

For nearly a century, Rotarians have been putting the motto *Service Above Self* into action, using the resources of Rotary International and their club members to make a difference in communities around the world. For every Rotarian who is passionate about the call to serve, there are countless communities around the world that desperately need help. Yet these communities don't merely want a handout; they seek long-term solutions that community members can implement themselves.

An excellent way to foster enduring community development is to sponsor a Rotary Community Corps (RCC), a team of non-Rotarian men and women from the community who want to spur long-term economic development and self-sufficiency.

Under the guidance of a sponsoring Rotary club, RCCs can address drug abuse, crime, illiteracy, hunger, pollution, inadequate housing, and other problems that plague their communities. RCCs can work wherever they're needed. Any challenge in any community can be addressed by an RCC.

Perhaps the greatest asset of the RCC program is its flexibility. Geographic location has no bearing on the feasibility of RCCs — they are appropriate anywhere non-Rotarians and Rotarians want to work together to address a pressing concern. An RCC may comprise an entire village or community, or a smaller group within it. And because RCCs are both rural and urban, their usefulness is universal and reflects the diverse communities in which they serve. Consider the possibilities of what an RCC can do in your own or in any adopted community worldwide:

- Establish a literacy center or a tutoring group at a local school or library
- Set up a clinic for people who cannot afford regular health and dental care
- Train unskilled workers so they can find better jobs
- Organize teams to clean up local parks and highways.

To be truly effective, RCCs must consist of active participants who can mobilize to articulate, design, and carry out their own plans for change. Organizing an RCC involves a major commitment from the sponsoring Rotary club, but in time, Rotarians oversee projects less closely as corps members become increasingly independent. And as corps members take on ever-greater responsibility, real community development is achieved and sustained.

This handbook has been produced to:

- Inspire Rotary clubs to sponsor an RCC
- Offer guidance on how to organize and implement a successful RCC
- Provide examples of existing RCCs and project ideas
- Recommend Rotary International and Rotary Foundation resources that can increase the effectiveness of the RCC
- Supply examples and sample forms to help Rotarians get started.



Community Building and RCCs

Any community's power to transform itself exists right in the community itself. Who else besides the residents have firsthand knowledge about the community's most pressing problems? Unfortunately, oftentimes the voices of community residents are ignored, particularly in less economically developed areas. And when "outsiders" attempt to implement change, projects often fail due to ill-advised planning or lack of community support.

Rotary clubs have a proud history of addressing community problems. Most clubs take the common-sense approach of investigating the community's needs and developing service projects based on their observations. RCCs serve as ideal vehicles for communities to enact their own change, increasing their likelihood of success.



goals

The Rotary International Board of Directors officially adopted the RCC program in 1988, though then President-elect M.A.T. Caparas first introduced it in 1985. Until 1999, RCCs were referred to as either Rotary Village Corps or Rotary Community Service Corps. Since its inception, the program has experienced steady growth with nearly 4,000 RCCs in over 60 countries as of early 2001. Goals of the Rotary Community Corps program are:

- To encourage individuals to take responsibility for the improvement of their village, neighborhood, or community;
- To recognize the dignity and value of all useful occupations;
- To mobilize self-help activities and collective work to improve the quality of life; and
- To encourage the development of human potential to its fullest, within the context of the local culture and community.

The Flexibility and Potential of RCCs

An RCC can adapt to the geographic location and social and economic conditions of the community it serves. Corps are equally effective in rural and urban communities in addressing global problems such as poverty, hunger, children at risk, and health and environmental problems.

Here are two inspiring examples of the potential of RCCs in rural and urban settings.

RCC brings high-tech education to the inner city

In Massachusetts, USA, the Rotary Club of Dedham created an RCC that works in tandem with the local housing authority to offer computer training to residents who might not otherwise have access to such courses. RCC members surveyed local business leaders to determine what skills are required for entry-level jobs that involve the use of computers and set up computer literacy and training courses. With computers donated by the local school board, the program trains students in a space provided by the housing authority and includes a child care program for parents during classes. The Rotary club provided the RCC with funds to cover payment of qualified instructors.



RCC builds maternity center for Ugandan village

In the remote village of Kabule, Uganda, pregnant women were forced to walk more than 12 miles to receive maternity care at the nearest hospital. Many suffered serious health complications resulting from prolonged childbirth and poor access to obstetrical services. Alarmed by the area's high mortality rate of mothers and their babies, the Rotary Club of Muyenga, Uganda, raised funds to build a maternity center. Rotarians worked closely with the community to understand its needs and supported a successful RCC to meet them. An RCC made up of members of the community pitched in to construct the facility, while the Muyenga Rotarians raised funds to purchase equipment such as hospital beds, infant cots, and diagnostic equipment. In addition to organizing, co-funding, and publicizing the project, the Muyenga Rotarians regularly visit the facility, now maintained by the local community. So far, 600 children have been born in the clinic, where prenatal clinics are held, immunizations are carried out, and family planning and AIDS education are being taught as well.

So You Want to Start an RCC?

Introduce the program to your Rotary club

Ask your club president to appoint an RCC committee of a least five interested club members to get things started.

- Gather resource materials (see Resources on page 18) for Rotarians and potential RCC members.
- Discuss program ideas with the district RCC chairperson.
- Research the activities of community groups with similar programs.

Present the idea to your club.

- Use background information on the RCC program, focusing on the merits and methods of RCCs.
- Describe the potential of RCCs to change a community.
- Explain that the sponsoring Rotary club plays a unique role by drawing on the assets of corps members.
- Invite the district RCC chairperson or a Rotarian from a club that already sponsors a corps to share their experiences.
- Ask representatives of community organizations and nongovernmental agencies to address your club on community problems and recommend possible corps members.
- Discuss areas of the greatest need and record possible corps projects.

Gauge your club's interest — a successful RCC will need sustained club commitment.

- Discuss the idea with club members to find out who is interested and would be actively able to participate in supporting the RCC.
- Hand out RCC brochures or other printed material for Rotarians to read at their leisure.

Understand the community's needs

Rather than recruiting residents to join in on a project that your club has already planned, understand the needs of that community first. Hold a community profiling meeting to brainstorm with community representatives about the opportunities for service that exist right outside the club's doorstep.

