

# 教員手冊

FACULTY NOTEBOOK

課程指南

Course Guide

第二部分

Part I



扶輪領導學院台灣分部

Rotary Leadership Institute Taiwan Division

主編：RLI 台灣分部主委

翻譯：RLI 台灣分部副主委

邵偉靈前總監

前總監許勝傑

PDG Dens

PDG Archi





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## 於新千禧年的扶輪領導：第二部

### Rotary Leadership in the New Millennium: Part II

扶輪領導學院手冊及註冊表格 RLI Brochure & Registration Form.....	資料袋前面
你的扶輪領導學院之教員 Your RLI Faculty.....	資料袋前面
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#### 扶輪領導學院 第二部份的課程綱要

#### OUTLINES FOR THE RLI PART II COURSE

註：完整綱要、幻燈片、參考資料及額外之資料都儲存於學員之 CD 中或上網 [www.RLI33.org](http://www.RLI33.org)

**Note: the full outlines, slides, reference materials and bonus materials are on the student CD or online at [www.RLI33.org](http://www.RLI33.org)**

歡迎來到扶輪領導 學院-扶輪最新資訊 Welcome to RLI – Rotary Update	於第二及第三部分課程議程是以互動會議及參考資料來作總結，並提供一種“破冰”和一種“新聞突破”方式來更提供最新資訊。	Interactive Session summarizing the Part II & III course agendas and reference materials, and providing an “icebreaker” and a Rotary “breaking news” update.	
領導力 / 目標 Leadership / Goals	有關領導力議題的四個課程的第三個課程，目標設定的本質與重要性以及在一場扶輪社訓練模擬裡那些親手運用的原則。	The third of four courses on Leadership topics, the nature and importance of goal setting and the hands-on application of those principles in a club-oriented simulation.	5
職業服務 / 道德標準 Vocational Service / Ethics	一場令人深思的會議去探究扶輪的職業哲學的基本原則，它的倫理道德的基礎以及它在職場內外對扶輪社員們所具有的意義。	A thought-provoking Session exploring the basics tenets of Rotary’s vocational philosophy, its ethical underpinnings, and its meaning to Rotarians, inside and outside the workplace.	7
吸收新社員 Membership Recruitment	深入了解圍繞著吸收新社員於該組織上及實際的議題以及有效的招募方法要素的剖析。	An in-depth look at the organizational and practical issues surrounding the recruitment of new Rotarians, and a dissection of elements of effective recruitment methods.	9
扶輪基金會 / 分享 制度 The Rotary Foundation / SHARE	一場親身參與的會議來測試扶輪基金會的分享制度的過程，並且有關基金及計劃先後順序方面之地方分權的決策的衝擊影響。	A participatory session examining the SHARE process of The Rotary Foundation and the impact of decentralization of decision-making on funding & program priorities.	11
領導力 / 怎樣進行 會議 Leadership / How to Run Meetings	一場親身演練的會議是關於扶輪社員-扶輪社例會間，我們彼此的相互影響的最基本觀念，並且在我們扶輪社委員會中要如何有效率的一種測驗。	A practical session on the most basic aspect of our interaction as Rotarians- the club meeting, and an examination of how to be effective in our club committees.	16
分析一個扶輪社 Analyzing a Rotary Club	運用一個詳細的核對清單，於這個會議中讓每一位扶輪社員深思熟慮地去分析他們已的扶輪社許多方面，並探討特別行動的需要性。	Using a detailed checklist, this session allows each Rotarian to thoughtfully analyze the many aspects of their own Rotary Club, and discuss the necessity for specific action.	18
附錄-其他資源 Appendix of Other Resources ...			在網路上



熱誠的歡迎到美國東北扶輪領導學院—第 31-32 地帶總部

2007-08 年度

親愛的朋友們，

根據一位私人顧問葛萊葛孟·納爾遜“領導人的特質，他是在一位組織裏最具影響力的人物……他常常並不依循著該組織之藍圖來進行。”

我同意這個假定。這正如同我們偉大的服務組織—國際扶輪。在社的層級，扶輪的領導是由下而上的。即使是扶輪社員，扶輪如果沒有你的話將會一事無成。因此，我們認為每一位都是一位領導人。你就是之所以扶輪能提供許多必要的計劃及服務給予我們本地社區及更大的社區—我們世界社區的原因！我們今年的國際扶輪社長，偉福·魏京森，已經選擇了一個很適當的主題，它是與我們扶輪領導學院很貼切的主題—扶輪分享！

我們的創始人及名譽主委—國際扶輪理事大衛·林內，在 1992 年決定如果我們資深的領導人在地區及國際層級接受的教育所獲得的知識來教育我們的社員則扶輪能作更多的事情。分享資深社員的經驗及分享及討論我們地帶和地區其他扶輪社員之經驗，以提供扶輪社較堅實及較好的基礎，並激勵扶輪社員走一段漫長路到社裡或地區擔任領導職務。知識就是力量，如果我們將我們的力量結合起來，我們將變得更堅強及更有活力的扶輪社。也因此我們可以為比我們不幸的那些人作更多的事情。

在國際扶輪即將積極的及進步的改變中，同時根據 2007 年的立法會議中通過的立法，今年我們持續地將去年我們編訂的課程作大幅度的修改以便與時俱進。藉用評估表格請讓我們了解課程及教師們表現是否適當以及你們所期望的是什麼。當我們作修正的時候，請讓我們知道你們的想法以便幫助我們加強並讓扶輪領導學院在來年會更好。

非常謝謝各位寶貴的時間與我們分享和討論你的看法，以使扶輪更加美好。請在與我們討論時你要是位積極的參與者。要在扶輪領導學院裡扮演一位積極的角色，在你上完課離開扶輪領導學院時將會懷著一份你曾經參與過的那份驕傲感，並帶回你所學回到你的扶輪社去激勵你的社員。我僅代表扶輪領導學院全體職員及教師們，謝謝你來此參加並期待將來與你共事以便分享扶輪！

你的朋友

丹尼爾·史本賽，紐澤西 7640 地區前總監

美國東北扶輪領導學院主委—總部

第 31-32 地帶

紐澤西州，格羅斯特市扶輪社

**A Hearty Welcome to The Rotary Leadership Institute of Northeast America-The Home Division of Zones 31-32 2007-2008**

Dear Friends,

According to Gregory Nelson, a personnel consultant, "Leaders by profile are the people who are the biggest influence in the organization.....Very often, that doesn't follow the organization chart."

I concur with that assumption. Such is the case with our great service organization, Rotary International. The leadership of Rotary is from the bottoms up, at the Club level. Nothing happens in Rotary without YOU, the member of the Rotary club. Hence, we recognize everyone as a LEADER. YOU are the reason that Rotary provides much needed programs and services to our local communities and our communities at large-our world community! Our RI President this year, Wilf Wilkinson, has selected an appropriate theme relevant to what we are all about in the RLI-ROTARY SHARES!

Our founder and Chairman emeritus, RI Director David Linett, decided in 1992 that, Rotary could do so much more if our members were educated with the knowledge that our senior leaders on the district and international level were educated with. The SHARING of their experiences, and the SHARING and discussion of experiences of Rotarians from other clubs in our districts and zones, would go a long way to providing a foundation for stronger and better clubs, and catapult club Rotarians into club and district leadership positions. Knowledge is power, and with all of OUR POWER TOGETHER, we can become stronger and more viable, and do so much more for those less fortunate than we.

This year, we continue with the significant changes in the curriculum we made last year in order to keep current and on the threshold of positive and progressive changes within Rotary International, and in accordance with the legislation passed at the 2007 Council on Legislation. By use of the Evaluation Form, please let us know whether the curriculum and faculty presentations were relevant and what you expected. As we make changes accordingly, please let us know what you think could help us to enhance and make the RLI better in years to come.

Thank you so much for taking your valuable time and being with us as we share and discuss your ideas for making Rotary better. Please be an active participant in our discussions, and leave here with a sense of pride for what you are doing, and bring back and motivate your club members to take an active part in the Rotary Leadership Institute. On behalf of the Officers and Faculty of the Rotary Leadership Institute, I appreciate you being here, and look forward to working with you in the future as ROTARY SHARES!

Your friend,

Daniel T. Spencer, Jr., PDG, D-7640NJ  
Chairman-The Rotary Leadership Institute of Northeast America-Home Division  
Zones 31-32  
Member of the Rotary Club of Gloucester City, New Jersey



# Rotary Leadership Institute of North Eastern America

Updated: 7/16/2007

2007-2008 Officer Roster (proposed)

Page 1



## Daniel T. Spencer Jr. (Dan)

### Chairman

404 North Brown  
Gloucester City, NJ 08030  
dans@camdencounty.com  
H-856-456-2988 B-856-374-6310  
F-856-374-6374

## Knut J. Johnsen

### Exec V-Chair

51 Meadow St.  
Newburgh, NY 12550  
knutjohnsen@worldnet.att.net  
H-845-565-1316 B-845-565-1316  
F-845-562-4848 C-914-805-5719

## Ward T. Vuillemot

### Exec-Director

8 Teasel Lane  
Skaneateles, NY 13152  
wardtv37@mac.com  
H-315-685-8133 B-none  
F-315-685-8133

## Ann M. Williams

### Vice Chair Z31

Zone 31  
25 Wedgewood Drive  
Centerville, MA 02632-3162  
amwms@capecod.net  
H-508-428-8250 B-508-778-7583  
F-508-778-7589

## Tamton Mustapha (Tam)

### Vice Chair Z32

Zone 32  
2575 Route 21  
Valatie, NY 12184  
mustapha@berk.com  
H-518-758-6218 B-518-828-7188  
F-518-758-7352

## Peter C. Johnson

### Reg V-Chair

Northern New England  
132 Drinkwater Point Road  
Yarmouth, ME 04096  
peter.johnson@ubs.com  
H-207-846-6526 B-207-791-5546  
F-none

## Edward F. King (Ed)

### Reg V-Chair

Southern New England  
19 May St.  
Spencer, MA 01562  
eking@rotary7910.org  
H-508-885-6999 B-none  
F-none

## Fred A. Carvin

### Reg V-Chair

New York Metropolitan/Bermuda  
612 Luzerne Road  
Queensbury, NY 12804  
qbyfred@verizon.net  
H-518-793-4831 B-none  
F-518-793-4831

## Gerald Gortner (Jerry)

### Reg V-Chair

Upstate New York  
3240 Seneca Turnpike  
Canastota, NY 13032  
gerald.r.gortner@ampf.com  
H-315-762-8038 B-315-697-7424  
F-315-697-7447

## Allen D. Smith

### Reg V-Chair

Middle Atlantic-North  
900 Denis Circle  
Swatara, PA 17111  
allendsmithesq@prodigy.net  
H-717-564-6179 B-717-939-1891  
F-717-939-1998

## Carol Ann Weisenfeld

### Reg V-Chair

Middle Atlantic-South  
1304 Hilltop Ave.  
Wilmington, DE 19809-1628  
ri7630dg0102@aol.com  
H-302-791-9179 B-none  
F-302-792-0111

## Yvette M. Palmer

### Secretary

5814 Stag Drive  
Emmaus, PA 18049  
ymp@hughes.net  
H-610-966-1819 B-610-966-1819  
F-610-966-7919

## Thomas L. Voorhees (Tom)

### Treasurer/Registrar

29 East Woodhaven Dr.  
Avon, CT 06001  
tlvmev@aol.com  
H-860-673-7672 B-none  
F-860-673-7672

## Marlene B. Brown

### Communications Officer

PO Box 840, 53 White St.  
Clark Mills, NY 13321-0840  
marlenebrown@adelphia.net  
H-315-853-5092 B-315-724-6129  
F-315-853-4636

## Frank C. Collins Jr.

### Curriculum Chair

200 Timber Trail  
East Hartford, CT 06118-3560  
frankceil@aol.com  
H-860-568-3497 B-860-568-3497  
F-860-568-3497

## C. Clifford McLean (Cliff)

### Evaluation co-Chair-Z31

Zone 31  
1 Tina Lane  
Mt. Sinai, NY 11766-3015  
ccliffmcl@optonline.net  
H-631-828-8142 B-none  
F-631-828-8142

