RURITAN CLUB MEETING PROCEDURE

Start On Time.

1. **Call to order** - president.
2. **Song** : “America” - club members.
3. **Invocation** - chaplain.
4. **Meal** (during meal: welcome new members; reading of minutes; roll call by first names or nicknames; and announcements).
5. **Approval** of secretary’s minutes.
6. **Objective Committee report** - vice president, as chair, will report on progress being made by various standing committees from information given by committee chair, or may have each committee chair make own report.
10. **Unfinished business** - secretary will provide president with a list of unfinished business, taken from minutes.
11. **New business** - secretary will provide president with a list of possible new business, taken from communications or correspondence received from the district or Ruritan National during month, and from provisions in the bylaws of local club. (Use form in secretary’s book.)
12. **Program and entertainment**.
13. **Pledge of allegiance** to flag and adjournment.

Stop On Time.

**Important Note**

The materials in this book replace any previous editions of any Officer’s Handbooks. Please destroy any existing copies of previous editions. Changes from previous editions reflect new National Board of Directors action or policies. The Ruritan National Club Bylaws and the Ruritan National Bylaws are both included in this book. National Bylaws were amended January 2014 and the Club Bylaws were amended August 2014. District Bylaws are also included and amended August 2015. Even if your club does not formally adopt these new documents, these ARE the documents that will govern your club until the National Board of Directors or delegate action at a Ruritan National Convention changes them. At that time the new documents will govern your club, even if this version of the Officers’ Handbook is still in use.

NOTE: Clubs who have arranged for special variances from these documents, with properly documented action of the National Board of Directors, may continue to abide by those variances, providing they do not conflict with current national policies.

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**This Edition for 2016**

In addition to general, minor editing changes, the following items have changed in this handbook - reflecting changes in policy and procedure by Ruritan.  
The governing documents at the end of this book reflect all changes in the past year. The District Bylaws were amended at the Ruritan National Board of Directors August 2015 meeting.  
All Ruritan handbooks and brochures are available to download as PDFs free at [http://ruritan.org](http://ruritan.org) or by sending an e-mail to service@ruritan.org.  
The National Board of Directors approved a new award: **Outstanding Club Secretary Award**. See page 84 for qualifications.  
Instructions on how to apply for a Ruritan National Foundation Educational Grant. See page 68.
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The Member Management System (MMS)

Club, zone, and district officers have an automated system at their disposal for record keeping and data research duties.

Every month more club officers take advantage of the MMS and the online data collection process. If you are one of the newcomers to the MMS - the information on these next few pages will be helpful to you.

The system allows club officers to update club and member data in real time in the actual Member Management System (MMS) database. This is the very same database into which your changes are entered if you send in paper reports and forms. Club secretaries and others entering new members into the MMS should be very careful with name spelling and capitalization. This data translates to the new member's permanent membership card. How the name is entered is how it will show up on all future mailings and records.

The MMS allows all Ruritans access to edit and update individual information and view summary data about Ruritan. The only requirement to set up an individual member access, or a club or district officer access, is a current e-mail address in the system.

The MMS allows zone, district and national leaders to view real-time records concerning club growth and activities. Today, any Ruritan member who wants to be able to update his or her information may do so directly. All club officers who want to update club officer roles and add and drop members may make those changes themselves.

National staff continues to process information for clubs and individuals who do not have computer access to the information or who prefer not to make those changes on line.

Ruritan Executive Director Michael Chrisley noted that the system increases efficiency in a number of ways. "First of all, individual members know their personal information – phone numbers, mailing addresses, and so on – better than anyone else. It only makes sense to have them responsible for making those corrections and updates. Second, club officers are in the best position to make changes when members add, drop, or change status – so it makes sense for them to correct that information."

Chrisley added, "Every time a member or an officer updates their club or individual information directly, it frees up our staff to focus on those members and clubs who do not choose to use the automated system. Because of the MMS we are nearly current with our part of the posting – entering changes today that came in yesterday’s mail, instead of being weeks, even months behind."

However, Chrisley noted, "We are always willing to make the changes that clubs ask us to make. Our goal is to be as accurate as possible and keep our data as current as possible."

The system also provides summary data to Ruritan leaders including membership growth trends. The web address for the system is http://mms.ruritan.org.

Anyone who needs assistance are invited to call Ruritan Member Service toll free at 877-787-8727, ext. 303.
Now Featured in the MMS

Online Club Officer Training on the MMS

What is CBT?
CBT stands for Computer Based Training and Ruritan now has it! That’s right, club officers can complete training in the comfort of their own home in front of their own computers!

Where is it?
How to find YOUR officer training material – you MUST log on to the MMS using your own log on ID and password. If you are under someone else’s log on information – he or she will be given credit for any training you do. It will not show up under your MMS information.

What if I’m on another member’s computer?
Again, if you are under someone else’s log on information – he or she will be given credit for any training you do. It will not show up under your MMS information.

What if I’ve never used the MMS?
Using the MMS is relatively simple – it only requires that you have your ID (your member number – which can be found on the mailing label on your RURITAN magazine) and a password. Any club, district, or national officer currently using the MMS can view your security information and give you those two important pieces of information. You are also welcome to contact the Ruritan National Office (service@ruritan.org) and get your security information.

How many questions do I have to get right to pass the courses?
With each module provided, study the slides and then answer the questions that follow. If you provide an incorrect answer, you will be shown the correct answer. Our goal is to have you be well equipped for your duties in this office. You must answer 70% to successfully complete this course. If you fail to achieve this percentage you may start over and retake the test.

What if I get called away from the computer part way through the training material?
The beauty of the MMS training system is that it will remember where you stopped and the next time you log on, it will bring you back to that point.

What if I want to see the slides WHILE I take the test (like an open-book exam)?
Again, the goal is for you to be well informed and well trained. If you want to open a second screen for testing purposes while scrolling through the training material, the MMS offers you that option.

Can others see if I fail to meet the 70% correct responses?
No one can see how you are doing. That’s right. If you fail to reach the 70% required for passing a course – no one knows but you. Nothing shows up under your MMS training page for anyone else to see until you successfully pass a module. So feel free to take the quizzes as many times as you want. Furthermore – no one knows whether you passed with 100% or with the required 70% … all they know is that you successfully completed the material. The screen shot on this page shows an individual who completed secretary training in 2010.

Why are there questions about child protection on my officer training module?
The material provided concerning your duties as an officer is important. But as a Ruritan leader in your club and/or district, it is also very important that you know Ruritan policies concerning mentoring and advising young people. A good knowledge of these legal issues are crucial to you being a well rounded leader in Ruritan.

Do the CBT modules replace face-to-face training opportunities?
While completing the CBT modules does qualify you as an officer, nothing compares with face-to-face conversations and mentoring between Ruritan leaders. You are encouraged to use the CBT modules as only one facet of your training and take every opportunity to gather with other Ruritans to discuss the challenges facing you in your leadership positions.

What are the advantages of the CBT training?
With the CBT modules – officers can readily see who has been trained and when the training modules were completed by simply looking at the MMS.
Now Featured in the MMS

If I conduct face-to-face trainings, can I record those scores and completions on the MMS?
Yes, starting in the fall of 2010, District officers and above can go under a member’s training profile and add a club officer training and a date taken. Once you hit “update” it shows as a completed training and does not differentiate between face-to-face and online training.

Who can delete a training record?
The same people who can create a record, district officers and above. Before the record is completely deleted, the operator is asked, “are you sure?”

I like the CBT material but all of our officers don’t have access to computers. Is the material available in another format?
Each district’s Leadership Development Coordinator (or District Governor – depending upon who received the training material shipment) has a CD with the CBT material presented as PowerPoint slide shows. They also have hard copies of each test. Feel free to show the slide shows in a group setting and distribute the tests as another option for offering training. Test keys showing the correct answers are also provided to LDCs but they should not be distributed to others as it would provide an unfair advantage to anyone using them to take the CBT test modules online.

How often must I renew my training?
The requirements for being a Blue Ribbon Club are that club officers review training material every year. Therefore, to be in compliance with these requirements, even if you are repeating a club office, your most recent training date must fall between the time you took office in the fall and the next March 1. When you take the training a second time, both dates show on your training profile.

The training I need isn't available on the MMS yet?
Modules are being developed every year – if the office you hold doesn’t have an MMS module available this year, it may have one in the near future. You can check back from time to time to see. District officer modules are coming soon.

What is contained on each module on the CBT?
Part I – Duties of the Specific Office
Part II – Ruritan Calendar Year and Meeting Procedure
Part III – Sample Ruritan meeting information
Part IV – Ruritan Child Protection Policies

Keep Track of Service Hours on the MMS

Did you know that the Member Management System (MMS) has a method for tracking your service hours? Club projects can be set up by one club member and then under each club member’s information and hours can be tracked. NOTE: Create the project ONE TIME under ONE member and it will show up under all the other club members. The member can personally enter the data or club officers can go into each member’s records and update the information. Later – the club officers can pull a report of projects and hours based on any date range. The key is to get all of the hours into the MMS under each volunteer/members’ name.

Club Officers Can Update Their Club Information on the MMS

Did you know that YOU can keep your club meeting, location, and website information current? That’s right, club officer’s can review their club information page and make sure the meeting times, locations, etc. are current. There is even a place for GPS coordinates (which can be obtained through Google maps or some other on line program). And if you provide a link to your club webpage – it will AUTOMATICALLY populate the list of club sites on http://ruritan.org. To get to the club info page click on the club name in the upper right corner of your club’s MMS page.

Who Are My Club and District Officers?

Make sure every new club member is introduced to the MMS soon after joining. He or she can review information and make sure e-mail addresses, phone numbers, military service, spouse’s name and other important information is updated. As soon as you add a new member – if you include an e-mail address – they will be sent an e-mail with their log-on information for the MMS. Once they are on their information page – an icon allows them to see all of their club, district and national officers.
Frequently Asked Questions About the MMS

1. I changed my phone number (or address or e-mail) and when I go back the change doesn't show up. **ANSWER:** After making any changes to an individual’s information you must remember to push the “UPDATE” button toward the center bottom of the screen for the change to actually be made.

2. I de-activated (or deleted) one of my club members by mistake. **ANSWER:** Scroll down the page and you will see the member on the de-activated list. Click on “re-activate” and the member will appear back up in the active roster with all their related data intact.

3. Why can’t I make someone in my club a Ruritan Forever participant? **ANSWER:** A $600 endowment is required to establish a Ruritan Forever status for a member. Only the National Office can affirm that the payment has been made and activate that status for the member.

4. The “date joined” for me (or one of my club members) is wrong. Why can’t I change that? **ANSWER:** The system itself creates that date when a new member is added (or when the historical data about Ruritan members was imported into the system). It cannot be changed.

5. Why does the system ask me so many questions when I try to enter a new member? **ANSWER:** Many times a Ruritan may appear to be joining a club for the first time, when in actuality he has been a member in the past and his data may already be in the system as an inactive member in your club or another club. We don’t want to have duplications in the system – so we are trying to make sure we recapture these former members rather than start new files on them. This way the new member also gets to use his original join date (which will appear when he is reactivated).

6. How do I tag one of my club members as a club officer? **ANSWER:** Use the “roles” tab at the top of the page and use “add new role”. You will see a drop down menu of offices AND a drop down menu of members. Choose the office you want to add and then the corresponding member. You will need to enter a beginning and ending date for their term in office before you are finished with this step.

7. I want to quit Ruritan – why can’t I de-activate myself? **ANSWER** – once you are de-activated you lose all access to the system and it would be impossible to for you to correct the de-activation if were made in error. If you are truly leaving Ruritan, please report that to one of the club officers who will make that change. Once the club secretary de-activates you as a member you will no longer have access to the system.

8. Can I change my passwords? **ANSWER** – Use the gold “security” seal at the top of the page and you will see where you can change your log in information.

9. I forgot my password **ANSWER:** On the log in page at http://mms.ruritan.org is an option for retrieving your password

10. Why do Ruri-Teen club pages look different than Ruritan club pages? **ANSWER:** Ruri-Teen Clubs pay a $100 association fee instead of individual dues.

11. How does the “Send E-mail to Club Members” work? **ANSWER** – If you click on that option it takes you to a window where you can write the content of your e-mail. When you are finished and hit send, the system generates an e-mail to all of the members of your club who have e-mail addresses in the system. Anyone who does NOT have an e-mail address in the system will not get the information you have just sent. The system won’t generate a sent copy of e-mail but you should get one in your own e-mail inbox.

12. What about the little envelope icon next to a person’s name? **ANSWER** – This e-mail option actually brings up Outlook or Outlook Express e-mail system if you use those systems. You can then send the e-mail to the individual and it will be saved in the Outlook system just like any other email. If you don’t use an Outlook product, copy and paste the e-mail address into the “to” line on the e-mail system.

13. What is the “recruited by” option for? **ANSWER** – For members who are already in your club, you have the option of creating a sponsor relationship between the member and whoever brought him/her into Ruritan. You simply put the sponsor’s member number in the box on the right side of the screen (member page) and hit “update”.

14. Where do I put the information on the Quarterly Report – about attendance etc.? **ANSWER**- That report is not a part of the MMS at this time. You can find it on the website at http://ruritan.org/4_forms.php and download it as a PDF or as a fillable Word form to email to district officers and the Ruritan National office.
15. How does the data in this system fit into the awards programs like Blue Ribbon and Outstanding Club President?
**ANSWER** - When applications for Blue Ribbon and Outstanding Club President are being completed – club secretaries should complete the applications as they always have. Ruritan National staff will use the MMS to verify membership levels and will refer to the club files to find previously filed Quarterly Activities and Attendance reports to verify attendance percentages etc. While the national office staff is not entering that data into the MMS, as a club officer you CAN track attendance in the MEETINGS portion of the club screen. And the individual member’s percent of attendance is available on their personal information page. Future improvements to the MMS will allow the system to calculate the data needed for those awards and produce the reports you are now generating by hand.

16. I would like to print an older audit – one from several months ago. How do I do that?
**ANSWER** – In the center of the club information (home) page you will see an option for “club roster by date” that will let you go back and see who was a member of your club at any point since the MMS has been in use.

17. As a club secretary what should I be doing now to keep the MMS club site accurate?
**ANSWER** – The more club members you can get to use the MMS themselves, the easier the job becomes. Then it is the club members’ responsibility to update their phone numbers, e-mail addresses etc. Be aware of all of the e-mail addresses of your club members and enter those into the system. Encourage those members to use the MMS. Offer to update information for members who don’t use computers.

18. How does the District Governor or National Representative know what club membership is? I used to have to send them paper copies of my reports.
**ANSWER** – District officers can see all the information about the zones, clubs, and members in their districts. Zone officers can see all the information about the clubs and members in their zones. National officers can see all of the members, clubs, zones, and districts in the organization. As soon as you update your information it is available to those officers to see and review if they visit the MMS.

19. Why can’t I find out on the MMS what past due monies my club owes?
**ANSWER** – At this time the MMS is not tied to the Ruritan National accounting system. All the MMS reflects is the dues that are owed in a current period. Balances and account details can be obtained from the National Office staff.

20. Some club members don’t want to receive the RURITAN magazine or they receive too many at their house. What can they do?
**ANSWER** – They (or you) can go to their personal information site and choose “no” for the “Receive Publications” option at the bottom left of the page. Remember to push UPDATE after the selection is made. Choose that option for any members in a household who do not wish to receive the magazine.

21. Why can’t a club member hold two offices or two club members share one role?
**ANSWER** – At this time the Member Management System is not set up to allow that.

22. The club has a role that doesn’t seem to be provided (i.e. fundraising chair or corresponding secretary). How do I add that role?
**ANSWER** – National Office staff should be able to create that role for you. Please let us know where we can assist you by calling Member Service toll free at 877-787-8727 ext. 303.

23. Where do I put a fax number?
**ANSWER** – There is no field designated for fax numbers at this time.

24. What is the difference between street address and mailing address and do you need both?
**ANSWER** – Your RURITAN magazine and other material will be mailed to the street address you provide. If you have a shipping or physical address that is different, please put that in the street address field.

25. How do I show that an Associate member is a business?
**ANSWER** – Under member type in the member’s personal information page you can choose business/org as their type. Leave the title, race, and gender fields as not designated or none.

26. How do I record attendance at make-up meetings?
**ANSWER** – A club officer will need to set up a meeting/other category and enter you in that meeting. The system will count that towards your total percentage of attendance. The individual member’s attendance percentage is calculated on the personal information page under the attendance tab.

27. If my personal information has been edited how do I find out who has edited it?
**ANSWER** – At the bottom right of your personal member page click on the LOG option and it will show all activity on your personal information – both the times you have logged in and the times others have adjusted your information.
Ruritan National Organization

The purpose of the district cabinet is to provide assistance to the clubs within the district and organize new clubs. To facilitate providing these services, districts establish subdivisions within the district called zones, with a zone governor in charge of each zone. The zone consists of three to ten clubs at the discretion of the district cabinet.

Basically, the delegates at the Ruritan National Convention and National Board of Directors create the policies and programs of Ruritan National. The district officers and national office staff are the administrators who implement the policies and programs.
**Ruritan National** is an organization consisting of **Ruritan clubs**. Individuals are members of clubs and clubs are members of the national organization. Ruritan National operates under bylaws. Each Ruritan club is entitled to send delegates to the national convention and only these delegates can change the National Bylaws. These delegates elect a **National Board of Directors and Officers** and a **Foundation Trustee** at the Ruritan National Convention. The Board of Directors is a policy-making body that acts on behalf of the delegates throughout the year. The **Executive Committee** of the Board of Directors consists of the national officers and the immediate Past Ruritan National President.

The National Board of Directors employs an **Executive Director** who in turn employs a national office staff. The Executive Director is directly responsible to the Board of Directors. The National Board of Directors also establishes geographical areas called **districts**, and the president of Ruritan National assigns one director to each district to assist district leaders in following approved procedure and policies of the organization.

Club delegates at district conventions elect a **district governor** and a **lieutenant governor** for each district. The district governor appoints district officers and zone governors who constitute the **district cabinet**. At the discretion of the governor, elections may be held for the other district offices and zone governors. The national director assigned by the national president is also a member of the district cabinet.

**History**

The first Ruritan Club was chartered May 21, 1928, in Holland, Virginia. Since that first club, Ruritan has grown throughout the United States of America, and in doing so, has become "America's Leading Community Service Organization."

Tom Downing of Suffolk, Virginia, and Jack Gwaltney of Holland, Virginia, are known as the co-founders of Ruritan. Gwaltney and Downing recognized the need for an organization where community leaders could meet and discuss ways to make their community a better place in which to live.

The name “Ruritan” was suggested by Daisy Nurney, a reporter for the Norfolk Virginian-Pilot newspaper, and the club’s charter members unanimously adopted “Ruritan” as the organization’s name. The word is a combination of the Latin words for open country (ruri) and small town (tan), interpreted as pertaining to rural and small town life.

**Purpose of this Handbook**

This handbook for Ruritan club officers is designed to help each officer become thoroughly familiar with the responsibilities and duties of each office as well as the duties of other officers and committee chairs in the club. Because Ruritan is a volunteer organization and the time members can spend is limited, it is extremely important that each officer carry his/her share of the responsibility. Clubs will be successful if each officer studies this handbook carefully and follows the recommended procedures.

Always remember, Ruritan is working to make the community stronger and a better place in which to live. From time to time, it is a good idea for leaders in Ruritan to review the purposes for which Ruritan was established. This enables our organization to accomplish the most good, not only for our own community, but for our county, our state, and our country. When Ruritans are requested to sponsor and help with certain activities, they should ask the question, “Is this activity in line with the purposes of Ruritan and will it contribute to my community’s progress?”

**The Ruritan Mission**

Ruritan is a national organization dedicated to improving communities and building a better America through, “Fellowship, Goodwill, and Community Service.”
Ruritan is a community service organization with the purpose of creating a better understanding among people and, through volunteer community service, make their area a better place to live and work. The slogan of Ruritan is **Fellowship, Goodwill, and Community Service**. Club membership represents a cross-section of the community which the club serves and is available to all persons interested in their community.

