

**CLUB SERVICE**  
**Director: Chris Gilcrease**

**Club Administration**

**ATTENDANCE COMMITTEE**

**Chair: Scott Lavergne**

**Members: Victor Raxsdale, Brandon Moore, Joseph Wolf, Nanette Heggie,  
Mike Huber, Sue Sewell**

- Prepare a schedule for two members to be present at the attendance table for each meeting
- Welcome guests, members, and visiting Rotarians and record list for Sergeant at Arms to present to club
- Maintain records of membership attendance prepare appropriate reports and present to Executive Secretary as required
- Determine ways to present attendance requirements and attendance policies to the membership
- Recognize members with perfect attendance and coordinate Steak and Red Beans lunch to honor members with perfect attendance

Budget: \$0

**BULLETIN COMMITTEE**

**Chairs: Bill Poppa/Jon Berthelot**

**Members: Vic Raxsdale**

- Publish *The Cogwheel* weekly.
- Include in the bulletin information that is related to club activities, club members, Rotary International, programs, and dates of special events and activities
- Request newsworthy items from membership
- Submit bulletin weekly to the District Governor and the District Secretary

Budget: \$550.00

**PROGRAM COMMITTEE**

**Chair: Chris Gilcrease**

- Coordinate the schedule of all programs for all Club meetings
- Balance the programs to represent all avenues of service
- Screen programs
- Provide introduction information for the speakers / programs

Budget: \$400.00

### **SERGEANT-AT-ARMS COMMITTEE**

**Co-chairs: Joe Wolf and Jimmy Ardoin**

- Maintain appropriate conduct among members at meetings
- Announce all guests of Rotarians and visiting Rotarians
- Remind members to be courteous and avoid conversations and disruptive behavior during the meetings and when speaker is talking

Budget: \$0

### **BYLAWS COMMITTEE**

**Chair: Huey McCauley and Bill Melancon**

**Members: Mary Neiheisel, Linwood Broussard**

- Review and revise bylaws as necessary
- Present suggested revisions to board
- Submit any revisions to membership at meetings, e-mails, web site and through quarterly mailing
- Conduct vote on bylaws changes

Budget: \$0 (Included in Supplies Budget)

### **HISTORY/ARCHIVES COMMITTEE**

**Chair: Chris Gilcrease**

**Members: Huey McCauley, Larry Lewis**

- Compile a photographic record of the Rotary year, including service projects, accomplishments, and social events, with the intention of creating a scrapbook-like document, which will inform and entertain future club members for years to come
- Pictures of as many members as possible should be included. Goal is to make this scrapbook a tradition that will continue from year to year

Budget: \$50.00

## **Membership**

### **CLASSIFICATION COMMITTEE**

**Chair: Tommy Hays**

**Members: Richard Domingue**

- Review the classifications lists and roster of filled and unfilled classifications
- Make the listing available to the membership at the registration table, and submit a copy to the Bulletin editor
- Monitor the bulletin and encourage the editor to regularly include unfilled classifications
- Review each proposed member's classification, assign classification if open
- Confer with and advise the Board on classification issues
- Provide information to *The Cogwheel* editor on the Rotary classifications scheme in August for Membership Development and Extension Month

Budget: \$0

### **MEMBERSHIP COMMITTEE**

**Chair: Lee Broussard Vice Chair: Ken LaFleur**

**Members: Randy McCormick, Roland Bienvenu**

- Review each member's character, personal, and professional eligibility.
- Provide a recommendation on a potential member's application.
- Provide information in August to *The Cogwheel* editor on requirements for membership for Membership and Extension Month.

Budget: \$0

### **MEMBERSHIP DEVELOPMENT COMMITTEE**

**Chair: Stella Theriot**

**Members: Todd Citron & Board of Directors**

- Goal: A minimum of 146 members by March 2010
- Encourage club members to propose new members
- Disseminate and keep available "How to Propose a New Member" pamphlets and provide additional information as requested
- Provide recognition and acknowledgement of new members and sponsors with a gift of a Four-Way Test mug
- Invite District Regional Membership Coordinator to present a program on membership development (August)
- Review filled and unfilled classifications for potential available classifications
- Organize fall (August) and spring (February) Throwback Luncheons

