



STILLWATER ROTARY CLUB

SERVICE PROJECTS COMMITTEE

- **Service Projects Committee**
 - **Members**
 - Chair, Service Projects Committee (Chair)
 - Vice President
 - Chair, Vocational Service Subcommittee
 - Chair, Community Service Subcommittee
 - Chair, International Service Subcommittee
 - Chair, Fundraising Subcommittee
 - **Board Liaison**
 - Vice President
 - **Primary Purpose Summary**
 - *This committee should develop and implement educational, humanitarian and vocational projects that address the needs of its community and communities in other countries.*
 - **Primary Functions:**
 - Periodic Reports To Board And Club On Service Projects Matters
 - Conducts Vocational Service Projects
 - Conducts Community Service Projects
 - Conducts International Service Projects
 - Conducts Fundraising Projects
 - Monitor Service Projects Related Important Dates
 - Conducts Service Projects Internal And External Needs Assessments for Vocational, Community and International Service Projects
 - Develop Recommended Service Projects Related Goals And Monitor Achievement Of Established Goals
 - Performs Service Projects Organizing Functions And Oversight of All Club Service Projects Through All Of Subcommittees
 - Develop, Execute and Monitor Service Projects Related Action Plans
 - Takes Lead Role With Other Club Committees To Promote All Service Projects In The Club And Community Including Member And Public Involvement
 - Manages Necessary Resources Including Funds, Information, Materials And Club Members To Conduct Service Projects
 - Performs Service Project Evaluation and Reporting Functions of All Club Service Projects Through All Of Subcommittees
 - Develop Service Projects Related Resources
 - Ensure Service Projects Committee Section Of Web Site Is Effective And Current
 - Coordinate, Interact And Communicate With Other Committees As Needed To Complete Functions



STILLWATER ROTARY CLUB

- **Subcommittees:**
 - Vocational Service Subcommittee
 - Community Service Subcommittee
 - International Service Subcommittee
 - Fundraiser Subcommittee



STILLWATER ROTARY CLUB

SERVICE PROJECTS COMMITTEE VOCATIONAL SERVICE SUBCOMMITTEE

- **Vocational Service Subcommittee**
 - **Members**
 - Chair, Vocational Service Subcommittee
 - Chair, Rotary Volunteers Subcommittee
 - Club Members As Assigned
 - **Service Projects Committee Liaison**
 - Chair, Vocational Service Subcommittee
 - **Primary Functions:**
 - Overall Vocational Service Projects Responsibilities For Service Projects Committee And Club
 - Periodic Reports To Service Projects Committee On Vocational Service Projects Matters
 - Conducts Vocational Service Projects
 - Promotes High Ethical Standards In All Vocations
 - Plans Vocational Service Activities For All Vocations Represented In The Club
 - Plans An Activity To observe Vocational Service Month (October)
 - Monitor Vocational Service Projects Related Important Dates
 - Works With Service Projects Committee To Conduct Vocational Service Projects Internal And External Needs Assessments for Vocational Service Projects
 - Develop Recommended Vocational Service Projects Related Goals And Monitor Achievement Of Established Goals
 - Performs Vocational Service Project Organizing Functions And Oversight of All Vocational Service Projects Through All Of Subcommittees
 - Develop, Execute and Monitor Vocational Service Projects Related Action Plans
 - Takes Lead Role With Other Club Committees And Subcommittees To Promote All Vocational Service Projects In The Club And Community Including Member And Public Involvement
 - Manages Necessary Resources Including Funds, Information, Materials And Club Members To Conduct Vocational Service Projects
 - Performs Vocational Service Project Evaluation and Reporting Functions of All Club Service Projects Through All Of Subcommittees
 - Develop Vocational Service Projects Related Resources
 - Ensure Vocational Service Projects Committee Section Of Web Site Is Effective And Current
 - Coordinate, Interact And Communicate With Other Committees and Subcommittees As Needed To Complete Functions