Planning the meeting

- Plan a meeting in the heart of the community itself so it is easy for residents to attend.
- Consider the daily routine of the community, and make the gathering convenient for them (e.g., combine the meeting with a meal).
- Tap into the resources of the community by promoting the meeting in public areas such as local libraries, universities, parks, recreation centers, and other gathering places.
- Use flyers, posters, and brochures that include an attractive slogan summarizing the overall purpose, such as *Building a Future for Our Community*.
- Invite as many local residents as possible (at least eight), representing a cross-section of the local population, including non-Rotarians involved in other Rotary community service projects.
- Invite technical experts (health officials, engineers, and social workers) and meeting facilitators to offer their expert opinions and assist the community in voicing their concerns.

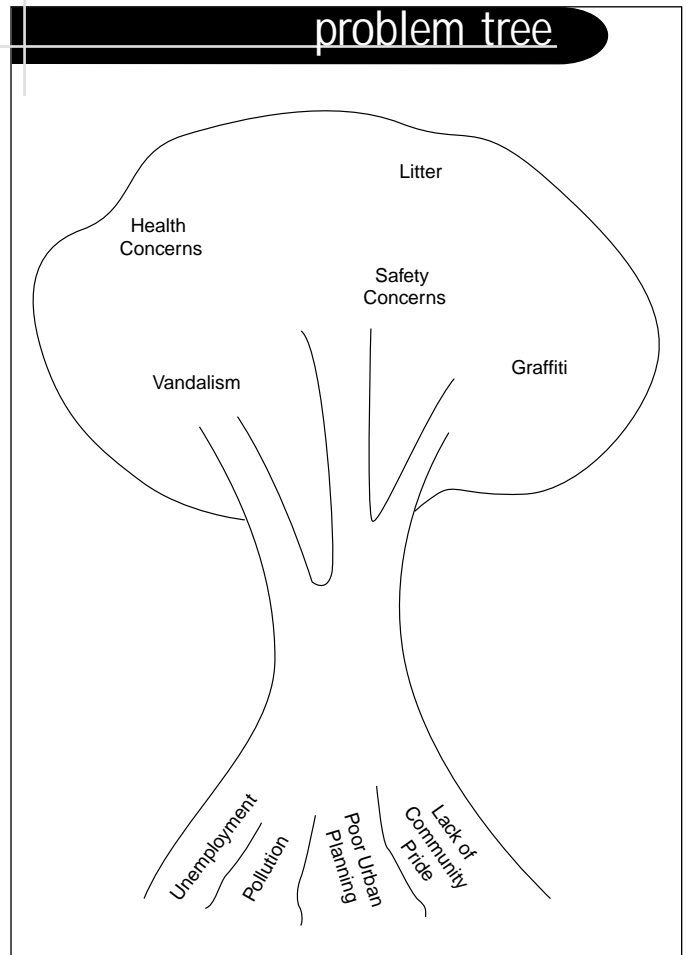
Meeting with community members

- Remember: The focus of the meeting is on the community and its problem areas.
- Work with community representatives to identify problems that the community is facing and determine which would be best addressed by developing an RCC.
- Have all participants record their own ideas first on a piece of paper. Use facilitators to help the illiterate.

- Break into small groups to discuss these ideas.
- Ask all participants to prioritize these issues and problems, in a large group setting.
- Discuss possible strategies.
- Gather personal contact information from the participants.

Meeting Tips

- Use visual aids and graphics such as a “problem tree” (right) to analyze complex issues and make planning accessible to the illiterate.
- Take a walk through a neighborhood or community and stop to discuss problems that are evident in certain areas.
- Make maps of the community, pointing out the characteristics and resources of different areas.
- Review the roles and the impact of existing groups and organizations involved in ongoing projects. The idea is to complement and strengthen rather than duplicate or compete with existing programs.
- Be open to a range of opinions, methods, and approaches.
- Assume the role of an enabler — helping the community achieve its goals — rather than a provider of solutions.



Have fun

Getting involved in creating and managing the project should not be simply a chore. An RCC can be a great opportunity for people to meet and enjoy taking pride in their community. Lively meetings where people have the opportunity to get to know each other build group dynamics. Furthermore, when people enjoy being part of the RCC, it increases the likelihood of a sustainable project.

Identifying and Mobilizing Potential Corps Members

Recruiting RCC members

- Armed with some ideas for projects, regroup with the RCC committee to begin recruiting a core group of dedicated individuals.
- Contact the motivated people you met at the first community profiling meetings.
- Compile a list of recommended individuals who were referred to the RCC committee.
- Ask Rotarians to spread the word about the RCC in their daily activities.
- Continue your promotion efforts to recruit community representatives who were unable to attend earlier meetings.

Introducing Rotary to the RCC

- Invite candidates to your Rotary club meeting and explain the mission of Rotary International and the goals of the RCC program.
- Have the candidates introduce themselves and talk about their priorities and willingness to join the RCC as a volunteer.
- Stress that the program strives to develop human potential and does not function as a charity.
- Distribute informational and promotional materials for their future reference.
- Have prospective members fill out an inventory of assets (see sidebar).
- Be positive and enthusiastic!

asset inventory

Compile an asset inventory by having members list the particular skills and capacities that would be most useful within the context of an RCC. Consider the following skills and assets:

- Community resources (financial, donated goods, space)
- General individual skills and capacities
- Availability to participate
- Mastery of local knowledge or traditions (e.g., traditional agricultural methods)
- Formal experience
- Entrepreneurial experience
- Training and educational experience
- Civic or community-based experience
- Talents and ideas
- Enthusiasm and energy

Use local knowledge and skills

The knowledge and experience of the local population is one of the RCC's greatest resources. Residents have a remarkable understanding of their surroundings, and often can analyze and assess their situation better than professionals.

Organizing the RCC

Understand the Rotary club's role in the RCC

After your club agrees to sponsor the RCC, and you have a group of enthusiastic non-Rotarians who demonstrate leadership potential and share your values, you can start to form the corps. The sponsoring club plays an important role in this initial phase of corps development.

