ENGLISH (EN)

Instructions: How to Register for TRF's Cadre of Technical Advisers

Congratulations on your decision to further serve Rotary International by joining the Rotary Foundation Cadre of Technical Advisers!

Let's get started!

Step 1

1. All cadre members need to be registered on My Rotary. Go to your My Rotary account here: https://www.rotary.org/myrotary/en/home Click on the "Sign In / Register button".

   If you are **not** registered on My Rotary, you can create an account in a few minutes by following the registration instructions.

2. Once you have an account on My Rotary, email the cadre at cadre@rotary.org to inform us of your intention to register.

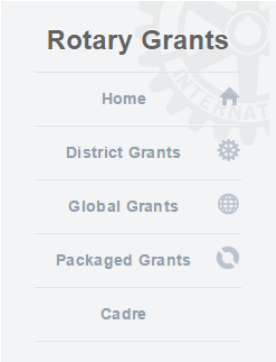
   Upon receiving a confirmation email, which should arrive within 1 – 2 business days, you can complete your registration.

3. Once signed in, click on "Take Action" on the upper tab. A dark blue rectangle will appear. Within that blue rectangle, under the yellow heading "Apply for Grants," select "Grant Application Tool".

Step 3

4. A new tab or window will open. In the new tab, you will find a gray column on the left entitled "Rotary Grants". "Cadre" should appear at the bottom of that column. Click on "Cadre".

Step 4



If you do not see "Cadre" at the bottom of the column, email us at cadre@rotary.org.

5. After clicking "Cadre," go to Cadre Status. Across from "Apply," click on the "Open Application" button.

6. Once you are into your application, you can follow the guidelines written in blue script. Please keep the following in mind:

   When arranging cadre reviews, TRF searches by sector membership, language and geographic region. To identify more specific expertise, we will do a keyword search in applications. Our keyword search cannot search uploaded documents. Therefore, consider the following when filling out the application:
   - Spellcheck your application. If you list an expertise but misspell it, your profile will not show up when we search for that expertise.
   - Only check the box under "Sector Membership" if you have significant professional expertise in that area. Please see the "How Do I Fit into the Cadre" section on pages 3 – 6 of this document for more details.
   - Please upload the most recent copy of your resume or CV, and delete any outdated copies on file.

7. Once you have completed your application and uploaded your CV or resume, **click "SAVE"** on the bottom of the page. There is no need to click "Submit" or any other button on the bottom of the page. Note: The system allows cadre members to edit and update their information and CVs at any time, so please update your information as you gain skills and experience.

8. Send an e-mail to cadre@rotary.org to notify TRF that you have completed the registration process.

For further guidance on each section of the online cadre application, see below:

Contact information: Please choose your country from the "Country" drop-down menu.

Language: Please choose your primary language from the drop-down menu. If you speak more than one language, please list them under "Other languages". Make sure to attribute a number value (5 = Fluent and 1 = Basic Skills) to each language you list after your primary language.

Professional Experience: List key words and phrases that describe your professional expertise. Please see "How Do I Fit into the Cadre?" below on pages 5 – 7 of this document for further guidance on the professional expertise to emphasize in this section.

Education / Background: List university degrees and certificates, and volunteer activities (including Rotary work). Pleases be sure to document how many Rotary grant projects you have had a significant role in planning and/or implementing.

Training Attendance: TRF will complete this field. It is intended for cadre training seminars. If you have attended a cadre training and you do not see it listed on your profile, please notify us at cadre@rotary.org

Sector Membership: Only check a box in "Sector Membership" if you have significant professional expertise in that area. Please see "How Do I Fit into the Cadre?" below on pages 3 – 6 of this document for further guidance.

Resume / CV: To upload an updated copy of your resume or CV, click the "Browse" botton. Then click on "Choose File." Once you have located the file, select "Open", then "Upload" the file and "Close" the window.

To delete an outdated copy of your resume or CV, click on "Browse" then, in the new window, select "Delete". You can then "Close" the window.

Authorization: In the past, we have asked district governors (DGs) to authorize cadre applications. This is no longer necessary.

However, DG approval is still built into our online system. Therefore, if you click "Submit Application" at the bottom of your cadre application, a message will be sent to your DG requesting approval of your cadre candidacy. Again, this is unnecessary, so please just click "Save" after filling out the application or making any updates.