Unlike most community service organizations, Ruritan rarely has national programs. Rather, each club surveys the needs of its own community and then works to meet some of those needs. Nearly all clubs work locally with youth organizations such as FFA, 4-H. and Scouting. Many clubs provide and supervise community recreational centers, sponsor little league and other athletic programs, sponsor anti-litter campaigns, help the sick and needy, and provide a wide range of other activities to help improve their communities.

Of special interest to young people are two growing, expanding Ruritan programs: The Ruritan National Foundation and the Ruritan Student Program. The **Ruritan National Foundation** annually provides financial assistance to students to further their education past high school. In the **Ruritan Student Program**, many Ruritan clubs select two or more high school students and pay their entire membership (including meals) in the club for one year. The purpose of the Ruritan Student Program is to introduce students of all ages to the Ruritan spirit of “Fellowship, Goodwill, and Community Service.” **Ruri-Teen Clubs** are designed for students ages 14-19 with appropriate sponsorship from an existing Ruritan club.

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**Objectives of Ruritan**

The “Objects of Ruritan” as set forth in Article II of the local club bylaws are as follows in bold. The sub-headings are explanations and are NOT included in the Bylaws.

1. **To promote fellowship and goodwill among its members and the citizens in the community and to inspire each other to higher efforts** by
   a. Getting together at monthly meetings.
   b. Working together on committees and various activities.
   c. Striving to create harmony in the community.

2. **To unify the efforts of individuals, organizations, and institutions in the community toward making it an ideal place in which to live** by
   a. Recognizing the importance of other worthwhile organizations in the community and encouraging them by:
      1. Learning more about their objectives and accomplishments.
      2. Helping them to reach their objectives when possible.
      3. Encouraging members of Ruritan to take an active part in other organizations serving the community.
   b. Encouraging the forming of special purpose organizations such as PTA, Volunteer Fire Department, and Boy Scouts.
   c. Taking the lead in helping all community organizations work together effectively and contributing to community development.

3. **To work with those agencies that serve the community and contribute directly to its progress** by
   a. Studying the role of the different agencies that serve the community (County Extension Service, VoAg Department, Social Service Board, etc.)
   b. Asking agency representatives to assist in establishing short and long-range community goals.
   c. Encouraging the community service committee chairs to invite agency representatives to meet with them to help set up yearly objectives.
   d. Determining from each agency representative how the Ruritan club can best cooperate to be the most effective.

4. **To encourage and foster the ideal of service as the basis of all worthy enterprise** by
   a. Helping all members of the club and other persons in the community to understand that genuine happiness comes from doing things for others.
   b. Providing opportunities for club members and others to serve their neighbors.
   c. Helping individuals understand that, in following their chosen occupations, they are making a contribution to others.

5. **To create greater understanding between rural and urban people about the problems of each, as well as about their mutual problems by striving, where possible, to maintain both rural and urban representation in the club membership.**
Responsibilities of Ruritan Club Officers

A. President

The president is the key person in the club and coordinator of all its activities. The president is the most important link between the club membership and the zone, district, and national officers. The president’s leadership and guidance should serve as an inspiration to all members in achieving the objectives of Ruritan.

Duties
1. Studying this entire handbook.
2. Appointing committees (with the help of the club’s board of directors, when possible). Select committee chairs who will work. Be sure of each chair’s acceptance before announcing. See that every member has a purpose. Standing Committees include the following:
   a. Program and Entertainment
   b. Finance
   c. Public Relations
   d. Membership
   e. Growth and Development - new clubs
   f. Nominating
   g. Special
3. Appointing the following club officers at December meeting after the installation of elected officers.
   a. Reporter
   b. Chaplain
   c. Song Leader
   d. Sergeant-at-Arms
4. Seeing that a club roster is prepared.
5. Serving as Ex-Officio member of all committees, and attending as many meetings as possible.
6. Helping the vice president discharge duties as chair of the Objectives Committee.
   a. Seeing that the objectives for the year have been properly prepared and presented at the January meeting for discussion and final adoption.
   b. Seeing that each committee chair understands responsibilities.
7. Checking with the chair of the Program Committee before each meeting to make sure that all arrangements have been made.
8. Following “Yearly Schedule for Ruritan Club Officers.”
9. Presiding at all meetings of the club and the board of directors.
10. Starting meetings on time and closing at designated time.
11. Following the meeting procedure (inside of the front cover of this handbook).
12. Following the suggested agenda for board of directors’ meeting in this handbook.
13. Seeing that all members of the club, especially the officers, are familiar with the club bylaws.
14. Seeing that each new member is
   a. Properly welcomed into the club.
   b. Fully informed about Ruritan purposes, objectives, and procedures. (Designate a mentor to handle this assignment.)
   c. Assigned to work on a committee.
   d. Presented with a lapel button.
15. Attending Club Officers’ Training, zone meetings, district and national conventions.
16. Reporting at zone meetings.

B. Vice President

Duties
1. Studying this entire handbook.
2. Serving as chair of the Objectives Committee. (This committee is made up of the chair of each of the five community service committees.)
3. Serving as chair of the Finance Committee. (This committee is made up of the treasurer and such other members as appointed by the president.)
4. Securing from the outgoing president the guides concerning the work of each of the five community service committees and giving a copy to each chair at the December meeting.
5. Urging each committee chair to hold meeting of committee and select tentative objectives for presentation at Objectives Committee meeting.
6. Holding an Objectives Committee meeting before January club meeting, where the committee selects the objectives that will be recommended to club for discussion and approval along with estimated costs of each.
7. Preparing sufficient copies of tentative objectives, with estimated costs and names of committee members, for distribution at the January meeting.
8. Serving as presiding officer of the club and board of directors’ meetings in the absence of the president.
9. Serving as a member of the board of directors.
10. Assisting the president in attaining goals set up for the year.
11. Following up on work of committees throughout the year.
12. Making a report at each meeting giving progress on club objectives. (Call on committee chairs as convenient and appropriate.)
13. Preparing community service reports with help of president, secretary, and Objectives Committee. (Copies to be sent to district governor.)
14. Attending Club Officers’ Training, zone meetings, and district and national conventions, if possible.
15. Arranging for presentation of past president’s lapel pin to outgoing president at the December meeting.

Ruritan Mission

Ruritan is a national organization dedicated to improving communities and building a better America through Fellowship, Goodwill, and Community Service.
Responsibilities of Club Officers (continued)

C. Secretary

Duties
1. Serving as a member of the board of directors.
2. Notifying each member of time, place, and date of all meetings.
3. Keeping available a copy of all publications and forms prepared by Ruritan National for club use. (Copies of approved minutes of the National Board of Directors’ meetings are available from the national office upon request of club secretary.)
4. Sending personal invitations to prospective members approved at the last club meeting.
5. Keeping an accurate record of membership and attendance, reporting the number on roll and the number present at each meeting, and making those changes in the MMS or submitting them to the national staff. Each club establishes its own policy regarding perfect attendance tabs. Call and see why the member was absent.
6. Keeping accurate, thorough, and permanent records of the club and all meetings of the board of directors, including minutes, reports and correspondence. Reports of Board of Directors’ meetings are to be read at the following club meeting for proper action.
7. Making prompt and complete reports to Ruritan National, district governor, Lt. governor, and zone governor - or making prompt updates to the online Member Management System (MMS). See page 5 for details.
8. Writing a letter of appreciation to the speaker and others on the program, immediately after each meeting.
9. Helping the club reporter in preparing publicity regarding the club’s activities and accomplishments.
10. Being responsible for ordering past president’s pin for presentation by the vice president to the president at December meeting.
11. Filing all completed records in place designated by the board of directors prior to passing current material to the new secretary.
12. Submitting books for auditing at anytime as requested by the board of directors.
13. Attending club officers’ training, zone meetings, and district and national conventions, if possible.

D. Treasurer

Duties
1. Serving as a member of the board of directors and Finance Committee.
2. Serving as custodian of all funds, bonds, and other evidence of assets owned by the club.
3. Keeping detailed, accurate and permanent records that can easily be understood by successor.
4. Collecting all dues from members and depositing them along with any other funds in a bank or financial institution selected and approved by the board of directors.
   a. Deposit all funds in the name of the club.
   b. Keep an accurate record of each member’s payment of dues.
   c. Bill members quarterly who have not paid their dues in advance.
5. Paying obligations of the club promptly, by check, as properly authorized.
6. Giving complete club financial report when requested, showing receipts and disbursements since previous report, with balance of funds on hand. (Give a copy of report to secretary for minutes.)
7. Reporting members delinquent in payment of dues, with amounts, at each board of directors’ meeting.
8. Submitting members delinquent in payment of dues, with amounts, at each board of directors’ meeting.
9. Filing Form 990, 990 EZ, or 990 N (electronic postcard) with Internal Revenue Service. See page 43 of this handbook for more information on this change in filing for Ruritan clubs.
10. Attending club officers’ training, zone meetings, and district and national conventions, if possible.

Ruritan Clubs and Technology

Nearly all of the Ruritan National forms and books are available digitally as PDF files. Some can be downloaded from the website at http://ruritan.org under the heading “Resources” and others can be requested on CD through the Ruritan Member Service Department for a small handling fee. Clubs also have the option of choosing an entirely digital Club Kit instead of the paper books and materials traditionally mailed to club each fall.

Ruritan National also has club treasurer’s ledgers and secretary’s attendance sheets designed as Excel spreadsheets with formulas and calculations embedded, making computer record keeping very simple for the club.

While many clubs are using computers and the internet for their records and files – others continue to prefer the paper documents traditionally used by Ruritan clubs. The Ruritan National Office will attempt to satisfy this variety of needs and provide documents and publications in the format each club prefers. For more information contact Ruritan Member Service toll free at 877-787-8727 ext. 303 or e-mail at service@ruritan.org.

NOTE ABOUT EMAILING AWARD FORMS:
Ruritan awards applications and/or forms WILL be accepted digitally and by e-mail provided the appropriate recipient has an e-mail address. It is the club’s responsibility to locate that e-mail address and the form(s) must contain ALL of the information required for the award. Please keep a printed copy of e-mail files showing dates sent, etc. Signatures may be omitted when a form is sent digitally, however judges may make contact with designated signees for verification, so their names must be on the form. All award applications and/or forms must still be received on the appropriate deadlines.
Responsibilities of Club Officers (continued)

E. Directors

Duties
1. Attending all meetings of board of directors.
2. Helping formulate policies of the club and see that they do not conflict with this handbook or club bylaws.
3. A director is elected for a three-year term and is in a position to see the club’s direction over time. From creative thinking should come plans for better club operation and service to the community.
4. Attending Club Officers’ Training, zone meetings, and district and national conventions, if possible.

F. Board of Directors
(Composed of president, immediate past president, vice president, secretary, treasurer, and three elected directors.)

Duties
1. Seeing that policies of the club, the procedures set forth in the club bylaws, and this Club and District Officers’ Handbook are implemented.
2. Acting on matters referred by the club to the board of directors for proper action.
3. Studying the community’s progress and needs and making recommendations to the club from time to time as to how the community needs may be met.
4. Being constantly alert to possibilities of growth and development work and follow-up procedure of sponsoring club.
5. Providing adequate facilities for storage of permanent club records.
6. Supervising the preparation of a club roster (print if possible) giving names and addresses of members, telephone numbers, club objectives, committee membership, names of officers, meeting dates of nearby clubs, etc. (One copy for each member and copies to district officers, Ruritan National, presidents of nearby Ruritan clubs, etc.)
7. Encouraging club members to attend the board of directors meetings if they have suggestions or recommendations they think should be brought before the club. (Let it be known that persons other than club members are welcome too.)
8. Directors’ meetings -
   a. Hold regular monthly meetings, on a set date, preferably one week before the regular meeting.
   b. Holding special meetings of the board of directors as needed and properly called. (Items of business at special meetings cover only those pertaining to the purpose for which the meeting was called.)

Monthly Board Meeting Agenda
The board of directors should hold regular monthly meetings on a set date - preferably one week before regular meeting.

Start on time. Stop on time.
1. Call meeting to order and invocation.
2. Read minutes of recent meetings of club and board of directors.
3. Hear report of officers (vice president, secretary, treasurer).
5. Receive club members and others who may wish to appear before the board for the purpose of presenting recommendations.
6. Consider reasons of members of club who have been absent three meetings of the club, and take appropriate action.
7. Take proper action on members who may be delinquent in payment of dues.
8. Survey field of prospective members and arrange for them to attend a subsequent club meeting as a guest.
9. Vote on applications for membership in club. (Use secret ballot if a majority requests it.)
10. Discuss problems of the club (finances, attendance, how to make club programs contribute to reaching club objectives, committee activities, etc.) and make recommendations to the club for action.
11. Study the needs of the community (have club members or some qualified outside person give thoughts from time to time on some of the community’s needs) and what the club might do.
12. Plan for club participation in zone, district, and national meetings and activities.
13. Hear other business.

Club Anniversaries
Celebrate your club anniversaries using the suggested anniversary outline on page 99 of this publication.
Appointed Club Officers

The club president shall appoint the following officers of the club after the installation at the December club meeting. These officers will take office January 1st.

Sergeant-At-Arms

You have been chosen by the president to serve as sergeant-at-arms because of your ability to deal diplomatically with people. Duties
1. Helping to maintain order at the meetings.
2. Collecting such fines as may be imposed by the club and giving the money to the treasurer.
3. Assisting the Public Relations Committee in seeing that seating is available for guests and for those who arrive late.
4. Acting as teller whenever a vote is taken.
5. Completing other duties as requested by the president.

g. Present a resolution to the club for adoption with a copy going to the family. See that the copy is delivered to the family. A suggested form for this could be:

WHEREAS, Almighty God in His infinite Wisdom has called to Him (use name of deceased) ______________ and WHEREAS, the late (use name of deceased) gave years of splendid service to Ruritan, having served (at this point fill in the local club activities or community activities of the deceased) ____________ , and

WHEREAS, his/her life was filled with civic and public service, but more particularly was a close and valued friend to those with whom he/she worked and came in daily contact.

NOW THEREFORE, be it resolved that the ____________ Ruritan club assembled does hereby adopt this resolution of sorrow in the loss of a valued member and friend and does direct that copies of this resolution be sent to members of the immediate family and that a copy be placed in the archives of (use name of local club) Ruritan club.

h. Be sure the club secretary reports the loss of the member on the club secretary’s monthly report.

Song Leader

As song leader, you should encourage club participation in group singing. Duties
1. Leading the club in singing “America” at the beginning of each regular meeting.
2. Leading any group singing during the meeting.

Chaplain

As chaplain, it is your responsibility to maintain a spirit of religious fellowship in the club at all times. Duties
1. Being responsible for the invocation as prescribed in the meeting procedure of the bylaws.
2. Working with the Social Development Committee to encourage participation in church activities.
3. Being responsible for the following in the event of the death of a club member:
   a. At the time of death, contact the family of the deceased member immediately to offer condolences.
   b. Offer the services of the club to the family and make such assignments that are necessary.
   c. Notify club members of the funeral arrangements and the hours for visiting the family at the funeral home. If the deceased is a present or past district or national officer, the district governor and Ruritan National Office toll free (877) 787-8727 should be notified immediately.
   d. Have flowers sent from the club unless family requests otherwise, i.e., a club contribution to the Ruritan National Foundation is an option.
   e. Contact the minister concerning the deceased Ruritan member’s club activities so that the minister may include these in remarks at the funeral service.
   f. After the funeral, conduct a brief memorial service at the next club meeting. Note: One does not have “prayer in memory of the deceased.” You might have a “moment of silence,” in which we remember ___ (use name of deceased), and then have someone lead a prayer.

Club Reporter

As reporter, it is your duty to maintain adequate public exposure for your club. See the Public Relations Committee brochure and the Ruritan Public Relations Manual for detailed procedures and duties.

Foundation Committee

As a suggestion, the club president may also appoint a club Foundation Committee to raise Ruritan National Foundation awareness in your club and community. Contact your district’s Foundation Promotion Chair for more details. Here are a few suggested duties for this committee:
1. Promote club participation in Ruritan National Foundation Grants programs.
2. Promote donations to Operation We Care in the event of a disaster.
3. Promote the creation of permanent or special permanent funds in memory of outstanding volunteer service.
Yearly Schedule for Club Officers

DISTRICT MEETINGS
1. Follow meeting procedure (inside front cover).
2. President sees that club has representatives at all appropriate meetings called by the district governor or zone governor.
3. Officers cooperate with district cabinet.
4. Delegates and members attend district convention.
5. Club officers attend zone meetings.

JANUARY
1. Follow meeting procedure (inside front cover).
2. Vice president reports for the Objectives Committee, hands copy of recommended objectives to each club member, leads discussion of recommended objectives, and secures final approval of club objectives for the year and their estimated cost.
3. President appoints a club Growth and Development Committee to investigate the possibility of and to assist in the formation of new clubs.
5. Audit committee reports.
6. Finance Committee holds a meeting to determine the best method of raising funds to carry out club objectives.
7. Other committees hold meetings to outline plans for completing objectives. (Community Service, Growth and Development, Program, Fellowship, etc.)
8. Secretary will confirm or correct monthly Membership Audit and Invoice report sent from Ruritan National Office and treasurer issues a check for national dues to be sent to Ruritan National with the quarterly Activities and Attendance report included in the Secretary’s Handbook. Duplicate copies of this report should be sent to the district governor, district lt. governor, zone governor, and national representative with one copy retained for the club files.
9. Now is time to complete Foundation Grant Applications -Deadline for all applications is April 1.

FEBRUARY
1. Follow meeting procedure (inside front cover).
2. Blue Ribbon and Outstanding Club President applications due Feb. 10.
3. Vice president calls for a report from each of the community service committees, asking for plans for carrying out approved objectives.
4. President calls for reports from the Growth and Development and Finance Committees.
5. Delegates who attended Ruritan National Convention report.
6. President conducts or arranges for a review of the club bylaws, emphasizing any recent changes.
7. All club officers’ training must be completed.

MARCH
1. Follow meeting procedure (inside front cover).
2. The treasurer and Audit Committee prepare 990 tax form, it is required (see Treasurer’s Handbook).
3. Foundation scholarship applications due at Ruritan National Office by April 1.

APRIL
1. Follow meeting procedure (inside front cover).
2. Secretary will confirm or correct monthly Membership Audit and Invoice report sent from Ruritan National Office and treasurer issues a check for national dues to be sent to Ruritan National with the quarterly Activities and Attendance report included in the Secretary’s Handbook. Duplicate copies of this report should be sent to the district governor, district lt. governor, zone governor, and national representative with one copy retained for the club files.
3. The president checks with Audit Committee and treasurer to see that Form 990 has been completed and mailed to the Internal Revenue Service.

MAY
1. Follow meeting procedure (inside front cover).
2. RURITAN NATIONAL BIRTHDAY - May 21, 1928. Celebrate the national birthday in your club, zone, or district.
3. Treasurer will complete IRS 990, 990 EZ, or 990 N electronic postcard.

JUNE
Follow meeting procedure (inside front cover).

JULY
1. Follow meeting procedure (inside front cover).
2. Secretary will confirm or correct monthly Membership Audit and Invoice report sent from Ruritan National Office and treasurer issues a check for national dues to be sent to Ruritan National with the quarterly Activities and Attendance report included in the Secretary’s Handbook. Duplicate copies of this report should be sent to the district governor, district lt. governor, zone governor, and national representative with one copy retained for the club files.
3. President prepares a club report for summer zone meeting.

AUGUST
1. Follow meeting procedure (inside front cover).
2. President appoints Nominating Committee. (Should instruct members of this committee on the importance of their duties and be sure that they get acceptance from each person to be nominated.)

SEPTEMBER
1. Follow meeting procedure (inside front cover).
2. Vice president meets with the president, secretary,
and Objectives Committee to prepare five community service reports. These reports must be postmarked to the district governor by October 1.

