District Rotaract Training Assembly RY 2022-23

Club Service Workshop

By District Rotaract Club Service Director

Rotaract District 3310

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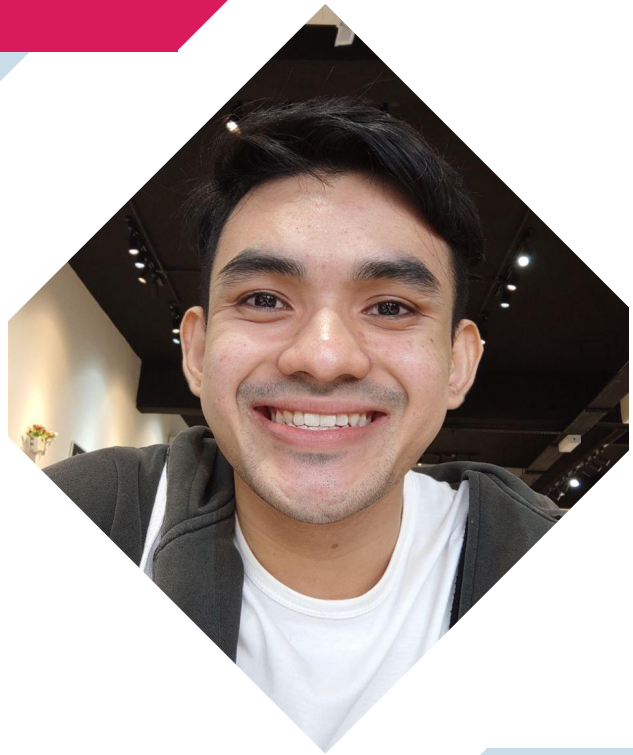
Trainer: Chaiyawat Virak



Prior Positions Taken:

Vice President of Rotaract Club of UNIMAS RY 2021-22

District Club Service Director RY 2022-23

Education Background

Selangor Matriculation College - Foundation In Accounting
Bachelor's Degree in Psychology, UNIMAS

Currently Doing:

Psychology
Be Alive
Rotaract
Karnsuksa Initiative Malaysia

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Ice breaker

Rotaract District 3310

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Let's Introduce Ourselves!

- Name
- Club
- Where you are right now?
- Your hobby?
- Why are you here?

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Overview of Rotary and Rotaract

Rotaract District 3310

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The Rotary Mission

A. provide service to others,

B. promote integrity, and

C. advance world understanding, goodwill and peace

D. through our fellowship of business, professional and community leaders

What is Rotaract?

Rotaract is a service club for men and women aged 18 and above who are dedicated to finding innovative solutions to the world's most pressing challenges while developing professional and leadership skills.

Rotaract stands for: Rotary in Action

Motto: Fellowship Through Service

History

On the campus of the University of North Carolina, members of the world's first Rotaract club inaugurate a new, long-term project. They'll plant a young tree to honor each new Rotaract country and its first club. On hand to represent the Rotary Club of Charlotte are (left) Bill Kemp, Rotaract Committee Chairman, and (right) Charles Grier, Chairman of the District 767 Rotaract-Interact Committee.

First chartered Rotaract Club is on March 13, 1968: Rotaract Club of North Charlotte

From 1930s to 1950s, there were many youth organisations/clubs sponsored by Rotary Club based on Rotary principles

Many Interactors (Interact was formed in 1962) who reached the age limit of that program, were starting new types of clubs called “Senior Interact”.

In 2019, Rotaract went from being a program of Rotary International to being a membership type of Rotary International, elevating its status to resemble that of Rotary clubs.

Types of Rotaract Clubs

Institutional-based

Usually taken as extracurricular activities for self and professional development through service

Community-Based

For youths who would like to have a platform to impact changes in their communities

World Map

We have more than 250,000 members in more than 10,000 Rotaract Clubs worldwide!

