

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		