

## Rotary Club of Pleasanton North



# Member Orientation Packet

P.O. Box 1142, Pleasanton, CA 94566

[www.pnr-rotary.org](http://www.pnr-rotary.org)

Weekly Meeting: 12:15 pm Fridays (Guests Welcome)

Hap's Original Steaks & Seafood

122 Neal St., Pleasanton, CA 94566

Updated July, 2020



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## Overview

### Introduction and purpose of this packet

- ◆ To give you a bird's eye view of Rotary
- ◆ To let you know what our Club will expect of you as a member
- ◆ To answer any questions that you might have about Rotary in general and our Club in particular

### Welcome to Rotary!

Rotary is proud to welcome you to our global community of more than 1.2 million men and women dedicated to building a better world.

You make Rotary stronger. By adding your skills, experience, and enthusiasm to your Club, you can advance communities at home and on a global scale. Together, we can eradicate polio, train more skilled peacemakers, and provide lasting solutions for communities fighting disease, hunger, illiteracy, and poverty.

Through the Rotary community, you can exchange ideas and build lifelong friendships with people who share your passion for service. Take advantage of the resources and activities available through your Club, District, and Rotary International to make your experience with Rotary both rewarding and fun.

### The Process of Becoming a Member of Rotary

We hope the process of becoming a new member of Rotary International and Pleasanton North Rotary (PNR) was a smooth one for you and it was accomplished quickly. As you know, the process starts by filling out a Membership Application. After completing it and listing the reasons you wish to become a Rotarian, the Application is presented to voting Board Members for approval by the Club Secretary. After a majority approval by the Board is received, the Club Secretary sends it to the entire membership for approval. If there are no objections after seven (7) days, a notice of your approved membership is then sent out to the entire Club by the Club Secretary. A formal induction into the Club will be scheduled by the President or Secretary at a mutually convenient Club meeting.

## Rotary International Overview

### Rotary Beginnings

On February 23rd, 1905, in Chicago, Paul Harris and three other businessmen founded Rotary, the original service club. Since they chose to "route" the meetings each week from one of their businesses to the other, they chose the name "Rotary" for their new Club. The purpose of the Club was to broaden their contacts outside of their own particular businesses.

People in the western United States played an important part in the development and growth of Rotary. The next four (4) Clubs were:

#2 San Francisco, #3 Oakland, #4 Seattle and #5 Los Angeles.

Then Rotary moved east:

#6, New York and #7 Boston.

Rotary then expanded internationally with the Charter of the Rotary Club of Winnipeg, Canada in 1910, and then with Clubs in London, Dublin, and Belfast in 1911. In 1912, "Rotary International" became the official name.

Rotary came to Pleasanton in 1965 with the Charter of the Rotary Club of Pleasanton. In the late 1980's businesses and households had grown in north Pleasanton. The Rotary Club of Pleasanton North was chartered March 7<sup>th</sup>, 1987, by local professionals who represented a wide cross-section of businesses and professions. At the time, Pleasanton North was *the largest club* chartered west of the Mississippi!

You will often hear the Rotary Club of Pleasanton North referred to as Pleasanton North Rotary ("PNR").

## Rotary Today

Rotary is an organization of business and professional leaders united worldwide to provide humanitarian service, encourage high ethical standards in all vocations, and help build goodwill and peace in the world. In more than 200 countries and geographical regions worldwide, approximately 1.2 million Rotarians belong to more than 35,000+ Rotary Clubs.

Rotary Club membership represents a cross-section of the community's business and professional men and women. The world's Rotary Clubs meet weekly and are nonpolitical, nonreligious, and open to all cultures, races, and creeds.

The main objective of Rotary is service — in the community, in the workplace, and throughout the world. Rotarians develop community service projects that address many of today's most critical issues, such as children at risk, poverty, health and hunger, the environment, illiteracy, and violence. They also support programs for youth, educational opportunities and international exchanges for students, teachers, and other professionals, and vocational and career development.

## The Object of Rotary

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:

1. the development of acquaintance as an opportunity for service;
2. high ethical standards in business and professions; the recognition of the worthiness of all useful occupations; and the dignifying by each Rotarian of his occupation as an opportunity to serve society;
3. the application of the ideal of service by every Rotarian to his personal, business and community life; and
4. the advancement of international understanding, good will, and peace through a world fellowship of business and professional men and women united in the ideal of service.

## Rotary Slogan

**“Service Above Self.”**

## The Four Way Test

Early Rotary members emphasized the importance of acting responsibly and ethically and using our professions as an opportunity to serve. The Four-Way Test has long served as an ethical guide for members to live by in their personal and professional relationships. Of the things we think, say or do:

1. **Is it the Truth?**
2. **Is it Fair to all concerned?**
3. **Will it build Goodwill and Better Friendships?**
4. **Will it be Beneficial to all concerned?**

## Avenues of Service

**Rotary International’s five Avenues of Service** are its foundation and the philosophical touchstone, upon which club activities are based:

- **Club Service** focuses on making clubs strong. A thriving club is anchored by strong relationships and active members.
- **Vocational Service** promotes high ethical standards as Rotarians serve others through their chosen vocations.
- **Community Service** encourages every Rotarian to find ways to improve the quality of life of others through club projects.
- **International Service** uplifts the human condition and quality of life through world-wide humanitarian outreach.
- **Youth Service** (“New Generations”) promotes positive change implemented by youth and young adults through leadership development, services projects, and exchange programs.

