



# GET READY: CLUB ROTARY FOUNDATION COMMITTEE



# Get Ready: Club Rotary Foundation Committee

## 1. Your role

Your primary responsibility as part of your club's Rotary Foundation committee is to inspire club members to give to the Foundation and participate in its programs. Your role includes:

- Promoting Foundation grants and activities and helping members take part
- Conducting at least four motivational Foundation-focused club programs a year
- Participating in the grant management seminar to ensure that your club qualifies for Rotary Foundation grants
- Overseeing the grants qualification process
- Motivating club members to give to The Rotary Foundation
- Working with the club treasurer to manage any Foundation grant funds the club receives
- Helping the club treasurer submit donations to the Foundation promptly and accurately
- Collaborating with your district's international service chair and service projects committee to develop and fund projects
- Enhancing members' experience by offering them an opportunity to participate in meaningful service

To prepare for the year, meet with the outgoing club Rotary Foundation committee to review your club's strategic plan and goals related to the committee. Ensure each incoming committee member can explain the Foundation's structure and activities to other members of the club and community.

Throughout your term, you'll work with other committees and club and district leaders.

### **Club treasurer**

Work together to manage your budget, fundraising activities, and the committee's funds.

### **Service projects committee**

Find project resources and determine if any current or future projects can be funded by Rotary grants.

### **Membership committee**

Locate Rotary program alumni and invite them to talk about their experiences and to participate in club events.

### **Public image committee**

Promote projects and fundraisers to the media and on social media. Encourage members to participate in these fun and engaging activities.

### **District international service chair**

Get advice on planning projects, using district resources, and conducting community assessments.

### **Your district Rotary Foundation committee**

The district Rotary Foundation committee can assist you throughout the year. Meet with your district committee regularly to hear updates about the work of the Foundation, share your progress toward your club goals and the strategies you're using, and discuss ways to engage your members.

## **2. Promoting The Rotary Foundation**

The Rotary Foundation's mission is to help members advance world understanding, goodwill, and peace by improving people's health, providing quality education, protecting the environment, and alleviating poverty.

Raising people's awareness about the Foundation and engaging members in its activities are goals that your committee will pursue throughout the year. Work with club leaders and your district Rotary Foundation committee to develop fun, meaningful activities and share important information.

Here are a few ways to inform and educate your club and community about the Foundation:

- Use your club website to share stories about the Foundation's meaningful work and impact.
- Plan community events to promote and raise funds for the Foundation.
- Recognize members and others for outstanding service or significant financial gifts to the Foundation.

### **Organize presentations at club meetings**

Invite alumni and volunteers to speak about how a Foundation program has benefited them or about their involvement with a program that helped others.

Ask to have time reserved at club meetings to recognize members who have contributed to the Foundation and to talk about how members can support it. Do this at least every quarter, and make sure to do it in November for Rotary Foundation Month.

You can download videos that demonstrate the Foundation's work. And you can find Rotary Foundation logos and promotional materials in the Brand Center. These resources can enhance your presentations and help people understand the work of the Foundation.

### **Encourage support for PolioPlus**

Motivate your club members to be part of Rotary's effort to eradicate polio. Encourage people to donate to PolioPlus. Consider planning a fun event each year, perhaps related to World Polio Day, to involve members in this important initiative.

### **Raise awareness about Rotary Peace Fellowships**

Rotary Peace Fellowships are Rotary's premier educational program, and the Rotary Peace Centers are an important part of the Foundation's mission to promote world understanding. Your club can recruit and sponsor a qualified candidate for a fellowship. Learn more about peace fellowships.

### **Talk about Every Rotarian, Every Year**

Rotarians have a special goal to encourage active and ongoing participation in giving to The Rotary Foundation. Ask every member of your Rotary club to contribute to the Annual Fund every year.

## **3. Online resources**

There are many online resources available to help you fulfill your responsibilities as the chair or as a member of your club's Rotary Foundation committee and conduct the committee's business efficiently.

### **A My Rotary account**

My Rotary provides customized access to many functions and types of information.

- Review reports on monthly contributions and PolioPlus giving.
- Browse Service Project Center to find project ideas and search for project partners.
- Use the Brand Center to find Foundation logos and create event brochures.
- Contribute to The Rotary Foundation.
- Take more courses in the Learning Center.

