



ROTARY VOLUNTEERS HANDBOOK



ROTARY INTERNATIONAL®



Contents

Introduction	1
Volunteers	2
Local Volunteering	2
International Volunteering	4
Sharing Your Volunteer Experiences	8
Project Administration	9
Planning	9
Registering Your Project	10
Inviting and Hosting International Volunteers	10
Reporting	11
Program Administration	12
Club Rotary Volunteers Committee Chairs	12
District Rotary Volunteers Committee Chairs	13
Resources	15
RI International Offices	19

Cover Photo Dr. Luigino Bellizzi, a member of a Rotary Volunteers team of doctors from District 2100 (Italy), has served on two missions to Cameroun to work at a hospital. The project was started by Umberto Aubry, of the Rotary Club of Sorrento, who had a strong interest in Africa and used his skills there as an orthopedic surgeon to help people in need.

Mission Statement

The mission of Rotary International, a worldwide association of Rotary clubs, is to provide service to others, promote high ethical standards, and advance world understanding, goodwill, and peace through its fellowship of business, professional, and community leaders.



Introduction

Rotarians put Rotary's motto of Service Above Self into action every day and in every part of the world, generously contributing their time and skills to help others.

Rotary clubs carry out service projects that address critical needs locally and often work with distant clubs to cosponsor international efforts. Rotary Volunteers are vital to the success of this humanitarian work.

The Rotary Volunteers program fosters active volunteer participation at home and abroad, drawing upon the spirit of community and global service that lies at the heart of Rotary International's mission.

"If one strong common thread exists among our 1.2 million members, it is our willingness to share. Rotarians share their time, their talents, their expertise to successfully carry out projects that tackle a vast range of humanitarian and social issues. They share their compassion, their enthusiasm, and their commitment to help those in need and make the world better. And they share an unparalleled passion for service."

— Wilfrid J. Wilkinson, 2007-08 RI president

The Rotary Volunteers program aims to

- ◆ Increase awareness among Rotarians and non-Rotarians of volunteer opportunities in their own and other communities that require special expertise or skill
- ◆ Assist clubs and districts in finding volunteers with skills that are unavailable locally and discovering the benefits of using volunteers in service projects
- ◆ Help Rotarians identify volunteer opportunities available through projects sponsored by Rotary clubs and districts and other worthy organizations
- ◆ Encourage and facilitate Rotarian participation in volunteer activities that foster understanding, fellowship, and goodwill
- ◆ Improve quality of life and reduce economic disparity worldwide through education, health care, agricultural productivity, technology, sanitation, and potable water



Volunteers

Local Volunteering

Rotary is a global network of volunteers. Its work begins in the community, where opportunities for service are ample and accessible.

If you'd like to volunteer, an important first step is to consider your availability and interests:

- ◆ How much time can you invest in volunteer service?
- ◆ Do you want to volunteer regularly or just for special events?
- ◆ Are you available during the day, in the evening, or on weekends?
- ◆ What skills, interests, and experiences do you offer?
- ◆ Are you drawn to a specific issue or cause?

Then locate a volunteer opportunity in your community. Consider using these strategies:

- ◆ Let your club's Rotary Volunteers, Vocational Service, or Community Service committee chairs know that you are available to volunteer. Get involved in your club's service projects.
- ◆ Search for volunteer opportunities on your district's Web site or on ProjectLINK at www.rotary.org.
- ◆ Inquire with friends, family, and colleagues who have volunteered in your area.
- ◆ Use the Internet and newspapers to find information about other service organizations and their volunteer needs. If you read about a local group that interests you, contact it. There's a good chance volunteers are needed.
- ◆ Get in touch with your local libraries, bookstores, and educational institutions, which often have directories of nonprofit organizations.

"The projects that stand out in my mind the most are those that are meeting real needs and quietly changing lives. These projects have very literally moved the courses of lives by giving people education, improved health, and a real chance at a better future. In some cases, Rotarians invested tremendous resources of time, energy, and their own funds. In others, all that was needed was a knowledgeable and caring person to step in, look around, and do what needed to be done."

