

## DISTRICT 9500 ADMINISTRATION HANDBOOK.

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## **DISTRICT 9500 ADMINISTRATION HANDBOOK.**

### **INTRODUCTION**

This handbook is a guide to the policies, management and operation of all activities promoted and conducted by Rotary International District 9500 Inc. While it is not a binding document, commonsense and the need for continuity and consistency suggests that the information it contains should not be ignored or discarded without good reason. It complements, but does not duplicate or supersede the Manual of Procedure, the RI Code of Policies, other RI publications or the District Constitution and By Laws and is to be used in conjunction with the District Leadership Plan. In the case of conflict between information printed in this handbook and these other listed RI documents, the information in the RI documents takes precedence.

The Manual of Procedure contains the Rotary International Constitution and By Laws, the standard Club Constitution and Club By Laws, the By Laws of the Rotary Foundation and a summary of the more significant Rotary Policies. The Rotary Code of Policies and Rotary Foundation Code of Policies are much more extensive documents that provide in more detail the policies and practices of RI and the Foundation as regularly reviewed and decided by the RI Board or Foundation Trustees.

The Manual of Procedure is revised every three years and a copy is issued to every Club. Further copies may be purchased from Rotary International. All of these documents are available on the Rotary International website, [www.rotary.org](http://www.rotary.org) and may be downloaded. The Rotary Code of Policies is revised after every RI Board Meeting.

There are a wide range of RI Manuals and Handbooks such as the District Committee Manual, the Assistant Governor's Manual and the District Training Manual published and revised regularly that contain further information.

Much of the content of this handbook is a record of, or reflects decisions made in the past at appropriate forums, such as District 9500 Conferences and District 9500 Assemblies or are traditional practices that have evolved over time and from experience.

Additions or changes to any item, policy or practice detailed in this Handbook may be made by decisions of the District Management Committee or District Committees acting on behalf of the program or project for which they are responsible. or as a result of decisions made by the Board of Rotary International or the Foundation trustees. Such changes may be made without reference to the Clubs or appropriate District officers. They also may be made by Rotarians or Clubs of the District voting at a District Conference, District Assembly or by ballot-by mail and then only after appropriate notice as defined by RI By Laws or policies has been given.

It should be noted that no changes can be made to this Handbook that affect the District Constitution or By Laws.

Rotary is not a static organisation and changes are regularly made and new initiatives introduced. For these reasons, this handbook may not necessarily be up to date.

Where the masculine gender is used in this publication, it also means the feminine gender.

## **Section 1. DUTIES AND RESPONSIBILITIES OF THE DISTRICT GOVERNOR ELECT (DGE) AND THE DISTRICT GOVERNOR NOMINEE (DGN).**

The duties of the DG, DGE and DGN are defined in the Manual of Procedure including the maintenance of adequate records for the benefit and continuity of the leadership and management of the District.

### **1.1 DUTIES OF THE DISTRICT GOVERNOR ELECT. (DGE)**

The District Governor Elect's principal duty is to prepare for his year as District Governor. This includes, but is not limited to:-

- Attend the International Assembly, usually held in the United States early in the calendar year.
- Attend the Governor Elect Training Seminar (GETS) normally held preceding the Rotary Institute usually in November.
- Arrange and conduct the Presidents Elect Training Seminar (PETS) District Assembly and District Leadership Seminar.
- Arranging and conducting Assistant Governor Training which is usually held at the District Conference site on the day preceding the commencement of the Conference
- Appoint the District Secretary and District Treasurer to serve during the DGE's term as DG.
- Appoint the District Training Chairman to serve during the DGE's term as DG..
- Appoint the District Conference Chairman to serve during the DGE's term as DG
- Appoint the Assistant Governors to serve during the DGE's term as DG.
- Appoint all District office bearers to serve during the DGE's term as DG.
- Appoint all District Committee Chairmen and committee members to serve during the DGE's term as DG
- Prepare the District Directory to be issued at the District Assembly if possible but certainly not later than July 1<sup>st</sup>.

It is obvious that the DGE will find it difficult to discharge all of these responsibilities alone. The DGE is expected to liaise with the current, DG, AGs, current and future District Officers and District Committee Chairmen and where appropriate, PDGs, in dealing with these matters to ensure continuity of the functioning of the District.

### **1.2 DUTIES OF THE DISTRICT GOVERNOR NOMINEE. (DGN)**

The District Governor Nominee's principal duty is to become familiar with the structure and operation of Rotary International and the Clubs and activities of the District. The DGN has no executive or management role other than that he may already have as a consequence of an existing District appointment. The DGN should:-

- Become familiar with the details of the Manual of Procedure (MOP)
- Become familiar with the detail of the District Constitution and By Laws.
- Become familiar with the District Leadership Plan.
- Become familiar with the District Administration Handbook.
- Become familiar with the Rotary Code of Policies.
- Become familiar with The Rotary Foundations and its programs.
- Become familiar with The Australian Rotary Health Research Fund (ARHRF) and its programs.
- Become familiar with Rotary Australia World Community Service (RAWCS) and its programs
- If requested by the DG, attend the two day DGN training preceding the annual Rotary Institute usually held in November.

- Visit as many of the District's Clubs as possible to become familiar with the Clubs and Rotarians of the District.
- Attend, as an observer, at as many District Committee meetings as possible to become familiar with the Committee's purpose and operation.
- Consider potential District appointments to all key District positions
- Liaise with the DGE and DG to ensure continuity of the leadership and management of the District.

## **Section 2. DISTRICT POLICIES AND PRACTICES**

This section contains District policies and practices that have evolved over time and become accepted as District policy or practice. Some may have been established as a consequence of resolutions or decisions made at District Conferences or Assemblies held in the past. They may be amended, overturned or modified by formal decisions made at a District Conference or District Assembly.

### **2.1 RESPONSIBILITIES OF THE DISTRICT FINANCE COMMITTEE**

In addition to the responsibilities stated in the Manual of Procedure and District By Laws, The Finance Committee or Treasurer need to consider the following:-

- Invite District Committees to submit requests for consideration for District financial support.
- Collect and distribute contributions made by Clubs for District or Rotary designated disaster relief.
- Meet the cost of a modest gift of appreciation to the retiring DG at the end of his term of office.
- Keep separately identified funds of suspended or deferred District activities or projects until a District Management decision is made on the future of the activity or project..
- Any funds so held on behalf of a suspended activity or project shall be transferred to the District Reserve Account upon such District management decision.