## Basic Rotary Organization

### Rotary International (rotary.org)

Rotary International has a President, a President-Elect and a Board of Trustees. Rotary International and all Clubs operate on a fiscal year from July 1st until June 30<sup>th</sup>.

Mark Daniel Maloney from the United States is Rotary International President for 2019-20. Holger Knaack from Germany is Rotary International President-Elect for 2020-21

Countries - 216

Districts - 534

Clubs – 35,000+

Rotarians – 1,220,551 (and with you, add one more!)

## Rotary Geography and District 5170

Rotary International has subgroups to provide guidance and local management to Rotary Clubs, which are grouped into Zones (a.k.a. Regions), Districts and Areas. The boundaries are roughly geographic, but many Zones, Districts and Areas cross state and county lines, see e.g., <http://zone2526.org/zones-map/>. The Rotary Club of Pleasanton North is in Zone 26, District 5170 ([rotarydistrict5170.org](http://rotarydistrict5170.org)), Area 4, under a District Governor (DG) and an Assistant District Governor. Our district has 57 clubs in 8 Areas and approximately 4,000 members. District Governor for District 5170 is **Ramesh Hariharan for 2019-2020** (Rotary Club of Silicon Valley Passport). **Our own Richard Flanders** will be District Governor in Rotary year 2021-2022!

- Area 1 Alameda, East Oakland, Oakland #3, Oakland Uptown, Piedmont/Montclair, San Leandro.
- Area 3 Fremont, Fremont Bridge, Fremont Warm Spring Sunrise, Fremont-Union City, Newark Sunrise, HuaRen in Silicon Valley, Mission San Jose, Newark, Niles/Fremont.
- **Area 4 Castro Valley, Dublin, Hayward, Livermore, Livermore Valley, Pleasanton, Pleasanton North, Tri- Valley – Lee Denlinger (Dublin) Asst. Governor**
- Area 5 Almaden Valley, Evergreen Valley, Milpitas, San Jose, San Jose East/Evergreen, San Jose Silicon Valley, Silicon Andhra, Santa Clara.
- Area 6 Gilroy, Gilroy-South County Sunrise, Gilroy After Hours, Hollister, Morgan Hill, San Juan Bautista.
- Area 7 Capitola-Aptos, Freedom, San Lorenzo Valley, Santa Cruz, Santa Cruz Sunset, Scotts Valley, Watsonville.
- Area 8 Campbell, Cupertino, e-Club of Silicon Valley, Los Gatos, Los Gatos Morning, Saratoga, Silicon Valley STAR (Sunnyvale), Sunnyvale Sunrise.
- Area 9 East Palo Alto Bayshore, Los Altos, Los Altos Sunset, Mountain View, Palo Alto, Palo Alto University, Silicon Valley Passport.

Club sizes vary with four clubs having over 200 members! Excluding those clubs (Cupertino, Oakland #3, San Jose and Silicon Andhra), the average club size is 52. As of August, 2019, Pleasanton North Rotary has 56 members.

## The Rotary Foundation of Rotary International

The Rotary Foundation (TRF) of Rotary International exists to achieve world understanding and peace through international, charitable and educational programs. TRF, based at Rotary Headquarters in Evanston, Illinois, is not to be confused with the PNR Foundation established in 1995 by the Rotary Club of Pleasanton North.

The Rotary Foundation began as a scholarship program for graduate students. Today, it is the largest private scholarship program in the world. The Rotary Foundation funds:

**Rotary Global Scholarship Grant** – Post-graduate scholarships of up to \$30,000, with each one-year scholarship for academic education in a country other than the student's home country.

Approximately 1,000 scholarships are awarded annually, sending students to more than 60 countries.

**Vocational Team Training (VTT) - (aka Group Study Exchange (GSE)** – sends five Rotarian business or professional people, plus a Rotarian team leader, to a foreign country for 4-6 weeks as ambassadors of goodwill and to study and exchange vocation and ideas on their related fields.

**Health, Hunger and Humanities (3-H)** – improves agriculture, health, education, improved water resources, literacy programs and vocational training in third world countries.

**Global Grants** – The Rotary Foundation matches, dollar-for-dollar, monies raised by local Rotary Clubs for International programs of their choosing. Pleasanton North Rotary has had numerous international projects since it was chartered.

**District Grants** – The Rotary Foundation returns the monies raised by local Rotary Clubs for local community projects or international projects of their choosing but is not matched dollar-for-dollar by The Rotary Foundation. Pleasanton North Rotary has had local community projects practically every year.