OCTOBER
1. Follow meeting procedure (inside front cover).
2. Club officers are elected (presiding officer should be familiar with election rules and procedures.) New officers should plan to attend the district and national conventions and zone instructional meeting.
3. Secretary will confirm or correct monthly Membership Audit and Invoice report sent from Ruritan National Office and treasurer issues a check for national dues to be sent to Ruritan National with the quarterly Activities and Attendance report included in the Secretary’s Handbook. Duplicate copies of this report should be sent to the district governor, district lt. governor, zone governor, and national representative with one copy retained for the club files.
4. Secretary includes the names of new officers on special form provided in secretary’s book with the Activities and Attendance report mentioned in #2.
5. Club selects delegates to district convention. (One delegate for each 10 members, with a minimum of 2 delegates. Incoming officers urged to attend as well as other club members.)
6. Secretary orders past president’s lapel button for presentation at December meeting.
7. Newly elected officers are to attend zone club officers’ training.
8. Secretary receives club kit (for new officers, board, and committee chairs) from Ruritan National. Distribute only the officer handbooks to the newly-elected officers, who will use these handbooks in Club Officers’ Training.

NOVEMBER
1. Follow meeting procedure (inside front cover).
2. Club chooses delegates to Ruritan National Convention.
3. President appoints Auditing Committee.
4. After the November club meeting, the president and the vice president hold a meeting of incoming and outgoing members of Board of Directors before December meeting and do the following:
   a. President distributes material from club kit to proper persons. (This club kit will be mailed in October by Ruritan National Office to the secretary.)
   b. Each officer review Officers’ Handbook to become familiar with duties.
   c. The vice president appoints the committee chairs and committee members with the assistance of the board.
   d. Vice President orders preparation of copies of committee assignments to hand out at December meeting. (Committee chairs should be contacted to make sure they will serve.)
   e. Plan for proper installation of new officers at the December meeting. (Use present or past zone, district, or national officers.)
4. Newly elected club officers must attend club officers’ training.

DECEMBER
1. Follow meeting procedure (inside front cover).
2. Delegates attending the district convention report to the club.
3. At this meeting, the club may desire to review its accomplishments for the year. This may be in the form of an outgoing president’s report.
4. New officers installed with proper ceremony.
5. Outgoing officers recognized and president given a past president’s lapel pin.
6. New president announces names of appointed officers (chaplain, song leader, reporter and sergeant-at-arms.)
7. New president announces names of following standing committee chairs and names of committee members and gives each committee chair appropriate literature from the Club Kit: Program & Entertainment, Finance, Public Relations, Growth & Development, Membership, and Objectives
8. New vice president announces names of community service committee chairs and members and:
   a. Gives each committee chair appropriate committee guides and information.
   b. Instructs each committee to hold a meeting (see number 9) to study suggestions in the community service guides, to review the needs of the community, and to select objectives that the club might approve.
   c. Asks that the costs to the club of each objectives be estimated.
9. Secretary distributes list of committee assignments to all club members.
10. After the December meeting, the new vice president calls a meeting of the Objective Committee (composed of the chairs of the community service committees) and:
    a. Calls on each committee chair to report recommended objectives of his/her committee.
    b. Makes sure that the funds needed to carry out each objective are shown.
    c. Has copies of objectives and funds needed made for presentation to club at the January meeting.
11. Fills out applications for Foundation Grants. All applications must be received at Ruritan National Office by April 1.
Standing Committees of a Ruritan Club

Standing Committees are designed to enhance the internal workings of the Ruritan club. The Ruritan Club Bylaws lists the following standing committees that are to be appointed each year by the club president:

Fellowship Committee
Program and Entertainment Committee
Membership Committee
Finance Committee
Public Relations Committee

The following pages offer guidance for these committees and suggestions for successful planning. Additional guidance may be found in the Club Bylaws.

Fellowship Committee

The Fellowship Committee is responsible for promoting fellowship among members, prospective members, and visitors. This committee shall organize entertaining activities for members, their families, and the community when sponsoring a community service project.

The Fellowship Committee shall also provide appropriate assistance and fellowship to members that suffer serious illnesses or other misfortunes.

This committee should work closely with the Program and Entertainment Committee and the Public Relations Committee in developing events that foster both internal and external fellowship for the Ruritan club.

Suggestions
1. Encourage group singing at club meetings.
2. Show up to monthly meetings early enough to greet other club members as they show up for the meeting.
3. Check with the Sergeant-At-Arms for any tasks that need completing before the monthly meeting.
4. Assign themselves to specific parts of a meeting program. For example, one member responsible for guest speakers, another responsible for helping with meal preparation.
5. Encourage group prayer led by the chaplain at each meeting.
6. Help with serving meals. Greet each member by name as they come through the line.
7. Encourage home visitations of members who are ill or otherwise absent from the club’s monthly meeting.

Program and Entertainment Committee

This committee is charged with preparing and arranging programs or entertainment for all meetings. The Program and Entertainment Committee functions at all meetings and affects all members of the club. This section presents some guidelines to help organize the work of your committee and provide some suggested program and entertainment sources. More detailed information about the Program and Entertainment Committee is provided in the committee brochure available from your club president.

Sources of Speakers and Entertainment
1. Chamber of Commerce official.
2. County health officer.
3. Farm organization leader.
4. Minister or leading laymen in the church organization.
5. High school principal or local leader in recreation.
6. Superintendent of schools, PTA officer, school board member.
7. Scout Executive, FFA chapter advisor,
8. 4-H agent.
9. Law enforcement officer.
10. District engineer of state highway commission.
11. Member of the board of supervisors or town council.
12. Salvation Army, Red Cross, American Heart Association, etc.
13. Church musicians, school music or dramatic group.
15. Junior Women’s Club.
17. Sweet Adelines.
18. Comedian, possibly as speaker.

Suggestions
1. Plan a community celebration to commemorate the founding of Ruritan or Ruritan Week, the week in which May 21 falls.
2. Plan a celebration to commemorate your club’s birthday or anniversary.
3. Vary programs each month, keeping in mind the needs of the community and the yearly objectives of the club.
4. Arrange three months of programs in advance with special events planned at the beginning of the year.
5. Announce the next month’s program at each meeting.
6. Keep your club reporter informed of your program and entertainment plans.
7. Arrange for a short review of some part of the local club bylaws at some meetings of the club.
8. Consider giving gifts of appreciation to special speakers or entertainers.
9. Invite a member of the district cabinet or National Board of Directors to present the program at a club meeting each year.
Standing Committees of a Ruritan Club (continued)

Membership Committee

The purpose of this committee is to provide stability and growth in club membership.

The changing needs of your club can be fulfilled by always seeking new membership prospects in your community. The size of your club and community determine which programs will work best. More members mean increased fellowship and community service, greater representation of Ruritan in community projects, greater human resources for fundraising, increased assistance to others, and more enthusiastic support for the club.

Suggested Projects

1. Ruritan Student Program

Invite students(s) in school and college to become members of your club. If possible, a minimum of two students should be brought in at the time the program is initiated. It is suggested that the club pay initiation fee and dues for first year.

Recommendations
   a. Give formal installation and a lapel pin to new members.
   b. Indicate on the appropriate report that the club is participating in Ruritan Student Program at the time the new membership is reported.
   c. Assign students to the Social Development Committee.
   d. Work with youth as regular members to foster a spirit of fellowship, goodwill, and community service.
   e. Encourage students who leave the community/club to attend college, etc. to consider transferring membership status to member-at-large or transferring to another club.

2. Recruiting Members by Standing Committees

Each month a Community Service Committee has the responsibility to bring in prospects.

3. Contest Between Club Membership

Sample Contest Rules
   a. Establish teams. Competition is the motivator. Divide the club membership into teams of three or more with the captain of each team serving on the contest rules committee. Each team should develop its own approach for getting new members.
   b. The Membership Committee should follow-up at each meeting. Consider the prospects, who were invited but did not attend, as well as follow-up on those who attended but did not join. Assign someone else to visit this prospect again to get a commitment.
   c. Winners of the contest eat a meal provided by the losers.

4. SHARE Program

This is a three month, three-step program involving the entire club membership, in enlisting new members.

Club Meeting No. 1

Club president explains the advantages of having additional members share in club projects, etc. Invitations to Membership are presented to club membership chair for later presentation to the club’s board of directors.

Between Club Meeting No. 1 and No. 2

Board of Directors’ Meeting: Prospective members approved for membership are presented to the club for their approval at Club Meeting Number 2.

Club Meeting No. 2

The club membership is presented a list of prospective members approved by the club’s board of directors. Prospective members, approved by club membership, are sent a special letter of invitation to attend next club meeting to enjoy the meal and program. Members are assigned names of prospective members and encourage them to attend the next meeting.

Club Meeting No. 3

   a. Meeting conducted as usual by club president with a special welcome to prospective members.
   b. Business conducted as usual.
   c. Membership Chair conducts the program for prospective members (Show Ruritan video.)
   d. Each prospective member presented material (“This Is Ruritan” brochure, color Ruritan brochure, recent RURITAN magazine, bylaws.)
   e. Club president explains the value of membership in a Ruritan club and how beneficial it can be to the entire community. Prospective members are again informed that they have been approved for membership.
   f. Club treasurer informs prospective members of the fees and dues.
   g. Prospective members accept membership, pay fees and are installed at the close of the meeting, assigned to committee, and presented a new member kit.
Standing Committees of a Ruritan Club (continued)
Membership Committee (continued)

Helpful Suggestions

Membership Retention
1. **Absent members** should be notified that they were missed soon after the meeting. A telephone call or short note will do.
2. **Absent members should be contacted and apprised** of their situation prior to being dropped. There may be jobs, sickness, or other factors causing them to miss the meetings.
3. **Make-up meetings should be encouraged.**
4. **Members may be placed on leave of absence** up to one year or may be made **at-large member** indefinitely with annual status review by club.
5. **Offer associate memberships** to members who seem to be unable to make regular meetings.

Silent Salesman
Donate your extra or old copies of the RURITAN magazine to your library, doctor’s office, or other public places. Attach a note about your local Ruritan club (your name, giving meeting dates, meeting place, and your telephone number.)

Sample Letter of Invitation
Type a version of the letter of invitation below on club stationery. Don’t forget to replace the the name, time, date, and place (in bold below) with your information.

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**Sample Ruritan Club**
Anytown, USA 99999

Dear **Prospective Member**,

The members of the **Sample** Ruritan Club extend to you a special invitation to our next meeting. Please come and enjoy our meal, fellowship, and program.

We will meet at **time**, **place**, **date**.

I hope you will accept our invitation to attend and participate in future programs vital to making our community a better place to live. You will receive the reward of satisfaction from helping and share the friendship of other responsible community leaders.

We look forward to having you as our guest and sharing our Ruritan fellowship with you.

Sincerely,

**Ima Ruritan**
Ima Ruritan
**Sample** Ruritan Club President

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Setting Your Membership Goals
1. How many members would you like to have at your monthly meeting?
2. How many members do you need to complete your community service programs?
3. Would more members make serving your community easier? Would it make conducting fundraisers easier?
4. What number will you need will determine your goal?

Club Sponsoring a Club
1. The club president should explain at a club meeting that the club should assist in organizing a new Ruritan club.
2. After a discussion, club members should vote to sponsor the new club.
3. President appoints a Growth and Development Committee (a small committee, generally best with two members) with the president serving as ex-officio member.
4. Club members assist the Growth and Development Committee by identifying key contacts in nearby communities.
5. The club’s Growth and Development Committee will select the community in which to organize a new club.
6. Members will assist the Growth and Development Committee by contacting community leaders, explaining Ruritan, and/or inviting acquaintances from the selected community to visit the club meeting as guests.

Growth & Development Assistance is Available
Organizing a new club can be a difficult task. Don’t let the opportunity to build a new club slip away from your Ruritan club. The Ruritan National Office has resources that can help you in your Growth & Development mission. Growth & Development Kits are available:

**Ruritan National**
5451 Lyons Road
P.O. Box 487, Dublin, VA 24084
toll free (877) 787-8727
FAX (540) 674-2304

For additional assistance in forming new clubs or recruiting members, contact your zone governor, district governor, and/or the district growth and development chair.
Initiation of a New Member

Note to initiating officer:

1. Review procedure prior to the initiation ceremony.
2. Be sure you know the new member’s name.
3. Be sure the new member has been properly voted into the club.
4. Be sure you know the new member’s committee appointment and the committee chair’s name.
5. Have lapel pin ready for presentation.
6. Be sure the member is welcomed at the close of the meeting.
Are you having trouble thinking of people to invite to your club? Try creating a Prospective Member List by identifying one or more persons whom you associate with the areas or occupations listed below:

- Accountants
- Agriculture/Sales
- Appliances
- Attorneys
- Auto Dealers
- Bankers
- Chamber of Commerce
- Cleaners
- Clergymen
- Colleges/Universities
- Construction
- Contractors
- County, Town Officials
- Dairy
- Dentists
- Department Stores
- Doctors
- Druggist
- Educators
- Electricians
- Engineers
- Extension Service
- Farmers
- Fireman
- Florists
- Furniture
- Funeral Directors
- Hardware
- Hospital Administrators
- Insurance
- Labor
- Lumber
- Machinery Dealers
- Manufacturing
- Neighbors
- Newspapers
- Local Utilities
- Photographers
- Plumbers
- Police
- Post Office
- Printing
- Radio and/or TV
- Ranchers
- Real Estate
- Recreation
- Relatives
- Restaurants
- Retirees
- Telephone
- Transportation
- Veterinarians
- Veterans

What’s in the Other Club Officers’ Books?

If you are president or vice president of your Ruritan club, you will need to know what forms and materials the other officers in your club have. Here’s a quick checklist to help you keep up with everything:

**Quarterly Activities and Attendance** reports -- located in the Secretary’s Handbook. These forms are also online under Club Resources at [http://ruritan.org](http://ruritan.org) as are many of the other forms needed by Ruritan club officers.

When your new club officers are elected in the fall, the Secretary’s Handbook has that report.

The application for Ruritan of the Year, Ruri-Teen of the Year, and Rudy Youth of the Year may all be found in the awards portion of this handbook as well as the **Blue Ribbon Club** award application and **Outstanding Club President** award application. If your club secretary completes the **Activities and Attendance** reports quarterly and responds to the **Membership Audit and Invoice** reports sent every month from the National Office (paying national dues quarterly as required), records will automatically be updated in the national database concerning club attendance, growth, and dues payment. This will help verify the records kept at the club level and reported on the Blue Ribbon Club and Outstanding Club President applications.

The Club Treasurer’s Handbook contains financial logs (and electronic logs in Excel are available from the National Office). **All clubs** will now need to file an **IRS 990 N** (electronic post card) if they don’t file the **990 or 990 EZ**. See more information in this handbook on page 43.

Of course, as explained on pages 5-9, most club, zone, and district information can be accessed quickly on the internet using the Member Management System (MMS).
Standing Committees of a Ruritan Club  

Finance Committee

The purpose of this committee should be to ensure that the club operates on a sound financial basis. The Finance Committee shall be composed of the vice president (who shall serve as chair), the treasurer, and other members appointed by the president. The success of your total club program this year will depend on the successful functioning of this committee. More detailed information is found in the Finance Committee brochure available from the club president.

Areas of Concern

1. Review possible sources of income.
2. Propose practical fundraising methods and projects to meet the club’s financial needs.
3. Prepare and present an annual operating budget to the club board of directors prior to the January club meeting.
4. Periodically examine the financial status of the club and make appropriate reports to the club board of directors.
5. Study the dues structure of the club and make recommendations for changes to the club board of directors, if needed. The dues should be sufficient to cover national dues, cost of meals, and other club operating expenses. Administrative expenses such as member meals, office supplies, pins, etc. should be financed by dues. Fund-raising money should only be used for service in the community. Expenses of club delegates to the Ruritan National Convention are also a legitimate use of fund-raising money.
6. Ensure that all income is presented to the treasurer and expenses are paid by check as provided in the club bylaws. (It may be desirable to have a petty cash fund for completing some projects. Expenditures from this fund must be reported to the treasurer.)

General Procedures

1. The vice president, as chair, should appoint a member to keep a written record of the committee’s work.
2. The committee should meet as soon as possible after appointment to study the records of last year’s committee and explore new ways to raise money.
3. The committee should set tentative objectives for the coming year and estimate the income derived from proposed projects.
4. The committee should meet jointly with the Objectives Committee to coordinate the activities of both committees.
5. The prepared budget and proposed fund-raising projects for the year will be presented to the club for adoption at the January club meeting.
6. At the completion of each project, the committee should meet and evaluate its work and prepare a written report for the club secretary.
7. At the end of the year, the records of the committee should be turned over to the new chair along with recommendations for future projects.
8. All projects should be completed according to the deadlines set by the committee.

SAMPLE ANNUAL BUDGET

Section A.

RECEIPTS FROM SPECIAL FUNDRAISING ACTIVITIES
Advertising sold for District Yearbook 120.00
Sale of fruit cakes, etc. 450.00
Yard Sales 610.00
Meals and other projects 1,575.00
Total $2,755.00

EXPENDITURES
Ruritan National Foundation $500.00
Community service projects (Scouts, Youth athletics, Senior Citizen Home, Food for needy, etc.) 2,105.00
Miscellaneous 150.00
Total $2,755.00

Section B.

RECEIPTS FROM DUES
35 members at $80 each $2,800.00
10 new members at $5 each 50.00
Total $2,850.00

EXPENDITURES
National dues, 35 members at $44 $1,540.00
Initiation Fees to National at $3 each 30.00
360 meals at $3.50 1,260.00
Postage, stationery, printing 210.00
Tickets for Officers to
District Convention 35.00
Past President’s Pin 5.00
New Member Kits 40.00
Expenses of Delegates to
National Convention 250.00
Total $3,370.00

Suggested Fundraising Projects

Community Entertainment
Dance, play, community fair, circus, donkey baseball, donkey basketball, amateur contest, talent contest, fall festival, beauty contest, homecoming, July Fourth celebration, Labor Day event, baby contest.

Selling Merchandise
Fruit cakes, U.S. flags, mulch, candy, light bulbs, brooms, rummage sales, automobile name plates, rent booths at county fair, Christmas trees, fire extinguishers, public auctions (farm equipment and supplies, articles donated by merchants), garage/yard sales, car washes, Christmas cards, candles, Christmas wrappings, event advertising.

Serving Meals
Turkey dinners, oyster suppers, pancake suppers, sauerkraut suppers (with pork), box socials, smorgasbords, chicken barbecues, spaghetti dinners, homemade ice cream festivals, oyster roasts, food at local games and fairs, fish fries, covered dish dinners, and watermelon feasts.
Standing Committees of a Ruritan Club (continued)

Public Relations Committee

Purpose: To establish an effective internal and external public relations program involving the club and the community, to promote fellowship and goodwill, and to be responsible for planning and securing meals for each meeting.

The Public Relations Committee has the responsibility of implementing the first object of Ruritan, which is to promote fellowship and goodwill, not only among the members, but throughout the community. More detailed information appears in the Ruritan Public Relations Manual and in the Public Relations Committee brochure available from your club president.

Areas of Concern

1. The committee chair should appoint a member to keep a written record of committee meetings and activities.
2. A member of the committee should be designated to serve as club reporter.
3. The Ruritan Public Relations Manual from Ruritan Supply should be obtained.
4. The committee, at its first meeting, should set tentative objectives for the coming year and present estimated costs of projects to the Budget and Finance Committee before the club’s annual budget is approved.
5. A written report of each project completed should be presented to the club secretary.
6. The records of committee’s activities and recommendations should be turned over to the new chair at the end of the year.

Suggestions

1. Relationships with local newspaper executives, and radio and television station officials should be established.
2. News media personnel should be invited to attend a regular or special meeting as a guest.
3. The appointed club reporter should observe the following rules of good journalism:
   a. The lead or first paragraph of the story should answer the following questions: WHO, WHAT, WHEN, and WHERE? The remaining paragraphs should fill in the other facts - HOW and WHY? (Figures are always impressive.)
   b. The names of persons and places should be spelled correctly. Publicity can do more harm than good when names are incorrectly spelled. It also takes pressure off the editor.
   c. The highlights of a speech should be summarized. Never take a copy of a speech and send it to the newspaper verbatim.
   d. Good photographs provide good publicity. The news media will advise you of their requirements.
   e. A story should not carry details on who read the minutes, gave the treasurer’s report, or pronounced the invocation. It is not necessary to mention salutes to the flag, etc. These are trivial incidents and occur at every club meeting, regardless of where it may occur.
   f. The story should be neatly typed and double-spaced. Use club stationery or make certain that your club’s name is prominently featured on the first page.
   g. Submission requirements for articles and photographs should be checked.
4. The chair or another member of the committee should be at the meeting place early to greet all members and guests as they arrive.
5. Visitors should be introduced to other club members and properly seated for the meal.
6. Speakers and entertainment should be welcomed and then introduced to the program chair.
7. Visiting Ruritan officials should be welcomed and directed to the head table.
8. Last, but certainly not least, well-planned events are particularly important in promoting fellowship and goodwill.

