

扶輪基金會
扶輪社扶輪基金會委員會
指南

The Rotary Foundation
Club Rotary Foundation
Committee Guide

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2006/4/23

The Rotary Foundation of Rotary International



引言

2004年11月國際扶輪理事會通過每一個扶輪社於其常設委員會中之一，應該設置一個扶輪基金委員會。這個指南是用來幫助扶輪社讓他們對扶輪基金會有條不紊的去支持。它勾勒出扶輪社扶輪基金委員會與扶輪社基金委員會主委的角色。

關鍵要素是要去教育扶輪社社員有關扶輪基金會，並促使該扶輪社參與扶輪基金計劃。

當扶輪社社員瞭解他們的扶輪基金會並瞭解到要與扶輪基金會的計劃協助來完成國際服務時，他們會以財務與他們的時間和才能二者來支持他們的扶輪基金。

扶輪基金會誠摯感激前地域扶輪基金協調人約翰·小李斯克對於他為準備此一指南所做的無法估量的奉獻。

Introduction

In November 2004, the RI Board agreed that every club should have, as part of its standing committees, a Rotary Foundation Committee. This guide is intended to help clubs organize their support for The Rotary Foundation. It outlines the role of the Club Rotary Foundation Committee and the responsibilities of the club Foundation chair.

The key element is educating club members about The Rotary Foundation, and involving the club in Foundation projects.

When Rotarians learn about their Foundation and learn about the international service accomplished with the assistance of Foundation programs, they support their Foundation, both financially and with their time and talent.

The Rotary Foundation gratefully acknowledges past regional Rotary Foundation coordinator John M. Leask Jr. for his invaluable contributions in preparing this guide.

扶輪社扶輪基金會委員會主委的角色

Role of the Club Rotary Foundation Committee Chair

期許扶輪社扶輪基金會主委去：

- 幫助扶輪社和它的社長達成其目標
- 幫助有關扶輪基金方面扶輪社員的教育和訓練
- 鼓勵扶輪社員參與扶輪基金計劃並對扶輪基金財務上的支持
- 與地區、地帶聯繫並將保管委員會的扶輪基金會目標傳達給扶輪社及其社員
- 確定扶輪基金目標是依照社長當選人訓練會議所提供之時間表提出報告

要教育扶輪社社員扶輪基金會是一種非常重要的角色。愈多的扶輪社員瞭解扶輪基金會，他們會愈想要參與它的計劃並且他們愈可能於財務上去支持它的計劃。扶輪基金會強烈鼓勵扶輪社要有良好的訓練、熱忱、認知，並且要尊重擔任扶輪社扶輪基金會主委的扶輪社員。

一個扶輪基金計劃僅僅只在該計劃讓扶輪社員欣然接受與積極地支持時才可能成功。要去期望扶輪社員參與並於財務上支持扶輪基金會的計劃這是不切實際的，除非他們瞭解到這些計劃會如何拯救和改變生命，並在該過程中對他們與其扶輪社是有所助益時。

扶輪社扶輪基金會主委是要將扶輪社社員與地區總監及其扶輪基金團隊、地域扶輪基金會協調人及扶輪基金會保管委員會聯繫在一起。

為了成功，扶輪社扶輪基金會主委必須成為扶輪基金的專家。每一位扶輪社扶輪基金會主委都必須瞭解保管委員會和地區總監的目標，並且要如何讓它們與扶輪社的目標相吻合。

扶輪社扶輪基金會主委也必須是位扶輪基金訓練人和推銷員。他或者她必須知道到哪裡找到扶輪基金資源並且要對扶輪社社員可能有的問題，知道如何找到答案。該主委應該尋找出支持扶輪社社長目標的方法。

The club Foundation chair is expected to:

- Help the Rotary club and its president to achieve his or her goals
- Help educate and train club members about the Foundation
- Encourage club members to participate in Foundation programs and support the Foundation financially
- Communicate the district, zone, and Trustees' Foundation goals to the club and its members
- Ensure the Foundation goals are reported in accordance with the schedule provided at PETS

Educating Rotary club members about the Foundation is a critically important role. The more individual club members know about the Foundation the more they will want to participate in its programs and the more likely they are to financially support its programs. The Foundation strongly encourages clubs to have well-trained, enthusiastic, knowledgeable, and respected Rotarians serve as the club's Foundation chair.

A Foundation program can be successful only if it is embraced and actively supported by Rotary club members. It is unrealistic to expect Rotarians to participate in and financially support the Foundation's programs unless they understand how these programs save and change lives, and benefit them and their Rotary club in the process.

The club Foundation chair links club members to the district governor and his or her Foundation team, the regional Rotary Foundation coordinator, and the Foundation Trustees.

To be successful, the club Foundation chair must become the expert on The Rotary Foundation. Each club Foundation chair must understand the Trustees' and district governor's goals and how they fit with the club's goals.

The club Foundation chair must also be a Foundation trainer and salesperson. He or she must know where to find Foundation resources and how to get answers to questions club members may have. The chair should look for ways to support the club president's goals.

