

Table of Contents

Circle of Success.....	3
Strategic Priorities – Rotary Club of Box Hill Central	4
Whitehorse and Surrounding Community Service	4
Environment & Sustainability	4
Vocational Service.....	4
International	4
Community and Youth Services	5
Club Activities & Networking	6
Club Membership.....	6
Club Activities.....	6
Public Image, Marketing & Communication	7
Operation Cleft Australia	8
Operation Toilets Australia	8
Rotary Recycle Shop	9
Indigenous Community Support.....	9
Owairtilla Canteen Creek	9
Local Initiatives to Support Reconciliation	9
The Rotary Foundation	10
Introduction to Rotary International	11
Rotary International Objectives	11
Rotary’s Core Values:	11
Rotary Motto	11
The Four-Way Test	11
Avenues of Service	11
The Rotary Foundation – Seven (7) areas of focus	11
Rotary Club of Box Hill Central – Vision and Purpose	12
Our Club Vision	12
Our Club Purpose	12
Rules of the Rotary Club of Box Hill Central	12
Registration and contact details	13
Our Club Overview.....	14
Club Organisation	14
Club Commitments	14
Club Organisational and Operational Performance.....	15
Club Membership Framework	15
Financial	16
Financial Goals, Strategies and Principles.....	17
Enabling Goals, Strategies, and principles	17
Exceptions	17

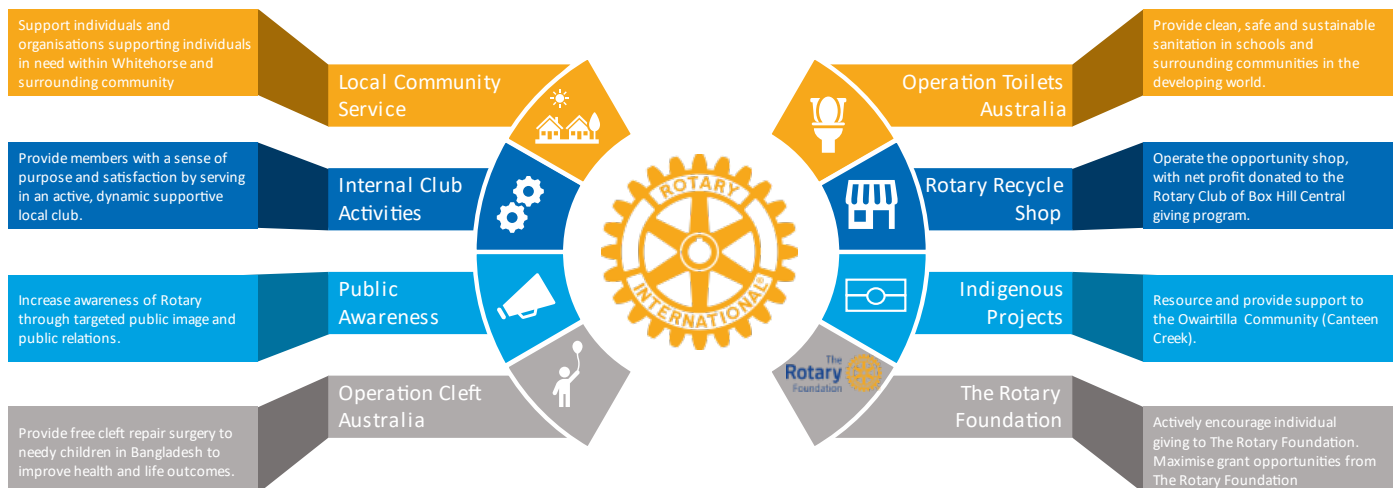
Use of the Contra System.	17
Club Giving Program	18
Giving to others:	18
Gold Sponsorship – International	18
Gold Sponsorship – Regional	18
Gold Sponsorship – Local	18
Silver Sponsorship – Local	18
Rotary “Family” Projects and Programs.....	18
Community Grants and additional Initiatives/projects	18

Circle of Success

The City of Whitehorse and surrounding community together with selected regional and international commitments, is our focus.