**End Polio Now** (formerly Polio Plus) – Before 1980, polio disabled hundreds of thousands of children a year. In 1979, one Rotary Club started a project to buy and help deliver polio vaccine to children in the Philippines. In 1985, RI launched Polio Plus to eradicate polio. Now, with billions of children immunized world-wide through the efforts of Rotary, the Gates Foundations, and others, polio exists only in a handful of regions where violent conflict prevents immunization. As these conflicts are resolved, polio will be eliminated.

**Paul Harris Fellowships** - When you contribute \$1,000 (over time or all at once) to The Rotary Foundation, you become a Paul Harris Fellow. A Paul Harris Fellowship is an honor you may fulfill for yourself or for another person. The presentation of Paul Harris Recognition is The Rotary Foundation's way of expressing appreciation for your substantial contribution to its humanitarian and educational programs.



## Rotary Club of Pleasanton North Board of Directors and Committee Chairs 2020-2021

\*Officers of the Board, \*\*Voting Board Members

<u>Title</u>	<u>Name</u>
<b>Officers:</b>	
*/**President	Dave Pitcher
*/**President Elect	Michael Cherman
*/**Immediate Past President	Tami Hennegan
*/**Vice President	Stacey Blaney
Presidential Advisor	Richard Flanders
*/**Treasurer	Tom Powers
Assistant Treasurer	Josh Cherry
*/**Secretary	Dale Carrillo
*/**Sergeant-at-Arms	Deb Covert
<b>Directors:</b>	
**Membership Chair	Viviana Cherman
<u>Avenues of Service (5):</u>	
**Club Service Chair	Susan Dees
**Vocational Service Chair	Frank Hanna
**Community Service Chair	Darcy DeCoite
**International Service Chair	Michael Cherman
**Youth Service Chair	Aaron Howe
<b>Board Members at Large:</b>	
Program Chair	Ron Sutton
Public Image Chair	Stacey Blaney
The Rotary Foundation Chair	Philip Stone
PNR Foundation President	Tom Hall
We Be Caring Chair	Jim Brice
Youth Exchange Chair	Michelle Mikatarian
Youth Protection Officer	Mark Linsky
Tri-Valley Turkey Burn (TVTb) Chair	Michael Cherman
Fund Raising Co-Chair	Shawn Henley
Fitness and Wellness Chair	Ron Sutton

**New members are encouraged to join a committee that interests them.**

## Communications

Your annual dues include a subscription to Rotary International's monthly magazine, "The Rotarian". The RI web site is [www.rotary.org](http://www.rotary.org). All PNR members are encouraged to register for access to the MyRotary.org website and access to club reports and RI resources. Your password for MyRotary is the same password used to gain access to the Member Area of the ClubRunner PNR website ([www.pnr-rotary.org](http://www.pnr-rotary.org))

District 5170 publishes a monthly newsletter online at [www.rotary5170.org](http://www.rotary5170.org). PNR also publishes a newsletter at [www.pnr-rotary.org](http://www.pnr-rotary.org).

Rotary uses ClubRunner software on its website at [www.pnr-rotary.org](http://www.pnr-rotary.org). ClubRunner allows members to communicate and share information among themselves as well as with the public. Club announcements, calendar, directories, manuals and procedures are on this site along with links to District 5170 and Rotary International in Evanston. Training in accessing these important tools will be provided by the Technology Chair.

## Rotary's Obligation to You!

Provide an opportunity for you to serve

- ◆ the Club, the community, the world

Help you grow as a person

- ◆ making new friends, new activities, new challenges

Offer fellowship

- ◆ within the Club, with other Rotary Clubs anywhere in the world, with other countries

## Club Activity Calendar

July	The New Rotary Year
August	Membership Month
September	Youth Services Month & Vocational Services
October	A STARRY NIGHT & District Avenues of Service
November	The Rotary Foundation Month & TRI-VALLEY TURKEY BURN
December	Family Month
January	Rotary Awareness Month
February	World Understanding Month
March	Literacy Month & PNR Charter Celebration
April	Magazine Month & District Conference
May	District Assembly & RI Convention
June	Fellowship Month

## Your Obligations to Rotary

### Participation

As a service organization, Rotarians are asked to give time and talent to Community Service, Club and District Activities, and Club Social Functions. Rotary also asks that we promote public awareness of Rotary through wearing a Rotary pin or other item marked with the Rotary insignia. When you can, let people know that Rotary and Rotarians are available for Community Service. Your family and friends can also assist and promote Rotary through joining us as a "Family Member", guest, helping with some Rotary activities, or participating in one of the many Rotary auxiliary groups.

### Attendance and Makeups (Family Members Exempted)

Attendance at weekly meetings is extremely important. Frequent attendance is urged and honored in Rotary. However, if you are unable to attend a PNR meeting, you can "make up" in any of several ways.

