

REVISED OCTOBER 2018

INSERT CLUB NAME Rotary

Mentorship Manual

**Introduction**

This program enables new Rotarian's to gain an understanding of Rotary International and the Rotary Club of INSERT CLUB NAME. New members are assigned a knowledgeable mentor to serve as a role model, coach and confidante. The mentor will provide information, insight, perspective and wisdom over a 12-week period. The goal of the mentorship program is to provide the base of understanding for the new Rotarian to become a participating, integral member of INSERT CLUB NAME Rotary, who actively serves the local and international community through Rotary for many years.

**Objectives**

The Mentorship program:

* Enables new Rotarian's to feel welcome, comfortable and part of the club
* Ensures the new Rotarian enjoys the Club fellowship and has **fun**!
* Provides new Rotarian's with basic understanding of Rotary
* Provides guidance to match and identify the mentee’s interests and skills to a corresponding Club committee
* Encourages new Rotarian's to become participating members
* Provides information and shared experiences that inspire new Rotarian's to commit to the vision and goals of INSERT CLUB NAME Rotary and Rotary International

**Mentor: Tasks and Responsibilities**

1. As early as possible, introduce yourself to the new Rotarian and briefly explain the mentorship program. Plan to meet at the next regular club meeting.
2. Serve as an informal host. Continue to sit with your mentee over the next several weeks, making sure that you sit at different tables each week, including the table with the President.
3. Get to know your mentee and meet socially at least twice outside of a Rotary meeting.
4. Explain our meeting attendance requirements and the makeup process. Please emphasize the 4 way test and the objectives of Rotary.
5. Talk about the basics of Rotary and ensure your mentee reviews the information provided on Rotary International, Club Committees, Rotary Foundation as well as local and international projects.
6. Review the history, vision, goals, organizational structure, programs and projects of Kelowna Sunrise Rotary.
7. Accompany and or facilitate attendance at the following:-
	1. District 5060 activities if available.
	2. Other clubs’ meetings or activities as a meeting makeup.
	3. INSERT CLUB NAME Executive meeting.
	4. INSERT CLUB NAME hands-on project.
	5. INSERT CLUB NAME social event.
	6. A coffee meeting with the Club President.
8. Introduce mentee to committee chairs to explore committee roles and possible involvement.
9. Facilitate a face to face meeting with the Club Foundation and International Chairs to discuss how the foundation grant process works and the international projects insert club name Rotary is involved in.
10. Explain how to sign in to the INSERT CLUB NAME Rotary website, INSERT WEB PAGE ADDRESS the District 5060 website, [http://rotary5060.org](http://rotary5060.org/) ,My Rotary [www.rotary.org](http://www.rotary.org/) and our Facebook Page INSERT ANY AND ALL SOCIAL MEDIA ADDRESSES ASSOCIATED TO YOUR CLUB . Ensure your mentee has passwords set for all websites.
11. Assist new member to develop their classification talk if needed.
12. Discuss introducing new members to Rotary.
13. Be available to answer questions and provide guidance if needed.

**Club Projects**

|  |  |
| --- | --- |
| **International** | **Local** |
| INSERT YOUR CLUBS PROJECTS | INSERT YOUR CLUBS PROJECTS |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  | ….and lots of local fundraisers! |

