

**CLUB TUTORIAL MANUAL
2010-2011**

THE ROTARY CLUB OF OJAI

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ROTARY INTERNATIONAL

Demographics: >1.2 million members; >33,000 clubs; >200 countries

The fundamental goal of Rotary, as exemplified by its well known motto, is **“Service above self”**.

What is now known as **Rotary International** traces its history back to Chicago in 1905. It was there that attorney Paul Harris and three friends started the first “Rotary” Club – so named because meetings rotated to each member’s office on a weekly basis. The National Association of Rotary Clubs was formed in 1910. In 1922 the name was changed to **Rotary International** and, in 1942, it adopted its now famous **four-way test**:

Of the things we think, say or do:

1. Is it the TRUTH?
2. Is it FAIR to all concerned?
3. Will it build GOODWILL and BETTER FRIENDSHIPS?
4. Will it be BENEFICIAL to all concerned?

Rotarian Herbert J. Taylor (who later served as RI president) created this 24-word code of ethics in 1932, when he was asked to take over a company facing bankruptcy. The survival of the company is credited with this simple philosophy. It became the guide for the company’s sales, production, advertising, and all relations with dealers and customers – and has been translated into more than a hundred languages.

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“The stated **purpose of the organization** is to bring together business and professional leaders to provide humanitarian service, encourage high ethical standards in all vocations, and help build goodwill and peace in the world.”

The many facets of **Rotary International** are set forth in a wide variety of publications.

- Examples can be found by going to our **ClubRunner** home page, clicking on **Rotary International** which takes you to the RI home page.
- **The A B C’s of Rotary**, which is a compilation of short articles to acquaint Rotarians with RI’s history, customs, traditions, and global programs, provides further details.
- One of the most lucid and concise overviews of Rotary was written by David Wight in the *Costco Connection*, August 2003, Volume 18, Number 8. His article follows:

### **MAKING HUMANITARIAN SERVICE A LIFESTYLE**

Here’s a task to add to your “things-to-do list.” Form a group composed of yourself and three friends with professions different from your own. Have weekly

meetings that “rotate” to each of your business places. Oh, and commit your group to humanitarian service and high ethical standards.

Sound simple? That just how easily Rotary International started [more than 100] years ago. Today, Rotary is well known throughout the world for its dedication to service and international goodwill, and has 30,000 clubs in more than 160 countries with some 1.2 million members around the globe.

The membership of each local Rotary club reflects a cross section of local business and professional leaders—men and women volunteering their time and focused on making an organized contribution to their community and beyond.

### **Simple beginnings**

Paul P. Harris, a Chicago attorney, formed a group in 1905 with three friends: a tailor, a coal dealer and a mining engineer. Harris’ goal was to recapture the camaraderie he had witnessed among businesspeople in the rural Vermont community where he grew up.

Originally a social organization, by 1907 the Rotary Club of Chicago had refocused its energies on reaching out to those less fortunate. Their initial project, constructing Chicago’s first public restrooms, was the birth of the world’s first service-club organization.

News of the club’s deeds spread and a second chapter formed in San Francisco in 1908, then a third in Oakland, followed rapidly by others in Seattle, Los Angeles and New York. In 1910, the first convention of the National Association of Rotary Clubs was held in New York City, during which Paul Harris was elected president.

### **Service above self**

According to Jonathan Majiyagbe, Rotary International’s new president [2003], the club builds a platform on friendship as a basis for service. “The first object of Rotary is development of acquaintance as an opportunity to serve,” he tells *The Connection*. “Members become friends, and they’re kind of hinged together in serving. That becomes permanent and keeps them going”

Majiyagbe, an attorney and a citizen of Nigeria, has been a Rotary member since 1967. “I was attracted to the organization by the spirit of sharing and caring, the opportunity to be able to meet with people of different professions and to render solace on an international scale,” he says. “A fascinating thing about Rotary is you’re never alone when you travel around the world.”

### **Scope of programs**

The individual Rotary clubs support diverse service programs. Members are encouraged to find their passion and pursue it, devoting their time to service for the club, for the community or in various international or vocational programs.

