2019-20 Connected by Our Rotary Stories
Document 2
Organizer Guide

The One Rotary Summit (ORS) Approach

This year's ORS theme is Connected by Our Rotary Stories.

An ORS is all about the synergy among Membership, Public Image, and Humanitarian Service through The Rotary Foundation. Slide 4 in Document 8, the PowerPoint for Use at the ORS illustrates these relationships.

The attendees at the ORS will jointly develop creative ways to achieve and sustain membership growth and engagement/retention, to increase Rotary Foundation giving and project engagement, and to gain enhanced public image in their communities.

There will be three segments for the ORS, as follows:
- *Setting the Stage*
- *Sharing Ideas*
- *Moving to Action*

Organizer Checklist (you, of course, can delegate!)

- ☐ Ensure that the ORS is publicized (Docs 3, 4 and 5).
- ☐ Arrange for the meeting facility and logistics.
- ☐ Arrange for all presenters and facilitators.
- ☐ Arrange for someone to be responsible for technology at the ORS.
- ☐ Download the two videos via the links in Doc 12c.
- ☐ Download the PowerPoint, Doc 8 and after downloading, tailor it to your ORS.
- ☐ Ensure that copies of guides for presenters (Doc 9a-9d) and facilitators (Docs 10 and 13) are made available to them.
- ☐ Ensure that copies of Doc 11, the Discussion Questions for *Sharing Ideas,* and all items in the Toolkit (per Doc 12 and Docs 12a-12h) are made for attendees and facilitators.
- ☐ ***Ensure training*** of table facilitators for the *Sharing Ideas* segment.
- ☐ Keep things moving and on schedule.
- ☐ For the *Setting the Stage* segment, be the overall moderator and do the Welcome, present the Overview of the Summit (see next page), and facilitate the discussion of active voice in conjunction with the showing of the NO LIMIT video (see page 4 of this Guide).

(List continues on next page.)

☐ Serve as a co-facilitator and recruit and train a co-facilitator for the discussion of ideas and action commitments in the *Moving to Action* segment.
☐ Ensure that attendance metrics are reported (Doc 15).
☐ Consult Doc 7, Supplies, Equipment, and Tips. Some items there are on this list; some are not.

The *Setting the Stage* Segment

This segment sets the stage for the table discussion and processing of ideas that will follow. It is a very important part of a Summit; however, time will be of the essence and if this segment goes too long, the rest of the Summit will be adversely affected. Two keys to the success of this segment are 1) to start on time, and 2) to have presenters stay within the time set for their presentations. Outlines for each of the four presenters – DG, Rotary Foundation, Public Image, and Membership – are provided in the ORS materials in Documents 9a, 9b, 9c, and 9d. Please emphasize to the presenters that this ORS is about being Connected by Our Rotary Stories, and that what is contained in the outline should be covered as those items are foundational for the *Sharing Ideas* segment. Also, note for them that goals with numbers and reports about numbers are not appropriate in these presentations.

Overview of this Summit One Rotary Summit by the Summit Organizer *(5 minutes)*

- Show slide of Outcomes and note each Outcome, as listed here:
  As a participant you will…
    1) Understand the impact of stories.
    2) Understand how and why Membership, Public Image, and doing humanitarian service through The Rotary Foundation are connected in Rotary.
    3) Understand how you are a part of Rotary Connecting the World.
    4) Be able to create and share your Rotary or Rotaract story and your Club's story.
    5) Take home a personal Action Plan for your use and a One Rotary Toolkit for use in your club.
- Note the Toolkits for each attendee on the table and the contents of the Toolkit.
- On the screen, show the One Rotary slide – *Slide 4 in the PowerPoint Set, Document 8*
- Enthusiastically encourage attendees to use the Personal Action Plan in the Toolkit to record ideas throughout the Summit.
- Explain how an Event Evaluation (Doc 14) will be done and encourage them to make evaluative notes throughout the Summit.

The *Sharing Ideas* Segment

Table facilitators will take the lead in this segment. **Training of facilitators is essential.** Please see Document 10, Table Facilitator Guide, and the recommendations regarding facilitators and training in Document 7, Supplies, Equipment, and Tips.

