

**2020-21 Rotary Opens Opportunities**

**Document 8**

***Sharing Ideas***

**Breakout Facilitator Guide**

*Text in italics contains instructions for you. Text in regular font is what is in the Discussion Questions for Sharing Ideas (Doc 9) that each participant at your table will have.*

*The One Rotary Summit (ORS) Organizer for your District will give guidance on which items your Breakout Group is expected to cover.*

*Outline of today’s Summit:*

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

*Materials at your table if meeting in person.*

*An easel pad, markers, and Post-it Notes.*

*Your role*

*Your role will be to faciltate discussion for a group of 6-8 persons. That discussion will be based on the Discussion Questions for the Sharing Ideas (Document 9) 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 (especialy 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*

*The Sharing Ideas segment using the Core Discussion Questions below will be 75 minutes long, unless you are instructed otherwise as to its length by the Organizer of the Summit. On the right hand side of the instructions below, the time for each part of the Sharing Ideas segment is set out in parenthesis in* ***bold italic*** *font.*

*As you begin the Breakout Session…*

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 if you are meeting in person, or via another means if meeting online.*
2. *Get a volunteer to serve as a timekeeper for each question. (Your event Organizer may have other instructions on keeping track of time for the questions.)*
3. *Get a volunteer or more than one who will agree to post the ideas generated by the group. That posting will occur during the break after the Sharing Ideas segment of the ORS.*

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| **Item**  **#** | | **Core Discussion Questions** | | **Minutes** | |
|  | |  | |  | |
| 1. | | *Have each participant briefly self-introduce by stating name, club, and why she or he is in Rotary/Rotaract.*  Who is in our Breakout Group? | | ***(5)*** | |
| 2. | | *Have a “recorder” record the comments from your group about the opening segment of this One Rotary Summit.*  Thinking about…   * 1. District Governor Remarks   2. Membership Chair Remarks   3. Rotary Foundation Chair Remarks   4. Public Image Chair Remarks   5. RI President Holger Knaack’s Remarks | | ***(10)*** | |
| 3. | | *Discuss and record ideas from the group.*  How did your Club function during COVID-19? How did you engage members, promote public image, and sustain giving to and doing through The Rotary Foundation? What new talents or skills has your Club gained amidst the uncertain times of the pandemic that will continue to be of value to your Club and its members? | | ***(10)*** | |
| 4. | | *Discuss and record ideas from the group.*  The Rotary 2020-21 theme is “Rotary Opens Opportunities.” What opportunities does your Rotary/Rotaract Club offer members or potential members, personally and professionally? | | ***(10)*** | |
| 5. | *Ask 3 or 4 persons to tell their stories. Record key points.*  Please share a story of how Rotary/Rotaract has opened an opportunity for you either personally or professionally? | | ***(10)*** | |
| 6. | *Read aloud question 6 and give this example: Our members have the opportunity to use the money that we give to The Rotary Foundation for projects both locally and globally. When our club participates in these Foundation projects and lets the public and our members know what we are doing, our image as an organization of Service in seen in action and it encourages non-members to join Rotary.*  *Then, ask 2 or 3 persons to tell their stories. Record key points.*  What could you/and or your Club do to be ready to take advantage of the opportunities that Rotary offers through the connectedness of Membership, The Rotary Foundation, and Public Image? | | ***(5)*** | |
| 7. | *Ask 2 or 3 persons to tell their stories. Record key points.*  How does your Club inspire members to search for opportunities to give to the Rotary Foundation and do good through the Rotary Foundation? Share a story of how your Club does this. | | ***(5)*** | |
| 8. | *Record key points.*  Sharing our story in an “active” way is so important. Please share a public image story of how your Club has been promoting all the opportunities Rotary/Rotaract has to offer (through your website, FB page, newsletter, social media). | | **(5)** | |
| 9. | *Ask 3 or 4 persons to tell their stories. Record key points.*  Discuss “What’s in it for me!” and “What’s in it for others!” by being in Rotary or Rotaract. | | **(5)** | |
|  | *Record key points.*  What could our District do to help your Club? | | **(10)** | |
|  | **TOTAL FOR CORE QUESTIONS** | | **(75)** | |

***More on next page* 🡫**

*As you conclude the Breakout Session…*

1. *Have group members record one action item for immediate posting.*
   1. *For in-person meeting, have each participant use a 3 x 3 Post-it note to record this action item. Then, have each participant post her or his action item Post-it note on the Action Board.*
   2. *For virtual meetings, have each participant state one action item and make a list of the action items that will be shared verbally by you during the Moving to Action segment and will be sent by you or the recorder for your group to the ORS Organizer for your district.*
2. *Thank everyone for being a part of the discussion and for sharing ideas*.

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|  | **Optional Discussion Questions** |  |
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|  | *Ask 2 or 3 persons at your table to tell their stories. Record key points.*  Building your leadership skills is one of the biggest opportunities in Rotary/Rotaract. How has it helped you or someone else personally or professionally? | **(5)** |
|  | *Record key points.*  How does your Club connect with other Clubs for opportunities to share speakers, membership drives, service projects, The Rotary Foundation activities, etc.? | **(5)** |
|  | *Record key points.*  How does your Club provide inclusive opportunities for all individuals in your community to engage in service projects, attend or share at meetings, etc.? | **(5)** |
|  | *Record key points.*  Membership, Public Image, and doing humanitarian service through The Rotary Foundation work together in one Rotary. Discuss opportunities your Club could take advantage of in your community IF you came up with a plan to promote the opportunities of joining Rotary and the benefits of giving to the Rotary Foundation. | **(10)** |
|  | **TOTAL FOR OPTIONAL QUESTIONS** | **(25)** |