

ZONE / DISTRICT DISASTER RESPONSE GUIDE

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Need a good idea as to what we want to include in this section

FORWARD

MESSAGE FROM ROTARY INTERNATIONAL DIRECTOR BETH STUBBS

A message from Beth.

ACKNOWLEDGEMENTS

About the individuals who worked on the development of the RI Zone 30/31 Disaster Planning and Response Guide.

Larry Agee

Larry Agee is a member of the Rotary Club of Westlake, LA and serves as the Rotary District 6200 Disaster Response Committee's Chair. He is the confounder and Executive Director of Disaster Aid USA.

Frank Bradshaw

Frank Bradshaw is a member of the Rotary Club of Lafayette, LA., and served as Rotary District 6200 Governor in 2002-03. Frank became involved with disaster response and recovery on two fronts when Hurricanes Katrina and Rita impacted the Gulf Coast in 2005.

The first front was on a professional level when the venues he was responsible for became emergency shelters and medical centers for displaced individuals and medical personnel. From this experience, Frank worked with other venue executives to develop an industry-wide guide and set of best practices to be used by venue industry professionals when public assembly venues such as arenas and convention centers become 'mega shelters'.

The second front with Rotary as Frank served as chair of the District's foundation during this period and helped to coordinate its efforts to assist with recovery from those two hurricanes. Since that time, Frank has worked with the District's foundation on a continual basis, assisting Rotary Clubs and Districts in responding to disasters that impact them.

Currently, Frank serves as Chair of the RI Zones 30/31 Disaster Response Advisory Committee.

Dan Flynn, CEM, MEP

A career Consultant in Emergency Management, Dan Flynn has served as a Subject Matter Expert for the U.S. Department of Homeland Security, numerous state governments, national associations, and private industry. He has served 18 years with the Federal Mass Fatality Team. Prior to that, Dan served 5 years with FEMA's elite Urban Search and Rescue Team. He is an Instructor and Responder for Kenyon International, a leading worldwide disaster response organization.

During COVID-19 pandemic, Dan served in both New York and Los Angeles. For his efforts, he was awarded the Federal government's COVID Responder Medal.

Dan has developed disaster response efforts for several national-level private sector and volunteer organizations. He holds both the Certified Emergency Manager and Master Exercise Practitioner designations.

Dan currently serves as an Assistant Governor in Rotary District 6060, covering eastern Missouri. He is also the District's Disaster Response Chair and a State Ambassador for ShelterBox.

Wayne Gerlock

Wayne Gerlock joined the Rotary Club of Marion, IL in 1977, after moving to Marion in 1974. He served as District 6510's District Governor in 2006-07 after serving in all leadership positions for the Rotary Club of Marion and was their President in 1995-96. Wayne has served District 6510 as: 1998-99 District Conference Co-Chairman; Assistant Governor of Area 6 from 2000-04; District Trainer 2003-06; and Deputy Governor for Community Service 2005-06. Governor Wayne served as District Administrator for 10 years starting in 2008.

Wayne led the chartering of "The Rotary Club of Williamson County, Heartland" in Marion, IL in 2003. While District Governor, he also chartered the "Rotary Club of Red Bud". In 2004, Wayne was one of the organizers of the "Land of Lincoln President-Elect Training Seminar", which is made up of 4 Districts from Southern/Central Illinois and Southern/Central Indiana. The first LOLPETS was held, to train the incoming Presidents, during Wayne's year as District Governor 2006-07. He continued as an officer of LOLPETS from 2005 until 2023.

Also, during Wayne's District Governorship, he authorized the start of the "District Disaster Response Committee". In 2017-18 Wayne became a Co-Chair of the committee and helped DAC design and write the software for their Disaster Response (DR) module. The DR software tracks member volunteers, member equipment, and member services. He currently serves as: Vice Chair for Southern

Illinois Regional COAD; Rotary International District 6510 Disaster Co-Chair; Rotar International Zones 30/31 Disaster Response Advisory Committee member; and Disaster Aid USA Zone 31 (North) Co-Director.

Mark Hudson Lee

Mark Hudson Lee has been a member of the Rotary Club of Houma (Louisiana) since 2004, served as club president in 2010-11 and Rotary District 6200 Governor in 2021-22.

Mark has served his District as an Assistant Governor, Membership Chair, RLI Chair, Visioning Chair, 2018 District Conference Co-Chair, and as a past convener of the District 6200 Nominating Committee. He has also been a RYLA Counselor, a PETS facilitator, and helped to develop the first on-line E-Club in District 6200.

His experience after Hurricane Ida just a few short months into his Governor year of 2021 made him uniquely qualified to serve on the Rotary Zones 30/31 Disaster Response Advisory Committee.

Phil Lusting

Phil Lusting is the current DNA-RAG Vice Chair. He served Rotary District 6930 as its District Governor. Phil is also treasurer of the Caribbean Partnership, and a member of the Rotary District 720 Disaster Relief Committee.

April Meehleder

April is a disaster professional with years of leadership experience working with volunteer-led organizations. April's journey in disaster response started during her service year with AmeriCorps National Civilian Community Corps, where she served as a Team Leader and Wildland Firefighter, primarily assisting communities impacted by natural disasters. April also has professional experience in Supply Chain Management, Risk Management, Business Development, and Volunteer Management. She holds a bachelor's degree in public relations from Eastern Michigan University. Her passion lies in building sustainable communities and helping individuals reach their full potential.

Seema Sachdeva, MD

Seema Sachdeva is a Pediatrician in Pikeville, KY and a member of the Rotary Club of Pikeville, KY. She served as Rotary District 6740 Governor during the 2022-23 Rotary year. During her term as District Governor, a flood swept through eastern Kentucky on July 27, 2022, killing 45 people and displacing thousands of residents.

Gail Story

Gail Story is a member of the Rotary Club of South Oldham County, KY. She served as District Governor for Rotary District 6710 during the 2021-22 Rotary year. Gail was the sitting District Governor when an outbreak of tornadoes impacted a number of communities in Kentucky. As a result of this, Gail has lead the efforts in establishing an actively District Disaster Response Committee.

Robert Stuart, Past Rotary International Director

Robert “Bob” Stuart is a member of the Rotary Club of Springfield, IL. Bob served as Rotary District 6460 Governor in 1985 and RI Director in 2005-07. He initiated and chaired the Hurricane Katrina Donor Advised Fund. Bob is currently chairing and/or serving on Donor Advised Funds for Haiti, Nepal, Puerto Rico, and Harvey, as well as initiating annual “REDI” Disaster Training Workshops. He chairs the Disaster Network of Assistance Rotary Action Group (DNA-RAG) and recently chaired the RI’s RAGs Chairs Council.

Beth Stubbs, Rotary International Director

Beh Stubbs is a member of the Rotary Club of Marville, TN. She served as District Governor for Rotary District 6780 during the 2015-16 Rotary year. Beth is a Certified Public Accountant (CPA).

Barry Rassin, Past Rotary International President

Barry Rassin served as President of Rotary International in 2018-2019.

Mr. Rassin was named the first Fellow of the American College of Healthcare Executives in The Bahamas. He retired as President of Doctors Hospital Health System in Nassau, Bahamas, after a stellar 38-year career, where he remains as a Director. The organization grew significantly from 11 employees to 600 and was the first JCAHO (International) accredited hospital in the region.