|  |  |  |
| --- | --- | --- |
| Constitution and bylaws | Our rotary club’s constitution and bylaws can be found on our webpage under administration:- [http://](http://clubrunner.blob.core.windows.net/00000000826/en-ca/files/sitepage/club-administration/constitution-and-by-laws-of-the-rotary-club-of-kelowna-sunrise/2014-May-18-Final-Version-of-Constitution---Bylaws-of-the-Rotary-Club-of--Kelowna-Sunrise-6.pdf)INSERT LOCATION OR ADDRESS WHERE YOUR YOURS |  |
| Paul Harris, Fellow & Society | In 1905, Paul Harris founded Rotary. It is considered an honour to have a “Paul Harris”, which is achieved by donating a minimum of US$1,000 to the Rotary Foundation which oversees all of RI’s international projects. You can also be awarded a Paul Harris as a gift from a fellow Rotarian who will donate US$1000 in your name, or being given one by a club or Rotarian for a good reason (service to community, etc). Once you have your first PH, you can then add to it with subsequent US$1,000 donations and add gemstones to your lapel pin. Medals are available to purchase but are no longer awarded automatically. | Anytime |
| Guest Speakers | If you have someone approach you, or you know someone interesting for the club to hear from, look on our website for the Program Director who is in charge of Speakers/Classification. (This person changes) Book the speaker with that person – be aware that speakers are booked months in advance. Speakers get 15-20 min, including questions. A list of future speakers is on the website and in every week’s newsletter. | Always booked in advance through Programs chair |
| Guests | * If you bring someone to a meeting who is a POTENTIAL MEMBER, the club will pay for their **first** breakfast. Just let the front desk know their name.
* You can bring visitors, family or friends to meetings any time, especially for special events or for special speakers (at your or your guest’s expense).
 | Anytime |
| Classification Talks | A classification talk is arranged by the Programs Chair for all new members, or old members who have changed careers or for long standing members who would like to update the club. It’s just a way for the club members to get to know you better, by telling everyone about your life and classification. | New members |
| Newsletter | Each club has a newsletter editor and if you forgot to notify the club of something at a meeting, you can email the editor to add. You will be emailed the newsletter on a weekly basis which is handy if you missed an event date or meeting. PLEASE READ THE NEWSLETTER | Weekly |
| Installation Dinner | Our Club has an end of the Rotary year banquet for members and partners with a dinner and awards. It is to introduce the incoming executive and thank the outgoing team. (Adjust following to suit your Club) Costs for 2 tickets to the banquet are included with your annual club fees.(If you join after our year starts the cost of the dinner is not prorated and currently costs $50 - guests are also $50) | Once a year, in late June |
| Volunteering | Volunteering is an expectation of Rotary. It is about “service”. Any time you feel you could help with a committee, special project or just some skills the club may be unaware of, please let the President or other director know. We encourage all members to be on at least one committee. |  |
| Conventions | There is an annual District 5060 conference and Rotary will advise you of any other local, regional and world-wide convention. There are many RI (Rotary International) projects you can be involved with. Check with the Foundation director for opportunities. | Annually |
| Executive | The club’s executive meets on the Insert date and time: ie. 3rd Tuesday of every month at 7:00 AM. to discuss the club’s business. Any member is welcome to visit and observe, or present at an executive meeting -contact the president to setup. | Monthly |
| Fines & Happy/Sad Dollars | At the end of each meeting, the international exchange student (or other volunteer) will collect the “all in fun” fines the designated sheriff allots. Then all are invited to speak up for Happy/Sad dollars – the member donates a dollar (or more) to speak about a happy or sad event in their life that week (i.e. wedding of child, birth of grandchildren, special holiday coming up, illness or death, etc.). This is a way for members to get to know each other and to celebrate milestones. The monies raised go to club funds so that charitable dollars are given to charity. | Weekly |
| Exchange Studentedit or delete this section to suit your Club. | Insert club name has hosted a foreign exchange student for many years and we have several members who are authorities on the program in our club. A young person around 16-18 spends a year studying in Kelowna and living with host parents. The club members are encouraged to help the student get as much out of their year in Canada as possible. The club also sponsors an outgoing student. Host families are always required and this is typically a 3 month commitment. | Ongoing |
| Interactedit or delete this section to suit your Club. |  Insert club name Rotary Club sponsors an Interact club out of the Okanagan Mission High School. They will have a mentor or two from our club, and sometimes visit to let us know how they are doing, or to advise us of their fundraisers. | School year |
