

**ASPIRE:  
A SPECIAL PROGRAM IN ROTARY EDUCATION**

Many programs in the Club Service Avenue are designed to foster the growth and development of Rotary Clubs. The ASPIRE program seeks to enhance the well being of members and clubs in District 5730 by addressing the process of orienting new Rotary Club members.

ASPIRE focuses on efforts to help those club members who are new to Rotary become enthusiastic about being Rotarians, view their membership as being worthwhile and important, actively participate in the affairs of their club, and exemplify the ideals of Rotary.

ASPIRE offers alternatives to the practice of inducting members into a club and allowing them to assimilate Rotary organization, club expectations, benefits of membership, and tradition on their own. ASPIRE taps the resources of knowledgeable Rotarians in an attempt to shorten the time required for new members to gain insight into the basic tenets of Rotary.

**RECOMMENDATIONS TO  
ROTARY CLUBS**

A place to begin might be at a meeting of the Board of Directors. An examination of the Club Service committee structure could be conducted to determine the specific committee or sub-committee charged with new member orientation. Make sure the committee is active and not over-burdened with other important membership functions such as pre-induction, classifications, expansion, and membership approval. The procedures described in ASPIRE require attention on a continuous basis.

Ask for an organizational report on new member orientation from the committee. Stress the priority assigned to this activity by the Board. Encourage immediate activity. The results of committee efforts will be obvious during club meetings and progress should be commended.

Club officers and directors should make a special effort to greet and converse with new members. Invite them to attend a board meeting. Share your knowledge of Rotary at fireside meetings.

**RECOMMENDATIONS TO  
NEW MEMBER  
ORIENTATION COMMITTEES**

The chairperson for this committee should be a knowledgeable Rotarian and should assemble a committee composed of members well versed in Rotary. At the initial committee meeting, each member should be provided a complete overview of the ASPIRE program. Modifications to suit the club can then be made. Responsibilities

should be assigned in the areas of mentor recruitment, orientation meetings, and development of a checklist of activities for new members. Following are examples of topics that might be included on the agenda:

1. Establish a date, time, place and select personnel for a New Member Orientation meeting to be held as soon as possible.
  - a. Schedule two or three additional meetings during the year.
  - b. Determine who will attend them;
  - c. Determine the agenda. (See Appendix I)
  - d. Determine who the presenters will be.
2. Devise a means of giving new members a high profile in the club during their first six months of membership.
3. Develop a Mentor Program. (See Appendix II)
4. Refine the "Check List of Activities" that will be part of the Mentor Program. (See Appendix III) A description of each item on the Checklist follows. (See Appendix IIIA)
5. Develop a brief recognition program for new members completing the checklist of activities.
6. Determine what materials will be presented to each new member at installation. (See Appendix IV)
7. Consider program recommendations to the Program Chairman of the Club. (See Appendix V)
8. Assist in recruiting Mentors for this program.
9. Develop additional plans and procedures to further assist new members in your particular club.

**APPENDIX I  
A PROGRAM FOR  
NEW MEMBER ORIENTATION**

- 1. Review agenda, procedure, and contents of orientation currently in use. Revise and supplement as necessary.**
- 2. Include presentations concerning expectations and Responsibilities of members of the club.**
  - a. Attendance**
  - b. Financial considerations**
  - c. Participation and contribution**
- 3. Describe how Rotary is organized:**
  - a. Club officers, Board of Directors, Committees.**
  - b. District Governor, Advisory Board, Committees (Briefly)**
  - c. Rotary International (Briefly)**
- 4. Club Organization: Four Avenues of Service (Stress activities)**
  - a. Club Service**
  - b. Vocational Service**
  - c. Community Service**
  - d. International Service**
- 5. What membership can do for the new member**
  - a. Acquaintance with business and community leaders**
  - b. Community awareness through programs**
  - c. Opportunities for service**
  - d. Enjoyment**
- 6. Why important, busy people have maintained membership for decades.**
- 7. Why the leadership of the club is interested in new member involvement in the club, i.e., what's in it for us.**
- 8. Sources of information**
  - a. R.I. publications**
  - b. The Rotarian**
  - c. District 5730 Committee Chairmen**
  - d. Club Committee Chairmen**
  - e. Friends in other clubs**

## **APPENDIX II DESCRIPTION OF A MENTOR PROGRAM**

A number of experienced Rotarians should be carefully selected by the New Member Orientation Committee to comprise a team of Mentors, each of who would be assigned specific duties designed to help new members complete their training in an enjoyable and brief period of time. A checklist of activities developed by the Committee would measure the progress of new members.

Former Rotarians joining a new club should be given the option of checking off activities previously done, but should be urged to proceed with the greeting and head table functions, and present a classification talk.