扶輪社扶輪基金主委是扶輪基金團隊的一部份，包括地區扶輪基金領導人、地域扶輪基金協調人、年度計劃基金顧問、巨額捐獻顧問(舊稱：永久基金國家顧問 Annual Programs Fund strategic advisers)、扶輪基金前受獎人協調人(舊稱：基金前受獎人資源小組成員 Rotary Foundation Alumni Resource Group members)和扶輪基金會的職員。

The club Foundation chair is a part of a Foundation team that includes the district Foundation leadership, regional Rotary Foundation coordinator, Annual Programs Fund strategic advisers, Major Gift advisers, Rotary Foundation alumni coordinators, and Foundation staff.

教育扶輪社社員

Educating the Club Rotarian

扶輪社對扶輪基金會支持要想有一種顯著的增加是不會發生的，除非於每一位扶輪社社員都能瞭解扶輪基金計劃和投資於我們的扶輪基金的結果是會有極大回報時。而教育扶輪社社員的四個方法是：

1. 扶輪基金方面好的、有趣的扶輪社計劃
2. 社員參與扶輪基金計劃
3. 每週的扶輪基金思索
4. 出席扶輪基金研討會與其他的活動。

A significant increase in club support for The Rotary Foundation will not happen unless each club member understands Foundation programs and the tremendous return that results from investing in our Foundation. Four ways to educate club Rotarians are:

1. Good, interesting club programs on the Foundation
2. Member participation in Foundation programs
3. Weekly Rotary Foundation Thought
4. Attendance at Foundation seminars and other events

扶輪基金方面好的、有趣的扶輪社計劃會透過人類面對扶輪基金於拯救與改變生命方面做了些什麼，這會帶給家庭之扶輪基金計劃的動力與益處。最好的扶輪社扶輪基金計劃著重於扶輪基金前受獎人的經驗：團體研究交換團團員、前任與現任大使獎學生或扶輪世界和平獎學生、大學教師與人道主義獎助金計劃的參與者。在簡報之前，主講人的介紹或主講人應扼要解釋他們與扶輪基金會間之關聯。在簡報當中，該主講人應該著重於如何去拯救和改變生命的活動。在簡報後，這些出席者應該扼要地被告知扶輪基金會是如何支持著該計劃。那時刻，應該要求扶輪社社員支持扶輪基金年度計劃基金以幫助可能於剛剛所提及該類計劃。

Good, interesting club programs on the Foundation bring home the power and benefits of the Foundation's programs by putting a human face on what TRF does to save and change lives. The best club Foundation programs spotlight the experiences of Foundation alumni: Group Study Exchange team members, former and current Ambassadorial Scholars or Rotary World Peace Fellows, University Teachers, and participants in the Humanitarian Grants Program. Before the presentation, the introduction of the speaker or speakers should briefly explain their connection to the Foundation. During the presentation, the speaker should focus on how the activity saved and changed lives. After the presentation, the attendees should be briefly told how the Foundation supported the program. Club members should then be asked to support the Foundation's Annual Programs Fund to help make possible the kinds of programs just featured.

每年要有一個扶輪社節目應提出一般扶輪基金概要與提供扶輪社社員目前扶輪基金活動的最新資訊。不應該只是一次演講而應是一種領導人方式的討論，那就是以一種相關的短文與問題所混合的新資訊來做簡報。這要比一次演講來得更有趣，這種“講得少，問得少”方式將讓扶輪社社員會持續積極地從事於簡報和增加記憶力。

One club program each year should present a general Foundation overview and update club members on current Foundations activities. It should not be a lecture but follow a discussion leader format, presenting a mixture of new information in short vignettes and questions about the information covered. More interesting than a lecture, this "tell a little, ask a little" format will keep club members actively engaged in the presentation and increase retention.

扶輪基金方面的簡報經常是著重於它的計劃的特點和細節。其實簡報應該反過來，不但要去強調對扶輪社社員與扶輪社的益處而且要強調由於參與或者支持扶輪基金會所產生那些服務。這些簡報應該展示因為起因扶輪社社員親手工作，投入他們的時間和資源致使扶輪基金會提供了金錢，所投資於我們的扶輪基金有極大的回報。在每一次節目的結論都應該有一種行動的需要。

在扶輪基金簡報當中可透過國際扶輪資訊網 www.rotary.org 之線上目錄能夠協助提供錄影節目和小冊子或者提供補充資訊。

鼓勵扶輪社社員參與扶輪基金計劃是每一位扶輪社扶輪基金主委的主要責任。沒有比讓社員參與它們以證明扶輪基金計劃的影響來得更好的方法。每一位扶輪社扶輪基金主委必須對透過我們的扶輪基金的計劃的服務機會和對於其扶輪社此類服務的益處有一種良好的認知。

於地區層級有許多可用的扶輪基金計劃能夠直接有益於每一個扶輪社的社區，而不需花費該扶輪社任何不只時間和創造力。每一個可用的教育計劃應該藉由每種可能的方法於社區內宣傳和推廣。這兒就是如果它們可用在貴地區就能夠帶給貴社區成員顯著的獎助金的計劃：