It is recognised that there will be an overlap between the actions and activities of the Finance Committee of one year and the Finance Committee of the following year and common sense dictates that the two committees liaise.

### **2.2 THE DISTRICT GOVERNOR'S ALLOWANCE**

The District Governor receives an allowance from Rotary International to meet specified out of pocket costs necessitated by due performance of the DG's specified duties as required by Rotary International. Details are given in the MOP and are listed in the Rotary Code of Policies – section 19.010.

Other costs not included in the RI allowance but met by the District include travel and accommodation cost for the DG's spouse or partner when accompanying the DG on official visits to Clubs, costs associated with attending Club changeover functions, Club special events such as anniversaries, Intercity meetings, District Committee meetings and activities, representation of the District at public or community events etc. Where travel is involved the vehicle allowance per kilometre travelled is approximately 50% of that provided by RI and predetermined at the start of each Rotary Year. Air travel is by cheapest available economy class fare.

This allowance does not cover costs of a personal or non-obligatory nature such as a DG's jacket, gifts such as ties, scarves, theme pins etc., nor entertainment of Rotarians.

### **2.3 THE DISTRICT GOVERNOR ELECT'S ALLOWANCE.**

The District recognises that the District Governor Elect incurs some expenses in preparing for his year in office and provides for reimbursement to cover these up to a predetermined budgeted amount. The District Governor Elect's duties may involve travel, telephone and postage costs, attendance at Club and District meetings etc. A District allowance is made to cover these costs. Where travel is involved the allowance is the same as that provided for the District Governor.

## **2.4 THE DISTRICT GOVERNOR NOMINEE'S ALLOWANCE.**

The District recognises that the District Governor Nominee incurs some expenses in preparing for his year in office and provides for reimbursement to cover these up to a predetermined budgeted amount. This may involve travel, telephone and postage costs, attendance at Club and District meetings etc. Where travel is involved the allowance is the same as that provided for the District Governor

## **2.5 ROTARY INSTITUTE ALLOWANCE FOR THE DG, DGE, DGN AND DISTRICT TRAINER.**

It is mandatory that the DG and DGE attend the training seminars associated with the annual Rotary Institute wherever this is held in Rotary Zones 7 or 8. It is not mandatory for spouses/partners to attend but is strongly supported and recommended. The District meets all reasonable costs for them to do so. These costs cover registration fees, accommodation and travel by the best available discounted economy air fare or a vehicle allowance the same as that provided for the District Governor except that the total travel allowance shall not exceed the best available discounted economy air fare, accommodation and reasonable meal costs.

Attendance of the DGN and spouse at the Institute and associated training are not obligatory but if the DG agrees that they should attend, then their expenses are met to the same extent as those of the DG and DGE.

The District Trainer may, at the discretion of the District Governor Elect, attend the District Trainer training conducted in association with the Rotary Institute. The costs of this attendance will be met by the District to the same extent as those of the DG and DGE.

In all cases, expenses are paid by the District Treasurer on presentation of detailed and acceptable invoices.

## **2.6 PETS AND DISTRICT ASSEMBLY SUBSIDIES FOR DISTANT CLUBS**

The District provides a subsidy to Clubs whose representatives are required to travel by air or by road further than 250 Km in each direction, to attend the PETS and District Assembly. The Subsidy is calculated as follows;-

### **DELEGATES ALLOWED**

Club members	Delegates	No of Cars
1-10	2	1
11-20	3	1
21 or more	4	2

### **REIMBURSEMENT RATE**

Air fares at best available discounted economy fare.

Where vehicle travel is involved the allowance is the same as that provided for the District Governor. The total vehicle allowance shall not exceed the best available discounted air fare. Accommodation is for one night at \$50 per delegate.

If the DGE decides to take the training to the remote clubs this allowance is not available.

If RI provides an allowance for distant training, these subsidies are not available.

Reimbursement is made by the District Treasurer after presentation of a detailed claim with supporting invoices.

## **2.7 CONFERENCE REGISTRATION FEE.**

The DG may set conference fees in a manner that adequately meet the needs of the conference. Exchange students are expected to attend and concessions may apply at the discretion of the DG. Visiting GSE teams are guests of the conference and should be home hosted where possible.

The fee should be set at a level to cover the costs of the Conference only. The fee should be in line with that charged at previous conferences. Any sponsorship or other income should be used to reduce the registration fee. It is contrary to Rotary Policy for the club or clubs managing the Conference to deliberately use the Conference as a club fund raising activity.

Any surplus Conference funds should be paid into the district reserve account.

## **2.8 DISTRICT CONFERENCE ADVISORY COMMITTEE**

A District Conference Advisory Committee is established to assist and guide the Club managing the District Conference. (*adopted District Conference 2006*) It is recommended that the DGE and DGN or their representative should be members of this Committee.

## **2.9 DISTRICT CONFERENCE – AIDE TO RI PRESIDENT'S REPRESENTATIVE**

The President of Rotary International is expected to attend every District Conference. Obviously this is impossible, so the President appoints a representative who is accorded the same respect as would be given to the President.

The District Governor must appoint a Rotarian to serve as the Aide to the President's Representative. The Aide must be a Rotarian who has registered to attend the Conference, and paid the appropriate registration fee. The custom and courtesy in District 9500 is that this Rotarian is the Immediate Past District Governor if available.

The duties of the Aide and partner will vary with the country of origin of the Representative, but include if necessary:-

- If possible, and through the District Governor, introduce himself to the President's representative before he arrives.
- Provide the President's representative and partner with the hospitality normally given to visitors to the District.
- Meet the President's Representative and partner at their airport of arrival and transport them to the Conference accommodation and venue.
- Assist them to settle in to their accommodation.
- If appropriate, advise them of local customs and procedures.
- Be accommodated at the same venue as that provided for the President's Representative.
- Assist the President's Representative and partner with personal matters such as arranging hairdressing, dry cleaning etc.
- Transport and accompany the President's Representative and partner to all Conference activities.
- Introduce the President's Representative to the District Governor and as many of those attending the Conference as possible.
- Ensure that an appropriate gift is provided to the President's representative as a token of appreciation from the District.
- Unless specifically requested not to by the President's Representative, accompany him to the appropriate airport for his departure.

