

扶輪基金前受獎人網絡及扶輪基金前受獎人協會

Rotary Foundation Alumni Network and Rotary Foundation Alumni Associations



## 如何成立一個前受獎人協會？

### How to Form an Alumni Association?



國際扶輪 3520 地區 台北松山扶輪社前社長 高永吉 PP Spencer 譯 20080812

#### 步驟 1：尋找在貴區域內的扶輪基金前受獎人

與扶輪基金會的前受獎人關係職員聯絡以取得居住在可能成立前受獎人協會的區域內前受獎人名單。該區域可能是一個城市、地區、州或省或甚至是整個國家。與該區域內之扶輪社合作以確保前受獎人之聯絡資訊是新的。寄電郵給 [alumni@rotary.org](mailto:alumni@rotary.org) 以取得住在貴區域內的前受獎人之名單。請確認在成立前受獎人協會整個過程要讓前受獎人主委、地區扶輪基金主委、地區總監、地域扶輪基金協調人及其他地區領導人參與。

#### 步驟 2：舉辦活動以鼓勵前受獎人與扶輪再聯絡

一旦你知道住在貴區域之前受獎人，同時也知道如何與他們聯繫，然後舉辦一項活動或一系列的活動以協助前受獎人與扶輪再聯絡或前受獎人間之聯繫。不同型態的前受獎人要以不同的方式的活動回應。有些前受獎人對非正式活動較為適應，或許在當地的酒店或餐廳的一次歡迎會。有些其他前受獎人對較正式的節目感興趣。多樣化的活動或許可以幫助你吸引更多的前受獎人。

#### 步驟 3：找出有意願領導前受獎人協會之前受獎人

當你在規劃的活動中遇到了前受獎人，與他們聯繫以便找到有意將擔任前受獎人協會領導人之角色之人。大部份的前受獎人協會會有會長、副會長及秘書等職位。找出一位前受獎人被激勵以便去擔當領導前受獎人協會額外的責任。

#### 步驟 4：向扶輪基金前受獎人網絡申請創設前受人協會

向扶輪基金會的前受獎人關係職員聯絡以取得創會申請書及你的前受獎人協會章程的樣本。然後與前受獎人協會的領導人以完成協會所需求之章程。以考量該協會多久開一次會，會員標準是什麼（地理區域），及協會領導人是如何被選出...等。由協會領導人完成創會申請表格。將這些文件及協會成員之聯絡資料等寄給扶輪基金會之麥可·普福門，前

#### Step 1: Identify TRF alumni in your area

Communicate with Alumni Relations staff at The Rotary Foundation to get a list of alumni who currently reside in the area in which an alumni association may be formed. The area could be a city, district, state or province, or even an entire country. Work with Rotary clubs within that area to confirm that alumni contact information is current. Email [alumni@rotary.org](mailto:alumni@rotary.org) to obtain lists of alumni who reside in your area. Be sure to involve alumni chairs, district Rotary Foundation chairs, district governors, regional Rotary Foundation coordinators, and other district leaders as appropriate throughout the process of forming an association.

#### Step 2: Hold events to encourage alumni to reconnect to Rotary

Once you know who the alumni are in your area and how to reach them, set up an event or a series of events to help alumni reconnect with Rotary and with one another. Different alumni respond to different types of events. Some alumni are more comfortable with casual events, perhaps a reception at a local pub or restaurant. Other alumni may appreciate a more formal program. Multiple events may help you to attract more alumni.

#### Step 3: Identify alumni who are willing to lead the alumni association

As you meet alumni at the event(s) you set up, communicate with them to find out who is willing to take a leadership role in the alumni association. Most alumni associations have positions for presidents, vice presidents, and secretaries. Find out which alumni are motivated to take on extra responsibility to lead the alumni association.

#### Step 4: Charter the alumni association with the Rotary Foundation Alumni Network

Contact Alumni Relations staff at The Rotary Foundation to obtain a charter application and sample constitution for your alumni association. Work with the alumni association's leadership to finalize the association's constitution to fit its needs. Consider how often the association should meet, what is the criteria for membership (geographic area), how will association leadership be selected, etc. With the association's leadership, complete the charter application form. Submit these documents, along with a list of contact

受獎人關係協調人(michael.pfriem@rotary.org)

### 步驟 5：慶祝前受獎人協會證書

扶輪基金會一旦收到完填的前受獎人協會創會申請書、章程及會員資料表，它將會發出創會證書，指出該前受獎人協會成為一個扶輪基金前受獎人網絡的正式會員團體，該證書由保管委員會主委及扶輪基金前受獎人協調人共同簽署。找出一個適當的扶輪活動來表揚該前受獎人協會。地區年會、扶輪研習會或甚至於前受獎人協會會議都是用來表揚一個新的前受獎人協會之成立的一個好地方。通常扶輪領導人諸如，地區總監、基金保管委員、國際扶輪理事或前地區總監會被邀請將該創會證書授予該前受獎人協會。

### 步驟 6：讓該協會活躍起來

現在該協會已成立並已授證，它應該定期開會。定時檢查該協會。協助該協會找出計劃以便奉獻時間及資源以來使前受獎人保持興趣並與扶輪有所聯繫。確保協會的領導人保持活躍。幫助協會與當地前受獎人經常保持聯絡，同時找出有遷入該區域的新前受獎人。

### 步驟 7：派遣一位協會代表去參加扶輪前受獎人慶祝會議

每一個當地的前受獎人協會是扶輪基金會前受獎人網絡的一個成員(RFAN)。扶輪基金會前受獎人網絡一年一次的世界會議就是扶輪前受獎人慶祝會議，通常是以國際扶輪國際年會的一種國際年會前會的活動方式來召開。重要的是每一前受獎人協會要派遣一位代表，代表該協會去參加扶輪前受獎人慶祝會議，同時也可以在其他協會網絡聯繫中而獲益。幫助該前受獎人協會找尋資金以便贊助代表所有會員的一位代表去參加扶輪前受獎人慶祝會議。

information for the association's members to Mike Pfriem, Alumni Relations Coordinator, at The Rotary Foundation (michael.pfriem@rotary.org).

### Step 5: Celebrate certification of the alumni association

Once the Foundation receives the completed alumni association charter application, constitution, and member list, it will issue a charter certificate, designating the alumni association as an official member organization of the Rotary Foundation Alumni Network, signed by the trustee chairman and the Rotary Foundation alumni coordinator for that zone. Identify an appropriate Rotary event to honor the alumni association. District conferences, Rotary institutes, or even alumni association meetings are good places to honor the formation of a new alumni association. Often Rotary leaders such as district governors, Foundation trustees, RI directors, or a past district governor are asked to present the charter certificate to the alumni association.

### Step 6: Keep the association active

Now that the association has been established and chartered, it should meet on a regular basis. Check in with the association regularly. Help the association to identify projects to which it can devote time and resources that will keep alumni interested and connected to Rotary. Make sure the association's leadership remains active. Help the association to maintain contact with local alumni and to identify new alumni who move to the area.

### Step 7: Send an association representative to the Rotary Alumni Celebration

Every local alumni association is a member of the Rotary Foundation Alumni Network (RFAN). The annual, worldwide meeting of the RFAN is the Rotary Alumni Celebration, held as a preconvention event of the RI Convention. It is important that each alumni association send a representative to the Rotary Alumni Celebration to represent the association and benefit from the networking with other associations. Help the alumni association identify funding to sponsor a representative to travel to the Rotary Alumni Celebration on behalf of all members.