Budget: \$200.00

### **ROTARY ORIENTATION / INFORMATION COMMITTEE**

**Chair: Huey McCauley**

**Members: Joseph Wolf, Linwood Broussard**

- Conduct orientation of proposed members prior to induction
- Encourage attendance of spouse, require attendance of proposer
- Publicize to club through *The Cogwheel* members who are available to conduct new member orientation
- Emphasize to the membership that orientation is a painless and necessary use of their time and should not be a barrier to proposing new members
- Utilize the new District Rotary Information Presentation
- Ensure that the club meetings, assemblies, bulletin, district meeting, and magazine are utilized throughout the year to keep the mission of Rotary present in the minds of members

Budget: \$100.00

### **MEMBERSHIP RETENTION COMMITTEE**

**Chair: Stella Theriot**

**Members: Huey McCauley, Board of Directors**

- Aggressively address attrition by identifying "at risk" Rotarians (members frequently absent) and implementing a strategy to reintegrate the members. The strategy may include contacting the member's sponsor, calling the member to invite him to come to a meeting, inviting the member to participate in a committee, etc.

Budget: \$0

### **RECOGNITION AND CONCERN COMMITTEE**

**Chair: Dan Lavergne**

**Members: Loretta Tauzin, Mary Neiheisel**

- Provide information on health problems and hospitalization of members to chair of communications committee
- Send cards to members who are ill and/or hospitalized. Have cards signed by membership if at all possible; encourage visitations to hospitalized members
- Recognize those members who receive awards and recognition with an announcement and a card

Budget: \$50.00

### **ROTARIAN OF THE YEAR**

**Chair: Randy Landry**

**Members: Richard Domingue, Todd Citron**

- Solicit nominations from the membership for Rotarian of the Year at least three weeks prior to the installation banquet
- Select from the nominations a deserving recipient who represents the ideas of Rotary and has demonstrated consistent and outstanding service to Rotary
- Obtain the award plaque and present at the installation banquet

Budget: \$100.00

# **COMMUNITY SERVICE**

## **Director: Jon Berthelot**

### **FOOD NET / ELECTION DAY FOOD DRIVE**

**Chair: Jon Berthelot**

**Members: Scott Lavergne, Randy Landry, Todd Citron, Marcelle Citron**

- Coordinate the Election Day Food Drive, if applicable. Promote the food drive, coordinate the Sheriff s department to distribute boxes to all polling sites in Lafayette Parish and pick up and deliver the food following the food drive.

Budget: \$1,500.00

### **REBUILDING TOGETHER**

**Chair: Victor Raxsdale**

**Members: Scottie Simon, Andrew Shenkan**

- Participate in the non-profit effort to repair or perform maintenance on the homes of the elderly and/or disabled who are in need. Date TBA; typically in April
- Financially support Rebuilding Together
- Form a team to assist on the date of the house renovation.

Budget: \$1,500.00

### **ROTARY POINT COMMITTEE**

**Chair: Carroll LeBlanc and Paul Favaron**

**Members: Fabian Patin, Roland Bienvenu, Linwood Broussard, Kent Langlinais,  
Randy Landry**

- Monitor need for Rotary Point clean-up
- Maintain contact with Bayou Vermilion District regarding Rotary Point
- Recommend any needed long-term improvements for which club funding would be appropriate
- Maintain contact with other Lafayette club chairs regarding cooperation on any major enhancements as appropriate, including financial participation

Budget: \$500.00

### **ROTARY SIGNS COMMITTEE**

**Chair: Victor Raxsdale**

- Identify schools which need Rotary signs of awareness
- Communicate with other clubs to determine placement of signs. Avoid duplication
- Procure appropriate signs that read: "Protect our Children and Drive Carefully"
- Ensure that signs are installed by School Board personnel
- Verify that signs previously provided are in good condition and are in place

Budget: \$600.00

### **BLOOD DRIVE & ORGAN DONOR COMMITTEE**

**Chair: Richard Domingue**

**Member: Mary Neiheisel**

- Plan with Our Lady of Lourdes to have a blood drive in August or September
- Provide members with information about donating organs and blood

Budget: \$0

### **CLUB SERVICE PROJECT BOOK COMMITTEE**

**Chair: Dan Lavergne**

- List all club service projects and forward to the District

Budget: \$0

### **LITERACY PROJECT**

**Chair: Mary Neiheisel**

**Members: Kay Theunissen, Huey McCauley, Gail Smith**

- Contribute to literacy needs in the community
- Conduct a school supply drive for the homeless education program
- Disseminate information about VITA
- Provide information regarding the dates of orientation for prospective tutors