- 大使獎學金
- 團體研究交換
- 扶輪大學教師獎助金
- 扶輪世界和平獎助金

重要的是扶輪社扶輪基金主委知道哪些教育計畫適用於該地區並且如何於社區招募到新的候選人。這個資訊可從地區的扶輪基金領導者，在每年的地區講習會和地區扶輪基金研討會，並且經常可在地區網站上得到。這些計劃方面的另外資訊亦可在 www.rotary.org 的國際扶輪資訊網得到。

扶輪社扶輪基金主委應對這些人道獎助金計劃熟悉：

- 地區簡化獎助金
- 保健、防飢及人道(3-H)獎助金
- 個人獎助金

Presentations on the Foundation often focus on the features and details of its programs. Instead, presentations should highlight the benefits to Rotarians and Rotary clubs as well as to those served that result from participating in or supporting the Foundation. These presentations should demonstrate the tremendous return that results from investing in our Rotary Foundation because of the hands-on work of Rotarians who add their time and resources to the dollars provided by the Foundation. At the conclusion of each program there should be a call for action.

Videos and pamphlets are available through the online catalog at www.rotary.org that can help provide or supplement information provided during Foundation presentations.

Encouraging club member participation in Foundation programs is a principal responsibility of each club Foundation chair. There is no better way to demonstrate the effect of Foundation programs than to get members involved in them. Each club Foundation chair must have a good understanding of the opportunities to serve through our Foundation's programs and the benefits of such service to their club.

Many Foundation programs available at the district level can directly benefit each Rotary club's community without costing the club anything more than time and creativity. Each educational program available should be publicized and promoted in the community by every means possible. Here are programs that can bring significant grants to members of your community if they are available in your district:

- Ambassadorial Scholarships
- Group Study Exchange
- Rotary Grants for University Teachers
- Rotary World Peace Fellowships

It is important that the club Foundation chair know which Educational Programs are available in the district and how to recruit candidates from the community. This information is available from the district's Foundation leadership, at the annual district assembly and district Foundation seminars, and frequently on district web sites. Additional information on these programs is available on the RI Web site at www.rotary.org.

The club Foundation chair should be familiar with these humanitarian grants programs:

- District Simplified Grants
- Health, Hunger and Humanity (3-H) Grants
- Individual Grants

• 配合獎助金

一個扶輪社可以運用這些計劃來協助它的社區服務、職業服務、或者國際服務方面的努力。當正確地宣傳時，參加扶輪基金計劃經常會吸收新成員至該扶輪社。

扶輪社扶輪基金主委應該瞭解可從該地區得到這些計劃的概念，並且知道什麼時候要實施。地區扶輪基金獎助金小組委員會主委同與其他主委要能夠回答有關計劃特色的問題並協助如何去運用它。他們甚至可以提專題研討會來幫助扶輪社扶輪基金主委。地區獎助金小組委員會對於證明獎助金申請書是否完整齊全有直接的責任，並且在大多數地區將會去協助扶輪社準備他們申請書。地域扶輪基金協調人也會提供在扶輪基金和它的計劃上的訓練。

每週的扶輪基金思索：每一個扶輪社於例會開始時採用二到三分鐘告知扶輪基金會如何拯救並且改變生活，可能以對扶輪社社員講述扶輪基金的故事是一種強而有力的方法。重要的是這會促使對扶輪基金思索感到興趣和激發。然而，如果每一星期僅僅由一位扶輪社員來講述扶輪基金的故事，扶輪社社員可能會停止聆聽。負責任的則應由一群扶輪社員來輪流，因此社員會聽到採取各種不同方法的強調方式來講述扶輪基金的故事。它亦能夠以選擇幾位扶輪社員分擔該責任方式或者由整個扶輪社來分擔它。

如果是由整扶輪社來分擔扶輪基金思索的責任，那些不熟悉扶輪基金的扶輪社員則必須花時間去瞭解它所要講述扶輪基金的故事。假以時日，該扶輪社能夠達到扶輪基金計劃高度吸引其社員的一種共識。

由整扶輪社來分擔可能會導致不協調、無趣的演講，除非該扶輪社扶輪基金主委積極去指導分派於每一星期扶輪基金思索的扶輪社員。可用一個表格來確定扶輪社員瞭解未來趨勢是什麼並且至何處可找到相關扶輪基金的資訊(參看第 24 頁樣本)。於扶輪社例會前幾天，該扶輪社扶輪基金主委應該提醒指派社員的責任，確定該社員是在正確思路上，和鼓勵他或者她要使該演講生動有趣並要提供一份手稿給扶輪社社刊編輯以便登錄於下一期社刊上。以熱忱來推廣，扶

• Matching Grants

A Rotary club may use these programs to assist its Community Service, Vocational Service, or International Service efforts. When properly publicized, participation in Foundation programs often attracts new members to the club.

The club Foundation chair should understand the concepts of these programs, which are available from the district, and when to apply. The district Foundation grants subcommittee chair and the other chairs can answer questions about program features and help with applications. They may even provide workshops to help the club Foundation chair. The district grants subcommittee has direct responsibility for certifying that grant applications are complete and in most districts will help Rotary clubs prepare their applications. Regional Rotary Foundation coordinators also provide training on the Foundation and its programs.