The sponsoring club:

- orients new members and collaborates with them to elect their officers;
- emphasizes applying the assets of the RCC to solve problems;
- assists RCC members to develop long-term financial and operating plans of their own;
- helps the corps members to organize themselves in ways that will make a lasting impact on their communities; and
- maintains the momentum and enthusiasm of the RCC members by encouraging them to stay together after the initial tasks are accomplished.

Review guidelines and submit organization form

- Refer to “Guidelines for Rotary Community Corps” on page 25 and “Recommended Bylaws for Rotary Community Corps” on page 27 of this handbook.
- Complete the “RCC Organization Form” on page 21 and submit it to RI World Headquarters or the appropriate RI international office.

Develop a mission statement

Before the corps begins working, it needs to state the “big picture” of what it hopes to accomplish. Develop a mission statement to:

- unite members and keep them focused on a specific goal;
- ensure that members of large, diverse corps give priority to the same activities; and
- introduce and promote the corps to potential new members.

Set realistic goals and objectives

Think big — but not too big. Set goals and objectives that are reasonable, concrete, community-specific, and reflective of the mission statement. Remember: Though one project cannot possibly address all of the community's needs, RCCs do have a tremendous potential to improve the living conditions of a community.

- Gather up all meeting notes related to the aims, process, and organization. What does the RCC want to achieve? What geographical area will it focus on?
- Discuss the best methods to implement the RCC and what expertise may be needed.
- Begin to consider the logistics of project organization: Who will lead the team? What costs are involved?
- Identify where the RCC would have the greatest impact, based on the assessment of the community's needs and strengths.
- Set conceptual goals that represent a broad description of what the RCC aims to achieve (e.g., “to improve and foster community health by establishing a health clinic for villagers”).
- Create specific objectives based on those goals that are measurable (“distribute 150 pairs of glasses for children by October” instead of “help children with vision problems”) and achievable (“develop an anti-violence campaign using local volunteers to give workshops in four area schools” rather than “establish world peace”).

Implementing an RCC Project

Using your mission statement and goals, develop an action plan to implement specific projects. One of the strengths of the RCC program is that the projects an RCC can undertake vary from community to community. An RCC may be organized for a single activity or take on a whole agenda of different projects.

A step-by-step outline of the procedure to follows.

Develop an action plan

- Break down the actual work that needs to be done in order to meet your goals in the most efficient manner.
- Match the corps members' abilities to specific tasks.
- Define a set of strategies and time lines for achieving your goals. By clearly listing the tasks and agenda for corps members, the RCC can plan ahead to overcome procrastination and avoid exhaustion and burnout. (See example below.)

Tasks to consider:

- performing volunteer services and labor
- planning and coordinating shipment of materials and supplies
- preparing and distributing informational and promotional materials
- enrolling interested individuals
- assigning specific responsibilities to volunteers and monitoring their activities
- establishing a record-keeping system
- establishing a telephone or other contact system

Using local talent

- Always make use of local skills within the community before supplementing them with outside assistance. This will help develop capability within the community for future endeavors.
- No formal training or experience is absolutely necessary, but RCC members should have the ability, interest, and initiative necessary to learn the basics of the area in which they will contribute.

CLEAN-UP DAY — SAMPLE ACTION PLAN

TASK/EVENT	WHO'S INVOLVED?	TIME FRAME (to finish)	PURPOSE
Initial meetings	Resident groups, Rotarian representatives	4 months before	Discuss process
Project planning	RCC group, Rotarian representatives, speaker/facilitator	4 months before	Plan project
Press release	Rotarians, Club PR contact, Press	1 month before	Create public awareness and involvement
Clean-Up Day	General public, RCC participants	Day of event	Meet RCC's goals of improving the community's environment
Follow-up	General public, RCC participants	1 week after	Get feedback, distribute information on project's success, thank participants

Team Building Tips

- Involve all sections of the community at an early stage in the project.
- Foster principles such as accountability, shared responsibility, trust, and mutual respect.
- Understand that people want to be involved for a variety of reasons and at different levels of participation; incorporate different tasks based on the interests and abilities of the participants
- Coordinate and mobilize a community's talents and energies, which previously had not been well used or were scattered.
- Communicate, whenever relevant, to all available media outlets what the group is doing and how others can get involved.

Create a project proposal

- This concise document introduces corps activities to those who may serve as potential funding sources.
- Include the mission statement and goals, as well as the action plan.
- Be specific. If certain aspects of the project seem too difficult to explain, that may be an indication that more research needs to be done.

Create a budget

The Rotary club may choose to provide starting funds for corps development, but it is not required. However the RCC is funded, it is important to create a detailed budget to avoid running out of money midway through a project. Underestimating the job costs doesn't help anyone in the long run, so budget wisely.

- Consider all expenditures, e.g., printing, transportation, materials, supplies, meals or refreshments for participants, etc.
- Calculate income sources such as donated goods and services, funds raised by the club, and possible grants.
- Start small and expand projects as more funds become available.

Suggestions

- List all the materials you will need and match them against the resources and community assets at your disposal.
- Budget accordingly for training whenever necessary.
- Refer to Resources on page 18 for more ideas.

Evaluate the project

- Don't wait until the project is over to make an assessment. At the midpoint or before, take note of the goals that were met and those yet to be completed. Such evaluation also serves as a useful resource for future planning. Adapt the sample on page 11 to your RCC's needs.
- If something isn't working, fix it immediately.
- If some tactics are working particularly well, consider expanding them. Be sure to change your action plan and budget appropriately, if you decide to alter your strategy.
- Create an environment where RCC members can voice constructive criticism at any stage of the project.

No one knows it all

There is no need to re-invent the wheel — be open to learning from others. Check with groups within Rotary or outside who have done similar projects. Whenever possible, visit other projects and compare notes.

interactive display

Because the purpose of an RCC is to serve its community, it is important to create an interactive display in a library, town center, or communal meeting place while RCC projects are under way. This will allow the entire community to see results of the RCC's efforts and give feedback. Interactive displays also serve as potential recruiting tools, encouraging residents to get involved.

- Post the goals, mission statement, and strategies of the project.
- Include news and updates of the project status.
- Use maps and drawings.
- Ask the community for their feedback and make it easy for them to post their comments and concerns by supplying paper, a suggestion box, etc.
- Record people's responses in such a way that they can be evaluated afterwards.