- ◆ An "Attendance Make Up Credit" can be issued for any board approved Rotary meeting or event per the Club Policies.
- ◆ Attend another Rotary Club, locally or anywhere in the world. Google "My Rotary Club Finder. Other local Club schedules are:
  - Tuesday, Dublin
    - 12:00 pm, Dublin Library Community Room, 200 Civic Plaza, Dublin, CA
  - Tuesday, Livermore
    - 7:00 am, Rotary Club of Livermore Valley, Beeb's, 915 Club House Drive
  - Wednesday, Livermore
    - 12:00 pm, Livermore Club, Doubletree Hilton, 720 Las Flores Road
  - Thursday, Pleasanton
    - 12:15 pm, Pleasanton Club, Haps Original, 122 West Neal Street
    - 6:00 pm, Tri-Valley Club, Castlewood, 707 Country Club Circle
- ◆ Attend an online e-club meeting. Visit <http://www.rotaryclubone.org/>
- ◆ Attend a Club Board of Directors Meeting: 4:30pm 2<sup>nd</sup> Tuesday of month, Pleasanton Chamber of Commerce, 777 Peters Avenue, Pleasanton.
- ◆ Attend a Foundation Board of Directors Meeting: 5:00pm 3<sup>rd</sup> Tuesday of ODD month; Sallmann, Yang & Alameda office; 7077 Koll Center Parkway, Pleasanton.
- ◆ Attend a meeting at Foothill High School Interact Club located at 4375 Foothill Road, Pleasanton, CA 94588. Contact Youth Services Chair, Ryan Spuller.
- ◆ Attend and participate in a club committee meeting, service project, club-sponsored community event or other approved Club activity.

To qualify as a makeup, the member must attend the makeup meeting and turn in a makeup slip within 14 days before or after the missed Club meeting. A meal credit of \$20 will be given if you paid a meal expense for the makeup meeting. Promptly notify the Club Treasurer of your makeup so your attendance record is updated.

## **A few Past And Ongoing Community Service Projects By Pleasanton North Rotary**

### **Pleasanton:**

- A Starry Night (ASN) Gala Fundraiser
- Annual Tri-Valley Turkey Burn, Thanksgiving Morning 5K/10K Walk-Run
- Pleasanton Holiday Parade Float and Coffee Booth
- Food Sponsorship & Volunteer Kitchen Help for Open Heart Kitchen
- Annual Pancake Breakfast and Troop Packout
- Arroyo Mocho Cleanup
- Kids Against Hunger Bay Area
- Foothill High School Interact Program
- Scholarships for Rotary Youth Leadership Award (RYLA) Camp; Foothill High Memorial Scholarships
- Helping Assistance League of Amador Valley in annual Clothing Children event and projects for Sunflower Hill and Shepherds Gate.

### **Bay Area:**

- Providing and cooking meals for Veterans at the biennial East Bay Stand Down
- Service projects for Valley Humane Society.
- Serving meals at Berkeley Homeless Shelter.

### **International:**

- Construction of composting latrines in the El Llanito, El Tunel, La Prusia, Leona, Coyalar, Playas Verdes and Justo Romero communities of Nicaragua. Planned for the fourth quarter of 2019 in partnership with Masaya Rotary Club
- Contributions to Rotary International "End Polio Now!" Campaign
- Equipping the General Hospital of Jalalabad, Afghanistan, with modern neonatal and adult patient monitoring equipment
- Donating an ambulance to the City of Villahermosa, Mexico
- Financial support and capital improvements for El Oasis Orphanage and its 85 children in Baja, California, Mexico
- Purchasing and distributing over 6400 wheelchairs to 14 Central and South American countries since 2005 with recent distributions in Mexico and scheduled soon for Costa Rica
- Financing construction of water purification systems in Sri Lanka and Thailand

## New Member Keys to Early Success

### How do I start?

Get the most out of your membership by participating in Club projects and activities. Here are some ideas:

- Attend as many PNR Friday meetings as possible.
- Serve on a Club Committee where you can use your skills.
- Identify a need in your community and suggest a hands-on project to address it.
- Work with a Youth Service Program sponsored by your Club, such as Rotaract or Interact.
- Host a Youth Exchange student.
- Help organize your district's Rotary Youth Leadership Awards programs.
- Recommend a colleague or friend for membership in your Club.

### How can I meet other Rotarians?

Rotary's global network provides a great opportunity to expand your contacts and friendships to other countries while creating a foundation of support with communities around the world. Explore Rotary's global opportunities:

- Attend Rotary's annual convention.
- Connect with Rotarians around the world who share your hobbies and personal interests or your service interests.
- Join a Discussion Group to exchange ideas on topics you're interested in.
- Get involved with your Club's International Service Projects.
- Participate in a vocational training team.
- Join the Cadre of Technical Advisers.

### Resources & Reference

- Rotary Basics
- Connect for Good
- The Rotary Foundation Reference Guide
- The Rotarian or your regional Rotary magazine
- Rotary Video Magazine collections

### Tools

- Take a course in the Learning Center
- Enroll in a webinar
- Watch features on Rotary projects and check our discussion groups

## **Club Financial Information**

### **ROTARY CLUB OF PLEASANTON NORTH**

Income is derived from annual dues of \$1,200.00 collected quarterly and annual “fines” of \$100.00. These funds pay for Club Expenses which are explained in detail below. Occasionally additional funds are requested to cover a special event. The Rotary Club of Pleasanton North is a Rotary International chartered organization. Club dues and expenses may qualify as a deductible business expense. Consult a qualified tax professional.