Our Rotary Club strives to support and provide where need is identified. As a result of members' commitment to each other and Rotary, we support projects and initiatives that have lasting impact and enrich the lives of young people and adults. In doing so we bring like-minded people together for friendship, personal fulfillment through community service and the opportunity for professional networking.

Rotary Club of Box Hill Central incorporating Rotary Satellite Club of Box Hill Central



There are three initiatives that are focussed on serving our local community:

1. Whitehorse & Surrounding Community Service
2. Club Activities & Networking
3. Public Awareness

We have three entities which operate under the auspices of Rotary Club of Box Hill Central, each has a defined objective:

- | | |
|--------------------------------|--|
| 1. Operation Cleft Australia | to deliver free cleft repair surgery to needy children, in Bangladesh. To improve health and life outcomes. |
| 2. Operation Toilets Australia | to provide clean, safe, and sustainable sanitation in schools and surrounding communities in the developing world. |
| 3. Rotary Recycle Shop | to operate the opportunity shop, with net profit donated to the Rotary Club of Box Hill Central giving program. |

We have one established initiative focussed on regional indigenous community support:

- | | |
|------------------------|--|
| 1. Indigenous Projects | Our project in the Owairstilla Community (Canteen Creek), Northern Territory where our focus is on health, literacy, and life skills projects. |
|------------------------|--|

The Rotary Foundation has been identified as our charity of choice:

- | | |
|--------------------------|---|
| 1. The Rotary Foundation | Provides the opportunity for grant funding for projects both locally and internationally. For more information see page 10. |
|--------------------------|---|

Strategic Priorities – Rotary Club of Box Hill Central

Whitehorse and Surrounding Community Service

Environment & Sustainability

Build Rotary Club of Box Hill Central's capacity to support and protect the environment and minimise the negative environmental impact of the Club's activities.

Our Actions	
1	Support appropriate environmental projects locally, nationally, and internationally.
2	Promote education about the environment within the Club and the broader community.
3	Promote good environmental practice in all the Club's activities, programs, and projects.
4	Assess the Club's carbon footprint on a regular basis, with the longer-term aim of reducing that footprint to zero by no later than 2030.

Vocational Service

Vocational Service projects aim to promote and best utilise vocational skills both within Rotary Clubs and within the surrounding community.

Our Actions	
1	Encourage ongoing participation in vocational projects e.g., Whitehorse Business Group events.
2	Encourage ongoing participation in Victoria Police and Ambulance Mentoring Programs.
3	Evaluate future vocational projects for club support – for example educational opportunities within Rotary Satellite Club to identify and develop projects that deliver benefits locally nationally and internationally

International

Encourage International Service efforts to expand Rotary's humanitarian reach around the world and to promote world understanding and peace through humanitarian actions.

Our Actions	
1	Work closely with Foundation Chair and Chairs of Operation Cleft Australia and Operation Toilets Australia .regarding ongoing and one off Global and District Grants.
2	Report to Rotary Club of Box Hill Central on current international projects.
3	Encourage effective collaboration between Rotary Club of Box Hill Central and local and international Rotary Clubs.
4	Develop and expand the support for the I am Someone project – initiated by Rotary Satellite Club
4	Evaluate and promote (where appropriate) applications or suggestions for potential international projects where these fall outside Operation Cleft Australia and Operation Toilets Australia parameters.

Community and Vocational projects aim to promote vocational skills within senior secondary and tertiary education institutions, and within local businesses.

Youth Services embraces a wide range of Rotary programs for young people of various age groups. The United Nations defines Youth as up to 26 years of age. This categorisation has been adopted in our projects.

The aims of these programs include personal development, education, community service, competitive achievement, international understanding, and goodwill .