While the Aide is expected to be a fully paid Conference Registrant, it is recognised that this responsibility may incur additional travel and accommodation expenses over and above the normal costs associated with Conference attendance. The Conference is expected to

meet these reasonable additional costs. Travel at the same rate as that provided by the District for the DG

#### **2.10 DISTRICT 9520 CONFERENCE GUEST.**

It is an established courtesy that the District Governor of District 9520 and spouse are invited to attend the District 9500 Conference as guests of the Conference. The Conference meets the cost of their registration and accommodation but not travel. This courtesy is usually reciprocated by District 9520. It is also practice and courtesy to provide an aide to the visiting DG.

### **Section 3. DUTY STATEMENTS FOR DISTRICT OFFICERS.**

#### **3.1 DISTRICT ATTENDANCE OFFICER**

To receive monthly attendance reports from Clubs, maintain adequate records and report the Club's summaries for publication in the DGs newsletter. Advise the DG of the recipient of the District Attendance trophy. Details are given in the Manual of Procedure

#### **3.2 DISTRICT INSURANCE OFFICER**

To advise Clubs and District Committees on insurance matters and assist with the preparation of claims. The person appointed to this position should preferably have current experience in the insurance industry, and be familiar with the Rotary National Insurance Scheme.

#### **3.3 PROPERTY OFFICER**

Details are given in the District By Laws

#### **3.4 CHILD PROTECTION AND PERSONS AT RISK ADVISOR**

To advise the District Governor and Clubs of all legal and ethical requirements expected when dealing with any Rotary project or activity involving legal minors or persons at risk. The person appointed to this position should ideally have professional knowledge of the law pertaining to child protection and shall have successfully undertaken an accredited course of instruction by an authority approved by the DG.

#### **3.5 THE FAMILY OF ROTARY (District 9500 Alumni)**

To encourage and promote the concept and value of The Family of Rotary to the Clubs of the District. The Family of Rotary is defined as all non-Rotarians who have had contact with, or been served by Rotary Clubs. This includes, but is not restricted to past Rotarians, the families of present or past Rotarians, Past Exchange students, Past Ambassadorial Scholars, Past GSE team members and Rotary Youth Leadership Awardees (RYLARIANS).

#### **3.6 DISTRICT 9500 WEBSITE**

To maintain the District's website and to advise Clubs on their use of information technology. The person appointed should ideally have professional knowledge and experience in the field of information technology.

#### **3.7 DG'S NEWSLETTER EDITOR**

To prepare and distribute the monthly DG's newsletter as required by Rotary International as defined in the MOP and for which financial provision is made in the Rotary International DG's allowance.

#### **3.8 ROTARY INTERNATIONAL CONVENTION**

To promote the annual Rotary International Convention and encourage participation by Rotarians of the District and organise group travel by Rotarians if there is demand. Advise on what to expect at the Convention including Convention associated activities and functions. The person appointed should ideally be planning to attend the next Convention or at least have attended a recent Convention.

### **3.9 COUNCIL ON LEGISLATION REPRESENTATIVE.**

This is a Past District Governor selected every third year by the District by the procedures defined in the MOP and who performs duties as defined by the Rotary International By Laws.

### **3.10 DISTRICT HISTORY AND RECORDS**

This officer selects and preserves appropriate records of District and Club activities as the District's archives.

### **3.11 RDU MAGAZINE DISTRICT REPRESENTATIVE.**

This officer has the responsibility of providing the RDU Magazine editor newsworthy articles, illustrations and information on District activities or activities by Clubs within the District.

## **Section 4. REPRESENTATIVES ON NON ROTARY MANAGED PROGRAMS AND COMMITTEES**

The District has representation on a number of non Rotary Boards and Committees. These are organisations whose activities the District has agreed to support at both District and club level

Rotarians are appointed to these committees by the District Governor but may not serve more than three consecutive terms. Unless indicated, no specific qualifications are required for Rotarians to serve in these positions other than being Rotarians of good standing within the District.

### **4.1 ASSOCIATION OF COMMUNITY SERVICE ORGANISATIONS (ACSO)**

This is an organisation of representatives of recognised service clubs that aims to foster goodwill, co-operation and understanding between each organisation and the community they serve. It may also liaise with Government agencies. Currently, Apex, Kiwanis, Lions, Rotary, Soroptimist and Zonta are members.

The Rotary representative should preferably be a Past District Governor or an experienced Rotarian possessing a broad understanding of Rotary, District organisation and Rotary's activities. .

### **4.2 AUSTRALIAN MEDIC ALERT FOUNDATION**

Medic Alert was established by Rotary in South Australia and the St John Council in 1971, but it is now operated by the Ambulance Service in each State. Medic Alert records a person's medical details which can be made available to doctors, hospitals and emergency service providers in cases of accident, unconsciousness, shock or hysteria. Persons registered with Medic Alert wear an engraved emblem with an identity number and medical details. Further information [www.medicalert.com.au](http://www.medicalert.com.au)

### **4.3 PETER NELSON LEUKAEMIA RESEARCH FUND**

This fund was established in memory of the late Peter Nelson, a former Olympian and member of the Rotary Club of Unley who died of leukaemia. It funds research at the University of Adelaide on the cause and possible cure of leukaemia. It is a Rotary supported fund and Rotary has representation on its management committee.

### **4.4 PROBUS**

The establishment of this organisation of retired professional and business persons was promoted by Rotary. It is now an organisation in its own right. Rotary maintains a relationship, particularly in supporting the efforts to establish new PROBUS Clubs.

### **4.5 FOODBANK**

Foodbank (SA) is a not for profit, independent organisation that facilitates the efficient flow of surplus food from food suppliers to member welfare organisations that work with people in need.. It has a board of management that includes a Rotary representative from each of District 9500 and 9520.

#### **4.6 THE SCIENCE AND ENGINEERING CHALLENGE.**

This program has been developed by the University of Newcastle and promoted by Rotary District 9670. It engages teams of year 9 and year 10 students in a full day of practical science and engineering challenges.

The program in South Australia is conducted by the Investigator Science and Technology Centre and supported by Engineers Australia, Rotary and other bodies.

Rotary has a member on its Co-ordinating Committee. Rotary Clubs may be asked to assist with student travel from their schools to the challenge or with other expenses. Rotarians may be invited to assist as judges at the challenge.

## Section 5 DUTY STATEMENTS FOR DISTRICT COMMITTEES

There are two types of District Committee. The first are Committees conducting Rotary managed programs. These may be programs of Rotary International, programs conducted by groups of Districts in Australia or programs conducted only in District 9500. The second are programs conducted by other organisations who may have Rotarians on their management boards or committees but are not managed by Rotary, but for whom Rotary provides major support. .