Mentors might be assigned one or two new members to guide through their first year in Rotary. Duties would include:

1. Meet with new member; review the check list of activities each item as necessary; encourage new member to proceed with activities on checklist.
2. Periodically meet with new member and review progress on the checklist. Offer suggestions, offer to facilitate, offer encouragement.
3. Record accomplishments of activities on the checklist.
4. Facilitate opportunities for the new member to perform, i.e., with head table, check-in committee, program chairman, place of business visitation.
5. See that new member meets other members. Quietly arrange for several long time members to invite your charge to their table, introduce them, and involve them in the table conversation. Prevent new member from sitting at one table.
6. Explain, demonstrate, and lead by example, i.e., how to be a greeter at the check-in table, how to make up a missed meeting, why they should wear their Rotary pin, and how to select a club committee to work on.
7. Demonstrate the usefulness of the Official Directory.
8. Some observations might be in order.

Selecting Mentors who will function needs careful attention. If a Rotarian agrees to be a Mentor, then does not function, the Committee member overseeing Mentors will need to quietly assume the non-functioning Mentor's role.

The Rotarian who proposes a new member may, or may not, be the best person to fulfill the role of Mentor for that new member. Assign Mentors with care.

New members who rebel against public appearances might be allowed to omit those activities.

**New members who are immediately involved in the program are much easier to move through the checklist of activities than members who have been members of the club for several months prior to their involvement in it.**

**Past presidents of clubs who haven't had an active Rotary assignment for many years are lucrative possibilities for Mentors.**

**Mentors will need constant reminders from the Committee. Written reminders, phone calls, and occasional queries at club meetings all work well. Omit them and the program will not work.**

**APPENDIX III  
A CHECK LIST OF ACTIVITIES  
FOR  
NEW MEMBERS**

To help you join in the activities of the Rotary Club of \_\_\_\_\_ we've developed a list of action items that we feel will help you learn about our club, explore the opportunities of Rotary, and find your niche in our organization. Report the completion of each item on the list to your Mentor. Questions about procedures and dates can be obtained from that Rotarian. We hope that you can complete all of the activities within the next six months. Upon completion, the Heavens will open, Paul Harris will descend, and our Club President will anoint you with blessings. Good luck!

**ACTIVITIES**

**DATE  
COMPLETED**

- |                                                                       |         |
|-----------------------------------------------------------------------|---------|
| 1. Attended New Member Orientation meeting                            | _____   |
| 2. Served as leader for two head table functions                      | _____   |
|                                                                       | & _____ |
| 3. Functioned as Greeter for three Club meetings                      | _____   |
|                                                                       | _____   |
|                                                                       | & _____ |
| 4. Hosted visiting Rotarians at place of business                     | _____   |
| 5. Object of Rotary and Four-Way Test displayed at place of business. | _____   |
| 6. Visited two other Rotary Clubs                                     | _____   |
|                                                                       | _____   |
|                                                                       | & _____ |
| 7. Demonstrated use of Official Directory to Mentor                   | _____   |
| 8. Presented a Classification Talk to the Club                        | _____   |
| 9. Brought a guest to Rotary                                          | _____   |
| 10. Attended one Board of Directors Meetings                          | _____   |
| 11. Participated in one hands-on project                              | _____   |
| 12. Had perfect attendance for the month of _____                     | _____   |
| 13. Secured committee assignment and met chairperson                  | _____   |
| 14. Attended a District Function                                      | _____   |

**APPENDIX IIIA  
DESCRIPTION OF ITEMS ON  
NEW MEMBER CHECK LIST**

**1. New Member Orientation meetings.**

Officers and members of the Board of Directors will host four Fireside meetings during each Rotary year. Two will be held in the fall and two in the spring. Your attendance is required at one of them.

**2. Head Table Functions.**

Each club has several head table functions, including such things as an opening prayer, recitation of the "Four Way Test," recitation of the Pledge of Allegiance, and the introduction of guests and visiting Rotarians. You will be asked to lead at least two of these soon after your installation as a member. Have your preferences ready. Purpose: to increase your visibility as a club member and get you involved in club functions.

**3. Being a Greeter.**

Check in with the Club Secretary or members of the Set Up Table where attendance is registered for each meeting. As Rotarians arrive take the initiative and meet them. Remember that ALL Rotarians function on a first name basis and that there are no shy, withdrawn, aloof, unapproachable members. Purpose: it is beneficial for you to know as many club members as you can, as well as for them to know you.

**4. & 5. Hosting Visiting Rotarians and Displaying Rotary Identification.**

Two or more Rotarians will pay you a visit at your place of business when it is convenient for you to host them. Show them around and tell them about your business or profession. The visit will be informal and of a length that you determine. Show them that you identify with Rotary by wearing your pin and have on display "The Four Way Test" and "Object of Rotary" at your business location. Purpose: your visitors might offer suggestions regarding your classification talk as well as offer insights into being identified as a Rotarian. What you do in your business or profession is important to our community and of interest to club members.

**6. Making Up Missed Club Meetings.**

Your attendance is an important club function and you are urged to develop a habit of attending Rotary regularly. When you miss a meeting, you should make it up by attending another Rotary Club's meeting. You can make up a missed meeting by visiting another club one week before you are going to be absent, or one week following your absence. Making up is fun and enables you to expand your Rotary participation. Some Rotary clubs will issue credit for meals that members miss if they make up at another club. Purpose: sharing your fellowship with others by practicing good attendance.