Our Actions	
1	Encourage ongoing participation in community and youth activities including: • Model United National Assembly (MUNA) • Rotary Youth Leadership Awards (RYLA) • Rotary Youth Program for Enrichment (RYPEN) • National Youth Science Forum (NYSF) • Our Lady of Sion Citizenship Award • Impact for Women • ASRC <expand in full> • Whitehorse Men's Shed • Eastern Emergency Relief Network • Box Hill Community Centre • Taralye • Nadrasca • Alkira • Rotaract • Interact • EarlyAct • Shine on Awards • Whitehorse Farmers' Market
2	Encourage participation in community initiatives that positively impact women and children.
3	Organise signature major events which enhance profile and reputation of Rotary, the Whitehorse Cluster and our Club as well as generating funds for beneficiaries of grants from the Rotary Club of Box Hill Central • International Women's Day Breakfast • Grand Final Breakfast • Whitehorse Farmers' Market • I Am Someone • Bunnings BBQ opportunities
4	Joint grant funding program – Partner – Bendigo Bank Community Bank Blackburn South Now operating in the second three-year agreement – the program seeks to provide up to \$30,000 per year to organisations that provide services to members in our community with disability and or disadvantage. A key component of the program is that project must address a need that is not covered with recurrent funding. Current recipients: • Alkira • EDVOS – Eastern Domestic Violence Service • Impact for Women • Prader Willi Syndrome Association • Umbrella Dementia Cafes • Whitehorse Churches Care
5	Evaluate future community and youth projects for club support.

Club Activities & Networking

The well-being and growth of the membership of our Club, is essential for our sustained service in our community.

The Club Membership Framework is outlined on page 15

Club Membership

Our Actions	
1	Membership chair and supporting team to manage new membership leads and manage the onboarding, development and exit of members.
2	Encourage members to invite their own contacts to visit the club.
3	Provide an informative and supportive induction experience for new members including the appointment of a mentor.
4	Actively promote diversity and flexibility of membership in the Club and encourage our club members to participate in a variety of service activities and events including the activities and events of the Satellite club

Club Activities

Provide club members with a sense of purpose and high level of personal fulfilment, and satisfaction that comes from serving with others as a member of an active, dynamic, supportive, local Rotary Club (Rotary Club of Box Hill Central).

Our Actions	
1	Engage with members of the local community through a range of Rotary run or supported events.
2	Engage with Whitehorse corporate entities and business operators and leaders with the purpose of meeting the needs of our community.
3	Continuously consider ways to enhance our Club Breakfast Program.
4	Enable Club entities and coordinating groups to meet during regular club breakfast meeting time.
5	Enable Club entities to report and communicate on Club controlled activities in a more structured manner at least twice a year. For example, at Club Assemblies.
6	Encourage breakfast club members to attend Satellite club meetings and events
7	Encourage Satellite club members to attend breakfast club meetings and events, with a focus on the social events held on the 5 th Wednesday, when it occurs.
8	Incorporate some network and social meetings at times other than always being Wednesday mornings. This could incorporate social events or club endorsed activities as alternative activities to the regular breakfast meeting.
9	Review Constitutions, Rules and By- Laws of the three entities controlled by the Club to maximize consistency and to promote transparency and efficiency of business operations.
10	Actively seek opportunities through lessons learned and experiences shared with the objective of improving the planning and management of Club events and processes.
11	Review our administrative structure in line with an endorsed Three-Year Strategic Plan (this document).

Public Image, Marketing & Communication

Broaden public awareness of Rotary in our community and foster membership through maintaining a high standard of communication both within the Club and around Club activities, events, and projects via:

- Club Connections weekly newsletter
- Club emails
- Club Handbook
- Club meetings – both online and in person
- Rotary Club Box Hill Central website
- Rotary Satellite of Box Hill Central – Facebook
- Rotary Club Box Hill Central – Facebook
- Rotary District Social media sites
- Use of Rotary branded clothing, signage, and literature

Harvest and share the information from District 9810 newsletter and Rotary Downunder magazine

Our Actions	
1	Maintain a current Club website (which reflects accurate annual theme branding), which is regularly updated to maintain interest and reflect projects conducted in our community.
2	Update Club social media weekly (min) • Draft a social media content plan/diary • Establish Rotary Club of Box Hill Central Instagram page
3	Create and circulate Club Connections newsletter – weekly.
4	Manage our Zoom account for online meetings and hybrid meetings.
5	Promote the wearing of Club polo shirts, badges, and the use of pop-up banners, flags etc. at Club events.
6	Report the community impact of projects as a component of the social media diary.