Please note, however, that your club president, DG and other district officials are copied onto your registration and renewal confirmation emails to keep them aware of your participation in the cadre.

TRF Cadre of Technical Advisers: How Do I Fit into the Cadre?

The Rotary Foundation Cadre of Technical Advisers is composed of volunteer Rotarians from around the world who are familiar with the Rotary grant program, have professional experience in community development, and/or have professional expertise in one or more of Rotary's six areas of focus.

Use the chart below to determine how you can best serve in the cadre as a project development adviser, an area of focus adviser, or both. If you find that your expertise and background meet either of Project Development Adviser roles below, please list those skillsets on your application. If your expertise matches any of the Area of Focus Adviser roles, please check the box that corresponds with the Area of Focus cadre role described in the Sector Membership section.

You do not need to have the expertise listed below to become a cadre member. However, please note that if your experiences do not match any of the cadre roles outlined, it is unlikely that you will be selected for a cadre assignment. Nevertheless, you are welcome to participate in cadre trainings and we encourage you to update your application as you gain future experiences and skills.

CADRE ROLES	PREREQUISITES
Project Development Advisers	
Rotary Grant Adviser	Has application writing experience and has significantly contributed to the planning and/or implementation of at least *five* Rotary grant projects.
Project Development and Management	Has at least two years of *professional* experience in community development projects. Emphasis placed on performing community needs assessments, monitoring and evaluation skills, and sustainable development.
Area of Focus Advisers	
Basic Education and Literacy	Has at least two years of *professional* experience working with basic education and literacy as a teacher, community educator, education consultant, education administrator education project manager, etc. Special emphasis placed on the following skillsets and experiences: • Involving the community to support programs that strengthen the capacity of communities to provide basic

	education and literacy to all • Increasing adult literacy in communities • Working to reduce gender disparity in education
Disease Prevention and Treatment	Has at least two years of *professional* experience working in the field of disease prevention and treatment as a doctor, nurse, midwife, epidemiologist, public health professional, etc. Special emphasis placed on the following skillsets and experiences: • Improving the capacity of local health care professionals • Promoting disease prevention programs, with the goal of limiting the spread of communicable diseases and reducing the incidences of and complications from non-communicable diseases • Enhancing the health infrastructure of local communities • Educating and mobilizing communities to help prevent the spread of major diseases • Preventing physical disability resulting from disease or injury
Maternal and Child Health	Has at least two years of *professional* experience working in the field of maternal, newborn and child health as a doctor, nurse, public health professional , and other related professionals Special emphasis placed on the following skillsets and experiences: • Reducing the mortality and morbidity rate for children under the age of five • Reducing the maternal mortality and morbidity rate • Improving access to essential medical services, trained community health leaders and health care providers for mothers and their children
Economic and Community Development	Has at least two years of *professional* experience working with economic and community development as a community organizer, microfinance expert, agriculture and food production, entrepreneurial development, local project manager, etc. Special emphasis placed on the following skillsets and experiences: • Building the capacity of entrepreneurs, community leaders, local organizations, and/or community networks to support economic development in impoverished communities • Developing opportunities for productive work • Reducing poverty in underserved communities • Youth/leadership development and vocational trainings

Peace and Conflict Prevention / Resolution	Has at least two years of *professional* experience working with peace and conflict prevention/resolution in a cross-sectorial capacity, or as a mediator, community advocate, lawyer, diplomat, social worker, etc. Special emphasis placed on the following skillsets and experiences: • Training leaders to prevent and mediate conflict; • Working with civil society organizations to create community-based conflict prevention programs; • Supporting local peace-building in communities and regions affected by conflict
Water, Sanitation and Hygiene	Has at least two years of *professional* experience working with water, sanitation and hygiene as a civil or environmental engineer, public health specialist, biologist, watershed manager, hydrologist, hygiene/health educator, etc. Special emphasis placed on the following skillsets and experiences: • Providing equitable community access to safe water, improved sanitation and hygiene • Strengthening the ability of communities to develop, fund and maintain sustainable water and sanitation systems • Supporting programs that enhance communities' awareness of the benefits of safe water, sanitation and hygiene
Financial Auditing	Has at least two years of *professional* experience working as an accountant or auditor with experience in one or more of the following: • Financial management • Project management • Vendor and inventory verification