| Rotoractedit or delete this section to suit your Club. | Rotoract is for young adults aged 18-30. They have a Sunrise mentor and we sponsor the only Rotoract club in Kelowna which started at UBC-O in 2009 but has grown to be community-based.  | School year |
| Sponsoring New members | As a member you are encouraged to introduce others to the club and you can sponsor another person to join Rotary. The Executive review all applications and the successful prospective member will be interviewed by a selection committee:  | Ongoing |
| Community Serviceedit this section to suit your Club. | This is a committee chaired by the Vice President that meets to discuss, as needed, charitable giving requests to the Club. Their recommendations are then submitted to the Board who, after approval, submit them to the Club at the next club business meeting (this process applies to any request over $500. The committee has the authority to grant amounts under $500 without referral). | Monthly |
| Wine Drawedit or delete this section to suit your Club. | When you arrive at Friday’s meeting, there is a “frying pan” of tickets and you take one per person. At your table put your name on the back of the ticket (blank side) and put $1 in the “pot” on your table. A winning ticket will be drawn and one person wins a prize. The ticket nearest to the winning number at each table also wins the “table stakes”. | Weekly |
| Annual Duesedit this section to suit your Club. | Cheque, cash or credit card to Kelowna Sunrise Rotary Club and give to Front Desk at a Friday meeting. Regular dues are currently $310 due on or before July 1 annually, which includes 2 tickets to annual dinner. Single members will pay $260 which includes 1 ticket to annual dinner. (Some proration may apply.) New members pay a one-time additional $25 to cover their new member package. Invoices will be sent to members each June | Beginning of new Rotary year which is July 1 |
| Front Deskedit this section to suit your Club. | Each week two club members will man the front desk. The schedule is available on the website and in the newsletter. It is arranged alphabetically. If you can’t make it, you will need to find another member to fill in for you (some members have volunteered to act as stand ins at short notice - the program director will have this information). You will also be asked to make up your shift as soon as you can. You have to show up a little bit earlier to setup and be ready for first arrivals, take their payments, record attendance and guests and balance all monies. The requirement is to work the front desk for 2 consecutive weeks. Full written instructions are supplied. | 1-2 times/year |
| Attend weekly breakfast meetingsMakeupsedit this section to suit your Club. | Weekly attendance is very important in Rotary and there is an attendance requirement. Makeups can help if you can’t always make Friday morning meetings. During the week you may attend a committee meeting, board meeting, Rotary social event, take part in a project or other volunteer opportunity associated with Rotary or spend time on Rotary business. This time can be put towards your attendance requirement if you cannot attend a Friday meeting. The makeup must be performed within two weeks before or two weeks after the missed meeting. The club secretary keeps all attendance records and needs to be informed of makeups. (Committee chairs or event organizers will usually inform the secretary of member involvement in events.)  | Minimum 60% attendance |
| **Volunteer Opportunities** | **Some of our more popular club events …** |  |
| Annual Sunrise Golf Tournament edit this section to suit your Club. | A fun event. It is held at Gallagher’s Canyon and includes breakfast and golf in place of a Friday meeting (breakfast at 7am, golf starts at 8am) with prizes and 18 holes. Guests welcome. Cost is currently $90. | September |
| Okanagan Sun Football Gamesedit this section to suit your Club. | We work the two beer gardens at the Apple Bowl to support the Okanagan Sun Football team. We serve beer and coolers, collect money, enjoy the game and good weather. 6-8 volunteers required on weekend days during the local football season. Requires Serving It Right (SIR) license (OK Sun will pay for you to take online course/test). (Tips go to Rotary PolioPlus fund). | Sep-Oct |
| Mixed Socialsedit this section to suit your Club. | Great way for you and your partner to meet fellow Rotarians outside the meeting venue. Such things as Guess Who’s Coming to Dinner and Thirst Day Thursdays. | Whenever someone organizes |
| Firesides | Rotary’s term for member and partner socials where the emphasis is on Rotary, its programs, scope, benefits, responsibilities, and general knowledge about this oldest and largest international service club (including some good wines). | 1-2 times/year |
| Host an Exchange Studentedit or delete this section to suit your Club. | Host a foreign Rotary exchange student; normally a 3 month term within the July 1-June 30 Rotary year. | School season |
| Children’s Christmas Partyedit this section to suit your Club. | All children, grandchildren and partners invited – a special Friday breakfast with Santa’s Senior Elf giving out little gifts to all kids in attendance. Also used to generate donations to the Kelowna Food Bank. | December |
| Special Projects | Special projects can appear anytime throughout the year. Guest speakers can prompt action towards all kinds of special projects (i.e. Rotaplast in Ethiopia, water well project in Ethiopia, orphanage in Uganda, etc.). | As they arise |