A common duty of all Committees is to promote to Rotary Clubs in the District the activities and programs for which the Committee is responsible. This may be done by direct contact with Clubs, providing speakers at Clubs or District functions, through the DGs newsletter or on the District's website. The District Governor is an ex officio member of all District Committees.

The chairman and members of all District Committees are appointed by the District Governor under the terms of the Manual of Procedure. The minimum recommended qualification for appointment to a District Committee is membership, other than honorary, in good standing in a Club in the District. Common sense suggests that usually these appointments are made after consultation with the appropriate Committee chairman and District Co-ordinator. Unless indicated, no specific qualifications are required for Rotarians to serve on these committees other than that members are Rotarians of good standing in District 9500.

It is a responsibility of all committees to ensure continuity by recommending new members for their committee,

District Committees are grouped, each group having a Chairman who is responsible for the overall functioning of the Committees in their group and their sub-committees..

The groups and their responsibilities are as follows:-

CLUB ADMINISTRATION	Insurance Child Protection Information Technology District Resolutions RI and District Awards Rotary International Convention District Property Association of Community Service Organisations History and Records
MEMBERSHIP DEVELOPMENT	Family of Rotary STAR Rotary Leadership Institute Extension District Attendance Officer
PUBLIC RELATIONS	The Voice of Rotary DG's Newsletter District 9500 Website RDU Magazine District Representative
<b>SERVICE PROGRAMS</b>	
VOCATIONAL SERVICE	National Youth Science Forum Siemens Science Experience

	Science and Engineering Challenge RYLA RYPEN Rotaract Interact
COMMUNITY SERVICE	Australian Rotary Health Research Fund Bowelscan Indigenous Health Scholarships Preserve Planet Earth Australian Campaign for Rabbit Eradication Rotary's Native Bird Nestbox Medic Alert Peter Nelson Leukemia Research Fund Probus Disaster Recovery Committee Foodbank
INTERNATIONAL SERVICE	Youth Exchange Long Term Youth Exchange Short Term Rotary Global Networking Groups Rotary Friendship Exchange Concentrated Language Encounter ROMAC Interplast
ROTARY FOUNDATION	Scholarships Alumnii Group Study Exchange. The Peter Sutton Memorial Fund. The Australian Rotary Foundation Trust Centurion Club Rotary Volunteers

## 5.1 ROTARY PROGRAMS.

### 5.1.1 ROTARY YOUTH LEADERSHIP AWARD (RYLA)

This Rotary International Award recognises young people in the age range 18-25 who are taking leadership roles in their community or place of employment.

The Awards are made by Rotary Clubs who seek and nominate suitable recipients from within their community.

The Award takes the form of sponsorship to attend a District conducted seminar that provides assistance in further developing the Awardees leadership skills. The live in seminar runs for seven days and provides a variety of activities ranging from lectures from suitably qualified people to workshops, discussion groups and includes entertainment and physical activities.

The District Committee consists of a Chairman, Secretary, Treasurer and at least two Rotarians. The Committee meets monthly to plan and organise each seminar and is supported by selected past Awardees ("Rylarians") who will act as mentors during the seminar.

The Committee is self funded by the fees paid by Clubs to sponsor their awardee.

The seminar is conducted by the RYLA Committee. A Host Club is selected each year which provides a suitable member and partner who act as Administrators. The Host Club also host the Awardees at their Rotary Club meeting during the week of the seminar.

### **5.1.2 ROTARY YOUTH PROGRAM OF ENRICHMENT (RYPEN)**

The objective of this program is to cultivate all that is best in young people aged 14 to 17.

Clubs may nominate and sponsor suitable young people. The program covers a residential weekend at which the participants take part in a range of activities that provide ideas and experiences designed to assist them to form their own social and moral values and standards among their peers.

Participants should not be high achievers or have taken leadership roles but should have demonstrated a commitment to work hard and succeed.

The weekend is conducted by RYLA mentors, and is supervised by a Rotarian and spouse from a host Rotary Club, who act as Administrators and Counsellors.

The program is self funded by the fees paid by Rotary Clubs sponsoring participants.

The program is managed by the RYLA Committee who combines the dual responsibilities of RYLA and RYPEN.

### **5.1.3 MEMBERSHIP AND EXTENSION COMMITTEE.**

This is a Rotary International requested Committee. Its responsibility is to encourage membership growth and retention in existing Clubs, and seek to extend Rotary by establishing new Clubs. Full detail of its functions and responsibilities are given in Section 2 of the Manual of Procedure.

5.1.3.1 STAR program (Special Training for Action in Rotary) is an RI initiative which assists members to learn more about Rotary.

5.1.3.2. The Rotary Leadership Institute provides ongoing Rotary education and training to Rotarians who wish to develop and expand their knowledge of Rotary, particularly those who become or will become office bearers in their Club or District..

### **5.1.4 PETER SUTTON MEMORIAL GSE OUTBACK SAFARI FUND**

Peter Sutton was the President of the Rotary Club of West Lakes. He was a pilot and was killed in 1985 in a light aircraft crash together with the leader of a visiting Group Study Exchange team. A Trust fund was established by the West Lakes Club in his memory. The object of the fund is to provide visiting GSE Teams with an opportunity to travel in the outback. Contributions may be made by any Rotary Club or individuals.

The trust is administered by trustees appointed by the DG and who meet as and when necessary.

### **5.1.5 AUSTRALIAN ROTARY HEALTH RESEARCH FUND (ARHRF)**

The Australian Rotary Health Research Fund is a community service of the Rotary Clubs of Australia.

The vision "To encourage and stimulate the promotion of good health in Australia".

It is one of the largest independent health research funds in Australia and since establishment has given many millions of dollars to Australian health research.

The fund:

- Provides funds each year to support research projects and provide scholarships.
- Supports PhD research studies for students
- Works with Rotary clubs to fund research projects in all health areas
- Organises community forums to create awareness of health issues

- Works with governments and private health agencies to promote good health
- Provides Scholarships to Indigenous Australians studying for health related degrees
- Promotes the Bowelscan program providing screening for bowel cancer.

The committee encourages clubs to support the fund both financially and through participation in the programs.

Meetings are held on a regular basis to assess developments, club activities and contributions

The committee may seek re-imburement from the district for costs associated with the running of an annual seminar, workshops or information meetings.

Further information: refer to the ARHRF web site [www.arhrf.org.au](http://www.arhrf.org.au)

#### **5.1.5.1 Indigenous Medical Scholarships Committee.**

This is a combined District 9500 and 9520 ARHRF Committee. Its objective is to provide a scholarship fund that can be used for the purpose of assisting aboriginal students to undertake study to obtain qualifications in a wide range of health related professions.