STILLWATER ROTARY CLUB

- **Rotary Volunteers Subcommittee Functions Include :**
 - Identifying Appropriate Local Projects That Need Volunteers
 - Functions As A Subcommittee Of The Vocational Service Subcommittee
 - Enhances The Use Of Rotary Volunteers Services
 - Develops Local Community Service Projects In Which Rotary Volunteers Can Be Used
- **Subcommittees**
 - Rotary Volunteers Subcommittee
- **Important Dates:**
 - See Club Important Dates List
- **Resources:**
 - Other Subcommittees
 - Club Manual
 - Others To Be Developed



STILLWATER ROTARY CLUB

SERVICE PROJECTS COMMITTEE COMMUNITY SERVICE SUBCOMMITTEE

- **Community Service Subcommittee**
 - **Members**
 - Chair, Community Service Subcommittee (Chair)
 - Chair, Community Development Subcommittee
 - Chair, Environmental Protection Subcommittee
 - Chair, Youth And Human Development Subcommittee
 - Chair, Partners In Service Subcommittee
 - Chair, Rotary Volunteers Subcommittee
 - Club Members As Assigned
 - **Service Projects Committee Liaison**
 - Chair, Community Service Subcommittee
 - **Primary Functions:**
 - Overall Community Service Projects Responsibilities For Service Projects Committee And Club
 - Periodic Reports To Service Projects Committee On Community Service Projects Matters
 - Conducts Community Service Projects
 - Coordinates The Work Of Community Service Related Committees Or Subcommittees Working To Improve The Local Community
 - Plans Community Service Projects That Include All Members
 - Monitor Community Service Projects Related Important Dates
 - Works With Service Projects Committee To Conduct Community Service Projects Internal And External Needs Assessments for Community Service Projects
 - Develop Recommended Community Service Projects Related Goals And Monitor Achievement Of Established Goals
 - Performs Community Service Project Organizing Functions And Oversight of All Community Service Projects Through All Of Subcommittees
 - Develop, Execute and Monitor Community Service Projects Related Action Plans
 - Takes Lead Role With Other Club Committees And Subcommittees To Promote All Community Service Projects In The Club And Community Including Member And Public Involvement
 - Manages Necessary Resources Including Funds, Information, Materials And Club Members To Conduct Community Service Projects
 - Performs Community Service Project Evaluation and Reporting Functions of All Club Service Projects Through All Of Subcommittees
 - Develop Community Service Projects Related Resources



STILLWATER ROTARY CLUB

- Ensure Community Service Projects Committee Section Of Web Site Is Effective And Current
- Coordinate, Interact And Communicate With Other Committees and Subcommittees As Needed To Complete Functions
- **Community Development Subcommittee Functions Include :**
 - Addresses Issues Dealing With The Physical State Of A Community And Its Facilities
 - Focuses On Projects That Deal With Community Centers, Health Facilities, Infrastructure Improvement, Libraries, Parks And Recreational Facilities, Public Facilities, Safety, Sanitation, Schools, And Urban And Rural Revitalization
- **Environmental Protection Subcommittee Functions Include :**
 - Examines The State Of The Environment In The Community
 - Develops Projects That Promote Animal Protection, Beautification/Cleanup Campaigns, Clean Air, Energy Resource Protection/Promotion, Forestation, Noise Abatement, Recycling, Soil Conservation, Toxic Waste Disposal, Waste Management And Water Management
- **Youth And Human Development Subcommittee Functions Include :**
 - Coordinates Club Activities For Local Youth
 - Promotes And Coordinates Rotary Youth Leadership Awards And Events Including Camp RYLA and Camp Enterprise
 - Promotes The Welfare Of All People In Our Community
 - Develops Projects And Service Activities Relating To The Whole Span Of Life By Providing Assistance And Support To Those In Need
 - Plans And Coordinates An Activity To Observe Family Month (December)
 - Promotes and Coordinates Stillwater Rotary Club Youth Scholarships With Board Guidance And Approval
- **Partners In Service Subcommittee Functions Include :**
 - Recognizes The Need To Promote And Enhance Relationships Between Rotarians And Rotary Sponsored Organizations Such as Rotaract (Service Club For Young Adults, Ages 18-30), Interact (Service Club For Young People, Ages 14-18), And Rotary Community Corps (Groups Of Non-Rotarians Who Wish To Serve Their Community)
 - Provides Leadership Training To Rotary Sponsored Groups That Will Help Them Organize And Carry Out Community Development Projects
 - Plans And Coordinates An Activity To Observe World Rotaract Week (Week of 13 March)