Each of the 30,000 chapters is expected to develop projects in its own community based on local needs. Critical issues addressed by these projects include drug abuse, violence, hunger, disease, illiteracy and pollution.

On an international level, a remarkable example of Rotary's programs is PolioPlus, a drive to eradicate polio ... The program, launched in 1985, has grown into global initiative involving close to \$500 million donated by Rotary members. More than a billion children have been immunized under this program, which includes partners such as the World Health Organization, UNICEF and the U.S. Centers for Disease Control and Prevention.

### **Invitation to serve**

Membership in Rotary is by invitation, but the process is somewhat open. Frequently members invite a person being considered for membership to attend one or more meetings to learn about the organization and to develop acquaintances.

Sustained growth is what enables Rotary to continually widen its reach. "The more members we get," summarizes Majiyagbe, "the more humanitarian service we can render throughout the world."

**BOARD OF DIRECTORS  
THE ROTARY CLUB OF OJAI  
2010-2011**

**President**

**MIKE WEAVER**

Home: 646-4735

Business: 646-4745

[amweaver@pacbell.net](mailto:amweaver@pacbell.net)

**President-Elect**

**DAVE WATSON**

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Business: 640-2668

[OjaiDave304@aol.com](mailto:OjaiDave304@aol.com)

**Past President**

**SCOTT SMITH**

Home: 646-4735

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**Secretary**

**JUDY GABRIEL**

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**Treasurer**

**ANNE HELSON**

Home: 646-2708

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**Director of Club Service**

**DAVE NEVILLE**

Home: 640-6418

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**Director of Community Service**

**BILL GILBRETH**

Home: 646-6784

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**Director of Vocational Service**

**CARI GUERRERO**

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**Director of International Service**

**BOB SKANKEY**

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**Director of Membership**

**JACK JACOBS**

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**Director of Public Relations**

**CATHERINE LEE**

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## **CLUB PROJECTS**

### **ROTARY CLUB OF OJAI 2010-2011**

#### CLUB SERVICE – Dave Neville, Director

Set Up-Take Down

Fining

Publish Club Bulletin (on line) – Carl Gross

Family of Rotary

Fifth Friday Social Events

Taste of Ojai

Membership

Web Site linked to District 5240

#### COMMUNITY SERVICE – Bill Gilbreth, Director

Cemetery Cleanup

Dennison Grade Observation Area Cleanup

Buff the Condor (with help from the Boy Scouts)

Support NHL (Nordhoff High Leaders)

Rotarian Reading Program – Charlie Thompson, Chair

Living Treasures – Fred Fauvre, Chair

Community Grants – Jeff Loebel, Chair

Fit Kids Fit Ojai

Arbor Day – Al West, Chair

Youth Fest

#### VOCATIONAL AND NEW GENERATIONS – Cari Guerrero

Fred Clapp Award

Employee Appreciation Day

Four way Test Essay

Athlete of the Month  
Student of the Month  
Portfolio Project  
Career Talks  
LINC (Learning Ideas for New Career)  
High School and Vocational Scholarships  
Sponsor Boy Scout Troop  
High School presentations on farming, music, film making etc.  
Sponsor Club Mad (Jr. High) and Interact (High School)  
Sent students (2) to RYLA  
Interact supplied uniforms to orphanage in Mexico  
Donations to elementary schools for *Music for Stringed Instruments*

INTERNATIONAL SERVICE – Bob Skankey, Director

Water Project Patzcuaro Mex.  
Sponsored students to Payali India  
Niger projects  
Involvement with Marshall Legacy Project  
Polio Program  
The Rotary Foundation  
Tecate Orphanage Projects  
Medical supplies to Tibet and Mali  
Earthquake relief to Peru  
Dental supplies to Mexican dental students  
Co-sponsor Botswana Orphanage Minibus  
Co-sponsor water purification in Purepecha Mex.  
Hosted GES members  
Sponsor outbound youth exchange  
Attendance at Poverty Conference  
Youth Exchange --  
Nomad Foundation (Niger) -- Bob Skankey

