as an opportunity for service," with special emphasis on supporting clubs and districts in forming Family of Rotary committees to
 - Promote membership retention
 - Promote diversity of membership in clubs
 - Visit sick Rotarians in their homes and ensure any needs are met
 - Inquire after those who have missed meetings or allowed their membership to lapse
 - Encourage newer Rotarians to serve on a committee or spearhead a club project
 - Encourage spouses, parents, and children of Rotarians to participate in service projects and activities
 - Encourage spouses, parents, and adult children of Rotarians to join Rotary
 - Support the family of deceased Rotarians in their times of need
 - Encourage the family of deceased Rotarians to continue their involvement with Rotary
- Encourage the inclusion of Rotaractors, Interactors, current and former Youth Exchange students, GSE team participants, Rotary Foundation alumni, and current Rotary Foundation grantees in club activities

Our Mission: To remind, encourage, and provide support to Rotarians and Rotary clubs worldwide about the importance of the Family of Rotary to strengthen Rotary and help build Rotary's future.

Our Goals

- To invigorate and encourage clubs to participate in the Family of Rotary by providing resources and strategies and making presentations
- to develop and share successful Family of Rotary project ideas
- to assist every club in meeting the Family of Rotary elements in order to achieve the Presidential Citation
- to promote Family Month
- to encourage a permanent commitment to supporting and nurturing the concept of the Family of Rotarian in the club

Our Roles

The Family of Rotary Task Force shall support, advise, motivate, provide resources, stimulate discussion, make presentations, and disseminate information to districts and clubs during the 2004-05 Rotary Year.

The General Coordinator and Assistant General Coordinators:

- Develop and implement the overall task force efforts,
- Provide resources and direction to zone coordinators,
- Monitor and coordinate activities of zone coordinators,
- Communicate with Rotary International staff.

The Zone Coordinator:

- Communicate to Rotary clubs the role of district Rotary chair
- Implement task force goals and strategies in their zone at the district level,
- Serve as a resource to district and club leadership for all task force related activities,
- Communicate local task force activities to the General and Assistant General Coordinators.
- Share success stories with the General and Assistant General Coordinators and Rotary International staff contacts for publication in the Task Force E-Newsletter, the RI Web site, *RotaryWorld*, *THE ROTARIAN*, and regional Rotary magazines.
- Attend the Rotary Zone Institutes in their areas to promote the work of the Task Force. If requested by the convenor, offer assistance with presentations or panel discussions on the topic of the Family of Rotary.

The District Family of Rotary Committee or Chair:

Works in cooperation with the district governor and assistant governors, district task force coordinator to:

- Communicate to Rotary clubs the role of the club Family of Rotary chair
- Assure that EVERY club has a Family of Rotary committee and chair.
- Share information from Zone Coordinator with club chairs.
- Make presentations at district events about Family of Rotary.
- Seek to be listed in district directory and/or district web site as a resource for clubs.
- Develop a page for district Web site with ideas for clubs to use, and link to RI Web page for Family of Rotary.
- Submit articles to District Governor newsletter regularly.
- Assist District Governor or Conference Committee with planning a memorial event at district conference.
- Submit success stories to Zone Coordinators to share with other districts for possible inclusion in future RI presentations.

Our Club Partner

The ***Club Family of Rotary Committee***:

SUGGESTED TOOLS FOR IMPLEMENTATION

Cooperate with the club president and club board to:

- Gather information and establish database about club Rotarians. (birthdays, anniversaries, spouse name, number of children/grandchildren)
- Appoint a committee member to monitor media for accomplishments of Rotarians and send congratulation cards.
- Set up a contact for club members to call when they hear of a concern. (illness or death)
- Develop a plan to inform Rotary members upon the death or illness of a member/spouse between regular meetings
- Develop a regular schedule of contact and involvement of surviving spouses. (newsletters, invitation to special events, subscription to Rotarian or regional magazine)
- Plan an annual memorial event to recognize deceased Rotarians and/or Spouses.
- Appoint a liaison to the membership committee to develop and share common goals.
- Set up a greeter program for Rotary meetings if one does not exist.
- Encourage and recommend the board to set up a budget (for flowers, cards).
- Plan at least one club family event each year.
- Invite family members to participate in service projects, fundraising activities, special club activities, and the district conference.
- Encourage program committee to schedule meetings at Rotarians' businesses and invite spouses.
- Work with club President on meeting the Family of Rotary requirements for the Presidential Citation.
- Send success stories to district Family of Rotary chair to share with other clubs.
- Conduct a member survey regarding fellowship needs.
- Encourage club presidents to include family members at the induction ceremony of each new member.