Public Relations:
A Year of Ruritan Awareness

Each of the events below can be used to promote Ruritan awareness in your community. Send press releases and photographs to your local media.

1) Membership drive. Consider advertising to create interest in joining your club.
2) Donate Rudy Ruritan bears to a local fire, rescue, or children’s agency. Make sure you get photographs.
3) Foundation Grants. Let your community know what your club is doing to promote education.
4) Ruritan Founders’ Day and Ruritan Sunday bulletin inserts are available from Ruritan Supply.
5) Patriotic celebrations such as an Independence Day celebration.
6) Donations to a local charitable agency. Be sure to explain to media what the donation will accomplish for either your country or for your community.
7) Holiday project (toy donation, food donation, etc.). Publicize your efforts through the local media.
Ruritan Community Service Committees

Ruritan clubs work to improve their communities through five Community Service Committees. Ruritan National provides “Community Service Guides” for each of the individual committees to help the committees in their work.

Each guide is prefaced with the purpose of the committee along with the following information and procedures:

1. The committee should meet as soon as possible after appointment to study the current and future needs of the community as they relate to the purpose of this committee. At this time, the new committee should review the plans, work, and reports of last year’s committee.
2. The committee will propose projects for the current year to the Objectives Committee.
3. The estimated cost of meeting these objectives will then be presented to the Finance Committee.
4. The chairs of each committee, as members of the Objectives Committee, will meet prior to the January club meeting to review all proposed committee projects. The Objectives Committee will then select and schedule projects to be recommended to the club.
5. At the January meeting, the club will consider the proposals of the Objectives Committee and approve projects for the current year.
6. The chair will list approved projects and activities in the community service guide.
7. As the work of the committee progresses, a written record will be kept by the chair who will make periodic progress reports to the vice president.
8. At the completion of each project, the committee should meet to evaluate its work and summarize projects on page 4 of the community service guide.
9. In September, the information on page 4 of the guides will be made available to the vice president, president, and secretary for use in writing the community service reports.
10. After October 1, the committees should continue to function and place special emphasis on uncompleted and continuing projects. These projects will be reported the following year.
11. At the end of the year, the records of the committee should be turned over to the incoming vice president.
12. Projects can be short or long range and do not necessarily have to be completed in one year.

The changing needs of your community should be determined by your club through observation and periodic surveys. These needs will determine which projects are adopted by your committee and club members.

The following pages offer a brief description of each of the five community service committees. Suggested community service projects are listed, as well as a section called “Look at Your Community.” By asking (and answering) the questions in this section, committee members can brainstorm ideas for community service projects.

Objectives Committee

The chairs of the five Community Service Committees shall make up the Objectives Committee. The chair of the Objectives committee will be the club’s vice president.

The chair of each Community Service Committee should bring projects proposed by the five Community Service Committees to the Objectives Committee.

This committee shall coordinate the projects and activities of the various Community Service Committees and make recommendations to the club’s board of directors.

At the January club meeting, the Objectives Committee will present tentative proposals to the club’s membership for approval. The Objectives Committee should also check the progress of approved community service projects during the year and encourage these projects to be carried on to the following year for completion, if necessary.
Ruritan Community Service Committees (continued)

Business and Professions Committee

Purpose: To assist in providing and maintaining economic stability and growth in production, commerce, and services in the community.

The areas for consideration should include the following:

- Agriculture
- Industry Services
- Trades
- Professions

SUGGESTED PROJECTS
1. Promote the development of a market for local raw materials and natural resources.
2. Conduct an income tax workshop.
3. Provide a workshop on Social Security.
4. Establish a clinic and secure a doctor for the community.
5. Sponsor an agricultural and industrial exposition.
6. Conduct a labor survey.
7. Arrange tours of farms, businesses, industries, radio stations, and newspaper plants.
8. Encourage establishment of trade, technical, and vocational schools in your area.
9. Develop a recognition program for outstanding farm and business leaders.
10. Work toward establishment of an industrial park.
11. Bring an industry to your community.
12. Sponsor workshops on business careers and/or home-based businesses.
13. Help youth find temporary or permanent employment in the community.
14. Have your club’s Rudy Bear greet visitors at an area business and trade exposition.

Ideas For Your Community

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LOOK AT YOUR COMMUNITY
2. Does your area have an effective planning or zoning commission?
3. Are the local industries interested in improving your community?
4. Does your community need professional services such as those of a doctor, dentist, druggist, veterinarian, lawyer, health clinic, or first aid station?
6. Do your schools offer vocational agriculture? Vocational training? Technical training?
7. Are there businesses and services to meet the needs of the farmer?
8. Are fair markets available for agricultural products?
9. Is sufficient credit available locally?
10. Is there good communication between individuals involved in industry, business, and agriculture?
11. Is the latest information on farm management, improvement, and technology available to residents?
Citizenship & Patriotism Committee

Purpose: To foster love of our country and pride in being a citizen by promoting activities and philosophies which enable each of us to become more aware of our unique rights and responsibilities which are ours because we are Americans.

The areas for consideration should include the following:

Community Pride, Holiday Observation, Voter Registration, Armed Forces, Veterans Day, Community Flag Display

SUGGESTED PROJECTS
1. Promote good citizenship through workshops, programs, and distribution of appropriate literature.
2. Promote appropriate observances of July 4th and other patriotic holidays.
3. Sponsor several boys and girls to functions such as Boys State and Girls State, Freedom Foundation at Valley Forge, Medal of Honor Adventure etc.
4. Sponsor a patriotic poster, photo, or essay contest.
5. Extend proper recognition to members and veterans of the armed forces.
6. Honor D-Day Veterans and give a donation to Ruritan’s partner, the National D-Day Memorial. Hold a D-Day Veteran appreciation dinner in your community or sponsor a D-Day Essay Contest in your schools.
7. Support a night-time (lighted) display of the American Flag in your community.
8. Promote/Educate community on proper use of U.S. Flag.
9. Encourage voter registration and election participation.
10. Recognize “Family of the Year” or “Citizen of the Year.”
11. Appoint a “Welcoming Committee” to welcome newcomers to your community.
12. Sponsor parades or participate in local parades.
13. Erect a monument to recognize heroes or historical events in your community.
14. Use your club’s Rudy Bear to spread joy at the community July Fourth parade.

LOOK AT YOUR COMMUNITY
1. Do your citizens exhibit community pride and spirit?
2. Do you welcome new residents into your community?
3. Does your community have patriotic programs on July 4th and other occasions?
4. Are community celebrations and parades held?
5. Are historical markers and monuments in your community properly maintained?
6. What is the relationship between people that live in town and the people that live in the community around the town?
7. How many organizations are there in your community through which its members and volunteers can work to improve the community?
8. Does your town have a radio station, TV station, or newspaper? Are they helping to create good citizenship and pride in your community?
9. Are American Flags displayed on appropriate days? Are they displayed at meetings, sports events, etc.? Are they displayed on Flag Day, June 14?
10. What percentage of eligible voters are registered? Do they go to the polls on election day? Do they vote only in certain elections such as those for the presidency or state or local contests?
11. Are citizenship and patriotism emphasized in your schools?
12. Are members of the armed forces given proper recognition and respect?
13. Are the Pledge of Allegiance and National Anthem used at public events?

Ideas For Your Community
Ruritan Community Service Committees (continued)

Environment Committee

Purpose: To improve the environment and conserve natural resources in the community.

The areas for consideration should include the following:

- Land, Water, and Air Pollution
- Community Beautification
- Conservation of Wildlife
- Soil and Water Conservation
- Rodent and Pest Control

SUGGESTED PROJECTS
1. Establish a game management area or plan a tour in the community to observe conservation practices.
2. Plan Arbor Day observance.
3. Obtain and distribute literature concerning soil erosion, pollution, reforestation, and other aspects of ecology as they relate to your area.
4. Seek the aid of conservation agencies and organizations in preventing and correcting ecological problems in your area.
5. Conduct a program on timberland management.
6. Sponsor a drive to have water supplies tested.
7. Identify and be responsible for correcting air pollution sources.
8. Establish facilities for collection and recycling of glass, metal, and paper.
9. Conduct a wildlife food plot contest for youth in the community.
10. Set up a volunteer program to assist fire or game wardens.
11. Conduct periodic litter clean-up campaigns.
12. Seed an eroded roadside bank in the community.
13. Establish a Christmas Tree Farm as a conservation project.
15. Establish a garbage and trash collection service for the community.
16. Landscape grounds around a public building.
17. Promote and support ordinances and regulations concerning sanitary conditions.
18. Construct and put up bluebird houses and wood duck boxes.
19. Honor an outstanding citizen as “Environmentalist of the Year” with a Rudy Bear VIP Award.

LOOK AT YOUR COMMUNITY
1. Is littering a serious problem in your community? Are there sufficient trash receptacles available along the highways, parks, and business areas?
2. What is being done to conserve forest lands and wet lands in your area?
3. Is your community organized to prevent and fight forest fires?
4. Are the people in your area concerned with soil and water conservation?
5. What is being done to prevent soil erosion?
6. Are the rivers, streams, and ponds clean? If not, what is the source of the pollution?
7. Is there an air pollution problem in your area? What is its source?
8. Is there an abundance of wildlife in the woods, fields, and streams?
9. Do your schools place appropriate emphasis on conservation and ecology?
10. Are there provisions such as seed plots for feeding wildlife in bad weather?
11. Are open fire permits encouraged as a means to prevent forest fires?
12. Is proper emphasis given to seafood conservation and management?
13. Are local mines using good conservation practices?
14. Is public or private land used as a dumping ground for trash and garbage? Is it a health hazard? Is it unsightly?
15. Are business and industrial areas clean and attractive?
16. Does your area need greater control over mosquitoes, flies, or rodents?
17. Should more trash receptacles be available for public use?

Ideas For Your Community

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Ruritan Community Service Committees  (continued)

Public Services Committee
Purpose: Many services which are required by our citizens must be provided by governmental, corporate, and volunteer agencies. This committee must be aware of all public services available in the community, be concerned with their efficient operation and justified expansion, and work toward the establishment of additional services.

The areas for consideration should include the following:

- Water, Electrical, Gas Supply
- Law Enforcement
- Buildings
- Fire and Rescue Squads
- Transportation Facilities
- Telephone and T.V. Cable
- Waste Disposal

SUGGESTED PROJECTS
1. Take the leadership in establishing needed water and sewage authority.
2. Assist in the organization of fire departments and rescue squads.
3. Collect contributions or conduct a fundraising project for the local rescue squad or fire department.
4. Print and circulate telephone numbers of local fire department, rescue squad, law enforcement, and other public agencies.
5. Promote the establishment of a volunteer auxiliary police force.
6. Establish local library or museum or work for their improvement.
7. Conduct feasibility study relative to the need for an area civic center.
9. Sponsor a Neighborhood Watch.
10. Erect public benches or bus shelters.
11. Construct a roadside park.
12. Have warning signs or traffic lights erected at dangerous intersections, curves, and pedestrian crossings.
13. Erect welcome signs and Ruritan and road name signs on all roads leading into the community.
14. Promote widening and paving of streets and roads.
15. Work with local highway safety committees.
16. Request railroad to erect gates at railroad crossings.
17. Provide an off-street parking lot.
18. Promote access/use of airports.
19. Donate playground equipment to school or community playground.
20. Install lights for playground or athletic field.
21. Build a community tennis court or ball fields.
22. Provide and supervise a community recreation center or secure a community recreation field.
23. Provide transportation for sick and elderly to doctor’s appointments and church services.
24. Sponsor a first aid or CPR class.
25. Have a Ruritan sponsored family or community picnic.
26. Donate Rudy Bears to the local fire department or to local law enforcement personnel.

Ideas For Your Community

- LOOK AT YOUR COMMUNITY
  1. Does your area have an adequate telephone service, supply of water, electricity, gas, sewage, solid waste disposal, and recycling? Is service available to all residents?
  2. Does your area have sufficient fire-fighting facilities? Is a rescue squad available? Is there adequate law enforcement?
  3. Does your community have necessary health ordinances? Are traffic ordinances, building codes, and zoning regulations in place?
  4. Are business and residential areas adequately lighted?
  5. Are public buildings and surrounding property attractive? Are they safe and clean? Are public restrooms needed?
  6. Is freight service available?
  7. Are the streets, roads, bridges, and sidewalks well maintained?
  8. Is there an adequate traffic control system including signs, lights, and markings?
  9. Is there a need for more public transportation in your area locally such as taxis, buses, car rentals, air, rail, and waterways?
  10. Are there adequate parking facilities in your community?
  11. Is proper care taken of the streets and highways year round?
  12. Are there adequate signs indicating points of interest and historical sites on major highways?
  13. What is the condition of Ruritan road signs?
  14. Is there a Channel 9 CB monitoring plan?
  15. Do you have adequate public parks?
  16. Do you have a public athletic field for baseball, softball, football, tennis, and track? Is it available for all the children and the people of the community?
  17. Do your neighboring communities have a Ruritan club?
  18. Does the community or any organization in the community endeavor to supervise play or arrange for play periods for the youth?
  19. Does your town have a bowling alley, skating rink, pool (with lifeguards), wading pool, playground with playground equipment, golf course, and movie theater for community use?
  20. Does your community have a community center? Is it available to all groups in the community?
  21. Do you have a civic club, veteran’s club, fraternal lodge, Chamber of Commerce, or garden club meeting in your community?
  22. Are your schools’ physical facilities adequate, safe, sanitary, attractive, well-equipped, and well-lighted?
Social Development Committee

Purpose: Because human resources are its most valuable assets, it is important that the community have facilities and services which will provide for the well being and development of all people, with special concern for those with unusual needs. Since the Ruritan club serves the entire community, it is in the unique position to take the initiative in making these facilities and services available through club projects and cooperative programs with other organizations and agencies.

SUGGESTED PROJECTS
1. Sponsor a drug abuse program.
2. Sponsor an organization for senior citizens in the community.
3. Build ramps for disabled people to enter public buildings.
4. Furnish school lunches for underprivileged children.
5. Have a community Christmas tree with gifts for children.
6. Work with a Ruritan National Partner program such as Boy Scouts, FFA, SkillsUSA-VICA, 4-H, Farm Safety 4 Just Kids, Childreach, or Hunters for the Hungry.
7. Provide opportunities for the youth in your community to become familiar with local history and points of historical interest.
8. Provide field trips for youth to visit local industrial plants, business houses, educational facilities, and recreational areas.
9. Provide and maintain an identification sign for a local church.
10. Sponsor a community Vacation Bible School.
11. Post schedules of church services in parks, motels, bus stations, and other public places.
12. Publish and distribute home safety check lists to every home in the community.
13. Sponsor a beautification project in the community.
14. Sponsor a Christmas Decoration Contest.
15. Make a survey of disabled people in the community and help them contact the proper agencies for assistance.
16. Sponsor or secure a bookmobile for the community.
17. Make a contribution to the Ruritan National Foundation or other scholarship program.
18. Record church services for those unable to attend.
19. Sponsor community services regularly or on special occasions such as Thanksgiving, Easter, Christmas, and Ruritan Sunday.
20. Send a minister to the Rural Ministers’ Conference.

Ideas For Your Community

The areas for consideration should include the following:

**Youth**  **Health**
**The Disabled**  **Senior Citizens**
**Human Development**  **Drug Abuse Prevention**

21. Recognize outstanding students and faculty members.
22. Sponsor adult education classes.
23. Participate in Ruritan Student Program.
24. Present Rudy Bears to the patients in Children’s Ward at the local hospital.

LOOK AT YOUR COMMUNITY

1. What is your community doing for disabled or mentally challenged individuals?
2. What is your community doing for “shut-ins”?
3. Is there a blood program in your community?
4. Does your town have adequate health ordinances?
5. Does your community have a Boy Scout Troop, Y.M.C.A., 4-H Club, Girl Scouts, F.F.A. Chapter, Campfire Girls, Cub Scouts, F.H.A. Chapter, F.T.A., Little League programs?
6. Does your community have adult education programs?
7. Is an adequate educational program available for handicapped persons?
8. Are residents aware of the many potential hazards in the home? Have children been instructed on how to react to emergency situations such as a fire? Does your home have smoke detectors, fire extinguishers, and fire escape plans?
9. Does your community offer activities which encourage whole family participation?
10. Are programs available which instruct and inform residents on topics such as home crafts, gardening, home and lawn beautification?
11. Is there a need to provide training for children returning from school each day to an empty house (Latch Key Children)?
Zone Governors: The Most Important Connection

No communication in Ruritan is more crucial, and yet taken more for granted, than the communication duties and responsibilities of our zone governors. These volunteer leaders are the most crucial link in the organization. Zone governors carry essential messages between Ruritan clubs – where the actual business of Ruritan is being carried out day in and day out – and the district and national leadership of the organization.

Without zone governors, the messages traveling both ways are blocked. District and national leaders may never know what concerns, problems and successes are taking place at the club level, and club presidents may never hear the plans for motivation, growth, and progress being formulated at the district and national leadership level.

Zone Governor

In most respects zone duties parallel district duties of the district governor. The zone governor shall be installed at the district convention and take office January 1.

Duties of the Zone Governor
1. Serving as a member of the district cabinet.
2. Representing Ruritan National and the district within the zone.
3. Making first official visit to each club in the zone during January, February, and March.
4. Attending a board of directors’ meeting of each club.
5. Giving extra assistance to weak clubs and clubs having special problems.
6. Promoting membership increase within each club.
7. Organizing new clubs.
8. Planning and conducting at least two (2) zone meetings.
9. Encouraging all club members to attend zone meetings.
10. Attending district cabinet meetings.
11. Because zone governors are the district officers who are in direct contact with the clubs - please alert your governor and lt. governor of any situations you find on your club visits.
12. Assisting club officers in making their required reports, especially the club secretary.
13. Attending the school of district officers’ leadership development training in the fall.
14. Cooperating with other district officers and committees.
15. Performing such duties as assigned by the district governor.

Duties of the Incoming Zone Governor
1. Attending any leadership development training for district officers in the fall.
2. Cooperating with outgoing zone governor in coordinating district, zone, and club activities before January 1.
3. Cooperating fully with the outgoing zone governor in planning and conducting the winter zone meeting between January 1 and February 15.

Duties of the Outgoing Zone Governor
1. Continuing full responsibility as zone governor until January 1 and work with the incoming district and zone officers.
2. Conducting the winter zone meeting assisted by the zone governor to be held between January 1 and February 15.

Responsibilities of Zone Governor
1. Select a site for club officers’ leadership development training and make physical arrangements for the meeting (2 rooms if possible).
2. Send an announcement regarding the two-hour meeting to the current club president asking that this information be given to the newly elected club officers at the October club meeting. Instruct the president to distribute materials found in club officers’ kit received in October to each newly elected officer for use at the training school.
3. Create a list of officers’ addresses and telephone numbers of people to contact about the leadership development training. Follow-up ten days prior to the meeting with a telephone call or letter to each new club officer as soon as elections are held.
4. Send list of club officers trained showing name, complete address, office held, and club name to the district governor. Send a copy to the Ruritan National Office immediately.

Winter Meeting
♦ Who is in charge: Immediate past zone governor assisted by the current zone governor.
♦ Who should attend: District governor, lieutenant governor, club officers, and other club members.
♦ When: Between January 1 and February 15.

Type:
1. Supper meeting - attendees pay for their own meal, or
2. Host club provides refreshments at close of meeting.

Summer Meeting
♦ Purpose: To inform club members and their officers of responsibilities regarding end of year activities and reports.
♦ Who is in charge: Zone governor.
♦ Who should attend: District governor, lieutenant governor, club officers, and other club members.
♦ When: Between Summer Governors’ Conference and September 1.