Club administration functions are now available for Rotary and Rotaract club officers in My Rotary. Rotaract club officers will soon have access to delegation and Rotary Club Central, just as Rotary club officers do.

### **Club administration functions**

If you're a club officer, your club's details will be available to you when you sign in to My Rotary. Find all the administration functions for managing your club and helpful reports and forms, including contribution information, when you select View Club at the bottom of the screen.

Foundation giving reports should be used for authorized Rotary purposes only. By using these reports, you agree to abide by Rotary's Personal Data Use Policy([opens in a new tab](#)), which prioritizes the protection of people's privacy and personal information.

## **Rotary Club Central**

Rotary clubs can set and track goals for the year in Rotary Club Central.

Club leaders can enter and update goals for Rotary Foundation giving, which district leaders can then view and edit.

Monitor your club's progress toward its goals and get reports regularly. Evaluating trends can help you decide how to focus your efforts in the coming year.

## **Online giving**

Refer people to the [Donate](#) page for an easy and secure way to give to the Foundation.

Rotary and Rotaract club officers can also sign in and submit donations on behalf of the club or club members.

## **Newsletters**

Subscribe to Rotary newsletters to stay current on topics that are interesting or relevant to you and your club, such as:

- Giving & Grants
- End Polio Now
- Rotary Service

## **Awards and recognition**

The Donor Recognition page in My Rotary includes a summary of recognition levels and awards. Every committee member should understand club and individual donor opportunities and awards.

## **Rotary staff members**

Contact Rotary staff members with your questions about Rotary and club policies, Rotary resources, or grants and annual giving.

The Rotary Support Center can answer questions about general Rotary topics, The Rotary Foundation, donations, recognition points, Paul Harris Fellows, and Rotary staff teams.

Your regional grants officer can help you understand how to apply for and manage grants. Write to them at [grants@rotary.org](mailto:grants@rotary.org)

Rotary Foundation staff can answer questions about financial contributions. Write to them at [philanthropy@rotary.org](mailto:philanthropy@rotary.org)

Rotary's international offices have Foundation departments with staff members who support your districts and zones. Find out how to contact an international office

## **Raise for Rotary**

Encourage members to use the Raise for Rotary platform to create fundraisers online to celebrate or acknowledge events in their lives or communities while also helping Rotary Foundation causes.

Members can share their fundraisers through social media, email, text, QR code, and more so that family members, friends, colleagues, and supporters can donate to The Rotary Foundation online. With just a few clicks, members can set up, personalize, and share their fundraisers to help Rotary do good in the world.

Encourage members to register for a My Rotary account, which will allow them to:

- Create and manage a profile with their contact information, background, occupation, Rotary program participation, and areas of expertise
- Review their personal contribution history
- View goals and achievements in Rotary Club Central
- Find and connect with other clubs and members
- Browse projects in Rotary Showcase
- Take courses in the Learning Center

## **4. What's next**

You've learned a lot about how to fulfill your role, and you're ready to get started. Consider these questions as you prepare for the district training assembly:

- What responsibilities do members of the club Rotary Foundation committee have? What additional responsibilities does the chair have?
- What club goals are assigned to your committee?
- How will you advocate for the Foundation and inspire members to give?
- How can your committee encourage members to contribute every year?
- How will your committee use social media to promote the Foundation and its causes?
- Beyond social media, how will you promote the Foundation to members of your community?
- What are your committee's strengths and weaknesses? What practices should you maintain, and which ones can you improve?
- If you are the chair, what tasks will you delegate to other committee members? How will you support them?

# CLUB ROTARY FOUNDATION COMMITTEE JOB DESCRIPTION



Your primary responsibility as party of your club's Rotary Foundation committee is to inspire club members to give to the Foundation and participate in its programs. Your role includes:

Promoting Foundation grants and activities and helping members take part
Conducting at least four motivational Foundation-focused club programs a year
Participating in the grant management seminar to ensure that your club qualifies for Rotary Foundation grants
Overseeing the grants qualification process
Motivating club members to give to The Rotary Foundation
Working with the club treasurer to manage any Foundation grant funds the club receives
Helping the club treasurer submit donations to the Foundation promptly and accurately
Collaborating with your district's international service chair and service projects committee to develop and fund projects
Enhancing members' experience by offering them an opportunity to participate in meaningful service





**Rotary**  
District 3410