## Dorothy C. Kappenberg (Dot)

### Evaluation co-Chair-Z32

Zone 32  
33B Baycrest Ave.  
Westhampton, NY 11977  
awkap@att.net  
H-631-288-4470 B-none  
F-631-288-4470

## Frank E. Wargo

### Grad Coordinator

221 Danbury Road  
New Milford, CT 06776  
frank.wargo@snet.net  
H-860-354-1832 B-860-354-6334  
F-860-350-2817 C-203-788-0698

## Toni M. McAndrew

### Faculty Training Chair

2715 Bethany Turnpike  
Pleasant Mount, PA 18453  
tonim@epix.net  
H-570-448-2992 B-none  
F-570-448-9581

## Michael K. McGovern (Mike)

### Past Chairman

Ex-Officio  
22 High View Road, P.O. Box 6260  
Cape Elizabeth, ME 04107  
cetm@maine.rr.com  
H-207-767-3191 B-207-799-5251  
F-207-799-7141

## David Linett (Dave)

### International Chairman

Ex-Officio  
232 Blackburn Road  
Summit, NJ 07901  
ginlin@aol.com  
H-908-522-9432 B-none  
F-908-522-1961 C-908-803-1813

## Michael Rabasca (Mike)

### International Exec-Dir

Ex-Officio  
210 Thomas Road  
Mendham, NJ 07945  
rabasca@patmedia.net  
H-973-543-4768 B-none  
F-973-543-1891

Please contact: Ward Vuillemot at (wardtv37@mac.com) to report corrections of the data

<http://www.rlinea.com/>



## 扶輪領導學院

### 第二部分會議議程

# The Rotary Leadership Institute Part II Agenda

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7:30 ~ 8:00 AM	註冊 Registration
8:00 AM	早餐，歡迎及介紹扶輪領導學院第二部分 Breakfast, Welcome & Introduction to Part II
8:45 ~ 9:35 AM	領導力 / 目標 Leadership / Goals
9:35 ~ 10:25 AM	職業服務 / 道德標準 Vocational Service / Ethics
10:25 ~ 10:40 AM	休息 BREAK
10:40 ~ 11:30 AM	吸收新社員 Membership Recruitment
11:30 ~ 12:20 AM	扶輪基金會 / 分享制度 The Rotary Foundation / SHARE
12:20 ~ 1:20 PM	午餐 LUNCH
1:20 ~ 2:10 PM	領導力 / 怎樣進行會議 Leadership / How to Run Meetings
2:10 ~ 2:20 PM	休息 BREAK
2:20 ~ 3:30 PM	分析一個扶輪社 Analyzing a Rotary Club
3:30 PM	評鑑及散會 Evaluations & Adjournment



# 領導力 / 目標

## LEADERSHIP / GOALS



### 領導力 / 目標 Leadership/ Goals

#### 會議的目的 **Goals of the Session**

- 研究為什麼目標設定是重要的  
Examine Why Goal Setting is Important
- 討論達成目標的機制  
Discuss the Mechanics for Achieving Goals



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#### 資料 **Materials**

- 會議的提綱 Session Overheads
- 扶輪社委員會手冊：目標  
Club Committee Handbook: Goals
- 目標設定幻燈片：地區講習會  
Goal Setting Slides: District Assembly
- 計畫指南 Planning Guide

- \* 在這個第一次的會議上，邀請參加者簡短介紹他們自己。  
*In this first session, ask participants to briefly introduce themselves.*
- \* 先播放幻燈片 02-12，然後播放幻燈片 02-13。  
*Show slide 02-12, then slide 02-13.*

#### 會議議題 **Session Topics**

- \* 首先介紹會議的目的然後移至會議的議題。(以20分鐘或更多一點時間來探討第1、2、3的議題。)  
*Introduce goals of the session and then move on to session topics. (20 minutes more for topics 1, 2, 3.)*

- 1) 於一個扶輪社內我們真的需要目標嗎？  
Do we really need goals in a Rotary club?

- \* 邀請參加者談論個人的目標。

*Ask participants to talk about personal goals.*

- 它們經常是在浪費時間？  
Aren't they often a waste of time?
- 如果是這樣的話，為什麼？  
If so, why?

- \* 邀請參加者把個人經驗與目標相結合。

*Ask participants to relate personal experiences with goals.*

- 2) 我們怎樣著手建立目標？  
How do we go about creating goals?

- \* 一個扶輪社如何達到一致？

*How would a club arrive at consensus?*

- 誰來做？  
Who does it?

- \* 什麼時候開始進行？

*When does the process start?*

- 3) 一個好的目標是怎樣形成？  
What makes a good goal?

- M-可衡量的 *Measurable*
- A-可達成的 *Achievable*
- C-具挑戰的 *Challenging*

#### 備註 **Notes:**



S-可分享的 *S hared*

i) 目標應該只涵蓋一年的時間嗎？

Should goals cover a one year period only?

ii) 為什麼或為什麼不是？

Why or why Not?

\* 播放幻燈片02-14教員的選項內容。

*Show slide 02-14 faculty option worron.*

\* 把班級分成三小組。讓每一小組列舉5個目標(3分鐘)。每組請人把目標向整個團體報告徵求每組提出一個目標。然後每組以10分鐘來回答誰、什麼、為什麼、在那裡、什麼時候和怎樣。

\* *Divide class into 3 groups. Have each group list 5 goals (3 minutes). Have goals reported to the entire group and one goal from EACH GROUP is solicited. Then the group spends 10 minutes answering who, what, why, where, when, and how.*

然後每組提出他們的目標將如何達成。總結-3分鐘。最多20分鐘。

*Each group will then present how their goals will be achieved. Summarizes – 3 minutes. Maximum 20 minutes.*

4) 團體將被分成幾組以建立社的年度目標並向整個團體報告交換意見。

The group will be divided to create annual club goals and will report back to the whole group for comment.

\* 給10分鐘討論議題五

*Allow 10 minutes for #5*

5) 一旦我們已經確定目標，我們怎樣能把目標達成？

Once we have set goals, how can we use Goals for achievement?

a) 我們怎樣傳達目標？

How do we communicate goals?

b) 我們應該多久傳達目標一次？

How often should we communicate goals?

c) 我們能怎樣追蹤目標？

How can we follow up goals?

d) 報告？

Reports?

\* 如果時間許可,....

*If time permits....*

備註 Notes:





## 職業服務 / 道德標準

### VOCATIONAL SERVICE / ETHICS

\* 首先播放幻燈片(2-01)。

\* Show slide (part 2-01) initially.

\* 播放幻燈片(2-02)，介紹會議的目的然後移至會議的議題。

\* Show slide (par 2-02) and introduce goals of the session and then move on to session topics.





### Vocational Service / Ethics

**會議的目的 Goals of the Session**

- 什麼是事業及專業的高道德標準？  
What are High Ethical Standards in Business & Professions?
- 我們如何提供職業服務？  
How do we Serve Vocationally?
- 交換扶輪社所可能探討職業服務的意見  
Exchange Ideas of Possible Club Approaches to Vocational Service.



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#### 會議的議題 Session Topics

\* 它是來自哪兒？ 討論之後播放幻燈片(2-03)

*Where does it come from? After discussion show slide (part 2-03)*

- 1) 什麼是職業服務？  
What is “vocational service”?
- 2) 它為什麼重要的？ 扶輪社是建立在職業服務的原則上。  
Why is it important? Rotary was founded on the principle of vocational service.
- 3) 扶輪社員能提升事業的道德標準嗎？ 這道德標準有時我們認為是當然的，或者我們該有任何實際活動，來討論在事業上更進一步的道德標準嗎？ 我們如何能為社區來運用我們的專業和事業的技能？  
Can Rotarians raise the ethical standards of business? Is ethics something we can take for granted or should we have any actual activities to discuss further ethics in business? How can we utilize our professional and business expertise for the community?
- 4) 貴社做了哪些職業服務？  
What does your club do in vocational service?  
\* 使用活動掛圖來列出答覆。  
*Use flip chart to list responses.*
- 5) 貴社為年青人做了些什麼？ 扶輪社社員？ 你的社區？  
What does your club do for Youth? Club Members? Your Community?
- 6) 如果扶輪社沒有參與任何的職業服務活動，我們如何鼓勵參與一些活動？  
If clubs are not involved in any vocational service activities, how can we encourage some activities?

\* 播放幻燈片(2-04)

*Show slide (part2-04)*

\* 請上課的學員看第8頁。 問他們是否在他們的事業地點展現第8頁的內容。 如果沒有-為什麼沒有？

*Have class look at page 7. Ask if they show the contents of page 7 in their place of business. If not – why not?*

#### 資料 Materials

- 會議的提綱 Session Overheads
- 講義： 扶輪社員事業及專業宣言-四大考驗 Handout: Declaration of Rotarians in Business & Professions – The 4 Way Test
- 職業服務月 Vocational Service Month
- 應用四大考驗 Applying the 4 Way Test
- 職業服務計劃表 Vocational Project Form
- 職業服務計劃調查結果 Vocational

#### 備註 Notes:



## 扶輪社員事業及專業宣言

1989年國際扶輪立法會議通過有關扶輪社員在事業及專業的宣言，以便提供扶輪主旨中所提出的高道德標準更精確的指導方針。

**身為扶輪社員，在從事業及專業上，我將：**

視個人之職業為另一個服務的機會；

遵守個人職業道德及國家的法律，在形式上及精神上遵守社會上的道德標準；

盡全力光大個人的職業，並在個人的工作崗位上推廣最高的道德標準；

以公平的態度對待我的雇主、雇員、同事、競爭者、顧客、大眾以及所有在事業上或專業上有來往的人；  
尊敬所有有益於社會的職業；

貢獻個人的職業專長：提供機會給年輕人，幫助其他人解決特殊的需求，增進個人所在社區的生活品質；

在廣告及對大眾做有關個人事業或專業的介紹時，遵守誠信原則；

不向社友要求或提供一些一般人在事業上或專業上不能獲得的特權或利益。

## Declaration of Rotarians in Businesses and Professions

The Declaration of Rotarians in Businesses and Professions was adopted by the Rotary International Council on Legislation in 1989 to provide more specific guidelines for the high ethical standards called for in the Object of Rotary:

**As a Rotarian engaged in a business or profession, I am expected to:**

Consider my vocation to be another opportunity to serve;

Be faithful to the letter and to the spirit of the ethical codes of my vocation, to the laws of my country, and to the moral standards of my community;

Do all in my power to dignify my vocation and to promote the highest ethical standards in my chosen vocation;

Be fair to my employer, employees, associates, competitors, customers, the public, and all those with whom I have a business or professional relationship;

Recognize the honor and respect due to all occupations which are useful to society;

Offer my vocational talents: to provide opportunities for young people, to work for the relief of the special needs of others, and to improve the quality of life in my community;

Adhere to honesty in my advertising and in all representations to the public concerning my business or profession;

Neither seek from nor grant to a fellow Rotarian a privilege or advantage not normally accorded others in a business or professional relationship.

## 四大考驗

從扶輪最早的組織時期開始，扶輪社員就已經在他們的專業領域裡關心提升最高的道德標準。現今世界上最廣為刊印及被引用的職業道德聲明之一是四大考驗，它是在1932年由扶輪社員赫伯特·泰勒(Herbert J. Taylor, 後來他擔任過國際扶輪社長) 在他被要求接管一家面臨破產公司時候所創導的。

這24個字是供他的雇員在他們的事業及專業領域中所遵循的考驗，爾後成為銷售、生產，廣告和經銷商與客戶之間的所有關係的指導方針，最後公司因信任這簡單的哲學得以生存。在1943年國際扶輪通過採用了四大考驗，這四大考驗已經被翻譯成超過上百種語言並且用數千種方式來發表。它問以下的四個問題：

”遇事反省，然後言或行：

- 一、 是否真實？
- 二、 是否公平？
- 三、 能否促進信譽友誼？
- 四、 能能否兼顧彼此利益？“

## The Four-Way Test

From the earliest days of the organization, Rotarians were concerned with promoting high ethical standards in their professional lives. One of the world's most widely printed and quoted statements of business ethics is The Four-Way Test, which was created in 1932 by Rotarian Herbert J. Taylor (who later served as RI president) when he was asked to take charge of a company that was facing bankruptcy.