Spread Across
184 countries
Grouped into
529 districts

Rotaract District 3310

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About our District and What we do

Rotaract District 3310

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We belong in District 3310!

- Zone 1: Johor and Melaka
- Zone 2: Sabah
- Zone 3: Singapore
- Zone 4: Sarawak

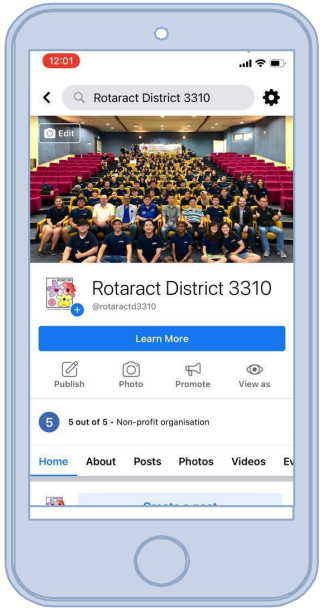
Rotaract District 3310

31 Active Rotaract Clubs

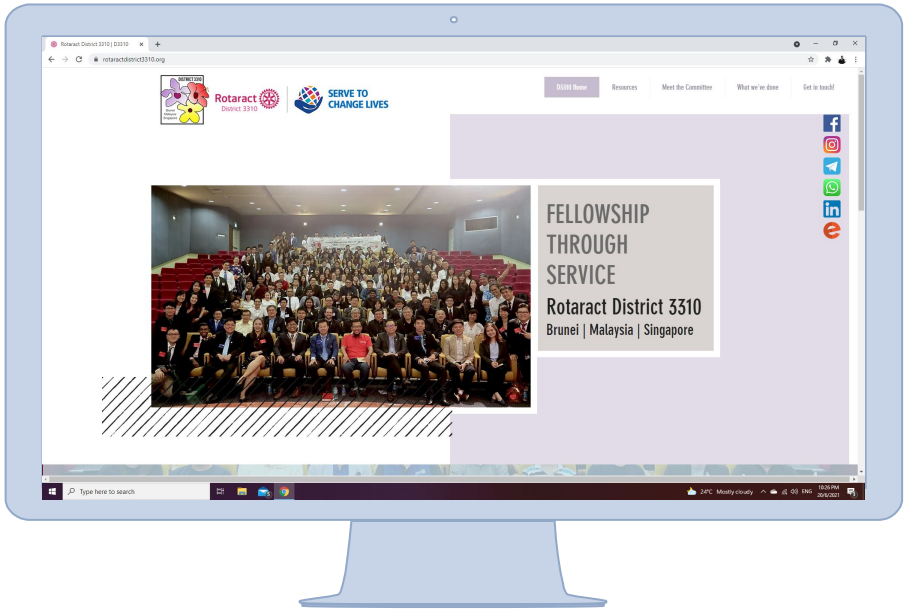
Over 3,000 Rotaractors and Alumnis

Our Social Media Platforms!