### **ROTARY CLUB OF PLEASANTON NORTH FOUNDATION**

The Rotary Club of Pleasanton North Foundation is a separate organization from the Club. Income is derived from the Club’s fundraising activities. -While some of the income pays for nominal expenses, a good portion of the income raised is distributed by the PNR Foundation Board in the form of grants and scholarships given to qualifying charitable service organizations within the community and deserving students. The balance of funds raised goes toward achieving the PNR Foundation’s goal of obtaining a \$1,000,000 balance in the Foundation’s Endowment Account to achieve future funding of grants and scholarships from interest income earned by the account. The Rotary Club of Pleasanton - North Foundation is a qualified 501(c)(3) non-profit organization. Fundraising expenses and contributions are deductible above the value received. Consult a qualified tax professional.

### **THE ROTARY FOUNDATION**

The Rotary Foundation (TRF) is a qualified 501(c)(3) non-profit organization of Rotary International (RI), and is separate from the Club and the PNR Foundation. Funds are used for national and international service projects as well as for operating and staff expenses, and Rotarian Paul Harris Fellow (PHF) awards. The Club has an annual pledge drive to raise funds. Fundraising expenses and contributions are typically fully deductible. Consult a qualified tax professional.

## **YOUR FINANCIAL OBLIGATIONS**

### **Initiation Fee: \$150.00**

An initiation fee of \$150.00 is required of a new member. \$100.00 will be submitted to The Rotary Foundation as an initial donation towards becoming a Paul Harris Fellow. The remaining \$50.00 goes to the Pleasanton North Rotary (PNR) Foundation. New members transferring from another Rotary Club are exempt from paying the \$100 to the Rotary Foundation. The foregoing fees are tax deductible.

## **Quarterly Dues: \$300.00 per quarter / \$1,200.00 per year + \$100.00 Annual “Fines”**

Membership in Pleasanton North Rotary currently costs **\$300.00** per quarter or **\$1,200.00** per year plus \$100.00 in annual “fines”. An invoice will be sent to each member at the beginning of the quarter or pro-rated for new members joining mid-quarter. The majority of the amount covers weekly meeting meals even if you are unable to attend. If you miss a meeting and attend another Rotary Club meeting or pay for a meal at another Rotary recognized event, a make-up credit of \$20.00 will be issued to your account if the make-up meeting falls within a two-week window of a missed PNR meeting. Your invoice can be paid by credit card.

The following is a listing of what your quarterly dues covers:

- Meal expense at weekly meetings. Haps Original restaurant currently charges PNR \$20.00 for each person in attendance with a 35-person minimum. This amount includes the meal, gratuity, meeting room setup and tax.
- Meal expense for invited guests such as guest luncheon speaker; Student-Of-The-Month and parents / principal; prospective new members (three meeting allowance); sponsored foreign exchange students, etc.
- District 5170 dues and Rotary International Dues. Currently \$150.00 per member per year.
- Club Administrative Expenses including Internet ClubRunner subscription; storage rental; Pleasanton Chamber of Commerce membership; Post Office Box rental; Non-Profit Income Tax Preparation by CPA firm; club badges and supplies; credit card fees; International Convention registration for incoming PNR President. These expenses total approximately \$6,700.00 annually.
- Club social expenses approved by PNR President and Treasurer.

## **Additional Expenses: Voluntary**

Voluntary contributions are solicited annually for the Rotary Foundation which goes toward ones Paul Harris Fellow account. These contributions fund national and international Rotary projects. In addition, all members are asked to support and attend fund raising events throughout the year which supports the PNR Foundation as explained above. While these contributions are voluntary, they can total up to \$1,000.00 or more a year.

## **“Family Membership” Dues:**

The category of a “Family Membership” was added in 2019 to include a spouse, domestic partner or adult child between 18 to 30 of a regular member. A “Family” Membership in Pleasanton North Rotary currently costs \$150.00 per year for each “family member” joining PNR. An invoice will be generated to the “family member” upon the acceptance of him or her into the Club and will be pro-rated monthly for the PNR Rotary year of July 1 – June 30<sup>th</sup>. The amount covers the annual dues paid to Rotary International and District 5170. In addition, a “Family member” will pay for the meal cost of each meeting they attend which is currently \$20.00. The amount can be paid by cash or credit card.

Contributions to the Rotary International Foundation (which starts ones account toward becoming a Paul Harris Fellow) and Rotary Foundation are voluntary.

## **Welcome to PNR from the Technology Chair**

*Congratulations* on joining the “World’s Greatest Rotary Club”, Pleasanton North Rotary (PNR). We want to do our best to get you connected with the PNR membership and informed of all PNR activities, in addition to District and Rotary International activities. Getting you online and on our website quickly is the best way to accomplish this. If you have any problems or questions with the website, please contact the Technology Chair.

