

ROTARY LEADERSHIP INSTITUTE- SUNSHINE DIVISION
POLICY STATEMENT NUMBER 0308
(adopted March 9, 2006, amended March 9, 2008.)

Fees

1.

- A. The annual membership fee from each Member District is \$500.00, and shall be remitted to the Rotary Leadership Institute Sunshine Division Treasurer no later than September 1st of each year.
- B. The per session fee assessed to attendees shall be increase to \$95.00, and for observers \$45.00. Observers must be approved by the District RLISD Director and will not receive course credit.
- C. Discussion Leaders shall not be reimbursed for their time, mileage, travel, lodging or food, except for the meals provided at an RLISD Session at which they are scheduled to facilitate, or as otherwise provided by the Board of Directors.
- D. Cancellation Fees – A \$5.00 cancellation fee will be charged if the cancellation takes place on or before ten days prior to the scheduled Institute. A cancellation fee of \$45 will be charged if the cancellation takes place nine days or less prior to the scheduled Institute. The Registrar has the authority to waive cancellation fees under emergency conditions.

2. District Rotary Leadership Institute Director

- A. The RLISD Director is to co-ordinate all RLISD Activities within the District, including scheduling, promotion, site location and faculty selection. The District RLISD Director will report to the District Governor and the Chairman of the RLISD .

The District RLISD Director shall be responsible for sending the session evaluations to the RLISD Evaluations coordinator. The RLISD Evaluations Coordinator will summarize the evaluations and send the summaries back to the District RLISD director for distribution to the participating discussion leaders and their district RLI team. The Evaluations Coordinator will copy the Division Chairman, Chairman elect, and Chairman nominee, the RLISD faculty and curriculum directors.

B. Promotion within the District

Each District should have an RLISD Promotions Director whose task it is to

promote, in cooperation with the District RLISD Director, the RLISD within the District.

Comment: Promotion of the RLISD is a full year job. Although the primary responsibility lies with the District Promotion Chair, that person cannot succeed without the wholehearted support of the district governor and assistant governors.

Promotion Guidelines and Suggestions

1) Regular articles about the RLISD should appear in the Governor's Newsletter, especially early in the Rotary year. The RLISD will publish a periodic electronic newsletter, any part of which is available for use in a governor's newsletter.

2) The RLISD brochure could be given to all club presidents at PETS.

3) District Governors should discuss the RLISD during his/her meetings at PETS and with the club boards of directors. The assistant governors should be encouraged to do so when they meet with boards. Enough brochures should be given to the club presidents for two new nominees and for any member eligible for a later Part. The emphasis, in explaining the project, should be on Leadership Development (*not Rotary information*) and the need for club presidents to IDENTIFY POTENTIAL LEADERS and to personally encourage them to attend the courses and be reimbursed by the club upon the completion of each part.

4) Club presidents should be discouraged from asking for "volunteers" to attend the courses. The same applies to club members who have taken Parts I or II and are eligible for the next Part. The club president should be encouraged to talk to them personally about attending the balance of the course Parts.

5) Additional promotion at district events can be helpful especially at district assemblies and district conferences. For the newer districts in the program, inviting a speaker from the officers of the RLISD may be helpful at district events. For districts who have had a number of attendees at courses, a recent attendee can be an effective presenter of his/her RLISD experience. Brochures, if a sufficient supply is on hand, can be distributed at district events.

6) PETS is the place where presidents-elect should be reminded of their responsibility to provide for the future leadership succession of the club and the need for leadership training. At some PETS, club presidents are asked to write down the names of two members, not previous RLISD attendees, who

have the potential for club leadership and invite them to attend the RLISD courses.

7) Attendees of the RLISD courses should be encouraged to speak to their clubs about their experiences.

8) Governors could publish names and clubs of those attending courses in the Governor's Newsletter.

9) Ultimately it may be the policy of the district and clubs to choose new officers from those who have attended RLISD courses.

10) Because each district may be different, local leaders will have other promotion ideas for promotion and are encouraged to use their own approaches as well as considering the suggestions above. Experience shows that the best results for attendance to RLISD courses occur when district governors give the Institute their wholehearted and vocal support.

C. **Site Selection and Managing**

Each district should have a District RLISD Site Manager.