Budget: VITA - \$500; ROR - \$500

### **DISASTER COMMITTEE**

**Chair: Richard Domingue**

**Members: Board of Directors**

- Establish and maintain a disaster plan

# **INTERNATIONAL SERVICE**

## **Director: Chuck Lein**

### **Rotary Foundation**

#### **ANNUAL GIVING COMMITTEE**

**Chair: Joe Wolf**

**Members: Scotty Baudoin, Don Mizelle**

- Raise a minimum of \$15,500 in unrestricted gifts for the Rotary Foundation
- Recruit one benefactor for the permanent fund
- Provide membership education to increase awareness and enhance the status of the Rotary Foundation in the Club, including one full program in November with the District 6200 Regional Coordinator.
- Ask each new member to become a sustaining member with the quarterly dues option
- Auction poinsettias at Christmas time for meeting's program. Sell ferns or mums at Steak Cookout for Foundation fund raiser

Budget: \$15,500.00

#### **AMBASSADORIAL SCHOLARSHIP**

**Chair:**

**Members:**

- Recruit scholars for Ambassadorial Scholarship program
- Schedule Recipient of Ambassadorial Scholarship to present at Club meeting
- Schedule students in International Students' Association to present a program to the Club
- Inform the club of opportunities through Rotary International and Vocational Fellowship programs
- Solicit Club's participation in district Friendship Exchange Program

#### **VOCATIONAL TRAINING TEAM COMMITTEE**

**(Formerly the Group Study Exchange Team Committee)**

**Chair: Huey McCauley**

**Members:**

- Coordinate with District 6200 Vocational Training Team chair to provide host families for VTT team, to provide daytime vocational activities, and plan a Rotary club program with the Group members. The team will be in Lafayette TBA
- Recruit members and a team leader to go on the VTT
- Arrange a program for the VTT team to report on trip
- Schedule a full presentation by visiting VTT members

Budget: \$250.00

## **WORLD COMMUNITY SERVICE COMMITTEE**

### **Honduras Vision Mission Committee**

**Chair: Don Mizelle**

- Plan and implement a medical mission team to go to Honduras
- Apply for a matching grant from RI or District 6200; present check in January

Budget: \$3,000.00

### **Mexico Medical Missions (established by Dr. Russell Romero)**

- Provide information and support participation
- Present donation check typically in October or November

Budget: \$1,000.00

# **NEW GENERATIONS**

## **Director: Stella Theriot**

### **BOY SCOUTS / GIRL SCOUTS**

**Chairs: Sue Sewell and Art Hawkins**

- Support local scouting efforts through contributions to both groups; donations are typically presented in September

Budget: \$500.00 for Girl Scouts and \$500.00 for Boy Scouts

### **JUNIOR ACHIEVEMENT**

**Chair: Stella Theriot**

- Support local efforts in obtaining volunteers to teach in local classrooms
- Support financially - The donation check is typically presented in September

Budget: \$250.00

### **SHOTS FOR TOTS**

**Chair: Mary Neiheisel**

- Support the efforts of local hospitals to provide vaccinations/immunizations for area children
- Provide financial support to assist in printing flyers. The donation check is typically presented in February.
- Provide information about vaccinations/immunizations

Budget: \$500.00

### **ROTARACT COMMITTEE**

**Chair: Joby John**

**Members: Mary Neiheisel**

- Contact potential members. Foster and expand presence of Rotaract at UL Lafayette.
- Assist students in organizing for the year; elect officers
- Schedule and attend Rotaract meetings at UL Lafayette
- Help to plan community service activities. Former participation has been American Heart Association Heart Walk. Literacy month, Breast Cancer Awareness, Domestic Violence, Black History Month, Komen Race for the Cure
- Coordinate joint efforts between Rotaract and Rotary Club of Lafayette as appropriate, e.g. request Rotaract to support Rotary service projects such as Food Net
- Arrange for participation by Rotaract in Rotary social functions (e.g., Crawfish Boil)
- Chairman is an *ex officio* member of the UL Lafayette Scholarship Committee to help foster a sense of obligation in scholarship recipients to participate in Rotaract activities