Barry has been a member of the Rotary Club of East Nassau since 1980, serving as President in 1987-88. He continued his Rotary service as Governor for District 7020 (10 countries in the Caribbean), Member of the Rotary International Board of Directors, Trustee and Vice-Chair of The Rotary Foundation (elected to be the Chairman of The Rotary Foundation for 2023-24), as well as Chairman of Shaping Rotary’s Future. In The Bahamas, he was the founding Chairman of Volunteer Bahamas, a national program to create a

culture of volunteerism in the country. He is also on the National Consultative Vaccination Committee to coordinate all the volunteer efforts toward vaccinations.

Barry Rassin has served both Rotary International and The Rotary Foundation in many capacities such as Chairman of the Rotary International Finance Committee, and as Rotary International Training Leader and Seminar Trainer for Training Leaders.

Mr. Rassin is the founder of HANWASH - Haiti National Water, Sanitation and Hygiene Strategy, a collaborative program to bring potable water and satisfactory sanitation to all the citizens of Haiti. This is a multi-decade, US \$2.3 billion initiative. Mr. Rassin is the Chair of the US based 501(c)3 HANWASH Charitable Foundation.

In 2010, Barry coordinated the Rotary disaster relief efforts in Haiti following the devastating earthquake. Rotary raised \$6.5 million and Barry personally supervised the completion of the 105 relief/development projects throughout Haiti. He is now on the Bahamas Rotary Disaster Relief Committee working on Hurricane Dorian relief and Covid19 relief. He is a Trustee of the University of The Bahamas.

Mr. Rassin has been recognized for his humanitarian service by many organizations both within and out of The Bahamas. He received the Service Above Self Award from Rotary International and was presented with the National Award of Health Hero by the Bahamas Ministry of Health and PAHO. He was honored with the Healthcare Development Leadership Award from Healthcare Development Magazine and is listed in the second volume of Legends in The Bahamas. He was acknowledged by the Order of Malta with the Grand Cross Pro Merito and granted The Bahamas Icon Award for Commerce. In 2018 he was identified by The Government as an Officer of the Order of Distinction of The Bahamas.

Mike Terrelonge

Mike Terrelonge is a DNA-RAG Training Leader and a member of the Caribbean Partnership. He currently serves on the District 7070 Disaster Management Committee.

Elizabeth Usovicz, Past Rotary International Director

Elizabeth Usovicz served as Rotary international Director in 2021-2023.

Throughout her tenure as Director, Elizabeth supported district governors and their teams during disasters such as Hurricane Ida, tornadoes and flooding throughout Zone 30 and 31. Believing that districts and zone leaders can be better prepared for disaster response, she turned to Past Director Bob Stuart and Past Governor 6200 Frank Bradshaw to connect with the Rotary Disaster Network Assistance Rotary Action Group. Their efforts re-activated a Disaster Response Advisory Committee in Zone 30 and 31. Elizabeth especially appreciates the expertise of the Rotary leaders in addressing this significant issue, and the collaboration and continuity with then-Director Elect Beth Stubbs on this initiative.

Elizabeth is a member of the Rotary Club of Kansas City Plaza in Kansas City, Missouri. In addition to serving on the Board of Directors, she has served on numerous Rotary International committees and in other regional capacities.

Elizabeth's personal tagline is "The Power of We is Within Us All". Her passion in Rotary for more than 22 years is supporting orphans and at-risk children in Malawi, Africa. She has written ten Rotary Foundation grants in support of Malawi's children, including leading a district-wide global grant to provide women and children under the age of five with malaria bed nets in 40 villages in Mangochi region.

As a result of this grant, child mortality in those villages dropped by 80% in just 6 months. She was recognized by the Kansas City Royals Major League Baseball organization as a Buck O'Neill Legacy Seat honoree for her decades of work in Malawi.

Elizabeth is a recipient of the Rotary Foundation Citation for Meritorious Service. In 2014, she was recognized at the White House as a Rotary Women of Action honoree, and she is a 2011 and 2012 recipient of the United States President's Volunteer Service Award.

Bob Vaughn

Bob Vaughn is a Retired Colonel, having served for 10 years as the National Guard Liaison to New Orleans Emergency Operations Center. Bob served as Rotary District 6840 Governor during Hurricane Ida.

INTRODUCTION

Welcome to the RI Zones 30/31 Disaster Planning and Response Guide. This comprehensive guide is designed to assist Rotary Zones, Districts, and Clubs in preparing for, responding to, and recovering from various types of disasters and emergencies. This guide aims to equip you with the knowledge and tools necessary to effectively manage crises and minimize the impact of disasters.

Disaster can strike unexpectedly and have devastating consequences on lives, infrastructure, and the environment. From natural disasters such as hurricanes, earthquakes, and wildfires, to human-made emergencies like industrial accidents and terrorist attacks, being prepared and having a well-coordinated response can save lives and mitigate damages.

This guide is structured to provide leadership teams at the Zone and District levels with practical guidance on disaster preparedness, response strategies, and recovery efforts. The guide includes such topics as organizational structures, emergency planning, communication, resource management, networking opportunities, foundations, etc.

The information presented here is based on best practices and lessons learned from past disasters. It emphasizes the importance of collaboration, coordination, and continuous improvement in disaster management. By adopting the principles outlined in this guide and customizing them to each Zone/District's needs and circumstances, you can enhance your entity's resilience in the face of adversity.

We encourage you to use this guide as a reference and a roadmap for developing and refining your disaster preparedness and response capabilities. Remember, preparedness is a shared responsibility that requires proactive engagement at all levels.

Thank you for your commitment to disaster readiness and response. Let's work together to ensure that we are prepared for whatever challenges lie ahead.

ROTARY INTERNATIONAL

ZONES 30 & 31 DISASTER RESPONSE ADVISORY COMMITTEE

OVERVIEW

Mission Statement:

The Rotary Zones 30/31 Disaster Response Advisory Committee plays an integral role in supporting the Rotary Zones and Rotary Districts with their respective Disaster Response Committees. The Rotary Zones 30/31 Disaster Response Advisory Committee will act in an advisory role and provide guidance, structure, resources, communication, and connections.

The Rotary Zone 30/31 Disaster Response Advisory Committee can support the Zones and Districts with their disaster response plan and responses throughout the year by:

- Developing “best practices” regional and district disaster response plans.
- Developing relationships with NGOs and relief/recovery agencies.
- Information dissemination and circulation.
- Sharing preparedness, response, and long-term recovery training and education.
- Be a resource to Zone Leadership and District Leadership teams and support both in the development of Disaster Response Committees.
- If team members from one Zone/District Disaster Response Team are unable to respond to a situation, the Advisory Committee will work to assist with pairing the effective response team with resources from another disaster response team.

- **Make recommendations to the Zone Director and Zone Director-Elect regarding the advancement of seed money to districts impacted by disasters.**
- Keeping the concept of “Disaster Response” relevant and current.

ROTARY INTERNATIONAL ZONES 30 & 31 ZONE DISASTER RESPONSE COMMITTEES STRUCTURE / SETUP INTERNATIONAL

OVERVIEW

Mission Statement:

The Rotary Zone Disaster Response Committees (ZDRC) play an integral role in supporting the Rotary District Disaster Response Committees (DDRCs). The ZDRC will act in an advisory role and provide guidance, structure, resources, communication, and inter-district connections while providing ongoing leadership throughout the year.

