

# **Carolinas' PETS 2018: Making The Most of Rotary's and Your Club's Public Image**

*(Total Time: 60 Minutes) (Final 12/09/15)*

## **Discussion Leader Notes**

- ***Smile! Plan your “engagement” plan! (Note: This session has an IMPORTANT “Best Practices Grid and other Handouts/Reference Documents)***
- ***Pre-arrange the location of your BLANK flip chart***
- ***Introduce yourself to the group and explain your role as the facilitator of their discussion; you may wish to greet each participant individually as they enter and find a seat***
- ***Discuss your expectations and group guidelines (such as taking turns speaking, welcoming and accepting all questions/comments, and asking the group to turn off all cell phones)***
- ***Review the session's learning objectives with the participants (see below and also your notes)***
- ***Encourage participants to take notes; try to gauge the participants' knowledge and Rotary experience and adjust the facilitated discussions accordingly***

## **SESSION OPENING:**

### **Learning Objectives (This is ALSO HANDOUT #1)**

***At the end of this session, participants will be able to:***

- 1. Understand the purpose of implementing and utilizing a Public Image plan for your Rotary Club***
- 2. Identify strategies for Public Image engagement on a continuing basis.***
- 3. Share proven ideas/ways for using Public Image.***
- 4. Collaborate with peers (here at PETS and at your club) on Public Image plans throughout the year.***
- 5. Understand the vital role that Public Image plays in member attraction and club project awareness.***

***ALSO, specifically point out the “Best Practices” GRID for this session. A copy follows NEXT; it is also HANDOUT #2***

# SHARE YOUR BEST PRACTICES

(HANDOUT #2)

<b><u>Attracting Members</u></b>	<b><u>Community Awareness</u></b>
<b><u>Increase Foundation Gifts</u></b>	<b><u>Social Media Engagement</u></b>
<b><u>Traditional Media Engagement</u></b>	<b><u>Telling YOUR Rotary Story</u></b>
<b><u>Innovation</u></b>	<b><u>Other</u></b>

## **WHY Public Image Section**

10 minutes  
(Beginning of Session)

**Q. What does the term, “Rotary Public Image”, mean to you?**

**Q. Why do we need and use Public Image?**

- ***Listen for:***
  - **Membership attraction and diversity**
    - **Is the current level of diversity in your club representative of your community?**
  - **Foundation Giving**
    - **Polio**
    - **Grant projects**
    - **Non-Rotarian gifts**
  - **General public awareness of who Rotary is and what we do**

**Q. How many clubs here today have a Public Image plan as a part of their club’s Strategic Plan?**

***DL: Emphasize that Public Image is a TOOL that we use to increase awareness of Rotary; and to attract potential new member candidates.***

**Q. As your club’s President, WHAT is YOUR ROLE in establishing the use of Public Image?**

**Q. Does your club:**

**A. Use any form of Public Image now?**

**B. Use Public Image tools regularly and has it achieved success in doing so?**

**C. Use Rotary's Public Image tools?**

**Q. What are SOME ways that your Rotary club could present a strong, unified image of Rotary?**

○ *Listen for:*

- **Wearing your Rotary pin every day**
    - **One of the top silent “salesperson” tools we have for promoting our brand**
  - **Using the CURRENT Rotary Masterbrand logo**
  - **Wearing Rotary gear**
    - **Club shirts**
    - **Rotarians At Work T-Shirts**
    - **Hats**
    - **Jewelry**
  - **Signage**
    - **At events**
    - **Our club meets here**
    - **Welcome to our town**
    - **Permanent signage on service projects, such as playgrounds, amphitheaters, community gardens, etc.**
- **We should all have pride in promoting the Rotary brand!**

**Q. Does your club have a Public Image (PI) Committee?**  
***Remember that a committee should be more than 1 person.***

**Q. How does your PI committee work with the other club committees?**

- **Membership**
- **Foundation**
- **Service Projects**
- **Vocational Service**
- **International Service**

