

Service Projects Committee

Preparation

- Meet with the outgoing committee chair.
- Review your club's bylaws to become familiar with your club's procedures and regulations.
- Review your club's strategic plan and develop annual goals to support it.
- Select and prepare your committee members with the PE.
- Create subcommittees as needed (vocational, community, international, etc.)

Responsibilities

The responsibilities of the club service projects committee chair are summarized below:

- Develop a communication plan for the year.
- Determine what additional responsibilities or duties your club has for your committee.
- Manage your committee's budget.
- Work with other committees in your club and your district committee on multi-club activities or initiatives.
- Plan and conduct regular committee meetings and activities.
- Monitor progress toward your committee goals, and report committee activities and progress to the club president, board of directors, and the full club.
- Familiarize with the requirements and procedures for applying District and Global Grants, especially if you are required to compile and submit the progress and final reports for grant projects.

The responsibilities of the club service projects committee are summarized below:

- Develop committee goals to achieve club service project goals for the coming year.
- Conduct service projects that include needs assessments, planning, and evaluation.
- Identify opportunities for signature projects that will increase your club's recognition in the community.
- Work with other organizations, volunteers, and committee members to maximize the impact of your projects.
- Lead efforts to raise funds for projects.
- Understand liability issues that affect your club projects and activities.
- Work with the club public relations committee to promote service projects.
- Reach out to clubs locally and internationally for partnership, fellowship, service, and volunteer activities.

Resources

- **Communities in Action: A Guide to Effective Projects (605A)** - http://www.rotary.org/RIdocuments/en_pdf/605a_en.pdf
- **Rotary's Areas of Focus (965)** - http://www.rotary.org/RIdocuments/en_pdf/965_en.pdf
- **Community Assessment Tools (605C)** - http://www.rotary.org/RIdocuments/en_pdf/605c_en.pdf
- **An Introduction to New Generations Service (735)** - http://www.rotary.org/RIdocuments/en_pdf/735_en.pdf
- **An Introduction to Vocational Service (255)** - http://www.rotary.org/RIdocuments/en_pdf/255_en.pdf
- **Interact Handbook (654)** - http://www.rotary.org/RIdocuments/en_pdf/654_en.pdf
- **Rotaract Handbook (562)** - http://www.rotary.org/RIdocuments/en_pdf/562_en.pdf
- **Rotary Community Corps Handbook (770)** - http://www.rotary.org/RIdocuments/en_pdf/770_en.pdf
- **Rotary Fellowships Handbook (729)** - http://www.rotary.org/RIdocuments/en_pdf/729_en.pdf
- **Rotary Youth Leadership Awards Handbook (694)** - http://www.rotary.org/RIdocuments/en_pdf/694_en.pdf
- **Youth Exchange Handbook (746)** - http://www.rotary.org/RIdocuments/en_pdf/746_en.pdf
- **The Rotary Foundation Quick Reference Guide (219)** - http://www.rotary.org/RIdocuments/en_pdf/219_en.pdf
- **Rotaract Facebook Page** - <https://zh-hk.facebook.com/rotaract3450>

Resource Persons

Service Projects – DGN Peter Pang (email: peterpangcw@hotmail.com)
International Service – PDG David Harilela (email: david@dharela.com)
Vocational Service – PP Silva Yeung (email: silva_yeung@yahoo.com.hk)
Youth Service – PDG Peter Wong (email: alexmak669@gmail.com)
Poverty Alleviation – PP Andy Wong (email: awong@aatravel.com)
The One Award – PDG David Harilela (email: david@dharela.com)
Organ Donation – IPDG Kenneth Wong (email: kennethwong.rotary3450@gmail.com)
Preserve Planet Earth – PP George Li (email: membership@rchks.org)
Adopt-a-School- PDG Tony Wong (email: tony@howai)