Weekly Rotary Foundation Thought: Taking two to three minutes at the start of each Rotary club meeting to show how the Foundation saves and changes lives can be a powerful way to tell the Foundation's story to club Rotarians. It is important to make the Foundation Thought interesting and exciting. However, if only one Rotarian tells the Foundation's story each week club members may stop listening. Responsibility for it should rotate among a group of Rotarians so the membership hears Foundation stories told in different ways with varying emphasis. This can be done either by choosing several Rotarians to share the responsibility or sharing it with the entire club.

If the entire club shares responsibility for the Foundation Thought, those Rotarians unfamiliar with the Foundation must take time to learn a little about it to tell its story. Over time, the club can reach a consensus about which Foundation programs most interest its membership.

Sharing responsibility with the entire club can result in inconsistent, uninteresting presentations, unless the club Foundation chair actively coaches the Rotarians assigned each week's Foundation Thought. A form can be used to be sure Rotarians understand what is intended and where to find information about the Foundation (see sample on page 24). A few days before the club meeting, the club Foundation chair should remind the person assigned of his or her responsibility, be sure the person is on the right track, and encourage him or her to make the presentation interesting and to bring a written version for the club newsletter editor to include in the next issue. Promoted with enthusiasm, the Foundation Thought can be a powerful tool for

輪基金思索可能成為傳播扶輪基金令人興奮故事之強而有力的工具。

出席扶輪基金研討會：鼓勵每個地區舉行一個扶輪基金研討會。地區扶輪基金委員會和地區總監負責實施一個研討會以告知並鼓勵扶輪社員如何參與扶輪基金。扶輪社扶輪基金主委應該出席這個研討會並鼓勵其他扶輪社員也要如此。此外，扶輪社可能想要主辦它自己的扶輪基金研討會。可使用從扶輪基金會而來的簡報報告資料。同樣，該扶輪社扶輪基金主委應該請其地域扶輪基金協調人 RRFC 予以協助。該地域扶輪基金協調人 RRFC 也許能夠出席參加，或者能夠協助設計該節目的議程。在第 11 頁包括了一份扶輪社扶輪基金研討會議程樣本。

一個扶輪社扶輪基金研討會可包括以下：

- **扶輪基金會的概論：**它應該是著重於扶輪基金計劃它們的益處而不是特色的廣闊概論，並且包括了計劃資金如何募款和使用。
- **扶輪基金主委的角色：**它應該基於扶輪社扶輪基金主委職務描述和期望表，第 8-9 頁。它應該包括我們的扶輪基金會的計劃能夠如何幫助扶輪社社長、國際服務主委、甚至是社區服務主委。它應該分享成功扶輪社扶輪基金主委的實際經歷。
- **配合獎助金計劃：**這個部份應該示範操作一個國際或者社區或者職業服務計劃要如何來使用配合獎助金計劃。應解釋參與一個配合獎助金擔任地主或贊助扶輪社的角色，並且要如何去配對。它應該是著重於這些扶輪基金計劃的益處而不僅只是該計畫的規章和特色。也應該解釋地區層級的誰可以協助計劃申請書和規章。
- **地區簡化獎助金：**這個部份應該示範能夠如何使用地區簡化獎助金 DSG 計劃和應該僅於該地區已申請一個地區簡化獎助金時方才可擁有 DSG。也應該解釋地區層級的誰可以協助計劃申請書和規章。
- **個人獎助金：**應該解釋當扶輪社在幫助合格的個人跨越世界去拯救和改變生命的同時，如何能夠使用個人獎助金計劃來幫助該扶輪社。它應該是著重於

spreading the exciting story of The Rotary Foundation.

Attending Foundation Seminars: Every district is encouraged to hold a Rotary Foundation seminar. The district Foundation committee and district governor are responsible for conducting a seminar to inform and inspire Rotarians about participating in the Foundation. The club Foundation chair should attend this seminar and encourage other club members to do so as well. In addition, the club may wish to hold its own Foundation seminar. PowerPoint presentations are available from the Foundation that can be used. Also, the club Foundation chair should call upon their RRFC for assistance. The RRFC may be able to attend, or can help design the program. A sample club Foundation seminar agenda is included on page 11.

A club Foundation seminar might include the following:

- **Overview of the Foundation:** This should be a broad overview of the Foundation's programs focusing on their benefits instead of features, and include how program funds are raised and used.
- **The role of The Rotary Foundation chair:** This should be based on the Club Foundation Chair Job Description and Wish List, pages 8-9. It should include how our Foundation's programs can help the club president, international service chair, and even community service chair. It should share actual experiences of successful club Foundation chairs.
- **The Matching Grants program:** This segment should demonstrate how to use the Matching Grants program for an international or community or vocational service project. It should explain the club's role as a host or sponsor club participating in a Matching Grant and how to find its counterpart. It should focus on the benefits of these programs to Rotarians and Rotary clubs, not just the programs' rules and features. It should also explain who at the district level is available to help with program applications and rules.
- **District Simplified Grants:** This segment should demonstrate how the District Simplified Grants (DSGs) program can be used and should only be included if the district has applied for a DSG. It should explain who at the district level is available to help with program applications and rules.
- **Individual Grants:** This should explain how the Individual Grants program can be used to help the Rotary club while helping qualified individuals to save and change lives across the world. It should focus on program benefits, not just rules and features.