**Club Information:**

**Roles and Responsibilities of insert club name Club Committees**

**If your club subscribes to Club Runner, which we encourage, the following sampling will be applicable, if not describe where a member can access this information;**

Foundation Committee

<http://portal.clubrunner.ca/826/SitePage/foundation-international-service>

International Committee

<http://portal.clubrunner.ca/826/SitePage/foundation-international-service>

Programs/Front Desk Committee

<http://portal.clubrunner.ca/826/SitePage/programs-committee>

Membership Committee

<http://portal.clubrunner.ca/826/SitePage/membership-committee>

Fellowship Committee

<http://portal.clubrunner.ca/826/SitePage/club-service-committees>

Public Relations Committee

<http://portal.clubrunner.ca/826/SitePage/communication-committee>

Community Service/Local Grants Committee

<http://portal.clubrunner.ca/826/SitePage/ways-and-means-committee>

Fundraising Committee

<http://portal.clubrunner.ca/826/SitePage/fundraising-committee>

Vocational/Bursary Committee

<http://portal.clubrunner.ca/826/SitePage/community-vocational-service-committee>

Youth Program Committee

<http://portal.clubrunner.ca/826/SitePage/youth-programs>

**Officers of the Club Roles and Responsibilities**

Club President/President Elect

<https://www.rotary.org/myrotary/en/learning-reference/learn-role/president>

Treasurer

<https://www.rotary.org/myrotary/en/learning-reference/learn-role/treasurer>

Secretary

<https://www.rotary.org/myrotary/en/learning-reference/learn-role/secretary>

**Rotary International (RI)**

The World’s first service club, the Rotary Club of Chicago was formed in February 1905 by Paul Harris. The first Canadian Rotary Club, the Rotary Club of Winnipeg was chartered in 1912.

Rotary International is the global association of Rotary Clubs. Our 1.2 million members are the heart of our service efforts and share a dedication to the ideal of Service above Self.

Read about Rotary International history

<https://www.rotary.org/myrotary/en/learning-reference/about-rotary/history-rotary-international>

**Guiding Principles**

These principles have been developed over the years to provide Rotarians with a strong, common purpose and direction. They serve as a foundation for our relationships with each other and the action we take in the world.

Learn more about the Guiding Principles, Object of Rotary, The Four-Way Test, and the Avenues of Service which express our commitment to service, fellowship, diversity, integrity, and leadership.<https://www.rotary.org/myrotary/en/learning-reference/about-rotary/guiding-principles>

There are 1.2 million Rotarians in 34,000 clubs ‘doing good’ all over the world. This network of clubs makes up Rotary International. As a club member you help elect your own leaders each year, and your president works with your president-elect, officers, board members, and committee chairs to manage the club. Your club pays dues to RI, and in return RI provides resources, training, and programs to help your club run effectively. Learn more about the structure. <https://www.rotary.org/myrotary/en/learning-reference/about-rotary/rotary-international>

* INSERT CLUB NAME Club is in District 5060. This district consists of 58 Rotary clubs, 5 Rotaract clubs and 13 Interact clubs, spanning from Clearwater BC to Grandview, WA.
* District 5060 is made up of 12 areas and
* YOUR CLUB NAME Rotary is in Area ??.
* Approximately 15 Rotary Districts form a zone and District 5060 is located in Zone 24.

Learn more about the RI Leadership Roles<https://www.rotary.org/myrotary/en/learning-reference/about-rotary/leadership>

**The Rotary Foundation (TRF)**

In 1917, Rotary International President Arch C. Klumph proposed an endowment "for the purpose of doing good in the world." His vision became The Rotary Foundation. The Rotary Foundation is a non profit corporation that promotes world understanding through humanitarian service as well as educational and cultural exchanges. The Foundation ensures we can continue our efforts for generations to come. Learn more about the evolution of our Foundation Programs. <https://www.rotary.org/myrotary/en/rotary-foundation/history-rotary-foundation>

The Rotary Foundation helps fund our humanitarian activities, from local service projects to global initiatives. Your club or district can apply for grants from the Foundation to invest in projects and provide scholarships. The Foundation also leads the charge on worldwide Rotary campaigns such as [eradicating polio](https://www.rotary.org/myrotary/en/take-action/end-polio) and [promoting peace](https://www.rotary.org/myrotary/en/get-involved/exchange-ideas/peace-fellowships). Rotarians and friends of Rotary support the Foundation’s work through voluntary [contributions](https://www.rotary.org/myrotary/en/take-action/give). As the charitable arm of Rotary, the Rotary Foundation transforms your gifts into projects that change lives both close to home and around the world.

