



**2022-23: Imagination to Action**  
**Document 2**  
**Organizer Guide**

This year's **One Summit** theme is based on the Rotary Theme for the year, **Imagine Rotary**.

**One Summit** is all about the synergy among Membership, Public Image, and Humanitarian Service through The Rotary Foundation. Slides 5, 6, and 9 in the *PowerPoint for Use at the One Summit* (Doc 11) illustrate these relationships.

*Note: In this document and others in the 2022-23 materials, the abbreviation "Doc" is used for "document." The file names of documents contain the Doc number.*

Applying Rotary's Strategic Plan, **One Summit** attendees 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 and clubs.

The three key segments of a **One Summit** are:

- *Setting the Stage*
- *Sharing Ideas*
- *Debrief & Moving to Action*

The materials for this year's **One Summit** are designed for in-person meetings, virtual meetings, or hybrid meetings.

For the *Setting the Stage* segment of **One Summit**, Doc 7 describes the concept of this panel and provides an outline for introducing the panel, as well as suggested questions to use for the panel.

The materials for this year's **One Summit** are designed for a 150 minutes (2 hours and 30 minutes) meeting. *Minimum* suggested times for presenting the parts of **One Summit** are provided. If you want to have more time for any segment, please do not take it from other segments; rather, add that time to the overall time for the **One Summit**.

Overview of this Year's *One Summit*

Segment	Min	Notes	Document Numbers
Setting the Stage	40	<p><b>Imagine Rotary</b></p> <ul style="list-style-type: none"> <li>Welcome/DG Remarks/<i>One Summit</i> Overview (5 minutes)</li> <li>RI President Jennifer Jones video (3 minutes)</li> <li>Panel – Moderator and representatives for Membership, Public Image, &amp; The Rotary Foundation (22 minutes) <i>Panel discusses impact of 3 areas working together (M + PI + TRF = Impact) and Imagine Rotary</i></li> <li>Ely, MN Synergy Success Story video (5 minutes)</li> <li><b>One Summit</b> Organizer – Introduce Doc 9 – Imagination to Action Scenarios, and Action Toolkit: Doc 12a – Personal Action Plan, Doc 12b – Imagine Outline, Doc 12c – Imagination to Action Planning, and Doc 12d – District Information (5 minutes)</li> </ul>	7 11 11a 14
Break	5	<b>Transition to Breakout Rooms</b>	
Sharing Ideas	60	<p><b>Imagination to Action – Scenarios</b></p> <p>First Scenario (20 minutes):</p> <p>A. Becoming a Community Rock Star (or)</p> <p>B. Ten more members, 5K, and Social Media</p> <p>Second Scenario (40 minutes):</p> <p>C. Fighting Homelessness (or)</p> <p>D. The Town Clock</p>	8 9 12b 12c
Break	5	<b>Transition to Main Room</b>	
Sharing Ideas Debrief	20	<p><b>Debrief</b></p> <p>Sharing ideas recorded on flip chart or document</p>	8 9
Moving to Action	17	<p><b>Moving to Action for Impact</b></p> <p>Commitments for implementation highlighted on flip chart or in a document; Personal Action Plans completed</p>	10 12a
Closing	3	<p><b>Closing the <i>One Summit</i></b></p> <p>Organizer's Closing Comments (1 min)</p> <p>DG's Closing Comments (2 min)</p>	
Total Time	150		

Documents (Docs) for this year's *One Summit* (All are posted at [www.zones25b-29.org](http://www.zones25b-29.org))

Doc #	Topic
1	Outline and FAQs
2	Organizer Guide
3	Promotional Information for District Use
4	Logo Customization Instructions
5	Supplies, Equipment, and Tips for <i>In-Person</i> Meetings
6	Supplies, Equipment, and Tips for <i>Virtual / Hybrid</i> Meetings
7	Setting the Stage - Welcome & Panel Concept, Introduction, and Questions
8	<i>Sharing Ideas</i> – Imagination to Action Scenarios – Breakout Facilitator Guide
9	<i>Sharing Ideas</i> – Imagination to Action Scenarios – Participants
10	<i>Sharing Ideas Debrief, Moving to Action for Impact, Closing</i>
11	PowerPoint for <i>One Summit</i>
11a	PowerPoint Notes
12	Action Toolkit Contents <ul style="list-style-type: none"> <li>a. Personal Action Plan</li> <li>b. Imagine Outline</li> <li>c. Imagine to Action Planning</li> <li>d. District Information</li> </ul>
13	Instructions for your <i>One Summit</i> Evaluation
14	RIP Jennifer Jones Theme Information