SAMPLE FEEDBACK FORM

Adapt this form, based on a tutoring project, and distribute to the RCC members to gather feedback on a specific RCC project, or have RCC members hold a discussion session for project participants to review these questions.

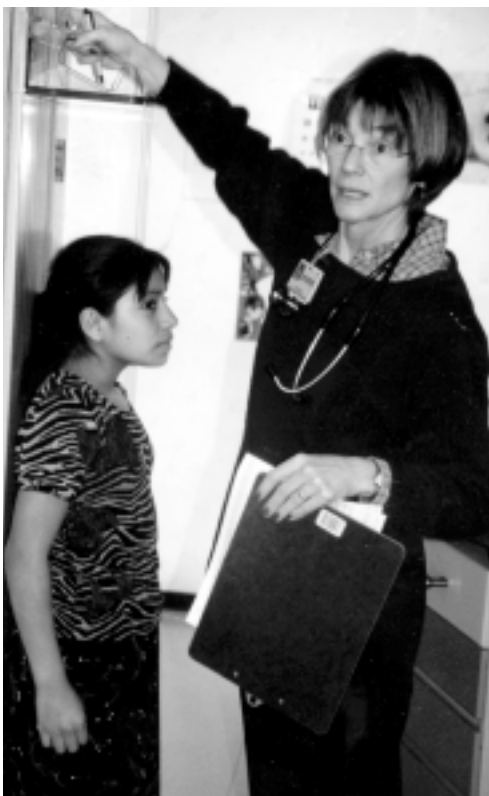
1. What was your involvement in the tutoring project?
2. How did you become involved?
3. What do you think are/were the objectives of the RCC?
4. What motivated the teachers to get involved?
5. Have the reading skills of students improved?
6. Was the project able to address the original goals and objectives of the tutoring project?
7. Which books or techniques were particularly successful?
8. What improvements would you make if it were being done again?
9. What would your advice be to others organizing a similar project?
10. Any other comments?

Thank you for your time.

Please return this form to:

RCC Leadership

Rather than being run by volunteers from the outside (whose interest and financial support may wane), an RCC is led by people who care about their own community. RCC leaders empower the team and foster a sense of self-worth among members, facilitating the success of a corps. Individual and community pride rises with successful completion of projects, and corps members will see themselves as worthwhile contributors to the health and growth of their neighborhood.



Tools for leadership

RCCs need leadership skills to guarantee long-term success. Look for these abilities and help RCC leaders cultivate them whenever possible.

- **Initiative.** Corps leaders should be involved in every aspect of planning, from setting goals and suggesting projects to creating budgets and time lines.
- **Competence.** Encourage corps leaders to help the RCC team acquire requisite educational or organizational training.
- **Cooperation.** Work with corps members to define the Rotary club's role. Encourage leaders to stress the importance of unity among corps members.
- **Self-Sufficiency.** Help create a system of leadership training that will allow members to pass their skills along to others and continue their projects in the years to come. Keep in mind that the main goal is to foster self-help among community members themselves.

The projects that RCCs undertake in rural and urban settings are limited only by their imagination and that of the sponsoring Rotary club. Following are some project activities that corps and their sponsoring Rotary clubs may choose to pursue. Many apply to both urban and rural settings. For other project ideas, see RCC Achievements on page 15.

Community facilities

- Respond to a serious community need by establishing a clinic or shelter for abused persons, a drug-treatment center, or a playground.
- Find a building to use as a community youth center.
- Plan a multi-use community center.

Youth programs

- Start activities such as art classes, sports leagues, tutoring sessions, and job training.
- Together with youth, plan community-improvement projects such as cleanups, tree-plantings, and community fairs or celebrations.
- Set up a mentoring program to offer guidance to young people.

Help for people with disabilities

- Support a program to train people for job interviews and assist them in finding meaningful employment.
- Ensure that buildings and parks are accessible to people with disabilities.
- Distribute donated medical equipment and supplies such as wheelchairs, eyeglasses, and crutches to assist people in low-income communities.

Health care and nutrition

- Recruit medical professionals to conduct monthly health camps.
- Organize continuing education opportunities for local health professionals.
- Educate community residents on health concerns by organizing awareness campaigns (e.g., AIDS walk, immunization campaigns, family-planning programs).
- Establish a clinic or hospital that focuses on a group with special needs, such as families affected by leprosy or underserved women.

Education and literacy

- Develop a program to identify and teach illiterate people in their communities and workplaces.
- Refurbish and rebuild makeshift schoolhouses to make them suitable for long-term use.
- Donate books to students and class libraries at home and abroad. Establish a literacy center with a library where people can meet tutors.
- Provide child care for parents attending literacy classes.

Vocational training

- Teach courses on technology and other marketable skills.
- Offer career counseling and practice in interviewing for jobs.
- Establish a job-matching program in which unemployed community members are matched with local institutions in need of contractual services.
- Organize handicrafts workshops, livestock-breeding programs, or small-business cooperatives.

Hunger and food banks

- Fund nutrition classes by using profits from the sale of produce.
- Start a seed bank and provide training to impoverished families to enable them to raise food in their own gardens.
- Establish a microcredit bank or revolving loan fund to help residents start or expand small businesses.
- Start a hot lunch program at a local school to meet the nutritional needs of disadvantaged children.

Preserve Planet Earth

- Identify the best methods for obtaining potable water and research effective waste-disposal systems, using the expertise of governmental and other agencies; organize work teams to construct and maintain wells and latrines.
- Support beautification projects such as urban gardens, parks, woodlands, and greenbelts.
- Help poor communities to obtain safe water and sanitation systems.
- Organize a community program to collect and sort glass, paper products, and other recyclable materials.

Children at risk

- Help children gain access to information and services they need, such as nonformal education, skills training, medical treatment, meals, and safe places to play.
- Coordinate volunteers to provide needed services at a home for former street children.
- Participate in programs that assist victims of child abuse.
- Build or locate a building to be used as an educational center for children, enabling mothers to pursue paid employment and boost family income.

revolving loan funds

Consider using the resource of revolving loan funds when organizing an RCC project. Revolving loan funds — initially provided by corps members, Rotarians, or government or private assistance — provide low-interest micro-enterprise loans to individuals or groups who lack the collateral to obtain bank loans. When loans are repaid, the lenders can make new loans. Instead of money, some funds lend livestock or materials, which loan recipients repay in cash or in kind. Revolving loan funds help recipients break the cycle of poverty and take pride in their abilities. Fund managers may be elected from among corps members, and their training can qualify as an RCC educational project. Consult RI's Revolving Loan Fund Guide, available for download at www.rotary.org.



