



**2019-20 Connected by Our Rotary Stories  
Document 10  
Sharing Ideas  
Table Facilitator Guide**

*Text in italics contains instructions for you. Text in regular font is what is in Doc 11, the Discussion Questions for Sharing Ideas that each participant at your table will have.*

*This document is 4 pages long. The last page has optional material that is to be used only at the direction of the One Rotary Summit Organizer.*

Outline of today's Summit:

- *Setting the Stage*
- *Sharing Ideas – the segment you will facilitate*
- *Break and Posting and Viewing of Results from Tables*
- *Moving to Action*

Materials at your table

*An easel pad, markers, and Post-it Notes will be provided at your table.*

Your role

*Your role will be to facilitate discussion at a table of 8-10 persons. That discussion will be based on the Discussion Questions (Document 11) for the Sharing Ideas segment as provided to you and the Summit participants. As a facilitator, you will need to resist the temptation to provide your answers to the questions. **Your job is to focus on getting everyone involved in the process. If you just can't resist sharing an idea (especially one that has worked), go ahead and add it to the discussion, but please don't do that more than once.***

Time for the segment you will lead and keeping time for each item

- *The Sharing Ideas segment will be 75 minutes long, unless you are instructed otherwise as to its length by the Organizer of the Summit. For the Sharing Ideas segment, in this Table Facilitator Guide each item has a specified time set out in parenthesis in **bold italic** font. Unless the Organizer indicates otherwise, appoint a timekeeper at your table. As your table begins discussion for an item, tell the timekeeper how much time will be used for that item and ask her or him to indicate when there are 1 or 2 minutes left for that item. Alternatively, the Organizer may have someone use a tablet or smart phone with a*

*time countdown application and walk around the room showing you the time remaining for each item, especially during the last few minutes for each item.*

At the table with the participants

1. *Get a volunteer or more than one who will serve to record ideas on the pages of the easel pad provided at your table.*
2. *Get a volunteer or more than one who will agree to post the ideas generated at your table. That posting will occur during the break after the Sharing Ideas segment of the ORS.*
3. *At the conclusion of the Sharing Ideas segment, thank everyone for being a part of the discussion and sharing ideas.*

Item #	Topic	Minutes
1.	<u>Getting started</u> : Introduce yourself: Name, club, number of years as a member, (Later you will have the opportunity to share why you are in Rotary or Rotaract.)	<b>(5)</b>
2.	Discuss and record on the easel pad <u>key points of what you learned</u> in the opening segment of this One Rotary Summit. Consider... <ol style="list-style-type: none"> <li>a. the videos</li> <li>b. the remarks by the presenter who spoke about Membership</li> <li>c. the remarks by the presenter who spoke about The Rotary Foundation</li> <li>d. the remarks by the presenter who spoke about Public Image.</li> </ol>	<b>(10)</b>
3.	Discuss and record on the easel pad, <u>other thoughts</u> about how Membership, Public Image, and doing humanitarian service through The Rotary Foundation work together in Rotary.	<b>(5)</b>
4.	Everyone at your table will now have the opportunity to tell a very brief story using one of these topics: <ol style="list-style-type: none"> <li>a. Someone who excels at bringing new members to your club.</li> <li>b. An engagement “champion” who get members involved in club activities.</li> <li>c. Someone in your club who is a great storyteller. What does that person do that makes him or her a great storyteller?</li> </ol> <p><i>Note that the idea here is that everyone tells a very brief story. If someone doesn't want to share his or her story, don't force participation.</i></p>	<b>(10)</b>
5.	Take a few minutes to outline <u>your personal Rotary/Rotaract story</u> .	<b>(10)</b>

	<p>a. Why are you a Rotarian or Rotaractor?  b. What keeps you in Rotary or Rotaract?  c. What excites you about Rotary or Rotaract?  <i>Ask 3 or 4 persons at your table to tell their stories.</i></p>	
6.	<p>In your Toolkit, there is a “New Member Interview” document (Doc 12d). Your Table Facilitator will guide discussion of how this could be used, and a few interviews will be done to show how it works.</p> <p><i>Inform those at your table that this interview technique can be used in lieu of Classification Talks. It is much more informal and is easier for the person telling the story than making a speech. From 1 to 4 persons can be interviewed at one time.</i></p> <p><i>Get at least two volunteers to be interviewed, one with less than 1 or 2 years in Rotary/Rotaract and one with 2 or more years of experience.</i></p> <p><i>Note the instructions on Document 12d and point out that this interview technique can be used to learn more about experienced members.</i></p>	(20)
7.	<p>It’s time to <u>debrief and prepare for the next segment</u> of this One Rotary Summit. Your Table Facilitator will help your group tune-up any ideas your group has recorded on the easel pad and add any others that the group would like to add.</p> <p>a. Other ideas on how Membership, Public Image, and humanitarian service through The Rotary Foundation work together in Rotary.  b. Other ideas learned today.</p> <p>Your table facilitator will also ask you to put an action item on a 3 x 3 Post-it note, the action item being, “When I get back to my club, I will...” and to post that on the “Moving Freeway.”</p> <p><i>This is a critical part of the Sharing Ideas segment. Key ideas need to be recorded. Also, this is a time for some reflection on what has been learned and developed your group. So, be sure to have the participants “tune up” the easel pad material recorded by your group. The next step will be to post the easel pads during the upcoming break.</i></p> <p><i>Also, before ending this session, you will need to <u>remind those at your table to record action items on their Personal Action Plan, Doc 12e in the Toolkit and then to put some action items on Post-it notes to place on the “Moving Freeway” during the upcoming break. (The “Moving Freeway” will be on one or more easel pads where the action items will be posted.)</u></i></p>	(15)
	Total time:	(75)

	<p><b><i>The following are optional items that may be used in this segment of the One Rotary Summit. The Organizer for your One Rotary Summit will inform of which are to be used, if any.</i></b></p>	
8	<p>Telling a story to a non-Rotarian/Rotaractor who is interested in joining your club about something your club has done</p> <ol style="list-style-type: none"> <li>a. Take a few minutes to jot down some notes about what you would say to this person. Your story should be about two minutes or less long and be about something your club has done or will be doing.</li> <li>b. The next step will be for a few volunteers to share their stories, and for them to get their constructive feedback from others at the table about the stories.</li> </ol>	
9.	How are you and your club part of Rotary Connecting the World?	
10.	Telling Rotary Foundation stories to your own club is important. Why? What would should be in an effective story being told to a club?	
11.	Telling Rotary Foundation stories to your local community is important. Why? What should be in an effective story that is being told to your local community?	