
Session 5: Service Projects

(60 Minutes)

Learning Objectives

At the end of this session, participants will:

1. Identify the steps of successful service project.
2. Determine a balanced programme for the club with emphasis on:
3. Service to New Generation.
4. Vocational Service.

Session Outline

Introduction	3 minutes
Successful Service Project	20 minutes
A balanced programme of service:	30 minutes
Service to New Generation (15 mins)	
Vocational Service (15 mins)	
Review & Learning Objectives	2 minutes

Materials

Slides	Worksheet
1. Session Title	1. Summary
2. Learning Objectives	2. A Balanced Programme of Services
3. Steps to be taken in achieving a Successful Service Project	
4. Need Assessment	
5. Develop a Plan	
6. Implementation of Project	
7. Evaluation of Project	
8. Service to New Generation (Formation of Interact Club)	
9. Service to New Generation (Club's responsibility in running a Interact Club)	
10. Service to New Generation (Rotaract Movement)	
11. Importance of Vocational Service	
12. Enhancement of Vocational Service	
13. Learning Objectives	

Training leader's notes


- Review this session's learning objectives with participants
- Remind participants that they will use what they learn in this session as they draft Service Planning Projects during session 5.
- Refer participants to the session summary (worksheet 13), and encourage them to take notes.
- If you or your participants have changed rooms, consider doing a quic "getting to know you" activity related to the session topic.

Introduction
 Show Slide 1
Session Title

Session 5: Service Projects (60 Minutes)	
Learning Objectives	
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5.	Identify the steps of successful service project.
6.	Determine a balanced programme for the club with emphasis on:
7.	Service to New Generation.
8.	Vocational Service.
Session Outline	
Introduction	3 minutes
Successful Service Project	20 minutes
A balanced programme of service:	30 minutes
Service to New Generation (15 mins)	
Vocational Service (15 mins)	
Review & Learning Objectives	2 minutes
Materials	
Slides	Worksheet
14. Session Title	3. Summary
15. Learning Objectives	4. A Balanced Programme of Services
16. Steps to be taken in achieving a Successful Service Project	
17. Need Assessment	
18. Develop a Plan	
19. Implementation of Project	
20. Evaluation of Project	
21. Service to New Generation (Formation of Interact Club)	
22. Service to New Generation (Club's responsibility in running a Interact Club)	
23. Service to New Generation (Rotaract Movement)	
24. Importance of Vocational Service	
25. Enhancement of Vocational Service	
26. Learning Objectives	

Training leader's notes

- For information on facilitating this session and a list of interactive activities, refer to "How to Use the Session Guide" at the beginning of this leaders' guide, available from your district training committee.
- This session guide is an outline only. Review it and tailor it to your audience, inserting examples related to your district where appropriate.
- When you see this O symbol, consider incorporating an interactive activity.
- During the session, refer participants to the Club President's Manual (222), and explain the sections relevant to this session. For current Rotary information and publications, go to www.rotary.org.

 **Show slide No. 2**
Learning Objectives

Slide No. 2

Learning Objectives

- Identify the steps of successful service project.
- Determine a balanced programme for the club with emphasis on:
- Service to New Generation.
- Vocational Service.

Steps to be taken in achieving a Successful Service Project

- Ask several participants if they have planned or help planned a successful service project in their club.
- Ask those who have not done so raise their hands.
- Ask them for reasons for not participating.
- Ask others to comment.
- Then ask several participants who have planned a successful service project to share the steps they have taken.
- Ask others to comment.
- Show **Slide 3**

Slide No. 3

- Steps to be taken in achieving a successful service project
- Conduct a need assessment
- Develop a Plan
- Implement the Project
- Evaluate the Project

Need Assessment

- Ask several participants to name the steps needed in carrying out a need assessment.

→ KEY POINTS

- Show Slide No. 4

Slide No. 4 Need Assessment

- Strategic Planning Committee – Strategic Plan.
- Community Service Major Project Committee.
- Look at Economic situation, Demographic profile, Political Situation, Educational background.
- Consult community leaders.
- Social Service Representatives.
- Government, Educational Authorities, Political Leaders.
- Find out issues Club members are interested in and match needs of community.