Glenda Fae Humanitarian Clinic (Roatan, Honduras) -- Carl Gross Chair  
Patzcuaro School Clean Water Program (Mexico) – Tony Thacher, Chair  
Street Girls (Ghana) -- Kay Bliss, Chair  
The Rotary Foundation – John Rennell

MEMBERSHIP – Jack Jacobs, Director

Development & Recruitment – Nic Frank  
Mentoring & Assimilation – Ian MacLean  
Retention & Participation – Tony Thacher  
Attendance – Dana Huffman  
Member Maintenance – Jack Jacobs  
Membership Education – Don Reed  
Family of Rotary – Lerie Bjornsedt

## **ANNUAL COST PER MEMBER 2010-2011**

### **Required Expenses** (dues and lunches are the only required annual expenses)

- Initiation Fee (a one-time expense) . . . . . \$97
- Club Annual Dues - Check to be made out to the Rotary Club of Ojai. . \$310  
Dues are billed semiannually and are prorated from date of induction.
- 60% attendance required at weekly Club Meetings  
Lunch: \$15 per week .....or prepaid . . . . . \$650  
OR  
No lunch: \$5 per week .....or prepaid . . . . . \$220

MINIMUM **REQUIRED** ANNUAL EXPENSES: APPROXIMATELY \$530

### **Discretionary Expenses**

- **Social Events** --- Three to five events per year. Check to be made out to the R.C. of Ojai  
Events currently cost \$15-\$35 per person for each event.  
Member and spouse participation encouraged
- **Fining program** --- Check to be made out to RCOF (Memo: fine)  
Average per member in 2009-2010: approximately \$160  
Suggested annual minimum: \$100  
Minimum per fine: \$10  
Funds used for local Community Service Grants & International Projects
- **Club fund raisers** --- One or two per year – Check to be made out to RCOF (Memo: event name)  
Member and spouse participation encouraged  
Funds used for local Community Service Grants & International Projects
- **RC of Ojai Foundation donation** --- Check to be made out to RC Educational Foundation (Memo: Educational Foundation)  
Average per member in 2009-2010: approximately \$100  
Suggested minimum: \$50  
Funds used for scholarship for local students
- **The Rotary Foundation (TRF) Annual Programs Fund** --- Check to be made out to TRF  
Average per member in 2009-2010: approximately \$150  
(down from \$250 in recent years)  
'Every Member Every Year' participation encouraged
- **Polio eradication donation** --- Check to be made out to TRF / PolioPlus  
Average per member in 2009-2010: approximately \$50  
(down from \$70 in recent years)  
'Every Member Every Year' participation encouraged

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APPROXIMATE AVERAGE COST PER MEMBER: \$1,500 - \$1,800

APPROXIMATE MINIMUM COST PER MEMBER: \$500  
plus initiation fee

# **THE IMPORTANCE OF ATTENDANCE**

## **ATTENDANCE GUIDELINES**

- Our Club requires an overall attendance record of 60% or better including make-ups.
- RI requires attendance at 30% or more of the regular meetings of your own club.
- To be credited for attendance a member must stay for 60% of a club meeting (45 minutes).

The average attendance for members of our Club is in the range of 80%.

THE ENERGY OF OUR CLUB STEMS FROM ATTENDANCE.

## **MAKE-UP GUIDELINES**

1. You are expected, if reasonably able, to make up the meetings that you miss.
2. Make-ups are used in place of
  - regular meetings of your Club that you have missed, and
  - special meetings designated by your Board as requiring attendance
3. Make-ups must be done within **14 days before to 14 days after** the missed meeting. Make-ups may not be saved for use in the future.
4. You may make up in the following ways:
  - by participating in committee meetings\* or other Club activities that have been designated as make-up-eligible
  - by attending Rotary meetings of other clubs or other Rotary organizations
  - by attending meetings sponsored by our district or other districts
  - by attending an event sponsored by Rotary International
  - by utilizing the internet to participate in activities that are sponsored by Rotary

International for that purpose\*\*

4. To receive credit for make-ups, send the following two bits of information via email to Attendance Manager Dana Huffman (dana.smartstart@sbcglobal.net):

- the date(s) of your make-up(s) and
- how you did it, e.g.,
  - attended a meeting of another club, or
  - participated in any Rotary-sponsored activity, or
  - completed an on-line make-up experience approved by RI for that purpose

***It is not necessary to report when or why you missed a meeting.***

All unusual requests for a make-up are subject to approval by the Board.

