

**ROTARY INTERNATIONAL
DISTRICT 5280
2016-2017**

DISTRICT ASSEMBLY
AN EDUCATION FORUM



DISTRICT GOVERNOR
Greg O'Brien

CARSON CIVIC CENTER | May 14, 2016

Rotary



**DISTRICT ASSEMBLY
MAY 14, 2016**

7:00 – 7:30 A.M. REGISTRATION

**Purchase Rotary Foundation Centennial Celebration Dinner Seating
Club Reserved Seating Released At Noon**

District Humanitarian Trip Sign-ups

7:30 – 8:00 A.M. BREAKFAST AND FELLOWSHIP

8:00 – 8:40 A.M. PROGRAM

**Welcome.....DGE Cozette Vergari, Assembly Chair, Rotary Club of Westchester
Invocation.....President Dave Friedman, Rotary Club of Greater Van Nuys
Pledge.....SAG Club Service Kathleen Terry, Rotary Club of Manhattan Beach
District Governor Introduction.....DGE Cozette Vergari, Rotary Club of Westchester
Governor's Comments.....DG Greg O'Brien, Rotary Club of Palos Verdes Peninsula
Closing Remarks.....DGN Joe Vasquez, Rotary Club of Bellflower**

Breakout Sessions

Session 1 9:00 – 9:50 a.m.

Session 2 10:00 – 10:50 a.m.

Session 3 11:00 – 11:50 a.m.

DISTRICT ASSEMBLY BREAKOUT SESSIONS

Room	Session 1: 9 AM	Session 2: 10 AM	Session 3: 11 AM
Adult Activity Room	2016-17 Presidents with DG Greg O'Brien & Chief of Staff Jerry Brown	2016-17 Presidents with DG Greg O'Brien, Chief of Staff Jerry Brown, Club SAG Kathleen Terry & AGs	Funding Projects 2016-17 Presidents and others welcome DGE Cozette Vergari
Adult Lounge	Youth Programs SAG Bette Hall	Youth Programs SAG Bette Hall	
107AB	2017-18 Presidents with DGE Cozette Vergari	Club 501(c)(3) Foundations DGE Cozette Vergari	Youth Protection Training SAG Risk Management Val Velasco & Youth Exchange Chair Warren Bobrow
107C	Club Secretaries District Office Administrator Tori Hettinger; Nora MacLellan	Beginning Level Communications/ Public Image Tori Hettinger & SAG Michael Turner	Advanced Level Communications/ Public Image Tori Hettinger & SAG Michael Turner
111	Club Treasurers 2015-16 & 2016-17 District Treasurers Andrea Clark & Larry Gillham	Vocational Service SAG Olivia Patterson-Ryans	District Events Foundation Centennial Celebration Co-Chairs Rica Viola and Karen Greenberg; District Picnic Chair Wendy Clifford; District Conference Co-Chairs Freddy King and Shirley Giltzow; District Breakfasts Chair Jaimee Sul Cantrell
Community Hall A		Membership SAG Ken Chong	Membership SAG Ken Chong
Community Hall B		The Rotary Foundation DRFC PDG Brad Robinson & Foundation Committee: PDG Chuck Anderson, Gus Opperman, Jewel Price and Shirley Giltzow	Club Service SAG Kathleen Terry
Community Hall C			Community Service SAG Alan Bernstein
International 132 AB	International Service SAG Mark Ameli; District Humanitarian Trip Chairs Melody & Paul St. John	International Service SAG Mark Ameli; District Humanitarian Trip Chairs Melody & Paul St. John	Principles of Leadership SAG Dean Reutter
212	2016-17 Assistant Governors with SAG Club Service Kathleen Terry	2016-17 Assistant Governors with SAG Club Service Kathleen Terry	

ASSEMBLY SESSIONS

2016-2017 PRESIDENTS: District Governor Greg O'Brien is holding these sessions just for you! This is another chance to get to interact and get to know your fellow incoming **Presidents, DG Greg, Chief of Staff Jerry Brown, and Club Service SAG Kathleen Terry, as well your club's Assistant Governor.** These sessions will feature important and valuable information to assist you in a successful year as president.