扶輪計劃的益處而不是規章與特色。

- **教育計劃：**應該著重於如何於該扶輪社之社區宣導教育計劃以及如何尋找到候選人。應該強調這些計劃對計劃獎助金接受者的益處並且這些計劃如何幫助該扶輪社與社員達成我們的扶輪基金的目標。
- **為扶輪基金會募款：**應該著重於推廣「每位扶輪社員，每年 EREY」的努力成功的策略。
- **找尋協助扶輪社扶輪基金主委之計劃、地區的支援、地帶的支援和國際扶輪的支援：**這些簡短的部分應該著重於扶輪社扶輪基金主委所能夠找到的支援和協助。
- **捐獻者表彰和瞭解扶輪社扶輪基金報告：**這個節目應該著重於扶輪社扶輪基金主委要如何能夠閱讀扶輪基金報告，例如扶輪社表彰摘要，以及要如何運用它們去監督捐款；扶輪社員如何能夠使用社員入口；扶輪基金主委要如何教扶輪社員使用社員入口；和要如何來表彰以鼓勵捐獻。
- **Educational Programs:** This should focus on how to promote Educational Programs in the club's community and how to find candidates. It should emphasize the benefits of these programs to program grant recipients and how these programs help the Rotary club and Rotarians achieve our Foundation's objectives.
- **Raising money for the Foundation:** This should focus on successful strategies for promoting the Every Rotarian, Every Year effort.
- **Finding help for the club Foundation chair with programs, district support, zone support, and RI support:** These short segments should focus on where the club Foundation chair can find support and assistance.
- **Donor recognition and understanding club Foundation reports:** This program should focus on how the club Foundation chair can read Foundation reports, such as the Club Recognition Summary, and use them to monitor giving; how club members can use Member Access; how the Foundation chair can teach members to use Member Access; and how recognition can encourage giving.

扶輪基金會籌募基金

扶輪社扶輪基金主委負責發展、籌組、並協調扶輪基金會與其年度計劃基金和永久基金相關募款的努力。年度計劃基金是支持扶輪基金的教育和人道計劃的命脈。永久基金是扶輪基金會之捐助基金。此外，根除小兒麻痺等疾病基金唯一使用作為扶輪的努力於全世界根除小兒麻痺等疾病方面。

* 原文為 *endowed fund*，*endow* 是指做一種特別的捐獻、捐助，如捐獻給大學作為發展教育的基金，所捐獻的本金（現金或資產）不動用，每年只將本金之收入或獲利（利息或租金收入等）拿來運用。

捐獻經常是一種感情的決定，而不是一種邏輯的決定。參與扶輪基金計劃的扶輪社員和那些直接見到永久基金拯救和改變生命的扶輪社員都較有可能支持扶輪基金會。這就是為什麼要教育扶輪基金，並鼓勵參與它的計劃是扶輪社扶輪基金主委的角色非常重要的一個部分。

「每位扶輪社員，每年 EREY」是目前所倡導以增進支持年度計劃基金。扶輪社扶輪基金主委應該與社長

Raising Funds for The Rotary Foundation

The club Foundation chair is responsible for developing, organizing, and coordinating the fundraising effort for The Rotary Foundation involving its Annual Programs Fund and the Permanent Fund. The Annual Programs Fund is the lifeblood that supports the Foundation's educational and humanitarian programs. The Permanent Fund is the Foundation's endowment fund. In addition, the PolioPlus Fund is used solely for Rotary's effort to eradicate polio worldwide.

Giving is frequently an emotional decision, rather than a logical one. Rotarians who have participated in the Foundation's programs and those who have seen firsthand how the Foundation saves and changes lives are more likely to support the Foundation. That's why education about the Foundation and encouraging participation in its programs is such an important part of the club Foundation chair's role.

Every Rotarian, Every Year is the current initiative to increase support for the Annual Programs Fund. The club Foundation chair should work with the club president and club Foundation committee to organize

一起合作與扶輪基金會去籌組和協調該扶輪社的年度計劃基金運動。於這個運動發展的這一年期間，扶輪社扶輪基金主委應該從扶輪社社長或秘書處取得每月扶輪社表彰摘要以追蹤扶輪社年度捐獻。主委應該教扶輪社社員如何使用國際扶輪網站上之社員入口去確認扶輪準確地記錄著每一位社員對扶輪基金的捐獻。主委應該決定如何於扶輪社內去作最佳的鼓勵「每位扶輪社員，每年 EREY」。隨著這一年進展，該主委應估量進展並且視需要來調整策略。某種程度上可依該扶輪社的文化來對那些捐獻人加以表揚與鼓勵。

and coordinate the club's Annual Programs Fund campaign. As this campaign develops during the year, the club Foundation chair should obtain the Monthly Club Recognition Summary from the club president or secretary to track the club's annual giving. The chair should teach club members how to use Member Access on the RI Web site to be sure Rotary accurately records each member's contributions to the Foundation. The chair should determine how to best encourage Every Rotarian, Every Year in the club. As the year progresses, the chair should measure progress and adjust strategies as needed. Those who give should be recognized and encouraged in a way that fits the club's culture.