It is suggested that during this segment, that you or someone you designate periodically announce the remaining time in 15-minute increments, except during the last 15 minutes doing so at the 10, 5, 2, and 1-minute marks.

Not Having DGs, DGEs, DGNs, and DGNDs as Table Facilitators and Not Having Them be Participants in Table Groups

DGs and future DGs should be at a One Rotary Summit to observe, to listen, and to be resources as needed. It is strongly recommended that they not be used as table facilitators and that they not be in table groups as participants.

The *Moving to Action* segment

This key part of the ORS affords attendees the opportunity to gain ideas from the "work" that has been done at the Summit thus far, giving them time to process what they have learned, and inspiring them to take action personally and at the club level. Document 13 provides an outline for this segment. Also, the Personal Action Plan, Doc12e in the Toolkit, pertains.

The "Moving Freeway"

At the end of the *Sharing Ideas* segment, attendees will be asked by their Table Facilitators to put some action items on Post-it Notes to put on the "Moving Freeway" during the upcoming break. There will also be a brief opportunity during the *Moving to Action* segment to post these action items. **The "Moving Freeway" will be on one or more easel pads where the action items will be posted.** You will need to provide the one or more easel pads.

This is not a "Parking Lot" where participants list topics about which they want more information. **This "Moving Freeway" is about action items**. It is about having a way to show what actions participants are going to take after the Summit. Hence, the "Moving Freeway."   When you train the table facilitators, you will need to be sure they understand what the "Moving Freeway" is. It is described in the last item on page 3 of the Table Facilitator Guide, Document 10.

Reporting Attendance Metrics

Please report attendance metrics within 7 to 10 days after the final One Rotary Summit for this Rotary year in your district. If you hold a One Rotary Summit with one or more other districts, the data for your district is to be reported separately from that for the other district(s). See Document 15 for the metrics to be reported.

<u>Links for and Downloading Information for the Two Videos for this Year's ORS</u>

The links to download the videos for this year's ORS are in Document 12c.
Those videos are:
- ONE ROTARY ELY STORY by Craig Loughery *(5 minutes)*
- NO LIMIT *(75 seconds)*

Downloading information for the three videos is found in Document 12c. As noted in the first item in the Program/Session section of Document 7, it is recommended that you load the videos to a computer or flash drive (or both!) and not rely on an internet connection at an ORS site.

<u>Instructions for Use with the NO LIMIT Video</u> *(5 minutes total for steps 1-3 below)*

Steps:
1. Draw the attendees' attention to Document 12h and review its content with the group.
2. Show the Video: NO LIMIT
3. Ask the attendees:
   What words did you hear that let you know this video is in *Active Voice*?

Examples to generate discussion if the group is stuck*:*
We've led efforts to…

- Every day *we're investing* in…
- …so we can *continue to provide*, *tackle*
- *We're working together* to…
- *We're Rotary* and there's no limit to what we can do.   (passive would be there's no limit to what can be done by Rotary…)

<u>One Rotary Ely Story Guide for Use at Club Level</u>

There is a ONE ROTARY ELY VIDEO Facilitation Guide (Document 12g) provided for use in conjunction with showing the video at a club meeting.

Documents posted online for your use

1. Summit Outline and FAQs
2. Organizer Guide (this document)
3. Promotional Information for District Use
4. ORS Event Flyer (fillable)
5. A Downloadable One Rotary Summit Logo
6. Sample ORS Banner
7. Supplies, Equipment, and Tips
8. PowerPoint for use at the ORS
9. *Setting the Stage* Presenter Outlines
   a. District Governor
   b. The Rotary Foundation
   c. Public Image
   d. Membership
10. Table Facilitator Guide for *Sharing Ideas*
11. Discussion Questions the *Sharing Ideas*
12. Toolkit Contents
    a. TRF Brief Sheet
    b. Public Image Resources
    c. Video Resources
    d. New Member Interview
    e. Personal Action Plan
    f. Storytelling Resources – The Why and How
    g. ONE ROTARY ELY STORY Video Facilitation Guide
    h. Active Voice
13. *Moving to Action* guide
14. Instructions for Event Evaluation by Your District
15. Form to report attendance metrics
16. Multi-site/Remote ORS