

## Volunteer Training Team - VTT District 7390 Guidelines

Recommendation from Global Grants Committee  
March 21, 2024

We acknowledge the value of international projects and sharing knowledge and skills with people in other parts of the world. The following guidelines are suggested to ensure best use of district funds and sustainability of project. The project should represent district 7390. While a guideline can limit what is permitted by TRF, at no time should these guidelines conflict with policies of TRF.

A **strong** VTT would do the following:

- Notify district 7390 in writing that a VTT is under consideration. Provide a general description of what is to be achieved. As a simple courtesy, District leadership should be aware that a VTT project is being planned and volunteers recruited.
- Meet clearly defined goals to address a specific community need. Explain how the need was determined, with documentation to support Community Assessment form.
- Explain the skill sets required to meet the identified need.
- Determine by the tasks to be accomplished, the number of volunteers required to complete the tasks. It is likely that there would be up to about 10 to 12 volunteers needed.
- Clearly explain on Grant Intention Form and Grant application each skill required and the volunteer position that would have this skill. This would require an attachment to application. When volunteers are selected, the person's name and expertise would be matched to required skill.
- Include at least 50% Rotarians from district 7390.
- Select a team leader who is a Rotarian from district 7390.
- Spend no more than 50% of the monies represented by the total of club monies, the district match, and TRF contribution (the total grant amount) on travel expenses.
- Clearly explain expenses for operations, with a *pro forma* invoice for any expense at \$2500 or greater.
- Include a Training Plan that clearly states the training to be provided by each volunteer, giving name of each volunteer and what that person will do each day and state who will be trained.
- Explain sustainability plan so that services/training given will continue to help beneficiaries into the future
- Submit a completed application, with required documentation/attachments, to Global Grants Committee for approval for commitment of District Designated Funds (DDF) with adequate time for review. This would be 120 days before planned departure. Global Grants Subcommittee will not consider for approval unless an application is complete.
- Once an application is submitted to/approved by TRF, inform district Global Grants Committee of any changes to original application.
- Submit a Final Report within two months of project completion, as required by TRF. A project is complete when volunteers return home and funds are paid.

Submitted by

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