### Suggested personnel to present *One Summit*

- You, an Organizer
- Panelists for Setting the Stage
  - Moderator (if not Organizer)
  - Membership
  - Public Image
  - The Rotary Foundation
- Breakout Facilitators (one for every 6-8 attendees)
- Plenary Facilitators (you or a designee, and one other as a Co-Plenary Facilitator)
- A Scribe for the *Sharing Ideas* debriefings and *Moving to Action*
- Your DG
- Technical Support (one or more people)

**Segment 1 – Setting the Stage (40 minutes total)**

- **Large group** – facilitated discussion to set the stage for your **One Summit**.
- It is recommended that the Organizer moderate the panel discussion during this segment of **One Summit** or that the Organizer recruit an experienced facilitator for this task.

1	Welcome and DG Remarks	5 min
2	Jennifer Jones video	3 min
3	Panel – Moderator: Membership, Public Image, The Rotary Foundation	22 min
4	Ely, MN Video sharing Synergy Success	3 min
5	<p>Organizer Overview of <b>One Summit</b></p> <ul style="list-style-type: none"> <li>□ Show slide of Outcomes (Slide 3) in Doc 11 and note each Outcome, as listed here: As a participant you will: <ul style="list-style-type: none"> <li>a. Be excited to Imagine Rotary.</li> <li>b. Gain new insights about the impact of Membership &amp; Public Image &amp; The Rotary Foundation working together (M + PI + TRF = Impact).</li> <li>c. Be ready to apply those insights and to go from imagination to action.</li> <li>d. Take home an “Action Toolkit” to share with your club.</li> </ul> </li> <li>□ Note the Toolkits for each attendee and the contents of the Toolkit.</li> <li>□ Review the content of the Personal Action Plan, Doc 12a, and encourage attendees to use it to record ideas throughout <b>One Summit</b>.</li> <li>□ Show slide of what to expect (Slide 4) in Doc 11.</li> <li>□ Explain how a <b>One Summit</b> evaluation (Doc 13) will be done and encourage them to make evaluative notes throughout <b>One Summit</b>.</li> </ul>	3 min
6	<p>The <b>One Summit</b> Panel</p> <ul style="list-style-type: none"> <li>□ You (or your designee as moderator) and the following district leaders or their designees: Membership Chair, Public Image Chair, and Rotary Foundation Committee Chair.</li> <li>□ Prior to the session, provide the moderator and panel members with a copy of RIP Jennifer’s Rotary theme information (Doc 14).</li> <li>□ Doc 7 describes the presentation of this panel, provides an outline for an introduction of the panel, and recommended questions for the panel members.</li> <li>□ During the panel discussion, show slide “Together, We End Polio” (Slide 12) in Doc 11.</li> </ul>	22 min
7	<p>Organizer shares “What’s next!” – the transition to <i>Sharing Ideas</i> and <i>Moving to Action</i></p> <ul style="list-style-type: none"> <li>□ Explain what is next (the <i>Sharing Ideas</i>, <i>Debrief</i>, and <i>Moving to Action</i> segments) and give any instructions that participants and facilitators will need.</li> <li>□ Remind participants to consider how the areas of Membership, Public Image, and service through The Rotary Foundation work together as they address their assigned scenarios during the <i>Sharing Ideas</i> segment.</li> </ul>	2 min

**Segment 2 – Sharing Ideas (60 minutes)**

- **Small group** – Facilitated discussions utilizing provided scenarios.
- Use Doc 8 for Breakout Facilitators and Doc 9 for participants.