— William B. Boyd, 2006-07 RI president

If you discover an issue in your community that's not being addressed, consider bringing it to the attention of your club's service projects committee. Or, if your club would like to become more involved in service, start researching local needs using *Community Assessment Tools*, or read *A Menu of Service Opportunities* to explore potential projects. Here are some volunteer opportunities you may want to consider:

Helping disadvantaged youth and adults

- Reading to schoolchildren
- Assisting in school-based meal programs
- Tutoring
- Vocational training
- Providing literacy and math instruction
- Computer training
- Mentoring
- Leading after-school and weekend activities
- Job interview training

Assisting people with disabilities and the elderly

- Building wheelchair ramps
- Delivering medicines and meals
- Helping with chores and repairs
- Coaching sports teams for disabled youth
- Visiting residents at nursing homes and senior care centers



U.S. Rotarians paint a new face on their local senior center

Paint the Tetons, a project started by the Rotary Club of Teton Valley, Wyoming, USA, began as an opportunity for Rotarians to give back to their community through hands-on volunteer work. In response to increasing costs that threatened to impede the completion of a local senior center, club members stepped up, brushes in hand, and decided to paint the facility. Businesses contributed by providing supplies and expert guidance. It took 10 weekends to complete the work. Teton Valley club member Pat Butts reported: "All in all, our project saved the seniors over \$22,000 in painting costs. We have about 30 members in our club, and almost everyone was involved at some point." The club is planning to expand its efforts to benefit seniors and residents with disabilities who need assistance with maintenance chores.

Supporting health care

- Driving patients to medical appointments
- Vaccinating children during immunization campaigns
- Assisting at hospitals and clinics

Other places and programs usually needing volunteers include:

- HIV/AIDS centers
- Environmental facilities, such as community gardens and recycling centers
- Homes for former street children
- Microcredit initiatives
- Orphanages
- Recent immigrant services
- Shelters for women and children, the elderly, and the homeless
- Soup kitchens and food pantries
- Warming and cooling centers

International Volunteering

Roles and Responsibilities of an International Volunteer

International Rotary Volunteers register their skills with RI to serve outside their home country. As ambassadors for Rotary, they foster international understanding and goodwill, are expected to be flexible and culturally sensitive, and must maintain standards of behavior that reflect positively on their home country and uphold the ideals of Rotary.

Local people are the experts — Hopefully they have identified the needs within their own community and the appropriate roles that outsiders can play in addressing those needs. The most effective international volunteers learn to work in solidarity with the members of the host community, helping them carry out their objectives, offering advice when asked, and encouraging them in their work. The community can benefit from your skills, labor, education, financial and material contributions, and your continued support once you return home. But one of the most important roles you'll play is that of a motivator, just by having come from so far away to lend a hand.

Before signing up for a project abroad, research how the volunteer project was initiated, and find

out from returned volunteers how they interacted with the host community. Once you're there working in the community, take stock of your actions and contributions. Is the help and advice you're offering appropriate and respectful of the local people and culture? Is it inclusive and empowering? Who will continue the work when you're gone?

Whether you are working in a 'developing' country or a more affluent community in another part of the world, the role of the outsider is the same — to work side-by-side with and learn from the local people, to exchange ideas, and to build bridges of mutual respect and understanding.

— Susan Griffith, *From Small Beginnings: Volunteer Vacations Abroad*

Registering as a Rotary Volunteer

Registering with Rotary International is one way for prospective volunteers to publicize their interest in serving on international projects. Registered volunteers are listed in the Rotary Volunteers Database on the RI Web site, a great resource for project coordinators.

Rotarians, Rotaractors, Rotary Foundation alumni, spouses of Rotarians, and non-Rotarians are welcome to register as international Rotary Volunteers.

To register, complete the *Rotary Volunteers International Volunteer Registration Form*, available at www.rotary.org or from RI World Headquarters. Whether you're a Rotarian or non-Rotarian, the volunteer registration form must be endorsed by the local Rotary club president and the district Rotary Volunteers or Vocational Service chair, or district governor.

Registrants are expected to have a proven level of professional or technical skill. It's recommended that they be at least 25 years old, though younger, qualified applicants will also be considered. Re-registration is required every two years.

Locating an International Project Site

Rotary International does not place volunteers on assignments. RI staff can provide detailed information about registered projects and volunteers upon request, but prospective volunteers and project coordinators are responsible for contacting each other.