The ZDRC will act as a liaison between districts and in partnership with Rotary Leadership to align with response initiatives. The ZDRC will also assist with the organization of DDRCs and guide the application process for 501(c) 3 status.

The ZDRC can support their DDRCs throughout the year by sharing preparedness, response, and long-term recovery training and education opportunities.

Advisory Role: The ZDRC will help guide DDRCs, by providing leadership and assistance when needed.

Communication: The ZDRC will help with inter-district communications by making connections and sharing information to assist impacted communities.

Guidance: The ZDRC will help DDRCs navigate all phases of disaster, including formation and 501(c) 3 status.

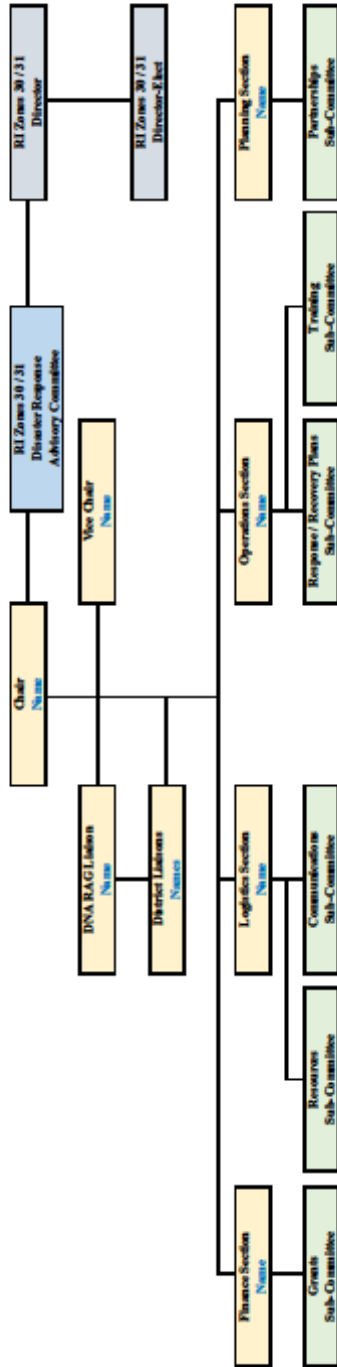
Resources: The ZDRC will act as a resource hub. Provide education, training, and disaster best practices to help DDRCs best serve their communities and members.

Inter-District Support: The ZDRC will provide updates and real-time assistance to allocate resources and support in times of disaster response and recovery.

Grants Assistance: The ZDRC will help with grant assistance and management, including sharing financial best practices.

ZONE LEVEL – ORGANIZATIONAL CHART

Disaster Response Committee Structure - Zone Level
Organizational Chart



ZONE LEVEL – JOB DESCRIPTIONS

ZONE 30 DISASTER RESPONSE COMMITTEE

ZONE 31 DISASTER RESPONSE COMMITTEE

A Zone Disaster Response Committee which is set up to assist, other than direct operational or support functions or resources, to the District Response Committees' incident management efforts. Incidents can be defined as a natural or manmade occurrence that necessitates a response to protect life or property. Incidents can include planned events as well as emergencies and/or disasters of all kinds and sizes.

- **ZONE DISASTER RESPONSE COMMITTEE CHAIR**

- **Scope**

- The Zone Response Committee Chair, working with other members of the Committee, sets the objectives, strategies, and priorities for the Zone's support of its member Districts' responses to disaster response efforts within the Districts. The Chair is responsible for the overall direction of the Zone's level of response and assistance.

- **Responsibilities**

- Responsible for managing and directing the Zone Disaster Response Team.
- Establish objectives and make assignments.
- Establish and maintain connections with partners.
- Responsible for all disaster response assistance functions, including the four key sections: Operations, Planning, Logistics, and Finance/Administration.

- **Desirable Skills / Experience**

- ICS 100 Training.
- Some working knowledge of appropriate responses to various types of incidents.

- **VICE ZONE DISASTER RESPONSE COMMITTEE CHAIR**

- **Scope**

- The Zone Disaster Response Committee Vice Chair works in concert with the Zone Disaster Response Committee Chair. They assume the Chair role, with the associated responsibilities, when the Chair is absent or unavailable.

- **Responsibilities**
 - Works with the Zone Disaster Response Committee Chair to ensure the smooth running of the assistance response efforts to the District Response Committee in addressing various incidents.
- **Desirable Skills / Experience**
 - ICS 100 Training.
 - Some working knowledge of appropriate responses to various types of incidents.
- **DNA RAG LIAISON**
 - **Scope**
 - The DNA RAG is responsible for working with the Disaster Network of Assistance Rotary Action Group (DNA RAG).
 - **Responsibilities**
 - Point of contact with the Disaster Network of Assistance Rotary Action Group (DNA RAG).
 - **Desirable Skills / Experience**
 - ICS 100 Training.
 - Some working knowledge of appropriate responses to various types of incidents.
- **DISTRICT LIAISONS**
 - **Scope**
 - The District Liaisons are those individuals identified within the District Disaster Response Committee and tasked with being the contact person between the District Disaster Response Committee and the Zone Disaster Response Committee.
 - **Responsibilities**
 - Ensures the flow of information between the Zone Disaster Response Committee and the District Disaster Response Committee.
 - **Desirable Skills / Experience**
 - ICS 100 Training.

- Some working knowledge of appropriate responses to various types of incidents.
- **FINANCE/ADMINISTRATION SECTION**
 - **Scope**
 - The Finance/Administration Section offers assistance to the District Disaster Response Committee with overseeing an incident's administrative and financial considerations. The Finance/Administration Section Chair assists the District in such areas as monitoring costs related to an incident response.
 - **Responsibilities**
 - Responsible for assisting District Disaster Response Committees with an incident's financial and cost analysis.
 - Provide assistance with contract negotiations and monitoring.
 - Provide assistance with the accounting for volunteer manhours, donations of materials and equipment, expenses, etc.
 - Provide assistance with the documentation and reporting of volunteer manhours, donations, and possible reimbursements.
 - Provide assistance with grant writing associated with the mission of the District Disaster Response Committee, both TRF Disaster Response Grants and other grant opportunities.
 - Provide assistance in the development and oversight of fundraising relating to the mission of the District and the District Disaster Response Committee.
 - **Desirable Skills / Experience**
 - ICS 100 Training.
 - Some working knowledge of appropriate responses to various types of incidents.
 - Experience in accounting, bookkeeping, etc.
- **LOGISTICS SECTION**
 - **Scope**
 - The Logistics Section assists the District Disaster Response Committee with items such as providing facilities, services, and materials for the incident to which a response is needed. These resources can include personnel, equipment teams, supplies, and facilities.

- **Responsibilities**
 - Assist the District Disaster Response Committee with ordering, obtaining, maintaining, and accounting for personnel, equipment, and supplies for planned District response support activities.
 - Assist with providing communications planning and resources for the District Response Team.
 - Provides assistance to the District Disaster Response Committee with providing food and beverage services for District volunteers if needed and required.
 - Assist the District Disaster Response Committee with securing and coordinating needed facilities to carry out planned activities.
 - Assist the District Disaster Response Committee with coordinating, if required, any transportation needed to support district support activities.
 - Advise District Disaster Response Committees on best practices to ensure the District Response Teams' well-being and coordinate medical assistance if required by the teams.