Funds are provided by interested Rotary Clubs and Federal and State subsidies. Committee out of pocket expenses may be provided from District funds.

The Committee consists of Rotarians from both Districts. It is desirable that some members come from locations where there are Aboriginal populations. The committee normally meets quarterly.

A selection committee of Rotarians and members and Aboriginal Service Liaison personnel interview and select suitable candidates for scholarships.

#### **5.1.6 PRESERVE PLANET EARTH**

“Preserve Planet Earth” is a term used by RI to identify programs that provide environmental preservation and conservation activities. The Committee is a combined D9500 and D9520 committee that co-ordinates and promotes activities in both Districts. These activities include, but are not confined to tree planting, Clean up Australia and Landcare projects. Students are sponsored to attend Environmental forums at Renmark and Albury Wodonga.

Projects and activities are organised by participating Rotary Clubs. Funds to support activities and costs are met by the Clubs or participants.

The Committee consist of Rotarians who meet as required to arrange activities.

##### **5.1.6.1 Rotary Native Bird Nest Box (ROBIN)**

This is a combined District 9500 and 9520 Committee and part of “Preserve Planet Earth.”. It supplies nest boxes for native birds and animals and supports research on the habits and preservation of endangered species. It operates in conjunction with university and government departments and organisations conducting such research.

It is funded by Rotary Clubs and from private sources.

The committee meets as needed. Preparation meetings are held depending on the specific project and the skills and expertise of individual members.

##### **5.1.6.2 Australian Campaign for Rabbit Eradication (ACRE)**

A joint District 9500 and 9520 Committee working to bring about community awareness of the destruction of the environment by wild rabbits.

The Committee is funded by Rotary Clubs who support their activities.

The Committee consist of Rotarians and selected non Rotarians advisers who have extensive experience as members of the Animal and Plant Control Commission specialising in rabbit Control. The Committee meets as needed.

### **5.1.7 DISASTER RECOVERY COMMITTEE**

This committee forms part of a 'Disaster Support Plan (Sub plan of the SA Government Community Services Functional plan) and operates under a 'Memorandum of Understanding' with the Department for Families and Communities.

The committee assists clubs to learn about the State Disaster organisation, the role of Rotary in a major emergency or disaster, and to prescribe the coordination and call out arrangements as defined in the SA Government Community Services Emergency Plan.

The committee consists of Rotarians who will

- Inform clubs about the role of Rotary in a disaster
- Attend participating agency forums to gain an understanding and discuss the requirements and roles of each agency in particular events
- Provide assistance to the District Governor in the event of a disaster
- Maintain a register of participating clubs and available resources

Meetings are held about 4 times per year or as necessary.

### **5.1.8 YOUTH EXCHANGE PROGRAMME – LONG TERM. (YEP)**

The objective of this program is to forge international understanding. Rotary Clubs sponsor a student to live and study overseas for a year and in turn host a student from overseas for a year. The students learn of the country they visit and in turn impart information of their own country.

A Club participating in this program must provide a counsellor for both the sponsored and hosted students. The counsellor is responsible for the welfare of the student while on Exchange. For the hosted student they must provide home accommodation, a monthly pocket money allowance, meal costs when attending a Rotary meeting, and the cost of attendance at the District Conference.

Travel costs and insurance of the sponsored student are met by the student but a Club may meet other costs if the Club so wishes.

The Committee has Rotarian members and their spouses. Each Rotarian member is responsible for students to and from specific countries and liaises with their counterparts in those other countries and also the student's counsellors.

The Committee meets at least five times a year. Meetings usually coincide with student interview day, a briefing weekend usually in September, a briefing day in December, and a de-briefing day for returned student in February. These functions are attended by students, parents and counsellors.

The Committee Chairman is expected to attend an annual meeting of the YEP Chairman from the 23 Rotary Districts in Australia, and also a national travel Conference.

The Committee is funded by a fee charged to the parents of each sponsored student plus fees paid for attendance at student and parent briefings.

### **5.1.9 YOUTH EXCHANGE PROGRAM – SHORT TERM**

This program for Year 10 students is to forge international understanding. It is a 10 week exchange and has usually provided for exchanges between Australian and New Zealand, but has included other countries.

This program is currently suspended in District 9500 but may be resumed if there is interest expressed by Rotarians of the District.

### **5.1.10 INTERACT CLUBS**

Interact is a Rotary International approved program for young people dedicated to service and international understanding. Interact Clubs are sponsored by Rotary Clubs and are for students aged 13 to 18. They may be formed in schools subject to agreement by the schools concerned.

### **5.1.11 ROTARACT CLUBS**

Rotaract is a Rotary International program that provides young adults between 18 and 30 years of age an opportunity to enhance and develop their skills and address the physical and social needs of their community. Rotaract Clubs are sponsored and mentored by Rotary Clubs.

### **5.1.12 CONCENTRATED LANGUAGE ENCOUNTER (CLE)**

This Rotary International program promotes, publicises and implements its campaign to alleviate mass illiteracy across the developing world. Information is available on the RI website, [rotary.org](http://rotary.org) search for "Concentrated Language Encounter."

### **5.1.13 ROTARY AUSTRALIA WORLD COMMUNITY SERVICE LTD., (RAWCS)**

RAWCS Ltd., is a national organisation that co-ordinates a number of Rotary activities providing humanitarian and educational services in underdeveloped countries, particularly those in the nearby Asian and Pacific area. It operates through a number of regional Committees. District 9500 is a member of the Central Regional Committee that also includes District 9520. The Regional Committee has a number of sub groups dealing with specific RAWCS activities. The Chairman of each sub group is a member of the regional committee. The Regional Committee meets about 8 times a year.

Funding for RAWCS comes from contributions made by Clubs and from individual Rotarians who volunteer to work on RAWCS activities in the countries where activities take place. For specific activities some funds are obtained from the Rotary Foundation and occasionally from Government agencies. Donations may be tax deductible through the Rotary Overseas Aid Fund.

For detailed information consult [www.rawcs.org](http://www.rawcs.org)

#### **5.1.13.1 Donations in Kind (DIK)**

This RAWCS committee provides services and equipment for people in developing countries particularly but not restricted to the Asian Pacific region.

It sources useful donated medical and educational equipment from schools, libraries, hospitals and businesses. This material is sorted, repaired or reconditioned if necessary and packed for transport to communities in developing countries.