\* The general rule regarding make-up credit for work done for our Club is that 3 or more members must meet together for that purpose. (That number has been reduced to 2 members for certain occasions.) The Board, in the past, has not recognized time put in by an individual alone in front of a computer. (Examples: (1) composing the weekly *Reminder* or (2) collating all the absences and make-ups of members)

\*\* To make up online, open <http://www.ojairotary.org>. That will take you automatically to the home page of Clubrunner. You do not have to login. Under **Club Links**, click **E-Clubs**. After that, choose the web site you want to use for your make-up and you're on your way.

## CLUBRUNNER TUTORIAL

Go to **ClubRunner** home page (<http://www.ojairotary.org>)

Under **Welcome**, click **Login**.

As a new member, your login name and password can be found in the induction package that you are given when you receive your Red Badge. If you misplace that information, click **Forgot your password?** The information will be sent to your email address.

This will take you to the **Administration** page of ClubRunner.

Under **My ClubRunner**

Click **Edit My Profile**

Check to determine whether your personal data are correct. If not, make the necessary corrections.

Click **My Attendance**

You should check this site at least once a month to be certain that your attendance is recorded correctly. If it is not, notify the Club Secretary.

Click **View Club Documents**

Click **Continuing Resolutions**. Continuing Resolutions are the rules by which the Club operates. These rules are reviewed and renewed each year our Board of Directors.

Browse the remainder of the sites under **My ClubRunner**.

Note! There are 3 styles of Club directories. Check each.

You should not use the **Email Message Center** except for distributing Rotary information, in particular, information relating to Club activities. Using this facility for your own business purposes is prohibited.

Return to the **Home Page** (Click **Home Page** in the upper right corner of the Admin page.)

Click [here](#).

About two thirds down the page in the main section, you will see **For a complete list of speakers and events, click [here](#)**. This will inform you of all the programs with dates that are planned for our Club.

Click **E-Clubs** under **Club Links** and familiarize yourself with this link.

The E-Clubs are those clubs that have web sites approved by RI for Rotarians to use for making up online. All you have to do is choose a web site and follow instructions.

Click **Rotary International** under Rotary Links

This will take you to the RI home page. Browse this page and then click **Member Access**. Follow directions for establishing a user name and password. Having done this, you will be able to access whatever information is available to active members of Rotary around the world.

## **THE ED FOUNDATION AND RCOF**

The Rotary Club of Ojai has a foundation for the Club's charitable work. It is a 501(c)(3) non-profit, public benefit Corporation, and as such, it can accept tax deductible donations. Its legal name (for purposes of the Internal Revenue Service) is **The Rotary Club of Ojai Educational Foundation, Inc.** It is not to be confused with the Ojai Educational Foundation, a local non-profit organization not connected with Rotary, which focuses its awards on teachers, teaching materials and classroom supplies.

Our Foundation was initially funded by a single \$25,000 donation from Ojai philanthropist, Phil McConnel. It has a board of directors that is independent of our Club's Board, although all directors are members of our Club. As of August 1, 2009, the directors were managing a principal of \$1,300,000 and overseeing annual awards totaling approximately \$55,000.

The original purpose of our Ed Foundation, which was founded in 1991, was to provide scholarships to college-bound students, and grants to teachers for improving classroom instruction. In the late 1990s, the Foundation began awarding scholarships to vocational students, and in 2007, it expanded its scope to include awarding funds for our Club's charitable works, whether or not these awards are for educational purposes.