- **Desirable Skills / Experience**
 - ICS 100 Training.
 - Some working knowledge of appropriate responses to various types of incidents.
 - Experience in the areas of supply chain management.

- **OPERATIONS SECTION**
 - **Scope**
 - The Operations Section is responsible for assisting the District Disaster Response Committees and those efforts in implementing incident response operations.

 - **Responsibilities**
 - Assist the District Disaster Response Committee with developing and implementing the District's disaster response efforts.
 - Assist the District Disaster Response Committee with developing and implementing strategies and tactics to accomplish the response to the incident.

- Assist the District Disaster Response Committee with organizing, assigning, and supervising all the response resources assigned to the incident.
 - Assist the District Disaster Response Committee by providing the appropriate training opportunities to District Disaster Response Committee members and District Incident Response teams.
 - Assist the District Disaster Response Committee with providing best practices for setting up and managing a Point of Distribution (POD) if established.
 - **Desirable Skills / Experience**
 - ICS 100 Training.
 - Some working knowledge of appropriate responses to various types of incidents.
 - Experience working with non-profit organizations.
- **PLANNING SECTION**
 - **Scope**
 - The Planning Section provides assistance to the District Disaster Response Committee in its efforts to support the incident planning process by tracking resources, collecting and analyzing information, and maintaining documentation.
 - **Responsibilities**
 - Assist the District Disaster Response Committee with the preparation and documentation of the District Disaster Response Plan.
 - Provide assistance to the District Disaster Response Committee with the management and maintaining awareness of the disaster and the District's response efforts.
 - Assist the District Disaster Response Committee in developing and implementing the District's demobilization plan associated with the particular disaster.
 - Provide assistance, if needed, with best practices for overseeing the collection, evaluating, and disseminating operational information related to the incident.
 - Provide assistance to the District Disaster Response Committee with preparing and disseminating the District Disaster Response Action Plan.

- Assist the District Disaster Response Committee with methods of providing information and reports to help identify lessons learned during the after-action review process.
- **Desirable Skills / Experience**
 - ICS 100 Training.
 - Some working knowledge of appropriate responses to various types of incidents.
 - Experience in organizational strategic planning.

FREQUENTLY ASKED QUESTIONS

- **What can the Zone do to help Districts and Clubs with Disaster preparedness, response, and recovery?**
 - a. Provide a list of important contacts for disaster-related help.
 - b. Assist by directing offers of supplies and/or volunteers to the District Disaster Committee Chair in the affected area.
 - c. Help the District apply for an Disaster Response Grant from The Rotary Foundation.
 - d. Offer educational opportunities in disaster preparedness, response, and recovery.

- **When affected by a disaster, who is the person(s) to contact at the Zone level?**
 - a. The Zone Disaster Response Committee Chair.
 - b. The Zone Disaster Liaisons Committee Chair.

- **Why is it so important to have your Rotary Zone Involved in the District's disaster response and recovery?**
 - a. The Zone has a large network of contacts in place that are ready to help Districts and clubs.
 - b. The Zone Disaster Response Committee has people with years of knowledge and experience who can offer advice and guidance.

DISTRICT DISASTER RESPONSE COMMITTEES STRUCTURE / SETUP INTERNATIONAL

OVERVIEW

MISSION STATEMENT:

The Rotary District Disaster Response Committee is designed to support disaster preparedness, response, and recovery operations for Rotary Districts in coordination with disaster-impacted communities and Rotary Zone leadership.

The District Disaster Response Committee (DDRC) will act as a liaison with Volunteer Organizations Active in Disasters (VOADs), non-government organizations (NGOs), and local and state jurisdictions.

The DDRCs will provide structure and support to Rotary Districts while serving local communities impacted by disasters. DDRCs can support their communities throughout the year by focusing on preparedness, response, and long-term recovery.

Here's How:

Prepare: Throughout the year, during "blue skies", the DDRC team can host disaster preparedness training and education with district leadership and local clubs.

Activities Include:

- Conduct annual personal preparedness training for members.
- Invite speakers to focus on preparedness topics, including disaster insurance issues and how to build recovery plans in advance.
- Host events and information drives to assemble preparedness kits that can be distributed to community members.
- Host a volunteer event or campaign for club members to work with their communities to create a preparedness plan and store important documents in a safe place.
- Fundraise for critical recovery supplies, such as tarps, which should be stored in strategic locations that can be accessed when a disaster occurs.
- Make a plan for who in the club will be responsible for what actions when a disaster occurs.

- Partner with local Disaster Recovery organizations to gain free training and resources, including various types of insurance: home, renters, auto, and flood.
- Participate in scheduled local COAD and State VOAD calls to build supportive networks and better understand how the DDRC can best support the community.

Preparing for disasters will help build sustainable working relationships with other response organizations before any disaster occurs, enhancing our ability to participate in the response effectively.

Response: Once a disaster hits, the first course of action is to take inventory and connect with Rotary members, partners, government authorities, faith-based organizations, and your local VOAD/COAD.

These touch points will increase the organization and coordination of all response efforts and reveal which local, state, federal, and private resources are available to the community. Once there is a clear understanding of need and response efforts, the DDRC can provide support where necessary and be a great capacity builder for larger organizations responding to the disaster. Remember, there isn't just one way to support in a disaster; there will ALWAYS be room for assistance.

Some DDRCs may wish to add capacity to larger disaster organizations, while others may want to help with the distribution of goods. At the same time, some choose to fundraise or offer space to help homeowners identify helpful resources to recover. There isn't a "one-size-fits-all solution"; there are many different ways to help.

Activities Include:

- Distribution of goods and resources.
- Partner with a response organization to add capacity.
- Conduct community assessments to understand damages and survivor needs better.
- Volunteers:
 - *Hands-on:* debris removal, muck & gut, mold suppression, and points-of-distribution.
 - *Administrative Support:* In-kind donations, fundraising, communications, coordination, logistics, and inventory.

Note: any fundraising efforts require a high level of financial accountability and transparency.

Recovery: Once the event has passed and the news outlets and national organizations have moved on, remember the recovery efforts are not over. In many ways, they are just beginning. Long-term recovery may take months and even years for a community to recover fully. Since Rotary is a permanent community support system, the DDRC may find there are long-term needs to support rebuilding organizations that require funding, resources, and volunteers. There may also be a need to host State and Federal programs to help impacted communities apply and appeal their FEMA applications.