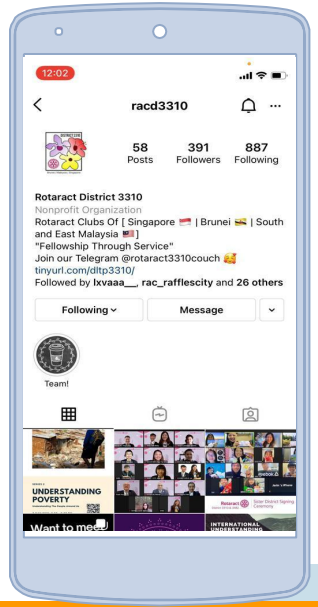
@Rotaractd3310



www.rotaractdistrict3310.org



@racd3310



Our Rotaract Clubs

Zone 1 (Johor, Malacca)	Zone 2 (Sabah)	Zone 3 (Singapore)	Zone 4 (Sarawak)
Institutional-based • Asia Metropolitan University Community-based • Bandar Penggaram • *Johor Bahru*	Institutional-based • INTI College Sabah • Institute Science and Management • Kolej Teknikal Yayasan Sabah • Universiti Malaysia Sabah • UMSKAL	Institutional-based • ITE College Central • ITE College East • ITE College West • Ngee Ann Polytechnic • Singapore Polytechnic • Nanyang Technological University • National University of Singapore • Singapore Management University • Singapore University of Technology and Design • Singapore Institute of Technology Community-based • Ang Mo Kio • Bukit Gombak • Choa Chu Kang • North West • Raffles City • Singapore West • Singapore • Singapore City	Institutional-based • Curtin University • SEGi College Sarawak • Swinburne Sarawak • UNIMAS **Cyber** • E-Rotaract 3310

District Rotaract Committee RY 2022-23

District Rotaract Representative
Tang Hui Wen
E-Rotaract Club 3310

Past District Governor, Rotaract Advisor
Michael Yee
Rotary Club of Garden City

District Rotaract Chair
Brian Tan
Rotary Club of Raffles City

District Rotaract Secretary
Chau Pei En
Rotaract Club of Raffles City

District Rotaract Representative Elect & Treasurer
Kaylene Pillai
Rotaract Club of Raffles City

Immediate Past District Rotaract Representative, Elevate Rotaract - Lead, APRRC 2024 Conference Chair
Divagaran Kalaivanan
Rotaract Club of Raffles City

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District Rotaract Committee RY 2022-23

Rotarian Regional Chair Zone 1 (Johor and Melaka)
PP Veshnudran Sivamoorthy
Rotary Club of Johor Centennial

Rotaractor Regional Chair Zone 1 (Johor and Melaka)
Irene Sia Wei Xing
Rotaract Club of Bandar Penggaram

Rotarian Regional Chair Zone 2 (Sabah)
Fia Iskandar
Rotary Club of Kota Kinabalu Pearl

Rotaractor Regional Chair Zone 2 (Sabah)
Chin Cai Yun
Rotaract Club of UMS

Rotarian Regional Chair Zone 3 (Singapore)
Picasso Lin Guorong
Rotary Club of Garden City

Rotaractor Regional Chair Zone 3 (Singapore)
Dervin Lua Wei Jun
Rotaract Club of Ngee Ann Polytechnic

Rotarian Regional Chair Zone 4 (Sarawak)
PP Nicholas Hon Sian
Rotary Club of Kuching

Rotaractor Regional Chair Zone 4 (Sarawak)
Vilassiny Gunaselvan
Rotaract Club of UNIMAS

Rotaract District 3310

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District Rotaract Committee RY 2022-23

District Rotaract Community Service Director
Ryan Yap Chen-Yen
Rotaract Club of Swinburne Sarawak

District Rotaract Club Service Director
Chaiyawat A/L Virak
Rotaract Club of UNIMAS

District Rotaract Professional Development Director
Ng Kai Qing
Rotaract Club of Raffles City

District Rotaract Communications Director
Wong Hao Mun
Rotaract Club of UNIMAS

District Rotaract International Service Director
Koh Ying Cong
Rotaract Club of Bukit Gombak

District Rotaract Public Image Director
Khausaalya
Rotaract Club of UNIMAS

District Rotaract International Service Director
Syahrul Azali bin Mohammad Azlan
Rotaract Club of Singapore Polytechnic

District Rotaract Public Image and Communication Team Member
Johannes Gan Dombrowski
Rotaract Club of Raffles City

Rotaract District 3310

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What does the District Rotaract Committee (DRC) do?