STILLWATER ROTARY CLUB

- Plans And Coordinates An Activity To Observe New Generations Month (September)
- Plans An Activity To Observe World Interact Week (Week of 5 November)
- **Subcommittees**
 - Community Development Subcommittee
 - Environmental Protection Subcommittee
 - Youth And Human Development Subcommittee
 - Partners In Service Subcommittee
- **Important Dates:**
 - See Club Important Dates List
- **Resources:**
 - Other Subcommittees
 - Club Manual
 - Others To Be Developed



STILLWATER ROTARY CLUB

SERVICE PROJECTS COMMITTEE INTERNATIONAL SERVICE SUBCOMMITTEE

- **International Service Subcommittee**
 - **Members**
 - Chair, International Service Subcommittee (Chair)
 - Chair, Youth Exchange Subcommittee
 - Chair, International Relations And Exchange Subcommittee
 - Chair, World Community Service Subcommittee
 - **Service Projects Committee Liaison**
 - Chair, International Service Subcommittee
 - **Primary Functions:**
 - Overall International Service Projects Responsibilities For Service Projects Committee And Club
 - Periodic Reports To Service Projects Committee On International Service Projects Matters
 - Conducts International Service Projects
 - Guides And Assists Members In Carrying Out Their International Service Duties
 - Plans International Service Projects That Include All Members
 - Provides Support To RI Programs That Are International In Scope, Such As Youth Exchange And Friendship Exchange
 - Plans An Activity To Observe World Understanding Month (February) and World Understanding And Peace Day (23 February)
 - Monitor International Service Projects Related Important Dates
 - Works With Service Projects Committee To Conduct International Service Projects Internal And External Needs Assessments for International Service Projects
 - Develop Recommended International Service Projects Related Goals And Monitor Achievement Of Established Goals
 - Performs International Service Project Organizing Functions And Oversight of All International Service Projects Through All Of Subcommittees
 - Develop, Execute and Monitor International Service Projects Related Action Plans
 - Takes Lead Role With Other Club Committees And Subcommittees To Promote All International Service Projects In The Club And International Including Member And Public Involvement
 - Manages Necessary Resources Including Funds, Information, Materials And Club Members To Conduct International Service Projects
 - Performs International Service Project Evaluation and Reporting Functions of All Club Service Projects Through All Of Subcommittees



STILLWATER ROTARY CLUB

- Develop International Service Projects Related Resources
- Ensure International Service Projects Committee Section Of Web Site Is Effective And Current
- Coordinate, Interact And Communicate With Other Committees and Subcommittees As Needed To Complete Functions
- **Youth Exchange Subcommittee Functions Include :**
 - Promotes The RI Youth Exchange Program Within The Club And To The General Public Including Our Local School District
 - Administers Our Club's Participation In The RI Youth Exchange Program Including The Placement Of Each International Youth Exchange Student With Local Host Families In Our Community And Monitoring The General Welfare Of Each International Youth Exchange During The Time They Are Hosted By Our Club
- **International Relations And Exchange Subcommittee Functions Include :**
 - Promotes And Administers Our Club's Participation In Opportunities For International Outreach And Fellowship Through Rotary Related Means Including Group Study Exchange
 - Promotes And Administers Our Club's Participation In Opportunities For International Outreach And Fellowship With Other Non-Rotary International Organizations Including Our Club's International Hosting Of Russians Delegations Through The Center For Citizen Initiatives (CCI)
- **World Community Service Subcommittee Functions Include :**
 - Provides Rotarians With Information On The World Community Service Program And Resources Available From RI And Its Foundation
 - Submits Projects In Need Of Assistance Or Seeks Projects To Support On The World Community Service Projects Exchange
 - Proposes And Administers Our Club's Participation In Various RI And TRF International Grant Programs Including International Humanitarian Matching Grants, International Individual Grants and International District Simplified Grants
- **Subcommittees**
 - Youth Exchange Subcommittee
 - International Relations And Exchange Subcommittee
 - World Community Service Subcommittee
- **Important Dates:**
 - See Club Important Dates List
- **Resources:**
 - Other Subcommittees
 - Club Manual
 - Others To Be Developed