2017-2018 PRESIDENTS: This is your own special meeting with **your District Governor, Cozette Vergari,** and an opportunity to begin to know the Class of 2017-18 District 5280 Presidents. **DGE Cozette** will share her vision and, more importantly, what the District has to offer in support of the goals of the **2016-17 Presidents-Elect** and their respective clubs.

CLUB SECRETARIES: *"I wonder just what the Club Secretary DOES."* **Nora MacLellan and Tori Hettinger** will be on hand to explain what is expected from you as **Club Secretary,** what the District Office needs from you and when and how to submit the Rotary International Reports (most are completed and submitted online). The **Club Secretary** position is vital within the Club. You won't want to miss out on this session.

CLUB TREASURERS: Are you the one responsible for collecting the dues, paying the bills and making sure that all in your club know of the bank balances? Do you know what the district expects? Do you understand what information RI needs and requires? Do you understand what tax returns need to be filed? Come and learn from the expert, current **District Treasurer Andrea Clark,** as she shares her wisdom and knowledge with **Club Treasurers.** If you are experienced, please be ready to share some of the tricks of the trade you have learned along the way. Joining **Andrea** will be **2016-17 District Treasurer, Larry Gillham.**

2016-17 ASSISTANT GOVERNORS: **Club Service SAG, Kathleen Terry,** will share guidelines for the very important leadership role and corresponding duties of the **2016-17 Assistant Governors,** as the key liaisons between **District Governor Greg O'Brien** and the **Club Presidents** in District 5280.

CLUB SERVICE: I agreed to be **Club Service Chair;** what should I do now? Where do I get all the information I need to make our Club run more smoothly? If you are wondering about the "who, what, where, when and why's" of Club Service, **SAG Kathleen Terry** will get you on the right track with this session meant for all incoming **Club Service Chairs.**

YOUTH PROGRAMS: How do we support and engage our Interact Clubs and Rotaract Clubs? **Club Youth Service Directors** will learn about the many district and club programs that support and develop our youth. **Youth SAG, Bette Hall,** will share information regarding the many exciting activities and programs the district has to offer and how clubs can further develop and strengthen their own youth programs, as well as share ideas with one another.

YOUTH PROTECTION TRAINING: **Do you work with youth through Rotary?** If so, this is a perfect opportunity to obtain the required certification training. **Risk Management SAG, Val Velasco, and Youth Exchange Chair, Warren Bobrow,** will conduct trainings and coordinate your certification process. All Rotarians working with any youth at the club or district level must be certified.

ASSEMBLY SESSIONS (Continued)

VOCATIONAL SERVICE: This is a vital part of Rotary, encompassing everything from career planning to Rotarians doing business with Rotarians. For many non-Rotarians, their experience with Rotary might have been winning a scholarship at the club level or a district wide competition in art, dance, music or speech, when they were in high school. Make sure you, as **Vocational Chair**, take the opportunity to share with **Vocational Service SAG, Olivia Patterson-Ryans**, her experience and enthusiasm, as she focuses on the opportunities, in the Vocational Avenue of Service, to engage your community, attract new members and develop skills to enrich your fellow Rotarians.

COMMUNITY SERVICE: *What is Rotary?* I've heard of it but what does Rotary do? How many times have we all heard *that* one? How can we, as Rotarians and Rotary clubs, get more involved in the community and get our name out there? What kinds of events are other clubs doing? What is your District organizing for community events? Are you as your club's **Community Service Chair** wondering what you are supposed to be doing? **Community Service SAG, Alan Bernstein**, will share information and ideas with you during this very informative session for incoming **Community Service Chairs**.