Budget: \$200.00

### **INTERACT COMMITTEE**

**Chair: Joby John**

**Members:**

- Explore development of an Interact Club or an alternative
- Key elements include support from the school principal, a willing and active Rotary member as club sponsor, and the most critical element of all, the faculty sponsor.
- Refer to information from the District Interact Chairman if any additional assistance is needed
- Provide support of other Interact clubs
- Current Interact Clubs - Lafayette High, Carencro High

Budget: \$100.00

### **ROTARY YOUTH LEADERSHIP AWARDS (RYLA) COMMITTEE**

**Chair: Jon Berthelot**

- Participate in District Committee to plan the Annual Rotary Youth Leadership Awards Summer Camp that takes place during 2010; date to be announced
- Solicit Rotarians to serve as counselors during the camp
- Solicit eligible high school students to apply for admission to Rotary Youth Leadership Awards Summer Camp. Applications are due March 2010. Coordinate selection of two campers with the Interact Committee, if a club is active (Our club pays for two campers)
- Ensure that the membership is aware of the benefits of the program and that their sons and daughters are eligible to participate if qualified

Budget: \$400.00

### **FAMILY OF ROTARY COMMITTEE**

**Chair: Nanette Heggie**

**Members: Mary Neiheisel**

- Plan events to include family members of Rotarians in Rotary activities and events
- Organize Family of Rotary program

Budget: \$0

### **HIGH SCHOOL CAREER COUNSELING COMMITTEE**

**Chair: Stella Theriot**

**Members: Linwood Broussard, Todd Citron**

- Provide career counseling for high school students by volunteering to staff the Chamber of Commerce Career Connections that is held in March at the Cajundome for all tenth grade students in the area
- Coordinate the matching of students with Rotarians who will meet with students to discuss career paths and options

Budget: \$0

**UL LAFAYETTE SCHOLARSHIP COMMITTEE**

**Chair: Chris Gilcrease**

**Members: Mary Neiheisel, Larry Lewis**

- Follow the 1998-99 precedent of considering only candidates not eligible for TOPS and solicit applications; evaluate applications and select finalists; interview finalists and award scholarship; emphasize community service.
- After the scholarships are awarded, invite recipients to the club to be introduced
- Arrange for appropriate publicity when the recipients are awarded their scholarships

Budget: \$7,750.00

# **SPECIAL EVENTS**

## **Director: Heidi Jacobs**

### **Fellowship**

#### **INSTALLATION BANQUET COMMITTEE**

**Chairs: Randy Landry and Todd Citron**

**Member: Loretta Tauzin**

- Plan Installation Banquet for June 23, 2011
- Plan menu with Denise at Petroleum Club
- Confirm Master of Ceremonies, Joe Wolf
- Confirm Installation officer, Linwood Broussard, District Governor

Budget: \$3,500.00

#### **CLUB ASSEMBLY COMMITTEE**

**Co-Chairs: Huey McCauley and Todd Citron**

**Members: Officers, Directors, and Committee Chairs**

- Plan Club Assembly for the Wednesday evening prior to the District Governor visit.
- If the District Governor will visit all four Lafayette clubs in the same week, coordinate this Assembly with the other three clubs, i.e., location, needs, menu, cost share for food and beverages, etc.
- District Governor is to meet with all Board Members at 5:00 p.m. Keep all Lafayette clubs informed of time and location.

Budget: \$350.00

#### **STEAK COOKOUT COMMITTEE**

**Chair: Todd Citron and Marcelle Citron**

**Members: Kent Langlinais, Mary Neiheisel, Cliff Roberts, Robert Montgomery**

- Consult with Kent Langlinais for date of Steak Cookout
- Determine and provide supplies, condiments, barbeque pit, etc. for steak cook-out

Budget: \$2,500.00

#### **CHRISTMAS PARTY COMMITTEE**

**Chair: Carol Ross**

**Members:**

- Plan the Club's Christmas Party for December 2011, at TBA
- Plan menu with TBA
- Select band and confirm; arrange for deposit

Budget: \$4,500.00

### **DISTRICT CONFERENCE COMMITTEE**

**Co-chairs: Huey McCauley, Linwood Broussard, Lance Linscombe, Joe Wolf**

**Members: Board of Directors and Officers**

- Promote attendance among membership at the District Conference that will be held in April, 2011 in Lafayette, LA
- Work with Conference Host committee to assist in Conference preparation and planning, provide administrative assistance for pre-conference publicity
- Serve as a source of volunteers to provide assistance as needed
- Participate in the hospitality area at the District Conference
- Provide beverages for Food Fest