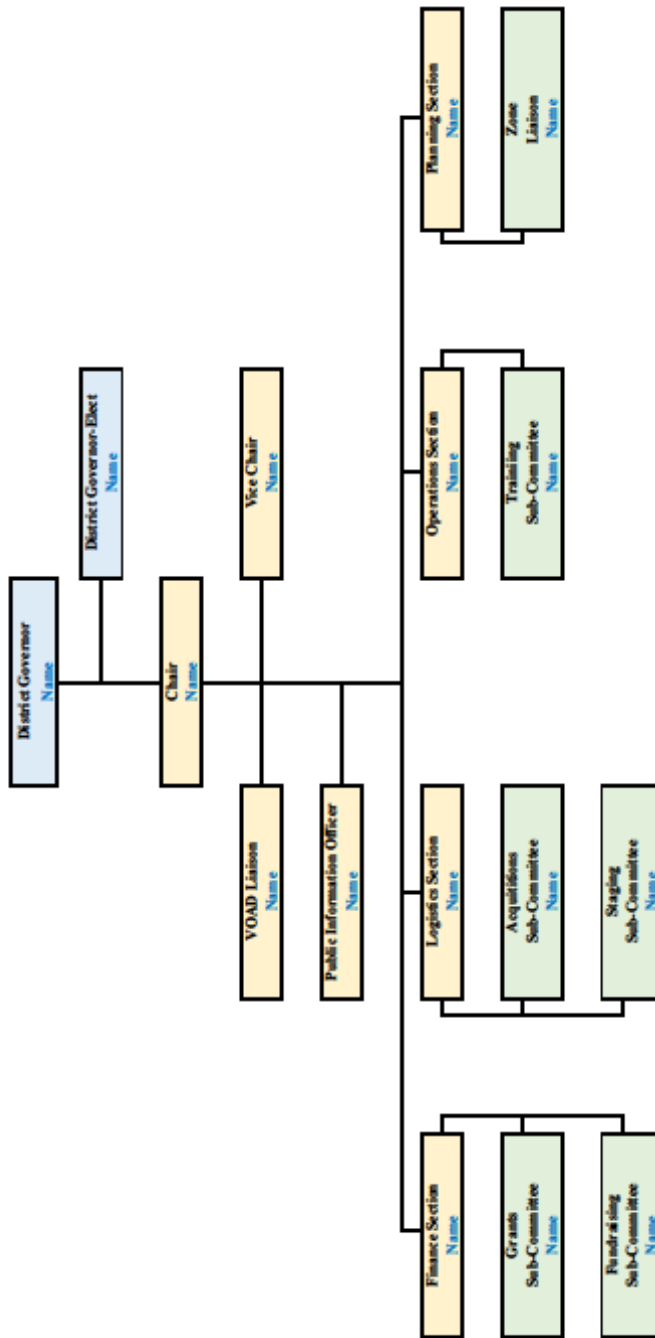
Activities Include:

- Needs Assessments
- Partner with rebuilding organizations to help rebuild damaged properties.
- Partner with recovery organizations to support long-term survivor needs, including maximizing government and insurance benefits and how to avoid contractor fraud.
- Continue fundraising activities to support the community.
- Redistribution of leftover supplies and resources (water, resources, and materials)

The path to recovery can be arduous, but having consistent community support efforts can help alleviate the suffering endured by those recovering from natural and/or manmade disasters.

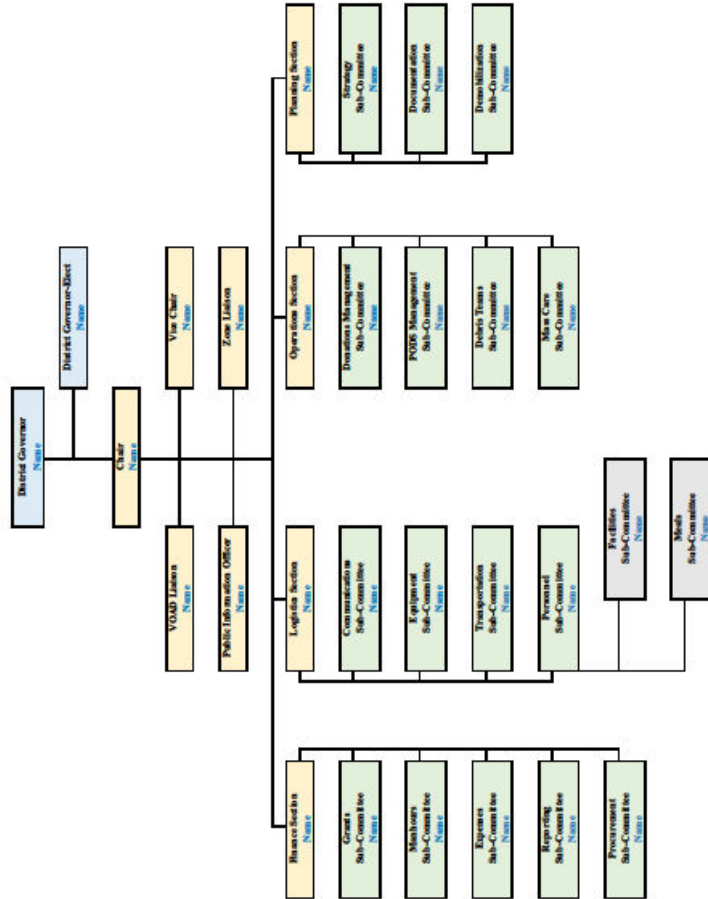
DISTRICT LEVEL – ORGANIZATIONAL CHART NON-DISASTER MODE

**Disaster Response Committee Structure - District Level
Non-Disaster Response Mode
Organizational Chart**



**DISTRICT LEVEL – ORGANIZATIONAL CHART
DISASTER MODE**

Disaster Response Committee Structure - District Level
 Disaster Response Model
 Organizational Chart



DISTRICT LEVEL – JOB DESCRIPTIONS

DISTRICT DISASTER RESPONSE COMMITTEE

A District Disaster Response Committee is set up to supply assistance, other than direct operational or support functions or resources, to the incident management effort. Incidents can be defined as a natural or manmade occurrence that necessitates a response to protect life or property. Incidents can include planned events as well as emergencies and/or disasters of all kinds and sizes.

- **DISTRICT DISASTER RESPONSE COMMITTEE CHAIR**

- **Scope**

- The District Response Committee Chair, working with other members of the Committee, sets the objectives, strategies, and priorities for the District's disaster response efforts. The Chair is responsible for the overall management of the incident.

- **Responsibilities**

- Responsible for managing and directing the District Disaster Response Team.
- Establish objectives and make assignments.
- Ensure the overall safety of the District's response team.
- Establish and maintain connections with partners.
- Responsible for all incident management functions, including the four key sections: Operations, Planning, Logistics, and Finance/Administration.
- Reports directly to the District Governor.

- **Desirable Skills / Experience**

- ICS 100 Training.
- IS 700 & 800.
- Some working knowledge of appropriate responses to various types of incidents.

- **DISTRICT DISASTER RESPONSE COMMITTEE VICE CHAIR**

- **Scope**

- The District Disaster Response Committee Vice Chair works in concert with the District Disaster Response Committee Chair. They assume the Chair role, with the associated responsibilities, when the Chair is absent or unavailable.

- **Responsibilities**

- Works with the District Disaster Response Committee Chair to ensure the smooth running of the District Response Committee and its responses to various incidents.

- **Desirable Skills / Experience**

- ICS 100 Training.
- IS 700 & 800.
- Some working knowledge of appropriate responses to various types of incidents.

- **ZONE LIAISON**

- **Scope**

- The Zone Liaison is responsible for working with the Zone Disaster Response Committee.
- The Zone Liaison also works in cooperation with neighboring District Disaster Response Committees and teams, under the direction of the Zone District Response Committee.

- **Responsibilities**

- Point of contact with the RI Zone Disaster Response Committee.
- Point of contact with the Disaster Network of Assistance Rotary Action Group (DNA RAG).
- Reports directly to the District Disaster Response Committee Chair.

- **Desirable Skills / Experience**

- ICS 100 Training.
- IS 700 & 800.
- Some working knowledge of appropriate responses to various types of incidents.

- **VOAD LIAISON**

- **Scope**

- The VOAD Liaison is responsible for working with the local/area Voluntary Organizations Active in Disaster (VOAD) organizations.