### **PNR Website and ClubRunner**

When you are formally inducted into PNR, the Secretary will go on the ClubRunner website and add your name and basic information (address, contact info, etc.). This information will alert Rotary International of your membership and will automatically send you an email that welcomes you and gives you a Login name and temporary password. Log into [www.pnr-rotary.org](http://www.pnr-rotary.org), which will take you to our public website. Click on “Member Login” and enter your Login Name and Password. When a new website page appears, click on “Member Area”. This will link you to ClubRunner administration page where you can update more of your personal information and “profile”. When doing so, it would be a good time to upload a recent photo of you to be included in the Club “Photo” membership roster. When in Club Runner you can explore many areas of good information such as Club Membership Roster; an email section and many more links to good information.

### **Rotary International Website**

To obtain access to Rotary International website and your specific membership data, go to [my.rotary.org](http://my.rotary.org) and follow directions for creating an account. Once registered, you'll have quick and easy access to a wealth of information including:

- Contribute to The Rotary Foundation (TRF)
- View your contribution history
- Manage your Rotary e-mail subscriptions
- Register for Rotary International meetings (ex.: Annual Convention)
- View secure sites with RI
- Club and District officers have access to additional records and reports

As with any business, Rotary has to manage its affairs in the modern world of technology. To this end, the Board has adopted a Privacy and e-Security Policy. Please read this carefully and contact the Technology Chair if you have any questions.

## **PRIVACY AND e-SECURITY POLICY**

1. Pleasanton North Rotary Member information consists of:
  - a. Personal data, which may be shared only with the members of the Club and
  - b. Business data, which may be shared with the public.



2. You as a member are permitted to make your own personal list of Club members for your own use in Rotary. Although business contact information may be passed on to someone outside the Club, you cannot share this information outside the club without securing a formal approval from the Board.
3. The compilation of either member or non-members data, whether personal or business information, of any nature, is confidential. Members who come in contact with “lists” of names, whether constructed by themselves or obtained from the Club, or any information from our “A Starry Night” database or from other sources, promise:
  - a. To use the information solely for “the good of Rotary” as their function demands;
  - b. That such information will never be used in your own business or passed on to any person for whatever reason;
  - c. That you will not gather or use any such information without the expressed knowledge and consent of either:
    - i. A Committee Chair, when applicable, who shall act with the expressed knowledge and consent of
    - ii. An Event Chair, when applicable, who shall act with the expressed knowledge and consent of
    - iii. The Board.
4. You will not use the PNR logo or name on any letter or form without the express knowledge and consent of either:
  - a. A Committee Chair, when applicable, who shall act with the expressed knowledge and consent of
  - b. An Event Chair, when applicable, who shall act with the expressed knowledge and consent of the Board.

**The following are strong recommendations to avoid viruses and malicious codes and maintain good etiquette:**

5. Emails sent to members will **always** have a subject. Members should delete any email received without a subject.
6. Emails containing an attachment will explain the attachment in the body of the message. This text may be shortened only when the recipient already knows of and is expecting the attachment. A member receiving a message with an unexpected attachment should scrutinize the body text, and even then may ask the sender for confirmation of the message before opening the attachment, or delete it if there is any doubt about its authenticity, and then ask to have it sent again.
7. Members should not send nor save or open attachments with the extensions of **exe, dll, eml, vbs, tmp**. Any message bearing attachments with these extensions should be deleted upon receipt.
8. When sending messages, avoid “forwarding” messages that create attachments or long text trails. Instead, copy the portion of the message you wish to forward and paste it in a new message, or delete the “FW:” in the subject and unneeded text.
9. Do not forward email petitions. (Note that most petitions have no date to them. Some go around the Internet forever!) Petitions may be done from websites; they should never come from email messages.

10. Scrutinize and research messages about your accounts, or money held for you, children in trouble and other items. Be aware of calls or emails from a tech support company or requests for gift cards as payment. Visit <http://www.fbi.gov/scams-safety/fraud> for more information.
11. Members are strongly encouraged to have anti-virus software on their computers and other Internet connected devices, **and** to ensure that virus definition lists are updated at least **weekly**. You should not assume that these automatic updates are always carried out as planned, manually verify regularly. Members are also encouraged to update their software a day or two after a new virus “makes the news”, since its solution should be posted by then.
12. Members are strongly encouraged to install all security updates to their Operating System (Windows, MAC, Chrome and Linux)
13. Members are strongly encouraged to install software patches, especially ones pertaining to security vulnerability, including the Office suite of programs, Word, Excel, etc., email software, Adobe programs and other commonly used programs.
14. Members are strongly encouraged to use complex passwords (at least 8 characters, upper and lower case letters, plus numbers and symbols) and, if electronically stored, use a password protected program such as PasswordSafe or KeePass. (Note: saving passwords in your browser is highly risky as these files are usually not encrypted.)

## **Youth Protection Awareness Training**

PNR requires all members to complete the District 5170 Youth Protection Awareness Training, which is noted in item 1, below. If there is a strong likelihood that you will interact one-on-one with youth in the course of your Rotarian activities and duties, then the District requires you complete the three steps for the full Youth Protection Certification process. Visit <https://rotarydistrict5170.org/sitepage/youth-protection-1> for more information.