Volunteers are encouraged to be proactive in locating an international project site through these resources:

Learning English is child's play with help from Rotary Volunteer



For six years, the Rotary Club of Jakarta-Gambir, Jakarta, Indonesia, has focused on educating young children in the community. One of its main activities is teaching English through games and reading programs. Volunteers arrive on Saturdays throughout the year to assist with the project, often traveling two hours from the city of Jakarta on muddy, unpaved roads.

Gabriella Virna Herdianingrum is one of them. She says the most challenging aspect of her experience has been working with excited young children who don't want to stop learning. Many are poor, and they are eager to learn about the world and build their future. Striving to teach in a fun way, Herdianingrum says she makes a game out of learning and sees the children's passion firsthand.

Aside from teaching English, she has participated in a club project to help areas in Jakarta affected by floods. She has since joined the Jakarta-Gambir club.

- ◆ ProjectLINK at www.rotary.org, which includes Rotary club- and district-sponsored projects that need volunteers
- ◆ Rotary Volunteers resource list at www.rotary.org
- ◆ Web sites, libraries, bookstores, and educational institutions

Also inform your district Rotary Volunteers chair that you're looking for a project abroad. Ask about other Rotarians in the district who have served on international projects, and network with them.

In searching for an opportunity that would be right for you, consider skills and language requirements, project duration and time of year, living arrangements, and travel costs.

Funding

The Rotary Foundation's Volunteer Service Grants support the international travel of qualified Rotarians and their spouses to provide an essential service or plan a needed project in a community.

Applications are accepted on a rolling basis throughout the Rotary year. They should be received by the Foundation three months before the anticipated departure date and approved at least eight weeks before the scheduled departure date. The application form is available at www.rotary.org. Applicants are not required to register with RI as Rotary Volunteers.

Volunteers who need financial support for international service but don't qualify for Volunteer Service Grants can explore other fundraising opportunities through a number of Web sites, including Cross-Cultural Solutions (www.crossculturalsolutions.org) and Visions in Action (www.visionsinaction.org).

Tips from experienced Rotary Volunteers

- ◆ **Begin preparing early.** Start getting ready at least four to six months before your trip.
- ◆ **Establish communication.** Correspond with the host Rotary club project coordinator. Exchange contact information, and describe your skills and qualifications. Also inform your district governor and Rotary Volunteers chair of your plans; they may be able to provide guidance for travel arrangements.
- ◆ **Have a clear understanding of the volunteer assignment.** Know the dates of service, working conditions, and tasks to be accomplished. Work closely with the community, and discuss expectations and goals for the project.
- ◆ **Arrange living and travel accommodations.** Your host may or may not provide housing or transportation from the airport to your destination. Confirm all arrangements before arriving in the country.
- ◆ **Ask about materials the project site may need.** Find out what equipment the community has and whether it works. Be aware of all customs regulations before bringing goods.
- ◆ **Get informed about the country.** Read about its history, politics, economics, culture, customs, and climate. Take a language course for travelers, if necessary. Determine whether any immunizations are required or advisable. Communicate with others who have served in the same country.

Preparing to Serve

Before you leave, become very familiar with the country you'll be visiting. By adequately planning and being flexible, you can minimize (or even eliminate) unexpected surprises, frustrations, and culture shock.

If you'll be serving on a Rotary club or district project, be sure to ask your host about health and safety concerns, as well as weather and types of clothing to bring.

Consider these issues before you go:

Passports and Visas

A current passport, issued by your home country to certify your citizenship, is required for international travel. Some countries require visitors to have a passport that will be valid for six months after they have left the host country.

You may also need a visa for travel to your host country, depending on your citizenship and length of stay. Ask the host country's embassy or consulate about visa requirements and travel restrictions. Apply for visas as soon as possible: The process can take several months.

Before you leave, photocopy your travel documents. Keep the copies separate from the originals, and leave a set at home.

Insurance

While you're abroad, it's important to have health and accident insurance for travelers that includes coverage for emergency evacuation. Travel Protectors (www.travelprotectors.com) is one company that offers insurance for international volunteers.

Health Issues

Take all necessary prescription medications and copies of prescriptions with you. Get the required vaccinations, allowing plenty of time to recover from side effects. Find travel and health information on the World Health Organization Web site (www.who.org).