Membership recruitment, development and retention

Leaders Training

Branding and Public Image

Communications and Information Sharing

Facilitate fellowship across pillars of service

Our Four Avenues Of Service

Club Service

Community Service

Professional Development

International Service

Rotaract District 3310

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Club Service

Rotaract District 3310 | IMAGINE ROTARY

Community Service

Rotaract District 3310

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Professional Development

Rotaract District 3310

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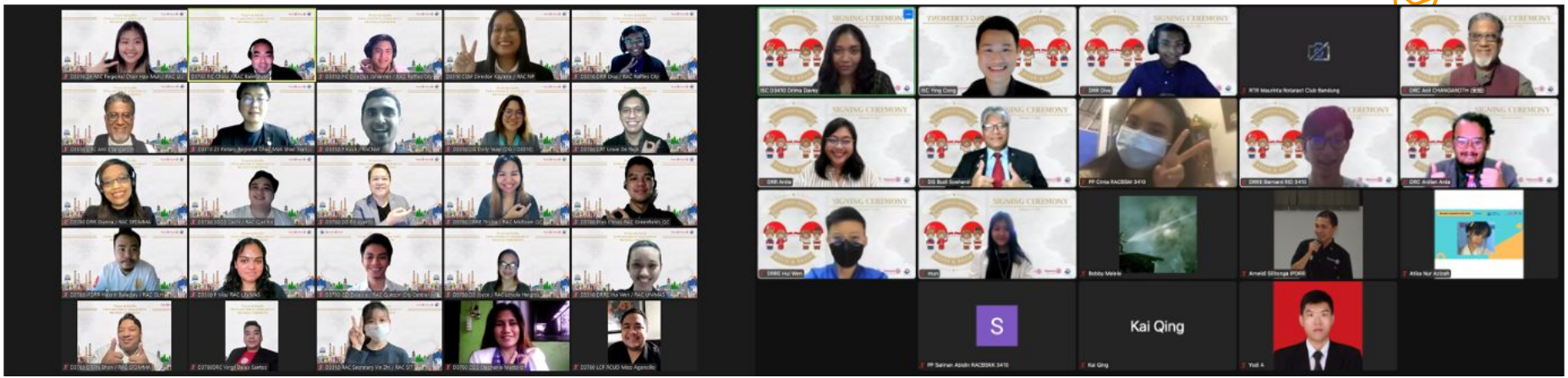
Sister Districts

District 3410 Indonesia & 3780 Philippines



Asia Pacific Rotaract Multi-District Information Organisation

- Asia Pacific Rotaract MDIO was formed on June 16, 2020 and was officially recognized by Rotary International on September 17, 2020 as a regional Rotaract multi-district information organization (MDIO) for Asia Pacific
- We are a Member District of the Organisation
- Holds one of the biggest conferences in the Asia Pacific, the Asia Pacific Rotaract Regional Conference every year

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Rotary International Theme for 2022-2023

Rotaract District 3310

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Rotary Theme

Before that Let's Talk About This Year's Rotary Theme (Imagine Rotary)

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Rotary International President Jennifer Jones wants members to imagine the possibilities in the change they can make to transform the world.

Jones, a member of the Rotary Club of Windsor-Roseland, Ontario, Canada, revealed the 2022-23 presidential theme, *Imagine Rotary*, as she urged people to dream big and harness their connections and the power of Rotary to turn those dreams into reality. "Imagine, a world that deserves our best," Jones told incoming district governors on 20 January, "where we get up each day knowing that we can make a difference."

Rotary Theme

Before that Let's Talk About This Year's Rotary Theme (Imagine Rotary)

Rotary International Theme for 2022-2023

"Imagine, a world that deserves our best, where we get up each day knowing that we can make a difference."

The logo for the theme was designed by Riki Salam, an Australian artist and graphic designer specializing in contemporary Indigenous art, design, and communications. He also created the 2023 Rotary International Convention logo which will be held in Melbourne, Australia, thus connecting the two by a shared visual language.