• **Our Action Plan**

- May** Letter sent to 2004-05 District Governors from President-elect Glenn with Task Force goals. For those governors who have not yet appointed a district task force coordinator, this letter includes a request to do so.
- Letter sent to 2004-05 District Task Force Coordinators from President-elect Glenn informing them of their assigned zone coordinator and the goals of the Task Force, as well as their responsibilities in this new position.
- Task Force letter sent to zone coordinators
- June** Zone Coordinators contact 2004-05 District Task Force Coordinators, District Governors, and/or District Chairpersons
- Relate the importance of a communication link between the district, clubs and the zone coordinator
 - Obtain district Family of Rotary committee chair name and contact information
- If attending, zone coordinators contact the convener of the Rotary Zone Institute to offer assistance on any plenary sessions, discussion sessions, or booth space on the subject of Family of Rotary.
- Family of Rotary information posted on RI Web site
- July** Beginning of 2004-05 Rotary Year
- August** First E-Newsletter sent to Task Force Members
Newsletters will be sent on a semi-monthly basis through June 2005
- 1 December** Zone Coordinator 1/2 year report due to General Coordinator
- December** Zone Coordinators submit expense report to RI Family Month.
The goal of Family Month is for Rotary clubs to connect with families in their communities, particularly those that need extra attention.
- Share information on Family Month with club chairs.
 - Recognize successful projects in your district. Domestic violence, child abuse and neglect, drug and alcohol abuse, and gang activity are just a few of the formidable challenges facing today's family.
 - Clubs are urged to use this opportunity to promote family projects already underway or think about starting new ones.
- February** General Survey from General Coordinator to Zone Coordinators
- 1 June** Zone Coordinator second 1/2 year report due to General Coordinator
- June** Zone Coordinators submit final expense report to RI

For Information on Zone Coordinators, please visit:
http://www.rotary.org/president/estess/taskforce_family_members.html