Strong [financial oversight](https://www.rotary.org/myrotary/en/learning-reference/about-rotary/financials), a stellar [charity rating](http://www.charitynavigator.org/index.cfm?bay=search.summary&orgid=4553), and a unique [funding model](https://www.rotary.org/myrotary/en/annual-fund-and-share) mean that we make the very most of your contribution. [Give](https://www.rotary.org/myrotary/en/take-action/give) and become a part of Rotary’s life-changing work!

During the course of the mentorship, International and Foundation Chairs will meet with the mentee to provide additional information about our various projects.

**Rotary International Areas of Focus**

We direct our efforts in six areas to enhance our local and global impact. Our most successful and sustainable projects and activities tend to fall within the following areas:

* Promoting peace
* Fighting disease
* Providing clean water
* Saving mothers and children
* Supporting education
* Growing local economies

Learn more about our areas of focus<https://www.rotary.org/myrotary/en/learning-reference/about-rotary/areas-focus>

**Programs**

Some examples of the programs reflecting the focus are described below

1. PolioPlus

In 1985, Rotary launched its PolioPlus program, the first initiative to tackle global polio eradication through the mass vaccination of children. Rotary has contributed more than $1.2 billion and countless volunteer hours to immunize more than 2.5 billion children in 122 countries. Rotary’s focus is advocacy, fundraising, volunteer recruitment and awareness-building.

Polio Today: There are only three countries that have never stopped transmission of the wild poliovirus: Afghanistan, Pakistan and Nigeria. Less than 247 polio cases were confirmed worldwide in 2017, which is a reduction of more than 99.9 percent since the 1980s, when the world saw about 1,000 cases per day.

Ensuring Success: Every dollar Rotary commits to polio eradication will be matched two-to-one by the Bill & Melinda Gates Foundation up to $35 million a year through 2018.

These funds help to provide much-needed operational support, medical personnel, laboratory equipment, and educational materials for health workers and parents. Governments, corporations and private individuals all play a crucial role in funding.

1. Humanitarian Programs
2. Community Needs Funding
3. Educational Programs
	1. Clubs and/or districts may utilize district and global funds for scholarships and vocational training teams.
	2. Peace Centres: Scholars studying in the areas of peace and conflict resolution, international relations and public administration may be sponsored by districts to receive global funding to attain graduate study at six Rotary Peace Centres in the world.

**Foundation Funding**

The [Every Rotarian Every Year](https://www.rotary.org/myrotary/en/annual-fund-and-share#erey) initiative asks every Rotarian to support The Rotary Foundation every year. In addition to contributing to the Annual Fund on a regular basis, members are encouraged to get involved in a Foundation project or program.

The Foundation programs are funded through four Funding Programs:

* 1. The Annual Fund (SHARE )-see description below
	2. PolioPlus Fund-supports global polio eradication efforts in polio-endemic countries
	3. Permanent Fund-generated by gifts of individuals or couples who give outright gifts such as property, cash or investments or through wills or estate plans or life insurance policies.
	4. Peace Centre Fund-supports scholars in the study for peace and conflict resolution.

Through the Annual Fund - SHARE system, contributions to The Rotary Foundation are transformed into grants that fund local and international humanitarian projects, scholarships, and activities, such as vocational training teams.

At the end of every Rotary year, contributions directed to the Annual Fund-SHARE from all Rotary clubs in the district are divided between the World Fund and the District Designated Fund, or DDF.

At the end of three years, your district can use the DDF to pay for Foundation, club, and district projects that your club and others in the district choose. Districts may use up to half of their DDF to fund [district grants](https://www.rotary.org/myrotary/en/take-action/apply-grants/district-grants). The remaining DDF may be used for [global grants](https://www.rotary.org/myrotary/en/take-action/apply-grants/global-grants) or donated to PolioPlus, the Rotary Peace Centres, or another district.

