

## CHAPTER 8

# YOUR PROJECTS



The top two reasons people join Rotary are to give back to their local community and to connect with friends. A successful service project can do both! By working together, Rotary members and the community develop lasting friendships as your club makes a real difference in the world.

Identify an issue that takes advantage of your members' skills, builds effective networks, and involves community members as partners. When your Rotary club takes action, you'll engage your club's members and show your community how Rotary creates positive change.

### SERVICE RESPONSIBILITIES

AS PRESIDENT-ELECT	AS PRESIDENT
Select and meet with your service projects committee members	Make sure your club follows the steps for a successful project: consulting with experts who can provide guidance early in the planning phase, conducting a needs assessment, further planning and implementation, and evaluation
Assess your club's current projects using Rotary Club Central	Provide support to your club-sponsored organizations: Interact, Rotaract, and Rotary Community Corps (RCC)
Determine service goals using Rotary Club Central	Invite Rotaractors, youth program participants, and local Rotary alumni to help with or collaborate on projects
Work with your committee to determine whether projects in progress will continue into next year	Make sure your members follow all applicable program and youth protection policies (appendix 6)

## SERVICE PROJECTS COMMITTEE

The service projects committee's main purpose is to lead your club's humanitarian service initiatives. Projects committee members should know the community and have community volunteer experience.

The service projects committee has these responsibilities:

- [Assess the community](#) to identify a need, determine how best to address it, and understand available resources
- Use [Rotary Showcase](#) to find service ideas and share completed projects
- Plan projects, both local and international, using club, district, and Rotary resources such as [Rotary Ideas](#) and [Lifecycle of a Project](#)
- Consult with district community service chairs on project ideas and identify resources
- Collaborate with your district international service chair to connect with local experts for assistance with club-led projects
- Work with the club public image committee to promote projects
- Carry out projects and involve all members
- Evaluate all projects and use the findings to strengthen future projects

Take the Club Service Committee Basics and the Developing and Promoting Your Service Project courses in the [Learning Center](#) to learn more.

## ROTARY SERVICE OPPORTUNITIES

Rotary offers a broad range of humanitarian, intercultural, and educational programs to help clubs and districts achieve their service goals through five [Avenues of Service](#):

- Club Service
- Vocational Service
- Community Service
- International Service
- Youth Service

For detailed descriptions of Rotary's service options, see appendix 5.

Projects provide an opportunity for members to network, have fun, and learn from the experience. Involve all members in projects, especially the ones that genuinely interest them, to keep everyone invested in your club's success. Increase your club's impact and demonstrate how Rotary takes action in your community by inviting alumni, young leaders, friends, family, community partners, and colleagues to your next project. Also leverage their expertise to help improve your projects.

Need help getting started? The Rotary's [Areas of Focus](#) guide provides examples of projects in each area. The Rotary's [Areas of Focus](#) course in the [Learning Center](#) includes presentations to help educate members about our causes.

Once you settle on a project idea, begin by using the [Community Assessment Tools](#) and reviewing the [project resources](#) on My Rotary.

## ROTARY GRANTS AND PROGRAMS

Rotary offers grants that support a wide variety of projects, scholarships, and vocational training opportunities led by Rotarians around the world.

### DISTRICT GRANTS

District grants fund smaller, short-term activities — including humanitarian projects, scholarships, and vocational training teams — that address needs in your community and communities abroad.

### GLOBAL GRANTS

Global grants support large international activities with sustainable, measurable outcomes in Rotary's areas of focus. These grants fund humanitarian projects, vocational training teams, and graduate and postgraduate scholarships. To participate in global grants, your club will need to find an international partner. There are lots of ways to find a partner:

- Search [Rotary Ideas](#) for clubs looking for a partner.
- Post your project on Rotary Ideas and request a partner.
- Contact your [district international service chair](#).
- Network with Rotary members at district and international meetings.
- Attend a Rotary-sponsored [project fair](#).
- Team up with a Rotaract club that your club sponsors.
- Connect with fellow Rotary members in [discussion groups](#) or on social networking sites.

Any club or district that applies for a global grant to support a humanitarian project or vocational training team must first conduct a community assessment. Assessing the strengths, weaknesses, needs, and assets of the community you're helping is an essential first step in planning a project with a meaningful impact. The assessment process builds valuable relationships, involves residents in decisions that will shape their communities, and encourages them to participate in efforts that will make lasting improvements. Most important, projects that are informed by community assessments are more sustainable.

You can use district grant funds to conduct the assessment. Rotary's [Community Assessment Tools](#) includes ideas and proven methods for assessing a community's assets and needs, including tips for coordinating community meetings, surveys, interviews, and focus groups.

Take the Building a Global Grant course in the [Learning Center](#) to find out more about developing a global grant project. You can apply for a global grant in the [Grant Center](#).

## ROTARY PEACE CENTERS

Funding Rotary Peace Fellows is a global effort. The Rotary Foundation provides Rotary Peace Fellowships at six Rotary Peace Centers around the world to people interested in earning either a professional development certificate in peace and conflict studies or a master's degree in a range of disciplines related to peace and development.

The peace fellowship application process is separate from district and global grants. Districts may endorse as many applicants as they deem qualified.

Once you have identified your fellowship candidates, review the goals of the fellowship with them, guide them through the application process, and interview them. Have your candidates submit their applications to the district by 31 May. A district selection committee will interview all applicants and submit endorsed applications to The Rotary Foundation by 1 July. To learn more about this process, see the [Rotary Peace Centers Program Guide for Rotarians](#).