Safety

Be sure to check travel, foreign affairs, and state department Web sites to find out about safety concerns before you leave. Health Volunteers Overseas (www.hvousa.org) offers a wealth of resources for international volunteers.

Water

Potable water might be an issue in some areas. The U.S. Centers for Disease Control and Prevention (www.cdc.gov) has suggestions for making sure water is safe to drink.

Volunteering abroad can be challenging, but many volunteers feel they have received more than they have given. A returning Rotary Volunteer says: "I would like to thank RI for giving me this opportunity and would encourage anyone else who has been thinking of becoming a volunteer. Do it — you will never regret it."

Sharing Your Volunteer Experiences

You can help foster involvement in your own community or inspire others to take action at the global level by sharing your volunteer experiences. Consider these suggestions:

- ◆ Give a presentation to your Rotary club and clubs in your district.
- ◆ Speak to nonprofit and for-profit organizations in your community.
- ◆ Write an article for your local newspaper.
- ◆ Send your story to RI. Be sure to include photographs that show the project in action. Download the volunteer report form from the RI Web site to use as a guide, and the photo submission form. Describe how you found the volunteer opportunity, who sponsored it, any funding you received, your responsibilities at the site, and the most challenging and rewarding aspects of your volunteer experience.

No matter the strategy you choose, sharing your experience is an opportunity to create dialogue about global and community issues and brainstorm ways to get even more involved. You will find that many people are eager to help, whether it's by contributing their time or making donations.

Rotary Volunteer brightens smiles in India



Mabel García Mattos, a dentist and member of the Rotary Club of Maldonado, Maldonado, Uruguay, has served as a Rotary Volunteer in Argentina, Bolivia, Ethiopia, Guatemala, India, Kenya, the Philippines, and Venezuela. She has volunteered at the Kottivakkam Dental Centre for five years, staying up to two months each trip and often traveling long distances to treat poor schoolchildren and villagers. The Rotary Club of Guindy, Tamil Nadu, India, sponsors the project, arranging dental check-up camps in village schools and community and medical centers. Besides handling logistics, the club participates actively in the project by educating patients about dental procedures. The Rotary Club of Lørenskog, Norway, cosponsors this Rotary Volunteers international project.



Project Administration

Effective Rotary clubs implement service projects that address the needs of their communities and those in other countries. These efforts

- ◆ Improve the lives of community members
- ◆ Incorporate the abilities of those who are served
- ◆ Recognize all participants' contributions as important and necessary
- ◆ Realistically assess available resources
- ◆ Aim for specific goals and objectives with measurable results

When clubs and districts from different countries work together to carry out community service projects, they develop close ties and further international understanding and peace.

Successful service projects depend on the commitment and involvement of many people, including Rotarians and their families, Interactors, Rotaractors, Rotary Community Corps, community members and, in many cases, international volunteers.

Inviting international volunteers to serve on your club's project can bring many benefits: shared technical knowledge, professional expertise that may not be available in your community, fellowship and increased appreciation for different cultures, and the potential for continued support from the volunteer's Rotary club or district.

Planning

To identify an effective project, try one of the eight simple evaluation strategies found in *Community Assessment Tools*. If you decide your project needs volunteer assistance, remember that careful planning is key. When inviting a volunteer from another country, make sure to

- ◆ Clearly define the volunteer's role in the project
- ◆ Establish requirements such as skills, language, and length of stay
- ◆ Determine what your club can provide to the volunteer, such as housing, meals, and transportation
- ◆ Assemble a host committee to plan opportunities for recreation and fellowship
- ◆ Draft a reasonable work schedule for the volunteer
- ◆ Appoint a project contact

The project contact is the main communication link, providing accurate and timely information to prospective volunteers. This person must be able to respond promptly to all inquiries and ideally should have access to e-mail.

Good communication is crucial to a successful project. Making sure all participants know what to expect will minimize misunderstanding.

Registering Your Project

Once a plan is in place for inviting a volunteer, your club can register the project with RI. Complete the *Rotary Volunteers International Project Registration Form*, available at www.rotary.org or on request from RI. The form must be signed by your club's current president and your district's Rotary Volunteers chair, Vocational Service chair, or governor.

Once your project is registered, it will be included in ProjectLINK on the RI Web site, and volunteers interested in serving at your site will inquire directly with your project contact.