Breakout Facilitators will take the lead in this segment. **Training of facilitators is essential.** See the last page of this Organizer Guide for a checklist for Breakout Facilitator training.

Prior to **One Summit**, assign each Breakout Facilitator two (2) scenarios for their group to discuss in their breakout session:

- Scenario A or B, **and**
- Scenario C or D

It is strongly recommended that the District Governor and future District Governors not be used as Breakout Facilitators and that they not be in discussion groups as participants. Rather, they should be in attendance to observe, to listen, and to be resources as needed.

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

1	Scenario A or B – participants answer the questions provided	20 min
2	Scenario C or D – participants develop an action plan that includes desired project outcomes, basic actions to achieve sustainable outcomes, and the desired impact.	35 min
3	To conclude the breakout session, ask participants to share one action item from their Personal Action Plan (Doc 12a) – something they are going to do as a result of having attended <b>One Summit</b> .	5 min

**Segment 3 – Debrief & Moving to Action for Impact (40 minutes)**

- **Large group** – facilitated discussion of the results of **One Summit**. It is recommended that the Organizer/Moderator and one other experienced facilitator moderate this segment **One Summit**.
- Doc 10 provides an outline for this segment.

1	Debrief – Breakout facilitators or a designated volunteer from each breakout group share one or two action items with the full group.	20 min
2	Moving to Action – this key part of <b>One Summit</b> affords attendees the opportunity to gain ideas from the “work” that has been done at the <b>One Summit</b> , giving them time to process what they have learned, and inspiring them to take action personally and at the club level. In the latter regard, the Personal Action Plan, Doc 12a in the Toolkit, pertains.	17 min
3	Organizer’s Closing Comments	1 min
4	DG Closing Comments	2 min

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

- Ensure that **One Summit** is publicized (Doc 3).
- Arrange for the meeting facility and logistics or for use of an online webinar account. (See Doc 6 if doing **One Summit** online.)
- Arrange for the DG, DGE, DGN, and DGND to attend.
- Arrange for panelists and facilitators.
- Arrange for someone to be responsible for technology during **One Summit**.
- Download the PowerPoint, Doc 11 and **after** downloading, tailor it to your **One Summit**.
- Discuss the panel concept and how the Setting the Stage panel will proceed with your panelists. Suggestion: have an online meeting with all panelists and “practice” the panel discussion.
- Ensure the moderator and panel members have a copy of RIP Jennifer’s Rotary theme information (Doc 14).
- Ensure that copies of guides for facilitators [Doc 8 for Breakout Facilitators and Doc 10 for the Moving to Action Facilitators(s)] are provided to them.
- Ensure that copies of Doc 9, the Discussion Questions for *Sharing Ideas*, and all items in the Toolkit are made for panelists, attendees, and facilitators.
- Conduct training** of Breakout Facilitators for the *Sharing Ideas* segment. See checklist below. This is essential to a successful **One Summit**.
- Keep things moving and on schedule.
- 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.
- Consult Doc 5 for an in-person **One Summit** or Doc 6 for a virtual or hybrid **One Summit**. Those documents address *Supplies, Equipment, and Tips* and contain some items that are on this list and some that are not.

### Checklist for Breakout Facilitator Training

- Give an overview of **One Summit** using the first table on page 2 of this Organizer Guide.
- Explain their roles in facilitating discussion during the *Sharing Ideas* segment, including:
  - What questions will be included in this segment and the total time for the segment.
  - “Core” questions that should be used.
- Go over the following instructions to the Breakout Facilitators in Doc 8:
  - Your Role*
  - Time for the Segment you will lead*
  - As you begin the Breakout Session*
  - The instructions in parenthesis for each discussion item*
  - As you conclude the Breakout Session*
- Explain how time will be managed so that all discussion items can be covered.
- Explain how ideas from the Breakout groups will be reported during the *Debrief* segment.
- If doing an **in-person One Summit**, explain how breakouts will be conducted. At tables in the plenary room? In various rooms?
- If doing a **virtual One Summit**, describe how breakout rooms will be assigned and managed. Do a “live” demonstration of Breakout Rooms to show how they work and how remaining times for discussion items can be displayed.