

GET READY: CLUB SERVICE PROJECTS COMMITTEE



This *Get Ready: Club Service Projects Committee* textbook is partly extracted from RI online Learning Center course. Please visit the Rotary's Learning Center for further information needed on the Rotary website: [Rotary.org](https://www.rotary.org).

Translating Committee
Rotary Centre in Thailand
February 2026

Get Ready: Club Service Projects Committee

Course Description

Learn about your responsibilities as a Rotary or Rotaract club's service projects chair or as a member of the committee. This course covers how to help members understand the many service opportunities that are available and how to lead your club's service efforts.

Updated August 2022

Contents

Your role	1
Understanding Rotary's service opportunities	2
Carrying out service projects	4
What's next	7
Appendix	
Club Service Projects Committee Essentials: Learning plan description	8

Your role

Your role as a member or the chair of the club service projects committee is to help your Rotary or Rotaract club identify and address pressing needs in your community and around the world by developing and implementing service projects. This includes:

- Thinking of meaningful projects that will increase your impact
- Planning, implementing, and evaluating these projects
- Leading fundraising efforts for your club's projects
- Understanding any liability issues that could affect the projects
- Collaborating with partner organizations, volunteers, and the committee to maximize the impact of your projects
- Working with the public image committee and your district leaders to promote the projects
- Posting your projects in Rotary Service Project Center

Understanding Rotary's service opportunities

Rotary and Rotaract club projects make an impact in communities around the world while offering members a variety of opportunities to take action and spend time together. Involving all of your club's members in projects will also keep them engaged in your club's success.



You can increase your impact and show how Rotary works with your community by inviting program alumni, young leaders, friends, family members, community partners, and colleagues to join your club's projects. Their expertise can also improve your results.

Rotary offers a range of humanitarian, intercultural, and educational programs that help our clubs and districts achieve their service goals. We channel our efforts through the five Avenues of Service:

- Club Service
- Vocational Service
- Community Service
- International Service
- Youth Service

Make sure your club's members know about these Rotary programs and activities:

PolioPlus

The program that supports our efforts to eradicate polio globally

Interact

Service clubs for young people ages 12-18, sponsored by local Rotary clubs

New Generations Service Exchange

An exchange program for university students and adults up to age 30 that focuses on highly customized vocational or humanitarian service

Project fairs

Regional events, hosted by Rotary districts, that promote their local service efforts to potential international project partners

Rotary Action Groups

Groups of people around the world who are experts in a particular field and who support clubs and districts in doing projects related to that area

Rotary Community Corps

Groups of nonmembers who work with their local Rotary club to plan and implement service projects in the community

Rotary Fellowships

International groups of members who share a profession, hobby, or interest

Rotary Friendship Exchange

An international exchange program for Rotary members and friends that can build relationships and serve as a foundation for international projects

Rotary Youth Exchange

A program for students ages 15-19 that promotes international understanding and peace

Rotary Youth Leadership Awards

Events for people ages 14-30 that emphasize leadership, friendship, and personal growth

In addition, make sure members know about the *Rotary Peace Fellowships*. This international educational program offers qualified candidates funding for a master's degree or a professional development certificate in disciplines related to peace and development.

Carrying out service projects

For each project, your committee will conduct a community assessment, develop a timeline, and establish the criteria you'll use to measure your impact.

Here's one process your club could use to plan and implement a service project:

Step 1

Assess the situation

Successful service projects address genuine and current concerns and involve local residents in making lasting change. Conducting an assessment is how you determine the community's needs and resources. And if you're seeking global grant funding, you'll need to include the results of the assessment with your application. The *Community Assessment Tools* handbook outlines various methods that you can use.



Step 2

Decide what project to do

The assessment results will guide you as you work with the community to determine what your project should be. Factors to consider include your club's service experience, what kinds of local support and involvement you can find, what resources are available, how long the project will take, and how sustainable you can make it.

Step 3

Make a plan

Develop a schedule, set a budget, and determine what liability protection you'll need. Work with your club's board and district leaders to discuss funding and other resources that will help you develop detailed plans. Contact your district international service chair to connect with local experts within Rotary.





Step 4

Implement the project

Raise funds, promote the project, and carry out the project activities.

Step 5

Evaluate your project

Determine what worked well and what didn't. Document your findings and incorporate them into your club's project planning process.



Get started

Use these resources to get your service project started.

Rotary's Areas of Focus course

Learn more about our causes and how they shape the projects of Rotaract and Rotary club members worldwide.

Rotary's Areas of Focus guide

Find examples of how to take action in each of our areas of focus.

Service Project Center

Browse current and completed projects that can help you generate ideas for your club projects.

Basic Education and Literacy: Project Strategies

Review strategies and case studies for projects in basic education and literacy.

Community Economic Development: Project Strategies

Review strategies and case studies for projects in community economic development.

Project Lifecycle Resources

Find more ideas and resources for planning and carrying out your service projects.

Remember that many people can help you plan and implement your projects:

- District international service chairs
- Rotarians, Rotaractors, and their families and friends
- Members of community organizations
- Rotary Community Corps members
- Interact members, Rotary Youth Exchange students, and RYLA participants
- Rotary alumni
- Members of Rotary Action Groups and Rotary Fellowships
- The Rotary Foundation Cadre of Technical Advisers

Protecting the data of service project participants

Rotary takes seriously our responsibility to protect people's personal information, and that includes any list of names compiled in connection with a Rotary-related project or activity. Under Rotary policy, members cannot use any of these resources for commercial purposes:

- The Official Directory
- A club or district directory
- Any other database or list of names compiled in connection with Rotary-related projects or activities

Members also cannot share these resources with other people for commercial purposes. Please make sure all members of your club know about these policies to prevent any misuse of Rotary resources.

A club can contact other clubs about matters that don't relate to Rotary's business and activities, under these conditions:

- A club needs to tell the district governor why it wants to approach other clubs and receive permission from the governor to do so.
- A club needs permission from the Rotary International Board of Directors before directly asking for financial support from any other club or from any members other than its own.

What's next

You've learned a lot about how to fulfill the responsibilities of your role. Consider these questions as you prepare for the club leadership learning seminar and the year ahead:

- What are the responsibilities of club service projects committee members? What additional responsibilities does the chair have?
- What club goals is your committee responsible for?
- How will you determine which projects will have the greatest impact?
- What types of projects are important to your club? Do they reflect your club's vision and its culture?
- How will you work with other committees in your club and district to develop your club's projects?
- If you are the chair, what tasks will you delegate to other committee members? How will you support them?
- In what innovative ways will you promote your club's projects this year?

Appendix

Club Service Projects Committee

Essentials: Learning plan description

Learn about your role as a member of a Rotary or Rotaract club's service projects committee. This learning plan covers how to talk with members about service opportunities, how to plan and promote club projects, and how to assess and manage the risks of a project.

Updated July 2025

Courses in the Learning plan

- Working with Other Club Leaders
- Minimizing Risk
- Leading Effective Committees
- Our Logo: Representing Rotary
- Rotary's Action Plan and You
- Rotary Foundation Basics