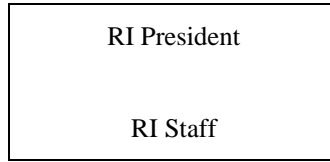
Zones and Districts

- 1: (Northern Japan) Districts 2500, 2510, 2520, 2530, 2540, 2550, 2560, 2790, 2800, 2820, 2830, 2840
- 2: (North Central Japan and Micronesia) Districts 2570, 2580, 2590, 2600, 2610, 2620, 2750, 2770, 2780
- 3: (South Central Japan) Districts 2630, 2640, 2650, 2660, 2680, 2690, 2760
- 4: (Southern Japan, Hong Kong, Macau, Mongolia and Taiwan) Districts 2670, 2700, 2710, 2720, 2730, 2740, 3450, 3460, 3470, 3480, 3490, 3500, 3510, 3520
- 5: (Northern India, and Nepal) Districts 3010, 3030, 3040, 3050, 3060, 3070, 3080, 3090, 3100, 3110, 3120, 3130, 3140, 3240, 3250, 3260, 3290
- 6: (Afghanistan, Pakistan, South India, Sri Lanka, Thailand, Bangladesh, Malaysia, Singapore, Indonesia, Brunei and Cambodia) Districts 2980, 3000, 3020, 3150, 3160, 3170, 3180, 3190, 3200, 3210, 3220, 3230, 3270, 3280, 3300, 3310, 3330, 3340, 3350, 3360, 3400
- 7: (Northern/Western Australia, Papua New Guinea, Timor Leste, and Philippines) Districts 3770, 3780, 3790, 3800, 3810, 3820, 3830, 3850, 3860, 3870, 9450, 9460, 9470, 9500, 9520, 9550, 9570, 9600, 9630, 9640, 9650, 9670
- 8: (Southeastern Australia, French Polynesia, New Zealand and Islands) Districts 9680, 9690, 9700, 9710, 9750, 9780, 9790, 9800, 9810, 9820, 9830, 9910, 9920, 9930, 9940, 9970, 9980
- 9: (Korea) Districts 3590, 3600, 3610, 3620, 3630, 3640, 3650, 3660, 3670, 3680, 3690, 3700, 3710, 3720, 3730, 3740, 3750
- 10: (Africa, Middle East, Greece, Turkey, Spain, Portugal, Bulgaria, Macedonia, Serbia and Montenegro, Gibraltar, Azerbaijan, Kazakhstan, Kyrzistan, Republic of Georgia and Armenia) Districts 1960, 1970, 2200, 2210, 2420, 2430, 2440, 2450, 2470, 2480, 9010, 9100, 9110, 9120, 9130, 9140, 9150, 9200, 9210, 9220, 9250, 9270, 9300, 9320, 9350
- 11: (France, Monaco and Andorra) Districts 1510, 1520, 1640, 1650, 1660, 1670, 1680, 1690, 1700, 1710, 1720, 1730, 1740, 1750, 1760, 1770, 1780, 1790
- 12: (Italy, Malta, San Marino and Albania,) Districts 2030, 2040, 2050, 2060, 2070, 2080, 2090, 2100, 2110, 2120
- 13: (Belgium, The Netherlands, Liechtenstein, Luxembourg and Switzerland) Districts 1550, 1560, 1570, 1580, 1590, 1600, 1610, 1620, 1630, 1980, 1990, 2000, 2170
- 14: (Germany, Austria, Moldova, Croatia, Bosnia-Herzegovina, Czech Republic, Hungary, Israel, Romania, Slovakia and Slovenia) Districts 1800, 1810, 1820, 1830, 1840, 1850, 1860, 1870, 1880, 1890, 1900, 1910, 1920, 1930, 1940, 1950, 2240, 2241, 2490
- 15: (Northern/Eastern Sweden, Finland, Northwest/Central/Southwest Russia, Estonia and Latvia) Districts 1380, 1390, 1400, 1410, 1420, 1430, 2320, 2330, 2340, 2350, 2370, 2380, 2400, 2410
- 16: (Southwestern Sweden, Norway, Denmark, Iceland, Lithuania, Greenland, Belarus, Ukraine and Poland) Districts 1360, 1440, 1450, 1460, 1470, 1480, 2230, 2250, 2260, 2270, 2280, 2290, 2300, 2310, 2360, 2390

