

## 2017 SPEAKER GUIDELINES

Thank you for providing a speaker for our Rotary Club meeting. Speakers are an important part of Rotary and keep our members interested in attending meetings. We love to learn, to discover what other Rotary clubs are doing, and to be entertained. You may want to be the speaker yourself or you may want to invite someone else either within or outside of our club.

Here are a few suggestions to think about:

When choosing a topic, please make it relevant, informative and interesting to most members. One of the reasons we share in inviting the guest speaker is the cross section and variety of topics.

Speakers should be prepared to speak for 15 minutes and allow 5 minutes for questions. Presentations usually start at 7:35 am.

Many times the speaker represents local non-profit organizations. Please discuss with your guest speaker our process for requesting funds through our Community Giving Request Form available on our Website. The speaking opportunity is not the time to solicit donations; the guest speaker's role is informational.

As you know, political speeches are not permitted. Speakers may not advocate for or against candidates or issues that are subject to a scheduled election. If you have a question, please talk to the Club President.

If you have a schedule conflict, you need to ask another Rotarian to trade speaker dates with you and take responsibility for the speaker. All changes must be emailed to the speaker chair. The chair will send a calendar of speakers at least once per year and often sends updates throughout the year. You can find it on the member Website: [www.mariposarotary.org](http://www.mariposarotary.org)

If you know of a speaker and think their topic would be a great subject and timely, but are not scheduled and would like to get this person on the schedule, please let the speaker chairperson know as soon as possible.

A projector is available for lap top presentations and the club president will bring the projector to each meeting. The Cog Club will set up a screen for your use. There is WiFi available at the Senior Center so you may use the internet. You will need to bring a lap top and be sure to set it up before the program as the projector needs time to warm-up.

Please ask your speaker to be there at 6:45 am, greet him or her at the Senior Center, and invite the person to join us for breakfast compliments of Rotary. If you think this person would make a good Rotarian, simply ask if he or she would join you at Rotary for breakfast in the next week or two. Be sure to follow-up and see if the person is interested in attending on a regular basis. It's helpful to collect a business card to hand to our membership committee chairperson.

Please plan to start our morning at 7:00 with a prayer or thought for the day that takes about one minute. You will also lead us in the Pledge of Allegiance and the Four-Way Test. This lets all of us become a participant in our meetings.

The presenter can expect questions and may allow 5 minutes for this as long as the program is complete by 7:55 so the raffle can be held.

Ask the speaker to hold the microphone about one inch from his or her mouth when speaking. A number of our members have hearing problems and request that people speak loudly.

Please send your speaker a Thank You note!

**Members are asked to write a short article for the Gazette about their speaker and send it to Greg Little by Thursday afternoon. Around 300 words would be great. Include a photo with identification.**

Thank you for all that you are doing that makes Mariposa Yosemite Rotary great.