Comment: Course Timetables - Most courses are held during late winter and early fall. The judgment of the District RLISD Director, in cooperation with the District Governor and District Trainer, is most important, because they know the time frames which are best for their districts. Obviously, it is important to avoid major Rotary events, religious and legal holidays and other conflicts. Dates should be cleared with the Sunshine Division Director for conflict with other courses, faculty availability, etc.

Site Manager Guidelines and Suggestions

Site Selection

1)

Courses may be held at hotels, colleges, conference centers, country clubs or other meeting places with sufficient breakout space, etc. If possible, sites should be convenient to more than one district to increase attendance and to avoid financial losses. Every effort should be made, however, to limit travel times for most clubs in the target districts to no more than one and half-hours each way (preferably one hour). Site selection should be made by District RLISD Directors in consultation with district governors, with the approval of the Sunshine Division Chair.

Site Contracts

2)

In negotiating contracts for course facilities, arrangements chairs should assure themselves of the following:

a. Sufficient separate space for breakfast and lunch- The Part I breakfast is in a separate room and the Parts II and III breakfast is combined in another room. Lunch is held in one room for all attendees, faculty, visitors, etc.

b. Breakout rooms seating at least 15-20 people at a U-shaped table where possible.

c. Part I courses usually require 3-4 breakout rooms – compute at 15 attendees per room

d. Parts I and II courses usually require 5-6 breakout rooms
arts I, II and III courses usually require eight+ breakout rooms

(Note: It is advisable to use a course facility with sufficient breakout rooms, even if fewer rooms are estimated. It is also advisable for Part I and Parts I & II courses to be held at a facility which is large enough to be used in the following years.)

Check:

a. Reputation for food service,

b. Heating, air conditioning and ventilation and reasonable lighting, especially for breakout rooms,

c. Logistics in going from meal rooms to breakout rooms, etc.

(incl. problems of rooms on different floors, small elevators moving large crowds, etc.)

d. Availability of audio visual equipment, such as overhead projectors, slide projectors, screens, flip charts and microphones for the meal rooms (*check prices from facility or outside contractor –audio visuals usually ordered a few weeks before the course*) Complimentary flip charts or blackboards and screens should be in each room and a lectern and complimentary microphone should be in each meal room

Contracts should provide for the per person cost of breakfast and lunch (for meals setup is round tables-for larger crowds, lunch should be sit-down rather than buffet, there is only one hour to complete lunch –buffet is usually ok for breakfast). Early morning coffee and tea, and coffee breaks (one in a.m. and one in p.m.) should generally be on a use basis rather than per person, because that is usually less expensive. Afternoon coffee breaks should include soda, bottled water, etc.

Our current goal is to try to hold the site cost per person to \$45.00 or less, including breakfast, lunch, two coffee breaks and breakout room charges. Hotels will usually not impose room charges for meal rooms. The contract should also state a special sleeping room rate for those faculty or visitors staying over the night before and/or after the session. Where the course is held in a place without overnight accommodations, a nearby hotel/motel should be booked for about eight rooms (consult Sunshine Division Chairman.) The site costs may have to increase in **metropolitan areas, or in locations that have substantial seasonal rates. If so, RLISD** will adjust the site registration fee to accommodate costs.

The Site Manager should consult with the Sunshine Division Chairman about prices, etc. and send the proposed contract to him for signature and deposits. Try to keep deposits to a minimum because of the large number of deposits the Sunshine Division must pay. All contracts should be in the name of The Rotary Leadership Institute to avoid any direct liability by any member district.

Site Manager should determine the Insurance Requirements required by the location. If an insurance certificate is required, the location's representative should be able to give you the coverage requirements and whether or not they wish to be considered as Additional Insured.

3) Site Manager Check List

AFTER the contract is completed with the site and is sent to the Sunshine Division chair --

- a. The arrangements chair should contact the Division Chair about 90 days before the course date to discuss the procedures necessary prior to and at the course site.
- b. The division chair will order the materials needed for the course notebooks from Rotary Intl.
- c. The Site Manager should, not later than 60 days prior to the course date discuss the estimated number of breakout rooms needed for the course

with the Executive Director and give him the names of the breakout rooms. The room assignments (by letter, e.g. Section A, B, etc.) are placed on the badges and he attendees stay in the same room for all of the breakout sessions.

d. About three weeks before the course day, consult with the District Director and/or Sunshine Division Chairman as to overhead projectors and other audio-visual equipment needed. *(The Institute owns some overhead projectors, flip charts, and a projector that could be available for that course day.)*

