



CLUB QUICK START

Friends of Rotary

A governed 90-day club pilot

REVIEW STATUS

Private District 9510 working draft. Clubs must obtain local board approval and confirm current District, insurance, privacy, safety and youth-protection requirements before use.

Companion to the Club Toolkit | Review edition 1.0 | 9 August 2026

Prepared for Rotary clubs across District 9510. Designed for flexible, respectful participation without implying Rotary membership.

90-DAY OUTCOME

Pilot one safe, meaningful participation pathway

At day 90, the club should have a board-approved model, at least two complete opportunity briefs, trained coordinators, a working privacy and follow-up process, participant feedback and a documented continue/improve/pause/close decision.

STOP CONDITION

Do not invite Friends while ownership, safety, safeguarding, privacy, insurance or a real opportunity remains unresolved.

Phase	Outcome	Evidence
Days 1-15 - Decide	Approve purpose, boundaries, roles and release gates.	Board minute; accountable owner; policy questions logged and closed.
Days 16-30 - Design	Prepare two meaningful opportunities and the participant journey.	Opportunity briefs; invitation; collection notice; induction and follow-up.
Days 31-60 - Pilot	Invite a small, suitable group and deliver supported activities.	Human fit checks; attendance; issue route; thank-you and experience pulse.
Days 61-90 - Improve	Review category-level evidence and decide the next state.	30/60/90 review; corrections; data action; next review date.



PHASE 1 - DAYS 1-15

Decide and govern

- ☐ State the community and participation problem the model will solve.
- ☐ Approve Friend status and the boundary from active or honorary membership.
- ☐ Appoint board sponsor, coordinator, opportunity owners, safeguarding contact, privacy/data owner and backup.
- ☐ Confirm current District, insurer, privacy, safety and youth-protection requirements.
- ☐ Choose the monitored contact channel and record response ownership.
- ☐ Approve collection, access, retention, deletion and withdrawal rules.
- ☐ Set the day-30, day-60 and day-90 review dates now.

Gate to phase 2

READY WHEN

The board decision is recorded, every accountable role is filled, unresolved controls have owners and due dates, and no public invitation has been issued.

PHASE 2 - DAYS 16-30

Design real opportunities

- ☐ Create two opportunity briefs with purpose, task, commitment, place/access, support, safety, costs and follow-up.
- ☐ Check that roles are meaningful and do not inappropriately replace paid work.
- ☐ Resolve screening, supervision and partner controls before youth-related activity.
- ☐ Prepare transparent invitation, welcome, reminder, induction, thank-you and withdrawal messages.
- ☐ Test the expression-of-interest form for minimum data and a complete collection notice.
- ☐ Practice the human fit check and a respectful 'no current match' response.
- ☐ Have one person outside the project review the experience for clarity and accessibility.



PHASE 3 - DAYS 31-60

Pilot with care

1. Start small: invite only as many Friends as the named supervisors can support well.
2. Respond personally, confirm fit and send the complete opportunity brief before acceptance.
3. Resolve access, equipment, consent and screening for the specific activity.
4. Welcome by name, orient to purpose, explain boundaries and identify who can help.
5. Close the activity clearly, account for participants and route any issue immediately.
6. Thank each Friend, ask the three-question pulse and record only the chosen next step.
7. At day 60, correct weak opportunities or pause unsafe/unowned activity.

Pilot pulse

Question	Category-level result	Action
Clear expectations and contact?	[Yes / partly / no]	[Owner and due date]
Useful, safe and welcomed?	[Yes / partly / no]	[Owner and due date]
Keep/change/follow up?	[Themes only]	[Owner and due date]

PHASE 4 - DAYS 61-90

Review and choose the next state

- ☐ Close every outstanding safety, conduct, privacy or follow-up action.
- ☐ Review time to response, time to opportunity, brief completeness and experience pulse.
- ☐ Confirm communication preferences, withdrawal requests and data deletion actions were honoured.
- ☐ Ask coordinators whether workload, backup and tools are sustainable.
- ☐ Record what changed because Friends provided feedback.
- ☐ Choose continue, improve, pause or close; record evidence and responsibilities.
- ☐ Approve the next review date before expansion.

Day-90 decision

Decision	[Continue / improve / pause / close]
Evidence	[Category-level evidence]
Corrections	[Action, owner, due date]
Data action	[Delete / de-identify / retain under approved rule]
Next review	[Date]
Approved by	[Board / authorised role]

SUCCESS

A trustworthy Friend experience is the success: useful contribution, clear support, safe participation, respected choices and honest follow-up. Membership interest is optional and self-selected.