Here are the three steps, as noted in the Rotary Youth Protection Checklist (<https://clubrunner.blob.core.windows.net/00000050083/en-ca/files/homepage/youth-protection-checklist/Youth-Protection-Checklist.pdf>):

1. Complete the online District Youth Protection Awareness training course. It is available by visiting [http://yex.rotary5170.org/ave\\_youth/YPATraining.asp](http://yex.rotary5170.org/ave_youth/YPATraining.asp) and following the instructions. The course is the same for everyone, but each test is unique. After passing the test, you are notified immediately. You should save a copy of your passing result. However, if you fail, you can take it over until you pass. The District is informed of who has passed the course, which is then noted in the District Youth Protection Certification database.
2. Fill out the Youth Service Volunteer Affidavit form. Go to <https://rotarydistrict5170.org/sitepage/youth-protection-1> and under Links, access the Online Youth Service Volunteer Affidavit information ([http://yex.rotary5170.org/ave\\_youth/YSVA.asp](http://yex.rotary5170.org/ave_youth/YSVA.asp)). The YSVA form is required of all Rotarians and volunteers who have one-on-one contact with Youth. This is now done as part of an automated process. The online YSVA process includes

responding to personal interview questions, as well as listing three references with their email addresses (only one of whom can be a Rotarian). The three references will be automatically contacted by email with a link to a set of reference check questions that they will be asked to complete. When requesting the YSVA form, as noted earlier, if you do not see your name listed for PNR, please contact the Club's Youth Protection Officer.

3. Access and read the LifeScan instructions (<https://clubrunner.blob.core.windows.net/00000050083/en-ca/files/sitepage/youth-protection-1/livescan-instructions/Livescan-instructions.pdf>); then download and complete a LiveScan application form (<https://clubrunner.blob.core.windows.net/00000050083/en-ca/files/sitepage/youth-protection-1/livescan-request-form/LiveScan-D5170.pdf>) and take 3 copies to a State Registered Live Scan business (<https://oag.ca.gov/fingerprints/locations>). There is a nominal fee of \$50 to \$70.

*For Your Information:* Each Rotary Club is required by the District to have three members (at least one of whom is a male and one of whom is a female) fully certified in Youth Protection. This is accomplished by fulfilling the District Abuse Requirements (above).

## Duties of Club Officers and Committees

Being a Rotary Club Officer or Committee Chair is more than conducting Club operations and raising community funds. Rotary Club Officers and Chairs contact community leaders to let them know we are here to serve, find ways the Club can assist the community, and encourage and assist Club members in assisting the community, the nation, and the world. To assist Clubs in these goals, Rotary International has many documents and training materials to inform Rotarians of how to perform these duties and assure Rotary is properly represented at Club events and other functions. There are two primary documents, the Rotary Code of Policies and the Manual of Procedure. Current versions of these and other documents are at <https://www.rotary.org/myrotary/en/learning-reference/policies-procedures/governance-documents>.

### **\*= Voting Board Member**

President *	Conduct Club and Board meetings, represent the Club at District and Area meetings.
President Elect *	Act as President (Pro Tem) in the President's absence and assist President as needed.
Past President *	Advise the President.
Vice President *	Support and assist the President.
Treasurer *	Prepare invoices and collect dues from Club members; pay invoices when received; receive and process Club mail; take attendance at meetings and report to District.

## Duties of Club Officers and Committees Continued

Secretary *	Maintain Club member database; take Board meeting minutes; update Club documents; create new member certificates; order Club supplies; seek approval from Board and general membership of proposed new members.
Sergeant-at-Arms *	Set up and take down Club equipment at meetings; assist President in maintaining appropriate conduct at meetings.
Club Service Chair *	Propose and direct Club activities that foster fellowship within the Club.
Community Service Chair *	Propose and direct Club activities that assist the community.
International Service Chair *	Propose and direct Club activities that assist with International projects; attend District and Area meetings on International projects.
Membership Chair *	Encourage member retention and new member acquisition.
Vocational /Public Relations Chair *	Encourage and assists Rotarians to serve others through their chosen vocation.
Youth Service Chair *	Provide liaison services to local Interact and Rotaract clubs; oversee local Youth Exchange.
Program Chair	Arrange weekly speakers for Club meetings.
Rotary Foundation Chair	Initiate and direct the annual pledge drive for The Rotary Foundation “End Polio Now” campaigns; coordinate a District Governor visit for awarding pledge pins and Paul Harris Fellow awards; collect and send annual TFR and new member initiation donations to Rotary International (RI).
We Be Caring Chair	Contact absent members; advise Club of member and family circumstances that Club might encourage or aid members and family.
Website / Social Media / Technology Chair	Update PNR website and assist members with use of and updating of technology.
Youth Protection Officer	Encourage and assist Club members to complete Youth Protection screening and training.
Youth Exchange Chair	Liaison to our Foreign Exchange Student Program; set up and support Host families; support exchange students.

