

**2021-22: Let’s Talk Rotary – Serve to Change Lives**

**Document 2**

**Organizer Guide**

**One Rotary Summit (ORS) Overview**

This year’s One Rotary Summit (ORS) theme is based on the Rotary Theme for the year, **Let’s Talk Rotary – Serve to Change Lives.**

An ORS is all about the synergy among Membership, Public Image, and Humanitarian Service through The Rotary Foundation. Slides 3 and 4 in Doc 11, the *PowerPoint for Use at the ORS*, illustrate these relationships.

Applying Rotary’s Strategic Plan, 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 and clubs.

The three key segments of an ORS are.

* *Setting the Stage*
* *Sharing Ideas*
* *Moving to Action.*

The materials for this year’s ORS are designed for in-person meetings, virtual meetings, or hybrid meetings.

New this year is a panel for the *Setting the Stage* segment of the ORS. Doc 7 describes the concept of this panel and an outline for introducing the panel and questions for the panel.

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

Note: In this document and others in the 2021-22 materials, the abbreviation “Doc” is used for “document.” The file names of documents contain the Doc number.

**Overview of this Year’s ORS**

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| --- | --- | --- | --- |
| **Segment** | **Mins.** | **Notes** | **Doc Numbers** |
| *Setting the Stage* | 25 | * Welcome/DG Remarks/ORS Overview   (5 minutes)   * Panel (ORS Facilitator, Membership, Public Image, & The Rotary Foundation   (18 minutes)   * Transition to Breakout #1   (2 minutes) | 7 |
| *Sharing Ideas* Breakout #1 | 40 |  | 8  9 |
| Break | 5 |  |  |
| *Sharing Ideas*  Debrief of Breakout #1 | 15 | Breakout #1 ideas recorded on flip chart or document. | 8  9 |
| *Sharing Ideas* Breakout #2 | 35 |  | 8  9 |
| *Sharing Ideas*  Debrief of Breakout #2  and  *Moving to Action* | 15  15 | Breakout #2 ideas recorded on flip chart or document.  Moving to Action commitments recorded on flip chart or document. | 8  9  10 |
| Total Time | 150 |  |  |

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

|  |  |
| --- | --- |
| **Doc #** | **Topic** |
|  |  |
| 1 | Summit Outline and FAQs |
| 2 | Organizer Guide |
| 3 | Promotional Information for Districts |
| 4 | Downloadable ORS Logo |
| 5 | Supplies, Equipment, and Tips for In-Person Meetings |
| 6 | Supplies, Equipment, and Tips for Virtual Meetings |
| 7 | *Setting the Stage – A Panel*  Concept, Introduction, and Questions |
| 8 | Breakout Facilitator Guide for *Sharing Ideas* |
| 9 | Discussion Questions for *Sharing Ideas* |
| 10 | *Moving to Action* Outline |
| 11 | PowerPoint for the ORS |
| 11a | PowerPoint Notes |
| 12 | Toolkit Contents   1. Personal Action Plan b. District Information |
| 13 | Instructions for an ORS Evaluation |

**Personnel to present an ORS**

* You, an Organizer
* Panelists for Setting the Stage
  + 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

**Outline of *Setting the Stage* Segment (25 minutes total)**

1. Welcome and DG Remarks (2 minutes)
2. Organizer Overview of the Summit (3 minutes)

* Show slide of Outcomes (Slide 2) and note each Outcome, as listed here:

As a participant you will:  
Be excited to Serve to Change Lives.

* 1. Be inspired and ready to tell the stories of what is accomplished because of Rotary and The Rotary Foundation.
  2. Understand and be ready to share “What’s in it for me and others because of Rotary.”
  3. Be inspired and act to increase Rotary’s impact and reach in their communities and beyond.
  4. Understand and support club efforts to increase member engagement.
  5. Appreciate and support the work of your club in increasing adaptability.
* Note the Toolkits for each attendee and the contents of the Toolkit.
* Review the content of the Personal Action Plan, Doc 12a, and encourage attendees to use it to record ideas throughout the Summit.
* On the screen, show the One Rotary slides – Slides 3 through 10 in the PowerPoint Set, Doc 11
* Explain how an Event Evaluation (Doc 13) will be done and encourage them to make evaluative notes throughout the Summit.

