



HOW TO FORM A ROTARY FOUNDATION ALUMNI ASSOCIATION

STEP 1: IDENTIFY ROTARY FOUNDATION ALUMNI IN YOUR AREA.

Contact Rotary at alumni@rotary.org to request a list of alumni who live in the area the association will serve. The area could be a city, a district, a state or province, or even an entire country. Work with Rotary clubs in that area to confirm that alumni contact information is current. Be sure to involve district alumni leaders, district governors, regional Rotary Foundation coordinators, and other district leaders throughout the process.

STEP 2: HOLD EVENTS TO ENCOURAGE ALUMNI TO RECONNECT WITH ROTARY.

Once you know who the alumni in your area are and how to reach them, plan an event or a series of events to give them an opportunity to reconnect with Rotary and with one another. Different alumni respond to different types of events. Some are more comfortable with casual gatherings, such as a reception at a local pub or restaurant; others may appreciate a more formal program. Holding multiple events may help you attract more alumni.

STEP 3: IDENTIFY ALUMNI WHO ARE WILLING TO LEAD THE ASSOCIATION.

As you meet alumni at the events you arrange, communicate with them to determine who is willing to undertake the responsibilities of a leadership role in the association. All associations have a president and secretary. They may also choose to have a vice president, treasurer, and Rotarian adviser.

STEP 4: APPLY FOR A CHARTER WITH THE ROTARY FOUNDATION ALUMNI NETWORK.

Contact Rotary to obtain an alumni association application and a sample constitution with bylaws. Work with the association's leaders to finalize its constitution. Determine how often the association will meet, the criteria for membership (including the geographic area that will be served by the association), how leaders will be selected, any necessary bylaws, and so forth. With the association's leaders, complete the application. Submit it and the association's constitution to Rotary International (alumni@rotary.org), along with the "RF Association Members' Contact Information" spreadsheet.

STEP 5: CELEBRATE THE ASSOCIATION'S CHARTER.

Once Rotary reviews the completed application and constitution, it will issue a charter certificate, designating the alumni association as an official member organization of the Rotary Foundation Alumni Network. The certificate will be signed by the Foundation trustee chair. Identify an appropriate Rotary event at which to honor the alumni association, such as a district conference, Rotary institute, or alumni association meeting. Often Rotary leaders, including current and past district governors, Foundation trustees, and RI directors, are asked to present the charter certificate to the alumni association.

Once the association has been organized and chartered, it should meet regularly. Communicate with the association frequently and help it identify projects that will keep alumni engaged and connected to Rotary. Make sure its leaders remain active. Assist its efforts to maintain contact with local alumni and identify new alumni who move to the area. If you have any questions about maintaining an active alumni association, please contact Rotary International at alumni@rotary.org.