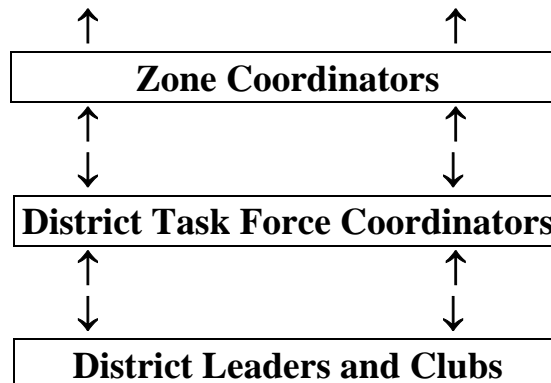
- 17: (North/Northwestern England, Wales, Scotland, Ireland and Isle of Man) Districts 1010, 1020, 1030, 1040, 1050, 1150, 1160, 1180, 1190, 1210, 1220, 1230, 1270, 1280
- 18: (Southeastern England and West Country) Districts 1060, 1070, 1080, 1090, 1100 (includes 2 clubs in Wales), 1110, 1120, 1130, 1140, 1170, 1200, 1240, 1250, 1260, 1290
- 19: (Argentina, Chile, Southern Brazil, Uruguay, Antarctica and Paraguay) Districts 4320, 4340, 4350, 4360, 4470, 4630, 4640, 4650, 4651, 4660, 4670, 4680, 4700, 4710, 4730, 4740, 4780, 4790, 4800, 4810, 4820, 4830, 4840, 4850, 4860, 4870, 4880, 4890, 4900, 4910, 4920, 4930, 4960
- 20: (Central and Northern Brazil) Districts 4310, 4390, 4410, 4420, 4430, 4440, 4480, 4490, 4500, 4510, 4520, 4530, 4540, 4550, 4560, 4570, 4580, 4590, 4600, 4610, 4620, 4720, 4750, 4760, 4770
- 21: (Mexico, Central America, Venezuela, Uruguay, Colombia, Dominican Republic, Ecuador, Peru, Bolivia) Districts 4060, 4100, 4110, 4130, 4150, 4160, 4170, 4180, 4190, 4200, 4240, 4250, 4270, 4280, 4290, 4300, 4370, 4380, 4400, 4450, 4460, 4690, 4970, 4980
- 22: (Asian Russia, Canada and USA - Alaska) Districts 5010, 5020*, 5040, 5050*, 5060*, 5080*, 5360, 5370, 5550, 5580*, 6290*, 6330*, 6380*, 6400*, 7010, 7040*, 7070, 7080, 7090*, 7790*, 7810*, 7820 (with St. Pierre & Miquelon), 7850* (*Canada only)
- 23: (USA - Washington, parts of Oregon, Idaho, Nevada and California) Districts 5020*, 5030, 5050*, 5060*, 5080*, 5100, 5110, 5130, 5150, 5160, 5180, 5190 (*USA only)
- 24: (USA - Hawaii, Central & Southern California, part of Nevada) Districts 5000, 5170, 5220, 5230, 5240, 5260, 5280, 5300, 5320, 5330, 5340
- 25: (USA - Montana, Wyoming, Utah, Colorado, Arizona, New Mexico, North Dakota, South Dakota, parts of Minnesota, Nebraska, Kansas, Oklahoma, Texas, Idaho Oregon, California, Wisconsin, and Iowa) Districts 5390, 5400, 5420, 5440, 5450, 5470, 5490, 5500, 5510, 5520, 5580*, 5610, 5630, 5670, 5690 (*USA only)
- 26: (USA - parts of Arkansas, Oklahoma, Louisiana and Texas) Districts 5730, 5750, 5770, 5790, 5810, 5830, 5840, 5870, 5890, 5910, 5930, 6200
- 27: (USA - Iowa, Wisconsin, parts of Michigan, Illinois, Minnesota and Nebraska) Districts 5650, 5950, 5960, 5970, 6000, 6220, 6250, 6270, 6420, 6440, 6450
- 28: (USA - parts of Michigan, Indiana, Ohio, Pennsylvania and New York) Districts 6290*, 6310, 6330*, 6360, 6380*, 6400*, 6540, 6600, 6630, 6650, 7090*, 7280, 7300, 7330 (*USA only)
- 29: (USA - Arkansas, Missouri, parts of Kansas, Oklahoma, Illinois, Louisiana and Mississippi) Districts 5710, 6040, 6060, 6080, 6110, 6150, 6170, 6190, 6460, 6490, 6510, 6820, 6840
- 30: (USA - Kentucky, Alabama, parts of Tennessee, Mississippi, Indiana and Ohio) Districts 6560, 6580, 6670, 6690, 6710, 6740, 6760, 6780, 6800, 6860, 6880
- 31: (USA - Maine, New Hampshire, Vermont, Massachusetts, Connecticut, Rhode Island, part of New York) Districts 7040*, 7120, 7150, 7170, 7190, 7780, 7790*, 7810*, 7850*, 7870, 7890, 7910, 7930, 7950, 7980 (*USA only)
- 32: (USA - New Jersey, Delaware, Maryland, parts of Pennsylvania, West Virginia and New York) Districts 7210, 7230 (with Bermuda), 7250, 7260, 7350, 7370, 7390, 7410, 7430, 7450, 7470, 7490, 7500, 7510, 7620, 7630, 7640
- 33: (USA - Virginia, North Carolina, South Carolina, West Virginia, part of Tennessee) Districts 7530, 7550, 7570, 7600, 7610, 7670, 7680, 7690, 7710, 7720, 7730, 7750, 7770