This 24-word test for employees to follow in their business and professional lives became the guide for sales, production, advertising, and all relations with dealers and customers, and the survival of the company is credited to this simple philosophy. Adopted by Rotary in 1943, The Four-Way Test has been translated into more than a hundred languages and published in thousands of ways. It asks the following four questions:

"Of the things we think, say or do:

1. Is it the TRUTH?
2. Is it FAIR to all concerned?
3. Will it build GOODWILL and BETTER FRIENDSHIPS?
4. Will it be BENEFICIAL to all concerned?"

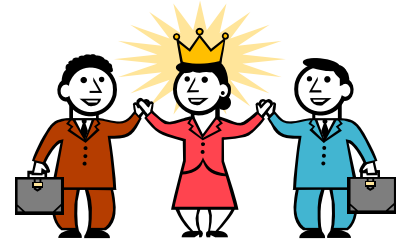


# 吸收社員

## MEMBERSHIP RECRUITMENT

\*播放幻燈片(第2-05部分)

Show slide (part 2-05)





### 吸收社員 Membership Recruitment

會議的目的 **Goals of the Session**

- 探索我們扶輪社吸收社員的重要性 Explore the Importance of Recruitment to our Clubs
- 討論吸收社員的方法步驟 Discuss Approaches to Recruitment




**GOAL**

Rotary Leadership Institute - Part II

\*播放幻燈片(2-06)並介紹會議的目的然後移至會議的議題。

Show slide (par 2-06) and introduce goals of the session and then move on to session topics.

### 會議的議題 Session Topics

- 1) 吸收新社員的好處是什麼？  
What are the benefits of recruiting new members?  
\*使用活動掛圖來列出答覆 (給5分鐘)  
Use flip chart to list responses (allow 5 minutes).
  - a) 對貴社有所益處嗎？  
Benefits to your Rotary club?
  - b) 對貴社區有所益處嗎？  
Benefits to your community?
  - c) 對國際組織有所益處嗎？  
Benefits to the international organization?
- 2) 在過去的10年中，國際扶輪已經多次的重點強調了社員的問題。這些已是年度社長獎的一部分。  
Over the past ten years, Rotary International has had several emphases on membership issues. Many of these have been part of the annual Presidential Citation Award for clubs.  
\*問：這業已對貴社產生了影響嗎？(有或沒有)  
Ask: Has this impacted your club? (Yes or No)
  - a) 貴社有積極參與這些重點強調嗎？  
Has your club actively been involved in these emphases?
  - b) 它們對貴社有所影響嗎？  
Have they had an impact on your club?
- 3) 人們為什麼會加入一個扶輪社？  
Why do people join a Rotary Club?

\*使用活動掛圖來列出答覆，不需使用太多的時間 (最多5分鐘)

Use flip chart to list responses. Do not spend too much time (maximum 5 minutes).

### 資料 Materials

- 會議的提綱 Session Overheads
- 國際扶輪社員發展出版刊物 RI Membership Development Publication
- 扶輪社人口統計的調查以及圖樣 Club Demographic Survey & Template
- 100種吸收新社員的方法 100 Ways to Recruit New Members
- 社員發展的成功故事 Membership Growth Success Stories
- 國際扶輪社員發展處各種工具 RI Membership Dev Corner Tools
- 扶輪社規畫指南的社員章節 Club Planning Guide Membership Page
- 職業分類調查 Classification Survey

### 備註 Notes:



4) 查看一下貴社！

Take a look at your club!!

a) 它對潛在的社員具有吸引力嗎？

Is it attractive to potential members?

**\*如何及為什麼-使用活動掛圖(給10分鐘)**

**How and why – use flip chart (allow 10 minutes).**

b) 職業分類調查 – 我們應該“創造”職業分類嗎？多樣化嗎？吸收新社員的工具？

Classification Survey – should we be “creative” in classifications?  
Diversity? Recruitment Tool?

5) 貴社怎樣尋求新社員？

How does your club go after new members?

**\*這個項目將被包括在議題6下。故請直接到議題6。**

**This item will be covered under #6. Go directly to 6.**

a) 社員競賽活動與努力成果の種類

Types of membership campaigns, efforts

6) 讓我們發展一個社員競賽活動—分成更小的小組。

Let's develop a membership campaign – divide in smaller groups.

**\*播放幻燈片(2-07)Show slide 2-07.**

**\*幻燈片僅是供參考的一般架構 – 為貴社研發一套社員活動的細節(以20分鐘來研發,以10分鐘來作報告)**

**Using the slide only as a general frame of reference – develop a detailed membership campaign for your club (20 minutes to develop, 10 minutes to report)**

7) 國際扶輪說有90%-95%的扶輪社員從未推薦過一名新社員。你認為這是為什麼？

Rotary International says that 90% - 95% of Rotarians have never sponsored a new member. Why do you think that is?

8) 資源 Resources

a) 扶輪社社員委員會的角色

Role of Club Membership Committee

b) 地區社員委員會的角色

Role of District Membership Committee

c) 地域國際扶輪社員協調人和地帶國際扶輪社員地帶協調人的角色

Role of RRIMC and RIMZC

d) 社員發展特別工作小組

Membership Development Task Force

e) 資源可透過www.Rotary.org提供

Resources available through www.Rotary.org

9) 其他構想 OTHER IDEAS

10) 總結 SUMMARIZE

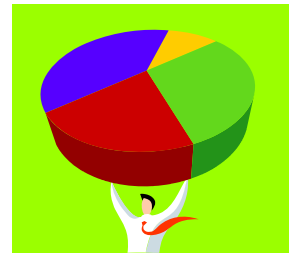
備註 Notes:




# 扶輪基金會 / 分享制度

## ROTARY FOUNDATION / SHARE

\* 播放幻燈片(2-08) Show slide (2-08).






### 扶輪基金會 / 分享制度 The Rotary Foundation/ SHARE

**會議的目的 Goals of the Session**

- 回顧分享制度程序的架構  
Review the mechanics of the SHARE process
- 討論分享制度計畫對扶輪社的重要性  
Discuss the importance of the SHARE Program to Rotary Clubs



Rotary Leadership Institute - Part II

\* 介紹會議的目的然後移至會議的議題。播放幻燈片(2-09)  
Introduce goals of the session and then move on to session topics.  
Show slide (2-09).

### 會議的議題 Session Topics

\* 給第1到5的會議議題時間15分鐘。  
Allow 15 minutes for session topics 1 through 5.

- 1) 回顧分享制度計畫  
Review of the SHARE Program
  - 2) 它如何運作?  
How does it work?
- \* 播放幻燈片(2-10) Show slide (2-10).
- 3) 它為什麼重要?  
Why is it important?
  - 4) 地區什麼樣的基金捐獻是適用於分享制度計畫?  
What funds contributed in the district are eligible for the SHARE Program?
    - a) 關於指定基金是什麼呢 (例如根除小兒麻痺夥伴計畫)?  
What about restricted funds (e.g. Polio Plus Partners)?
    - b) 關於永久基金是什麼呢?  
What about Permanent Fund?
    - c) EREY的重要性—每位扶輪社員每年活動—增加了持續性和規模  
Importance of EREY – Every Rotarian Every Year Campaign- adds Continuity & Scale
  - 5) 是由誰來做抉擇?  
Who makes the selections?
  - 6) 讓我們為我們的地區做些選擇。分成更小的分組去做下列的演練。  
Let's make some selections for our district. Divide into smaller groups for the following exercise.

\* 對分組提示：在決定怎樣將分享制度的資金用於人道主義上，扶輪基金會對於DDF的資金配合款是1美元對1美元，對於扶輪社的配合款是50分對1美元。

Note To Group: In determining how share funds will be used for Humanitarian Grants, cover that DDF funds are matched \$1 for \$1 and club funds are matched 50¢ on a \$1 by the Foundation.

### 資料 Materials

- 會議的提綱 Session Overheads
- 講義：DDF賬號記錄  
Handout: DDF Account Register
- 講義：DDF的選項 Handout: DDF Options
- 全部的分享制度工具 Full SHARE Kit
- 什麼是分享制度? What is SHARE?
- 分享制度幻燈片介紹 SHARE Slideshow
- 扶輪基金會計劃指南 TRF Program Guide

### 備註 Notes:



\* 教員：演練時，巡迴於各組間，協助他們有關分享制度計畫的機制。讓各小組參考以下幾頁的DDF分享制度計畫選項。

DDF賬號記錄可能會有所困擾。提供20分鐘作研討。

Faculty: during exercise, circulate with groups helping them on the mechanics of the SHARE program.

Have group refer to DDF Share options on the following pages. DDF account register could be confusing. Allow 20 minutes.

a) 分組演練 Group Exercises:

i) 練習 I: XXXX地區相關年度的年度計畫基金捐獻為200,000美元。那麼DDF地區指定用途基金是多少？

做出您的選擇。討論你選擇的原因並準備向小組介紹你之所以選擇的原因。

Exercise I: The Annual Programs Fund contribution for District XXXX for the relevant year were \$200,000. What are the DDF Funds?

Make your selections. Discuss the reasons for you selections and be ready to present your reasons to the group.

ii) 練習 II: XXXX地區相關年度的年度計畫基金捐獻為300,000 美元。那麼DDF地區指定用途基金是多少？

做出您的選擇。討論你選擇的原因並準備向小組介紹你之所以選擇的原因。

Exercise II: The Annual Programs Fund contribution for District XXXX for the relevant year were \$300,000. What are the DDF Funds?

Make your selections. Discuss the reasons for you selections and be ready to present your reasons to the group.

iii) 練習 III: XXXX地區相關年度的年度計畫基金捐獻為400,000 美元。那麼DDF地區指定用途基金是多少？

做出您的選擇。討論你選擇的原因並準備向小組介紹你之所以選擇的原因。

Exercise III: The Annual Programs Fund contribution for District XXXX for the relevant year were \$400,000. What are the DDF Funds?

Make your selections. Discuss the reasons for you selections and be ready to present your reasons to the group.

\* 報告1使用B,D,和D的報告(10分鐘)。

Reports 1 use B, D, and D for the report (10 minutes).

b) 向全體分組提出你的選擇

Present selections to the larger group

c) 討論你特別選擇的原因

Discuss the reasons for the particular selections

d) 我們在扶輪基金計劃裡的優先順序是什麼？

What should our priorities be in Foundation programs?

7) 世界基金提供的計畫

Programs funded by the World Fund

\* 總結概要，教員必須對7,8,9提供答案(5分鐘)。

As a summary, faculty should provide answers to 7, 8, 9 (5 minutes).

a) 什麼是世界基金？

What is the World Fund?

b) 辨認世界基金的計畫

Identify World Fund Programs

8) 我們的扶輪社能怎樣利用DDF從事人道計畫？

How can our clubs take advantage of DDF Funds for Humanitarian projects?

9) 全部所撥配之分享制度的基金，有多少百分比是由地區或社來決定的？百分之50嗎？更多嗎？如何？

What percentage of total SHARE Funds are allocated subject to District and/or Club decision making? 50 percent?, More? How?

10) 總結SUMMARIZE

備註 Notes:



**DDF 帳號記錄**  
**2008-09 可使用的 DDF**  
**DDF ACCOUNT REGISTER**  
**USE OF 2008-09 DDF**

供地區記錄之用，請勿提交扶輪基金會

(FOR DISTRICT RECORD KEEPING ONLY. DO NOT SUBMIT TO THE ROTARY FOUNDATION.)