1. The ORS Panel (18 minutes) – Show slide 11.
   1. You (or your designee) and the following district leaders or their designees: Membership Chair, Public Image Chair, and Rotary Foundation Committee Chair.
   2. Doc 7 describes the concept of this panel and an outline of an introduction of the panel, and the questions for the panel.
2. Organizer “What’s next!” – the transition to *Sharing Ideas* and *Moving to Action* (2 minutes)

* Explain the Sharing Ideas segment and the Moving to Action segment and give any instructions that participants and facilitators will need.

**Segment 2 – *Sharing Ideas*** **(95 minutes, including a 5-minute break and two 15-minutes debriefing sessions) –** Show slide 12.

Small group facilitated discussion

See Doc 8 for Breakout Facilitators and Doc 9 for participants.

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.

During this segment you or someone you designate should 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.

Breakout facilitators will take the lead in this segment, which will have two breakout sessions. **Training of facilitators is essential.** See the last page of this Organizer Guide for a checklist for Breakout Facilitator training.

During each breakout session, ideas from the participants should be recorded as answers to questions and topics are discussed.

* For in-person meetings, this should be done on easel (flip chart) pads, with the results later posted in the main meeting room so that participants in other groups can view them. This information can later be transcribed and provided to attendees. You may also want to post it on your district website and/or send it to club and district leaders.
* For online (virtual) meetings, typed results from each group should be submitted to you as the Organizer or to someone whom you designate. The information from the various groups should then be compiled as one document and shown to all in attendance. (See page 4 of Doc 6.) This information can later be provided to attendees via email. You may also want to post it on your district website and/or send it to club and district leaders.

At the end of each *Sharing Ideas* breakout session, each attendee will be asked by the Breakout Facilitator to share *key ideas* from the session.

Following each breakout session, there will be a 15-minutes debriefing session where all attendees will be present. At that debriefing session, Breakout Facilitators or a volunteer from each group will be asked to share the *key ideas* that were generated during the breakout. These debriefing sessions will be led by you or your designee as a Plenary Facilitator and a Co-Plenary Facilitator. Someone designated as a scribe will record those ideas, for in-person Summits on an easel pad and for virtual sessions in a typed document.

**Segment 3 – *Moving to Action*** **(15 minutes)**

This is a plenary session facilitated discussion of the results of the ORS. As noted earlier, it is recommended that the Organizer (or your designee) and one other experienced facilitator moderate this segment of the ORS.

Doc 10 provides a detailed outline for this segment.

This key part of the ORS affords attendees the opportunity to further consider 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 act personally and at the club level. In the latter regard, the Personal Action Plan, Doc 12a in the Toolkit, pertains.

A critical part of this session is having each attendee record an Action Item on his or her Personal Action Plan (Doc 12a) and having those so willing share an action item with all attendees.

**The next page contains a checklist for you as the Organizer and a checklist for conducting Breakout Facilitator Training.**

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

* Ensure that the ORS is publicized (Doc 3).
* Arrange for the meeting facility and logistics or for use of an online webinar account. (See Doc 6 if doing the ORS 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 the ORS.
* Download the PowerPoint, Doc 11 and after downloading, tailor it to your ORS.
* Discuss the panel concept and now it will proceed with the Setting the Stage panel. Suggestion: have an online meeting with all panelists and “practice” the panel discussion.
* 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.
* For in-person meetings, 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. For virtual meetings, send this information via email before the ORS.
* **Conduct training** of Breakout Facilitators for the *Sharing Ideas* segment. See checklist below. This is essential to a successful ORS.
* Keep things moving and on schedule.
* Serve as a co-facilitator and recruit and train a co-facilitator for the discussion of ideas in the two *Sharing of Ideas* debriefing sessions and for the *Moving to Action* segment.
* Consult Doc 5 for an in-person summit or Doc 6 for a virtual 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 the One Rotary Summit per the first table on page 2 of this ORS Organizer Guide.
* Explain the role of facilitating discussion during the *Sharing Ideas* segment,
  + What questions will be included in this segment and the total time for the segment. Core Questions to be used. Will any of the Optional Questions 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 items*
  + *As you conclude the Breakout Session*
* How time will be managed so that all discussion items can be covered
* How reports from the Breakout groups will be reported during debrief sessions
* If doing an in-person summit, how will breakouts be conducted? At tables in the plenary room? In various rooms?
* If doing a virtual summit, how will breakout rooms 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.