Type:
1. Supper meeting - attendees pay for their own meal, or
2. Host club provides refreshments at close of the meeting.
Suggested Check Lists for Zone Governors Visiting Clubs

**Spring Visits**
1. Are your clubs participating in whatever national growth programs and contests might be going on? Check your RURITAN magazines and newsletters for details and encourage participation.
2. Will your clubs send delegates to the next National Convention? Is it understood by the clubs that this is a legitimate use of fundraising dollars—sending delegates to carry out the business of the national organization and representing their club?
3. Has your clubs treasurer been authorized to send in $300 for Build Your Dollars to the Ruritan National Foundation before September 1?
4. Are any of your club members coming to the Foundation Fellowship Weekend in the fall?
5. Be aware of clubs that are not reporting or who are falling behind in their dues. Request assistance from your district officers or Ruritan National to work with those clubs.

**Fall Visits**
1. Follow up on your clubs growth activities.
2. Are your clubs going to be well represented at the district convention?

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**Agenda for Winter Zone Meetings**
1. Call to order - immediate past zone governor.
2. Singing of the song “America.”
3. Invocation.
4. Introduction of guest(s).
5. Recognition of club presidents.
   a. What should be done in board of directors’ monthly meetings.
      1. Follow the meeting procedure.
      2. Control the length of the meeting.
   b. How to have interesting and effective meetings and programs.
   c. Getting committees to function.
   d. Getting new members (proper procedure).
   e. Setting up club objectives.
   f. Financing club projects.
   g. Reports to Ruritan National, district, and zone officers.
   h. Publicity.
7. Growth and Development chair explains programs.
8. National Director’s report.
10. Pledge of allegiance to flag.
Adjourn.

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**Agenda for Summer Zone Meetings**
1. Call to order - zone governor.
2. Singing of the song “America.”
3. Invocation.
4. Announcements.
5. Introduction of guest(s).
7. Instructions-Review the following annual activities:
   a. Election of club officers.
      1. Procedure for appointing club Nominating Committee (September).
      2. Election of Officers (October).
      3. Report newly elected club officers to district governor and Ruritan National (October).
      4. Installation Ceremony (December).
   b. Community Service Reports (materials in Awards book)
      1. Proper completion of forms.
      2. Deadlines.
   c. Growth and Development - assisting weak clubs.
   d. District Convention (District Governor).
      1. Importance of club representation - delegates
      2. Date, time, place, program.
   e. Ruritan National Convention (National Director).
      1. Importance of club representation-delegates
      2. Date, time, place, program.
      f. Publicity.
      g. Zone governor’s comments.
8. Pledge of Allegiance.
Adjourn.

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**Fall visits continued ...**
3. Are any members of your clubs interested in serving in a District level office?
4. Have your club’s National Convention delegates met the early registration deadline? Do they have hotel rooms?
5. Clubs should elect officers with installation ceremonies in December. Are your clubs operating under this schedule?
6. Clubs should also send all officers to Club Officer training sessions as scheduled by your district. Make sure clubs know when and where this will be done.

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**Agenda for Summer Zone Meetings**
1. Call to order - zone governor.
2. Singing of the song “America.”
3. Invocation.
4. Announcements.
5. Introduction of guest(s).
7. Instructions-Review the following annual activities:
   a. Election of club officers.
      1. Procedure for appointing club Nominating Committee (September).
      2. Election of Officers (October).
      3. Report newly elected club officers to district governor and Ruritan National (October).
      4. Installation Ceremony (December).
   b. Community Service Reports (materials in Awards book)
      1. Proper completion of forms.
      2. Deadlines.
   c. Growth and Development - assisting weak clubs.
   d. District Convention (District Governor).
      1. Importance of club representation - delegates
      2. Date, time, place, program.
   e. Ruritan National Convention (National Director).
      1. Importance of club representation-delegates
      2. Date, time, place, program.
      f. Publicity.
      g. Zone governor’s comments.
8. Pledge of Allegiance.
Adjourn.

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**Agenda for Winter Zone Meetings**
1. Call to order - immediate past zone governor.
2. Singing of the song “America.”
3. Invocation.
4. Introduction of guest(s).
5. Recognition of club presidents.
   a. What should be done in board of directors’ monthly meetings.
      1. Follow the meeting procedure.
      2. Control the length of the meeting.
   b. How to have interesting and effective meetings and programs.
   c. Getting committees to function.
   d. Getting new members (proper procedure).
   e. Setting up club objectives.
   f. Financing club projects.
   g. Reports to Ruritan National, district, and zone officers.
   h. Publicity.
7. Growth and Development chair explains programs.
8. National Director’s report.
10. Pledge of allegiance to flag.
Adjourn.
District Governor
Duties and Responsibilities

1. Serving as chair of the district cabinet.
2. Representing Ruritan National in the district and acting as liaison between the district and Ruritan National.
3. Providing leadership and assistance to district, zone, and club officers.
4. Assigning duties to the lieutenant governor, zone governors, and district officers.
5. Outlining a plan of work and setting goals for district achievement.
6. Appointing an energetic, aggressive Growth and Development Chair to coordinate and administer the district’s program - one who emphasizes need for development (new clubs) and growth (new members).
7. Holding at least four (4) district cabinet meetings during the year.
8. Ensuring that zone governors visit clubs early in the year with close follow-up and assistance, especially to the weaker clubs.
9. Setting up a master schedule of activities early in the year to include zone schools for club officers, cabinet meetings, club visits, and district convention.
10. Appointing committees as needed.
11. Familiarizing all cabinet members and club officers with national bylaws, handbooks, and growth and development materials.
12. Preparing, with the assistance and advice of the district treasurer, a suggested budget for the year to be approved by the cabinet.
13. Appointing a district publicity and public relations chair.
14. Assigning duties to the lieutenant governor, zone governors, and district officers.
15. Outlining a plan of work and setting goals for district achievement.
16. Appointing committees as needed.
17. Appointing an energetic, aggressive Growth and Development Chair to coordinate and administer the district’s program - one who emphasizes need for development (new clubs) and growth (new members).
18. Submitting requested reports promptly and assuring that zone and club officers submit their reports promptly.
19. Seeing that a district directory is prepared and distributed to all clubs (and copied to Ruritan National) by January 1, showing:
   a. Meeting night of clubs and locations.
   b. New officers’ names and addresses.
   c. Zone in which club is assigned.
   d. Club’s name and computer number as found in the Club Secretary’s Handbook. (Recommend assignment of this task to it. governor.)
20. Being responsible for having all clubs complete community service reports and arranging for judging of reports received. Arrange for judging of Ruritan of the Year applications.
21. Sending a progress report or district letter to all club presidents monthly or quarterly. (Copy to cabinet and Ruritan National.)
22. Supervising the collection of delinquent dues and other monies owed to Ruritan National.
23. Appointing a Ruritan member to serve on the board of directors of a new club as administrative advisor (without voting privileges) for the first 12 months following charter night, if the new club has no sponsoring club.
24. In the event of a federal or state declared disaster, the district governor will contact the Ruritan National Executive Director and the Operation We Care Committee chair. The district governor is also responsible for forming a non-standing district disaster committee to survey damage caused by a state or federal declared emergency within the district. For more details about Operation We Care (Ruritan National’s Disaster Relief Program), see the section in this handbook.

Duties of the Incoming District Governor

1. Cooperating fully with the outgoing district governor in planning and conducting instructional meetings and other district, zone, and club activities.
2. Appointing zone governors, district secretary, district treasurer, growth and development chair, foundation promotion chair, and any other officer or committees deemed necessary for the work of the district. However, as a recommendation to the district governor, each district may elect its own district secretary and/or district treasurer or district secretary-treasurer, and each zone may, at the discretion of the district cabinet, elect its own zone governor.
3. Assisting with winter zone meetings for club officers.
4. Consulting with the outgoing district governor and outgoing district treasurer concerning preparation of the district budget and district convention budget.
5. Urging each club to hold a meeting of officers, directors and committee chairs, followed by meetings of all committees. Plans for the year’s program of work should be completed by the January monthly club meeting.
6. Attending district officers motivational leadership development training in the fall and the district officers’ meeting at the Ruritan National Convention.

Duties of the Outgoing District Governor

1. Assisting in winter zone meetings to be held between January 1 and February 15.
2. Holding district cabinet meeting with incoming and outgoing cabinets between the district convention and January 1.
3. Seeing that all district records are transferred to the newly elected district officers.
4. Continuing full responsibilities as district governor until January 1 and cooperate with the incoming district and zone officers.
District Lt. Governor

The lieutenant governor shall work closely with the district and zone governors in all phases of Ruritan activity within the district. The district lieutenant governor shall give special attention to weaker zones and clubs. The district lieutenant governor shall be installed at the district convention and take office January 1.

Duties of the Lt. Governor

1. Becoming familiar with the national, district, and club bylaws, the officers' handbooks, and growth and development material.
2. Attending district officers’ leadership development training in the fall and attending the Summer Leadership Conference at the Ruritan National Office.
3. Serving as a member of the district cabinet.
4. Substituting for the district governor whenever the governor is unable to perform the duties of office.
5. Assisting the district governor in supervising zone governors’ performance of their assigned duties and giving counsel and assistance as needed.
6. Carrying out other duties assigned by the district governor which may include the following:
   a. Being responsible for having all clubs complete community service reports and arrange for judging of reports received. Do the same for Ruritan of the Year nominations.
   b. Being responsible for judging of the Ruritan of the Year nominations.
   c. Being responsible for publication and distribution of a district directory by January 1 each year.

Past District Governors

Duties and Responsibilities

The three immediate past district governors retain membership on the cabinet to serve in an advisory capacity and assist the Growth and Development Chair. The Governor may give them additional assignments. They are full voting members of the cabinet. (In the event one or more of the governors who serve in the past three years cannot serve, the three most recent past governors should fill these posts.)

District Secretary

The secretary shall be installed at the district convention and take office January 1.

Duties of the District Secretary

1. Serving as a member of the district cabinet.
2. Notifying cabinet members of district cabinet meetings.
3. Notifying clubs of all district meetings.
4. Keeping minutes of each district cabinet meeting and other district meetings.
5. Providing a copy of the minutes of cabinet meetings to all cabinet members and Ruritan National.
6. Keeping a record of the district convention including official minutes of the convention, record of attendance, convention program, news clippings, and other items of interest for permanent records of district.
7. Advising clubs of cabinet and district convention decisions affecting them.
8. Keeping a record of committee appointments.
9. Maintaining permanent district records and promptly entrusting these records to next year's secretary.
10. Handling correspondence requested by the district governor.
11. Notifying Ruritan National Executive Director of zone changes.
12. Assisting the district governor and other officers as requested.

National Director

The national director assigned to a district is a full voting member of the district cabinet. The director is not a guest or honorary member of the cabinet, but shares equal responsibility with other cabinet members in decision making.

Duties of the National Director

1. Attending all cabinet meetings.
2. Assisting the governor in planning cabinet meetings.
3. Making a report of national board meetings and other national meetings and interpreting national policies and procedures at each cabinet meeting.
4. Seeing that district officers submit required reports promptly.
5. Assisting the governor in dealing with difficult problems in the district.
6. As a member of the Ruritan National Board, the director makes sure that no district activity or program conflicts with national or club policies or bylaws.
District Treasurer

The treasurer shall be installed at the district convention and take office January 1.

Duties of the District Treasurer

1. Serving as a member of the district cabinet.
2. Keeping district funds in a responsible bank.
3. Depositing all district funds, keeping a record of receipts and disbursements, and reporting these transactions at cabinet meetings and at the district convention.
4. Paying bills as directed by the district cabinet or the district governor.
5. Billing clubs for district dues; billing clubs (if applicable), individuals, or businesses for unpaid accounts due to the district.
6. Requesting audit of records by a committee appointed by district cabinet.
7. Completing financial reports requested by Ruritan National.
8. Submitting financial reports to district governor and promptly transferring all funds and records to the next year’s treasurer.

Publicity and Public Relations Chair

Duties of the Publicity and PR Chair

1. Establishing a good relationship with the local media by preparing news releases for all special events, along with district and national conventions.
2. Preparing the district’s newsletter.
3. Promoting the district’s convention.
4. Publicizing the Rudy Ruritan program and other community service programs.
5. Building an overall better relationship with the clubs and community.
6. Assisting national representatives with the supply display at district conventions

Foundation Promotion Chair

Duties of the Foundation Promotion Chair

1. Educating members within the club and district about existing and new Ruritan National Foundation programs.
2. Helping coordinate district fundraisers that benefit the Ruritan National Foundation.
3. Promoting participation in Ruritan National Foundation programs within the district and clubs within the district:
   a. Foundation grant programs
   b. Operation We Care
   c. Foundation Permanent Funds
   d. Foundation Special Permanent Funds
4. Offering a minimum 15 minute club program on Ruritan National Foundation programs if asked by club, district, or zone officials.
5. Promoting attendance to the Ruritan National Foundation’s Fellowship Weekend each year.
6. Encouraging contributions to or participation at the Ruritan National Foundation’s Silent Auction and other events held at the Ruritan National Convention.

Fundraising Chair

Duties of the Fundraising Chair

1. Planning fundraisers to help support district programs as applicable.
2. Coordinating fundraisers for charitable causes within the district or for a Ruritan program (such as Operation We Care, Ruritan National Foundation, etc).

Youth Coordinator

Duties of the Youth Coordinator

1. Developing a youth activity program that helps serve the needs of youth in their communities.
2. Providing opportunities through working agreements with other organizations that share the same values as Ruritans.
3. Identifying, training, nurturing, and developing the leadership of our youth, which is vital to the future of Ruritan.

Strategies for District Youth Programs

A. Expanding opportunities with organizations with which Ruritan already has a working agreement.
B. Identifying and developing working agreements with other organizations that will help us reach our goal.
C. Encouraging clubs who sponsor youth, or youth activities, to make recipients aware of what our organization is all about.
D. Encouraging clubs to involve more youth in club meetings, i.e., invite youth to a meeting before sending them to a sponsored event and let them know what is expected of them and then invite them back after the event for a report.
E. Encouraging submission of youth related articles and events for inclusion in the Ruritan Magazine or Ruritan Newsletter and in district publications.
F. Where applicable, encouraging zone or district meetings, on at least an annual basis, of high school Ruritan club members, Ruritan Student members, and other interested youth to discuss benefits, problems, or other issues related to Ruritan involvement or membership.
District Growth and Development

**Growth and Development Chair**

*In as much as Ruritan views the retention of present members and clubs of at least equal importance as that of obtaining new members and clubs, this district position has the dual responsibility of the development of the Ruritan program in the district as well as giving special attention and assistance to any weak and/or struggling clubs in the district.*

**Duties of the G&D Chair**

1. Serving as a member of the district cabinet.
2. Developing goals and programs, with the approval of the District Governor, to meet or exceed the goals of the National President.
3. Identifying potential sites for new clubs in the district, with the assistance of the clubs, zone governors, and members of the district cabinet.
4. Coordinating all activities relative to the development of any new club. This is to minimize duplication of effort and to avoid any confusion among the potential new members.
5. Maintaining frequent communication with the District Governor in all areas of growth and development.
6. Working closely with any weak and/or struggling clubs, especially those below charter strength, keeping the district governor and lt. governor apprised.

**Charter Meeting Agenda**

1. Meeting called to order by temporary president.
2. Song “America”.
3. Invocation.
4. Meal.
5. Temporary president or Ruritan leader - summarize “What Ruritan Is” (maximum time 3 to 5 minutes).
   a. Adoption of Club Bylaws.
   b. Request to Ruritan National that club be added to its list of tax exempt clubs.
   c. Report of Nominating Committee and election of officers.
   d. Election of monthly meeting date, time, and place.
   e. Club sets amount of quarterly dues.
   f. Other necessary business.
7. Installation of officers.
8. Presentation of charter.
10. Closing remarks by Ruritan official. (This is not to be a major address).
11. Pledge of allegiance to flag and adjournment.
12. Members sign charter and pay charter fees. The club board of directors will meet to set date for meeting of directors
   a. Plan next meeting program.
   b. Appoint committees.
   c. Get started on the club’s work.
   d. Consider proposed new members.
   e. Instruct new officers. (It is recommended that this be done on an individual basis.)

**New Club Charter Meeting**

**NOTE:** Between the organizational meeting and the charter meeting of a new club, the temporary president shall appoint a three-person nominating committee which will present its report at the charter meeting. The temporary president will make arrangements for the meeting place and the meal. The charter and new club kit will be sent to the district governor.

**Suggestions**

1. Keep meeting and introductions brief and to the point.
2. Do not overwhelm the new club with too much “brass.”
3. Remember that the officers and members of the new club are the most important people at this meeting.
4. Working closely with this new club is the responsibility of the zone governor.
5. Keep the zone governor actively involved.

**Important Points**

1. New clubs and growth plans should be discussed at all cabinet and zone meetings.
2. Each district should conduct and keep up to date a complete survey of communities for potential club development within the district and surrounding areas.
3. There should be a Growth and Development Committee in each district and each zone and clubs should consider the feasibility of having a Growth and Development Committee.
4. Ruritan National will provide the following:
   a. Promotional and growth and development printed material (see Growth & Development Kit below).
   b. Training for district governors, lt. governors, zone governors, growth and development chair, and others as needed.
   c. The availability of an assigned national director to help when unusual opportunities arise.
   d. Growth and Development plaques will be awarded to the district governor whose district organizes three or more clubs.
      1. The most clubs in first six months of the year
      2. The most clubs in second six months of the year
      3. The most clubs (total) for the year
      *Districts that tie for National Growth and Development awards shall be recognized with a plaque for each district governor.
5. See Ruritan Awards book for the Distinguished Ruritan Member and the Sponsoring Club/District Award.

*Growth and Development materials to charter a new RURITAN club are available as downloadable items on the Ruritan website http://ruritan.org. Click on the “growth” icon or visit the library under “member resources” and use the search function for the word “charter.” You can also find templates for customized club brochures etc. You may also call toll free at 877-787-8727 ext. 303 for materials. Material includes charter applications, brochures, procedures, and guides.*

Revised 8/2016
Leadership Development Coordinator

Duties and Responsibilities

The District Leadership Development Coordinator (LDC) is responsible for coordinating the planning, promoting, conducting and evaluating of all leadership development activities, both basic and advanced, for Ruritans in his/her district (or area) throughout the year. These responsibilities include, but are not limited to, the following:

1. In cooperation with the district governor appointing a District Leadership Development team consisting of qualified persons from the district. The DLD Team should include, but is not limited to, the persons certified under the previous Ruritan National trainer certification process.

2. Developing a working relationship with the Lt. governor who is responsible for the logistics for District Officer Training, i.e. obtaining a location for training, ordering refreshments, notifying all cabinet members of the upcoming training, etc.

3. Developing a working relationship with zone governors who are responsible for the logistics for Club Officer Training, i.e. obtaining a location for training should it be held in their zone, ordering refreshments, notifying all clubs within the zone, etc.

4. Developing and implementing a plan for leadership development workshops in the district, presenting this plan to the district cabinet for discussion and feedback at its first meeting of the year. The LDC should forward a copy of this plan to the National Leadership Development Committee for information purposes.

5. Developing promotional flyers, evaluation forms, records/reports, etc. The LDC will also maintain the training materials and learning modules issued from the Ruritan National Office.

6. Facilitating basic orientation for new Ruritan members and basic leadership workshops for new club officers using the newly developed learning modules.

7. Planning the annual District Officers’ Leadership Development workshop in the fall using an outline provided by Ruritan National. (To ensure that all district leaders receive the same training).

8. Planning and facilitating other specialized and/or advanced workshops. Such workshops would be open to all Ruritans, but especially those who have already successfully completed basic leadership development workshops using the new materials and techniques. Examples of these advanced workshop options would include, but not be limited to, the following:
   - Agenda Building and Utilization at Meetings
   - Awards & Recognition
   - Brag & Share Roundtables
   - Building Better Partnerships
   - Community Service Projects & Reports
   - Conducting Effective Meetings
   - Fundraising Ideas
   - Group Dynamics
   - Identifying and Meeting Community Needs
   - Leadership Styles

9. Continuing his or her own on-going leadership development through:
   - Consulting with Ruritan National Office and the National Leadership Development Committee Ruritan colleagues, especially other LDCs.
   - Attending workshops and retreats for LDCs and DLD Teams held at the Ruritan National Convention and other times during the year.
   - Attending other non-Ruritan leadership development training opportunities.