1	說明 Description	日期 Date	已使用基金 Funds Used	增加的基金 Funds Added	差額 Balance
2	<b>起初餘額</b> 從分享制度 DDF 報告的 餘額 <b>Starting Balance</b> from DDF balance on <b>SHARE System Report</b>				
3	<b>獎學金捐款</b> (2007 年 3 月 1 日截止) 第 1 頁，第 7 行 <b>Scholarship Donations</b> ( due by 1 March 2007 ) from page 1, line 7				
4	<b>獎學金申請</b> (2007 年 10 月 1 日截止) 第 2 頁，第 14 行 <b>Scholarship Applications</b> ( due by 1 October 2007 ) from page 2, line 14				
5	<b>團體研究交換申請</b> (2007 年 10 月 1 日截止) 第 2 頁，第 19 行 <b>GSE Applications</b> ( due by 1 October 2007 ) from page 2, line 19				
6	<b>團體研究交換增加</b> 第 2 頁，第 24 行 <b>GSE Enhancements</b> from page 2, line 24				
7	<b>地區簡化獎助金申請</b> (2008 年 3 月 31 日截止) 第 3 頁，第 26 行 <b>DSG Request</b> ( due by 31 March 2008 ) from page 3, line 26				
8	<b>人道計畫選擇</b> 第 4 頁，第 40 行 <b>Humanitarian Programs Options</b> from page 4, line 40				
9	<b>捐贈選擇</b> 第 4 頁，第 50 行 <b>Donation Options</b> from page 4, line 50				
10					
11					
12					
13					
14					
15					



## 分享制度地區指定用途基金選項

### SHARE DDF Options

- **配合獎助金—贊助的部分：**支持扶輪社及地區與國際夥伴合作，進行有益於社區需要的人道服務計劃。
- **地區簡化獎助金：**支持地區辦理本地和國際社區的服務計劃及人道工作。最高的地區簡化獎助金為三年前捐給年度計畫基金捐獻金額的 50 %地區指定用途基金的 20%。
- **保健、防飢及人道(3-H)獎助金—贊助的部分：**提供經費給長期(2-5年)國際發展計劃，以透過自助活動來改善保健，減輕飢餓，或加強發展。
- ▲ **\*一學年大使獎學金(23,000 美元)：**來自貴地區或非扶輪國家的大使獎學金學生獲得 23,000 美元的獎學金，在 2008-09 年期間到其他國外扶輪國家進修一年的學費
- ▲ **\*多學年的大使獎學金(23,000 美元)：**來自貴地區或非扶輪國家的大使獎學金學生在 2008-10 期間在其他國外扶輪國家進修二年，每年得到一筆定額 11,500 美元或與它等價的津貼。
- ▲ **\*3 個月的文化大使獎學金(10,000 美元)：**提供來自貴地區或非扶輪國家的大使獎學金學生，於 2008-09 年度在另一國外的扶輪國家 3 個月的時間，加強密集的語言訓練和文化薰陶。
- ▲ **\*6 個月的文化大使獎學金(15,000 美元)：**提供來自你的地區或非扶輪國家的大使獎學金學生，於 2008-09 年度在另一國外的扶輪國家 6 個月的時間，加強密集的語言訓練和文化薰陶。
- **\*3-5 個月扶輪大學教師獎助金(12,500 美元)：**頒發給您地區的大學教師一筆定額 12,500 美元，供他們在 2008-09 年度到低收入的國家大學或學院服務，為期 3-5 個月的講學。
- **\*6-10 個月扶輪大學教師獎助金(22,500 美元)：**頒發給您地區的大學教師一筆定額 22,500 美元，供他們在 2008-09 年度到低收入的國家大學或學院服務，為期 6-10 個月的講學。
- **\*團體研究交換團(美金 11,000)：**良好的地區，該地區每年有資格獲得世界基金支付的團體研究交換團，地區無需額外付費，但也可以透過地區指定用途基金來增派一個額外團體研究交換團。被配對後的扶輪地區雙方派遣並接受一團由四位非扶輪社員加上一位扶輪社員的領導人，參加為期四到六週的學習之旅，以便研究他們職業是如何在另一個國家被執行，交換活動在一個扶輪年度完成。一團由地區指定用途基金贊助的團體研究交換團，可以與另一個地區由地區指定用途基金或世界基金提供贊助的團體研究交換團相配合。世界基金獎項不能由一個地區來贊助另一個地區。同時，地區不能每年累積世界團體研究交換團基金的獎項。
- **\*鄰近國家團體研究交換團(6,000 美元)：**雖然遵循與標準的團體研究交換團(GSE)相同的規範，但這是一個任意雙方在具有國界銜接或相鄰兩國家之間兩地區的交換。在多國境的地區，一個鄰近國家團體研究交換團必須根據當地區具有共同國界或相鄰環境之間的行程。
- **\*團體研究交換團額外團員(2,000 美元)：**地區可以透過分享制度(SHARE)增加最多 2 位非扶輪社員的成員，取決於經由雙方總監文件上的同意。額外團員必須符合所有要求的條件，此項計畫補助不論有多少團隊成員依舊保持一樣。
- **Matching Grants—sponsor portion:** Support Rotary clubs and districts as they work with international partners to address humanitarian conditions that benefit communities in need.
- **District Simplified Grants:** Support the service activities or humanitarian endeavors in which districts engage in local and international communities. The total maximum DSG allowance is equal to 20% of DDF based on 50% of Annual Giving three years prior.
- **3-H Grants—sponsor portion:** Fund long-term (2-5 years) international development projects to improve health, alleviate hunger, or enhance development through self-help activities.
- ▲ **\*Academic-Year Ambassadorial Scholarship (US\$23,000):** An Ambassadorial Scholar from your district or a non-Rotary country receives a flat grant of US\$23,000 to study for one academic year in another Rotary country during 2008-09.
- ▲ **\*Multi-Year Ambassadorial Scholarship (US\$23,000):** An Ambassadorial Scholar from your district or a non-Rotary country receives a flat grant of US\$11,500 or its equivalent per year for two years of study in another Rotary country during 2008-10.
- ▲ **\*3-Month Cultural Ambassadorial Scholarship (US\$10,000):** An Ambassadorial Scholar from your district or a non-Rotary country engages in intensive language training and cultural immersion for three months in another Rotary country during 2008-09.
- ▲ **\*6-Month Cultural Ambassadorial Scholarship (US\$15,000):** An Ambassadorial Scholar from your district or a non-Rotary country engages in intensive language training and cultural immersion for six months in another Rotary country during 2008-09.
- **\* 3-5 Month Rotary Grant for University Teacher (US\$12,500):** A University Teacher you're your district receives a flat grant of US\$12,500 for three to five months of teaching service at a university or college in a low-income country during 2008-09.
- **\*6-10 Month Rotary Grant for University Teacher (US\$22,500):** A University Teacher from your district receive a flat grant of US\$22,500 for six to ten months of teaching service at a university or college in a low-income country during 2008-09.
- **\*Group Study Exchange Team (US\$11,000):** Districts in good standing are entitled to a World Fund GSE every year at no cost to the district, but may also send one additional GSE team through the use of DDF. Paired Rotary districts both send and receive a team of four non-Rotarians plus a Rotarian team leader for a four - to six-week study tour to learn how their vocations are practiced in another country. Exchanges are completed in one Rotary year. A GSE team funded with DDF may partner with a district that is funding their GSE through DDF or the World Fund. GSE World Fund awards many not be donated from one district to another. Also, districts may not accumulate GSE World Fund awards from year to year.
- **\*Neighboring Country Group Study Exchange Team (US\$6,000):** Follows the same guidelines as a standard GSE, but is an exchange between any two districts located in countries that have a common border or exist in close proximity. In multi-country districts a Neighboring Country GSE team must be based on travel between localities that have a common country border or exist in close proximity.
- **\*GSE Additional Team Member (US\$2,000):** Districts may add up to two additional non-Rotary team members through SHARE, contingent upon the written approval of district governors from both districts. Additional Team Members must meet all eligibility requirements. Program subsidies remain the same regardless of the number of team members.





- **\*鄰近國家團體研究交換團額外團員(1,000 美金)**：地區申請鄰近國家團體研究交換團也可以透過分享制度(SHARE)增加最多兩位非扶輪社員的成員，取決於經由雙方總監文件上的同意。所有其他的要求依然一樣。
- **GSE 團訓練(最多可達 500 美元)**：地區可以使用地區指定用途基金(DDF)，彌補規劃和輔導出國的 GSE 團的訓練計畫費用
- **GSE 團語言訓練補助(任何數量)**這是您的地區可利用的選擇，最多 1,000 美元由扶輪基金會支付的標準語言訓練費用的補助金

## 捐贈

- **DDF 捐贈**：你可選擇將 DDF 捐贈至另一個扶輪地區。接收的地區可使用被捐贈的 DDF 於任何它選擇的分享制度選項。
- **世界基金**：世界基金對於扶輪基金會計畫的持續性是極為重要的。扶輪基金會保管委員使用這些世界基金，提供如團體研究交換計畫獎項，和配合獎助金的基金會配合的部分及其他試辦計畫。
- **PolioPlus 根除小兒麻痺等疾病基金(PolioPlus Fund)**：DDF 捐贈給根除小兒麻痺等疾病，是扶輪的最優先工作計畫，為了支持根除小兒麻痺等疾病活動的最必要的部分，例如國家免疫注射日、包括在優先國家挨家挨戶接種疫苗運動及疾病監控。
- **根除小兒麻痺等疾病夥伴計畫**：是一項支持扶輪社員在小兒麻痺等疾病發生的地方，協助全球的國家免疫注射日和必要的疾病監控來達成全球根除小兒麻痺等疾病。
- **永久基金**：永久基金是透過捐贈，確保扶輪基金會有能力面對未來的緊急需求。經由 DDF 捐贈至永久基金的投資報酬將供世界基金使用。
- **扶輪和平及解決衝突國際研究中心計畫**：捐款支持每年採用全世界競爭方式選出的扶輪世界和平獎學金學生。扶輪世界和平獎學生在六所扶輪國際研究中心，進修以國際關係、和平研究及解決衝突等相關領域的碩士學位課程。所有地區每年都有資格考慮提出一位候選人。
- **扶輪和平及衝突研究計畫**：扶輪和平及衝突研究計畫是在泰國，曼谷朱拉隆功大學和平及衝突研究中心舉辦的一個大約 3 個月的專業短期證書計畫。這項計畫專門針對各式各樣的事業和專業人士，在他們的事業領域裡，提供促進和平和化解衝突的工具。學習期間使用的語言為英語，每年 7-9 月和 1 到 4 月舉辦教學。每個地區可簽署沒有人數限制的合格候選人，給每一期的遴選委員會。
- **低收入國家獎學金集用基金**：這項專款每年提供最多 32 位的大使獎學金學生，給那些低收入國家的學生，這項獎學金是根據世界競賽評比的基礎來決定。每一個低收入的地區或地區內低收入的地區，每年可以考慮提交一位候選人。

▲ **請注意**：扶輪基金會保管委員已經降低各類獎學金 DDF 的金額，並且把他們變為定額的獎助金。

有星號(\*)的 DDF 選擇計畫，也可以被捐贈到其他的地區。

關於前述計畫的詳細資料請參考附上的速覽指南。

- **\*Neighboring Country GSE Additional Team member (US\$1,000)**: Districts pursuing a Neighboring Country GSE may also add up to two additional non-Rotarian team members through SHARE, contingent upon the written approval of district governors from both districts. All other requirements remain the same.
- **GSE Team Orientation (maximum of US\$500)**: Districts may use DDF to offset costs associated with planning and conducting orientation programs for out-bound GSE teams.
- **GSE Language Training Subsidy (any amount)**: This option is available to your district to supplement the standard language Training Subsidy of up to US\$1,000 offered by the Foundation.