The project will be registered for two years and can be re-registered. If it requires one-time volunteer assistance, you can contact RI to have the project withdrawn from the database once the need has been fulfilled.

The host is the local in-country Rotary club or district that heads up a project. Cosponsors are Rotary clubs or districts that partner to implement the project; they can be located in another country.

Inviting and Hosting International Volunteers

The best place to start your search for qualified volunteers is the Rotary Volunteers Database at www.rotary.org. This resource lists highly skilled people who are offering their expertise for service abroad. You can look for volunteers based on their vocations or experience in administration, community development, education, food production, health, and water and sanitation.

Keep these tips in mind when inviting and hosting volunteers:

- ◆ **Exchange contact information with the prospective volunteer**, along with any other information to facilitate communication.
- ◆ **Give an accurate and complete description of the project.** Tell the volunteer about required skills, dates of service, working conditions, tools used, supplies needed, tasks to be accomplished, climate, language, and living arrangements.
- ◆ **Make sure a prospective volunteer is the right person for the job before issuing an invitation.** Request a copy of their registration form from RI, and contact the Rotary officers who endorsed their registration for references. Also ensure that the volunteer has the necessary credentials. If a driver's license is required, find out whether the volunteer's home-country license is sufficient (in most cases it will be). If medical credentials need to be validated or registered, request copies of licenses or diplomas, and take the necessary action.
- ◆ **Send the volunteer a proposed work schedule.** Include adequate free time, such as weekends and evenings, and make individual adjustments as necessary. Remember that the volunteer may need time to adapt to a different culture and routine.
- ◆ **Ensure that the volunteer has suitable accommodations.** A house or apartment is preferable, and volunteers should not be expected to live in conditions of extreme hardship unless they are unavoidable. The project coordinator and volunteer should view and agree on living quarters in advance.

- ◆ **Confirm financial arrangements.** Reimburse the volunteer for any agreed-upon out-of-pocket expenses, and pay for any necessary in-country travel related to the volunteer's work.
- ◆ **Plan a hospitable working and social environment.** Begin by meeting the volunteer on arrival. Extend invitations to club meetings and functions at members' homes, and introduce the volunteer in the community.
- ◆ **Keep everyone informed.** Tell your district governor, Rotary Volunteers chair, and Vocational Service chair about international volunteers working on the project.

Reporting

After the volunteer has returned home, provide a progress report to your district describing the project's results. Also send a brief write-up and good-quality action photos to RI for possible inclusion in Rotary publications or the RI Web site. (Use the downloadable Rotary Volunteers International Project Report Form as a guide.) Sharing your club's successes allows other Rotary clubs to learn from your hosting experiences.

Rotary clubs that host Rotarians who receive funding from Volunteer Service Grants are required to report to The Rotary Foundation using the *VSG Host Partner Post Service Evaluation* form.

Roles and Responsibilities of the Host Rotary Club

Rotary Volunteers are expected to be outstanding Rotary ambassadors. In return, the host Rotary club is expected to maintain a hospitable working and social environment. Because host Rotary clubs are in a unique position to support Rotary International's goal of fostering international understanding, they must maintain standards of behavior that will reflect positively on Rotary and the host country.

Growing co-ops on Eastern European farms



Merle Anderson, member of the Rotary Club of North Scott (Davenport), USA, has been a registered Rotary Volunteer for over five years, working as far as 5,200 miles from his hometown of Eldridge, Iowa. As he approached retirement after 37 years of managing farm and grain cooperatives, Anderson was looking to volunteer abroad but was unsure of what opportunities existed for someone with his background. At a district conference, he learned of the Rotary Volunteers program as a way to apply his experience. Since then, he has completed five assignments in Moldova and one in Ukraine, working in villages to help peasants learn business planning and form cooperatives. Anderson reports that "the work is very rewarding because the people are very appreciative and willing to work hard to be successful."



Program Administration

Rotary Volunteers is an integral part of a club's balanced service program, which encompasses all four Avenues of Service: Club Service, Vocational Service, Community Service, and International Service.

The stronger a club's service efforts are, the greater its resources and the better it can help address community and world concerns. Districts, in turn, can use their clubs' skills and expertise to develop a pool of resources for implementing successful districtwide projects. At all levels, active participation in service can help maintain enthusiasm and even attract new club members.