Position Requirements for LDC

1. Demonstrating knowledge of Ruritan at the club, zone, district, and national levels.
2. Demonstrating knowledge, implementing, coordinating, and evaluating plans of work.
3. Demonstrating experience in planning and facilitating leadership development opportunities.
4. Demonstrating good human relations and team building skills and attitudes.
5. Demonstrating good speaking abilities.

The Ruritan National Leadership Development Committee is depending on the LCDs to help develop advanced Leadership Workshops such as the ones listed in the duties and responsibilities so they may be used by all other district and area LDCs to advance all Ruritans beyond the basic leadership level.

Club Officer’s Leadership Development Training

This training is held ideally in the fall, or between the October meeting and March 1. The leadership development coordinator and the district governor designate qualified persons to train club officers in the district. Instructors are to have the following qualifications:

1. Knowledge about Ruritan procedures, the national bylaws, the district bylaws, and the club bylaws.

2. Communication skills, both oral and written.

3. Possession of up-to-date instructional materials from the Ruritan National Office.
Each Ruritan district shall have a district cabinet of which the district governor is chair. It shall consist of the district governor, lt. governor, district secretary, district treasurer, all zone governors, assigned member of the National Board of Directors, growth and development chair, leadership development coordinator, publicity and public relations chair, a fundraising chair, a youth coordinator, chaplain, lt. zone governor, and a foundation promotion chair. It is recommended that these officers hold no other office while serving in these capacities. The three immediate past district governors shall also serve on the cabinet.

1. The cabinet shall meet as necessary to plan, organize, and conduct various district activities.
2. Each fall, the cabinet shall review zone status and approve all zone changes. Care should be taken to ensure that zones are of appropriate size for efficient and effective service to clubs. In establishing zones, consideration should be given to the following:
   a. Financial feasibility (mileage involved, size of cabinet).
   b. Natural barriers and man-made boundaries.
3. The cabinet shall schedule training of club officers in the fall between the district convention and January 1st.
4. The cabinet shall meet with the newly elected and appointed district officers in joint sessions to facilitate an orderly transfer of leadership.
5. The cabinet shall constantly survey communities for new clubs and assist in their organization. The cabinet should also pay special attention to weak clubs and assist these clubs with member recruitment.
6. The cabinet shall cooperate with the zone governors in planning zone meetings.
7. Between January 1st and the Ruritan National Convention, the cabinet shall approve the district budget and district annual financial reports and appoint an Audit Committee.
8. The cabinet shall plan the district convention, including time, place, program, and budget.
9. The cabinet shall supervise all other district activities.
10. The cabinet, through written notice by the district secretary, shall notify the Ruritan National Office immediately upon determining a club has disbanded.

**DISTRICT CABINET MEETING PROCEDURE**

**Presiding Officer:** District Governor

**Meeting Attendees:** District Cabinet

**Scheduled Meetings:** At least three meetings throughout the year, plus a combined cabinet meeting of the present year’s cabinet and the newly elected cabinet.

**Meeting Purpose:** To review the progress and conditions of the district and clubs within the district’s jurisdiction and making necessary plans for successful club and district programs in the future.

**Suggested Cabinet Meeting Agenda**

1. Singing of “America.”
2. Invocation.
3. Reading of the minutes from the last cabinet meeting and other district and zone meetings.
4. Report from the District Growth & Development chair
   b. Growth - new members in clubs.
6. Reports from the attending zone governors
   a. Club visitation and club activities.
   b. Club board of directors’ meetings attended.
   c. Weak clubs.
   d. Zone meetings held.
   e. Future plans for the zone.
7. Report from the district treasurer.
8. Report from the lieutenant district governor.
10. Report from the national director.
11. Reports from any special committees.
12. Planning session
    a. Club improvement.
    b. Aiding weak clubs.
    c. Zone meetings.
    d. District convention.
    e. Special district projects.
    f. Training for zone and club officers.
    g. Installing club officers.
13. Adjourn with the Pledge of Allegiance.
Suggested Topics for Combined Cabinet Meetings

Training

1. Duties of district officers
2. Protocol when visiting a club or club board of directors’ meeting
3. Study of a Ruritan club
   a Membership and Attendance
   b Fees and Dues
   c Officers
   d Meetings
   e Yearly Schedule
4. Study of Ruritan National
   a History of Ruritan
   b National Office in Dublin, Virginia
   c National officers and board of directors
   d Scope of Ruritan
5. Growth and Development:
   a The need for Ruritan in communities that do not have Ruritan clubs
   b The importance of club sponsorship
   c Procedures for organizing a club
   d Methods of strengthening weak clubs

Reporting

1. Reports from outgoing district governor, lt. governor, zone governors, national director, and growth and development chair.
2. Report of district treasurer. Be prepared to turn funds over to new district governor and treasurer by January 1.

Planning

1. Planning zone meetings for club officers and members between January 1 and February 15.
2. Planning growth and development work (new clubs) to be done between now and next cabinet meeting.
3. Planning for special attention to weak clubs and clubs with low membership.
4. Scheduling zone governors’ first visit to each club between January 1 and March 31. (Subsequent visits will be scheduled by the zone governor).
5. Making preliminary plans for activities for the coming year.

Notes on Planning

Combined Cabinet Meeting

Who is responsible: District governor assisted by assigned national director.

Who should attend: All cabinet members plus incoming cabinet members.

When: Between district convention and January 1.

Purpose: To plan for completion of year’s work and continuation of long-range projects. To make preliminary plans for next year. To make a smooth transfer of business from the present cabinet to the new one.

This will be a long meeting and can be a dinner meeting starting as early as possible. It could be an afternoon and evening meeting (with dinner served at break after training section on the agenda) or it may be scheduled for two separate meetings.

The meeting should open with prayer and adjourn with the pledge of allegiance.
District Convention

Who is in charge: District governor and cabinet.

Who should attend: All district, zone, and club officers, delegates from clubs, and members of clubs in the district.

When: October (provided all clubs in the district have met for that month), November, or December.

Purpose:
1. Elect district officers for next year.
2. Transact necessary district business.
3. Present awards and recognize clubs and persons for outstanding contributions during the past year.
4. Become acquainted with national officers.
5. Provide fellowship and inspiration to all Ruritans in attendance.

Preparation for convention:
1. Select date and place early in year (confirm with Ruritan National).
2. Prepare convention budget.
3. Appoint Convention Committee Chair (usually cabinet members).
   a. Convention Program - entertainment, banquet, spouses, and arrangements.
   b. Registration - fellowship and reception.
   c. Program printing - ads.
   d. Resolutions.
   e. Nominations.
   f. Publicity.
   g. Other committees deemed necessary.

4. Outline tentative program - starting time of business session, school, evening banquet. (Committees should work out details.)

Suggested Agenda for District Conventions

Afternoon Business Session

1. Singing of “America” and invocation.
2. Have demonstration of good meeting, parliamentary procedure, how to get committees to function, or some similar instruction at this session.
3. Reports of district secretary (including details of convention), district treasurer, audit committee, zone governors, growth and development chair, lieutenant governor, district governor, each club president (if over 8 in attendance each zone governor should report for all clubs in zone), committee chairs, and foundation promotion chair.
4. Report from Ruritan National by national representative.
5. Presentation of various awards.
8. Unfinished and new business.
10. Election of officers.

Convention Banquet

The banquet should start no later than 7:00 p.m. and not last longer than 2 1/2 hours. Secure a good master of ceremonies who will keep things moving but not talk too much - the district governor should not be the master of ceremonies.

1. Invocation.
2. Dinner.
4. Presentation of various awards.
5. Installation of newly elected officers by national representative.
6. Remarks of district lt. governor.
7. Address by national representative (this could be someone else familiar with Ruritan and its objectives).
8. Adjourn by 9:30 p.m. with pledge to flag.

START AND STOP ON TIME.

District Convention Installation Ceremonies

District Governor

I hereby promise to fulfill the responsibilities of the office of district governor. I will, to the best of my ability, promote the policies and uphold the bylaws of Ruritan National and strive to cultivate fellowship, goodwill, and community service.

Installation Ceremony for Other District Officers

Do you promise to fulfill the responsibilities of the office of which you have been elected; and will you, to the best of your ability, promote the policies and uphold the bylaws of Ruritan National and strive to cultivate fellowship, goodwill, and community service?

(Answer in unison: “I Do”)
Club Visitation by District Officers

Club Board of Directors’ Meeting

1. Compliment the board for things done well and progress made.
2. Get information for the report to Ruritan National.
3. Discuss club activities and problems:
   a. Inquire as to the club projects or plans for projects.
   b. Are the committees functioning effectively? Are they doing more than merely providing program material?
   c. Is the club having good programs at each meeting?
   d. Are there any major problems confronting the club?
   e. Diplomatically point out weaknesses you have noticed or have had reported to you.
4. Determine what is being done to maintain good attendance. Suggest what other clubs are doing:
   a. Making certain that every meeting is interesting and informative.
   b. Making up attendance by attending other clubs.
   c. Exchanging invitations to meetings with nearby clubs.
   d. Holding attendance contests.
   e. Presenting awards for perfect attendance such as pins or certificates.
5. Discussing possibilities of sponsoring new clubs.
6. Discussing methods for getting new members and assisting small clubs.
7. Emphasizing importance of proper installation (including presentation of pin or new member kit), instruction, committee assignment, and mentoring for new members.
8. Other matters for possible discussion
   a. Length of meetings
   b. Planning meeting programs
   c. Speakers and program material
   d. Length of business session in the club meetings
   e. Spouses and family nights
   f. Adopting yearly goals
   g. Following up on absent members
   h. Regular board meetings
   i. Wearing Ruritan pins
   j. Ruritan road signs
   k. Delinquent national and district dues and reports
   l. Working with youth: 4-H, Scouts, Freedoms Foundation, and other partnership organizations

Regular Club Meeting

Make brief remarks if there is a planned program.
Be prepared to talk on Ruritan for 15 to 20 minutes if there is no other speaker or if the scheduled program is cancelled.
Display an attitude of sincerity, humility, and enthusiasm. Be complimentary. Express appreciation for anything observed worthy of compliment.

1. Call attention to the value of Ruritan and what it does. Ruritan builds leaders as well as communities.
2. Report progress being made in the zone or district, including organization of new clubs. Also report on projects and activities of existing clubs.
3. Encourage the club to sponsor a new club. Ruritan National has a system of recognition for clubs that sponsor, follow up, and submit proper reports to Ruritan National as outlined in the Sponsoring Club/District Award.
4. Encourage the club to invite new members into the club, especially if the club has less than 20 members.
5. Urge clubs to select projects which will give the club recognition and prestige in the community. (For example: Sponsor a March of Dimes or Scout Unit rather than merely making a contribution).
6. If time permits, one of the following can be discussed:
   a. Such essential points in the club bylaws as procedure for taking in new members; importance of good attendance; honorary membership; at-large membership; leave of absence; and procedure for meetings.
   b. How to get the most out of Ruritan membership.
   c. What Ruritan is and does.
   d. History and development of Ruritan.

Note: Ask the president to hold a short meeting of the club officers at the close of the club meeting to offer assistance and suggestions for club improvement.
District Finances

1. Sources of District Funds
   a. Effective January 1, 1998, each district receives 10 percent of national dues per member, per year, refunded from Ruritan National.
   b. District dues are optional. Each district may establish its own district dues. The amount of dues per member of each club shall be determined by the district cabinet provided any increase in dues shall not become effective until approved by a 2/3 vote of the delegates at the next district convention. Notice of such proposed dues increase shall be sent to the president of each club in the district at least thirty (30) days prior to the start of said convention.

2. District Expenses Paid by Ruritan National
   a. One-half expenses of the district governor and the immediate past district governor to the Ruritan National convention, as specified on the back of the expense voucher form providing:
      (1) The district governor attends the District Governors’ School at the national convention as well as substantially all the meetings of the convention, and,
      (2) The immediate past district governor attends the meeting of the national convention, and must have attended district officers leadership training in the fall unless otherwise excused by the Ruritan National President.
      (3) The district financial reports (Forms R-35 received at the National Office by November 10) (R-36 are received at the Ruritan National Office by February 10.)
   b. Lt. Governors must attend the Summer Leadership Conference unless absence is approved by the Ruritan National President. District governors are invited to attend the Summer Leadership Conference with the stipulation that expenses be reimbursed for one room and one travel per district, plus food (exceptions for distance and gender related problems).
   c. Expense vouchers should be submitted promptly. Expenses more than six months old cannot be paid without special approval of the Ruritan National Board of Directors.

3. Expenses Paid by the District
   These shall be determined by the district cabinet at its first meeting each year and may include:
   a. Travel, stationery, postage, and telephone expenses of the district governor, the lieutenant governor, the zone governors, the district secretary, the district treasurer, growth and development chair, and the foundation chair.
   b. One-half of the expenses of the district governor and the immediate past district governor to the national convention.
   c. Committee meetings related to the district convention.
   d. District convention expenses not otherwise met.
   e. Awards and recognition.
   f. Expenses to zone meetings.
   g. District supplies and equipment costs.
   h. Meetings other than Ruritan when representing the district.
   i. District newsletter, directory, or other publications.

Income Tax Exemption

One of the values of Ruritan membership for clubs is income tax exemption. Each club affiliated with Ruritan National automatically has income tax exemption under the blanket exemption issued to Ruritan National. The Ruritan National group exemption number is 1615.

All clubs should have an unique and individual Employer Identification Number (EIN). This EIN number is obtained by filing form SS4 with the Internal Revenue Service. Ruritan National assists clubs who may have problems related to IRS. By contrast, unaffiliated clubs may have difficulty obtaining tax-exempt status and would receive no help in filing proper forms or in handling problems that might arise with the Internal Revenue Service.

IRS Tax Form 990: All Clubs Must File

Ruritan National and Ruritan Clubs are 501(c)4 organizations which means they are exempt from paying income tax on earnings but that no one making a donation receives a tax deduction.

Beginning in 2008, small tax-exempt organizations like Ruritan clubs, that previously were not required to file returns, are required to file some form of the IRS Form 990. This may be simply the Form 990-N, Electronic Notice (e-Postcard) for it may be Form 990 or Form 990-EZ. This filing requirement applies to tax periods beginning after December 31, 2006. Organizations that do not file the notice will lose their tax-exempt status.

With the enactment of the Pension Protection Act of 2006 (PPA), even small tax-exempt organizations with minimal income will now be required to file electronically Form 990-N, also known as the e-Postcard, with the IRS annually. According to the IRS, the form should be filed by the fifteenth day of the fifth month after the close of your tax year (for most Ruritan clubs that will be May 15th).

If you have any questions, call Ruritan Service toll free at 877-787-8727 ext. 303 or email at service@ruritan.org.

Revised 8/2016
**ANNUAL BUDGET FOR FISCAL YEAR, OCTOBER 1 THROUGH SEPTEMBER 30**

FOR __________________________ DISTRICT FOR _________

*Important: District fiscal year begins October 1. New cabinet should adopt immediately after election. Send a copy of this budget to Ruritan National by February 10 each year.*

### Balance on October 1

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Estimated Receipts</td>
<td></td>
</tr>
<tr>
<td>Dues Refunds from Ruritan National</td>
<td></td>
</tr>
<tr>
<td>Dues from Clubs</td>
<td></td>
</tr>
<tr>
<td>New Club Refunds/Awards</td>
<td></td>
</tr>
<tr>
<td>District Convention</td>
<td></td>
</tr>
<tr>
<td>Publications/Advertisement Sales</td>
<td></td>
</tr>
<tr>
<td>Banquets/Dinners</td>
<td></td>
</tr>
<tr>
<td>Ruritan National Foundation</td>
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</tr>
<tr>
<td>Fundraising:</td>
<td></td>
</tr>
<tr>
<td>Interest</td>
<td></td>
</tr>
<tr>
<td>Other (list specific)</td>
<td></td>
</tr>
<tr>
<td>Total Receipts</td>
<td></td>
</tr>
<tr>
<td>Beginning balance and estimated receipts</td>
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</tr>
</tbody>
</table>

### Estimated Disbursements/Expenses

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel and club visitation expense (mileage, meals, lodging, telephone, postage, etc.)</td>
<td></td>
</tr>
<tr>
<td>For District Governor</td>
<td></td>
</tr>
<tr>
<td>For Lieutenant Governor</td>
<td></td>
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<tr>
<td>For Zone Governors</td>
<td></td>
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<tr>
<td>For Other District Officials</td>
<td></td>
</tr>
<tr>
<td>District Officials to National Convention</td>
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</tr>
<tr>
<td>Growth &amp; Development- Organizing New Clubs</td>
<td></td>
</tr>
<tr>
<td>Growth &amp; Development Workshops and Meetings</td>
<td></td>
</tr>
<tr>
<td>Travel for Growth &amp; Development</td>
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</tr>
<tr>
<td>Other Growth &amp; Development (list specific)</td>
<td></td>
</tr>
<tr>
<td>District Convention</td>
<td></td>
</tr>
<tr>
<td>Banquets and Training Meals</td>
<td></td>
</tr>
<tr>
<td>District Cabinet Meals</td>
<td></td>
</tr>
<tr>
<td>Office Supplies/Postage</td>
<td></td>
</tr>
<tr>
<td>Publications/Printing:</td>
<td></td>
</tr>
<tr>
<td>District Newsletter</td>
<td></td>
</tr>
<tr>
<td>District Convention Program Books</td>
<td></td>
</tr>
<tr>
<td>Other Publications</td>
<td></td>
</tr>
<tr>
<td>Fundraising Expenses</td>
<td></td>
</tr>
<tr>
<td>Awards/Officer Pins</td>
<td></td>
</tr>
<tr>
<td>Other/Misc. (list specific)</td>
<td></td>
</tr>
<tr>
<td>Estimated Total Disbursements</td>
<td></td>
</tr>
<tr>
<td>Estimated Closing Balance on September 30</td>
<td></td>
</tr>
</tbody>
</table>

The above budget was adopted by the District Cabinet on __________________________ Date

Signed: ____________________________________________

District Governor

*(Make three copies - 1 to Ruritan National, 1 to District Treasurer, 1 for District Governor)*
## ANNUAL FINANCIAL STATEMENT FOR FISCAL YEAR 10/1 THROUGH 9/30

of __________________________ DISTRICT FOR ___________

**Important:** Send copy to Ruritan National by November 10.

### Balance on October 1

- $________________________

### Receipts

- Dues Refunds from Ruritan National: $________________
- Dues from Clubs: $________________
- New Club Refunds/Awards: $________________
- District Convention: $________________
- Publications/Advertisement Sales: $________________
- Banquets/Dinners: $________________
- Ruritan National Foundation: $________________
- Fundraising: $________________
- Interest: $________________
- Other (list specific): $________________

**Total Receipts**

$________________________

### Beginning balance and receipts

$________________________

### Disbursements:

- **Travel and club visitation expense (mileage, meals, lodging, telephone, postage, etc.):**
  - For District Governor: $________________
  - For Lieutenant Governor: $________________
  - For Zone Governors: $________________
  - For Other District Officials: $________________
  - District Officials to National Convention: $________________

- **Growth & Development - Organizing New Clubs:**
  - Growth & Development Workshops and Meetings: $________________
  - Travel for Growth & Development: $________________
  - Other Growth & Development (list specific): $________________
  - District Convention: $________________
  - Banquets and Training Meals: $________________
  - District Cabinet Meals: $________________

- **Office Supplies/Postage:** $________________
- **Publications/Printing:**
  - District Newsletter: $________________
  - District Convention Program Books: $________________
  - Other Publications: $________________
  - Fundraising Expenses: $________________

- **Awards/Officer Pins:** $________________
- **Ruritan National Foundation:** $________________
- **Other/Misc. (list specific):** $________________

**Total Disbursements**

$________________________

### Date

**Balance on September 30**

$________________________

(This Financial Statement continued on next page)
## BALANCE SHEET

### DISTRICT ASSETS

<table>
<thead>
<tr>
<th></th>
<th>As of Oct 1, _____</th>
<th>As of Sept 30, _____</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance in Bank</td>
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<td>$____________</td>
</tr>
<tr>
<td>Dues Receivable</td>
<td>$____________</td>
<td>$____________</td>
</tr>
<tr>
<td>Bond, Notes, Etc</td>
<td>$____________</td>
<td>$____________</td>
</tr>
<tr>
<td>Inventory</td>
<td>$____________</td>
<td>$____________</td>
</tr>
<tr>
<td>Other</td>
<td>$____________</td>
<td>$____________</td>
</tr>
<tr>
<td>Total Assets</td>
<td>$____________</td>
<td>$____________</td>
</tr>
</tbody>
</table>

### DISTRICT LIABILITIES

| Accounts Due (list)     | $____________      | $____________        |
|                        | $____________      | $____________        |
|                        | $____________      | $____________        |
|                        | $____________      | $____________        |
|                        | $____________      | $____________        |
| Total Liabilities       | $____________      | $____________        |

### NET WORTH OF DISTRICT

(ASSETS minus LIABILITIES): $__________

**Certification by District Officers:**

We certify that this financial statement with balance sheet is a true and correct statement of the finances of the__ ____________ Ruritan District for the year ending ________________.