Rural projects

Agricultural development

The Rotary Community Corps of Tani Mugi Mulyo, Indonesia, began a program to teach farmers in the Gondoriyo village how to cultivate the kapulogo plant and other traditional herbs. Sponsored by the Rotary Club of Semarang, Kunthi, the RCC plants crops on government-owned land, rented at a low cost, and runs a co-op which houses a plant grinder. Because the kapulogo plant is heavily used in the pharmaceutical industry, the demand and price for the herb are high. Therefore, farmers who acquire this new skill are able to greatly improve their economic status. Profits from the initial production of the herb were used for expanding the plantation.

Combating poverty and generating income

The Rotary Club of Maraval in Port of Spain, Trinidad and Tobago, is helping combat poverty in Rampanalgas, in the rural Toco district. Club members, working with 40 villagers under the umbrella of the Rampanalgas Community Corps, established a program that teaches the unemployed skills in food preservation, pickling, tie-dye clothes design, and other crafts. This project has assisted the beneficiaries in marketing their own products. The corps also took up the challenge of upgrading plumbing and infrastructure services in the village school for long-term improvement of villagers' lives.

Environmental and community development

To create a real, lasting legacy for the community and its surrounding environment, a Turkish RCC has planted a forest. The RCC of Erikli Ceyde Koy Birliđi, Gaziantep, Turkey, rented property from government lands to start on its three-year campaign of planting 90,000 trees. Working with its sponsor, the Rotary Club of Gaziantep-Kavaklik, the RCC has also helped to equip villagers' homes with running water, provided free medical and dental checkups for children, and arranged classes in beekeeping and rug weaving as well as other types of vocation training.

Urban projects

Practical tools for at-risk youth

Thousands of street children in Arusha, Tanzania, wage a daily battle against hunger, poverty, and drugs. The Rotary Club of Arusha sponsors an RCC that helps provide 60 homeless teenage boys with skills and jobs while at the same time cleaning up the city. At a vocational center run by the local RCC just outside Arusha, children learn carpentry, sewing, and other skills. With a Rotary Foundation Children's Opportunities Grant, the Rotarians outfitted the boys with uniforms and cleaning equipment. Each is assigned daily to a designated area of the city to sweep and clean up rubbish. Pairs of boys share rubbish carts, which they are free to use in the afternoon for their own business ventures.

Sanitation for an urban community

To help reduce the rate of water-borne diseases such as typhoid fever, the RCC of Barangay Roque built a new water system for Juan Sumulong High School, Quezon City, Philippines. The system, which includes a jack pump, water tank, and purification system, directly benefits some 3,000 students in the Barangay Roque community. Sponsored by the Rotary Club of Cubao, Quezon City, this RCC project, registered on a World Community Service (WCS) Projects Exchange, was supported with a donation from the Rotary Club of Spartanburg, South Carolina, USA.

Assisting handicapped children and their parents

The RCC of Yasar Dogu School, Istanbul, Turkey, organized projects centered around a school for mentally disabled children ages 5 to 15 who come from poor families. RCC members, with the help of the sponsoring Rotary Club of Istanbul-Sariyer, constructed a dining hall in the school and helped prepare and serve food for 70 children. After doing a survey of parents' concerns and needs about caring for their children, the RCC raised funds and organized continuous seminars and workshops for parents, inviting psychologists and other experts to talk to parent groups. Expenses such as parents' meals and accommodations were paid by the RCC. Other projects included converting playrooms into classrooms and throwing holiday parties for the students.

Sources for RCC Funding and Technical Support

In keeping with the guiding principle of the RCC program, the preferred method of funding projects is through financial input from corps members themselves, even if the amount of money is minimal. The sponsoring Rotary club or district also can be a source of financial aid. And through the sponsoring Rotary club or district, the RCC can apply for an array of Rotary Foundation assistance that might support corps projects or enable corps members to learn from other service projects.

For more information on Rotary Foundation grants and awards and how your club can take advantage of them to support RCC projects, contact your club/district Rotary Foundation chairperson. Following are some sources of support for projects.

Community Assistance Program (CAP)

CAP provides an opportunity for Rotarians to use their District Designated Funds (DDF) to undertake service projects in their communities and nations as a way of furthering The Rotary Foundation's objective of world understanding and peace. Each Rotary district will have the option of using part of its *SHARE* allocation for the Humanitarian Category to fund CAP projects. The maximum amount available for each district to use for CAP each year is 10 percent of the district's annual giving in the prior year, up to US\$10,000. Funds must be spent within the current Rotary year; they cannot be rolled forward to build up a larger amount for the following year. CAP will provide funding for one-time-only community service projects that involve the active, personal participation of Rotarians. The projects must enhance the community and/or improve the lives of disadvantaged people where Rotary clubs and districts exist. CAP projects must also be Rotary-sponsored, publicly identified as such, and expected to be completed within one year.

Discovery Grants

These grants provide “seed money” to Rotary clubs and districts for travel, planning, and research necessary to develop — but not implement — international service projects. There are two types: Carl P. Miller Discovery Grants, which are funded by income from the Carl P. Miller World Community Service Endowment Fund and are awarded on a competitive basis twice a year; and *SHARE*-funded Discovery Grants, which are funded through District Designated Funds and are awarded on a rolling basis, noncompetitively. The maximum Carl P. Miller Discovery Grant award is US\$3,000, and the maximum *SHARE*-funded Discovery Grant award is US\$5,000.

Grants for Rotary Volunteers

Rotary Foundation stipends cover travel and per diem expenses for Rotarian, Rotary Foundation alumni, and Rotaractor volunteers who serve for a minimum of four weeks on a service project in another country. To be eligible for funding, prospective volunteers must first be registered with the Rotary Volunteers program.