- **Responsibilities**

- Involved with and develops relationships with the local/area VOAD.
- Develops relationships with governmental agencies, non-governmental organizations (NGOs), and private sector organizations.

- **Desirable Skills / Experience**

- ICS 100 Training.
- IS 288.
- Some working knowledge of appropriate responses to various types of incidents.

- **PUBLIC INFORMATION OFFICER**

- **Scope**

- The Public Information Officer works with the District's Clubs, the public, and the media with District response efforts and updates.

- **Responsibilities**

- Serves as the conduit for information to internal and external stakeholders, including the Clubs in the District, other Rotary Districts, etc.

- **Desirable Skills / Experience**

- ICS 100 Training.
- IS 29.
- Some working knowledge of appropriate responses to various types of incidents.
- Working experience in the areas of public relations, marketing, advertising.

- **FINANCE/ADMINISTRATION SECTION**

- **Scope**

- The Finance/Administration Section oversees an incident's administrative and financial considerations. The Finance/Administration Section Chair monitors costs related to an incident response by providing accounting, procurement, time recording, and cost analysis.

- **Responsibilities**

- Responsible for all of the financial and cost analysis aspects of an incident.
- Any contract negotiations and monitoring.
- Accounting for volunteer manhours, donations of materials and equipment, expenses, etc.
- Responsible for the documentation and reporting of volunteer manhours, donations, and possible reimbursements.
- Oversight of any grant writing associated with the mission of the District Disaster Response Committee, both TRF Disaster Response Grants and other grant opportunities.

- Assist in the development and oversight of fundraising relating to the mission of the District and the District Disaster Response Committee.
 - **Desirable Skills / Experience**
 - ICS 100 Training.
 - Some working knowledge of appropriate responses to various types of incidents.
 - Experience in accounting, bookkeeping, etc.
- **LOGISTICS SECTION**
 - **Scope**
 - The Logistics Section is responsible for providing facilities, services, and materials for the incident to which a response is needed. These resources can include personnel, equipment teams, supplies, and facilities.
 - **Responsibilities**
 - Responsible for ordering, obtaining, maintaining, and accounting for personnel, equipment, and supplies for planned District response support activities.
 - Provide communications planning and resources for the District Response Team.
 - Coordinates, as needed, the provision of food and beverage services for District volunteers.
 - Coordinate any needed facilities to carry out planned activities.
 - Coordinate, if required, any transportation needed to support district response support activities.
 - Responsible for ensuring the well-being of the District Response Teams and coordinating medical assistance if required by the teams.
 - Secures facilities for Points of Distribution (POD).
 - **Desirable Skills / Experience**
 - ICS 100 Training.
 - IS 27.
 - Some working knowledge of appropriate responses to various types of incidents.
 - Experience in the areas of supply chain management.
- **OPERATIONS SECTION**

- **Scope**
 - The Operations Section is responsible for implementing incident response operations as needed.

- **Responsibilities**
 - Help with the development and implementation of the District's disaster response efforts.
 - With the District Response Committee Chair/Vice Chair, assist with oversight of the District's response effort.
 - Responsible for developing and implementing strategy and tactics to accomplish the response to the incident.
 - Organizes, assigns, and supervised all the response resources assigned to the incident.
 - Provide appropriate training opportunities to District Disaster Response Committee members and District Incident Response teams.
 - Manage a Point of Distribution (POD) if established.

- **Desirable Skills / Experience**
 - ICS 100 Training.
 - IS 102.C.
 - IS 26.
 - Some working knowledge of appropriate responses to various types of incidents.
 - Experience working with non-profit organizations.

- **PLANNING SECTION**
 - **Scope**
 - The Planning Section supports the incident planning process by tracking resources, collecting and analyzing information, and maintaining documentation.

 - **Responsibilities**
 - Assist with the preparation and documentation of the District Disaster Response Plan.
 - Manage and maintain awareness of the disaster and the District's response efforts.
 - Assist with the development and implementation of the District's demobilization plan associated with the particular disaster.

- Oversees the collection, evaluation, and dissemination of operational information related to the incident.
 - Responsible for preparing and disseminating the District Disaster Response Action Plan.
 - Provide information and reports to help identify lessons learned during the after-action review process.
- **Desirable Skills / Experience**
 - ICS 100 Training
 - IS 235
 - Some working knowledge of appropriate responses to various types of incidents
 - Experience in organizational strategic planning.

ROTARY DISASTER RESPONSE GRANTS

The Rotary Foundation supports disaster relief and recovery efforts through grants from the Rotary Disaster Response Fund. The Trustees of The Rotary Foundation may establish individual funds in the wake of specific disasters. These funds provide support for immediate relief efforts through disaster response grants.

WHAT ROTARY DISASTER RESPONSE GRANTS SUPPORT

Districts that have been affected by natural disasters can use Rotary disaster response grants to launch their own projects or work with established relief organizations to help their communities recover. Grant funds can be used to provide basic items such as water, food, medicine, and clothing. Districts should work closely with local officials and groups to ensure that the funding will meet a specific community need.

WHO CAN APPLY FOR A ROTARY DISASTER RESPONSE GRANTS

Once a District becomes qualified to apply for any type of Rotary grant, a District in an affected area or country, through its District Governor and District Rotary Foundation Chair, may apply for a maximum grant of \$25,000, based on availability of funds. A District may apply for subsequent grants after it successfully reports outcomes from previous disaster response grants. Reports are due within six months of the grant payment.

The Rotary Foundation can also offer funding to support long-term disaster recovery efforts through global grants.

VOLUNTARY ORGANIZATIONS ACTIVE IN DISASTER - VOAD

WHAT IS A VOAD

VOAD stands for Volunteer Organizations Active in Disaster

Since the founding of National VOAD in 1970, many lessons have been learned, skills developed, and best practices shared. This resulted in the establishment of a commitment to shared values, the 4Cs ~ Communication, Coordination,

Collaboration, and Cooperation ~ as guiding principles for how VOAD operates and resolve conflict, as well as various Points of Consensus and other protocols for guiding the work of individual member organizations and the collect efforts of the collaborative.

Today, National VOAD is a collation of 70+ of the nation’s most reputable national organizations (faith-based, community-based, and other non-profit organizations) and 56 State/Territory VOADs.

National VOAD facilitates partnerships with federal, state, and local emergency management and other governmental agencies, as well as for-profit corporations, foundations, and education and research institutions.

WHAT IS A COAD

Community Organizations Active in Disaster (COADs) work within the State/Territory VOAD structure at the local level. This group of local community organizations work together during a disaster to provide coordination of services to ensure that unmet needs are addressed, provide financial assistance and supplies, and to share knowledge and resources with local residents during a disaster.

FREQUENTLY ASKED QUESTIONS

- **Why prepare for a disaster? It can’t happen to me! Guess what, it might!!**
 - a. Disasters are happening more often than they have in the past and in many places where they were not expected to happen. Just listen to the news.

- **Why have an organizational structure (Disaster Response Committee) in place when a disaster hits?**
 - a. A district that did not have a committee was caught not at all prepared and missed opportunities for grants and other help.
 - b. It takes the unprepared district years to recover versus a district that is even a little prepared, will recover in a much shorter period.