# **Telling YOUR Rotary Story**

*10 minutes*

**DL: Have the attendees turn to Handout # 3, Reasons for Rotary. Ask the attendees to write down the answers to the 2 questions listed. This is an important exercise because we are all too often asked, “What is Rotary?” Some may struggle and stumble for an answer. We need to teach our Presidents-Elect HOW to answer that question so that they can then teach their club members.**

**Q. Why did YOU join Rotary?**

**Q. Why have you stayed with Rotary?**

**After they have written their answers, explain that the Rotary statistics and facts do *not* call someone to take action. It’s not the . . .**

- **1.2 MM Rotarians, or the**
- **25,000 clubs, or the**
- **540 districts**

**. . . that anyone outside of Rotary cares about.**

**They want to hear WHY you have joined the world’s premier service organization. They want to hear the great projects your club is doing, locally and globally. They will be called to action once they have heard YOUR passion and conviction to all that Rotary does.**

**One of the best Public Image tools we have is YOU and all of our Rotarians sharing what we do. Traditionally this is done through WORD OF MOUTH. In more recent times, this is done**

**via Social Media. Both are very effective and necessary tools. Let's all practice this.**

**Now, please turn to the person next to you and TELL YOUR ROTARY STORY. Take no more than 2 minutes to explain why you have joined and stayed with Rotary. Then switch partners.**

***DL: Allow no more than 5 minutes for this. Listen for the energy in the room. Watch the body language of those that are presenting.***

**At the end of this exercise, state again that it's not the facts and figures of Rotary that will excite someone to take action.**

**It is the passion of YOUR story that will cause that person to pause, reflect, and then take an action, such as attending a club meeting.**



# ***Where to Find Rotary Public Image Tools***

10 minutes

**Q. Where can you as a club officer find detailed information about Rotary branding and public image tools?**

***DL: Help guide the participants to these correct responses***

- **MyRotary**
  - **Learning & Reference → Learn By Topic → Public Relations**
    - ***DL: Print this page just prior to PETS and refer to topics on this page***
- **Brand Center**
  - **MyRotary → Manage → Brand Center**
    - ***DL IMPORTANT: Be sure to point out the available tools, such as:***
      - ***Guidelines - there is a one-pager (Identity At A Glance) as well as a 56 page detailed document (Voice and Visual Identity Guidelines)***
      - **Logos**
        - ***All current logos. (See Handout #4)***
        - ***A logo template for creating your club's logo or any other logo needed.***
        - ***NOTE: using the current logos, and only the approved logos help to create a unified look. No need to replace existing items that have the old logo, but anything digital or new should be replaced with the current logo.***
    - **Materials**
      - ***PowerPoint presentation template***

- **Create your own club brochure**
- **Membership templates & materials**
  - **Membership Card**
  - **Certificate of Membership**
  - **Business card**
  - **Letterhead**
- **Event flier templates**
- **Press Release templates**
- **Newsletter / Bulletin templates**

# **ENGAGING TRADITIONAL MEDIA**

*10 minutes*

**DL: Let's now discuss some of the traditional media outlets available for us to use.**

**Q. What are some traditional media outlets?**

***DL: Listen for:***

- **Newspaper**
- **Magazine**
- **Radio**
- **TV**
- **Others?**

**Q. How can your club get PUBLIC SERVICE ANNOUNCEMENTS into these outlets?**

***DL: Listen for:***

- ***Club should develop a media list that is specific to their club***
- ***Establish a relationship with an editor or senior manager***
- ***Warmly invite media resources to club meetings and events***
- ***And, if the media representative meets your club's criteria, invite him/her to join the membership***
- ***Be persuasive, persistent, and friendly, BUT NOT AGGRESSIVE***

**Q. What questions should you answer in anything you send to the media for publication?**

***DL: Listen for:***

- ***Who***

- *What*
- *Where*
- *When*
- *Why*
- *How*

***Remember to offer a genuine THANK YOU to those that publicize your club. That will encourage repeat behavior and can be the beginning of a new community relationship.***

**Leveraging your local media can help your club be very recognized in your community.**

# **ENGAGING DIGITAL MEDIA**

*10 minutes*

## **CLUB WEBSITES**

**DL:** Hopefully all of your clubs have a website. This is how the majority of folks using the internet will find you. Therefore, it is important that it is relevant, current, attractive, and *mobile-friendly*.