Operation Cleft Australia

Provide free cleft repair surgery to needy children, in Bangladesh. To improve health and life outcomes.

Improve the health educational opportunities and life prospects of children born with a cleft lip and or cleft palate.

Work with partner (Deutsche Cleft Kinderhelfer.v) DCKH in Germany

Our Actions	
1	Operation Cleft Australia and DCKH will work towards maintaining our existing agreement for the provision of cleft repair surgery. We will develop a biannual agreement from June 2022 onwards.
2	Ensure that the professional requirements of surgeons' procedures and protocols of patients are maintained in existing and future agreements.
3	Maintain reserves sufficient to fund one year's operations in advance.

Operation Toilets Australia

Provide clean, safe, and sustainable sanitation in schools and surrounding communities in the developing world .

Our Actions	
1	Facilitate and monitor projects in planning or progress.
2	Fundraising – Build partnership with like-minded organisations to raise funds such as International Needs Australia, Rotary Clubs, and other donors.
3	Fundraising • Build partnerships with likeminded organisations to raise funds such as We Can't Wait, Rotary Clubs and other donors. • Apply for local and International Grants including Rotary District as required. • Apply for Rotary Global Grants as required. • Ensure appropriate evidence of milestones or outcomes have been achieved before funds are transferred to the in-country partner. • Ensure project completion reports are finalised and submitted to Rotary International and /or District as required. • Ensure compliance with regulatory bodies and meeting of all statutory obligations and reporting requirements.
4	Promotion & Communication • Ensure appropriate attendance at District Conferences, Club meetings and other promotional events. • Build the Brand by developing a Website, Facebook and Crowd fundraising presence and capability. • Engage with Club members to keep them apprised of the project's status. • Communicate and engage with partner organisations, including Rotary Club partners, and donors to keep them apprised of progress and to provide recognition of their contributions and/or involvement as appropriate.

Rotary Recycle Shop

The purpose of the Rotary Recycle Shop is to operate an Opportunity Shop with net funds raised to be donated to the Rotary Club of Box Hill Central.

Our Actions	
1	Maximise the sales of the shop by using strategies of: a) Marketing to grow customers. b) Pricing to optimise stock turnover and maximise income. c) Compensate the manager for time and expenses incurred. d) Make any facility adjustments as approved by the Committee of Management. e) Recruit and engage volunteers in the operations of the shop.
2	Make distributions to the Rotary Club of Box Hill Central as funds become available.
3	Encourage Club members to volunteer at the Op Shop. Volunteer opportunities include in the shop with customers, and there are several roles that are not customer facing but are essential to the successful operation of this project.

Indigenous Community Support

Owairtilla Canteen Creek

The aim is to maintain a sustainable partnership with the Owairtilla community towards the achievement of their own development aims and objectives.

Our Actions	
1	Support the operation of the community's opportunity shop in line with periodic requests for items.
2	Help with community identified needs and projects. (e.g., The healthy eating program)
3	Support the school with requests for uniforms and equipment when requested and where feasible.
4	Maintain regular communication with the community. Goods sourced from Rotary Recycle and other donors, and consignments transported by K&S Freighters at least twice a year.

Local Initiatives to Support Reconciliation

Our Actions	
1	Recognising the importance of grass roots awareness and understanding of cultural, health and education needs of the indigenous population a local project positively impacting community attitudes will be explored with local early childhood education services
2	Support projects making significant progress in education and literacy for indigenous students

The Rotary Foundation

The Club aims to support The Rotary Foundation and encourage members to support The Rotary Foundation.

Support for The Rotary Foundation can be through the Centurion Club and other direct giving – many of these avenues are tax deductible.

The Club aims to use funds granted by The Rotary Foundation for Club Projects to maximise the impact in our local, national, and international communities.