## Donations

- **DDF Donation**: A contribution of DDF is made to a Rotary district of your choice. The receiving district may use the donated DDF for any available SHARE option it chooses.
  - **World Fund**: The World Fund is vital to the continuation of the Foundation's programs. The Trustees use the World Fund to offer programs such as, Group Study Exchange awards, the Foundation's matching portion of matching Grants and pilot programs.
  - **PolioPlus Fund**: An opportunity to donate DDF to PolioPlus, Rotary's priority program, to support the most essential components of polio eradication activities such as National Immunization Days, including house-to-house vaccination campaigns in priority countries, and disease surveillance.
  - **PolioPlus Partners**: An opportunity to support Rotarians in polio endemic countries through supporting National Immunization Day and surveillance activities necessary to achieve global polio eradication.
  - **Permanent Fund**: The Permanent Fund ensures The Rotary Foundation's ability to meet the urgent needs of the future through an endowment. Spending of investment earnings from DDF contributions to the Permanent Fund will be used for the World Fund.
  - **Rotary Centers for International Studies in peace and conflict resolution program**: Donations
  - support the Rotary World Peace Fellowships awarded on a world-competitive basis annually. Rotary World Peace Fellows study in master's degree programs in international relations, peace studies, conflict resolution, and related areas at one of the six Rotary Centers for International Studies. Every district may submit one candidate for consideration each year.
  - **Rotary Peace and Conflict Studies program**: The Rotary Peace and Conflict Studies Program is an approximately three-month professional development certificate program held in Bangkok, Thailand, at the Rotary Center for Peace and Conflict Studies at Chulalongkorn University. The program is focused on providing professionals from various industries and professions with the conflict resolution tools they need to foster peace and peaceful conflict resolution in their fields. Program sessions are conducted in English and are taught from July-September and January-April each year. Every district may endorse an unlimited number of qualified candidates to the selection committee for each program session.
  - **Scholarships Fund Pool for Low-Income Countries** This fund provides for up to 32 Ambassadorial Scholarships to be awarded annually to students from low-income countries. The scholarships are offered on a world-competitive basis. Every low-income district and low-income country within a district may submit one candidate for consideration each year.
- ▲ **NOTE: The Trustees have reduced the DDF option amount for these scholarship types and changed them to flat grant awards.**  
DDF Program options that are marked with asterisk (\*) may also be donated to other district.  
For further information regarding the aforementioned programs, please Consult the enclosed Quick Reference Guide.



# 領導力 / 怎樣進行會議

## LEADERSHIP / HOW TO RUN MEETINGS



\* 播放幻燈片(2-16) Show slide (2-16).

\* 播放幻燈片(2-17)並介紹會議的目的然後移至會議的議題。  
Show slide (2-17) and introduce goals of the session and then move on to session topics.



### 領導力 / 怎樣進行會議 Leadership / How to Run Meetings

**會議的目的 Goals of the Session**

- 探索扶輪社會議的重要要素  
Explore the key elements of a Rotary Club Meeting
- 詳細分析一個有效的委員會會議並討論它對扶輪社生產力的重要性  
Dissect an effective committee meeting and discuss its importance to club productivity



Rotary Leadership Institute - Part II

Rev. 2007/07/07 bww 10

### 資料 Materials

- 會議的提綱 Session Overheads
- 社長手冊: 扶輪社例會議程  
President's Manual: Club Meeting Agenda
- 社長手冊: 扶輪社例會  
President's Manual: Club Meetings
- 扶輪社例會範本 Club Meeting Template
- 社員記錄 Membership Minutes
- 扶輪基金思索 Rotary Foundation Thoughts
- 節目構想—第一個網路扶輪社  
Program Ideas- eClub1

### 備註 Notes:

### 會議的議題 Session Topics

1) 會議是扶輪社社員最重要的事情嗎?

Are meetings the most important aspect of Rotary Club membership?

\* 鼓勵討論。 Promote discussion.

a) 練習思考一個扶輪社應該提供什麼給每周例會?

What practical considerations should a club give to the place it meets each week?

b) 這些考慮會如何影響扶輪社去實現它目標的能力?

How do these considerations affect the club's ability to accomplish its goals?

c) 什麼因素會影響會議的掌控和準時?

What factors influence keeping the meeting under control and on time?

d) 我們知道演講者很重要，但什麼是一位”好的演講者”?

We know that speakers are important, but what is a "good speaker"?

\* 是什麼會形成一個好的節目？一位好的演講者與一個好的節目之間的差別在那裡？

**What makes a good program? Is there a difference between a good speaker vs. a good program?**

i) 有些演講者或議題要迴避嗎？

Are there some speakers or topics to avoid?

ii) 扶輪社的例會怎樣挑選、吸引及對待”好的演講者”？

How do "good speakers" get selected, invited, and treated at the club meeting?



e) 我們怎樣運用會議來強化扶輪社、地區和國際扶輪該年度的目標？

How do we use meetings to reinforce club, district and RI goals for the year?

f) 有什麼的一些特別型態的會議對扶輪社有益的？

What are some special types of meetings that are beneficial to a club?

**\* 例子：企業獎、社區獎、父母/孩童會議、共同服務會議、準和新社員會議...等等**

**Examples: business award, community award, parent/child meeting, joint service meeting, prospective and new member meetings, etc.**

g) 我們為什麼應該關心上述的議題？它真的會影響我們的扶輪社嗎？如果是這樣，又如何？

Why should we be concerned about the above subjects? Does it really impact our club? If so, how?

**\* 告訴我們關於你的扶輪社已經有的一些有趣的計畫。**

**Tell us about some of the interesting programs your club has had.**

2) 扶輪社委員會會議為什麼是重要？

Why are club committee meetings important?

**\* 如果時間允許。**

**If time permits.**

a) 至於那些喜歡獨自工作者又如何？

How about people who work better alone?

b) 大多數的委員會會議是“浪費時間”？

Are most committee meetings a “waste of time”?

c) 有那些實用的方式吸引人們來參加委員會會議？準備一項所選擇的工作？參與該會議成為團隊中的一份子？

What are some practical aspects of getting people to attend committee meetings? Prepare a selected task? Participate as a part of the group at the meeting?

d) 我們怎樣讓扶輪社理事會聆聽我們的提議並對此採取行動？

How do we get the Club Board to listen to us or act on a proposal?

e) 我們怎樣使委員會的提議於扶輪社的理事會上討論？

How do we get the club “on-board” with a committee proposal?

f) 我們要如何我們的委員會中達成共識？

How do we build consensus in our committee?

g) 是什麼使得一個委員會的會議運作得很好？

What makes a committee meeting well-run?

h) 是什麼使得一個委員會的會議有效率？

What makes a committee meeting effective?

備註 Notes:



# 分析一個扶輪社


## ANALYZING A ROTARY CLUB



\* 播放幻燈片(2-18) Show slide (2-18).

\* 播放幻燈片(2-19)並介紹會議的目的然後移至會議的議題。


Show slide 2-19 and introduce goals of the session and then move on to session topics.




### 分析一個扶輪社 Analyzing a Rotary Club

**會議的目的 Goals of the Session**

- 評鑑我們自己的扶輪社  
Evaluate our own Rotary Clubs
- 檢查有可能改進的地方  
Review Possible Areas of Improvement
- 討論為什麼應該具體的改進  
Discuss Why Specific Improvements Should be Made



GOAL



Rotary Leadership Institute – Part II

### 資料 Materials

- 會議的提綱 Session Overheads
- 四大考驗小冊子 4 Way Test Booklet
- 講義A: 扶輪社自我評鑑及檢查表  
Handout A: Rotary Club Self-Evaluation & Review
- 我們關心的計畫 We Care Program

### 備註 Notes:

\* 告知參加者有這份完整的表格可以帶回去給扶輪社。

Advise participants that a complete copy of this form is available to take back to the club.

### 會議的議題 Session Topics

\* 以30分鐘來填寫評鑑。會議剩餘的時間，將用來討論扶輪社的分析。

Allow 30 minutes to complete evaluations. The balance of the session will be to discuss club analysis.

- 1) 你的扶輪社在每一部分的評比怎樣?  
How does your club rate in each area?
- 2) 要如何來改進?  
How can improvements be made?
- 3) 它們為什麼應該改進?  
Why should they be made?
- 4) 在扶輪領導學院已經學到了什麼可以幫助的事情?  
What things have been learned at the Rotary Leadership Institute that might be helpful?
- 5) 附上扶輪社自我評鑑表  
The Club Self-Evaluation is attached

**在你離開之前，請填妥RLI第二部分評鑑!**

**Please complete an RLI – Part II Evaluation before you leave!**



## 扶輪社的表現和運作的自我評估

### Rotary Club Self-Evaluation of Performance and Operations

這個表格將對你的扶輪社當今的表現和運作做自我評估。它不是打算對你的扶輪社分等級，而是提供一個方法來發現你的扶輪社的特長，並且辨認那些地方可以改進。很多問題需要有點合理的評估。請依四大考驗及你的最好的判斷，回答這些問題。

This form is to conduct a self-evaluation and review of your club's current performance and operations. It is NOT intended to "grade" your club, but rather provide a mechanism to discover the strengths of your club and identify areas that might be improved. Many questions will require a degree of reasonable appraisal. Please be guided by the Four Way Test and your best judgment in answering the questions.

#### 扶輪社的行政管理 Club Administration

分數 Score

請依下評比： 是 = 5分 不是 = 0分 不知道 = DK

1. 我們的扶輪社已經採用扶輪社領導計畫。 Our Rotary Club has adopted the Club Leadership Plan. \_\_\_\_\_
2. 扶輪社已寫好扶輪社細則供每位社員使用。 The club has written By-laws that are available to each member. \_\_\_\_\_
3. 扶輪社的理事會定期公佈召開會議。 The club Board of Directors meets on a regularly announced basis. \_\_\_\_\_
4. 扶輪社已發展長期和短期的行動計畫。 The club has developed both a long-term and short-term plan of action. \_\_\_\_\_
5. 扶輪社已經有電子郵箱並/或在網頁上公佈最新資訊 The club has an e-mail address and/or web page with current information on it \_\_\_\_\_
6. 有國際扶輪公式名錄提供社員使用。 The official Rotary International Directory is available to the members. \_\_\_\_\_
7. 扶輪社印製一份記載職員、社員、各委員會和主委的名冊。 The club publishes a roster listing the officers, members, committees and chairs. \_\_\_\_\_
8. 扶輪社規畫整年度社員及夥伴的社區活動。 The club plans social events for members and partners throughout the year. \_\_\_\_\_
9. 扶輪社努力與缺席或生病的社員接觸。 The club makes an effort to contact absent or ill. \_\_\_\_\_
10. 扶輪社在過去3年內已經得到過國際扶輪社長獎。 The club has received a Presidential Citation within the last 3 years. \_\_\_\_\_
11. 扶輪社每年已準備了一份由社員所認可的預算。 The club has an annually prepared budget that is approved by the members. \_\_\_\_\_
12. 扶輪社每年至少一次收到全部收入和支出的財務報告。 The club receives a financial report of all income and expenses at least once a year. \_\_\_\_\_

請依下評比： 極好 = 5分， 好 = 4分， 滿意 = 3分， 還可以 = 2分， 差的 = 1分 不知道 = DK

13. 扶輪社的例會場所的位置或區域是 The club meeting location site or area is \_\_\_\_\_
14. 在扶輪社例會，用餐時所提供的食品是 The food provided during the meal at the club meeting is \_\_\_\_\_
15. 演講者的素質和扶輪社節目的品質通常是 The quality of speakers and club programs are normally \_\_\_\_\_
16. 會議準時開始及結束並且所使用的議程是 The meetings start and finish on time and the use of an agenda is \_\_\_\_\_
17. 理事會向扶輪社報告他們的措施是 The Board of Directors report to the club about their actions is \_\_\_\_\_
18. 扶輪社通知扶輪重要的訊息給社員是 The club's communication of important Rotary information to the members is \_\_\_\_\_
19. 社員準時繳交社的常年社費是 The payment of club dues by the members in a timely fashion is \_\_\_\_\_