Rotary Theme

Some of the symbolism includes:

- Circle connections to one another
- Dots around it - our people
- There are 7 Dots for Rotary's 7 areas of focus
- Circle + dots around it - a navigation star, our guiding light
- Green solid line - digging stick (used when doing hard work); for us it's People of Action, represents the tools for getting things done
- The colours purple, green & white - celebrate diversity, equity and inclusion
- Freedom to express ourselves differently but still with a special connection
- Purple is also the colour of Rotary's Polio campaign
- Green represents the Environment
- White stands for peace; it also represents Empowerment and Newness and also the colours were utilised for the women's movement, highlighting the opportunity to grow our female membership.

4

Important Understanding of a Club Service Director

Rotaract District 3310

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Club Service Director's Duties

Club Membership Director

- Ensure continuous membership growth
- Develops strategies
- Ensure members participate in activities

Club Public Image Director

- Writes & distributes Club Bulletin
- Maintains/Sets-up Club social media
- Frequent communication with Rotary and sister clubs

Club Sergeant-At-Arms

- Ensure proper protocols and procedures
- Installations, Annual General Meetings, BOD Meetings

5

Induction & Installation Protocols

Rotaract District 3310

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Who should I invite?

Free of Charge

1. District Governor (DG)
2. District Rotaract Representative (DRR)
3. District Rotaract Committee Rotarian Co-Chair (DRCRC)
4. District Rotaract Representative Elect
5. District Rotaract Representative Nominee (if elected)
6. Rotaract and Rotarian Regional Chairs
7. Sponsoring Rotary/Rotaract Club President
8. Sponsoring Rotary/Rotaract Club Youth Service Director
9. Student and Staff Advisors (where applicable)

To Charge
(Applicable to Clubs that have Registration Fees)

1. Rotaract Clubs
2. Rotaract District Officers
3. Rotarians
4. Members and Guests

Who should be my GOH?

Priority of the order is as follows:

DG > DRR > DRC Rotarian Co-Chair > DRRE > DRRN > Rotaract Regional Chair > Rotarian Regional Chair

If you like to have any other person as the GOH, do contact the DRR for advice

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Whose messages are to be included?

1. Rotary International President*
2. District Governor (DG)*
3. District Rotaract Representative (DRR)*
4. District Rotaract Committee Rotarian Co-Chair (DRCRC)*
5. Outgoing President
6. Incoming President
7. Organising Chairperson (where applicable)

*Installation Messages are available at https://www.rotaractdistrict3310.org/district-3310-resource-page

Rotaract District 3310 | IMAGINE ROTARY

What needs to be in the Programme Timeline?

1. Registration
2. Arrival of Guest of Honour
3. Toast **(If it is an online event, it is optional)**
4. Roll Call
5. Opening Address by Organising Chairperson (if applicable)
6. Speech by Outgoing President
7. Installation of Incoming President
8. Installation of Board of Directors
9. Speech by Incoming President
10. Speech by Guest of Honour

You may add any other programmes in between if needed for your installation eg. Performances/Games.

Toast

Singapore Version

1st Toast : **To the President of the Republic of Singapore** ***(Must be a Singaporean)***

2nd Toast: **To Rotary International**

3rd Toast: **To the Guests**

Malaysia Version

1st Toast: **Sultan/Head of State** ***(Must be a Malaysian)***

2nd Toast: **To Rotary International**

3rd Toast: **To the Guests**

- **Toast should be led by seniority eg. PP,IPP,PE**
- **Toast to Guests should be done by Organising Chairperson**
- **Before Toast, ensure everyone has a drink ready**

Roll Call

1. Guest of Honour's Rotary/Rotaract Club
2. Rotary Clubs furthest from our District
3. Rotary Clubs within our District (in Alphabetical Order)
4. Rotaract Clubs furthest from our District
5. Rotaract Clubs within the District ((in Alphabetical Order)
6. Your own Rotaract Club

Note:

- **Before announcing your club, the emcee must ask if any clubs have been missed out**
- **If yes, please apologize and acknowledge the clubs before you announce your club**

