

Rotary Club of Cupertino Guidelines:

Rotary is non-political so we avoid talking about politics or religion in the group as a whole.

All announcements need to be Rotary-related or Rotary Partner-related. Refer to the “How to make a club announcement” procedure found on the *Member Resources* menu of our website. Non- Rotary events or announcements are welcome to be posted on our bulletin board. See our *Policies and Procedures* for how to make Cupertino Rotary “Partner” announcements.

President’s Club: For a \$100 donation (checks made to CREF), any member can make a minute personal announcement at the podium during the President’s Club segment of the meeting. This can be impromptu, but best to contact the president in advance.

PP Ralph Otte Challenge: Rotarians are encouraged to make a donation to CREF equal to a milestone birthday (i.e., \$60 on your 60th birthday). This can be done during the President’s Club segment of the meeting.

When introducing a potential member of the club, avoid saying they are applying for membership. Use the phrase “Guest of the Club” and share one or two things about the person. Avoid telling how many times they have attended meetings or that they plan to join.

When using acronyms or initials, state what they stand for the first time they are used so newer members know what you are referring to. Consult our “Glossary of Rotary terms” found on the *Member Resources* menu of our website.

We are a proud Rotary Foundation Sustaining Member Club (minimum \$100 per member annual donation to The Rotary Foundation). We expect each member to make an annual donation to The Rotary Foundation (TRF) and request a level of \$200 (Double sustainer level) or more. Every Rotarian Every Year (EREY) club status requires that every member donate a minimum of \$25 to TRF.

We have no attendance requirements, however, we expect each member to contribute a minimum of eight (8) hours of total volunteer time toward our fundraisers. Family and friends can participate toward these hours.

The Four-Way Test is to be used only for self-assessment. We should never judge another person based on the Four-Way test.

Our Rotary Roster is only to be used for Rotary-related purposes. Please do not use or pass on members’ contact information for anything other than Rotary.

We are a lunchtime club and encourage members to purchase lunch, ordered in advance of the meeting.

When introducing a Past President of Cupertino Rotary say, Past President ... before their name. When writing, use the abbreviation PP before the name.

Introduce yourself with your classification when you speak to the club.

We should all wear our Rotary pins on Wednesdays.

All members are welcome to attend any Rotary committee meeting. Contact the meeting chair to attend as a guest and receive details on the day, time, and venue for the meeting.

Members may visit other Rotary clubs as guest Rotarians. Visit Rotary.org or the Rotary Club Locator App to find out when and where a club meets. Best to contact the club in advance of your visit. Visiting a far-away club? You may ask our Club Secretary for a 'trading banner' and bring back a trading banner for our club from your visit.

The Rotary year runs from July 1 to June 30 of the following year. Please pay your annual dues no later than June 15th.