Developing a Plan

- Ask several participants on the steps to develop a plan

→ KEY POINTS

- Show Slide No. 5

Slide No. 5 Developing a Plan

- Details the need
- Involve other services if necessary
- Assess manpower requirements
- Work out financial needs and how to raise finance
- Determine time line
- Involve partners

Public Relations / Publicity

- Ask several participants about this.
- Ask others to comment
- Seek consensus

KEY POINTS

- Show Slide No. 6

Slide No. 6

Public Relations / Publicity

- Support of all Club members, family, friends.
- Support of partners – Interactors, Rotaractors, community organizations, Coporates, media.
- Other Rotary Clubs, Twin Clubs.

Evaluating the Project

- Ask what needs to be done.
- Conduct a short discussion
- Seek consensus

KEY POINTS

- Show Slide No. 7

Slide No. 7

Evaluating the Project

- Did the project meet community needs?
- Insist on 6 monthly progress report
- Monitor the project for at least a year.
- Did the project allow most club members and community members an opportunity to participate
- Was there adequate media coverage.

A Balanced Programme or Service

- Refer participants to RI worksheet 15 (RI & Rotary Foundation Programmes)
- In the CLP, the chairs dealing with service are tasked to implement the programmes found in the worksheet. In District 3310 however, clubs are encouraged to continue these programmes through the traditional 4 avenues of service, including service to New Generation.
- Ask several participants if they are still doing this.
- Inform participants that community service, International service, club administration and the Rotary Foundation are dealt elsewhere.
- In this session, emphasis will be give to discussing 2 services, namely; Service to New Generation and Vocational Service.

Service to New Generation:

- Find out by show of hands on how many clubs sponsor Interact Clubs and how many Rotaract Clubs.
- Ask several participants to share the benefits they derived from sponsoring these clubs.
- Conduct a discussion on a club's responsibility in running an Interact Club.
- Inform participants that all Interact Clubs in District 3310 are institutional based.
- Show slide No. 8, Formation of an Interact Club

Interact Club Formation

- Conduct a short discussion on what steps need to be taken.

8→ **KEY POINTS**

- Show Slide No. 8

Slide No. 8

Formation of an Interact Club

- Club's formal approval needed
- Work through New Generation Committee
- Members Total Commitment
- MOU with schools
- Submission requirement by RI
- Chartering the club

Club's Responsibilities

- What are these responsibilities?
- Ask participants to share

8→ **KEY POINTS**

- Show Slide No. 9

Slide No. 9

Club's Responsibilities:

- Project must be made sustainable.
- Total commitment of Rotarians acting as Advisors.
- Continuous communication with institutional authorities through the principal and in particular, teacher advisors.
- Training of Rotarian Advisors
- Annual seminar with Teacher's Advisors
- Training of Interactors
- Involving Interactors with Club's project.

Rotaract Club

- Conduct discussion on the state of the Rotaract Movement in the district and clubs.
- Share views
- Seek consensus
- Show Slide 10

Rotaract Movement

➔ KEY POINTS

- Inform participants on the following by showing Slide No. 10

Slide No. 10

Rotaract Movement

- Autonomous organisation sponsored by Rotary Club, approved by RI.
- Institutional based clubs come under purview of the institution.
- Sustainability is responsibility of sponsoring Rotary Clubs.
- Rotary Youth Exchange, Rotary Youth Leadership Award (RYLA)
- Encourage participants to read more about these programmes through RI resource material available.

Vocational Service

- Ask participants whether they have a vocational service committee and how active is that committee
- Conduct a discussion, share experience, seek consensus.
- Show Slide 11 – Importance of Vocation Service

Importance of Vocation Service

- Conduct a short discussion on why vocational service is important

➔ KEY POINTS

- Show Slide No. 11

Slide No. 11

Importance of Vocation Service

- Membership is based on vocation - the classification system.
- Admission is by invitation.
- Criteria: person with authority and integrity.
- Represent vocation in club.
- Service rendered expected to be primarily through vocation.
- Expected to uphold values through the 4-way test and in District 3310 – The Guide to Daily Living

Enhancing Vocational Service

- Ask several participants how they think they can make vocational service the most important service in their club.
- Share views
- Seek consensus

KEY POINTS

- Show Slide No. 12

Slide No. 12

Enhancing Vocational Service

- Impart values through implementation of the 4-way test and the Guide to Daily Living.
- The 4-Way Test – Business values.
- The Guide to Daily Living – Holistic Live Values.
- Initiate ethical values in business practices.
- Organise activities in clubs to promote values
- Impart values to youth and the community.