Salutations

1. Guest of Honour
2. Past District Governors (According to Seniority)
3. District Governor Elect
4. District Rotaract Committee Rotarian Co-Chair
5. Rotarian Regional Chairs
6. Rotary District Officers
7. District Rotaract Representative
8. District Rotaract Representative Elect
9. District Rotaract Representative Nominee
10. Rotaract Regional Chairs
11. Sponsoring Rotary Club President
12. Sponsoring Rotary Club Youth Service Director
13. Staff/Student Advisors
14. Rotarians
15. Rotaractors & Interactors
16. Guests

Induction of Members

- Should be done before Installation (best not to include in Installation Ceremony)
- Past Presidents, Outgoing President, DRR or Rotaract Regional Chairs can induct members
- Use the Official Certificates that can be found here.

  https://www.rotaractdistrict3310.org/district-3310-resource-page

6

Club Service Ideation

Rotaract District 3310

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Club Service Ideation

What is Club Service?

= is responsible for club programs that promote fellowship and a better understanding of Rotary. This includes, but is not limited to, social events and fellowship activities

= The Director may establish appropriate committees to support the planning and execution of the Club Service activities and the Director will provide leadership to enlist the active involvement of all members.

Club Service Ideation

The Club Service Officer has an important responsibility, ensuring that members are kept informed on the club's project, event or activity through the Club bulletin, social media or website.

The Club Service Officer requires an understanding of meeting and Rotary procedures to be effective in this role. The Club Service Officer is responsible for a varied range of activities including:

- Keeping members informed – use of information sources including the bulletin, website and Rotary information
- Other Club activities – Conference chair, historian, club property, photographer, welfare officer.

Your aim as Club Service Officer is a vibrant Club, a Club attractive to all members and guests.

Club Service Ideation

Club Service

- Develops strategies for membership development and retention
- Monitors attendance
- Plans fellowship activities for the membership

Risk Management

- Risk management is the process of planning, organizing, leading, and controlling an organization’s activities to minimize the adverse effects of accidental losses.
- As members of the service projects committee, you are in a position to minimize risk and safeguard your club’s members and assets.
- Liability issues and potential penalties are geographically specific, and it is your responsibility to learn the laws regarding financial practices and to make sure your club abides by them.

Risk Management

Limit your personal liability and that of your club by answering three basic questions when planning service projects:

- What can go wrong?
- If something goes wrong, how will I or the club respond?
- How will any losses be paid for? If there is a significant possibility that something will go wrong, you can reduce risk by
- Not conducting the activity or event
- Modifying the activity or event to lessen the risk
- Preparing a plan to address any potential problems
- Finding another organization that will agree to participate and share the risk. RI strongly recommends that your club use written and signed contracts. A contract attempts to clearly define the roles and responsibilities of each party and can include provisions to limit risk. When negotiating a contract, read it thoroughly to understand what you are agreeing to, and seek legal counsel if necessary. Retain legal documents after the event in case a claim is made.

7

Some Tips for Event Planning

Rotaract District 3310

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Event Planning Tips

1. Assess the Situation

= Club Assessment Identified

- club member interests Identified
- club member strengths, skills, and abilities
- Identified available time and resources members can commit

Event Planning Tips

2. Choose the Project

= Presented a list of possible projects that meet assessments, including the estimated duration and resources needed

=Chose project that is achievable, that meets needs, interests, and resources of club and community, and that supports one or more of the following:

- Avenues of Service
- Presidential citation program and emphases
- RI Strategic Plan
- Mission of The Rotary Foundation

Event Planning Tips

3. Make a Plan

= Set goals and objectives

=Developed a work plan

=Developed a budget

=Considered liability, risk and protection issues

=Appointed coordinators for various aspects of the project

Event Planning Tips

4. Take Action

=Conducted fundraiser(s)

=Planned promotion of project

=Followed implementation plan

Event Planning Tips

5. Evaluate the Project

=Discussed with project beneficiaries and club members what went well

=Discussed with project beneficiaries and club what should be changed

=Reported results to community, club, district, and RI

=Celebrated with all involved

Event Planning Tips

Planning might involve:

- Listing the action steps
- Who will be responsible?
- How long will this step take?
- How will progress be measured?
- What resources are available?