Group Study Exchange (GSE)

Awards are given to Rotary districts to send teams of four non-Rotarian business or professional people to visit another country for four to six weeks to study its business institutions, observe professions as practiced in the host country, and experience a different way of life. The Rotary Foundation provides funding for round-trip transportation, and hosts pay on-site expenses. Having gained new ideas and insights abroad, some GSE teams return home to start RCCs in their own communities.

Health, Hunger and Humanity (3-H) Grants

3-H Grants of US\$100,000 to \$300,000 provide support for long-term self-help projects that aim to improve health, alleviate hunger, and enhance human development. The Rotary Foundation Trustees consider Rotary club and district applications for these highly competitive grants twice a year. The Trustees look favorably on projects that include an RCC since these grassroots organizations demonstrate project sustainability.

Humanitarian Transportation Grants

The Humanitarian Transportation Grants program was adopted to fund the shipping of donated humanitarian supplies such as books, clothing, or medical equipment that clubs have collected to countries in need throughout the world. Goods must be donated to beneficiaries free of charge and must be compatible with local requirements such as electrical current or medical laws. The minimum grant request is US\$500 and maximum award will be US\$5,000.

Matching Grants for International Humanitarian Projects

Grants of up to US\$50,000 double the size of Rotary club or district contributions for international service projects. Matching Grants support water projects, educational training, assistance to disabled persons, provision of medical care and equipment, and other kinds of projects RCCs undertake. Rotary clubs or districts in at least two countries must work together to plan, implement, and complete a Matching Grant project. This ensures that projects receive active volunteer support, in addition to financial contributions.

New Opportunities Grants

New Opportunities Grants are funded through District Designated Funds (DDF) and provide districts with the resource to design and undertake creative international service projects which do not meet the eligibility criteria for funding through existing Foundation programs. Rotary districts may apply annually for a New Opportunities Grant to use up to US\$10,000 of their

DDF for an international humanitarian service project that falls within the mission of the Rotary Foundation and meets Rotary ideals, but does not duplicate existing programs.

World Community Service

World Community Service (WCS) occurs whenever a Rotary club in one country assists a club in another country with a service project. An RCC project seeking international funding may be considered a WCS project. A valuable resource for RCCs seeking assistance from abroad is the World Community Service Projects Exchange, available at www.rotary.org, describing hundreds of Rotary club projects needing assistance. Each Rotary club is entitled to list one project, unless its second is an RCC project, in which case both are eligible.

NOTE: For more information on and applications for many of these programs, consult Resources on page 18. Also, please check resources such as the Download Center at www.rotary.org or contact the appropriate department at Rotary International for the latest updates on the availability of funds and any changes in rules or procedures related to these programs.



Resources of Rotary International and The Rotary Foundation

Below is a selected list of publications and other materials that may be helpful to your Rotary club in organizing and sponsoring a Rotary Community Corps. The RCC logo and items marked W and WO (Web Only) can easily be downloaded for no charge via Rotary's Web site, located at www.rotary.org/newsandinfo/downloadcenter/index.html. Consult the latest edition of the RI *Catalog* for prices and use the form available in this handbook to order print materials.

***Communities in Action: A Guide to Effective Projects* 605A-EN** — Step-by-step instructions on how to develop, carry out, and evaluate a service project, including information on conducting a community-needs assessment, working with other organizations, and evaluating project results. Can be applied to any type of service project a club is interested in undertaking. (W)

***Community Assistance Program Brochure* 093-EN** — An outline of the Foundation program, explaining funding, application process, and project ideas.

***Discovery Grants Application* 198-EN** — (W)

***Group Study Exchange Brochure* 160-EN** — Describes the GSE program and application procedures for potential team members and Rotarians. (W)

***A Guide to Applying for Rotary Foundation Humanitarian Grants* 125-EN** — Guide to Matching Grant and 3-H Grants application processes.

***A Guide to Matching Grants for International Humanitarian Projects* 144-EN** — Guidelines on applying for these grants and carrying out the projects.

Humanitarian Transportation Grants Application — (WO)

***A Menu of Service Opportunities* 605B-EN** — Companion piece to 605-A, this packet provides an overview of nine suggested areas of service and gives examples of successful club projects in each area. (W)

***New Opportunities Grants Application* 128-EN** — (W)

Revolving Loan Fund — Guide to set up and operate a fund for micro-enterprises, with examples and resources. (WO)

***Rotary Community Corps Brochure* 779-EN** — This brochure provides a general overview of the program, including case studies and instructions for organizing a corps.

***Rotary Volunteers Handbook* 263-EN** — Guidelines for volunteering overseas. (W)

Rotary Volunteers Resource List — A list of organizations that place, train, fund or provide equipment for volunteers. (WO)

***World Community Service Handbook* 742-EN** — General information, Donations-in-kind Information Network (DIN), Rotary Volunteers program, and The Rotary Foundation grants programs. (W)

World Community Service Projects Exchange — Catalog of club projects that require assistance from abroad. (WO)

Name	Male/ Female	Address
14.		
15.		
16.		
17.		
18.		
19.		
20.		

[If necessary, use additional page(s) to list all corps members.]

The members listed above are all service-minded adults of good character and leadership potential, who live, work or study in or near the corps' village, neighborhood or community. The members of this corps understand and accept the provisions of the Rotary Community Corps Guidelines and Bylaws.

SIGNATURES:

_____ Date

Corps Representative

_____ Date

President, Sponsoring Rotary Club

_____ Date

District Governor, RI

Date of Organization

For RI office use only:
Date of Certification _____



**Rotary Community Corps
Annual Update and Project Data Form**

(Please print or type information)



Rotary Year: _____

District: _____

RCC Name: _____

Sponsoring Rotary club(s) 1. _____

2. _____

Is your RCC active? Yes No If not, why? _____

Date of Termination _____
(day/month/year)

RCC language: English French Japanese Korean Portuguese Spanish

Name of Rotary club president (please print): _____

Signature: _____ Date: _____

PLEASE COMPLETE PROJECT INFORMATION ON REVERSE SIDE

Return by 30 June to:

**Community Programs Section
Rotary International
One Rotary Center
1560 Sherman Avenue
Evanston, IL 60201-3698 USA**

Fax: 847-866-6116

(over)



Project title: _____

Start date: _____ End date: _____ Ongoing? Yes No

Topic(s): (select topics from list below or add your own in the space provided)