It operates from two buildings at Edinburgh Park.

Funds to cover transportation costs are sought from Rotary Clubs.

Rotary and other volunteers are always required to assist with sorting and packing.

Committee members are expected to attend bi-monthly meetings.

Further information [www.donationsinkind.blog.com](http://www.donationsinkind.blog.com)

#### **5.1.13.2 Rotarians against Malaria. (RAM)**

The objective of this RAWCS program is to raise the awareness of the risk of Malaria in the Australian community, support medical research activities in the search for vaccines and appropriate treatments, and encourage Rotary Clubs to support anti malarial projects in selected countries.

The program works with the World Health Organisation and Australian health organisations. At times it has support from Donations in Kind.

The Committee encourages support, both financial and in kind, from Rotary Clubs and individuals. Donations are tax deductible through the Rotary Overseas Aid Fund.

The regional Committee comprises a Chairman and at least one member from Districts 9500 and 9520 and meets at least twice a year, more often if necessary.

Further information [www.ram.com.pg](http://www.ram.com.pg) (for PNG)  
[www.ramguadalcanal.co.sb](http://www.ramguadalcanal.co.sb) (for Solomon Islands)

#### **5.1.13.3 Safe Water Saves Lives (SWSL)**

This national RAWCS program works to provide safe clean drinking water in underdeveloped countries where unclean drinking water causes significant health problems.

The program is funded by support from individual Rotary Clubs, members of the public, schools, and privately.

The Committee meets monthly.

#### **5.1.13.4 Project Volunteers (formerly FAIM)**

This RAWCS Committee identifies needs and opportunities for Australian Volunteers to work in developing countries overseas on humanitarian aid projects.

It recruits and carefully trains teams of Rotarians or other volunteers to carry out projects especially in the field of health, education and water supply.

The Committee meets as required, and is self funding.

#### **5.1.13.5 Project Funding (formerly IPAC)**

This RAWCS Committee assists Rotary Clubs wishing to contribute financially to overseas aid projects. It receives money from Clubs and interested individuals and forwards to appropriate projects. For certain projects it may seek funds from the Rotary Foundation

Suitable International projects are identified by Rotary Australia World Community Service. The Committee consists of two Rotarians, who communicate when needed.

#### **5.1.13.6 RAWCS Promotions Committee**

This Committee promotes the work of RAWCS to Rotary Clubs in D9500 and 9520 and the community.

It provides guest speakers to Clubs, provides a newsletter and organises the annual RAWCS dinner.

The Committee has Rotarian members representing both Districts. It meets six times a year.

The Committee is self funding.

#### **5.1.13.7 AusAid Liasion.**

AusAid is the Federal Government body that provides funding for approved overseas aid projects. The Committee of one seeks to identify AusAid grant opportunities for RAWCS projects.

#### **5.1.14 ROTARY OCEANIA MEDICAL AID FOR CHILDREN Ltd. (ROMAC)**

ROMAC is an association of Rotary Districts across Australia that brings selected children from overseas for medical treatment which can not be provided in their own country to address life threatening conditions and disfigurements. This involves identifying children needing treatment, arranging treatment in Australia and funding travel and medical costs. It may also include arranging for Clubs to provide home hosting for the patient and accompanying parent where necessary.

The Company operates through regional Committees. D9500 is a member of the Central Region Committee, together with District 9520. The committee meets when necessary to manage the needs of patients.

Funding is from contributions from Clubs and donations from interested individuals and corporations.

### **5.1.15 ROTARY GLOBAL NETWORKING GROUPS**

This program provides an opportunity for Rotarians around the world who share a common interest, hobby or profession to communicate and possibly meet with each other and share their interests. There are currently 71 fellowships and the number is increasing.

Any Rotarian may join any fellowship that interests them.

The complete list of fellowships and contacts are on the Rotary International website [www.rotary.org](http://www.rotary.org). Search for "Rotary Global Networking Groups"

### **5.1.16 ROTARY FRIENDSHIP EXCHANGE**

This program facilitates the participation of Rotarians and their families in experiencing another culture first hand by reciprocal visiting and living with Rotarians in another country. Exchanges may be individual, but are usually in small groups and last two or three weeks.

The "Home Exchange Fellowship" is open to any Rotarian wishing to avail themselves of the benefits of exchanging their homes with a Rotarian in another country for a holiday period.

The cost of the exchange is born by the participating Rotarian.

The Committee assists Rotarians wishing to participate in the program by facilitating and co-ordinating the exchanges with the District Chairmen in the countries involved.

Further information can be found on the Rotary International website [www.rotary.org](http://www.rotary.org) and Search for "Rotary Friendship Exchange."

### **5.1.17 THE ROTARY FOUNDATION OF ROTARY INTERNATIONAL**

The objective of this Foundation is, "To do good in the world." It is an international trust that provides over US\$100,000,000 annually to support a wide range of Rotary humanitarian and educational programs and activities world wide.

RI requires that a PDG is appointed to serve as District 9500 Foundation Chairman for a period of three years. The District Foundation Chairman is responsible for co-ordinating the District Foundation activities and liaises directly with the Foundation staff.

Funds for the Foundation come from donations by Rotary Clubs, Individual Rotarians and other philanthropists. A donation of US\$1,000 may be recognised with a Paul Harris Fellowship.

The major Rotary Foundation activities carried out in our District are listed here, but there are a number of other programs also available.

Comprehensive information on the Rotary Foundation and its many activities is found at [www.rotary.org](http://www.rotary.org) and a number of publications available from RI.

#### **5.1.17.1 Group Study Exchange.**

Group Study Exchange provides an International Exchange of four to five weeks duration for a team of a Rotarian and four or five business or professional people aged between 25 and 40. The exchange provides the opportunity to experience the culture, geography, economy, and education of another country and also provides opportunities to engage in vocational interests. The objective is to forge friendships and build bridges between two countries.

The Rotary Foundation provides detailed guides and handbooks

The Rotary Foundation meets the team travel costs to and from the District. Travel within the District and accommodation while on exchanges is provided by Rotarians of the hosting District.

The District provides funds for the administration of the program in the District, based on the needs of both incoming and outgoing teams.

The Committee meets monthly. It invites Clubs in District 9500 to nominate a Rotarian as Team Leader and to nominate team members. It interviews and selects successful team members. It conducts a briefing weekend to prepare the outgoing

team. It seeks Club support for hosting and helps Clubs develop appropriate hospitality. It participates in welcoming and farewelling functions for both teams.