- **Who should be on the “Disaster Response Committee”?**
 - a. Rotarian’s working or have worked in the local “Emergency Management Agencies”.
 - b. Those people who are interested in helping other people during a disaster.
 - c. A cross section of the members of the district (some one from the district foundation committee, the finance committee, the youth committee, public image committee, Rotarian’s in the medical field, and several Past District Governors).

- **Why have the right individuals selected and trained for the right positions?**
 - a. With the right (State) EMA/FEMA training members of the district’s voluntary team will be ready to handle the needs of the disaster.
 - b. The trained volunteers will make setting up the “Volunteer Reception Center” go much faster to help respond to the disaster.
 - c. Training in advance will save several steps during the Volunteer Reception Center process when signing up volunteers to start working during the disaster.

- **Why have established links or partnerships?**
 - a. Now find several disaster friends/partners to work with during a disaster. Both locally and nationally and put in place “Memorandum of Understanding” (MOU) for each.
 - b. Remember this is needed so the local EMA team will know about Rotary, because we must be asked to join in any disaster.
 - c. With the MOU, we will know the base of operation.
 - d. By linking with national organizations in advance of a disaster, we will be able to join their team while we are setting up our connections with the local EMA. This also gives us secondary insurance coverage.

(Disaster Aid USA, Crisis Cleanup, Operation Blessing, Team Rubicon, Samaritan's Purse, etc.)

- e. Through partnerships it will allow your team to participate and be effective in RESPONSE, RECOVERY and REBUILDING.

➤ **What is a “Long Term Recovery Committee”?**

- a. Know that a “Long-Term Recovery Committee” will need to be established to handle the claim investigations and finding other needs in the community after the first response phase is somewhat completed. This is a committee totally different from the “Disaster Response Committee”. It has its own by-laws and operations manual.

➤ **Why do we need a “District Foundation/Charities” not-for-profit 501(c)3?**

- a. You need an entity to handle “Tax Deductible” donations.
- b. The district will have full control over any funds.
- c. You will be able to set-up a “voucher” and “grants” system for better control of any funds.
- d. The “District Foundation/Charities” will be able to make immediate payments using a debit card, if needed.
- e. By using “Team Merchant” credit card processing you will get the Rotary discount rate with NO monthly or annual fixed expenses through the “District Foundation/Charities” account.
- f. The best name for your district’s Foundation is: “Rotary District ????” Charities”. Rotary International prefers we use “Charities” to not get it confused with their “The Rotary Foundation”.

➤ **Can you use a “Community Foundation” to handle donated funds?**

- a. Yes, but your “Disaster Response Committee” will not have direct control of any funds.
- b. You will have to wait on them to issue checks.
- c. You will have to pay a fee for them providing the services.
- d. You will pay their credit card processing fees.

See the District Foundation Section for more information on how to set up a District Foundation.

**ROTARY INTERNATIONAL
ZONES 30 & 31
DISASTER NETWORK OF ASSISTANCE – ROTARY ACTION GROUP
(DNA RAG)**

OVERVIEW

The Disaster Network of Assistance Rotary Action Group (DNA-RAG) is a specialized group within Rotary International dedicated to enhancing Rotary's disaster response efforts globally. Here is an outline of DNA-RAG and its key objectives:

MISSION AND PURPOSE

DNA-RAG's primary mission is to improve disaster response capabilities and coordination among Rotary Districts and Clubs worldwide. It aims to foster collaboration and preparedness within the Rotary community to effectively respond to natural and man-made disasters. DNA-RAG's primary focus is disaster preparedness and communication between affected areas and potential assistance for long-term recovery. Key principles of DNA-RAG include:

- Assisting Districts, Clubs, and individual Rotarians
- Supporting projects chosen by local Rotary Clubs and Districts
- Utilizing local suppliers and workforce/expertise
- Preparedness and training
- International coordination
- Transparency and accountability
- Partnering with other RAGs and Rotary International
- Focus on long-term recovery of communities

MEMBERSHIP AND NETWORK

DNA-RAG comprises Rotary members and volunteers who are passionate about disaster relief and emergency response. It serves as a network connecting Rotary Clubs, Districts, and partners involved in disaster response activities.

DISASTER PREPAREDNESS AND RESPONSES

DNA-RAG emphasizes proactive disaster preparedness through training, resource sharing, and planning. It provides Rotary members with tools and knowledge to respond swiftly and effectively when disasters strike.

COLLABORATION AND PARTNERSHIPS

The group collaborates with governmental agencies, non-profit organizations, and other stakeholders to strengthen disaster response capabilities. By building partnerships, DNA-RAG expands its reach and impact in affected communities.

CAPACITY BUILDING

DNA-RAG conducts workshops, webinars, and training sessions to enhance the disaster response skills of Rotary members. It promotes best practices in disaster management and encourages innovation in humanitarian assistance.

PROJECT SUPPORT AND FUNDING

DNA-RAG supports disaster relief projects initiated by Rotary Clubs and Districts around the world. It assists in securing funding, mobilizing resources, and providing technical expertise to ensure the success of these projects.

ADVOCACY AND AWARENESS

DNA-RAG advocates for policies and initiatives that prioritize disaster preparedness and resilience. It raises public awareness about the importance of disaster risk reduction and community-based response strategies.

ASSISTING ROTARY CLUBS, DISTRICTS, AND ZONES

DNA- RAG can provide assistance to Rotary Clubs, Districts, and Zones in a number of ways, including:

- Promoting preparation
 - Fundraising
 - Governance
- Training to be ready for disasters – preparedness
- Linking partners to respond in disasters
- Serving as independent advisors
- Developing partnerships with Zone and District leadership

DNA- RESOURCES

- Government agencies in local communities
- Disaster Aid USA
- Team Rubicon
- Shelter Box
- CDEMA (regional and intergovernmental)
- Heart-to-Heart International
- RAWCS (Rotary Australia)

Overall, DNA-RAG plays a crucial role in strengthening Rotary’s commitment to disaster relief and humanitarian aid. Through its network and initiatives, DNA-RAG empowers Rotary members to make a positive impact in disaster-affected areas and contribute to building resilient communities worldwide.

**ROTARY INTERNATIONAL
ZONES 30 & 31
DISTRICT FOUNDATION ~ OPTIONAL**

OVERVIEW

A 501(c) 3 foundation, also known as a charitable organization, is a type of nonprofit entity in the United States that is exempt from federal income tax under section 501(c) 3 of the Internal Revenue Code. Here is an overview of what a 501(c) 3 foundation entails:

PURPOSE AND MISSION

The primary purpose of a 501(c) 3 foundation is to serve the public good or a specific charitable purpose. This can include advancing education, promoting health, relieving poverty, supporting the arts, fostering amateur sports competition, or preventing cruelty to animals or children. The foundation's mission is defined in its organizing documents and guides its activities.

TAX-EXEMPT STATUS

A 501(c) 3 foundation is exempt from paying federal income tax on its income, including donations received from individuals, corporations, and other sources. Additionally, donors to a 501(c) 3 foundation may be eligible for tax deductions for their contributions, subject to certain IRS regulations.

GOVERNANCE AND STRUCTURE

A 501(c) 3 foundation is governed by a board of directors or trustees responsible for overseeing its operations and ensuring compliance with applicable laws and regulations. The foundation must adhere to specific governance and reporting requirements to maintain its tax-exempt status.