- | | | | |
|---|---|--|---|
| <input type="checkbox"/> 4-Way Test | <input type="checkbox"/> Drug/Alcohol Abuse | <input type="checkbox"/> Literacy | <input type="checkbox"/> Small Businesses |
| <input type="checkbox"/> Adult Education | <input type="checkbox"/> Education | <input type="checkbox"/> Medical Supplies | <input type="checkbox"/> Training |
| <input type="checkbox"/> Aging | <input type="checkbox"/> Environment | <input type="checkbox"/> Peace | <input type="checkbox"/> Tree Planting |
| <input type="checkbox"/> Agriculture | <input type="checkbox"/> Ethics | <input type="checkbox"/> Population | <input type="checkbox"/> Tutoring |
| <input type="checkbox"/> AIDS | <input type="checkbox"/> Food Distribution | <input type="checkbox"/> Poverty | <input type="checkbox"/> Unemployment |
| <input type="checkbox"/> Animal Husbandry | <input type="checkbox"/> Fundraising | <input type="checkbox"/> RCC | <input type="checkbox"/> Vocational Service |
| <input type="checkbox"/> Awards | <input type="checkbox"/> Health | <input type="checkbox"/> Recycling | <input type="checkbox"/> Water |
| <input type="checkbox"/> Career Development | <input type="checkbox"/> Homelessness | <input type="checkbox"/> Revolving Loan Fund | <input type="checkbox"/> Women |
| <input type="checkbox"/> Children | <input type="checkbox"/> Housing | <input type="checkbox"/> Rotaract | <input type="checkbox"/> Youth |
| <input type="checkbox"/> Clean-Up | <input type="checkbox"/> Hunger | <input type="checkbox"/> Sanitation | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Disabled | <input type="checkbox"/> Immunization | <input type="checkbox"/> Scholarships | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Diseases | <input type="checkbox"/> Interact | <input type="checkbox"/> Schools | <input type="checkbox"/> _____ |

Project objectives:

Project description (from planning stage to completion):

Cost of project: _____ How were funds raised? _____

Other organizations cooperating in the project: _____

PLEASE ATTACH ADDITIONAL INFORMATION AND PHOTOS

Contact Information

Name: _____

Rotary Community Corps of _____

Address: _____

City/State/Postal Code: _____

Country: _____

Telephone: _____

Fax: _____

E-mail: _____

I give my permission for my name and address to be listed for contact information in Rotary publications and on the RI Web site.

Signature _____

Date _____





Guidelines for Rotary Community Corps



ARTICLE I — Purpose and Goals

The purpose of the Rotary Community Corps Program is to improve community living and enhance the enjoyment of life by encouraging community members to contribute to these goals by acting in the spirit of service to the community and their fellow man.

The goals of the Rotary Community Corps Program are:

- a) To encourage individuals to take responsibility for the improvement of their village, neighborhood, or community;
- b) To recognize the dignity and value of all useful occupations;
- c) To mobilize self-help activities and collective work to improve the quality of life; and
- d) To encourage the development of human potential to its fullest, within the context of the local culture and community.

ARTICLE II — Sponsorship

The sponsorship of each Corps shall be one or more local Rotary clubs which, through a committee of Rotarians, shall provide counsel on activities, programs, and policies of the Corps. The continued existence of the Corps shall depend on the continued active participation of the sponsoring Rotary club.

The members of the Corps are not members of the sponsoring club and are not to be considered as associate or apprentice Rotarians.

ARTICLE III — Membership

- a) The membership of each Corps shall consist of adults with good character and leadership potential. Membership shall be open to men and women, who are residing, employed, or studying in or near the Corps' village or community.
- b) The method of electing members of each Corps shall be determined by the Corps in consultation with the sponsoring Rotary club.
- c) Membership may be terminated (a) upon failure to continue to meet the qualifications for membership, or (b) for cause, as determined by the Corps by vote of not less than 2/3 of all the members in good standing.

ARTICLE IV — Meetings

- a) Each Corps shall meet not less than once per month, at a time and place suited to the convenience of the members.
- b) The leadership group of each Corps shall meet not less than twice per month.
- c) No meeting of the Corps or of its leadership group shall be deemed official unless a member of the Rotary Community Corps committee (or other Rotarian designated by the Rotary club president) of the sponsoring Rotary club is in attendance.

ARTICLE V — Leadership Group

- a) The leadership group of each Corps shall consist of as many members as the Corps itself shall determine, in consultation with the sponsoring Rotary club, all to be elected from among the members in good standing.
- b) Election of members of the leadership group shall be by methods compatible with local customs and procedures, but in no case shall more than a simple majority vote be required for election.
- c) The leadership group shall elect from among themselves a representative, who shall represent the Corps in dealings with the sponsoring Rotary club and the public.
- d) The term of office of all Corps leaders shall be one year, unless a shorter term is determined by the Corps in consultation with its sponsoring Rotary club.

ARTICLE VI — Activities and Projects

- a) Each Corps shall be responsible for planning, organizing, financing, and conducting its own activities and shall itself supply the manpower and creative imagination necessary thereto, except that in the case of joint projects or activities undertaken in cooperation with other organizations, such responsibility shall be shared with such other organization(s). Members working on Corps projects may be paid reasonable compensation for their work, out of the revenue from such projects. Projects may be undertaken partially in order to provide gainful employment to the members, but the net proceeds from the project shall be expended for the service projects of the Corps.



- b) Each Corps shall undertake among its activities at least two major projects annually. One of the major projects shall be to serve the community and the other shall be to promote the recognition of the dignity and value of all useful occupations. Such major projects shall involve all or most of the members of the Corps.
- c) Each Corps shall raise the funds necessary to carry out its programs. It shall not solicit or accept more than occasional or incidental financial assistance from its sponsoring Rotary club, nor shall it make general solicitations from other Rotary clubs or other Rotary Community Corps. It shall not solicit financial assistance from individuals, businesses, or organizations in the community without prior approval of the sponsoring Rotary club.

ARTICLE VII — Committees

- a) The Corps representative, with the approval of the leadership group, may appoint such committees as he or she may deem necessary, citing their duties at the time of appointment. All such committees shall lapse upon completion of their duties, upon discharge by the appointing Corps representative, or with the end of his or her term of office, whichever occurs first.
- b) Committees for administration, vocational service, community service, and finance are recommended for each Corps.