扶輪社扶輪基金主委可得到的資源

Resources Available to the Club Foundation Chair

- 國際扶輪全球資訊網 www.rotary.org 上之扶輪基金會網頁有所有的扶輪基金活動最新的資訊。
- 於 www.rotary.org 上下載中心的扶輪基金的部分有計劃申請書、計劃的期限、條件及手冊。
- 地區扶輪基金主委和小組委員會主委
- 於 www.rotary.org 上的下載中心之**地區扶輪基金委員會手冊(300-EN)**
- 於 www.rotary.org 上的下載中心之**扶輪社社長手冊 (222-EN)**。
- 出版物、錄影帶、視訊影碟和公共服務公告能夠在**國際扶輪目錄**的印刷版本或者在國際扶輪全球資訊網 www.rotary.org 線上的版本中找到。
- 前計劃參與者(基金前受獎人)樂意分享他們的經驗—能夠從 alumni@rotaryintl.org 要求一份名單。
- 扶輪社的助理總監。
- 扶輪社的地區總監或者一位具有豐富扶輪知識的前地區總監。
- 地域扶輪基金協調人
- 貴地帶的網路網址之扶輪基金部分。
- The Rotary Foundation's pages on the RI Web site, www.rotary.org, for up-to-date information on all Foundation activities
- The Foundation's section of the Download Center on www.rotary.org, for program applications, program terms and conditions, and manuals
- The district Foundation chair and subcommittee chairs
- **District Rotary Foundation Committee Manual (300-EN)** at the Download Center on www.rotary.org
- **Club President's Manual (222-EN)** at the Download Center on www.rotary.org
- Publications, videos, DVDs, and public service announcements which can be found in the print version of the **RI Catalog** or the online version on www.rotary.org
- Past program participants (Foundation alumni) willing to share their experience — a list can be requested from alumni@rotaryintl.org
- The club's assistant governor
- The club's district governor or a knowledgeable past district governor
- The regional Rotary Foundation coordinator
- The Rotary Foundation part of your zone Web site

扶輪社扶輪基金會主委職務說明

Club Foundation Chair Job Description

目的：

- 協助扶輪社與其社長達成扶輪社的目標
- 鼓勵每位每年捐獻給扶輪基金會
- 鼓勵扶輪社參與一個扶輪基金計劃
- 傳遞地區、地帶與扶輪基金保管委員會的目標給扶輪社的社員
- 以扶輪基金計劃來教育與激發扶輪社

責任：

- 藉由拯救和改變生命的扶輪基金計劃來幫助該扶輪社瞭解扶輪基金會與國際和社區服務的機會
- 在扶輪基金計劃能幫助他們達成他們的目標時，要於適當的時機來協助該扶輪社的國際和社區服務主委
- 與扶輪社節目主委一起籌劃扶輪基金方面令人興奮的簡報
- 主辦一個扶輪社扶輪基金研討會以便協助以扶輪基金來教育扶輪社社員
- 鼓勵並籌組每次例會的扶輪基金思索
- 協助社長當選人設立扶輪社目標並確定它會準時提出報告
- 檢視地區扶輪基金委員會與扶輪基金會的活動以便讓該扶輪社知道、瞭解並參與地區扶輪基金種種相關的活動
- 出席扶輪基金的地區會議和研討會，並鼓勵其他扶輪社社員亦要如此出席，以便把服務的資訊和想法帶回到他們的扶輪社。
- 提供我們扶輪基金的文章給扶輪社社刊，並鼓勵其他扶輪社社員亦要如此來提供。
- 在扶輪社社長或者秘書的幫助下，取得扶輪基金會每月的扶輪社表彰摘要副本來加以檢查，並以此來監控捐款並協助該扶輪社與其社員來保持捐獻和保羅·哈里斯之友精確的記錄。
- 教扶輪社社員如何使用在 www.rotary.org 網站上可利用之社員入口來監控其個人的捐獻。

Objectives:

- Help the Rotary club and its president to achieve club goals
- Encourage every Rotarian to contribute to The Rotary Foundation every year
- Encourage the club to participate in a Foundation program
- Communicate to the club's members the goals of the district, zone, and Rotary Foundation Trustees
- Educate and motivate the club about Foundation programs

Duties:

- Help the club to understand The Rotary Foundation and opportunities for international and community service through the Foundation's programs, which save and change lives
- Assist the club's international service and community service chairs as appropriate when the Foundation's programs can help them accomplish their goals
- Work with the club program chair to organize exciting presentations on the Foundation
- Conduct a club Foundation seminar to help educate club members about the Foundation
- Encourage and organize a Foundation Thought at each club meeting
- Help the president-elect establish the club goal and ensure it is reported on time
- Monitor the activities of the district Foundation committees and the Foundation so the club will know about, understand, and participate in district Foundation-related activities
- Attend district meetings and seminars on the Foundation and encourage other Rotarians to do so, to take information and ideas for service back to their Rotary clubs
- Provide articles on our Foundation for the club's newsletter and encourage others to do the same
- With the help of the club president or secretary, obtain and review copies of the Foundation Monthly Club Recognition Summary and use it to monitor giving and assist the club and its members to maintain accurate records of contributions and Paul Harris Fellow credits
- Teach club members how to use Member Access available at www.rotary.org to monitor their individual giving

可能活動之期望表

Wish List of Possible Activities

扶輪基金主委能以此表所建議的方法去協助扶輪社社長規劃並成功地完成他或她的年度。

This list suggests ways the club Foundation chair can help the club president plan and successfully complete his or her year.

- 藉由扶輪基金以服務的機會來教育每一位扶輪社社員。
- 幫助扶輪社節目主委每季至少於例會上，籌劃一個扶輪基金與其活動的節目。
- 籌劃在 11 月扶輪社的扶輪基金月慶祝會，包括扶輪基金另外的節目。
- 在這一年期間，與扶輪社的國際和社區服務主委一起工作，藉由可能又適用的扶輪基金計劃與資源來幫助他們達成他們的目標。
- 提醒扶輪社社長留意能夠提升扶輪社的計劃與問題的解決或者幫助社長達成扶輪社的目標的地區與國際扶輪資源。
- 提供由扶輪基金會和國際扶輪而來的有關透過扶輪基金計劃而來的服務選擇的資訊。
- 熟悉於 <http://shop.rotary.org/catalog> 網址的國際扶輪目錄，並建議該扶輪社有關它的使用和價值。
- 鼓勵扶輪社中的每一位扶輪社員每一年盡其可能捐獻給扶輪基金會。
- 鼓勵每一位扶輪社員成為一位扶輪基金贊助會員(以支持「每位扶輪社員，每年 EREY」來努力)和最終成為一位保羅·哈理斯之友。
- 向那些能成為永久基金捐獻人、遺贈協會會員、和/或巨額捐獻人的社員去推廣扶輪基金的永久基金。
- 協助扶輪基金保管委員會、地區總監與地區扶輪基金主委達成他們的扶輪基金目標。
- 出席和鼓勵其他人參加地區和地域扶輪基金研討會以及宴會，或者當不可能到場時，要派一位代表。
- 推廣地區研討會、扶輪基金宴會、團體研究交換活動、大使獎學生和扶輪世界和平獎學生的招收、以及參加其他地區計劃或扶輪基金活動以及籌款活動。
- 提供地區總監、地區扶輪基金主委、和其他地區扶輪基金小組主委適當忠告。
- 定期維持與地區扶輪基金主委和各扶輪基金小組主委聯繫。

- Educate each club member about the opportunities for service through the Foundation.
- Help the club's program chair to organize at least one program each quarter, during regular club meetings, on the Foundation and its activities.
- Organize the club's celebration of Rotary Foundation Month in November, including extra programs on the Foundation.
- During the year, work with the club's international and community Service chairs to help them achieve their goals through Foundation programs and resources where possible and appropriate.
- Alert the club president to district and RI resources that can enhance the club's programs and solve problems or help the president achieve the club's goals.
- Provide information from the Foundation and RI about the options for service through Foundation programs.
- Be familiar with the RI Catalog, available at <http://shop.rotary.org/catalog>, and advise the club about its use and value.
- Encourage every Rotarian in the club to contribute what he or she can afford to give each year to the Foundation.
- Encourage every Rotarian to become a Rotary Foundation Sustaining Member (in supporting the Every Rotarian, Every Year effort) and ultimately a Paul Harris Fellow.
- Promote the Foundation's Permanent Fund to those club members who can afford to become Benefactors, Bequest Society Members, and/or Major Donors as appropriate.
- Assist the Foundation Trustees, district governor, and district Foundation chair in achieving their Foundation goals.
- Attend and encourage others to attend district and regional Foundation seminars and dinners, or when not possible to be present, send a substitute.
- Promote the district assembly, Foundation dinner, Foundation seminars, Group Study Exchange activities, recruitment of Ambassadorial Scholars and Rotary World Peace Fellows, and participation in other district programs or Foundation events and fundraising activities.
- Offer the district governor, district Foundation chair, and other district Foundation subcommittee chairs advice as appropriate.
- Maintain regular contact with the district Foundation chair and various Foundation subcommittee chairs.

每週扶輪基金思索

Weekly Rotary Foundation Thought

姓名：_____

Name: _____

您被指派日期：_____

Your assigned date: _____

是什麼：藉由分享扶輪基金對整個世界的影響相關的資訊以及故事給扶輪社員來看扶輪基金是如何拯救和改變生命。說明我們每個人，如同各別的扶輪社員，是如何以我們的努力、時間、和財務上的捐獻能夠並且拯救和改變生命。

WHAT: Show club members how The Rotary Foundation saves and changes lives by sharing information and stories about its impact around the world. Demonstrate how each of us, as individual Rotarians, can and do save and change lives with our efforts, time, and financial contributions.