34: (USA - Florida, Georgia, Puerto Rico, and all of the Caribbean) Districts 6890, 6900, 6910, 6920, 6930, 6940, 6950, 6960, 6970, 6980, 6990 (with Bahamas), 7000, 7020, 7030

Our Communication Links



Assistant General Coordinator	General Coordinator	Assistant General Coordinator
<i>Betsy Demaray</i>	<i>Irving J. "Sonny" Brown</i>	<i>Himanshu M. Thackar</i>
Zones	Zones	Zones
9 15 - 18 22 (5580, 6290, 6330, 6380, 6400, 7010, 7040, 7070, 7080, 7090, 7790, 7810, 7820, 7850) 27 - 31 33 34	7, 8, 10 (9200, 9210, 9250, 9270, 9300, 9320, 9350) 19 - 21, 22 (5010, 5020, 5040, 5050, 5060, 5080, 5360, 5370, 5550) 23 - 26 32	1 - 6, 10 (1960, 1970, 2200, 2210, 2420, 2430, 2440, 2450, 2470, 2480, 9010, 9100, 9150, 9220) 11 - 14



2004-05 Task Force Information on the RI Web site

Beginning in June 2004, a special section of the RI Web site will be available for information relating to President-elect Glenn E. Estess Sr. and the 2004-05 Rotary year. Each task force will have a separate page for its information on the Web site.

Our Resources

2004-05 Presidential Citation Folder

The activities of the Family of Rotary Task Force are based on the goals set by the President-elect and Task Force Leadership. These goals may be reinforced by the *2004-05 Presidential Citation Folder*. Every governor-elect was given sufficient copies to distribute one to each club president at PETS.

Group Discussion Session 2 at the 2004 International Assembly focused on the Family of Rotary, and the goals of the President-elect, providing the platform for the work of the Family of Rotary Task Force. A copy of the International Assembly handout on the Family of Rotary follows.



2004-05 FAMILY OF ROTARY TASK FORCE

THE FAMILY OF ROTARY TASK FORCE will provide information and support for Rotary clubs and districts in efforts to pursue the first Object of Rotary, that is "to encourage and foster the development of acquaintance as an opportunity for service." Friendship was the foundation, the rock on which Rotary service was built. The Family of Rotary Task Force will encourage clubs to care for Rotarians and members of Rotary's extended family (spouses, children, and parents) and remember spouses of deceased Rotarians. Special emphasis will be supporting clubs and districts in forming Family of Rotary committees to:

- Visit sick Rotarians in their homes and ensure any needs are met
- Promote membership retention
- Promote diversity of membership in clubs
- Encourage spouses, children, and parents of Rotarians to participate in service projects
- Encourage spouses and adult children of Rotarians to join Rotary
- Maintain relationships with the family of deceased Rotarians and spouses
- Support the family of deceased Rotarians in their times of need
- Encourage the family of deceased Rotarians to continue their involvement with Rotary

Contact information for task force members will be printed in the 2004-05 RI Official Directory.

LA TASK FORCE FAMILLE DU ROTARY offrira information et soutien aux clubs et districts dans le cadre de leurs efforts de mise en application du premier point du But du Rotary, à savoir « mettre à profit les relations et les contacts pour servir l'intérêt général. » L'amitié est la fondation, la pierre de taille sur laquelle le Rotary s'est construit. La Task force Famille du Rotary encouragera les clubs à prendre soin de leurs membres et de leurs familles (conjointes, enfants et parents) et à ne pas laisser de côté les conjoints de Rotariens décédés. Les clubs et districts seront invités à nommer une commission Famille du Rotary chargée de:

- Rendre visite aux Rotariens malades et s'assurer qu'ils n'ont besoin de rien
- Promouvoir la fidélisation de l'effectif
- Promouvoir un effectif diversifié dans les clubs
- Encourager les conjoints, enfants et parents de Rotariens à participer aux actions
- Encourager les conjoints et enfants de Rotariens à rejoindre notre organisation
- Maintenir des liens avec les familles de Rotariens décédés

- Soutenir les familles des Rotariens décédés en cas de besoin
- Encourager les familles de Rotariens décédés à continuer à participer aux activités rotariennes

Les coordonnées des membres de la Task force se trouvent dans l'Official Directory 2004-05.

ロータリアン家族への心づかい奨励グループは、「奉仕の機会として知り合いを広めること」と謳うロータリーの綱領の第1を遂行するため、ロータリー・クラブおよび地区へ情報と支援を提供します。友情は、ロータリーの奉仕が築かれた土台であり、堅固な支えです。ロータリアン家族への心づかい奨励グループは、クラブがロータリアンとその家族（配偶者、子供および親）に対し心づかいを示し、亡くなられたロータリアンの配偶者のことも心に留めておくよう奨励します。特に、次の目的を掲げロータリー家族委員会を設立する上で、クラブおよび地区を支援することに重点が置かれます。

- 病気のロータリアンを家庭訪問し、必要な援助が得られているか確かめる。
- 退会防止を推進する。
- クラブ内の会員の多様性を推進する。
- 奉仕プロジェクトに参加するようロータリアンの配偶者、子供と親を奨励する。
- ロータリーに入会するようロータリアンの配偶者と成人している子供を奨励する。
- 亡くなったロータリアンと配偶者の家族との関係を維持する。
- 亡くなったロータリアンの遺族が困っている時に援助する。
- 亡くなったロータリアンの遺族がロータリーに関与し続けるよう奨励する。

実行グループ委員の連絡先は、2004-05年度RI公式名簿に記載されます。

로타리 가족 태스크포스는 로타리 강령의 첫째 항목, 즉 “봉사의 기회를 마련하기 위하여 교우의 범위를 넓히는” 프로젝트를 로타리클럽과 지구가 실시할 수 있도록 필요한 정보와 지원을 제공한다. 우정은 로타리 봉사의 기반이고 초석이다. 로타리 가족 태스크포스는 각 클럽들이 회원은 물론 그 가족(배우자, 자녀, 그리고 부모), 그리고 작고한 로타리안들의 유가족에게까지 관심과 배려를 제공하도록 장려한다. 특별히 장려되는 프로젝트와 활동은 다음과 같다:

- 아픈 회원을 방문하여 위로하고 애로사항은 없는지 확인한다.
- 회원유지 프로그램을 실시한다.
- 회원구성의 다양성을 장려한다.
- 회원들의 배우자와 자녀들이 봉사 프로젝트에 참여하도록 권장한다.
- 로타리안의 배우자, 성인 자녀, 그리고 부모들에게 로타리 가입을 권유한다.
- 작고한 로타리안들의 가족들과 돈독한 관계를 유지한다.
- 어려운 형편에 처한 작고 로타리안의 가족이 있으면 적극 돕는다.
- 작고 로타리안의 가족들에게 로타리 활동에 관여하도록 권장한다.

로타리 가족 태스크포스 위원들의 연락 정보는 2004-05 RI 공식 명부에 수록되어 있다.

A FORÇA-TAREFA PRÓ-FAMÍLIA ROTÁRIA fornecerá informações e dará apoio a Rotary Clubs e distritos empenhados em alcançar o primeiro Objetivo do Rotary, que é “incentivar e promover o desenvolvimento do companheirismo como elemento capaz de proporcionar oportunidades de servir”. A amizade é a pedra angular sobre a qual se erigiu o Rotary. Essa força-tarefa dará prioridade às relações de clubes com rotarianos e os outros integrantes da família rotária (cônjuges, filhos e familiares de rotarianos) e à inclusão em atividades de clube de cônjuges e filhos de rotarianos falecidos. Será dado todo o apoio para que clubes e distritos formem comissões Pró-Família Rotária que incentivem:

- Visitas e prestação de assistência a rotarianos doentes
- Promoção da retenção do quadro social
- Promoção da diversidade no quadro social
- Participação de cônjuges, filhos e familiares de rotarianos em projetos
- Associação de cônjuges e filhos de rotarianos ao Rotary
- Contato com a família de rotarianos falecidos
- Assistência a famílias de rotarianos falecidos
- Promoção do contínuo envolvimento das famílias de rotarianos falecidos com o Rotary

Dados para contato dos membros dessa força-tarefa constarão da edição de 2004-05 do Official Directory.

El GRUPO DE ACCIÓN PARA LA FAMILIA DE ROTARY brindará información y apoyo a los clubes y distritos rotarios a fin de cumplir con el primer punto del Objetivo de Rotary, el cual consiste en “promover el conocimiento mutuo y la amistad como ocasión de servir”. La amistad fue la base, el cimiento sobre el que se construyó el servicio rotario. La función del Grupo de Acción para la Familia de Rotary designado por el presidente electo será exhortar a los clubes a interesarse por los rotarios y los integrantes de la familia ampliada de Rotary (cónyuges, hijos y padres), además de recordar a los cónyuges de los socios que han fallecido. Se pondrá énfasis especial en brindar apoyo a los clubes y distritos rotarios para integrar Comités de la Familia de Rotary a fin de:

- Visitar a los rotarios enfermos en sus hogares y verificar que se hayan satisfecho todas sus necesidades
- Fomentar la retención de socios
- Promover la diversidad en el cuadro social de los clubes
- Invitar a los cónyuges, hijos y padres de los rotarios a participar en proyectos
- Invitar a los cónyuges e hijos adultos de los rotarios a afiliarse a Rotary
- Mantener vínculos con la familia y los cónyuges de los rotarios que han fallecido
- Brindar apoyo a la familia de los rotarios fallecidos en momentos difíciles
- Fomentar la participación continua de los familiares de los rotarios fallecidos en las actividades de Rotary

El Directorio Oficial 2004-05 incluirá la información para contactar con los integrantes de los grupos de acción.

Our Budget

General Coordinator/ Assistant General Coordinators	US\$	500
Zone Coordinators (each)	US\$	300

Reimbursement of Expenses from Rotary International

The following list documents allowable and not allowable expenses for reimbursement from RI. Please use the standard RI Expense Report Form that is attached. Expense forms should be filed ½ yearly, the first by 30 December 2004 and the second no later than 15 June 2005.

Allowable expenses

Stationary and letterhead for correspondence
Postage and domestic mail expenses
Express mail and courier charges
Telephone/E-mail service
Fax transmission
Multicopying expenses
RI publications provided as resource material
Travel expenses when used to subsidize costs
of regional training/planning meeting

Not allowable expenses

Secretarial services
Purchase of equipment, including computers
Repeated mass mailings
Printing costs
Program implementation costs*

**Should be covered by sponsor clubs/districts*

Please note that all expenses in excess of US\$75 must be accompanied by a receipt, or RI will not be able to issue a reimbursement. All completed expense reports and receipts should be sent to World Headquarters:

Rotary International
FD/ Finance Division
1560 Sherman Avenue
Evanston, IL 60201-3698
U.S.A.

You will only be reimbursed for actual allowable expenses up to or less than the amounts specified above. Any expenses filed in excess of this amount will not be reimbursed. Please contact the General Coordinator if there are extenuating circumstances which would necessitate exceeding the budget amount allocated, e.g. cost of translating, photocopying, facsimile or postage in your region. All requests must be approved by the RI President.

Secretariat Support

If you have any questions regarding the material presented in this information paper or about your assignment as a member of the 2004-05 Family of Rotary Task Force, please contact the RI Programs Division staff assigned to this task force at World Headquarters:

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1560 Sherman Avenue
Evanston, IL 60201, U.S.A.

Fax: 847-866-6116
E-mail to Programs@rotaryintl.org