Budget: \$1,000.00

### **CRAWFISH BOIL COMMITTEE**

**Chair: Gerald Breaux**

**Members: Paul Favaron, Mary Neiheisel**

- Plan Crawfish Boil, invite other three Lafayette clubs
- Schedule Crawfish Boil at Acadian Village for April 2012; pay deposit
- Select band and provide for payment
- Obtain checks from Treasurer for band, Gerald Breaux, and Michael Hefner

Budget: \$3,300.00

### **ROTARY NIGHT AT THE RACES / NEW MEMBER INTEGRATION COMMITTEE**

**Chair: Todd Citron and Membership Development Committee Chair**

**Members: Andrew Shenkan and Board of Directors**

- Plan Rotary Night at the Races. This event also serves as the new member party for new members, their spouses or significant others, the sponsors, the Board members and spouses/significant others, and club members. Individual contact is made with new members to encourage their attendance.
- Schedule for April 2012

Budget: \$0 (will take the place of a Regular Meeting)

## **Public Relations**

### **COMMUNICATIONS - E-Mail, Fax, Telephone Committee**

**Chair: Dan Lavergne, Loretta Tauzin**

**Members:**

- Prepare and maintain a member telephone/fax/e-mail addresses log
- Communicate to club members the weekly planned programs and speakers, club information, illnesses, deaths, funeral arrangements when necessary. Inform members of last minute changes

Budget: \$0

### **DIRECTORY COMMITTEE**

**Chair: Dan Lavergne**

**Members: Loretta Tauzin, Jon Berthelot, Brandon Moore**

- Produce a new membership directory by October 2009. The directory is to have photos, updated contact information and produced in a format acceptable to Rotary International.

Budget: \$1,500.00

### **WEBSITE COMMITTEE**

**Chair: Scott Lavergne**

- Establish and maintain Club Web site
- Add current news to web site

Budget: \$0

### **PUBLIC RELATIONS COMMITTEE**

**Chair: Carrie Templeton**

**Members: Carol Ross, Scott Clause**

- Publicize club activities, events, accomplishments, members, etc. with significant media coverage
- Work with the four Lafayette Rotary clubs to promote Rotary with significant media coverage
- Apprise Rotary International (via the Executive Secretary) of any exceptional accomplishments of our club during the year
- Pursue grants from Rotary International and/or the District

Budget: \$1,000.00

### **ROTARIAN MAGAZINE COMMITTEE**

**Chair: Bill Melancon**

- Present summary of Rotarian articles once a month

Budget: \$0

# VOCATIONAL SERVICES

## Director: Gerald Dunbar

### FOUR WAY TEST COMMITTEE

**Chair: Jon Berthelot**

**Members:**

- Present a program on the Four-Way test (spring)
- Recognize people who practice and use Four-Way test professionally and personally

Budget: \$0

### VOCATIONAL AWARENESS COMMITTEE

**Chair: Bill Melancon**

- Coordinate and schedule the presentation of at least one vocational talk each month. Presenters will have three minutes to describe career, present position, industry, family, history, hobbies, and any pertinent material.
- Schedule presentation with president or program chair

Budget: \$0

### VOCATIONAL AWARD COMMITTEE

**Chair: Jon Berthelot**

**Members: Michael Breaux**

- Solicit nominations for Vocational Excellence Award
- Select the Rotarian for Vocational Award: recipient demonstrates a practice of high ethical standards in the work place and best exemplifies the Four Way Test in their vocation; present in October, Vocational Services Month
- Solicit nominations for Public Service Vocational Award to someone who works in the public sector and demonstrates a commitment to service for our community through his or her work; present in October, Vocational Services Month
- Publicize both awards

Budget: \$150.00

### VOCATIONAL SCHOLARSHIP COMMITTEE

**Chair: Jon Berthelot**

**Members: Sue Sewall**

- Notify financial aid personnel of Lafayette Regional Technical College and Remington College of scholarship availability and requirements
- Request applications of potential recipients from college personnel
- Review applications and select finalists by TBA in 2010
- Interview finalists and select requisite number of recipients
- Arrange for recipient(s) to visit club and present personal information and how funds will be used

Budget: 2 - \$1,000 scholarships