Our Actions	
1	Encourage members to donate through the Centurion Club and provide updates of giving through Centurion Club, impact, and benefits.
2	Apply for grants offered by The Rotary Foundation – these may be, local, District, or Global Grants. Each has a different criterion.
3	Ensure appropriate attendance at The Rotary Foundation workshops and seminars held by District 9810 administration. This ensures our Club remains eligible to participate in grant programs offered by The Rotary Foundation.
4	Evaluate suggestions for international or local projects where these are District or Global Grants.

Introduction to Rotary International

Rotary International is the world's premier community service organisation.

It operates in nearly every country and has strong credibility at the highest levels of business and government. It has no political or religious affiliations. Each Rotary Club is autonomous and has its own projects but is linked to the global aims and structures of Rotary International. The Rotary Club of Box Hill Central Strategic Plan 2022 - 2025 has been developed within this framework.

Rotary International Objectives

Rotary International's Mission is to provide service to others, promote integrity, and advance world understanding, goodwill, and peace through fellowship of business, professional, and community leaders.

Rotary's Core Values:

Fellowship, Integrity, Diversity, Service and Leadership

Rotary Motto

Service above Self

The Four-Way Test

The Four-Way Test is a nonpartisan and non-sectarian ethical guide for Rotarians to use for their personal and professional relationships. The test has been translated into more than 100 languages.

Of the things we think, say or do

1. Is it the TRUTH?
2. Is it FAIR to all concerned?
3. Will it build GOODWILL and BETTER FRIENDSHIPS?
4. Will it be BENEFICIAL to all concerned?

Avenues of Service

We channel our commitment to service at home and abroad through five Avenues of Service, which are the foundation of club activity.

Club Service focuses on making clubs strong. A thriving club is anchored by strong relationships and an active membership development plan.

Vocational Service calls on every Rotarian to work with integrity and contribute their expertise to the problems and needs of society.

Community Service encourages every Rotarian to find ways to improve the quality of life for people in their communities and to serve the public interest.

International Service exemplifies our global reach in promoting peace and understanding. We support this service avenue by sponsoring or volunteering on international projects, seeking partners abroad, and more.

Youth Service recognizes the importance of empowering youth and young professionals through leadership development programs.

The Rotary Foundation – Seven (7) areas of focus

We have selected The Rotary Foundation as our Charity of Choice. Programs supported by The Rotary Foundation must address any (and many) of the following areas of focus:

- Peace Building & conflict Prevention
- Basic education & Literacy
- Disease Prevention & treatment
- Water Sanitation & Hygiene
- Community Economic Development
- Maternal & Child Health
- Supporting Environment

Rotary Club of Box Hill Central – Vision and Purpose

Our Club Vision

Making a Difference through Service above Self, locally and globally.

Our Club Purpose

We are an action-oriented club where members gain a high level of personal fulfilment, sense of purpose and satisfaction that comes from serving with others as a member of an active, dynamic, supportive, local Rotary Club of Box Hill Central, which is recognised and valued as an important member Club of the worldwide Rotary International community, with its history and purpose of 'Doing Good in the World'.

As a result of members' commitment to each other and Rotary and through our passion, integrity, and professional competence we support and complete projects and initiatives that have a lasting impact and enrich the lives of young people and adults.

Rules of the Rotary Club of Box Hill Central

The Rules of the Rotary Club of Box Hill Central Incorporated (Victoria) Australia wide Version 5 (Incorporating Council on Legislation Amendments 2016) sets out the club's objectives in Article 5 – Object of Rotary, and in Article 6 – Avenues of Service.'

Article 5 – Object of Rotary

The Object of Rotary is to encourage and foster the ideal of service as a basis of worthy enterprise and to encourage and foster:

- First The development of acquaintance as an opportunity for service.
- Second High ethical standards in business and professions; the recognition of all useful occupations; and the dignifying of each Rotarian's occupation as an opportunity to serve society:
- Third The application of the ideal of service in each Rotarian's personal, business and community life.
- Fourth The advancement of international understanding, goodwill, and peace through a world fellowship of business and professional persons united in the ideal of service.

Article 6 – Five Avenues of Service

Rotary's five Avenues of Service are the philosophical and practical framework for the work of this Rotary club.

