



# Rotary Club of Darwin Sunrise



ORIENTATION PROGRAM  
FOR  
(NAME)  
INDUCTED  
(DATE)



ACKNOWLEDGEMENTS:  
The extensive use of various Rotary  
International publications.



9. Attend one or more district meetings (listed in order of priority).

District conference (May 2007) \_\_\_\_\_

District assembly (March 2007) \_\_\_\_\_

Foundation seminar  
(scheduled date unknown) \_\_\_\_\_

Other district meeting \_\_\_\_\_

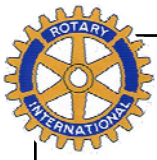
The joy of sharing Rotary fellowship and working TOGETHER with your fellow members will provide you with much personal satisfaction, pride and sense of community service.

Our best wishes go with you on this Rotary Journey.

\_\_\_\_\_  
**Tony Cole**  
Director Membership

\_\_\_\_\_  
**Sandy Oldroyd**  
President





Give a Job/Me talk at a club meeting. \_\_\_\_\_

Participate in a club service project(s) \_\_\_\_\_

6. Make up or simply attend a meeting at another club. \_\_\_\_\_

7. Extend Rotary to others (at least one of those below).  
Invite a guest to Rotary. \_\_\_\_\_

Propose a new member. \_\_\_\_\_

8. Experience the internationality of Rotary (at least one of the below - indicate which and when).

Host a Youth Exchange student for a meal or other activity;

Host a Foundation Scholar for a meal or other activity;

Host a Group Study Exchange team member for a meal or other activity;

Host a Rotarian from another country in your home;

Invite a business or professional non-Rotarian to apply for Group Study Exchange;

Invite a non-Rotarian to apply for a Foundation scholarship;

Join a Rotary Fellowship;

Participate in a Rotary Friendship Exchange;



## INTRODUCTION

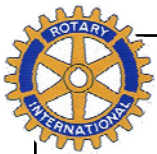
Membership within Rotary is by invitation and each new member is regarded as very special. We also like to think that the decision to accept membership, demonstrates a commitment to improving the life and community well-being of others, both at a local level and also internationally.

There is much to enjoy in Rotary and, conversely, much to learn as we experience the Rotary journey. Like all 'journeys' the best outcomes are achieved from undertaking thorough preparations, namely, having a clear sense of purpose, direction and destination; knowing what resources are needed and how such resources can be accessed.

It is often useful to have a 'Guide' in such preparations and that is why we ensure that all new members have the benefit, experience and support of another Club member to make their journey as smooth and satisfying as possible.

This handbook is intended to be a working document for both the Mentor and the New Member as together they explore what is it to be a Rotarian.

Tony Cole  
Director Membership  
2006-2007



**MENTOR: (NAME)**  
**INDUCTEE: (NAME)**

Congratulations to you both as you commence this particular Rotary journey together.

**(NAME)**, you will be the 'handshake' of the entire club as you assist and commit yourself to help John feel comfortable and a valued member throughout his orientation.

Thank you, in anticipation, for your gift of time and guidance to John.

**(NAME)**, you will be introduced to a great deal of information about Rotary and your club whilst making new friends and participating in a number of activities in the coming months. You will also find, throughout your orientation, that you will be given or directed to a wide range of resource materials about Rotary and your club. Above all, do not hesitate to ask questions if anything is not clear or about which you may wish further information - this is all part and parcel of an effective orientation program.

Please remember to provide constant feedback to each other throughout the program - it is essential that each communicate honestly and clearly with the other.