是誰：藉由全體社員輪流的方式，每星期指派一位不同的扶輪社員，因此每一位扶輪社社員都有一次機會來分享他或者她的想法。

WHO: Assign a different Rotarian every week, circulating through the entire membership, so that every club member has an opportunity to share his or her thoughts.

如果你不能出席例會，請：

If you are unable to attend a meeting, please:

1. 與另一位扶輪社員交換
2. 確定他或者她有這個表格
3. 以電話或者電子郵件告訴扶輪社扶輪基金主委

1. Trade days with another Rotarian
2. Be sure he or she has this form
3. Tell club Foundation chair (phone or e-mail)

於何時：每次扶輪社例會講述扶輪基金思索。

WHEN: Rotary Foundation Thought are to be presented at every regular Rotary club meeting.

要多久：2-3 分鐘

HOW LONG: 2-3 minutes

在哪裡找得到扶輪基金資訊：

WHERE TO FIND TRF INFORMATION:

- 扶輪社員雜誌
- 國際扶輪全球資訊網址(請至 www.rotary.org 點選扶輪基金會)
- 個人故事(例如：扶輪社的扶輪義工)
- 你從其他扶輪社所聽到的故事
- 參與過一個扶輪基金計劃的扶輪社員(團體研究交換、配合獎助金)
- 請問你自己於何時瞭解到扶輪基金會的影響力！
- 請記載下一段你的報告簡短的概要，以便登載於社刊「每週扶輪基金思索」專欄之下

- The Rotarian magazine
- The RI Web site (Go to www.rotary.org, then click on The Rotary Foundation.)
- Personal stories (e.g., Rotary Volunteers in the club)
- Stories you have heard from other Rotary clubs
- Rotarians who have participated in a Foundation program (GSE, Matching Grant)
- Ask yourself when YOU realized the impact of The Rotary Foundation!
- Write a brief summary of your presentation to be put in the newsletter under “Rotary Foundation Thought”

請在例會結束時將這份填寫完整的表格交給該週的社刊編輯或者扶輪社扶輪基金主委。

Please give this completed form to the newsletter editor for the week or club Foundation chair at the end of the meeting.

謝謝

Thank you!

扶輪社扶輪基金主委研習會：議程樣本

Club Rotary Foundation Chairs Seminar: Sample Agenda

預期參與者：扶輪社扶輪基金主委、扶輪社社長與社長當選人、國際服務主委、社區服務主委、對扶輪基金感興趣的扶輪社員、助理總監

Intended Audience: Club Foundation chairs, club presidents and presidents-elect, international service chairs, community service chairs, members interested in Foundation programs, assistant governors

必需品：

- 會場採用教室方式
- 名牌及桌卡
- 銀幕、高射投影機、兩張活動掛圖、馬克筆
- 如果可能的話，要有麥克風的講臺、兩支無線麥克風

Requirements:

- Room setup in classroom style
- Name badges and tent cards
- Screen, overhead projector, two flip charts, markers
- Podium with microphone, two portable microphones, if possible

0800	註冊和咖啡	0800	Registration & Coffee
0830	介紹	0830	Introductions
0840	為什麼我們會在這裡？	0840	Why Are We Here?
0850	國際扶輪的扶輪基金會一概要	0850	Rotary Foundation of Rotary International — Overview
1000	扶輪社扶輪基金主委的角色 我們的扶輪基金會能如何幫助扶輪社社長、國際服務主委、以及社區服務主委	1000	Role of the Club Rotary Foundation Chair How Our Rotary Foundation Can Help the Club President, International Service Chairs, and Community Service Chairs
1030	配合獎助金——一種扶輪社的工具	1030	Matching Grants — A Tool for the Club
1100	休息	1100	Break
1110	地區簡化獎助金——貴扶輪社的另一種工具	1110	District Simplified Grants — Another Tool for Your Club
1130	於貴社區內推廣教育計劃	1130	Promoting Educational Programs in Your Community
1200	為扶輪基金向扶輪社員籌募基金(EREY)	1200	Raising Funds from Rotarians for the Foundation (EREY)
1230	自助餐午餐	1230	Luncheon Buffet
1300	主要演說(在午餐期間)	1300	Keynote Address (During Lunch)
1330	有效的運用扶輪基金會前受獎人	1330	Effective Use of Foundation Alumni
1350	在哪裡找到一個好的計劃	1350	Where to Find a Good Program
1355	地區支持著扶輪社扶輪基金主委	1355	District Support for the Club Foundation Chair
1400	地帶和國際扶輪支持著地區扶輪基金主委	1400	Zone and RI Support for the Club Foundation Chair
1410	表彰與研讀扶輪社扶輪基金報告	1410	Recognition and Reading Club Foundation Reports
1430	問與答	1430	Questions and Answers
1455	簡潔的激勵性講評	1455	Inspirational Remarks in Summary
1500	休會	1500	Adjournment