**Q.** What are some best practices for keeping your website up-to-date?

**DL - Listen for:**

- *In-Club resource*
- *Club's Public Information Committee (gold star award!)*
- *Club utilizes its Interact and/or Rotaract club members as interns to keep website current (another gold star award!)*
- *Other?*

**Q.** Is your club's website *mobile-friendly*, meaning that the website will resize itself so that it fits and works on a smart phone sized screen?

**DL:** Please inform participants of the following important points:

- *~70% of web traffic now comes from mobile devices*
- *When using a mobile device, Google's search engine penalizes websites that are not mobile-friendly in search engine results. More details are available in the references and resources section*

## **SOCIAL MEDIA**

So much of the population today is keeping up with people and organizations via Social Media. Thus, it is important that we are communicating there too. Social Media is a great way to inform

**your community of what is going on, and it is also a great way to attract new member candidates. We have passed the point of if we should use social media. We are now at the point of it's how well we use social media. Next to word of mouth, social media is the lowest cost form of marketing and advertising.**

***DL NOTE: Please do not get specific with a social media platform (Facebook, Twitter, Instagram, etc) as it will consume valuable time. Keep this session generic and on topic as outlined below.***

**Q. How does your club communicate on social media?**

***DL – Listen for:***

- ***We have a club page on one or more platforms***
- ***Many of our members share posts from our club page to their personal page***
- ***Our club has dedicated resources focused on getting our information out on multiple platforms***
- ***Quality content is always better than quantity of content***
- ***Use available tool kits***
  - ***example: End Polio Now website  
(<http://www.endpolio.org/take-action>)***

***DL – Share this Best Practice – Highlight Program Speakers  
(Handout #5)***

- ***Post and TAG that your speaker is coming a few days prior to your club meeting***
- ***Post and TAG the speaker WHILE they are at your meeting***
- ***Post a thank you within one business day, again TAGGING the speaker***

***Get as many of your members as possible to follow the above 3 steps and post on their personal social media pages too***

- **What does this do?**
  - **It spreads the information out past your own network**
  - **It showcases the great club programs your club has**
  - **It creates club engagement**
  - **Through the “viral” effect of sharing, more become aware of your club and the great work it does within the community**
  - **It acts as an attraction tool for future member candidates**
  - **All of this is part of your club’s Branding!**

*(End of Session)*

## **Review**

- **Review the Learning Objectives to ensure that all topics were covered sufficiently. Answer any questions and let the participants know how to contact you if they have questions later (Your contact information is on the Carolinas’ PETS website and in the PETS 2016 Program)**
- 1. Understanding the purpose of implementing and utilizing a Image plan for your Rotary Club**
  - 2. Identify strategies for Public Image engagement on a continuing basis.**
  - 3. Share proven ideas/ways for using Public Image.**
  - 4. Collaborate with peers (here at PETS and at your club) on Public Image plans throughout the year.**
  - 5. Understand the vital role that Public Image plays in member attraction and club project awareness.**

- **Ask participants to share something that they learned during the session and an action they will take as a result of this session. REINFORCE the “Best Practices” Grid. Participants can share with the person next to them or with the entire group.**
- **THANK THE GROUP**



**MAKING THE MOST OF ROTARY'S AND  
YOUR CLUB'S PUBLIC IMAGE**

**HANDOUTS**

**&**

**ROTARY REFERENCES**

# **Carolinas' PETS 2016**

## **Membership Engagement, Growth & Development Handout #1**

**Reference: Lead Your Club, 222 EN–(315), Chapter 4**

### **Learning Objectives**

***At the end of this session, participants will be able to:***

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- 4. Collaborate with peers (here at PETS and at your club) on Public Image plans throughout the year.***
- 5. Understand the vital role that Public Image plays in member attraction and club project awareness.***