8

My Year Plan Ideas as a District Club Service Director

Rotaract District 3310

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My Year Plan Idea as a District Club Service Director

Bonding Session With Various Clubs in the District, might consist some activities like maybe:

- Game night
- A day of acknowledgment (anyone in Rotaract to tell about their journey to inspire everyone),
- Shares Of Interest (share interest between rotaractors with category (movie, music, productivity app, websites, travel location, life exp, etc)

September 2022

My Year Plan Idea as a District Club Service Director

Club Activity
:Limitless Boundary of Arts (Areas of focus) - AUGUST 2022
= Each club sent representative to do the art
=Will promote on district IG if able
= Can be a drawing, poems, painting, photo, etc
=To spread awareness and love and passion across clubs

:Flow Away (a day/night for honest conversation) - OCT 2022
= about life, past, present or future
= a safe space to vent or release stress
= share ways to release stress within Rotaractors

My Year Plan Idea as a District Club Service Director

: Hersscher's Core (a day for club members to discover their strength) DEC 2022
=An event with various activity of games or others that measure creativity, intelligence, imagination, left-right brain activation, etc
=Might invite external speaker to speak on personality strengths and weaknesses
= Using the strengths to improve yourself and your club

: Slurp and Dip (food making video, exchanging recipe) JAN 2023
= a video project where Rotaractors film on how to cook their favourite food/beverage and share it online
= might be posted on the District platform
= exchange culture and understanding of food
= creativity and passion showcase

My Year Plan Idea as a District Club Service Director

:You are here with me (travel vlog) MARCH 2023
=a one day travel vlog from different places/locations
=to learn the speciality of each places
=to connect Rotaractors across district

: Bright Light (confidence showcase) - APRIL 2023
= an event of surprising spontaneous presentation and role play scenarios to measure on critical thinking and confidence

:Haunted Sight (discover your pathways with us) - FEB 2023
=a day for you to plan your future with Rotaract
=speakers will be talking about the 4 avenues of service
=choose the one that connects you the most and learn more about it (focus on normal members that would like to become the future BOD)

9

Brainstorming Session

Rotaract District 3310

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Brainstorm Session

Let's take 5 minutes to think/create about one event that you would like to do/organize as a Club Service Director in your Rotaract club.

Brainstorm Session

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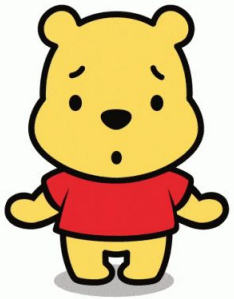

Let's Service dem Clubs together!

WhatsApp group

https://chat.whatsapp.com/KkEqe2xJ85eG1SgzIKgVnh

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10

Q&A

Rotaract
District 3310

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QnA Session

Put questions from the chat box.

Resource Materials

https://www.rotaractdistrict3310.org/district-3310-resource-page

- Awards (Citations, District Awards)
- District & Club Administrative Materials
- Training Workshop Slides
- Rotary International (Handbook, Logo Guidelines)
- District 3310 Newsletters

WANT TO FIND OUT MORE ABOUT ROTARACT D3310?

www.rotaractdistrict3310.org

linkedin.com/company/rotaractd3310

@RotaractD3310

@racd3310

tinyurl.com/d3310whatsapp

tinyurl.com/d3310CEG

discord.gg/CYREC4f

Instructions for Day 2

Join us at **10am** at the same Zoom Link!

District Leaders Meeting will start at **3:50pm** (For all Rotaract Club Presidents and BOD)