ARTICLE VIII — Fees and Dues

- a) Any fees, dues, or assessments to be paid by the membership of the Corps shall be nominal and shall be for the sole purpose of meeting administrative costs.
- b) Funds for activities and projects undertaken shall be raised apart from such fees or assessments.
- c) A thorough audit by a qualified person shall be made once each year of all financial transactions and reported to the members of the Corps and to the sponsoring Rotary club.

ARTICLE IX — Acceptance of Guidelines

All members of Rotary Community Corps, by their acceptance of membership and continuation thereof, accept the principles of the Rotary Community Corps expressed herein and agree to comply with and be bound by these Guidelines. No member shall be absolved from the observance of these Guidelines on the plea that he or she has not received a copy of them.

ARTICLE X — Adoption of Bylaws

Each Corps shall adopt bylaws for its management and governance. The bylaws shall be similar to the “Recommended Bylaws for Rotary Community Corps” as approved by the Board of Directors of Rotary International, but such recommended bylaws may be modified to accommodate local customs and procedures.

ARTICLE XI — Emblem

The emblem of the Rotary Community Corps shall be preserved for the exclusive use and benefit of its members. Members shall be entitled to wear or otherwise display the emblem in a dignified and appropriate manner during the period of their membership. Each member shall relinquish such entitlement upon termination of his or her membership or upon termination of the Corps.

ARTICLE XII — Duration

- a) Each Corps shall exist so long as it continues to function in accordance with the provisions of these Guidelines or until it is terminated:
 - 1) by the Corps upon its own determination and action;
 - 2) by the sponsoring Rotary club upon withdrawal of its sponsorship of the Corps; or
 - 3) by Rotary International for failure of the Corps to function in accordance with these Guidelines or for other cause.
- b) Upon termination of the Corps, all rights and privileges relating to the Rotary Community Corps name and emblem shall be relinquished by the Corps and by its members individually and collectively.

ARTICLE XIII — Amendments

These Guidelines may be amended only by action of the Board of Directors of Rotary International.





Recommended Bylaws for Rotary Community Corps



SECTION A — Name

The name of this organization shall be the Rotary Community Corps of _____, sponsored by the Rotary Club of _____.

SECTION B — Approval of Guidelines

This organization shall be conducted in accordance with the "Guidelines for Rotary Community Corps" as adopted by the Board of Directors of Rotary International.

SECTION C — Elections

1) Elections to choose the members of the leadership group shall be held annually prior to the _____ day of _____ in each year.

The representative shall be elected by the leadership group within one week after their election.

Those elected as the leadership group and the representative shall take office on the _____ day of _____ following their election.

2) Nominations for election to the leadership group shall be made in writing and filed with the representative at least one week before the regular meeting at which voting shall be held. Notice of the election shall be made at the regular meeting preceding the election. Voting shall be by secret ballot. Those candidates receiving a majority of the votes of the members present and in good standing shall be elected, provided a quorum is present at the meeting.

SECTION D — Duties of Officers

1) Representative. The representative shall preside at all regular and special meetings of the Corps and of the leadership group. He or she shall, with the approval of the leadership group, fill all vacancies by appointment, until the next regular election of the Corps. He shall be an ex officio member of all committees with the right to vote.

2) Treasurer. One member of the leadership group shall be treasurer and have custody of all Corps funds, maintaining all necessary records, and depositing all such funds in a bank approved by the leadership group. The treasurer shall report on the Corps' financial status at each meeting of the Corps and shall hold all records available for inspection by any member. All disbursements shall be by check which shall require the signatures of two authorized members of the leadership group.

SECTION E — Meetings

1) The Corps and the leadership group shall each meet regularly at such time and place as they may determine. The Corps shall meet not less than once each month, and the leadership group shall meet not less than twice each month.

2) A majority of the members in good standing shall constitute a quorum at any regular or special meeting of the Corps. Any four members of the leadership group shall constitute a quorum at any meeting of the group. No meeting of the Corps or of the leadership group shall be deemed official unless a member of the Rotary Community Corps committee (or a Rotarian designated by the Rotary club president) of the sponsoring Rotary club is in attendance.

SECTION F — Fees and Dues

1) The admission fee for new members shall be _____. Annual dues shall be _____ paid at the rate of _____ per month.

2) All fees and dues must be paid before a member will be considered in good standing.

3) Dues may be paid in the form of value of services and labor performed on a Rotary Community Corps project, at a rate and under conditions decided by the membership. However, members electing to pay dues in this way are not eligible to receive "reasonable compensation" for the same work, as provided under Article VI, section a, of the "Guidelines for Rotary Community Corps."



SECTION G — Committees

The representative, with approval of the leadership group, shall appoint the following standing committees:

- 1) Administrative. This committee shall be responsible for attendance, membership programs, fellowship, public relations, and such other matters as may be deemed appropriate.
- 2) Community Service. This committee shall be responsible for formulating and developing projects designed to serve the community.
- 3) Vocational Service. The committee shall be responsible for developing projects designed to improve the quality of work and to promote the recognition of the dignity and value of all useful occupations especially as they affect the quality of life in the community, and for providing information about various kinds of livelihood open to citizens of the Corps' village or community.
- 4) Finance. This committee shall devise ways and means of financing any and all Corps activities requiring funds and shall work in cooperation with the appropriate committees for such activities.

The Community Service and Vocational Service committees each shall have the duty of initiating and planning one major activity in its field each year which shall involve all or most of the membership of the Corps.

SECTION H — Amendments

- 1) These bylaws may be amended by majority vote of the members in good standing at any regular or special meeting of the Corps at which a quorum is present, provided notice of intention to vote on such amendment is given at least 14 days earlier at a meeting of the Corps at which a quorum is present, and provided such amendment is approved by the sponsoring Rotary club.
- 2) Nothing in these bylaws shall contravene any provision of the "Guidelines for Rotary Community Corps" as adopted by the Board of Directors of Rotary International.





Rotary International
One Rotary Center
1560 Sherman Avenue
Evanston, IL 60201-3698 USA
www.rotary.org