STILLWATER ROTARY CLUB

SERVICE PROJECTS COMMITTEE FUNDRAISING COMMITTEE

- **Fundraising Subcommittee**
 - **Members**
 - Chair, Fundraising Subcommittee (Chair)
 - Chair, Fundraising Administration And Finance Subcommittee
 - Chair, Fundraising Sales And Marketing Subcommittee
 - Chair, Fundraising Event Operations And Logistics Subcommittee
 - **Service Projects Committee Liaison**
 - Chair, Fundraising Subcommittee
 - **Primary Functions:**
 - Overall Fundraising Projects Responsibilities For Service Projects Committee And Club
 - Periodic Reports To Service Projects Committee On Fundraising Projects Matters
 - Conducts Fundraising Projects
 - Guides And Assists Members In Carrying Out Their Fundraising Duties
 - Plans Fundraising Projects That Include All Members
 - Monitor Fundraising Projects Related Important Dates
 - Works With Service Projects Committee To Conduct Fundraising Projects Internal And External Needs Assessments for Fundraising Projects
 - Develop Recommended Fundraising Projects Related Goals And Monitor Achievement Of Established Goals
 - Performs Fundraising Project Organizing Functions And Oversight of All Fundraising Projects Through All Of Subcommittees
 - Develop, Execute and Monitor Fundraising Projects Related Action Plans
 - Takes Lead Role With Other Club Committees And Subcommittees To Promote All Fundraising Projects In The Club And International Including Member And Public Involvement
 - Manages Necessary Resources Including Funds, Information, Materials And Club Members To Conduct Fundraising Projects
 - Performs Fundraising Project Evaluation and Reporting Functions of All Club Service Projects Through All Of Subcommittees
 - Develop Fundraising Projects Related Resources
 - Ensure Fundraising Projects Committee Section Of Web Site Is Effective And Current
 - Coordinate, Interact And Communicate With Other Committees and Subcommittees As Needed To Complete Functions
 - **Fundraising Administration And Finance Subcommittee Functions Include :**



STILLWATER ROTARY CLUB

- General Administrative Duties And Functions Related To Fundraising Including Insurance And Risk Management, Legal Affairs And Procurement Of Government Licenses As Needed
- General Financial Duties And Functions Related To Fundraising Including Fundraiser Event Financial Analysis, Accounting, Budgeting, Accounts Payable And Financial Reporting
- **Fundraising Sales And Marketing Subcommittee Functions Include :**
 - General Sales Duties And Functions Related To Fundraising Including Briefing Of Club Membership On All Fundraising Event Details And Education Of Membership On Recommended Community Promotion And Ticket Sales Ideas
 - General Marketing Duties And Functions Related To Fundraising Including Ticket Design And Printing, Design And Printing of Event Brochures and Posters, Design And Placement Of Electronic And Print Media Advertisement, And General Public Promotion Of The Fundraising Event
- **Fundraising Event Operations And Logistics Subcommittee Functions Include:**
 - General Operations Duties And Functions Related To Fundraising Including Event Facilities Arrangements, Members Work Scheduling And Management For The Event, Training Of Membership On Assigned Event Duties As Needed, Event Setup And Takedown As Needed
 - General Logistics Duties And Functions Related To Fundraising Including Materials Procurement Or Donations, Vendor Services Procurement Or Donations, And Materials Handling Including Refrigeration Or Storage As Needed
- **Subcommittees**
 - Fundraising Administration And Finance Subcommittee
 - Fundraising Sales And Marketing Subcommittee
 - Fundraising Event Operations And Logistics Subcommittee
- **Important Dates:**
 - See Club Important Dates List
- **Resources:**
 - Other Subcommittees
 - Club Manual
 - Others To Be Developed