## Duties of Club Officers and Committees Continued

Tri-Valley Turkey Burn (TVTB) Chair	Organizing and staffing our annual Thanksgiving morning 5K & 10K walk-run.
Fund Raising Co-Chair	Encouraging fundraising activities and ideas and identifying members to lead in these endeavors.
Fitness and Wellnes Chair	Presents thoughts and ideas on healthy living and life styles for our Members.
PNR Foundation President	Leads the seven member PNR Foundation Board at bi-monthly meetings where discussions and decisions are made concerning good fiscal management of our Club fund raising dollars and the issuance of grants to worthy local charities.

**Present and Past**  
**Pleasanton North Rotary - Club Presidents**

<u>Year</u>	<u>President</u>	<u>"Nickname"</u>
2020-2021	Dave Pitcher	"Orville Redenbacher"
2019-2020	Tami Hennegan	"Swabbie"
2018-2019	André O. Wright	"Tinkerbell"
2017-2018	Gina Piper	"Princess"
2016-2017	David Eisenhauer	"Slick"
2015-2016	Ed Golden	"Uncle Fester"
2014-2015	Thomas Hall	"Jethro"
2013-2014	Frank Hanna	"Bevo"
2012-2013	Tina Case	"Hello Kitty"
2011-2012	Ronda Henstorf	"Jane Doe"
2010-2011	Brian Damiani	"Gordon Gekko"
2009-2010	Dave Parker	"Mr. Rogers"
2008-2009	David Cherry	"Flat Tire"
2007-2008	Dominic Pipitone	"Focker"
2006-2007	Esther Becker	"Olive Oyl"
2005-2006	Jerry Pentin	"Gomer"
2004-2005	Bill Wheeler	"Ralph Kramden"
2003-2004	Susan DuPree	"Dr. Seuss"
2002-2003	Keith Seibert	"Woody"
2001-2002	Herb Ritter	"Elmer Fudd"
2000-2001	Wayne Yeaw	"Yoda"
1999-2000	Jack Parker	"Colonel Sanders"
1998-1999	Vince McNamara	"Peaches"
1997-1998	Martin Sweeney	"Moonbeam"
1996-1997	Gene Finch	"Mr. Magoo"
1995-1996	Ken McDonald	"Cal"
1994-1995	Ron Hyde	"Skippy"
1993-1994	Dave Walden	"Spudd"
1992-1993	Dick Howard	"Big Dick"
1991-1992	Ron Mize	
1990-1991	Larry Smith	"Dogmeat"
1989-1990	Sergio Carvacho	
1988-1989	Bruce Jobson	
1987-1988	Chuck Pickens	

## Pleasanton North Rotary – Rotarian of the Year Award

<u>Year</u>	<u>Presented To</u>
2019-2020	Darcy DeCoite
2018-2019	Jim Brice
2017-2018	Thomas Hall
2016-2017	Tami Hennegan
2015-2016	Dave Pitcher
2014-2015	Frank Hanna
2013-2014	Kevin Greenlee
2012-2013	Dominic Pipitone
2011-2012	Jim Brice
2010-2011	Jerry Pentin
2009-2010	Bill Wheeler
2008-2009	Francois Daquist
2007-2008	Dave Parker
2006-2007	Jerry Pentin
2005-2006	Bill Wheeler
2004-2005	Tony Mathews
2003-2004	Francois Daquist
2002-2003	Carol Ott
2001-2002	Mike Cloutier
2000-2001	Richard Cousins
1999-2000	Wayne Yeaw
1998-1999	Steve Sherman
1997-1998	Ron Hyde
1996-1997	Martin Sweeney
1995-1996	Herb Ritter
1994-1995	Paul Beha
1993-1994	Dick Howard
1992-1993	Vince McNamara
1991-1992	
1990-1991	Larry Smith
1989-1990	Chuck Pickens
1988-1989	Ron Hyde
1987-1988	Ken McDonald



# Pleasanton North Rotary Blue Badge Requirements:

“The Red Badge Road to Success”

Name: \_\_\_\_\_ Preferred phone:# \_\_\_\_\_

Email: \_\_\_\_\_ Classification: \_\_\_\_\_

Date of Induction into the Club: \_\_\_\_\_ Sponsor: \_\_\_\_\_

When you join PNR, you receive a Red Badge to indicate to others that you are a new member, learning the ways of Rotary and meeting fellow club members. Here is a list of activities you need to complete to receive your permanent Blue Badge:

1. Attend one PNR social event, fundraiser *or* service project \* Date \_\_\_\_\_
2. Complete a Vocational Talk at a club meeting \* Date \_\_\_\_\_
3. Choose a PNR Committee that interests you or ask to be assigned one \*  
Committee Name \_\_\_\_\_ Date \_\_\_\_\_
4. Complete roster information sheet on the PNR website in Club Runner \* Date \_\_\_\_\_
5. Complete the District Youth Protection Awareness Course (online) Date \_\_\_\_\_
6. Attend a meeting at another Rotary club Date \_\_\_\_\_
7. Attend a PNR Club Board meeting Date \_\_\_\_\_
8. Attend a PNR Foundation Board meeting Date \_\_\_\_\_
9. Attend one Rotary District 5170 function/event Date \_\_\_\_\_

\*Denotes the requirements for a Rotarian transfer or a “Family Member”