Rotary Volunteers committees are responsible for administering the program in the club and district. To ensure active participation in service projects, club and district committee chairs assume the responsibilities described below.

Club Rotary Volunteers Committee Chairs

The club Rotary Volunteers committee chair should

- ◆ **Create awareness** of the value of volunteer service. Plan a club meeting that focuses on volunteerism, perhaps inviting volunteer coordinators from local nonprofit organizations to speak. Ask club members to discuss their own experiences as volunteers.
- ◆ **Maintain a registry** of club members who want to do volunteer work. Include their vocational skills and special interests, how much time they can commit, and when they are available. The registry can be as simple as a sign-up sheet that's passed around at your club's weekly meeting.



Kenyan students log in to new computer lab

Rotarians Wayne Crossen and Sandra Harper traveled from British Columbia, Canada, to Kakamega, Kenya, to help establish a computer lab and science classroom in a school opened by local Rotarians. The Rotary Club of Vancouver South organized a Matching Grant with the Rotary Club of Kakamega to purchase the equipment needed to get the computer lab up and running. Drawing on previous experience in setting up labs, Crossen and Harper designed computer table units and science tables, as well as security bars for the windows. Harper reported that "without a team effort with the Kakamega Rotarians, we could not have been able to get bids for construction and labor so efficiently." The project is a great example of what Rotary clubs can achieve by working together.

- ◆ **Research and identify** opportunities for service. Collaborate with the service projects committee chair to determine volunteer needs for the club's current or upcoming efforts. Network with local organizations that can use volunteer assistance. Communicate with the service projects committee chair about the club's international project volunteer needs.
- ◆ **Announce** all service opportunities to club members.
- ◆ **Invite club members'** spouses and family members, Rotaractors, Interactors, Rotary Community Corps members, and Rotary Foundation alumni to participate in service projects.
- ◆ **Keep the district informed** of all volunteer activities and needs.
- ◆ **Share** special volunteer stories with RI, and take every opportunity to recognize volunteers.
- ◆ **Become familiar** with the Rotary Volunteers pages on the RI Web site, and help prospective international volunteers to register, locate a project site, and identify funding options.
- ◆ **Maintain communication** with project contacts (see Project Administration).

District Rotary Volunteers Committee Chairs

In working with clubs, the district Rotary Volunteers committee chair should

- ◆ **Encourage** club Rotary Volunteers committee chairs to establish a registry of volunteers and community service opportunities.
- ◆ **Provide** information on Rotary resources to help strengthen club service projects.
- ◆ **Connect** clubs that are working on similar projects or those that could use additional volunteer support.
- ◆ **Direct** clubs that could benefit from volunteer help unavailable in the area to the Rotary Volunteers Database.
- ◆ **Assist** clubs in registering their projects' needs for volunteers with RI.
- ◆ **Share** knowledge with clubs about non-Rotary service organizations in the district, and identify areas for cooperation.
- ◆ **Urge** clubs to send you reports on successful volunteer activities for promotion through the district Web site or governor's monthly letter.

In working with the district as a whole, the district Rotary Volunteers committee chair should

- ◆ **Organize** meetings for chairs of other committees such as Rotaract, Community Service, Vocational Service, and World Community Service, as well as assistant governors, to exchange ideas and promote projects. These may be held in conjunction with the district conference, district assembly, or other meetings.
- ◆ **Identify** volunteer service opportunities in the district and worldwide.
- ◆ **Maintain** a registry of Rotarians available to volunteer on district projects.

- ◆ **Coordinate** districtwide service days.
- ◆ **Report** exemplary volunteer stories to RI for possible inclusion in *The Rotarian* magazine, other RI publications, and the Rotary Volunteers pages on the RI Web site.
- ◆ **Recognize** a Rotary Volunteer at a district event. October, Vocational Service Month, is an ideal time. The Rotary Volunteers Certificate of Recognition is available from RI World Headquarters; download the request form at www.rotary.org.

In working with international volunteers and project sites, the district Rotary Volunteers committee chair should

- ◆ **Help** interested individuals explore international volunteer opportunities.
- ◆ **Advise** clubs that would like to invite international volunteers to help with their service projects.
- ◆ **Screen** and endorse the registration of international volunteers and project sites.
- ◆ **Stay in close contact** with Rotary Volunteers program staff at Rotary International, making sure to keep your contact information current.



