

Dear _____ ,

You are responsible for providing a program and the Thought of the Day for our club on

For your use: [1] How to prepare for your program, [2] boilerplate letter for inviting a speaker, [3] program ideas, [4] Club Fact Sheet.

How To Prepare For Your Program

1. Think about a topic that would be interesting or a speaker you think is dynamic. Attached are some ideas to help you choose a speaker for your assigned date. Don't hesitate to schedule your speaker weeks and even months in advance. The best speakers' time books up early and your fellow Rotarians are more likely to bring guests if they know in advance who will be speaking.
 2. Invite the potential speaker to present to the club. Do you need help writing a letter or email to invite a speaker? You'll find a template below.
 3. The program is 25 minutes long, including Q&A. If your speaker needs less than 25 minutes, you should schedule multiple speakers to fill the time. Arrange a silent gesture, such as your rising, to notify the speaker when s/he has 5 minutes remaining so they don't unintentionally go over time.
 4. Upon confirmation, notify the Club President and send the speaker the Club Fact Sheet. It's important that your speaker have an idea what they're getting themselves into. It will help them prepare.
 5. Touch base with your speaker a week before their presentation to re-confirm.
 6. Show up at 7:00 the morning of the presentation to greet your speaker, help them set up materials and introduce them to club members.
 7. Be prepared to introduce your speaker in a manner that honors their time speaking to the club.
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Boilerplate Text For Speaker Invitation Letter

Dear [NAME]

Our Rotary club is interested in hearing about [NAME OF PROJECT/PROGRAM/ETC.]. Would you be interested in speaking at one of our weekly Tuesday meetings in Seaview?

I am securing a speaker for our meeting on [DATE] and hope that this would be a good time for you to join us. If you'd like to talk to us about [NAME OF PROJECT/PROGRAM/ETC], but this date is inconvenient, please let me know of a Tuesday (or two) that might work for you and I'll gladly do my best to accommodate your schedule.

We'll happily buy you breakfast, which begins at 7:30 am at the 42nd Street Café in Seaview. We ask that you arrive 15-20 minutes early so we can set up anything you may need for your presentation, which should run about 25 minutes, including Q & A time.

The meeting concludes at 8:30 am. I hope you'll seriously consider this opportunity to share with our club. Please don't hesitate to contact me personally if I can answer any questions.

Sincerely,

Potential Rotary Program Topics

Rotary

During The Rotary Year, Ten Of The Twelve Months Have Assigned Rotary Subjects:

- July: Literacy
- August: Membership And Extension
- September: New Generations
- October: Vocational Service
- November: The Rotary Foundation
- December: The Family Of Rotary
- January: Rotary Awareness
- February: Word Understanding
- April: The Rotary Magazine
- June: Rotary Fellowship

District Assembly: What/Why

District Conference: What/Why

International Rotary Convention: What/Why

District Leadership Training: What/Why

Community Service

The Neighborhood Associations

Local Police, Fire And Emergency Service

Dept of Transportation

Feature A Local Business

Immunization

Good Turn Day

Neighborhood Surveys

Community Celebrations, Festivals

Community Town Meetings

Community Development

Economic Development

Chamber, Visitors Bureau

Community History

Historical Society

Foster Parenting

Our States, Our Nation

Ports

Oregon, Washington Fish And Game

The State Parks System

The National Economy

Foreign Policy, Future In A World Economy

Humor

Have You Read A Good Book Lately?

Movie Reviews

How To Be A Good Storyteller

How To Tell A Joke Or Joke Telling Day

Political Arena

ALWAYS Invite All Candidates

ALWAYS Present Both Sides of An Issue

Report From The Mayor, City Council,

Commissioners, State Legislature

Local Issues, Key State Measures,

Candidate's Forum, Political Presentations,

National Issues

Education

Report From Public Schools

Grays Harbor, Clatsop Colleges

Home Schooling

School Success Stories

School Problems And Solutions

Head Start

Lifelong Learning

Culture & The Arts

The Changing Face Of The Pacific NW

Immigration In America

The Washington Historical Society

Black History Month

Religions Of The World

The Native American World

International Service

Rotary Youth Exchange

Rotary Friendship Exchanges

World Community Service

Nat'l Immunization Days/Polio Plus

Ambassadorial Scholar's Report

Peace And Conflict Scholars

Self Improvement & Health

Do I Need A Will And An Estate Plan?

Personal Finance, Planning For Retirement

Health Maintenance Management

Personal Health & Wellness

What Do Men/Women Need To Watch?

Blood Pressure And Cholesterol

Changing Careers, How And Why

Travel, Where, Why And How

...And Anything Else You Want!

What connections do you have in the community who could do a program that would interest your fellow Rotarians?

Welcome! Thank you for sharing with our club!

Prior to the meeting, please provide the member who invited you with some information about yourself and your subject matter so that you may be properly introduced at the meeting.

We can make available a computer, projector, screen and computer speakers. Prior to the meeting please tell the person who invited you if you need these items.

You will have 25 minutes, including time for questions. Please arrive 15 minutes prior to the meeting to set up anything you may need for your presentation. Inquire ahead of time if you need use of our AV equipment.

You are welcome, but not expected, to participate in fine, brag and donation elements of our meeting.

Our Club: Rotary Club of SW Pacific County Peninsula #30819, District 5100

When: Tuesdays, 5:30 pm: Lightship Restaurant, 304 NW 14th Street, Long Beach, WA 98631

More Info: <http://www.beachrotary.org>

Contact: secretary@beachrotary.org, Peninsula Rotary POB 606, Seaview, WA 98644

Membership: 19

Projects: 4 Way Test Scholarships, Book Donations to Schools, Christmas Gift Trees Christmas Projects Golf Tourney, Shop With A Cop, Club Socials & Firesides, Dictionaries For Students, Getting to Know You Auction, Oysters, Arts, & Adventures, Adopt-A-Highway, Beach Cleanup, Willapa Wildlife Refuge, Rebuilding Together

We Support: Polio Eradication, Long Beach Boys & Girls Club, Ilwaco Sports Boosters, Peninsula Food Banks, Substance Free Graduation. Camp Victory. Fire Cadet Program. Food4Kids Backpacks, Pack2School Backpack Supplies, Loyalty Days, Shelter Box, International Child Health

PENINSULA ROTARY CLUB FACT SHEET for SPEAKERS

Rotary is a worldwide organization of business and professional leaders that provides humanitarian service, encourages high ethical standards in all vocations, and helps build goodwill and peace in the world. Approximately 1.2 million Rotarians belong to more than 32,000 clubs in 168 countries.

Rotary is an organization of business and professional leaders united worldwide, who provide humanitarian service, encourage high ethical standards in all vocations, and help build goodwill and peace in the world.

Rotary is the world's first service club. The first Rotary club was founded in Chicago, Illinois, USA on 23rd February 1905.

Rotary is some 1.2 million service-minded men and women belonging to more than 28,000 Rotary clubs in virtually every nation in the world.

Rotarians meet weekly for fellowship and interesting and informative programs dealing with topics of local and global importance. Membership reflects a wide cross-section of community representation. Rotarians plan and carry out a remarkable variety of humanitarian, educational, and cultural exchange programs that touch people's lives in their local communities and our world community.

Rotary is The Rotary Foundation, which each year provides some \$90 million for international scholarships, cultural exchanges, and humanitarian projects large and small that improve the quality of life for millions of people. Rotary is widely regarded as the world's largest private provider of international educational scholarships.

Rotary 
Club of SWPC Peninsula
Making a Difference • Service Above Self