PUBLIC SUPPORT AND FUNDING

Foundations typically rely on contributions and grants from individuals, corporations, government entities, and other organizations to fund their programs and activities. These funds are used to support charitable initiatives aligned with the foundation's mission.

PROGRAMS AND ACTIVITIES

A 501(c) 3 foundation implements programs and activities designed to achieve its charitable objectives. These may include funding research, providing scholarships, delivering social services, supporting community development projects, or advocating for policy change.

TRANSPARENCY AND ACCOUNTABILITY

As tax-exempt entities, 501(c) 3 foundations are required to file annual information returns (Form 990) with the IRS, disclosing financial information, governance

structure, and details of their charitable activities. This promotes transparency and accountability to stakeholders and the public.

GRANT MAKING

Many 501(c) 3 foundations operate as grant makers, distributing funds to other charitable organizations (grantees) that align with their mission and goals. Grantmaking allows foundations to leverage resources and collaborate with partners to achieve broader impact.

COMMUNITY ENGAGEMENT

Foundations often engage with the communities they serve by collaborating with local stakeholders, conducting needs assessments, and involving beneficiaries in program design and implementation.

Overall, 501(c) 3 foundations play a critical role in supporting and advancing charitable causes, fostering philanthropy, and addressing societal challenges through organized and strategic initiatives.

SETTING UP A 501(C)(3) FOUNDATION

Setting up a 501(c) 3 foundation involves several key steps to ensure compliance with federal regulations and to establish the foundation as a tax-exempt charitable organization. Here's a general outline of the process:

- **Define Your Mission and Purpose**
 - Clearly define the charitable mission and purpose of your foundation. Determine the specific cause or area of focus that aligns with the goals of your District.
- **Choose a Name**
 - Select a name for your foundation that reflects its mission and purpose. Ensure the name is unique and not already in use by another organization.
- **Form a Board of Directors**
 - Recruit individuals to serve on the board of directors or trustees. The board will oversee the foundation's operations, make strategic decisions, and ensure compliance with legal requirements.
- **Draft Bylaws**
 - Develop bylaws that outline the internal rules and procedures governing the foundation's operations, including board composition, decision-making processes, and meeting protocols.
- **Incorporate Your Foundation**
 - File articles of incorporation with the appropriate state agency (usually the Secretary of State's Office) to formally establish your foundation as a nonprofit corporation. Include required provisions to qualify for tax-exempt status under section 501(c)(3) of the Internal Revenue Code.
- **Apply for an Employer Identification Number (EIN)**
 - Obtain an EIN from the IRS by completing Form SS-4. This unique identifier is necessary for opening bank accounts, filing taxes, and applying for tax-exempt status.
- **Develop a Comprehensive Business Plan**
 - Create a detailed business plan outlining the foundation's activities, fundraising strategies, budget, and anticipated impact. This plan will guide the foundation's growth and sustainability.
- **Apply for Tax-exempt Status**

- Prepare and submit Form 1023-EZ (Streamlined Application for Recognition of Exemption) to the IRS to apply for 501 (c) 3 tax-exempt status. The forms and instructions are found at [pay.gov](https://www.pay.gov) under “Apply for IRS 1023-EZ”. However, you will need to create an account to be able to get the form to complete and submit, which is online only. Include required documentation such as articles of incorporation, bylaws, financial projections, and a detailed description of the organization’s charitable activities.
- **Comply with State and Local Requirements**
 - Fulfill any additional state and local registration and reporting requirements for charitable organizations operating within your jurisdiction.
- **Establish Financial and Governance Policies**
 - Implement financial management policies, including budgeting, accounting procedures, and internal controls. Adopt governance policies to ensure transparency, accountability, and compliance with legal and ethical standards.
- **Begin Operations and Fundraising**
 - Once tax-exempt status is granted, the foundation can commence charitable activities and fundraising efforts in support of its mission. Develop relationships with potential donors, partners, and beneficiaries.
- **Maintain Compliance and Reporting**
 - Stay informed about ongoing compliance requirements for tax-exempt organizations, including filing annual information returns (Form 990) with the IRS and adhering to applicable state regulations.

FREQUENTLY ASKED QUESTIONS

- **Why do we need a “District Foundation/Charities” not-for-profit 501(c) 3?**
 - a. You need an entity to handle “Tax Deductible” donations.
 - b. The district will have full control over any funds.

- c. You will be able to set-up a “voucher” and “grants” system for better control of any funds.
 - d. The “District Foundation/Charities” will be able to make immediate payments using a debit card, if needed.
 - e. By using “Team Merchant” credit card processing you will get the Rotary discount rate with NO monthly or annual fixed expenses through the “District Foundation/Charities” account.
 - f. The best name for your district’s Foundation is: “Rotary District ??? Charities”. Rotary International prefers we use “Charities” to not get it confused with their “The Rotary Foundation”.
- **Can you use a “Community Foundation” to handle donated funds?**
 - a. Yes, but your “Disaster Response Committee” will not have direct control of any funds.
 - b. You will have to wait on them to issue checks.
 - c. You will have to pay a fee for them providing the services.
 - d. You will pay their credit card processing fees.
- **What are the State requirements for forming a Not-For-Profit corporation?**
 - a. First go to your “Secretary of State” website for: Not-For-Profit Corporations Publications/Forms.
 - b. Read or print: “A Guide for Organizing Not-For-Profit (NFP) Corporation
 - c. Complete corporation application # NFP 102.10: “Articles of Incorporation” (Must contain certain provisions mainly the word “charitable”)
 - d. If your state requires the corporation be registered with States Attorney General’s office, then complete: “Charitable Organization – Registration Statement (Illinois - # CO-1)
 - e. Also file a set of “By-Laws for the Organization”.
 - f. Register with the “State Department of Revenue”: Business Registration Application (Illinois - # REG-1).
- **What are the Federal requirements for forming a Not-For-Profit corporation?**
 - a. File an “Application for Employer Identification Number”, form # SS-4.
 - b. View the IRS website “Charities & Nonprofits” and then “Apply for Tax-Exempt Status”.

- c. The forms and instructions are found at “pay.gov” under “Apply for IRS 1023 EZ”. However, you will need to create an account to be able to get the form to complete and submit.
 - d. Once approved you will receive an IRS letter # 947 stating approval of your 501 (c) 3.
- **What steps locally within the district do we need to take to complete the process?**
- a. Develop a “Policies and Procedures Manual” outlining the handling of the following: Purpose, Leadership, Goals and Handling of different kinds and types of gifts and grants.
 - b. Develop IRS approved tax receipts: Receipt for Cash Contribution of \$250 plus and Receipt for Non-Cash Contribution (In Kind) (Services and Goods).
 - c. Annually file a Federal – 990 or 990-EZ – Return of Organization Exempt from Income Tax (Due November 15th).
 - d. Annually file a State tax return, if required, “Corporate Annual Report” (Illinois – Due prior to the first day of the Corporations’s anniversary month)

ROTARY INTERNATIONAL

ZONES 30 & 31

ORGANIZATIONS – PREPARE / RESPONSE / RECOVERY

The following are organizations to explore networking opportunities:

- Disaster Aid USA – www.disasteraiduse.org
- SBP USA – www.SBPuse.org
- Shelter Box USA – www.shelterboxusa.org
- Team Rubicon – www.teamrubiconusa.org
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ROTARY INTERNATIONAL ZONES 30 & 31 ADDITIONAL RESOURCES

Needs to be populate from files.