Tech-savvy at a Tibetan monastery

Philippe Lamoise, a Rotarian since 1994 who works as a Web site developer and video producer, signed up as a Rotary Volunteer to teach computer and video editing for five weeks at a Tibetan monastery in Dharamsala, India — a long way from his hometown in California, USA. During his trip, he connected with local club members, learned more about projects being initiated in the region, and provided basic computer training to fellow Rotarians. Read more about his journey at www.rotary5340.org.



Resources

Except where noted, the following resources can be ordered from the *RI Catalog* or downloaded at www.rotary.org.

Rotary Volunteers

Rotary Volunteers Database (Web only)

Project coordinators can search this database at www.rotary.org for international volunteers with the specific skills needed at their project site.

Rotary Volunteers International Volunteer Registration Form (284-EN)

Rotarians and non-Rotarians wishing to be included in the Rotary Volunteers Database can use this form to register with Rotary International. Available in print and online.

ProjectLINK (Web only)

Volunteers can visit ProjectLINK at www.rotary.org to search for Rotary and Rotaract club service projects requesting volunteers from abroad. World Community Service projects requesting financial assistance, donations in-kind, and volunteers are also listed on ProjectLINK, as are examples of successful Community Service projects.

Rotary Volunteers International Project Registration Form (285-EN)

Rotary and Rotaract clubs needing volunteer assistance from abroad can register their project with RI. Available in print and online. Registered Rotary Volunteers international projects are published on ProjectLINK on the RI Web site.

Rotary Volunteers PowerPoint Presentation (Web only)

Provides an overview of the Rotary Volunteers program. Useful for Rotary club presentations.

Rotary Volunteers: Hand in Hand (386-MU)

This 10-minute video features three Rotary Volunteers projects in Ecuador, India, and the Philippines and encourages Rotary clubs to register their projects.

Rotary Volunteers Certificate of Recognition

District governors, district Rotary Volunteers chairs, and district Vocational Service chairs can request this certificate to recognize outstanding volunteer service. The request form is available online or by request from RI.

Rotary Volunteers Recognition Pin

Registered Rotary Volunteers who provide RI with a written report of their volunteer service will receive this one-time-only award.

International Service Update (Web only)

This electronic newsletter provides information about Rotary Community Corps, Rotary Volunteers, World Community Service, and disaster relief. Sign up at www.rotary.org.

Other RI Resources

Communities in Action/Menu of Service Opportunities Kit (605-EN)

Communities in Action contains step-by-step instructions on developing, carrying out, and evaluating a service project, including information on conducting a community-needs assessment and working with other organizations. The companion piece, *A Menu of Service Opportunities*, details recommended types of service projects. Available in print and online.

Community Assessment Tools (Web only)

This publication is designed to provide clubs with some simple tools for evaluating needs in their communities and improving the effectiveness of their service projects. It provides eight strategies for carrying out practical and low-cost community needs assessments.

Rotaract Handbook (562-EN)

Rotaract is a Rotary-sponsored service club for young men and women ages 18-30. Rotaract clubs are usually community or university based and are sponsored by a local Rotary club, making them true partners in service and key members of the family of Rotary. Available in print and online.

World Community Service Project Data Form (784-EN)

Clubs and districts can register projects requiring funds, donations-in-kind, or volunteers for inclusion in the ProjectLINK database. Available in print and online.



Closing the chapter on illiteracy in Guatemala

The Guatemala Literacy Project, a collaborative effort among North American and Guatemalan Rotary clubs and the nonprofit Cooperative for Education, promotes lifelong reading and writing skills by providing textbooks, library materials, and computers to impoverished schools in Guatemala. The clubs raise funds to purchase the materials, and club members meet program participants, deliver books, and inaugurate computer centers. Read more at www.guatemalaliteracy.com.

The Rotary Foundation

Volunteer Service Grant Application (Web only)

The Rotary Foundation offers Volunteer Service Grants to subsidize the travel of individuals or small groups as they plan a needed humanitarian project or provide a necessary service to the community. Rotarians and their spouses are eligible to apply for these grants. Download the application at www.rotary.org.

Volunteer Service Grants Brochure (150-EN)

Program description and requirements. Available in print and online.