20. 準時繳交地區和國際扶輪的常年社費是  
The payment of district and International dues in a timely fashion is \_\_\_\_\_
21. 扶輪社的通訊/社刊的訊息和內容是  
The information and content of the club newsletter/bulletin is \_\_\_\_\_
22. 扶輪社使用音響系統、講台、裝潢、旗幟、橫幅標語和其他與扶輪有關的項目是  
The club's use of sound systems, lecterns, decorations, flags, banners and other Rotary related items are \_\_\_\_\_
23. 扶輪社的委員會體制之操作是定期開會並和向理事會及/或社員報告，是  
The operation of the club committee system with regards to meeting regularly and reporting to the board of directors and/or the membership is \_\_\_\_\_
24. 扶輪社對推動參加地區講習會、地區年會、國際年會和特別的會議是  
The club's promotion of district assemblies, conferences, conventions and special meetings are \_\_\_\_\_
25. 扶輪社使用及倡導國際扶輪年度主題和瞭解國際扶輪社長的訊息是  
The club's use of RI Themes and knowledge of the RI President's message and initiatives are \_\_\_\_\_
26. 扶輪社接待來訪的社員是  
The club's greeting and treatment of visiting Rotarians is \_\_\_\_\_
27. 扶輪社對來賓在例會時的特別致意是  
The special recognition given to visiting guests during club meetings is \_\_\_\_\_
28. 扶輪社的社務行政會議的資訊和議題是  
The information and topics presented at a club assembly is \_\_\_\_\_
29. 扶輪社接待地區總監的公式訪問是  
The club's treatment and reception of the District Governor's official visit is \_\_\_\_\_
30. 採用歌唱、“歡喜錢”、摸彩等方式來增進聯誼是  
Fellowship encouraged by the use of singing, “happy dollars,” raffles, etc. is \_\_\_\_\_
31. 該社的扶輪精神與聯誼的程度是  
The degree of Rotary spirit and friendly fellowship that exists in the club is \_\_\_\_\_
32. 扶輪社致力表揚傑出的社友如“年度傑出社友”、“年度傑出公民”等特別表彰是  
The club's efforts to recognize special individuals with “Rotarian of the Year”, “Citizen of the Year”, etc. is \_\_\_\_\_
33. 扶輪社友每周坐在不同桌子的願望是  
The desire of the Rotarians to sit at a different table each week is \_\_\_\_\_
34. 扶輪社對於特別的活動、社員的生日等的表彰是  
The club's recognition of special events, birthdays etc of the members is \_\_\_\_\_

**請評比如下內容 Please rate the following :**

35. 我們的扶輪社邀請一位主講者：**每周(5分)**，**每月一次(3分)**，**從未(0分)**。  
Our club has a speaker **weekly** (5 pts), **monthly** (3 pts), **never** (0 pts). \_\_\_\_\_
36. 扶輪社出版的社刊是**每週(5分)**，**每兩週一次(3分)**，**每月一次(1分)**，**沒有(0分)**。  
The club newsletter is published **weekly** (5 pts), **bi-weekly** (3 pts), **monthly** (1 pt), **none** (0 pts). \_\_\_\_\_
37. 扶輪社定期舉行的社務行政會議是**每月一次(5分)**，**每季(3分)** **每半年(1分)**，**從未(0分)**。  
The club holds regular club assemblies **monthly** (5 pts), **quarterly** (3 pts) **semi-annually** (1 pt), **never** (0 pts). \_\_\_\_\_
38. 遵守國際扶輪出席的規定**總是(5分)**，**通常是(4分)**，**偶爾(3分)**，**很少(2分)**，**從未(1分)** 嚴格實施。  
The Rotary International rules on attendance are **always** (5 pts), **usually** (4pts), **occasionally** (3 pts), **seldom** (2 pts), **never** (1 pt) strictly enforced. \_\_\_\_\_
39. 扶輪社的社員**總是(5分)**，**通常是(4分)**，**偶爾(3分)**，**很少(2分)**，**從未(0分)** 補出席  
The club members are **always** (5 pts), **usually** (4 pts), **occasionally** (3 pts), **seldom** (2 pts), **never** (0 pts) reminded to make-up for absences \_\_\_\_\_



40. 該社對於百分之百出席的社友其特別表彰是**定期的(5分)**，**偶爾(3分)**，**偶爾一次(1分)**，**從未(0分)**  
The club gives special recognition **regularly** (5 pts), **occasionally** (3 pts), **once in a while** (1 pt), **never** (0 pts) to individuals who have perfect attendance.
41. 我的扶輪社已經在最近的 **1-5 年 (5分)**，**6-10年 (4分)**，**11-15年 (3分)**，**16年以上 (0分)**，**不知道(DK)** 內推薦過一位地區總監候選人  
My club has sponsored a District Governor candidate within the last **1-5 yrs** (5pts), **6-10 yrs** (4 pts), **11-15 yrs**, (3pts), **16+ yrs** (0 pts), don't know (DK).
42. 我的社已經在最近的 **1-5年 (5分)**，**6-10年 (3分)**，**從未(0分)**，**不知道(DK)** 內產生一位助理總監  
My club has provided an Assistant Governor (AG's) candidate within the last **1-5 yrs** (5 pts), **6-10 yrs** (3 pts), **never** (0), don't know (DK).
43. 我的扶輪社參加上次國際扶輪年會的社友人數是 **5位以上(5分)**，**3-4位 (4分)**，**1-2位 (2分)**，**0位(0分)**，**不知道 (DK)**。  
The following number of Rotarians from my club attended the last Rotary International Convention- **5+** (5 pts), **3-4** (4 pts), **1-2** (2 pts), **zero** (0 pts), don't know (DK).
44. 下列的社友人數是，我的扶輪社最近一次參加的地區年會 **10位以上(5分)**，**5-9位(4分)**，**2-4位 (3分)**，**1位(2分)**，**沒有一位(0分)**。  
The following number of Rotarians from my club has attended the most recent district conference- **10 +** (5 pts), **5-9** (4 pts), **2-4** (3 pts), **1** (2 pts), **none** (0 pts).
45. 我的扶輪社的領導人，最近一次參加地區講習會的人數是以下：**5位以上(5分)**，**2-4位 (3分)**，**1位 (1分)**，**沒有一位 (0分)**，**不知道 (DK)**。  
The following number of club leaders attended the most recent district assembly- **5+** (5 pts), **2-4** (3 pts), **1** (1 pt), **none** (0 pts), don't know (DK).
46. 通常有 **10位以上或更多人(5分)**，**5-9位(3分)**，**1-4位(1分)**，**沒有(0分)**，我的扶輪社的社友參加地區發起的特殊活動（如晚餐、研討會、服務活動、慶典等等）。  
Generally **10 or more** (5pts), **5-9** (3 pts), **1-4** (1 pt), **no** (0 pts), Rotarians from my club attends special functions (i.e. dinners, seminars, service events, celebrations, etc) sponsored by the district.
47. 現任的社長當選人 **總是(5分)**，**有時(3分)**，**很少(1分)**，**決不(0分)**參加PETS (社長當選人訓練會)  
The current president-elect **always** (5 pts), **sometimes** (3 pts), **seldom** (1 pt), **never** (0 pts) attends PETS (president-elect training seminar).

請合計 1-47 問題的總分數  
Please add the totals points for questions 1-47

扶輪社的行政管理  
Club Administration

不知道的  
Don't knows

## 社員 Membership

分數 Score

請評比以下內容 Please rate the following :

1. 扶輪社的每月平均出席率是 **90-100%(5分)**，**80-89%(4分)**，**70-79%(3分)**，**60-69%(2分)**，**50-59%(1分)**，**不知道(DK)**  
The average monthly club attendance figure is **90-100%** (5 pts), **80-89%** (4 pts), **70-79%** (3 pts), **60-69%** (2 pts), **50-59%** (1 pt), don't know (DK)
2. 社員的平均年齡是**35-40(5分)**，**41-50(4分)**，**51-60(3分)**，**61-70(2分)**，**71 +(1分)**，**不知道(DK)**  
The average age of the club membership is **35-40** (5 pts), **41-50** (4 pts), **51-60** (3 pts), **61-70** (2 pts), **71+** (1 pt), don't know (DK).
3. 去年，扶輪社的社員人數是**增加的 (5分)**，**保持相同的(3分)**，**減少的(0分)**，**不知道(DK)**  
Last year, the club's membership- **increased** (5 pts), **remained the same** (3 pts), **decreased** (0 pts), don't know (DK).
4. 今年扶輪社的社員人數很可能會**增加的 (5分)**，**保持相同的(3分)**，**減少的(0分)**，**不知道(DK)**  
This year the club membership is likely to **increase** (5 pts), **remain the same** (3 pts), **decrease** (0 pts), don't know (DK).
5. 扶輪社已經在最近輔導一個新社 **1-3 年 (5分)**，**4-8年 (4分)**，**9-12年(2分)**，**更長時間或者從未(0分)**，**不知道(DK)**  
The club has sponsored a new club within the **last 1-3 yrs** (5 pts), **4-8 yrs** (4 pts), **9-12 yrs** (2 pts), **longer or never** (0 pts), don't know (DK).
6. 當一位社員轉到另一個社區時，該社**經常會(5分)**，**有時(3分)**，**從未(0分)**通知最近的扶輪社。  
When a member relocates to another community, the club **always** (5 pts), **sometimes**(3 pts), **never** (0 pts) notifies the nearest Rotary club of the move.



7. 總是(5分)，有時(3分)，從未(0分) 鼓勵新社員在扶輪社成為一位積極的社友  
New members are **always** (5 pts), **sometimes** (3 pts), **never** (0 pts) encouraged to become active in the club \_\_\_\_\_
8. 扶輪社屢次的(5分)，經常的(4分)，很少(2分)，從未(0分) 舉辦特殊活動(雞尾酒會、酒和乳酪的品嚐會、見面和問候等)來辨認並且吸收潛在的新社員。  
The club **frequently** (5 pts), **often** (4 pts), **seldom** (2 pts), **never** (0 pts) holds special membership drives (cocktail, wine & cheese parties, meet & greet, etc) to identify and attract potential new members. \_\_\_\_\_
9. 扶輪社總是(5分)，有時(3分)，很少(1分)，從未(0分) 提供有關於參加扶輪的募款及活動的訊息或資料。  
The club **always** (5 pts), **sometimes** (3 pts), **seldom** (1 pt), **never** (0 pts) has information or materials about joining Rotary at its fund raisers or events. \_\_\_\_\_

請評比以下內容： 有= 5，沒有 = 0，不知道 = DK

Please rate the following: Yes= 5, No= 0, Don't know= DK

10. 扶輪社有一位現職社員委員會主委向扶輪社做定期的報告。  
The club has an active membership chair that makes regular reports to the club. \_\_\_\_\_
11. 扶輪社已有並使用一個社員分類制度。  
The club has and uses a membership classification system. \_\_\_\_\_
12. 扶輪社已經發展出一項社員興趣的調查表。  
The club has developed a membership interest survey form. \_\_\_\_\_
13. 扶輪社是依照新社員的興趣指派他們到委員會。  
The club assigns new members to committees based on their interests. \_\_\_\_\_
14. 扶輪社每年設定可衡量且合理的社員發展目標。  
The club annually sets measurable and reasonable membership goals. \_\_\_\_\_
15. 扶輪社已經有並且使用“導師”計畫。  
The club has and uses a “Mentoring” program. \_\_\_\_\_
16. 扶輪社已經為新社員發展出一份歡迎配套辦法。  
The club has developed a welcoming package for new Rotarians. \_\_\_\_\_
17. 扶輪社有一項特別的計畫(如紅徽章、歡迎卡等)讓新社員感受到歡迎  
The club has a special program (red badge, greeter, etc.) to make new members feel welcome \_\_\_\_\_
18. 扶輪社為新社員舉行新社員訓練會議  
The club conducts new member orientation meetings \_\_\_\_\_
19. 扶輪社為新社員付費參加扶輪領導學院。  
The club pays for new Rotarians to attend the Rotary Leadership Institute. \_\_\_\_\_
20. 扶輪社舉行“退社晤談”確定社員為什麼會離開。  
The club conducts an “exit interview” to determine why members leave. \_\_\_\_\_
21. 扶輪社有系統的請求每位新社員做職業介紹。  
The club systematically asks each new member for a referral. \_\_\_\_\_
22. 扶輪社為非扶輪社員的主講者提供扶輪相關資訊。  
The club provides non-Rotarian speakers with information about Rotary. \_\_\_\_\_

請評比以下內容：極好的 = 5，很好 = 4，令人滿意的 = 3，還可以的 = 2，差的 = 1，不知道 = DK

Rate the following: Excellent=5, Good=4, Satisfactory= 3, Fair=2, Poor=1, Don't know= DK

23. 扶輪社對於推廣社員的問題是  
The club's promotion of membership issues is \_\_\_\_\_
24. 扶輪社使用職業分類表是  
The club's use of the classification list is \_\_\_\_\_
25. 扶輪社會員結構的均衡性並所呈現出社區企業和一般人口的代表性是  
The club membership balance and representation of the community business segments and general population are \_\_\_\_\_
26. 扶輪社試圖邀請任何適當的種族、性別或者少數民族的成員加入扶輪社是  
The club's attempts to invite qualified members of any race, gender or ethnic group to join the club is \_\_\_\_\_