INTERNATIONAL SERVICE & HUMANITARIAN TRIP TO MEXICO: Join International **Service SAG Mark Ameli** to hear about Disaster Relief, Friendship Exchange and Peace and Conflict Resolution. You will also hear how you can enhance your Rotary experience by getting more involved. The **District Humanitarian Trip Co-Chairs Paul and Melody St. John** will present details about the annual District 5280 Humanitarian Trip, which is unique in the Rotary world. Not only does our money make a difference in people's lives, but we engage over a hundred Rotarians in travel, to witness and participate in these hands-on humanitarian projects. In addition, we get to work alongside local Rotarians, the community, and the beneficiaries in fellowship. Come and hear about the 14th annual District Humanitarian Trip which will be to the Yucatán Peninsula, Merida, Mexico where you and your club members can experience those "Aha Rotary Moments."

THE ROTARY FOUNDATION: There will be a brief overview of the Foundation and the different Foundation Committees. This session will include a discussion about the guidelines for District grants and the grant application process. We will also present a description of the Global Grant application process and make suggestions about how to create successful Global Grants. There will be discussions about Global Scholars, Peace Scholars, Vocational Training Teams, the Peace Committee and Polio Plus. This session will be good for Club Foundation Chairs, International Service Chairs and anyone that wants to complete a District Grant or Global Grant during the next Rotary year.

FUNDING PROJECTS (WITH AVAILABLE GRANTS): This session will guide **2016-17 Club Presidents**, as well as, **Club Community Service Directors, and others**, in finding answers to the following questions. What are the possible resources for funding our club project? How do we obtain a grant to help fund our project? How much are we eligible to receive? How do we apply? How much money does the Club need to contribute? Join this informative session given by **DGE Cozette Vergari**. And, maybe then, your club will be the one doing the project you have always hoped to do, but lacked the funding!

ASSEMBLY SESSIONS (Continued)

PRINCIPLES OF LEADERSHIP: How to optimize your year as a leader in your club. Review the “Basics” of Leadership, with a special look at your role as a leader in a volunteer organization. Let **SAG Dean Reutter** show you how! This session is designed for all **Future Leaders of Rotary and Business**.

CLUB 501(C)(3) FOUNDATIONS: Does your club have a **501(1)(3) Foundation**, which allows donors to receive a tax deduction when they donate monies for your club’s project? **If yes**, is your foundation in compliance with the formalities required by the IRS, or could your foundation be in jeopardy of losing its 501(1)(3) status? **If no**, is your club interested in forming such an entity? **If not**, there is another option to receive donations, qualifying as a tax deduction for a donor. Learn about the RI District Charitable Foundation, a 501(1)(3) foundation, and how it can serve your club. Join **DGE, Cozette Vergari**, to understand the benefits and obligations of a 501(1)(3) Foundation.

MEMBERSHIP (Recruitment and Retention): These are problems facing every Club. Where do we find new members? How do we retain the members we currently have? If you have had the opportunity to listen to **Membership SAG, Ken Chong**, you will know he always has excellent and fun ideas to share with you regarding membership. This is where you can come to get ideas for membership, as well as connect and share ideas with membership chairs of other clubs.

COMMUNICATIONS/PUBLIC IMAGE: Let’s talk about how we communicate. Is it through Facebook pages, social media, websites? What do you know about Rotary Club Central or My Rotary? Are you frustrated trying to get information from RI, or just getting information updated/entered? Then this session is made for you. PR helps to increase membership and highlight fund-raising, as well as promoting your club community and district events. Let’s raise awareness!! Effective communication and PR are the focus of this session with **Tori Hettinger, District Office Administrator, Communications SAG, Michael Turner and members of the District Communications Team**. This is designed for **Club Communications/Public Relations Chairs**.

DISTRICT EVENTS: We all love to have fun and one of the golden rules of Rotary is fellowship. Once again, opportunities abound for fun and fellowship in District 5280. Listen to **Rica Viola, Karen Greenberg, Jaimee Sul Cantrell, Wendy Clifford, Freddy King, Shirley Giltzow** and others who will be sharing the opportunities for fun events this Rotary year.

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