#### **5.1.17.2 Rotary Ambassadorial Scholarships**

This Committee is responsible for the administration of the Rotary Foundation scholarships programs. Ambassadorial Scholars are post graduate students awarded a scholarship by the Foundation to study for at least a year at a university in a country other than their own.

The objective of this program is to encourage understanding and goodwill between countries.

The Committee is responsible for the selection of suitable candidates for these scholarships on the occasions when the District decides to support these programs through the use of Foundation District Designated Funds.

The Committee is responsible for arranging host Clubs for Ambassadorial scholars studying in our District and advising host Clubs of their obligations and responsibilities. They are responsible for the supervision of these hosted students.

Sponsoring and hosting Ambassadorial scholars does not necessarily place any financial obligation on a supporting Club.

Committee members meet as required but to interview and select potential scholars.

#### **5.1.17.3 Rotary World Peace Scholarships.**

Annually over 60 two year scholarships are offered world wide to selected candidates to study at one of the seven Rotary sponsored Centres for International studies. It is a two year master's in international studies, peace and conflict resolution.

The Committees responsibility is to select one suitable candidate for nomination from our District each year.

#### **5.1.17.4 Rotary Foundation Matching Grants**

This Committee advises Clubs on the processes to be followed to obtain a matching grant from the Rotary Foundation to assist with humanitarian or educational projects being conducted by a Rotary Club in another country.

Apart from providing aid and assistance to people in need, the program encourages the development of friendship between Rotary Clubs.

The Committee assists Clubs in preparing the necessary documentation required when applying for a matching grant.

The Committee meets as required to consider requests from Clubs seeking to participate, and assist the Clubs in preparing the necessary applications and documentation.

#### **5.1.17.5 Rotary Foundation Alumni (refer para. 3.5. Family of Rotary.)**

Rotary Foundation Alumni are persons who have benefited from Rotary Foundation programs. These include Group Study Exchange Team members, Ambassadorial and Peace scholars, Rotary Volunteers and others.

The Committee maintains a database of the Foundation alumni, which is available to Clubs who may wish to invite alumni to attend Club meetings as speakers.

The Committee also attempts to keep contact with alumni to maintain their interest in Rotary.

#### **5.1.17.6 The Centurion Club.**

This Club recognises as "Centurions" Rotarians and non Rotarians who have committed to donate \$100 a year to the Australian Rotary Foundation Trust. Donations are tax deductible.

#### **5.1.18 SHELTERBOX DOWNUNDER**

Shelterbox is a Rotary International promoted activity which provides on a worldwide basis humanitarian aid and relief in the form of material and equipment that provides shelter, warmth and comfort to people displaced by natural and other disasters.

### **5.2 DISTRICT SUPPORTED PROGRAMS**

#### **5.2.1 NATIONAL YOUTH SCIENCE FORUM**

This committee encourages clubs to select and nominate year eleven students who are interested in a career in science. Selected students attend the two weeks National Youth Science Forum, conducted by the Australian National University and held in Canberra in January each year.

The NYSF is managed by the ANU and Rotary acts as its agent in selecting, financing and preparing the students who attend. Clubs are invited to nominate suitable students and financially sponsor them.

The Committee may seek funds from the District to meet out of pocket costs.

The Committee meets four to five times a year, usually in the June to September period. Committee members are expected to participate in the interviewing and selection process. Depending on the number of nominations from Clubs, this could involve a weekend, usually at the end of August.

Committee members are expected to attend the orientation day for selected students, usually at the end of September.

The Chairman is expected to attend a meeting of all Australian District Chairmen, held in February each year.

Further Information see NYSF website [www.nysf@nysf.edu.au](http://www.nysf@nysf.edu.au)

#### **5.2.2 SIEMENS SCIENCE EXPERIENCE**

The Siemens Science Experience, an Australian wide activity provides a three day, hands-on science program for students about to enter Year 10 arranged in association with participating Rotary Clubs. The Science Schools Foundation is responsible for the overall organization of the program which is sponsored by Siemens, one of the world largest electrical and electronic companies. Rotary provides a Local Organising Committee in each State. Our Committee is a joint Committee with District 9520, and works with the three universities in South Australia. The program takes place on University campuses and is conducted during the January School holidays.

Applications are received through schools and Rotary Clubs.

A comprehensive organiser's handbook is provided by the Science Schools Foundation.

Funds come from the fees paid by participants to attend, and may be sponsored by Rotary Clubs.

The Committee consists of six or more people.. It meets three or four times a year, and also liaises with the universities. In addition the Committee is expected to be available to supervise the event on the three days of the experience.

Further information is available on the Siemens Science Experience web site [www.scienceexperience.com.au](http://www.scienceexperience.com.au)

## **SECTION 6 CLUB PROJECTS**

A number of Clubs have projects that they are prepared to share with other clubs or which they may promote to other clubs. In some cases these are projects carried out in other Districts in Australia where detailed information can be obtained.

### **6.1 Language Assistance Program (LAP).**

This program aims to assist participating primary school children improve their reading skills. Interested adults, which includes Rotarians, attend schools to read to children or listen to them read. Further information is available from the Rotary Club of Largs Bay.

### **6.2. Emergency Medical Information Book (EMIB)**

This book is distributed to those who may need emergency medical service. It contains specific information on the holders medical history and medications. Further information is available from the Rotary Club of Tea Tree Gully.

Website [www.emib.org.au](http://www.emib.org.au)

### **6.3. Rotary Youth Driver Awareness (RYDA)**

This program is active in many Australian Districts. It is a voluntary organisation that provides a program to help educate young people on Road safety. It is often conducted in schools. Further information is available from the Rotary Club of Barossa Valley.

Website [rotaryyouthdriverawareness.org/index.htm](http://rotaryyouthdriverawareness.org/index.htm)

### **6.4 International Infancy and Midwifery, Obstetrics and Gynaecology Aid Program (IMOG),**

This District 9520 project aims to establish a Maternity Training Centre in Timor Leste. Further information is available from the Rotary Club of Morialta.

### **6.5. Helena Goldie Hospital (HGH)**

This District 9520 project aims to refurbish the Helena Goldie Hospital in the Solomom Islands. Further information is available from then Rotary Club of Burnside.

## **Section 7 DISTRICT AWARDS**

The following perpetual awards are provided for competition between Clubs of the District to encourage their participation in the various programs and activities of Rotary. The performances are judged for activity between annual Conferences not between July and June of the Rotary year. Where submissions for awards are required the submission should be concise and be detailed on only one A4 page. The judges will contact Clubs if they require further information or detail. The District Governor may co-opt others to assist with judging or may appoint others to judge in his place if he she wishes.