27.扶輪社的新社員訓練會議是

The club's new member orientation meetings are \_\_\_\_\_

28.扶輪社對於一名新社員的入社儀式是

The club's induction ceremony of a new member to the club is \_\_\_\_\_

29.扶輪社的“導師”計畫是

The club's "mentoring" program is \_\_\_\_\_

30.扶輪社有一項具體的防止社員流失計畫是

The club has a specific retention program that is \_\_\_\_\_

31.扶輪社參與地區社員研習會是

The club's participation at district membership seminars is \_\_\_\_\_

32.積極鼓勵全部社員參加扶輪領導學院是

The effort to encourage all members to attend the Rotary Leadership Institute is \_\_\_\_\_

33.總體的，扶輪社吸收並保留新社員的努力是

Overall, the club's efforts to attract and keep new members is \_\_\_\_\_

請加總 1-33問題之分數

Please add the total points for questions 1-33

社員

Membership \_\_\_\_\_

不知道

Don't know \_\_\_\_\_

## 扶輪基金會 The Rotary Foundation

分數 Score

請評比以下內容：有 = 5，沒有 = 0，不知道 = DK

Please rate the following: Yes = 5 No = 0, Don't know = DK

1. 扶輪社有一位積極的扶輪基金主委並定期的向社員做報告。

The club has an active Foundation chair that makes regular reports to the members. \_\_\_\_\_

2. 扶輪社每年設定並達成它的扶輪基金目標。

The club sets and achieves its Foundation giving goal each year. \_\_\_\_\_

3. 扶輪社鼓勵個人成為保羅·哈理斯之友。

The club encourages individuals to become Paul Harris Fellows on their own. \_\_\_\_\_

4. 扶輪社配合 社員對國際扶輪基金會做捐獻。

The club matches contributions made by members to the RI Foundation. \_\_\_\_\_

5. 扶輪社贈送一項特別的禮物給新的保羅·哈理斯之友。

The club makes a special presentation of a new Paul Harris Fellowship. \_\_\_\_\_

6. 扶輪社公佈一份全部保羅·哈理斯之友的名單。

The club publicly posts a list of all the Paul Harris Fellows. \_\_\_\_\_

請評比以下內容 Please rate the following :

7. 大部分 (5 分)、很多(4分)、一些(3分)、很少(2分) 沒有一位(0分) 扶輪社的社員瞭解捐到扶輪基金會的錢，3 年之後會返回地區，供地區使用

**Most** (5 pts), **many** (4 pts) **some** (3 pts) **few** (2 pts) **none** (0 pts) of the club members understand that money given to The Rotary Foundation returns to the district for its use three years later \_\_\_\_\_

8. 關於扶輪基金會資訊，每月(5分)，每3個月(3分)，每6 個月(1分)，從未 (0分)提供給扶輪社

Information about The Rotary Foundation is provided to the club **every month** (5 pts), **every three months** (3 pts), **every six months** (1 pts) **never** (0 pts) \_\_\_\_\_

9. 全部(5分)，大部分 (4分)，很多(3分)，一些(2分)，很少(1分)，沒有一位 (0分) 扶輪社社員了解保羅·哈理斯之友並知道要怎樣成為一位保羅·哈理斯之友。

**All** (5 pts), **most** (4 pts), **many** (3 pts), **some** (2 pts), **few** (1 pt), **none** (0 pts) of the club members know about Paul Harris Fellows and how to become one. \_\_\_\_\_

10.大部分(5分)，很多的(4分)，一些(3分)，很少(2分)，沒有一位 (0分) 扶輪社社員在每位扶輪社員每年捐獻(EREY)的計劃之下，每年捐款到扶輪基金會。

**Most** (5 pts), **many** (4 pts), **some** (3 pts), **few** (2 pts), **none** (0 pts) of the club members contribute each year to The Rotary Foundation under the Every Rotarian Every Year program. (EREY). \_\_\_\_\_



11. 我的扶輪社在最近的 1-3年(5分), 4-6年(3分), 更長的時間或者從未(0分), 不知道(DK) 推薦過一位GSE 團員、一位大使獎學金的學生、一位大學教師或和平學學金。  
My club has sponsored a GSE team member, an ambassadorial scholar, a university teacher or a peace scholar **within the last 1-3 yrs (5), 4-6 yrs (3), longer or never(0 pts), don't know (DK).**
12. 我的扶輪社曾經接待過一次來訪的GSE團隊，時間是在最近的1-5年(5分)，6-8年(3分)，更長的時間或者從未(0分), 不知道(DK)。  
My club has hosted a visiting GSE team **within the last 1-5 yrs (5 pts), 6-8 yrs (3 pts), longer or never (0 pts), don't know (DK).**
13. 我的扶輪社曾經與國際扶輪夥伴，申請過一項配合獎助金，時間是在最近的1-3年(5分)，4-6年(3分)，更長的時間或者從未(0分), 不知道(DK)。  
My club has applied for a Matching Grant with an international partner **within the last 1-3 yrs (5), 4-6 yrs (3), longer or never (0 pts), don't know (DK).**
14. 我的扶輪社曾經申請一項地區簡易獎助金，時間是在最近的1年(5分)，2-3年(3分)，更長的時間或者從未(0分), 不知道(DK)。  
My club has applied for a District Simplified Grant **within the last 1 yr (5 pts), 2-3 yrs (3 pts), longer or never (0 pts), don't know (DK).**
15. 我的扶輪社曾經申請過一位扶輪義工獎助金或保健、防飢與人道(3-H) 獎助金，時間是在最近的1年(5分)，2-4年(3分)，更長的時間或者從未(0分), 不知道(DK)。  
My club has applied for a Rotary Volunteer Grant or 3-H Grant **within the last 1 yr (5 pts), 2-4 yrs (3 pts), longer or never (0 pts), don't know (DK).**
16. 大部分(5分)，很多的(4分)，一些(3分)，很少(2分)，沒有一位 (0分) 扶輪社的社員是保羅·哈理斯之友。  
**Most (5 pts), many (4 pts), some (3 pts), few (2 pts), none (0 pts)** of club members are Paul Harris Fellows
17. 大部分(5分)，很多的(4分)，一些(3分)，很少(2分)，沒有一位 (0分) 扶輪社的社員是保羅·哈理斯贊助會員。  
**Most (5 pts), many (4 pts), some (3 pts), few (2 pts), none (0 pts)** of club members are Paul Harris Sustaining Members
18. 大部分(5分)，很多的(4分)，一些(3分)，很少(2分)，沒有一位 (0分) 扶輪社的社員是扶輪基金會的遺贈會員。  
**Most (5pts), many (4 pts), some (3 pts), few (2 pts), none (0 pts)** of club members are bequest donors to The Rotary Foundation.
19. 大部分(5分)，很多的(4分)，一些(3分)，很少(2分)，沒有一位 (0分) 扶輪社的社員是扶輪基金會的永久基金捐助者  
**Most (5 pts), many (4 pts), some (3 pts), few (2 pts), none (0 pts)** club members are benefactors to The Rotary Foundation
20. 大部分(5分)，很多的(4分)，一些(3分)，很少(2分)，沒有一位 (0分) 扶輪社的社員是保羅·哈理斯協會的會員。  
**Most (5 pts), many (4 pts), some (3 pts), few (2 pts) none (0 pts)** of club members are Paul Harris Society members
21. 大部分(5分)，很多的(4分)，一些(3分)，很少(2分)，沒有一位 (0分) 扶輪社的社員是扶輪基金會的巨額捐獻者。  
**Most (5 pts), many (4 pts), some (3 pts), few (2 pts), none (0 pts)** of club members are Major Donors to The Rotary Foundation.
22. 大部分(5分)，很多的(4分)，一些(3分)，很少(2分)，沒有一位 (0分) 扶輪社現有的保羅·哈理斯之友持續捐獻給扶輪基金會  
**Most (5 pts), many (4 pts), some (3 pts), few (2 pts), none (0 pts)** of club's existing Paul Harris Fellows make subsequent contributions to The Rotary Foundation

請合計 1-22 問題的總分數  
Please add the total points for questions 1-22

扶輪基金會  
Foundation  
不知道  
Don't knows

## 服務計劃 Service Projects

分數Score

請依如下評比： 極好 = 5分，好 = 4分，滿意 = 3分，還可以 = 2分，差的 = 1分 不知道 = DK  
Rate the following: Excellent=5, Good= 4, Satisfactory= 3, Fair= 2, Poor=1, Don't know= DK

1. 扶輪社針對職業服務的推動  
The club's attempts to promote vocational service are
2. 在扶輪社與社區推廣四大考驗  
The promotion of the 4-Way Test in the club and community are
3. 扶輪社運用職業發展計畫協助地方學校的學生選擇其職業  
The use of career development programs by the club in local schools to help students with career choices is



4. 在扶輪社和社區推動促進崇高的道德標準，專業尊嚴或服務的表現是  
The club's efforts to promote high ethical standards, professional dignity or service performance in the club and community are \_\_\_\_\_
  5. 扶輪社每年努力進行一項新的社區服務計畫的成果是  
The club's effort to conduct one new community service project each year is \_\_\_\_\_
  6. 扶輪社每年努力進行一項新的國際服務計畫的成果是  
The club's efforts to conduct one new international service project each year is \_\_\_\_\_
  7. 扶輪社運用社友的投入、才能和資源於服務計畫上是  
The club's use of input, talents and resources of the members for service projects is \_\_\_\_\_
  8. 扶輪社運用社區領導人的投入、才能和資源於服務計畫上是  
The club's use of input, talent and resources from community leaders for service is \_\_\_\_\_
  9. 我認為社的有關於地方和國際上的服務活動，會是  
I consider the club's activities regarding service, locally and internationally, to be \_\_\_\_\_
  10. 扶輪社已經處理下列領域的一個活動或計畫  
The club has conducted an active program or project in the following areas \_\_\_\_\_  
你的扶輪社在 **過去的 3 年內**，已經做過的每項服務計畫，請給 3 分  
Please credit 3 pts for each service project that your club has done **within the last 3 years**
- \_\_\_\_\_ 毒品的預防與改善 Drug use prevention or rehabilitation
  - \_\_\_\_\_ 根除小兒麻痺或其他社區免疫計畫 Polio eradication or other community immunization project
  - \_\_\_\_\_ 環境活動 Environmental activities
  - \_\_\_\_\_ 識字計畫 Literacy projects
  - \_\_\_\_\_ 淨水計畫 Clean water programs
  - \_\_\_\_\_ 提供食品給飢餓者 Providing food for the hungry
  - \_\_\_\_\_ 幫助社區殘障者或老人 Assisting the community's handicapped or elderly
  - \_\_\_\_\_ 提供當地或國際上的保健或醫療 Providing health or medical care locally or Internationally.
  - \_\_\_\_\_ 提供社區消遣娛樂的機會 Providing recreational opportunities for the community
  - \_\_\_\_\_ 幫助社區窮苦的人們或需求 Helping the poor or needy of the community
  - \_\_\_\_\_ 改進社區的經濟或社交的品質 Improving the community's economic or social quality of life
  - \_\_\_\_\_ 指導就業機會的計畫 conducting career opportunity programs
  - \_\_\_\_\_ 幫助或引導社區的青少年 Assisting or guiding the youth of the community
  - \_\_\_\_\_ 創立或支持一個扶青團或扶少團 Creating or supporting a Rotoract or Interact Club
  - \_\_\_\_\_ 與本地的其他服務社團合作一個共同的計畫 Working with other local service groups on a common project
  - \_\_\_\_\_ 與其他扶輪社合作一個共同的計畫 Work with other Rotary Clubs on a common project
  - \_\_\_\_\_ 與社區教育機關合作 Work with community educational facilities
  - \_\_\_\_\_ 交通或公路安全計畫或工程 Traffic or highway safety programs or projects
  - \_\_\_\_\_ 動物安全或保護計畫 Animal safety or care programs
  - \_\_\_\_\_ 災難協助的方案或計畫 Disaster assistance program or project
  - \_\_\_\_\_ 其它 Others