Club History - The First 16  
 Years \_\_\_\_\_

Club Annual Report \_\_\_\_\_

3. Log on and familiarise yourself with  
 Club Web site

[www.rotarnet.com.au/darwinsunrise](http://www.rotarnet.com.au/darwinsunrise) \_\_\_\_\_

District Web site

[www.d9550rotary.org.au](http://www.d9550rotary.org.au) \_\_\_\_\_

RI Web site

[www.rotary.org](http://www.rotary.org) \_\_\_\_\_

Make up Web site

[www.rotaryclubone.org/makeup\\_how.htm](http://www.rotaryclubone.org/makeup_how.htm) \_\_\_\_\_

4. Attend:

A Fellowship activity \_\_\_\_\_

A Board meeting \_\_\_\_\_

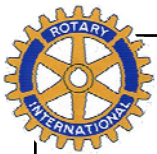
Your Committee meeting(s) \_\_\_\_\_

5. Complete each of the following tasks:

Serve as a Meet and Greeter at  
 A club meeting. \_\_\_\_\_

Chair a club meeting. \_\_\_\_\_

Propose an International Toast  
 at a club meeting. \_\_\_\_\_



## ORIENTATION WORKSHEETS

### (NAME)

The members of the Rotary Club of Darwin Sunrise are both pleased and obligated to help you learn and explore the many facets of Rotary and your Club.

(NAME) has been assigned as your mentor and, together, you will plan and agree upon your orientation program. He will make available and/or direct you to resource materials; answer your questions about procedures; advise about special calendar dates and help you succeed in providing service to others.

Completion of items listed below within six months will expand your vision about opportunities for Rotary service.

### Completion Date

1. Attend orientation meetings as planned/agreed

\_\_\_\_\_

2. Read the following Club booklets

Why Join Rotary.

\_\_\_\_\_

An Introduction to our Club and Rotary.

\_\_\_\_\_

Club Action Plans for the 2006-2007 Rotary Year.

\_\_\_\_\_



## MENTOR RESPONSIBILITIES

### (NAME)

It is not intended that you alone are responsible for (NAME) orientation program - every member is expected to be involved. You should not hesitate to call upon others for assistance, as and when needed and at your discretion.

The recommended orientation time frame is six months. During that period you are requested to regularly 'keep in touch' and report on progress to the Membership Committee Director, Tony Cole.

You should meet with (NAME) within the next two weeks and agree on a plan/structure for his orientation. Included should be a time line for the presentation of Rotary information to him and the completion of his responsibilities (Orientation Worksheets)

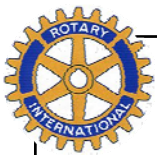
Monitor (NAME) comfort level and involvement in the club through periodic personal meetings.

Accompany (NAME) at club meetings on regular occasions.

Introduce (NAME) to other club members.

Explain the various club committees.

Ensure (NAME) understands all club Rules, including the attendance requirement.



Monitor (NAME) attendance. If missing a regular meeting cannot be avoided, offer to go along on a make-up with him or assist him to access an 'e Club'.

Be available to answer questions and provide advice or guidance when asked.

The sharing of Rotary information is essential to educate (NAME) about the structure and function of our club and the Organisation that is Rotary.

The following three key areas are listed as a guide and to be checked off as and when covered:

### **Rotary Policies and Procedures**

- How to propose a new member (RI publication).
- Attendance expectations (Introduction to the Club), including Make-ups (Bulletin)
- Club structure (Bulletin).
- Club meetings (Bulletin)
  - Regular meetings
  - Committee meetings
  - Club assemblies
  - Board meetings
- Finances (Introduction to the Club))
- District structure (As above)
  - Clubs
  - Areas and Assistant Governors



### **Opportunities for Service (Club, District, and International levels)**

- Current club projects (Club Action Plans)
- RI programs (RI Publications and Web)
  - Interact
  - Rotaract
  - Rotary Fellowships
  - Rotary Friendship Exchange
  - Rotary Volunteers
  - Rotary Youth Leadership Awards
  - World Community Service
  - Youth Exchange
- The Rotary Foundation programs (RI Publications - Web)
  - PolioPlus
  - Humanitarian Grants Program
    - » District Simplified Grants
    - » Individual Grants
    - » Matching Grants
  - Educational Programs
    - » Ambassadorial Scholarships
    - » Group Study Exchange
    - » Rotary Grants for University Teachers

### **History and Traditions of Rotary International and Darwin Sunrise.**

- Origin, growth, and achievements of RI. (RI Publications)
- History of Darwin Sunrise (Club History Document)