Signed: _____________________________  ______________________________

Treasurer     Outgoing District Governor

**Prepare five copies** of this Financial Statement and Balance Sheet:

**Copies 1-3:** Give three copies to the Incoming District Governor, one of which shall be forwarded to Ruritan National and one to be given to the Incoming District Treasurer.

**Copy 4:** One copy to be kept by the Outgoing District Governor and,

**Copy 5:** One copy by the Outgoing District Treasurer.
Ruritan and the American Flag

United States Flag Display Etiquette

It is important that each Ruritan club or district display an American Flag at all meetings. When displayed flat on the wall, the blue field should be top left to the observer. The Flag of the United States should hold the position of superior prominence; both in advance of the audience and in the position of honor at the speaker’s right as he faces the audience.

In displaying flag sets on the head table, the American Flag should be on the speaker’s right and the Ruritan Flag on the left. With other flags, such as flags of states, cities, or associations, or in a decorative grouping of flags, the Flag of the United States is in the middle, on a staff longer than the others.

The Flag should never be used as a decoration. Red, white and blue bunting should be used instead. The Flag should never be embroidered on such articles as cushions, handkerchiefs, etc., printed, or otherwise impressed on paper napkins or boxes or anything that is designed for temporary use and discarded.

When hanging the American Flag in a vertical position against a wall, the stars should be in the upper left hand corner. The Flag should always be allowed to fall free. It should never be fastened, displayed, or stored in any manner which would permit it to be easily torn. The American Flag should never be used on a costume or athletic uniform. The Flag should be hoisted briskly and lowered ceremoniously.

When to Fly the Flag at Half-Staff

When flown at half-staff, the Flag should be first hoisted to the peak for an instant and then lowered to the half-staff position. The Flag should be raised to the peak again before it is lowered for the day. On Memorial Day, the Flag should be displayed at half-staff until noon only, then raised to the top of the staff. By order of the President of the United States, the Flag shall be flown at half-staff upon the death of principal figures of the United States Government or the Governor of a State, territory or possession, as a mark of respect to their memory. The Flag shall be flown at half-staff thirty days from the day of death of the President or a former President, ten days from the day of death of the Vice President, the Chief Justice or retired Chief Justice of the United States, or the Speaker of the House of Representatives. The Flag shall also be flown at half-staff from the day of death until interment of an Associate Justice of the Supreme Court, a Secretary of an executive or military department, a former Vice President, or the Governor of a State, territory or possession, and flown at half-staff on the day of death and the following day for a Member of Congress.

Pledge of Allegiance

“I pledge allegiance to the flag of the United States of America and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all.”

When you are pledging allegiance, stand erect and look directly toward the flag.

The Pledge of Allegiance should be rendered by standing at attention facing the flag with the right hand over the heart. When not in uniform, men should remove their headdress with their right hand and hold it at their left shoulder, the hand being over the heart.

Persons in military uniform should remain silent, face the flag, and render the military salute.

Disposal of American Flags

When a flag has served its useful purpose, it should be destroyed, preferably by burning. This should be done discretely so the act of destruction is not perceived as a protest or desecration.

Hold Flag Disposal and Replacement Ceremonies on June 14, Flag Day, or anytime. Flag replacement ceremonies also create a dignified and solemn occasion for the disposal of unusable flags.

To Learn More About The American Flag . . .

A brochure entitled “Etiquette of the Stars and Stripes” is available:

Martin Flag Company,
1210 First Avenue North
P.O. Box 1118
Fort Dodge, Iowa 50501
Telephone: (515) 576-0481
Guide to Visitors and Protocol

Protocol for Visitors
Protocol - a big sounding word, but its meaning is very simple. It is the “accepted way of doing things.” While we in Ruritan are very flexible and friendly, there are certain accepted procedures we follow in recognizing officers and guests unless the persons involved request a change or unusual circumstances dictate otherwise.

The following list is presented to assist you in understanding the order of precedence, by Ruritan office:

1. National President
2. National President Elect
3. Past National Presidents
4. National Presidents or Elected representatives of other civic groups

National Board Members:
5. National Secretary
6. National Treasurer
7. National Directors (first by tenure in office, then by alphabetical order)
8. Foundation Trustees
9. Executive Director

National Chair and Committees:
10. Standing Committees
11. Special Committees
12. Past National Directors
13. District Governors
14. Past District Governors
15. Lieutenant Governors
16. District Secretary
17. District Treasurer
18. Growth & Development Chair
19. Foundation Promotion Chair
20. Zone Governors
21. Club Presidents

How To Handle Visits by National and District Officers

A. When you learn that an officer is going to visit your club or district do the following:
1. Tell the officer how many will be present, what the meeting is for, when the officer will be on the program to speak, what other notables will be on the program, and what clubs or organizations will participate.
2. Ask the officer to send an advance picture and write up.
3. Write the officer and give directions to the meeting place. Arrange to meet and escort the officer if travel is done commercially.
4. Inform the officer of the name and address of a comfortable motel or hotel and airport nearby and offer to make reservations.
5. Inform the officer of the part to take on the program and how long to speak.
6. If tickets are required to get in the meeting, be sure to mail one to the officer ahead of time.
7. If appropriate, be sure to invite the officer’s spouse.

B. When the officer arrives do the following:
1. Offer an opportunity to take a shower, change clothes, and rest for a few minutes.
2. Never take an officer to the meeting too early.
3. Be sure you have invited a photographer and a reporter. Introduce them to the officer. They will appreciate a few words of introduction, and you will get better media coverage.
4. See that the officer is seated next to an agreeable, interesting person.
5. Be sure your clothing is suitable for the occasion.
6. When the Ruritan National President rises to speak, make sure the audience also rises. (The audience should rise only for the National President or the representative, not for any other officer or speaker.)
7. Give ample time on the program. If you cannot do this, then do not invite him/her in the first place.

C. After the meeting is over do the following:
1. The officer will stand to be thanked for the part played on the program. You should stand next to the officer and advise who the persons are that come up to speak. If you do not know their names, ask them. Then tell the officer so they may be called by name.
2. Guests should not be solicited to participate in fundraising activities of the club or district.
3. Either take or guide the officers to the place where he/she will spend the night. Talk a few minutes and leave. If the officer has a car and will not need you to take him/her to the airport or station, then advise the best place to eat breakfast.
4. After the officer gets home, write to express your appreciation.

How to Handle Introductions and Seating Arrangements

**Introductions:** It should be pointed out that in making introductions, protocol requires that the office of lowest rank (the bottom of the list above) be presented first, reserving the highest office until last.

Also, when a person to be presented has held more than one office, that person is introduced only once, and then by highest office.

**Seating:** Protocol requires that the highest office represented shall be seated to the right of the presiding officer, with the next highest to the left, and so on from right to left.

However, because of the size of most head tables, usually only those who will participate in the program and are holding office at the time will be seated at the head table. If space will permit, then others may be seated in the order of precedence.

While these rules of protocol are generally accepted, it should be remembered that good judgment and the wishes of those involved should always be respected.
Parliamentary Procedure

Parliamentary Procedure is a courteous and common sense method of conducting business, ensuring a majority rule, a fair hearing, and protection of rights for all. The rights of individuals of the minority and majority must be respected. The parliamentary procedure listed below is in no manner complete but designed to serve Ruritan clubs. Most importantly, a good parliamentary procedure is a logical order of business. One of the most serious causes of confusion at a club business meeting is the failure of the president to keep the club well-informed as to what is the business at hand. The order of business for a Ruritan club meeting can be found in the club bylaws, on the inside front cover of the Club Officers’ Handbook, and on the inside of the front cover of the Secretary’s Book.

Motions 1-9 are in order of precedence.

<table>
<thead>
<tr>
<th>Motion</th>
<th>Member would say:</th>
<th>May the Member interrupt Speaker?</th>
<th>Does Member Need a Second?</th>
<th>Can it be Debated?</th>
<th>Can it be Amended?</th>
<th>Vote Needed:</th>
<th>Can it be Recommended?</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Adjourn meeting</td>
<td>I move that we adjourn</td>
<td>NO</td>
<td>YES</td>
<td>NO</td>
<td>NO</td>
<td>Majority</td>
<td>NO</td>
</tr>
<tr>
<td>2. Call an intermission</td>
<td>I move that we recess for ...</td>
<td>NO</td>
<td>YES</td>
<td>NO</td>
<td>YES</td>
<td>Majority</td>
<td>NO</td>
</tr>
<tr>
<td>3. Suspend further consideration of an issue</td>
<td>I move to table the motion</td>
<td>NO</td>
<td>YES</td>
<td>NO</td>
<td>NO</td>
<td>Majority</td>
<td>NO</td>
</tr>
<tr>
<td>4. End discussion</td>
<td>I move the previous question</td>
<td>NO</td>
<td>YES</td>
<td>NO</td>
<td>NO</td>
<td>2/3 vote</td>
<td>NO</td>
</tr>
<tr>
<td>5. End amendments</td>
<td>I move the previous question</td>
<td>NO</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>2/3 vote</td>
<td>NO</td>
</tr>
<tr>
<td>6. Postpone discussion for a certain time</td>
<td>I move to postpone the discussion until ...</td>
<td>NO</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>Majority</td>
<td>YES</td>
</tr>
<tr>
<td>7. Give something further study</td>
<td>I move to refer the matter to committee</td>
<td>NO</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>Majority</td>
<td>YES, unless committee has already taken the subject up</td>
</tr>
<tr>
<td>8. Amend a motion*</td>
<td>I move to amend the motion by ...</td>
<td>NO</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>Majority</td>
<td>YES</td>
</tr>
<tr>
<td>9. Introduce business</td>
<td>I move that ...</td>
<td>NO</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>Majority</td>
<td>YES</td>
</tr>
</tbody>
</table>

The motions below are not in any order of precedence but must relate to the business at hand and must be presented at the proper time.

<table>
<thead>
<tr>
<th>Motion</th>
<th>Member would say:</th>
<th>May the Member interrupt Speaker?</th>
<th>Does Member Need a Second?</th>
<th>Can it be Debated?</th>
<th>Can it be Amended?</th>
<th>Vote Needed:</th>
<th>Can it be Recommended?</th>
</tr>
</thead>
<tbody>
<tr>
<td>10. Verify a voice vote</td>
<td>I call for a division, or Division</td>
<td>YES</td>
<td>NO</td>
<td>NO</td>
<td>NO</td>
<td>NO</td>
<td>NO</td>
</tr>
<tr>
<td>11. Request information</td>
<td>Point of information</td>
<td>YES</td>
<td>NO</td>
<td>NO</td>
<td>NO</td>
<td>No Vote</td>
<td>NO</td>
</tr>
<tr>
<td>12. Protest breach of rules or conduct</td>
<td>I rise to a point of order</td>
<td>YES</td>
<td>NO</td>
<td>NO</td>
<td>NO</td>
<td>NO</td>
<td>NO</td>
</tr>
<tr>
<td>13. Take up matters previously tabled</td>
<td>I move to take from the table</td>
<td>NO</td>
<td>YES</td>
<td>NO</td>
<td>NO</td>
<td>Majority</td>
<td>NO</td>
</tr>
<tr>
<td>14. Retract your motion</td>
<td>I wish to withdraw my motion</td>
<td>NO</td>
<td>NO</td>
<td>NO</td>
<td>NO</td>
<td>No Vote</td>
<td>NO</td>
</tr>
<tr>
<td>15. Vote on a ruling by the chair</td>
<td>I appeal the chair’s decision</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>Majority</td>
<td>YES</td>
</tr>
<tr>
<td>16. Prevent considering improper matter</td>
<td>I object to consideration of this motion</td>
<td>YES</td>
<td>NO</td>
<td>NO</td>
<td>NO</td>
<td>2/3 vote</td>
<td>NO</td>
</tr>
<tr>
<td>17. Suspend rules temporarily</td>
<td>I move to suspend the rules so that ...</td>
<td>NO</td>
<td>YES</td>
<td>NO</td>
<td>NO</td>
<td>2/3 vote</td>
<td>NO</td>
</tr>
<tr>
<td>18. Reconsider a hasty action</td>
<td>I move to reconsider the vote on ...</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>NO</td>
<td>Majority</td>
<td>NO</td>
</tr>
</tbody>
</table>

*Amendment must relate to the original motion and must be acted on before the original motion.

Steps to Present a Motion
a. When a member is recognized by the president, member will make the motion: (1) clearly, (2) concisely, (3) affirmatively.
b. Another member may second the motion, or the chair will call for a second. If no second is obtained, the motion is lost.
c. If seconded, the chair will restate the motion.
d. All comments are directed to the chair, then the matter may be discussed. The person making the motion is allowed to speak first.
e. If the chair or a member feels that all discussion has been presented, he/she may call for the question. Calling for the question means “I would like to have the vote on the motion taken now.” The chair then will ask the question, “Are you ready to vote?”
f. If there is no more discussion, the vote is taken. It there is a question as to whether the club is ready to vote, follow procedure on line 4 on parliamentary procedure chart “end discussion.”

Method of Voting

a. Voice - yes or no.
b. Division - standing or raised hand vote.
c. Roll call - yes or no upon name call.
d. Ballot - written secret vote.
e. General consent - members show agreement by voicing no objection.

Robert’s Rules of Order
The complete “Robert’s Rules of Order” may be obtained through office suppliers, book stores, or from the publisher, Scott, Foresman and Company, in Glenview, Illinois (847) 729-3000.
DIRECTOR
(First Name), you have been elected a director and will serve in this capacity for the next three years. This honor has been conferred upon you because of your interest in Ruritan and your reputation for sound judgment.

Your duties, along with the duties of other officers, are explained in the Club and District Officers’ Handbook. Your duties include the following:

1. Attend monthly meetings of club board of directors.
2. Help formulate club policies and see that they are carried out.
3. See that club meeting procedures prescribed in the bylaws are followed.
4. Promote increased club membership and organization of new clubs in nearby communities.

I congratulate you and am happy to install you as director of the Ruritan Club for the next three years.

TREASURER
(First Name), you have been elected treasurer of your club for the coming year. Your duties are explained in the Treasurer’s Handbook and Club Officers’ Handbook. Your duties include the following:

1. Collect promptly all membership dues and other monies owed to the club.
2. Deposit all funds in a bank approved by the club board of directors.
3. Pay promptly, by check as duly authorized, all obligations of the club.
4. Account for all financial transactions at monthly meetings of the club board of directors and the club.
5. Report on delinquent dues at club board of directors’ meetings.
6. Submit books for audit as requested by the club board of directors.

I congratulate you and am happy to install you as treasurer of the Ruritan Club.

SECRETARY
(First Name), you have been elected secretary of your club for the coming year. Your duties are set forth in the Secretary’s Handbook and Officers’ Handbook. The records you keep become the official, legal, and historical documents of this club. These include a complete record of monthly club and club

Remind the club secretary to send in the New Club Officers form found in the Secretary’s Handbook. This form should be sent to the Ruritan National Office immediately after the election of club officers each year.
Procedures for Installing Club Officers

board of directors’ Meetings, copies of monthly reports and other communications. Other duties include the following:

1. Notify each member of club meetings.
2. Assist the club reporter.
3. Submit books for audit.

I congratulate you and am happy to install you as secretary of the __________ Ruritan Club.

VICE PRESIDENT

(First Name), you have been elected vice president of this club for the coming year, an honor which carries with it many responsibilities. These are set forth in the Officers’ Handbook. Some of these are the following:

1. Preside in the absence of the president at club and club board of directors’ Meetings.
2. Prepare community service reports with the help of the president, secretary, and the Objectives Committee.
4. Serve as chair of the Objectives Committee and make monthly reports to the club.

The success of your club during the coming year depends upon the planning and work of these committees. Your leadership is most essential.

I congratulate you and am happy to install you as vice president of the __________ Ruritan Club.

PRESIDENT

(First Name), you have been elected president of this club, the highest honor your fellow club members could confer upon you. You have demonstrated those qualities of leadership needed in Ruritan. You have worked well in the assignments that have been given you. Your fellow club members have confidence in your ability to lead them in service to the community.

You have the greatest responsibility of this club. Included among your duties are the following:

1. Give direction, encouragement, and leadership to the officers and committee chairs and make certain each is fulfilling his/her assignments.
2. Preside at meetings of the club and club board of directors as prescribed in the bylaws.
3. Attend zone and district meetings and the national convention.
4. Serve as the Ex Officio member of all committees.
5. See that each new member is properly initiated.

Very few persons in this community have the opportunity to contribute to its progress as you will have while serving as president of the Ruritan club.

I congratulate you and am pleased to present you with a pin, gavel, or symbol of office. I install you as president of the __________ Ruritan Club.

Closing Comments

Fellow club members, your officers can accomplish little without the cooperation and support of every member. During the coming year, all of you will have important assignments. Officers and members, as you fulfill these assignments, you are serving and strengthening your community. However, of greater importance, you are helping to keep America strong.

Initiation Ceremony for a New Ruritan Member

Notes to initiating officer

1. Review this agenda prior to the initiation ceremony.
2. Be sure you know the new member’s name.
3. Be sure the new member has been properly voted into the club and indoctrinated.
4. Be sure you know the new member’s committee appointment and the committee chair’s name.
5. Have lapel button or new member kit ready for presentation.
6. Be sure the member is welcomed at the close of the meeting.

Suggested Script

It is always a pleasure to welcome a new member into Ruritan. It is the privilege of our club to welcome ________________ as our newest member(s).

Please come forward.

You have been chosen a member of this club by your fellow members because they believe you manifest those qualities of leadership and service needed in Ruritan.

Ruritan’s main purpose is service to the community—the center of American Life. From the community come our ideals, our integrity, our moral strength, and our leadership. These qualities are usually no stronger in the American people than they are in the communities in which they live. Ruritan is building a better America by helping to build better communities.

Membership in a Ruritan Club is an honor and a privilege. However, because service is the keynote, it also involves duties and obligations. These should be performed by you with faithfulness and enthusiasm.

You will serve as a member of the __________ Committee. ______________ is its chair. As you serve on this committee and become involved in club activities, you will experience the satisfaction of working together and sharing the accomplishments of the club. This involvement creates an opportunity for fellowship that is seldom equaled.

I congratulate you and present you with this lapel button, and I am sure you will wear it with dignity and pride.