Your club can get involved in several ways:

- Invite current and past Rotary Peace Fellows to share their experiences with your club
- Nominate candidates for district consideration
- Serve as hosts and counselors to fellows if you have a Rotary Peace Center in your area

## ROTARY'S PROGRAMS FOR YOUNG LEADERS

Your club can [develop leadership skills](#) and instill a passion for service through programs such as Interact, Rotary Youth Exchange, and Rotary Youth Leadership Awards (RYLA). Clubs can also engage university students and young professionals through Rotaract. Rotaract gives young adults the chance to develop as leaders, take action, and serve their communities alongside Rotarians.

Or your club can develop its own projects that address the needs of local youth and young adults. Reach out to youth-serving organizations to understand the issues in your community. Your club may provide a vital service by supporting children's literacy skills, mentoring at-risk youth, or providing vocational service to university students.

When conducting a service project where volunteers will be working directly with youth, review the [Rotary Youth Protection Guide](#) for screening and training information. Make sure your club members are familiar with the guidelines on working with youth in appendix 6. Take the Protecting Youth Program Participants course in the [Learning Center](#) to learn more.

# DISCUSSION QUESTIONS

What will you do to support your club's projects?

How will you identify and attract Rotarian and Rotary alumni experts who can serve as valuable resources during project planning?

How will you engage Rotaract members, Rotary alumni, and other young professionals in your community to participate in club projects?

How do the club's projects fit into the strategic plan for the club?

## APPENDIX 5

# ROTARY SERVICE OPTIONS

Consider the following Rotary service options:

<b>PolioPlus</b>	Rotary and Rotary Foundation corporate program that supports global polio eradication efforts
<b>Community Service</b>	Projects that respond to the needs of local communities
<b>Vocational Service</b>	Activity that encourages Rotary members to model high ethical standards and apply their business knowledge and skills to benefit others
<b>International Service</b>	Projects that involve efforts from Rotary members in more than one country
<b>Youth Service</b>	Programs and activities that engage youth and young adults up to age 30 in community and international service
<b>New Generations Service Exchange</b>	Activity for young adults up to age 30 to conduct service or gain professional or vocational training in another country
<b>Interact</b>	Service clubs for young people ages 12-18
<b>Rotary Youth Exchange</b>	Program that promotes international understanding and peace through long- and short-term exchanges for young people ages 15-19
<b>Rotaract</b>	Service clubs for young professionals and university students ages 18-30 sponsored by their local Rotary club
<b>Rotary Youth Leadership Awards (RYLA)</b>	Leadership training for youth, university students, and young adult professionals
<b>Rotary Community Corps (RCC)</b>	Groups of non-Rotarian community members who work with their local Rotary club sponsor to assess communities and plan and implement service projects
<b>Rotary Fellowships</b>	International groups of Rotarians, Rotaractors, family members, program participants, and alumni who share a common hobby or recreational or vocational interest
<b>Rotary Friendship Exchange</b>	Exchange program between international districts that allow Rotarians and non-Rotarians to explore new cultures and customs and build friendships, which often lead to international project partners
<b>Rotarian Action Groups (RAGs)</b>	International groups of Rotarians, Rotaractors, family members, program participants, and alumni who join together to support clubs and districts with international projects related to an area of expertise
<b>Rotary Peace Centers</b>	International educational program that offers a fellowship for a master's degree or professional development certificate in peace and conflict resolution
<b>District and Global Grants</b>	Financial support for clubs and districts to participate in humanitarian and educational activities locally and abroad

# RISK MANAGEMENT FOR YOUTH PROGRAMS

It's important to know the risks, such as injury, illness, and abuse, involved in youth activities so that participants can make good choices to deal with these risks. Although awareness alone cannot prevent incidents, it can lead to thoughtful discussions and planning that can reduce incidents and their effects. Consider developing a risk management program for working with youth that includes these steps:

- Develop and implement a district youth protection policy to prevent and address any potential physical, sexual, or emotional abuse or harassment.
- Establish a code of behavior for adults and youth involved in a program. Screen adults before they work with youth. In RIBI, the Disclosure and Barring Service (DBS) certificates may be required for club members working with young people and vulnerable adults. Contact [CDS@rotarygbi.org](mailto:CDS@rotarygbi.org) for more information.
- Maintain clear policies for any travel by youth, and have systems to communicate specific information with parents or guardians.
- Obtain the governor's approval for any activities involving minors that occur outside their local community or include overnight stays.
- Review your district's policies to ensure that they align with the Rotary guidelines developed by the Board for each youth program.
- Explore the risks and insurance needs in sponsoring a youth program or event. Consider these questions:
  - What happens if someone is injured?
  - What happens if a natural disaster occurs?
- Work to minimize potential losses by:
  - Buying liability insurance coverage that is adequate for your region
  - Developing an emergency plan and practicing it at least once during the program
  - Teaching participants about safe behavior during the program

While these steps are required for Youth Exchange district certification, they are also recommended for districts that participate in Interact, RYLA, or any other youth activity.

Clubs and districts are urged to contact their insurance brokers or agents to check if their insurance policies provide adequate coverage for their youth programs. Insurance becomes a complex issue when multiple districts or clubs sponsor a program, because each organization's coverage may differ. All participants, including youth and organizers, are urged to verify that their health and life insurance will provide adequate coverage during a program. Many health insurance policies provide only limited coverage outside a certain area, so this precaution is especially important when participants travel or live away from home. In these cases, participants must obtain a travel medical and accident insurance policy that provides these types of coverage:

- Medical expense reimbursement
- Repatriation of remains
- Emergency evacuation
- Accidental death and dismemberment

Consult legal counsel before signing an agreement or contract with any organization, contractor, or service provider. These documents may contain waivers or an indemnity and hold harmless agreement that might try to release a party from liability and transfer the risk to the club or district. Rotary International is not liable for any illness or injury to people, including participants, volunteers, and organizers, or for damage to any property.

## NOTES on Your Projects