Review

Training Leader's notes

- Review the learning objectives to ensure that all topics were covered sufficiently. Answer any questions.
- Using the summary sheet, ask participants to share something they learned during the session. Participants can share with the person next to them or with the entire group.
- Thank participants

Show Slide 13 Learning Objectives

Slide 13





Learning Objectives

1. Identify the steps of successful service project.
2. Determine a balanced programme for the club with emphasis on:
3. Service to New Generation.
4. Vocational Service.

Refer Worksheet 13: Summary
Refer Worksheet 14: A Balanced Program of Service
Refer Worksheet 15: RI and Rotary Foundation Programs

Worksheet 14: A Balanced Program of Service

An effective club pursues the Object of Rotary, carrying out activities along each Avenue of Service. The chart below lists three examples of club activities. Check the boxes below to show which Avenues of Service are represented in each club activity.

OBJECT OF ROTARY	AVENUES OF SERVICE	CLUB ACTIVITIES
<p>The Object of Rotary is to encourage and foster the ideal of service as a basis of worthy enterprise and, in particular, to encourage and foster:</p>	<p>The Avenues of Service were developed in the 1920s to clarify the Object of Rotary.</p>	<p>Paint the outside of the local library with high school students. Hold a fundraiser for an overseas disaster relief project. Participate in career day at the local university.</p>
<p>FIRST. The development of acquaintance as an opportunity for service;</p>	 <p>Club Service focuses on strengthening fellowship and ensuring the effective functioning of the club.</p>	
<p>SECOND. High ethical standards in business and professions; the recognition of the worthiness of all useful occupations; and the dignifying of each Rotarian's occupation as an opportunity to serve society;</p>	 <p>Vocational Service encourages Rotarians to serve others through their vocations and practice high ethical standards.</p>	
<p>THIRD. The application of the ideal of service in each Rotarian's personal, business, and community life;</p>	 <p>Community Service covers the projects and activities the club undertakes to improve life in its community.</p>	
<p>FOURTH. The advancement of international understanding, goodwill, and peace through a world fellowship of business and professional persons united in the ideal of service.</p>	 <p>International Service encompasses actions taken to expand Rotary's humanitarian reach around the globe and promote world understanding and peace.</p>	

What additional service projects would you add to balance this club's program of service?

Worksheet 15: RI and Rotary Foundation Programs

Review the RI and Rotary Foundation programs listed, and indicate if your club currently participates in each program or if you're interested in participating in the program in the future.

PROGRAM	CLUB CURRENTLY PARTICIPATES	CLUB INTERESTED IN PARTICIPATING
Community Service – Program that responds to the needs of local communities		
Interact – Service club for young people ages 14-18		
Rotaract – Service club for young men and women ages 18-30 sponsored by their local Rotary club		
Rotarian Action Groups – International groups of Rotarians, Rotarian spouses, and Rotaractors who join together to conduct international service projects related to a specific topic		
Rotary Community Corps (RCC) – Service group of non-Rotarian adults sponsored by their local Rotary club		
Rotary Fellowships – International groups of Rotarians, Rotarian spouses, and Rotaractors who join together to pursue a common recreational or vocational interest		
Rotary Friendship Exchange – International exchange program for Rotarians and their families that promotes building relationships that can evolve into international partnerships for service projects		
Rotary Volunteers – Program that provides opportunities for Rotarians and other skilled professionals to offer their services and expertise to projects in need of assistance		
Rotary Youth Exchange – Program that promotes international understanding and peace among students ages 15-19		
Rotary Youth Leadership Awards (RYLA) – Training program for young people that emphasizes leadership, citizenship, and personal growth		
Vocational Service – Program that encourages Rotarians to model high ethical standards and apply their business knowledge and skills to benefit others		
World Community Service (WCS) – Joint community service project of Rotary clubs from two or more countries		
Humanitarian Grants Program – Rotary Foundation program that supports clubs and districts as they undertake humanitarian and service projects		
Educational Programs – Rotary Foundation programs that foster peace by building understanding through person-to-person contact, friendship, study, and cross-cultural exchange		
PolioPlus – Rotary Foundation program that supports global polio eradication efforts		