第10個問題的總成績

Total points for question 10 \_\_\_\_\_

**請評比以下內容：有= 5，沒有 = 0，不知道 = DK**

**Please rate the following: Yes = 5 No= 0, Don't know= DK**

11. 扶輪社舉行各種的募款方式來支持服務計畫。  
The club conducts various fund raisers to support its service programs. \_\_\_\_\_
12. 扶輪社服務計畫的費用主要是依靠社員財務上的捐贈。  
The club relies mainly on financial contributions from the members to fund its service programs. \_\_\_\_\_
13. 扶輪社在過去 2 年內已經參加一項國際服務計畫  
The club has participated in an International Service project within the last 2 years \_\_\_\_\_
14. 扶輪社積極參加年青少年交換計畫。  
The club participates actively in the Youth Exchange Program. \_\_\_\_\_
15. 扶輪社定期邀請地方青少年交換學生參加它的例會。  
The club regularly invites the local Youth Exchange students to its meetings. \_\_\_\_\_



16. 通常是由扶輪社的社員擔任來訪青少年交換學生的地主家庭  
Club Rotarians normally act as the host parents for the visiting Youth \_\_\_\_\_
17. 扶輪社知道並且計畫設立配合新的青少年交換計畫“背景檢查”的規定。  
The club is aware of and planning to institute or cooperate with the new mandated “Background Checks” for the Youth Exchange program. \_\_\_\_\_
18. 扶輪社每年表彰傑出的學生或學生領導人  
The club annually recognizes outstanding students or student leaders' \_\_\_\_\_
19. 扶輪社一年至少發起一項世界社區服務計畫。  
The club sponsors at least 1 World Community Service project a year. \_\_\_\_\_
20. 扶輪社參加或在聯合國總部表彰聯合國扶輪日。  
The club participates in or recognizes the Rotary UN day at the United Nations headquarters. \_\_\_\_\_
21. 扶輪社在過去3年內參加過扶輪友誼交換。  
The club has participated within the last 3 years in a Rotary Friendship Exchange. \_\_\_\_\_
22. 在過去3年內，扶輪社已經參加姐妹市、姐妹社、或與全世界的1個或更多的扶輪社的配對計畫。  
Within the last 3 years, the club has participated in a Twin Cities, Sister Club, or Matched Club program with 1 or more Rotary clubs around the world. \_\_\_\_\_
23. 扶輪社，在過去3年內已經資助學生年青人參加扶輪青少年領袖獎(RYLA)。  
The club, within the last 3 years has sponsored a student(s) with a Rotary Youth Leadership Award (RYLA) \_\_\_\_\_

請合計 1-23 問題的總分數  
Please add the total points for questions 1-23

服務計畫  
Service Projects \_\_\_\_\_  
不知道的  
Don't know \_\_\_\_\_

## 扶輪宣傳和公共關係 Rotary Publicity and Public Relations

1. 我們扶輪社總是 (5分)，經常是(3分)，很少 (1分)，從未(0分) 有文章或我們活動的圖片刊載於本地的媒體裡。  
Our club **always** (5 pts), **often** (3 pts), **seldom** (1 pt) **never** (0 pts) has articles or pictures of our activities in the local media. \_\_\_\_\_
2. 我們扶輪社總是 (5分)，經常是(3分)，很少 (1分)，從未(0分) 使用公眾管道，促進或宣傳我們的活動。  
Our club **always** (5 pts), **often** (3 pts), **seldom** (1 pt), **never** (0 pts) uses the Public Access channels to promote or publicize our activities. \_\_\_\_\_
3. 我們扶輪社的成員總是 (5分)，經常是(3分)，很少 (1分)，從未(0分) 配戴他們的扶輪徽章。  
The members of the club **always** (5 pts), **often** (4 pts), **seldom** (1 pt), **never** (0 pts) wear their Rotary pins. \_\_\_\_\_
4. 我們扶輪社設立很多(5分)，一些(3分)，一個(1分)，沒有 (0分)路標，在社區的入口標示例會的日期，時間和地點。  
Our club has **many** (5 pts), **some** (3 pts), **one** (1 pt) **no** (0 pts) road signs at the entrances to the community announcing the day, time and location of our meeting. \_\_\_\_\_
5. 當扶輪社對其他組織提供財務的贊助時，總是 (5分)，經常是(3分)，很少 (1分)，從未(0分) 要求該組織於當地的媒體宣佈這項捐獻  
When the club provides financial support to other organizations, it **always** (5 pts) **often** (4 pts), **seldom** (1 pt), **never** (0 pts) asks the other organization to publicize the donation in the local media. \_\_\_\_\_

請評比以下內容：有 = 5，沒有 = 0，不知道 = DK  
Please rate the following: Yes= 5pts No= 0 pts Don't know=DK

6. 我們的扶輪社在會議場所所有明顯的“扶輪在此例會議”的標誌。  
Our club has a visible sign that “Rotary Meets Here” at our meeting site. \_\_\_\_\_
7. 扶輪社在過去的2年之內，已經使用廣告(廣告牆、報紙、社區小冊子...等等)。  
The club has used advertising (billboards, newspapers, community brochures, etc.) within the last 2 years. \_\_\_\_\_



8. 在去年內，本地的扶輪社友已經接受過電台或電視的訪問。  
Local Rotarians have been interviewed about the club on radio or TV within the last year. \_\_\_\_\_
9. 有來自媒體的代表是該社的現職社員。  
Representatives from the media are active members of the club. \_\_\_\_\_
10. 該社有一本小冊子描述該社和它的計劃的宣傳小冊子  
The club has a brochure describing the club and its projects available for handout \_\_\_\_\_
11. 在完成的社區服務計畫上，可以見到扶輪的標識和該扶輪社的名稱，  
The Rotary logo and club identification is visible for completed community service projects. \_\_\_\_\_

請合計 1-11 問題的總分數

Please add the total points for questions 1-11

扶輪公共關係

Rotary Public Relations \_\_\_\_\_

不知道

Don't knows \_\_\_\_\_

請將全部問題的總分數記錄於最後一頁

Please forward the totals for all the questions to the last page

## 額外的問題 Bonus Questions

1. 我每月收到扶輪月刊。(是 = 5, 不是 = 0)  
I receive the Rotarian magazine each month. (Y=5, N=0) \_\_\_\_\_
2. 我已經收到熟悉的地區總監月報。(是 = 5, 不是 = 0)  
I have received or am familiar with the District Governor's newsletter. (Y=5 N=0) \_\_\_\_\_
3. 我在過去2年內已經引荐一位新員給扶輪社。(是 = 5, 不是 = 0)  
I have brought in a new member to the club within the last 2 years. (Y=5 N=0) \_\_\_\_\_
4. 我了解扶輪基金會的分享制度。(是 = 5, 不是 = 0)  
I understand the SHARE System of The Rotary Foundation. (Y=5, N=0) \_\_\_\_\_
5. 我是一位保羅·哈里斯之友或贊助會員。(是 = 5, 不是 = 0)  
I am a Paul Harris Fellow or a Sustaining Member. (Y=5, N=) \_\_\_\_\_
6. 在過去2年內我曾參與或貢獻於服務計畫。(是 = 5, 不是 = 0)  
I have worked on or contributed to service project within the last 2 years. (Y=5 N=0) \_\_\_\_\_
7. 我上扶輪社、地區或國際扶輪的網站每天(5分)，每周(4分)，每月(3分)，偶爾(2分)，從未(0分)  
I visit the club, district or Rotary International websites **daily** (5 pts), **weekly** (4 pts) **monthly** (3 pts), **occasionally** (2 pts), **never** (0 pts) \_\_\_\_\_
8. 我總是(5分)，有時(3分)，很少(1分)，從未(0分)因沒有出席例會而去補出席。  
I **always** (5 pts), **sometimes** (3 pts), **never** (0 pts) make-up for a missed meeting. \_\_\_\_\_
9. 我個人在最近的1-5年(5分) 6-10年(3分)，更長時間或者從未(0分)曾服務於一個地區委員會，  
I, personally have served on a district committee within the last **1-5 yrs** (5 pts), **6-10 yrs** (3 pts), **longer or never** (0 pts) \_\_\_\_\_
10. 我個人是在去年(5分)，2-5年(3分)，超過5年(1分)，從未(0分)參加地區年會或國際年會  
I, personally attended the district conference or International convention within **the last year** (5 pts), **2-5 yrs** (3 pts), **longer than 5 yrs** (1 pt), **never** (0 pts) \_\_\_\_\_
11. 我是在過去的1年(5分)，2-3年(3分)，4年或更長(1分)，從未(0分)捐款給扶輪基金會。  
I have contributed to The Rotary Foundation within the last **1 year** (5 pts), **2-3 years** (3 pts) **4 years or more** (1 pt), **never** (0 pts). \_\_\_\_\_

請將 1-11 題的總分數記錄於最後一頁

Please forward the total points for questions 1-11 to the last page

總計

total \_\_\_\_\_

積分 SCORING

你的得分 Your score

不知道 DK's

扶輪社的行政管理(47題) Club Administration (47 questions)	_____	從235分當中 out of 235 points	_____ (38)
社員(33題) Membership (33 questions)	_____	從165分當中 out of 165 points	_____ (29)
扶輪基金會 (22題) The Rotary Foundation (22 questions)	_____	從110分當中 out of 110 points	_____ (10)



	<i>你的得分Your score</i>	<i>不知道DK's</i>
扶輪服務計畫 (23題)	從173 分當中	
Rotary Service (23 questions)	_____ out of 173 points	_____ (22)
宣傳和公共關係(11題)	從55分當中	
Publicity & Public Relations (11 questions)	_____ out of 55 points	_____ (6)
額外分數 (11 題)	從55分當中	
Bonus Points (11 questions)	_____ out of 55 points	
<b>總成績</b>	從 <b>793</b> 分當中	
<b>Total points</b>	_____ out of 793 points	
不知道的總數 <b>(DK)</b>	從 <b>105</b> 題當中	
<b>Total Don't Knows (DK)</b>	_____ out of 105 questions	

**總分數 Grand Total**

700 分以上 = 傑出	700 points plus = Outstanding
600-699 分 = 極好	600-699 points = Excellent
500-599 分 = 非常好/ 一般	500-599 points = Very Good/Average
400-499分 = 可以被改進的	400-499 points = Could be improved
300-399分 = 需注意—可能需要幫助的扶輪社	300-399 points = Caution—club may need assistance
少於300分 — 該扶輪社嚴重需要立即的幫助	less than 300 points – The club is in need of serious and immediate assistance

請不要修改任何回答“不知道”(DK) 的最後總數字。 如下內容僅作為參考

Please do not make any adjustments to the total point final figure for the DK's. . The following is for reference only.

1-10個 “不知道” = 5到50添加的分數—**正常**

1-10 DK's = 5 to 50 additional points – **Normal**

11-20個 “不知道” = 55到100分—**小心**-應該擔心您對於貴社缺乏了解。

11-20 DK's = 55 to 100 points – **Caution**- should be concerned about the lack of knowledge about your club.

21-35個 “不知道” = 105到175分—**危急的**-您需要更詳細地了解貴社。

21-35 DK's = 105 to 175 points – **Critical**- you need to learn more about your club.

36 個個 “不知道” 或更多—**不可接受的**-除非您是新社員，您需要更認真地詳細了解貴社的功能。

36 or more – **Unacceptable**- Unless you're a new member, you need to seriously learn more about the functioning of your club.

這份評估為非加權及非科學的分析你的扶輪社，此成績僅用於辨認你或社可能缺失的地方。它不應該以負面的角度來反映扶輪社與社友的活動。

This is a non-weighted, unscientific analysis of your club and the results should only be used to identify areas that either you or the club might be lacking. It should not be taken as a negative reflection on the activities of the club or its Rotarians.

一份未填寫的自我的評估單已附於在你的學員 CD 上或可透過網路([www.RLI33.org](http://www.RLI33.org))下載。

A “clean copy” of this survey for duplication is contained on your Student CD or online at [www.RLI33.org](http://www.RLI33.org) under the “Downloads” section.