***ALSO, specifically point out the “Best Practices” GRID for this session. A copy follows NEXT; it is also HANDOUT #2***

# Carolinas' PETS 2016

## **Membership Engagement, Growth & Development Handout #2 - SHARE YOUR BEST PRACTICES**

<b><u>Attracting Members</u></b>	<b><u>Community Awareness</u></b>
<b><u>Increase Foundation Gifts</u></b>	<b><u>Social Media Engagement</u></b>
<b><u>Traditional Media Engagement</u></b>	<b><u>Telling Your Rotary Story</u></b>
<b><u>Innovation</u></b>	<b><u>Other</u></b>

## **Carolinas' PETS 2016**

### ***Making the Most of Rotary and Your Club's Public Image – Reasons for Rotary -- Handout #3***

***Please answer the following questions with 3-5 bullet points each.***

***Why did you join Rotary?***

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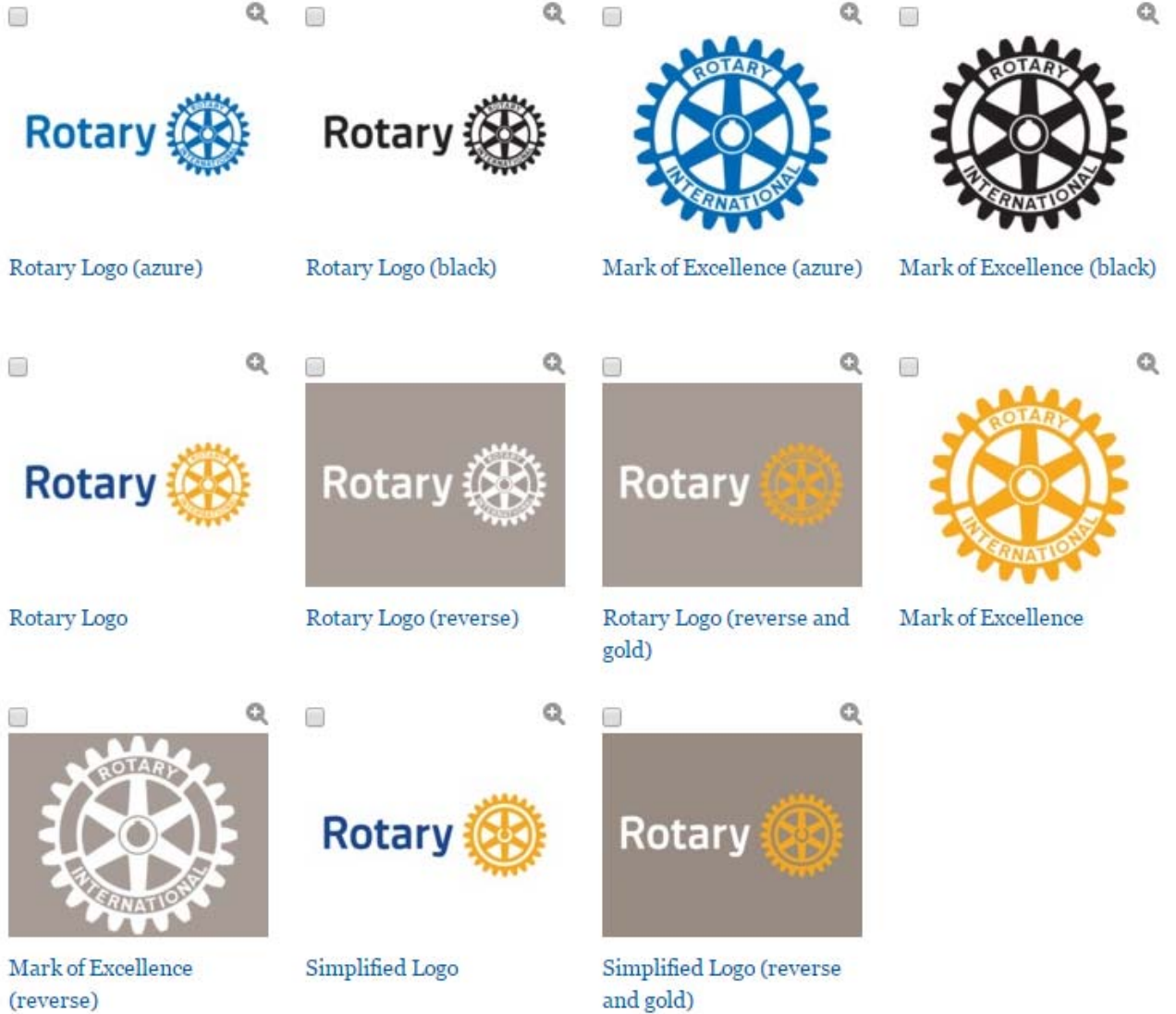
***Why have you stayed with Rotary?***