Because the Club's Foundation is incorporated separately from the Club, it has its own banking and investment accounts. Now that the Club's charitable funds are managed by the Foundation, they are held in accounts under the name **Rotary Club of Ojai Foundation (RCOF)**. The directors and officers of both the Foundation and the Club encourage our Club members to use checks, rather than cash, so that the issuance of receipts for payments made with cash can be avoided.

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- Checks made out to The Rotary Club of Ojai – such as for dues or lunches – do not go to the Foundation and do not qualify for a tax deduction.
- Club members' checks for charitable purposes – such as Club fines, Club fundraisers, individual donations to the Club, etc. – must be made out to RCOF.
- When donating to The Rotary Club of Ojai Educational Foundation, Inc., checks should be made out to The Ed Foundation.
- When donating to **Rotary International**, members should make their checks payable to The Rotary Foundation (TRF). These checks can be designated for polio eradication if so desired.

THE ROTARY FOUNDATION (TRF) INCLUDING POLIO PLUS

The Rotary Foundation (TRF), created in 1917, is a not-for-profit corporation that supports the efforts of Rotary International to achieve world understanding and peace. It is supported solely by voluntary, tax deductible contributions from Rotarians and friends of the Foundation who share its vision of a better world. It has grown from an initial contribution of US\$26.50 to more than US\$55 million. It is one of the largest and most prestigious international fellowship programs in the world.

PROGRAMS OFFERING GRANTS TO INDIVIDUALS

Ambassadorial Scholarships is the largest privately funded international scholarship program in the world. Scholars study in a country other than their own where they serve as unofficial ambassadors of goodwill. Since 1947, over 37,000 scholars from some 110 countries have received scholarships at a cost of almost US\$446 million. The purpose is to further international understanding and friendly relations among people of different countries. The program sponsors undergraduate and graduate students as well as qualified professionals pursuing vocational studies. While abroad, scholars give presentations about their homelands to Rotary clubs and other groups. Upon returning home, scholars share with Rotarians and others the experiences that led to a greater understanding of their host country.

Group Study Exchange (GSE) annual awards are made to paired Rotary districts annually to provide travel expenses for a team of non-Rotarians from a variety of vocations. Rotarian hosts organize a four- to six-week itinerary of educational and cultural points of interest. Since 1965, almost 48,000 individuals in more than 11,000 teams from more than 100 countries have participated at a cost of US\$85 million.

Rotary World Peace Fellows: Each year up to 70 fellows at the master's degree level are sponsored to study at one of six Rotary Centers for International Studies in peace and conflict resolution. In 2003-2004, 62 new scholars from 26 countries received grants totaling US\$3.9 million for the two-year program.

District Travel Grants are awarded through the District to Rotarians (\$1000/Rotarian, with \$3000/group maximum) for travel expenses incurred while planning or implementing international projects.

PROGRAMS OFFERING GRANTS FOR PROJECTS

District Simplified Grants support short-term endeavors in communities. Districts can request from TRF a grant to support multiple projects locally or internationally. Clubs interested in receiving District Simplified Grants must apply through their district leadership. This program, which began in 2003-2004, has supported projects in 44 countries at a cost of US\$5.2 million.

Matching Grants provide matching funds for international service projects of Rotary clubs and districts. Since 1965 more than 20,000 Matching Grants projects in 166 countries have been funded at a cost of more than US\$198 million.

Health, Hunger and Humanity (3-H) Grants fund large-scale, one- to three-year projects that enhance health, help alleviate hunger, or improve human development. Since 1978 projects in 74 countries have been funded at a cost of US\$74 million. 3-H program is recently in moratorium.

3-H Planning Grants subsidize the advance planning activities of Rotary clubs and districts designing 3-H projects of a significant size and impact. Also in moratorium in conjunction with 3-H Funds program.

ROTARY'S POLIO ERADICATION PROJECTS

PolioPlus: Rotarians have mobilized by the hundreds of thousands to ensure that children are immunized against this crippling disease and that surveillance is strong despite the poor infrastructure, extreme poverty and civil strife of many countries. Rotary has now committed more than US\$600 million to global polio eradication.

PolioPlus Partners is a program that allows Rotarians to participate in the polio eradication effort by contributing to specific social mobilization and surveillance activities in polio-endemic countries.