4) The day of the event, the Site Manager should check the site to assure the following:

a. Two six-foot registration tables should be in place outside the breakfast room no later than 7:00 a.m.

b. Part I breakfast room should have a freestanding lectern with microphone, American flag in the REAR of the room, bell and gavel on a table next to the lectern. District banners, theme banners, and a Rotary flag (if available) are desirable for the meal rooms.

c. All breakout rooms should have U-shaped tables, a table for an overhead projector, an overhead projector, ice water and glasses, a screen and a flip chart with markers (check audio/visual equipment with Executive Director)

d. All meal rooms should have a free-standing lectern and microphone (that works)

e. Coffee and tea should be available for early attendees near the registration tables by 7:15 a.m.

f. Meal rooms should be set up with round tables

g. Greeters should be on hand before 7:30 a.m. at the front door of the site or, if the breakfast rooms are easily visible upon entering the site, outside the breakfast rooms to meet each person coming to the course. The District Governor(s) should be acting as greeters, too.

h. If the bill is to be paid at the end of the course day, the RLISD Chairman has to be contacted seven (7) days in advance so proper arrangements can be made to have a check on hand.

D. Faculty

Each district should have a District RLISD Faculty Director.

Comment: The RLISD Faculty is the key to the success of the Rotary Leadership Institute. We must maintain a quality faculty. It will be the duty of the District RLISD Faculty Director to recommend/approve RLISD graduates for RLISD Faculty training, to select and assign faculty for District Institutes, to recommend District faculty to other member District Faculty Directors as visiting Rotarians, and to hold a minimum of one Faculty practice session a year. Faculty shall be referred to as Discussion Leaders during all RLISD Sessions.

1. RLISD Discussion Leaders and Faculty - In order to maintain a current Faculty position status, each faculty member must satisfy and maintain the requirements set forth in the attached Faculty Amendment.

a Exceptions:

(1) The RLISD Executive Committee can appoint temporary faculty members. Temporary faculty members will be considered a faculty trainee, and must abide by the same rules as all other faculty trainees prior to becoming a permanent faculty member.

(2) The RLISD Executive Committee, upon advice from the District RLI Director and RLISD Faculty Director, may waive Part I for Past District Governors who wish to become RLISD Discussion Leaders (see amendment), but they must observe one complete Part I session.

2) Expenses

a. Transportation: All faculty and faculty trainees are expected to pay their own transportation expenses.

b. Meals: All faculty and faculty trainees may be expected to pay for their own meals at the pre-meeting gathering. When the budget allows, RLISD will pay for the Faculty member and one (1) guest. RLISD will cover the meal costs at the actual training event.

c. Lodging: When lodging is required, the RLISD host location will

attempt to place faculty members in homes of host Rotarians. If this is not possible, faculty members are expected to pay their own lodging costs.

d. Registration - RLISD will cover the registration fees for all faculty members at RLISD sites.

4) District Faculty Director Guidelines and Suggestions

The District Faculty Director should schedule the faculty at institutes held within their district using the following guidelines:

a. Attempt to have sufficient faculty on hand such that a discussion leader or faculty member facilitates only one topic before each class.

b. Discussion Leader and Faculty class load target should be three, with four being the most. *(This allows for emergencies should a scheduled faculty member have to cancel at the last minute. If all faculty members are scheduled to do four sessions, there will be very little room for rescheduling due to emergencies.)*

c. Plan the Friday evening faculty social. RLISD pays for these events. Please submit receipts to the RLISD District Director for approval and forwarding to the RLISD Treasurer for reimbursement.

d. Arrange for home stays for out-of-town faculty members who wish to have same.

e. Prepare discussion leader and faculty assignments twelve days before the scheduled event and email to the Faculty discussion leaders and faculty for review regarding time or subject matter conflicts.

f. Send to Web Master seven (7) days prior to the event for posting on the Web Site.

g. Make available an bi-annual faculty practice session *(this may be a joint session, scheduled with another district.)* The principle is to have sessions convenient to all discussion leaders and faculty members.

3. **Registration Issues**

A) Registration

RLISD will posts a firm cutoff date after which no registrations will be

accepted. The cutoff date would be ten days prior to the Institute date, and the cutoff date will be posted on the web site. Walk-ins and substitutions are strongly discouraged but will be reluctantly accepted on a space, food, and literature available basis. *(See Site Attendance Planning below.)*

(Reason - We want to be fair to all concerned and have quality sessions. We can only do this if we continue to cover costs and have adequate planning. This can only be done if we know how many attendees to expect within a reasonable time prior to the course date. Walk-ins and substitutions put an additional time and accounting burden on the Registrar, and, in some cases, the Treasurer.)