### World Fund

The World Fund provides the necessary funding for our highest priority activities around the globe. While 50% of SHARE-designated contributions are applied to the World Fund, you can also direct your entire gift to the fund. The Foundation uses the money to pay for grant and program opportunities available to all Rotary districts.

Your generous contributions to The Rotary Foundation are essential to securing and growing Rotary programs throughout the world. We recognize donors to express our gratitude for your commitment and offer individual and club recognition, as well as naming opportunities that let you honour a friend or family member with a named or endowed gift.

**Individual Recognition For Contributions (All US$) to the Rotary Foundation**

1. **Rotary Foundation Sustaining Member**, when you give $100 or more per year to the Annual Fund.
2. **Paul Harris Fellow**, when you give $1,000 or more to the Annual Fund, PolioPlus, or an approved Foundation grant. To recognize someone else as a Paul Harris Fellow, you can give that amount in their name.
3. You are recognized as a **Multiple Paul Harris Fellow** with each additional gift of $1,000.
4. [Paul Harris](https://www.rotary.org/myrotary/en/paul-harris-society)**Society** member, when you give $1,000 or more annually to the Annual Fund, PolioPlus, or an approved Foundation grant.
5. **Major Donor**, when your cumulative donations reach $10,000. You can choose to receive a crystal recognition piece and a Major Donor lapel pin or pendant
6. Benefactor, when you include the Endowment Fund as a beneficiary in your estate plans or when you donate $1,000 or more to the fund outright. Benefactors receive a certificate and insignia to wear with a Rotary or Paul Harris Fellow pin.
7. Bequest Society member, when you give $10,000 or more via your estate plans. All society members receive recognition from the Trustees of The Rotary Foundation, and donors can choose to receive an engraved crystal recognition piece and a Bequest Society pin.

**Humanitarian Programs of the insert your club name Rotary Club.**

**insert your club name** Rotary provides funding through its membership and with direct funds from the club to support many humanitarian projects worldwide. Many of these projects have been started by individual club Rotarians who have attained the support of their fellow members and the club throughout the years. Listed below are some examples of our Club’s involvement in a wide range of projects. Please check our Clubrunner website insert your club web address

 for more details and pictures of these various projects.

Edit and insert your club’s projects and information including photos as per examples shown belpow.

* Shoe Bank Canada –more details at [www.shoebankcanada.com](http://www.shoebankcanada.com/)
* Uganda Farm Project-see below for description of this program
* Helen’s Orphanage in El Salvador
* Freedom’ s Door Kelowna
* Women’s Shelter Kelowna
* Tegucigalpa Market Kids/ Early Childhood Stimulation Project
* Shelter Box Program
* Polio Plus
* Now Canada
* Community Grants Committee

**Good Shepherd Home – Kampala, Uganda**

The Brothers run centres for the homeless and destitute, the orphans and street children, the refugees and AIDs victims. In Kampala in the midst of the Mengo-Kisenyi slums, is the Good Shepherd Home. The orphanage now has over 500 severely disabled children.

The Rotary Club of Kelowna and the Sunrise Club was introduced to the orphanage 10 years ago through Dieter and Gisela Howald while on a medical team visit. Five years ago, they committed to raise money for food and in 2009 they approached the club for $1,000. It grew to $2,500 last year plus the DSG grant of $1,500. The orphanage continues to grow and food prices continue to rise and the total donation is now $16,000, largely comprised of Dieter’s private fundraising efforts.

The Rotary Club of Kelowna in partnership with the Rotary club of Kampala believe that the best way forward is to help make the orphanage self sufficient by providing assistance to a 7 acre farm that is owned by the Missionaries’ of the Poor which supports the Good Shepherd Home.

The Mityana Farm Project is how Rotary Clubs in Kelowna and Kampala are planning to get involved by providing financial assistance for irrigation, fencing and farming equipment. The clubs will then phase out direct assistance for the purchase of food. Let us get behind this project and help make the orphanage sustainable in the long term.