1. Club Service, the first Avenue of Service, involves action a member should take within this club to help it function successfully.
2. Vocational Service, the second Avenue of Service, has the purpose of promoting high ethical standards in businesses and professions, recognizing the worthiness of all dignified occupations, and fostering the ideal of service in the pursuit of all vocations. The role of members includes conducting themselves and their businesses in accordance with Rotary's principles and lending their vocational skills to club-developed projects to address the issues and needs of society.
3. Community Service, the third Avenue of Service, comprises varied efforts that members make, sometimes in conjunction with others, to improve the quality of life of those who live within this club's locality or municipality.
4. International Service, the fourth Avenue of Service, comprises those activities that members do to advance international understanding, goodwill, and peace by fostering acquaintance with people of other countries, their cultures, customs, accomplishments, aspirations, and problems, through reading and correspondence and through cooperation in all club activities and projects designed to help people in other lands.
5. Youth Service, the fifth Avenue of Service, recognizes the positive change implemented by youth and young adults through leadership development activities, involvement in community and international service projects, and exchange programs that enrich and foster world peace and

cultural understanding.

Registration and contact details

The following are key identifiers for our club:

ABN	41 172 771 864
Registered Incorporated Association	A0025420R
Postal address	PO Box 631 Box Hill Victoria 3128
Club websites	https://www.boxhillcentralrotary.org.au/
Facebook pages	
Rotary Satellite Club Box Hill Central	https://www.facebook.com/boxhillcentralrotary.org.au/
Rotary Club Box Hill Central	https://www.facebook.com/BoxHillCentralRotary/

Our Club Overview

Club Organisation

The Club conducts its operations and activities through weekly club meetings of members, the Board, and its subcommittees for each of the five avenues of service, and separate legal entities it has established namely:

- Operation Cleft Australia,
- Operations Toilet Australia and
- Rotary Recycle Shop.

In addition, there are coordinators and administrators who organise club activities, events, and members' input to meet club needs and commitments.

The range of coordinated activities includes, but is not limited to:

- Whitehorse Farmers' Market,
- Bunnings Barbeques,
- I Am Someone market stalls
- ASRC Food Drives <need to put ASRC out in full>
- Club Connections weekly newsletter,
- Weekly meeting guest speaker program,
- Meet and greet rosters
- Hybrid meeting tech support
- Attendance at external functions as they occur
- Club social events
- Supporting District 9810 organised activities such as the District Conference and various training opportunities.

Individual club members become involved in such entities and activities listed above according to their interests, passion, and time availability. Members are not expected to be involved in all activities nor is the Club expected to have the resources to fund and support every strategic priority every year. The strategic priorities are prioritised, each year, to reflect the needs of the communities.

The Club values the contributions made by all members. Our Club acts as facilitator with other organisations to achieve our goals. This is particularly the case with Operation Cleft Australia and Operation Toilets Australia and with Rotary Recycle Shop. All our activities depend on the contribution of many volunteers in many ways to achieve the goals of each priority.

Club Commitments

The Club is committed to

1. Open and transparent decision making with Club members.
2. Ensure all funds raised in conjunction with third parties are spent for the purpose raised.
3. Collaborating with partners, who share the same values and philosophies as the Club and the wider Rotary movement, for the purpose of fund raising, sharing professional and technical expertise, and delivering quality project outcomes. This includes like-minded organizations, including other Rotary clubs, NGOs, authorities, technical experts, and business groups. Each partner is subject to such organisation satisfying our due diligence criteria.
4. Ensuring all projects and initiatives provide "value for money" and are delivered in an efficient and effective manner providing tangible sustainable benefits to recipients.
5. Providing a "giving program" that is balanced between supporting local needs and global projects with a focus on most funds being allocated to significant activities as listed in the Giving program as Gold and Silver giving.
6. Behaving and undertaking Club activities in a professional manner. We recognise the greater scrutiny and consequent obligations (including legislated obligations) of organizations in the public arena, including Rotary. We undertake to ensure that there is rigorous governance and accountability for funds donated by the public. A key duty of care responsibility of every club member is to be registered with a Working With Children Check (WWCC) which is a requirement for all who participate in Club Youth activities or District Conference.
7. Creating a climate of trust and goodwill among Club members, partners, and family, volunteers and donors who support the Club, and the wider community.