### **7. The Official Directory.**

**Become familiar with the Official Directory. Learn how to use it before you need it. Every Rotary Club in the world is listed with pertinent information about each club. It is a valuable resource to use when planning attendance at other clubs. Purpose: To help you maintain good attendance in Rotary.**

### **8. Classification Talk.**

**You will be asked to tell us about your business or profession at a club meeting. Some clubs schedule classification talks as the main program. Others prefer "mini-classification" talks lasting for no longer than five minutes. Purpose: To acquaint the club with your business or profession. It helps the membership to know you and broaden your acquaintance within the club.**

### **9. Bring a Guest.**

**Bring a guest to Rotary: your spouse, your children, an associate, or a friend. Sign them up at the Check In Table. Get a nametag for them. Introduce them around. You will be billed for their meal. Purpose: learning the procedures for bringing a guest and sharing Rotary with others.**

### **10. Board of Directors.**

**Most Boards meets once a month. You will be invited to attend one of their meetings. Purpose: Furthering your knowledge of how your Rotary club functions and enhancing your acquaintance with the Officers and Directors.**

### **11. Participating In Club Project.**

**Multiple club projects are carried out each year. Examples might include an annual golf and tennis tournament, a club fund raiser, an annual picnic, hosting visitors, the weekly drawing for the Rotary Foundation prize, publishing the Club roster, publishing the Club Bulletin, the Salvation Army Bell Ringers project, the Boy's Ranch or Girl's Ranch Christmas project, and selection of awardees for a number of student projects. This list is by no means all-inclusive. Identify a club project that meets your interest. Talk to the chairperson. Volunteer. Get involved. Purpose: Service above Self.**

### **12. Perfect Attendance.**

**Perfect attendance at Rotary Club meetings is the ideal. Most clubs have several members who have maintained perfect attendance for decades. We want you to be one of them. Pick a month and maintain perfect attendance during that month. Purpose: develop the habit of attending Rotary by scheduling your time for it each week.**

### **13. Committee Membership.**

**Initially you may be assigned to the Attendance Committee. Attend! Greet! Meet! Secure from your Mentor a list of Club Committees that is printed at the beginning of each Rotary Year. Meet the chairperson of committees that you might be interested in. If you do not seize the initiative, you will be appointed to a committee at a later date.**

Then go meet the chairperson. Find out what the committee is about and what your job will be. Study the literature available. Purpose: Involvement in the work of the club.

**14. Rotary District 5370 Function.**

Your club is one of fifty-three clubs in District 5730. The District extends from Dalhart and Canadian on the north end to Big Spring, Odessa, and Pecos on the south end. The District organization promotes a number of projects and we would like for you to experience one of them as a possible starting point for District involvement. Functions and Projects include: The District Conference; the District Assembly (a training session for officers, directors, and committees); Camp RYLA for boys and Camp RYLA for girls (both meet for one week in Northern New Mexico during the summer), the Diabetic Camp (meets for one week at Ceta Canyon [southwest of Canyon] during the summer; Group Study Exchange; Rotary Foundation Scholarships and Fellowships; Friendship Exchange; Youth Exchange; Free Enterprise; the Breedlove Apple Orchard Project in Lubbock, and World Community Service projects with Mexico. Many local club members throughout the District are involved in these projects and can help with your attendance.

**Purpose: District involvement, additional opportunities for Service Above Self.**

**APPENDIX IV  
A COLLECTION OF ROTARY  
MATERIAL FOR  
NEW MEMBERS**

Rotary International has available many publications that help new members enhance their understanding of Rotary. Each club may have additional material of interest to new members. Consider some of the following:

1. Official Directory of Rotary International
2. Your Rotary Club Membership Directory
3. Getting Acquainted with Rotary, R.I. #CD3-038
5. The Four-Way Test (for framing)
6. Object of Rotary (for framing)
6. The Rotary Pin
7. A copy of the last Club Bulletin
8. A copy of the last Rotarian
9. Red club name badge, denoting "New Member"
10. Welcome letter from Club President
11. ABC's of Rotary
12. Rotary decals for cars

**APPENDIX V  
ROTARY INFORMATION  
PROGRAM SUGGESTIONS**

Rotary Information programs should not be overlooked when program schedules are completed. Rotary information should cover all four of the Avenues of Service and show how local activities are related to the programs of Rotary International. The new programs of Rotary should also be included. As an example, the Rotary Foundation of today is quite different from the Foundation of five years ago. New members gain increased understanding of Rotary when programs of this nature are presented. Other ideas for programs might include:

- 1. The New Member Orientation Program.**
- 2. The History of Your Rotary Club**
- 3. The Four-Way Test**
- 4. One Program on each of the four avenues of service**
- 5. Youth Activity Projects of Rotary**
- 6. The Rotary Foundation**
- 7. A panel composed of "our best" discussing their perspectives of Rotary:**
  - a. What I like about Rotary and what I'd change**
  - b. Benefits I've received as a result of Rotary**
  - c. Funniest (most embarrassing, most memorable) thing I've seen in Rotary.**
  - d. Most satisfying/inspirational experience in Rotary**
  - e. The most important thing I have to say to the club about its future (your final words)**