Humanitarian Grants Cadre Adviser Registration Form (Web only)

The Humanitarian Grants Cadre of Technical Advisers is a registry of Rotarians willing to provide technical expertise to The Rotary Foundation and to Rotarians developing and implementing 3-H and competitive Matching Grant projects worldwide. If you'd like to be considered as a volunteer member of the cadre, download the registration form at www.rotary.org.

District Simplified Grants

District Simplified Grants help Rotary districts support short-term, humanitarian projects that benefit a community. Districts can request up to 20 percent of the District Designated Fund for a grant to help fund projects locally or internationally. Ask the district Rotary Foundation committee chair about these grants.

The Guide to Matching Grants (144-EN)

The Rotary Foundation Matching Grants program matches contributions raised by Rotary clubs and districts for international service projects involving Rotary clubs in two or more countries. Available in print and online.



Kenya–Italy joint district project

Casa Maria, an orphanage in Ndaragwa, Kenya, provides shelter to about 100 orphans ages 3-18 and has a school for children ages 3-5. It was built by District 9200, which covers five countries in East Africa, and is supported by District 2030, Italy.

Internet

The following Web sites provide information about volunteer and project resources but do not necessarily reflect the views of Rotary International.

Idealist.org

Find organizations and volunteer opportunities in your community and around the world (www.idealist.org).

International Federation of Red Cross and Red Crescent Societies

Learn how to volunteer with the Red Cross and Red Crescent, and locate your nearest branch (www.ifrc.org).

International Volunteer Programs Association

Look for international volunteer opportunities, and explore other organizations and funding resources (www.volunteerinternational.org).

Nabuur

Volunteer internationally without leaving home. This site features virtual villages, where communities in developing countries present their issues and ask for volunteer assistance (www.nabuur.com).

Volunteer Abroad

Search for volunteer projects by region, country, type of work, and project duration (www.volunteerabroad.com).

Working Abroad

Working Abroad researches volunteer possibilities among local groups throughout the world and established nongovernmental organizations (www.workingabroad.com).



Australian volunteers teaching English in Thailand

Rotary Volunteers Heather McEvoy and Lea Villa-Landa served in an English language conversation program sponsored by the Rotary Club of Khon Kaen, Thailand.



RI International Offices

RI World Headquarters

Rotary International
One Rotary Center
1560 Sherman Avenue
Evanston, IL 60201-3698
USA
Tel.: 847-866-3000
Fax: 847-866-8554
www.rotary.org

RI Brazil Office

Rua Tagipuru 209
01156-000
São Paulo, SP
Brazil
Tel.: 55-11-3826-2966
Fax: 55-11-3667-6575
www.rotary.org.br

RI Europe and Africa Office

Witikonstrasse 15
CH-8032 Zurich
Switzerland
Tel.: 41-44-387-71-11
Fax: 41-44-422-50-41

RI Japan Office

NS3 Building 1F
2-51-3 Akabane, Kita-ku
Tokyo 115-0045
Japan
Tel.: 81-3-3903-3161
Fax: 81-3-3903-3781

RI Korea Office

Room 705, Miwon Building
43 Yoido-dong, Yongdungpo-gu
Seoul 150-733
Korea
Tel.: 82-2-783-3077, 783-3078,
or 782-3080
Fax: 82-2-783-3079

RI South Asia Office

Thapar House
2nd Floor, Central Wing
124 Janpath
New Delhi 110 001
India
Tel.: 91-11-4225-0101 to 0105
Fax: 91-11-4225-0191 or 0192
www.risouthasia.org

RI South Pacific and Philippines Office

McNamara Centre, Level 2
100 George Street
Parramatta, NSW 2150
Australia
Tel.: 61-2-9635-3537
Fax: 61-2-9689-3169

RI Southern South America Office

Florida 1, Piso 2
1005 Buenos Aires, CF
Argentina
Tel.: 54-11-5032-0096, 0097,
or 0098
Fax: 54-11-5032-0099

RI in Great Britain and Ireland (RIBI) Office

Kinwarton Road
Alcester
Warwickshire B49 6PB
England
Tel.: 44-1789-76-54-11
Fax: 44-1789-76-55-70



ROTARY INTERNATIONAL®

One Rotary Center
1560 Sherman Avenue
Evanston, IL 60201-3698 USA

263-EN—(1007)