Club Organisational and Operational Performance

Club Membership Framework

The Club strives to provide Club members with a high level of personal fulfilment, sense of purpose and satisfaction that comes from serving with others as a member of an active, dynamic, supportive, local Rotary Club of Box Hill Central or Rotary Satellite Club Box Hill Central.

The Club recognises that membership growth, together with retention must be the core driver to enable the Rotary Club of Box Hill Central and Rotary Satellite Club Box Hill Central to continue to grow, flourish and effectively achieve its Mission of 'Making a Difference through Service above Self.'

Membership growth remains a major priority for the Club. We shall seek to build on the strengths of the clubs which are:-

1. A Rotary Club comprised of members committed to each other and Rotary for the purpose of making a 'Difference through Service above Self,' locally and globally.
2. Young Club (Charter Granted 1990), resourceful, capable, and dynamic with gifted, influential, and professional people (active and retired) as members.
3. In its short life, the Club is a professional, business executive aligned Breakfast Club with a good gender balance (We can improve the balance further).
4. A weekly Breakfast Club with a short one-hour tight meeting discipline (Concludes by 8.30 am sharp). There is a strong focus on seeking prominent, interesting, relevant, and challenging presenters at each weekly meeting.
5. A monthly Dinner Club (Satellite Club) with a focus on projects supporting *Whitehorse Community? <check transcription>*
6. Successful planned project/programme outcomes achieved with a balance between global, national, and local projects These include Operation Cleft Australia and Operation Toilets Australia, Owairtilla (Canteen Creek) and ongoing participation in community, youth, and vocational activities.
7. A well-established fundraising support enterprise, through the operation of the Rotary Recycle Shop plus fundraising activities detailed under fundraising.
8. Ability to provide outstanding value for money through leveraging the tremendous opportunities offered by the Rotary Grants, both District and Global.
9. Efficiently and effectively organise significant financial support for a wide range of causes.
10. Encourage a strong social life amongst members , involving partners, families, friends, and member prospects in a well-planned regular social 'fun-time' program of activities. Sometimes this extended group of friends and supporters and sponsored programs is referred to as "The Family of Rotary".
11. The annual membership fees are reasonable for professional/executive people (active and retired), and lower than most Rotary clubs that have a dinner meeting format.
12. During the planning cycle the Club has opportunities for club growth by making changes to the Club Rules and By Laws in the areas of membership types, classifications, attendance requirements and meeting format as promoted by Rotary International.

Financial

To support the Club in achieving its goals, the Rotary Club of Box Hill Central will optimise returns from signature fund raising major events, review its "Giving Program" and ensure long term financial sustainability of the Club.

Our Actions	
1	Establish a membership fee, each year that reflects the costs of the operation of the club and shares the cost of maintaining the operation of the club, equally among the membership.
2	Signature fund raising events including major events are: • International Women's Day Breakfast, • Grand Final Breakfast • I Am Someone • Whitehorse Farmers' Market • Collaboration with other Rotary Clubs, • Joint program partners • Donors, and • Optimising Rotary Grants.
3	Review the beneficiaries of local giving program annually.
4	Adopt the budget management principles, as follows: • Buffer amounts will be retained in both the Fundraising and Administration accounts to cover unforeseen circumstances. • The buffer amount shall be set at 50% of the prior year's actual expenditure from the fundraising budget allocations plus 50% of the actual administration expenditure in the prior year. • Tied grants must go 100% to the designated recipient(s). • The club will not fund administration costs of organizations not under the control of the club. • Adjust our Giving Program to align with the funds available on a regular basis.
5	Ensure funds are sourced in line with Rotary guidelines for Club administration, equipment, and promotion.