B) No-Shows

No shows will be charged according to the opening paragraph titled **Fees**.

(Reason - No-Shows cost. We can reuse the literature, but the food is wasted. We either have to build this potential loss into the total cost of the course, or have the person who caused the cost pay for it. It also costs RLISD to write the check and mail it, particularly if the registrant paid by credit card. However, we do recognize that we should be considerate if the registrant has a sound reason for not attending.)

C) Site Attendance Planning

All courses will plan faculty, literature, and food for the registered attendance plus one (1) for each part being offered. This allows for a limited amount of walk-ins. The walk-ins will have to wait until the last minute and stand the risk of not being allowed in.

(Reason - Experience shows that there are no-shows at each institute, most due to unforeseen circumstances and some that just plain forgot. No-Shows allow room for walk-ins. If we plan for one walk-in for each course being offered, this keeps the costs to a minimum but allows the Registrar to accept a walk-in if we have the space. For the initial meeting in new member districts, we will increase the walk-in allowance.)

Discussion Leader and Faculty Amendment

ROTARY LEADERSHIP INSTITUTE SUNSHINE DIVISION DISCUSSION LEADER and FACULTY DEFINITIONS AND QUALIFICATIONS.

DEFINITIONS

Discussion Leader - A Rotarian who has completed the Rotary Leadership Institute Sunshine Division (RLISD) Discussion Leader Training Class, or the International Assembly Discussion Leader Training Class, and has had RLISD Audiovisual training.

Rotary Leadership Institute Discussion Leader - A Rotarian who has graduated from the Rotary Leadership Institute, and its Discussion Leader Training session, or the International Assembly Discussion Leader Training class and has had RLISD Audiovisual training.

Rotary Leadership Institute Faculty - A Rotarian who is a has completed the requirements for Rotary Leadership Institute Discussion Leader and has, with satisfactory evaluations, participated in a minimum of three one-day Rotary Leadership Institutes (RLIs), two being outside of their home district, within a twelve month period, or has the equivalent experience as approved by the Rotary Leadership Institute Sunshine Division Faculty and Executive Committees.

RECERTIFICATION REQUIREMENTS

Rotary Leadership Institute Discussion Leader

To remain an active RLI RLISD Discussion leader, one must serve a minimum of two RLIs within a twelve month period, one being out of their home district. A recertification workshop will be counted the same as one in-district RLI. RLISD Discussion Leaders must maintain an 85% rating according to the RLISD rating system.

Rotary Leadership Institute Faculty Member

To remain an active RLI RLISD Faculty member, one must serve, within a twelve month period, a minimum of three RLIs, one being outside of their home district, and a minimum of one Faculty Workshop every ~~two~~ three years, or have equivalent additional experience factors as approved by the Faculty and Executive Committees, and maintain a 90% plus rating according to the RLISD Rating System..

Faculty Workshops

These are special workshops designed to expand the knowledge and skills of the RLISD Faculty and will be held in various times and locations within the Rotary Leadership Institute Sunshine Division service area.

Additional Experience Factors

In order to encourage RLISD Discussion Leaders and Faculty members to serve in other Rotary capacities, the RLISD Sunshine Division will, on occasion, subject to approval by the Faculty and Executive Committees, approve Service above Self activities as in lieu of the experience and/or workshops upon application by the Rotarian. Some pre-approved actions suggested activities for the out-of-district RLIs may include: Florida PETS Discussion Leader; Georgia PETS Discussion Leader; Member District PETS Discussion Leaders; Out-of-District Seminar Discussion Leaders (such as TRF or Membership; Rotary Institute Discussion Leaders; President's Representative to a District Conference; other Rotary International Presidential Assignments.

Some pre-approved suggested activities that would substitute for the Faculty Workshop would be: International Assembly Discussion Leader; PETS or Zone Discussion Leader Trainers or Coordinators, or other equivalent services.

When serving as a District Governor or RI Director, the Rotarian who is a Rotary Leadership Institute Sunshine Division discussion leader or faculty member will, upon notification, receive equivalent experience credit for the term of service except that they will be expected to facilitate in at least one Rotary Leadership Institute, or equivalent, in or out of their home district, during their term of service.