



**Rotary District 7690 - Piedmont, North Carolina, USA**  
**Service Opportunity Fact Sheet**  
**The Process**

July 20, 2006

Dear Friends:

Last year our District 7690 promoted several service programs that have traditionally been supported by most clubs in our district. These included Boys & Girls Homes at Lake Waccamaw, the CART program, Operation Smile and Shelterbox. This year our District will continue to recognize and support programs such as these four, but we are taking a slightly different approach to publicizing them. Governor Mitzi has asked me to tell you how we will be doing this.

This letter is addressed primarily to club presidents, and those who advocated these, and similar programs in the past years. We are requesting that you submit a 'fact sheet' about programs that deserve consideration of all clubs in the district. We will list these service opportunities prominently on the district's website and will make your 'fact sheet' available to all as well. This should help those who are promoting the programs to do so more effectively, and those who want to learn about service opportunities to find information quickly.

Visitors who click on the prominent blue "Service Projects" button on the home page of the district website, [www.Rotary7690.org](http://www.Rotary7690.org) will see an inventory or catalog of these programs. We will link to each project listed in the inventory to a 'PDF' fact sheet. I have already linked the CART program to a fact sheet that I adapted from promotional material Steele Smith provided for me last year to give you an idea of what I have in mind. *And a note to Steele - feel free to revise this sheet.*

Here is how to send us a fact sheet.

At the top of the "Service Projects" inventory page is a button labeled 'Submit a SERVICE OPPORTUNITY FACT SHEET.' When you click on that button, a form will open that you can complete providing the information that will be included with only modest editing on the fact sheet.

- **Hint:** follow the suggested formula, don't blindly cut and paste another document into this one, because the end result will be confusing to the reader.
- **Hint:** keep your description short. The total product should not exceed 1 to 1 ½ pages in length.

When you have completed the document, click on the SUBMIT button at the bottom of the form. This will send me your fact sheet as an email message. I will share your information with others on the District Planning Committee (Don Allred, Phil Morris,

Mitzi Ellis, David McCoy, and Charles Allen.) Assuming that the members of the committee have no serious questions about the program I will convert your message to a "pdf" and publish it to the district website. I'll be glad to help you keep your information up-to-date if you need to resubmit your form during the year. If there is a concern, a member of the District Planning Committee will contact you.

When we speak of projects and programs in this memo, we are not discussing fundraisers and district scheduled events such as District Golf Tournament.

Let me assure you that as District Communication Officer I am anxious to provide the support you need to put the "wind underneath the sails of your program." I am looking forward to your Service Opportunity Fact sheets. Contact me if you have any questions. I will be happy to discuss the procedure that we are trying to implement this year, and I am sure the District Planning Committee will be willing to consider the concerns you may have.

Thank you for LEADING THE WAY, as we practice SERVICE Above Self.



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**GOOD BYE POLIO! THANKS ROTARY!**