Financial Goals, Strategies and Principles

Enabling Goals, Strategies, and principles

To support the Club in achieving our goals, the Rotary Club of Box Hill Central and the Satellite Club will, annually:

Prepare an annual budget for approval by the Board at its July meeting

1. Optimise returns from our signature fund raising including major events, International Women's Day, Grand Final Breakfast, I Am Someone market days, and collaborations with other Rotary Clubs, donors & optimise obtaining Rotary Grants.
2. Adopt the budget management principles, as follows:
3. Buffer amounts will be retained in both the Fundraising and Admin accounts to cover unforeseen circumstances.
4. The buffer amount shall be set at 50% of the prior year's actual expenditure from the fundraising budget allocations plus 50% of the actual administration expenditure in the prior year.
5. Tied grants must go 100% to the designated recipient(s).
6. The club will not fund administration costs of organizations not under the control of the club.
7. Adjust the Giving Program to align with the funds available on a regular basis.
8. Ensure uniform treatment of our accounts by any income received by the Club, except under the exceptions shown below, will be processed as fundraising income, and reported as such in both the Club's annual reports and returns to Consumer Affairs Victoria.

Exceptions

1. If it is known that the funds were specifically intended for Club administration purposes. This can only occur when it has been made clear to the provider of the funds that the funds were intended for administration purposes.
2. If the Treasurer believes funds have been forwarded to the club in error rather than to the intended recipient. In this case the funds will be processed through the contra system and forwarded to the intended recipient in full and will not be included in Club fundraising totals in either the Club's annual reports or in Consumer Affairs Victoria returns.

It must be noted that Donors often clearly articulate a desire to, or are formally required to, donate "through" the Club-to-Club entities such as Operation Toilets Australia or Operation Cleft Australia. These donations will be included in fundraising totals in both the Club's annual reports and returns to Consumer Affairs Victoria.

Use of the Contra System.

The contra system is intended to deal with financial transactions that, while they have occurred through the Club bank account, do not relate to Club service projects - e.g., monies collected for conference attendance, theatre nights or Club shirts. The nature of this process is that the income should match outgoings over the financial year however, it is not unusual for small discrepancies to occur which result in an administrative cost to the Club.

Club Giving Program

To support or complete projects and initiatives that have a lasting impact and enrich the lives of young people and adults the Club has several “Signature Fundraising” activities which supports its “Giving to Others” initiatives and projects.

Giving to others:

Projects are categorised according to those which are of primary importance to the Club, and which have been supported annually for several years in the past and which the Club is committed to support in an on-going basis. Gold Projects International and Regional tend to involve higher project costs and require a governance arrangement to oversee their operations.

Gold Sponsorship – International

Activities when aggregated are more than \$10K for facilitating, resourcing, or underwriting

- Operation Cleft (Bangladesh), Operation Toilets (India & Ethiopia)

Gold Sponsorship – Regional

Ongoing large activities which occupy significant time and resources of the Club

- Owairilla Indigenous Community (Canteen Creek)
- I Am Someone

Gold Sponsorship – Local

Local activities which the Club has made a long-term commitment of funds and time

- Whitehorse Men's Shed,

Silver Sponsorship – Local

Local activities which the Club has made a commitment of smaller amounts of funds

- Student Scholarships
- Our Lady of Sion Citizenship Award,

Rotary “Family” Projects and Programs

- The Rotary Foundation (Centurion Club giving in Rotary Club of Box Hill Central is via individual Club members),
- Polio Plus,
- Plan International,
- Rotary Oceania Medical Aid for Children (ROMAC),
- Model United National Assembly (MUNA),
- Rotary Youth Leadership Awards (RYLA),
- Rotary Youth Program for Enrichment (RYPEN),
- Disaster Aid Australia,
- Australian Rotary Health,
- Interplast,
- Rotaract,
- Interact,
- EarlyAct,
- National Youth Science Forum (NYSF)

Community Grants and additional Initiatives/projects

The club also gives several other grants, scholarships, and sponsorships each year according to funds available and the needs of groups or organisations. A small number of programs receiving repeat funding every year, but with most of the others receiving funding for one or two out of the planning period. Such allocations are usually smaller amounts plus one off in nature or may be related to some emergency such as a natural disaster. These shall not be made at the expense of any of the above Gold, Silver or Rotary Projects and Programs