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***The answers to these questions become YOUR Rotary Story.***

# Carolinas' PETS 2016

## *Handout #4: Rotary Logos as found in MyRotary's Brand Center*



# Carolinas' PETS 2016

## **Handout #4: Rotary Logos as found in MyRotary's Brand Center**



# **Carolinas' PETS 2016**

## ***Handout #5: Highlight Program Speakers Using Social Media***

- ***Post and TAG that your speaker is coming a few days prior to your club meeting***
- ***Post and TAG the speaker WHILE they are at your meeting***
- ***Post a thank you within one business day, again TAGGING the speaker***
- ***Get as many of your members as possible to follow the above 3 steps and post on their personal social media pages too.***
- ***What does this do?***
  - ***It spreads the information out past your own network***
  - ***It showcases the great club programs your club has***
  - ***It creates club engagement***
  - ***Through the “viral” effect of sharing, more become aware of your club and the great work it does within the community***
  - ***It acts as an attraction tool for future member candidates***
  - ***All of this is part of your club's Branding!***

# Carolinas' PETS 2016

## ***Making the Most of Your Club's Public Image Handout #6 - Resources & References***

***DL Tip: Have some of these materials available to show***

### **References and Resources:**

- Public Relations: <https://www.rotary.org/myrotary/en/learning-reference/learn-topic/public-relations>
- Effective Public Relations: A Guide for Rotary Clubs: <https://www.rotary.org/myrotary/en/document/effective-public-relations-guide-rotary-clubs>
- Lead Your Club: Public Relations Committee Manual: <https://www.rotary.org/myrotary/en/document/lead-your-club-public-relations-committee>
- Media Crisis Handbook: <http://shop.rotary.org/Media-Crisis-Handbook/dp/B0043JEYYW>
- Rotary Fact Sheet: <https://www.rotary.org/myrotary/en/document/rotary-glance>
- What's Rotary Wallet Cards: <http://shop.rotary.org/Whats-Rotary-Set-of-50/dp/B003PMKU7I>
- This is Rotary brochure: <https://www.rotary.org/myrotary/en/document/rotary>
- Rotary Brand Center: <http://www.rotary.org/brandcenter>
- End Polio Now: <http://www.EndPolioNow.org>

### **Tools:**

- Sample Proclamation: <https://www.rotary.org/myrotary/en/document/pr-sample-proclamation-world-rotary-day>
- World Polio Day sample press release: <https://www.rotary.org/myrotary/en/document/world-polio-day-sample-press-release-template>
- Make sure your site's ready for mobile-friendly Google search results: <https://support.google.com/adsense/answer/6196932?hl=en>

### **Support:**

- Club Public Image Committee
- District Public Image Committee
- Rotary Public Image Coordinator (RPIC) and their assistants