By a decision of a District Conference there will be no more than twenty awards provided and if a new award is provided it will be at the expense of one existing award.

**7.1 The Merv Croxton Memorial Award.** Presented by the Rotary Club of Henley Beach to commemorate the services of the late Merv Croxton, President of the Rotary Club of Henley Beach 1964-5. Awarded for the best overall performance of all Clubs in the District. Each Club shall forward to the District Governor a concise statement outlining the accomplishments achieved by the Club since the last District Conference.

**7.2 The Bob Perryman Rotary Foundation Award** –presented by the late PDG Bob Perryman - (only Clubs who have made a financial contribution to the Foundation in the current Rotary year are eligible.) for the best Club involvement in all facets of the Foundation including funding, A concise statement should be sent to the District Rotary Foundation Chairman.

**7.3 The John Evans International Service Award.** - presented by the late PDG John Evans, for the best overall International Service activities of each Club. A concise statement of Club action in international Service should be sent to the District Governor.

**7.4 The Phil Kearns Community Service Award.** - presented by the late PDG Phil Kearns to be presented for the best Community Service among Clubs. A concise statement should be sent to the Chairman, District Community Service Committee.

**7.5 The Clair Rogers Vocational Service Award** – presented by the late PDG Clair Rogers, to be presented for the best Vocational Service among Clubs. A concise statement should be sent to the Chairman, District Vocational Service Committee.

**7.6 The Michael Reith Award** .presented by the Rotary Club of Woodville to acknowledge their PP Michael Reith, who had a particular interest in Interact. For the best overall performance of all Interact Clubs in the District. Clubs should forward a concise statement outlining the accomplishments achieved by the Club since the last District Conference to the Chairman, District Interact Committee.

**7.7 The Brian Croucher Club Attendance Award.** Presented by PP Brian Croucher of the Rotary Club of Enfield to the Club with the highest percentage attendance at the Club meetings since the last District Conference. No action is required by the Clubs, as the percentage will be calculated from the official attendance figures.

**7.8 The Jack Turner Weekly Bulletin Award.** Presented by the late DG Jack Turner to be presented to the Club which is judged to have the best Bulletin of the year in any form. Criteria: An introduction that gives details of the Club, District Governor and RI President. The contents should include information on Club activities, District activities and matters of general Rotary information and important dates in the Club, District and Rotary International It should provide for members opinions on Rotary matters. It should include personal information on Club members. It should be well presented and easy to read. It should contain some humour but not of a type that would be offensive to the principles of Rotary, that is non religious, non sexist, non political, or of a type offensive to the majority of members. Judging will be carried out by a committee appointed by the District Governor Elect. In addition to the District Governor, Clubs should forward a copy of their bulletin to the District Governor Elect. This award has two sections, one for printed bulletins, and the other for electronic bulletins.

**7.9 ARHRF Perpetual District Trophy.** Presented by the Australian Rotary Health Research Fund, this trophy will be awarded by the District Governor and presented at the District Conference to the Club which has rendered the most significant assistance to the fund in the current Rotary year.

Such assistance may take the form of:

- Per capita donations in the current year.
- Innovative projects which maximise District fund raising
- Effective public relations which raise community awareness of the ARHF specific activity which translates Research results into local projects.

The decision of the District Governor is final.

**7.10 The Adelaide West Charter Membership Improvement Award.** Presented by the Rotary Club of Adelaide West. To be presented to the Club showing the greatest membership improvement since the last District Conference. Formula for calculation will include two factors- the number of new members and the percentage increase in Club membership. Clubs chartered during the year will be considered on membership growth from charter presentation onwards. No action required for entry.

**7.11 The Adelaide East Conference Attendance Award.** Presented by the Rotary Club of Adelaide East. To be presented to the Club with the highest percentage of its membership attending the Conference each year. A distance travelled factor will be included in the calculation.

The distance travelled factor for Kangaroo Island and Alice Springs Clubs is to add 50% to their percentage attendance and for Port Lincoln, Whyalla, and Port Augusta Clubs 30% unless the Conference is held in their location.

**7.12 The Rotary Australia World Community Service Award** is to be awarded to the Club most actively participating in activities and projects of Rotary Australia World Community Service. Judging will be by two District 9500 members of the RAWCS Central Region Committee appointed by the District Governor.

**7.13 The Dean Whiteford Public Relations Award** presented by PDG Dean Whiteford to be presented to the Club considered by the District Public Relations Committee, in conjunction with the District Governor, to have planned and initiated a successful of Public Relations, or achieved this through a special Rotary project.

**7.14 The Don Sarah Conservation Award** presented by PDG Don Sarah. To be presented to the Club considered by the District Governor to have achieved the greatest success in one or more "Preserve Planet Earth" projects aimed at a better quality of life and environment.

**7.15 The Neil Jackson Club Activity Award.** Presented by the late PDG Neil Jackson. To be presented to the Club considered by the District Governor to have conducted the best Club project in any of the four avenues of service since the previous Conference. Submissions are to be sent to the District Governor no later than three weeks before the first day of the Conference.

**7.16 Youth Activities Award.** As considered by the District Governor as the best overall Club involvement in youth activities. A concise statement of club action in youth should be forwarded to the District Governor.

**6.17 Colin Brideson Club History Award** presented by PP Colin Brideson. To be presented to the Club considered by the District Club History and Records Committee in conjunction with the District Governor to have made the most progress during the year in:

- The preservation of their Club's history
- Making the Club aware of their Club's history

**7.18 The Roly Day Innovation Award.** Presented by the late PDG Roly Day. To be presented to the Club with the most innovative project for the year as considered by the District Governor.

**7.19 The Peter Thomas Club Fellowship Award.** Presented by the Rotary Club of Barossa Valley to respect the services of their member Peter Thomas as District Governor. To be presented to the club which is judged by the District Governor to have displayed the best fellowship during the year. Each Assistant Governor to advise the District Governor of the Club in their Group they consider to have displayed the best fellowship. This advice should be given to the District Governor three weeks before the first day of the Conference. The District Governor will then select from the Clubs nominated the Club he considers to be the most worthy recipient.

**7.20 The Bill Boyd Literacy Award.** This award is named in honour of William "Bill" Boyd who served as the President of Rotary International in the Rotary year 2006-2007. It recognises the Club in the District having the best project during the year addressing educational needs which must include literacy. This project may be a domestic or international project.