THE FIGHT AGAINST POLIO

Rotary launched its ambitious program to immunize the world's children against polio 25 years ago, and in that relatively short time, polio cases have dropped by 99% world wide. It is the most ambitious program in Rotary's history. There are now only four nations in the world – Nigeria, India, Pakistan and Afghanistan – where the virus remains endemic.

Within three years of the program's inception, Rotary was joined by the World Health Organization (WHO) and the U.S. Centers for Disease Control and Prevention (UNICEF) to form the Global Polio Eradication Initiative. Rotary provides the volunteer arm of the Initiative, utilizing its clubs and individual members around the globe. At the end of 2008, the Bill and Melinda Gates Foundation donated US\$255 million to Rotary for polio eradication.

National Immunization Days (NID) are held in the endemic countries at intervals of approximately 1 year. Individual Rotarians from around the world travel to these countries to support the projects and assist with the immunizations. Several members of the Rotary Club of Ojai have participated.

TUTORIAL CHECKLIST FOR NEW MEMBERS

CHECK EACH ITEM AS IT IS
COMPLETED

Meet with your mentor before your induction

1. discuss your *Tutorial Manual* with your mentor _____

the *Manual* contains the following items:

- ROTARY INTERNATIONAL
Background Information
- THE 50-YEAR HISTORY OF THE ROTARY CLUB OF OJAI
(being developed)
- BOARD OF DIRECTORS
Phone Numbers and Email Addresses
- CLUB PROJECTS
and Committee Chairs
(information in the process of being collected)
- ANNUAL COST PER MEMBER
to Belong to the Rotary Club of Ojai
- THE IMPORTANCE OF ATTENDANCE
and Guidelines for Making-Up
- CLUB RUNNER TUTORIAL
Learn to Use Our Club Web Site
- THE ED FOUNDATION AND RCOF
The Foundation that Supports the Charitable Activities of Our Club
- THE ROTARY FOUNDATION (TRF) INCLUDING POLIO PLUS
The Financial Underpinning of Rotary International
- RI RULES FOR PAUL HARRIS FELLOW AWARDS
(guidelines under revision)

2. discuss the Past President's Report with your mentor _____

3 discuss 90 days as a flexible goal for receiving your Blue Badge _____

Get started soon after induction

1. with your mentor, set an estimate for completion of assignments _____

2. consider preparing a 3-month calendar of your Red Badge activities _____

3. utilize the basics of ClubRunner on your own computer. . . . _____

4. in ClubRunner, carefully review our Club's Continuing Resolutions _____

5. in ClubRunner, follow the instructions described in the ClubRunner Tutorial regarding the Rotary International website _____
6. take part in our CLUB Service projects
 - be a greeter at 2 meetings _____
 - take part in 'set-up' and 'take-down' at 2 meetings _____
 - assist the Treasurer with sign-in at 1 meeting _____
 - have a photo taken for the Club Directory _____
7. meet with the Dir. of INTERNAT'L Service or attend an ISC meeting. _____
8. meet with the Dir. of VOC. Service or attend an VSC meeting . _____
9. meet with the Dir. of COMMUNITY Service or attend an CSC meeting _____
10. after becoming familiar with the four Avenues of Service, join one or more committees in which you would like to participate _____
11. prepare a get-acquainted talk _____
12. attend a meeting of another club _____
13. attend a meeting of the Board of our Club _____
14. attend a Board meeting of our Ed Foundation _____
15. consider achieving a Paul Harris Fellow award with your Blue Badge
16. make plans with your mentor for Blue Badge presentation _____

ACTIVITIES STRONGLY ENCOURAGED

1. Contribute to TRF within the current Rotary year.
2. Contribute to RI's polio project within the current Rotary year.
3. Attend the next District Assembly.
(Check out the District web site at <http://www.rotarydistrict5240.org>. Note that your Login/Password is exactly the same as for ClubRunner.)
4. Attend Basic PRLS. (*PRLS = Potential Rotary Leaders Seminars. These are programs developed by District 5240.*)