

Planning Worksheet to form a Rotary Satellite Club in District 9630

| Action | By | Target Date | Date completed |
|---|---------------------|--------------------|-----------------------|
| Club forum to discuss starting Satellite Club | President | | |
| Plebiscite on Satellite Club | President | | |
| Appoint Leader & Committee | President & Board | | |
| Research target audience, marketing plan, community need, etc. Report to Board & Club. | Committee | | |
| Prepare submission to DG | Committee | | |
| Submit to DG | President | | |
| Prepare marketing plan and set date for public meeting (following interest meeting format) | Committee | | |
| Public Meeting (sign up members, follow-up letters, etc | Committee | | |
| Follow-up meetings (set weekly). Work through requirements for Satellite Club, leadership, meetings day, time, etc. Introduce procedures each week. | Committee | | |
| Collate white Cards & submit to Board & club. | Committee | | |
| Lodge app'n with RI for approval of Satellite Club | Sponsor & Satellite | | |
| Set induction date, invite all club members & important others | Committee | | |
| Induct new members. unique ceremony, certificates, etc. | Committee | | |
| Conduct information meeting for new members. | Committee | | |
| Continue assisting Satellite Club. Sponsor Board to mentor Satellite Board. | All | | |
| Organise "Rotarian Behind the Badge" each week. | New club | | |
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