(Applause)
## Ruritan Membership

<table>
<thead>
<tr>
<th></th>
<th>Active</th>
<th>Honorary</th>
<th>Associate</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Regular Adult &amp; Youth members in regular clubs (May include Ruritan Forever)</td>
<td>Leave of Absence and/or At Large Status (May include Ruritan Forever)</td>
<td>Adult and Youth Members in Ruritan Clubs. (May include Ruritan Forever)</td>
</tr>
<tr>
<td><strong>Dues</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pays National Dues? (NOTE: any may be Ruritan Forever participants with no annual national dues.)</td>
<td>YES, quarterly.</td>
<td>YES, quarterly</td>
<td>YES, quarterly.</td>
</tr>
<tr>
<td>Pays Club Dues?</td>
<td>YES</td>
<td>NO</td>
<td>NO</td>
</tr>
<tr>
<td>Pays District Dues (in districts where there are dues.)?</td>
<td>Varies by district and may be paid by member or by club for member.</td>
<td>Varies by district and may be paid by member or by club for member.</td>
<td>Varies by district and may be paid by member or by club for member.</td>
</tr>
<tr>
<td><strong>Attendance</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Requirements:</td>
<td>Must attend at least 4 regular meetings per year.</td>
<td>Not required, but status should be reviewed annually.</td>
<td>No attendance requirements</td>
</tr>
<tr>
<td>Makeup meetings:</td>
<td>30 days before or after absence</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Types of makeup:</td>
<td>Attend any club, zone, district, board, or national Ruritan meeting or 4 hours approved community service.</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td><strong>Club Participation</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Membership</td>
<td>Approved by club and board</td>
<td>Approved by club and board</td>
<td>Approved by club and board</td>
</tr>
<tr>
<td>Business membership</td>
<td>NO</td>
<td>NO</td>
<td>NO</td>
</tr>
<tr>
<td>Counts toward charter strength 16</td>
<td>All</td>
<td>All</td>
<td>All</td>
</tr>
<tr>
<td>Counts on roll of total club membership</td>
<td>All</td>
<td>All</td>
<td>All</td>
</tr>
<tr>
<td>Counted to determine # of delegates to conventions as provided in the bylaws</td>
<td>YES</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Office eligible</td>
<td>YES</td>
<td>NO</td>
<td>YES</td>
</tr>
<tr>
<td>Voting</td>
<td>YES</td>
<td>NO</td>
<td>YES</td>
</tr>
<tr>
<td>May serve as a convention delegate</td>
<td>YES</td>
<td>NO</td>
<td>YES</td>
</tr>
<tr>
<td>Awards</td>
<td>All</td>
<td>NO</td>
<td>NO</td>
</tr>
</tbody>
</table>

* Clubs may still have “local” honorary members who do not pay dues, but they are not on the national roll and receive no benefits.

Ruri-Teen Clubs pay a $100 association fee.
The Value of Ruritan Membership

Benefits and values that individuals and clubs receive for their Ruritan membership.

Income Tax Exemption
Each club affiliated with Ruritan National is automatically exempt from paying federal income tax on funds raised or donations received under a blanket exemption issued to Ruritan National. This exemption saves Ruritan Clubs thousands of dollars each year. Each dollar saved in taxes can be used for community service. Many clubs also benefit by exemption from state sales taxes. Without the Ruritan National affiliation, community clubs may have difficulty obtaining tax-exempt status.

Ruritan National provides instructions and guidance for clubs that file information returns with the Internal Revenue Service. Ruritan National maintains and handles all filings concerning the blanket tax-exemption. Ruritan National can also help affiliated clubs that have problems related to the Internal Revenue Service.

Ruritan Liability Insurance & Protection
All clubs in good standing with Ruritan National are covered by general comprehensive legal liability insurance. Such insurance is critical to any group that deals with the public.

For example, if a member of the public is injured at a Ruritan-sponsored event covered by this insurance, the club will be protected if a lawsuit arises from the incident.

This liability insurance covers lawsuits arising from covered Ruritan-sponsored activities, up to $1 million per occurrence, $2 million aggregate, plus a $1 million umbrella.

Ruritan Awards & Recognition Program
Ruritan Clubs and members have the opportunity to earn recognition through national and district awards for outstanding community service. These awards frequently receive not only local but also regional and national publicity.

Because Ruritan has a systematic recognition program, individuals and clubs performing outstanding service do not go unnoticed. This recognition adds credibility and distinction to a club’s community service efforts.

Ruritan Name and Reputation
Well-known for community service, the Ruritan name is a valuable asset to clubs. Ruritan enjoys a fine reputation among service clubs, other civic organizations, government agencies, and communities in general.

Serving America’s communities since 1928, the Ruritan name automatically lends credibility to all club activities.

Ruritan community service activities usually receive much more support and recognition than projects carried out by an ad hoc group of citizens or a local club that is not affiliated with Ruritan National.

Ruritan National Foundation
Each year the Ruritan National Foundation issues many educational grants to students who wish to further their education beyond high school.

The Foundation offers a program that increases a Ruritan club’s financial assistance to a student of the club’s choice. Using this plan, a club can turn a $300 scholarship into much more using the Build Your Dollar program.

The Ruritan National Foundation also assists victims of local disasters through Operation We Care. Operation We Care provides services to their communities and also help clubs discover what community services are needed. Club Officers’ Handbooks are designed to help officers serve the club and community in the best possible way. Each club receives a packet of material in the fall with a wealth of information designed to help the club and its leaders serve their community.

Volunteer Leadership & Leadership Development
With the exception of a small national staff, all Ruritan officials at the club, district, and national levels are volunteers elected by Ruritan members. An elected National Board of Directors, together with club delegates at annual national conventions, create the policies and programs of Ruritan National. The leadership of Ruritan is chosen by Ruritan Club delegates to serve the needs and interests of Ruritan members and their communities.

Ruritan National also provides educational material to help community leaders and conducts free seminars, workshops, conferences, and other training. Through Ruritan’s volunteer program, trained leadership is available to assist clubs with any situation.

RURITAN magazine
Ruritan magazine publishes the community service accomplishments of Ruritan Clubs and members.

All Ruritan members receive this quarterly magazine which features Ruritan Club news, Ruritan activities from across the nation, information about new Ruritan programs, and other items of interest to Ruritan members.

The magazine gives members community service ideas, proven fund-raising ideas from other clubs, and highlights the special projects of Ruritan Clubs. The magazine serves as a communications link that provides current information to all Ruritan members. Honorary members do not receive RURITAN magazine or other Ruritan National correspondence.

Networking and New Friends
Ruritan membership provides social as well as service opportunities. Ruritan Clubs are a cross section of the community the club serves. Ruritan membership is a unique way to make business contacts and friends while serving the community. Many Ruritans are community leaders and business leaders who share concerns about the community’s future. Sharing concerns with others makes the community a better place for everyone.

This scope of friendship broadens at district and national conventions, where Ruritan members meet other members with common values and concerns.

Affiliate Partnerships and Community Service Partners
Ruritan National has a variety of ongoing Affiliate Partnerships that offer discounts and benefits to Ruritan members and clubs. For a current list of these Affiliate Partners, see the Ruritan National website at http://ruritan.org. Members who take advantage of even one of the programs can save the cost of their Ruritan National dues and much more.

In addition, Ruritan has many Community Service Partners who work with Ruritan clubs every day to extend the impact of a club’s service program. Partners such as Hunters for the Hungry, Freedoms Foundation at Valley Forge, Boy Scouts of America, and the National D-Day Memorial know first-hand how important their Ruritan connection is. For a current list of these Service Partners, see the Ruritan National website at http://ruritan.org.
"Ruritan Forever" is a plan for the payment of national dues by members who wish to make a long term investment in Ruritan. The “Ruritan Forever” plan allows a member in good standing to pay $600 and become a life-time participant of the National Organization. Ruritan National will invest these pre-payments in a special managed fund, transferring the dues quarterly to the business office of Ruritan National. Even after the life participant dies, dues will be transferred quarterly to Ruritan National, thus offering a perpetual memorial to the organization on behalf of the deceased Ruritan.

A “Ruritan Forever” endowment may be purchased by a member in good standing or may be purchased for a member in good standing. A Ruritan Forever endowment may be purchased to honor a non-member provided they are brought into a club as an Associate Member at the same time. In this case the Associate Member’s dues would be covered by the $600 endowment.

The lifetime endowment may also be purchased in memory of an already deceased Ruritan, ensuring an ongoing contribution to the operation of Ruritan in his or her name. Dues for a living participant must be current through the previous quarter to participate. Ruritan National will administer these prepaid dues in a separate fund with the original amount remaining in perpetuity. Interest on the fund will provide the money paid to Ruritan National for dues.

Upon payment of the fee, the Ruritan will receive a certificate, a lapel pin, and a permanent life participant card. For endowments purchased for a deceased member a special plaque will be provided for the club to present to the deceased member’s family. National dues increases will have no effect on participants enrolled in the plan, although the purchase price of $600 for new enrollees may be adjusted over the years as necessary. There will be no special assessments or charges made to Ruritan Forever participants.

Please detach or photocopy this portion if you would like to participate in this endowment plan to secure the future of Ruritan, in your name or in the name of a fellow Ruritan.

Your Name:__________________________________________
Your Club Name:_____________________________________
Your Address:________________________________________ Telephone:_____________

This application is for: (check one)  
☐ Myself  ☐ Current Member  ☐ Deceased Ruritan  ☐ NEW Associate Member  (application attached)  

Name of Applicant (If not you):__________________________
Applicant’s Club:_____________________________________
Applicant’s Address:_____________________________________

☐ OPTION #1 Credit card number:________________________ Expiration Date:__________
☐ OPTION #2 Enclosed please find a check/money order for $600
☐ OPTION #3 Enclosed please find the 1st $200 installment of the $600 Ruritan Forever fee.

I understand the perpetual life endowment will not begin until the entire $600 has been paid.
Invitation to Ruritan Membership

Recommendation for Membership

As a member in good standing of the ___________________________ Ruritan Club, I respectfully submit the name of ___________________________ as a prospective member to the Club President and the Club’s Board of Directors.

I believe this person has the integrity, character, and dedication to the welfare of this community that makes a strong candidate for Ruritan membership. As a sponsor, I will help this person learn about Ruritan, encourage their participation in club activities, and help them remain active in the Fellowship, Goodwill and Community Service of Ruritan.

Sincerely, ___________________________  

This person has also been endorsed by Club Member ___________________________.

New Member Acceptance

On ___________________________, the board of directors agreed to recommend this proposed member to the club’s general membership. On ___________________________, the general membership agreed to accept this proposed member to become an active member of this club.

New Member Information: Information needed for MMS (Member Management database online)

On ___________________________, this new member was welcomed into the club and was instructed in the purpose and objectives of Ruritan. Community Service Committee Assignment: ___________________________.

New Member’s Name: ___________________________ Preferred Nickname: ___________________________

Street Address: ________________________________________________

Mailing Address (if different): ____________________________________

Home Phone: ___________________ Cell Phone: ___________________ Office Phone: ___________________

E-mail: ___________________ Spouse name: ___________________ Date of Birth: ___________________

Member Type: [ ] Adult [ ] Youth [ ] Business/Organization [ ] Associate Member

If this is an Associate Membership - (check the one below that applies.)

[ ] Associate Individual/Youth (receives Pin)
[ ] Associate Business/Organization (receives Plaque or Window Static)

Associate membership in Ruritan has been established to provide an opportunity for individuals and businesses that are not available to attend club meetings as a regular member, but who want to be affiliated with Ruritan and show their support of the community-improving work Ruritans do.

Associate Members’ benefits include:
1. A subscription to the National Magazine
2. Lapel pin (one per membership) or business plaque stating “This business is a Ruritan supporter” (optional for businesses only)
3. Club Newsletter (subject to availability and club policy)
4. Membership card

When the name of the applicant is submitted by a club secretary, indicating club and board approval, the new Associate Member will be listed as an Associate Member of that club. Their lack of attendance will not affect the club’s ability to achieve goals like the Blue Ribbon status and Outstanding President’s Award. Once again, any club taking in Associate Members will not be penalized by attendance or lack of attendance by that member.

Associate members pay only Ruritan National dues plus a one-time initiation fee ($3 paid-in-advance) for annual renewal of regular annual dues.
New Member Background Information

This information will help your Ruritan Club get to know you better and use your background experience and talents to the best advantage in furthering its community service work and fund-raising activities. While completion of this form is voluntary, the information provided will improve the ability of the Club to meet its objectives.

1. Emergency Contact

Name:__________________________________________________________

Address:_______________________________________________________

Phone Number:_________________________________________________

Relationship to Member:__________________________________________

2. Member’s hobbies or special interests:

________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________

3. Experience with other civic or fraternal organizations, including offices held:

________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________

4. Other information:

________________________________________________________________
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I accept this invitation to be a member of this Ruritan Club and, by payment of initiation fee and dues, hereby accept the principles of Ruritan as expressed in its objects and agree to comply with, and be bound by, the bylaws of this Ruritan Club.

Signed:_________________________________________________________Date:__________________________

To Be Kept in Club Files
Organizing A Ruritan Club

Steps for Organizing A Ruritan Club

Step One – Identify a community
- Identify key people (leaders, movers and shakers)
- Involve key people from the start
- Make contacts and keep a list
- A key people list may be obtained from the Chamber of Commerce, local churches and some local businesses

Step Two – Survey the needs of the community
- Is there a special community need to be addressed?
- Is there a project that would benefit the community?
- Is there a resident with a pressing need?
- Is there a Chamber of Commerce to advise needs in the community?

Step Three - Publicize Ruritan in the community
- Utilize posters and billboards
- Circulate flyers in local businesses
- Use public service announcement (available from Ruritan National) on radio and television
- Have key people distribute Ruritan brochures
- Stress value of Ruritan membership when discussing Ruritan
- Make sure that key people are informed about the value of Ruritan membership

Step Four – Walk through the community
- Visit businesses
- Take informative literature (Ruritan brochures, Club Benefits, Basics of Membership)
- Identify potential members
- Develop a list of potential members

Step Five – Plan the organization meeting
- Set date, time, and place for meeting
- Prepare e-mail or letters of invitations to those on contact list
- Ask each potential member to bring others
- Arrange for current Ruritan members to provide testimonials and answer questions

Step Six – Assemble useful Ruritan materials for the meeting
- Have on display brochures, handbook, Ruritan Magazines, bylaws, video or DVD (available from Ruritan National)
- Use Ruritan Flipchart for small groups
- Display news clippings of club activities (if available)
- Have a charter application for signatures
- Put together a packet of Ruritan brochures, including Ruritan Membership
- (Benefits and values that individuals and clubs receive for their membership)

Sample Letter of Invitation

Dear __________,

You are cordially invited to attend a meeting (location, date and time) to discuss the possibility of organizing a Ruritan club in your community.

Ruritan representatives will be in attendance to talk about the organization and to answer any questions.

Please attend and bring your spouse and any other community-minded individuals with you.

Sincerely,

Organizational Meeting

This meeting is your opportunity to address as a group those individuals who have shown enough interest in Ruritan to attend. This will likely be the core around which the club will be built. Certain information is critical to pass along at this point. An agenda is suggested to help assure coverage of this material. (See next page for a suggestion).
Organizational Meeting

Information and Organizational Agenda

1. Ruritan – History and Purpose

- Founded 1928, Holland, VA.
- Has grown to more than 1,000 clubs in 24 states.
- Makes each community a better place in which to live.
- Works to create a better understanding among people of the community and strives to organize leadership to improve social and economic conditions.
- Cooperates with other organizations and institutions dedicated to this purpose.

2. Organizational Structure

- All Ruritan clubs affiliated with and chartered by Ruritan National, operating under bylaws approved by the national organization.
- Officers and board are elected by each club to administer the affairs of that club.
- Clubs are assigned to districts representing a specific geographic area.
- Club delegates elect district officers and cabinet to administer district affairs.
- Club delegates elect national officers and directors at Ruritan National Convention.
- Ruritan National officers and directors set policies and provide support to clubs and districts.

3. Club Membership and Attendance

- Meetings of approximately one and one-half hours are held monthly and include:
  - Meal and fellowship.
  - Club business.
  - Entertainment and/or informational program.
- Attendance is not compulsory, but generally four absences without cause are considered to be a sign of loss of interest and therefore grounds for removal from club rolls.

4. Finances

- Dues are set by each club and depend largely on the cost of meals at meetings.
- Clubs pay Ruritan National dues each quarter from the members dues.
- A one-time $5 joining fee is paid by each charter member. Fees collected in excess of the club charter fee ($50) remain in club treasury.
- Ruritan National and club governing documents prohibit the collection of funds and/or assessments from members for any purpose other than dues.
- Ruritan National dues provide: subscription to the RURITAN magazine, tax-exempt status, liability insurance, training, and other support services.

5. Chartering

- Sixteen signatures are required on a charter application.
- New clubs pay a one-time $50 charter fee.
- Charter application and fee are sent to Ruritan National.
- A charter and supplies for club operations are returned to the new club for presentation at the club’s charter meeting.

6. Organizational Decision

- Following a question and answer period, entertain a motion that a Ruritan club be formed.
- Given a favorable response, elect a temporary president and temporary secretary. (In many situations a follow-up meeting will be necessary to allow time for collection of the necessary 16 signatures.)*
- If a follow-up meeting is necessary, leave Charter application with temporary president, otherwise mail completed form and fee to Ruritan National.
Ruritan Club Charter Application

we hereby apply for a charter for the _________________________________________ Ruritan Club of

__________________________________________ , ________________________________ and desire to

affiliate as such with Ruritan National, “America’s Leading Community Service Organization.”

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Sixteen members are normally required to charter a new club. (See note on opposite page). Use additional sheets as necessary. Mail completed form and $50 charter fee to: Ruritan National, P.O. Box 487, Dublin, VA 24084, toll free (877) 787-8727. Charter application must be received at least 20 days before the date the charter will be presented.
Ruritan Club

Charter Night Information

Please Print or Type

Name of New Club: _____________________________________________________________

Ruritan District: _______________________________________________________________

Date of Charter Night: __________________________________________________________

Town/City where Charter Meeting will be held: ______________________________________

Time of the Meeting: ___________________________________________________________

Location: _____________________________________________________________________

Temporary President: _____________________________________________________________

Address: _____________________________________________________________________

Phone: (___) ________________________ E-mail: _____________________________________

Temporary Secretary: _____________________________________________________________

Address: _____________________________________________________________________

Phone: (___) ________________________ E-mail: _____________________________________

Sponsoring Club: _________________________________________________________________

Distinguished Ruritan Member’s (DRM) name: ______________________________________ (person most responsible for organizing this new club)

Address: _____________________________________________________________________

Phone: (___) ________________________ E-mail: _____________________________________

Club: _______________________________________________________________________

General
Guidelines to Organize New Ruri-Teen Clubs

1. Call the district governor of the district where the club will be organized. Request that the youth coordinator and the growth & development chair be advised of this.
2. Ask a Ruritan Club to sponsor the Ruri-Teen Club and explain the benefits and responsibilities to the sponsoring club. Obtain a written commitment from the sponsoring club who will work with the new Ruri-Teen Club for the life of the club.
3. The Ruritan National Board of Directors, having reviewed the successes of the Ruri-Teen Clubs, recognizes the necessity of Ruritan Club sponsorship for continued growth of a Ruri-Teen Club (see responsibilities below).
4. Talk to the principal of the high school to get his/her approval to organize the Ruri-Teen Club in the school.
5. Talk to an adult at the high school who will be the advisor from the school.
6. Publish an advertisement in the school newsletter or display the “You Can Make a Difference” posters in the school about the informational meeting (available from the Ruritan National Office).
7. A Ruritan representative is to make a Ruri-Teen presentation in order that he/she may invite and encourage the attendees to become a part of the Ruri-Teen club."
8. Receive a commitment from the individuals at the informational meeting to sign the charter application and to contact other individuals to meet with them the next week to sign the charter application.
9. Select enthusiastic club officers for the new club. An interim president and interim secretary will be needed at the charter night.
10. Plan for the charter meeting within the next two weeks and invite the district cabinet members and all interested individuals.

SPONSORING CLUB RESPONSIBILITIES

A Ruri-Teen club requires a commitment from the sponsoring Ruritan Club which rivals that of parents to children. Understanding and accepting this responsibility is essential.

ATTENDANCE: One or more sponsoring Ruritan club member is encouraged to attend:
- Organizational meeting.
- Charter night meeting.
- Subsequent regular club meetings.
- Ruri-Teen board of directors’ meetings serving as an advisor (without voting privileges) for the club.

ADMINISTRATION: A key sponsoring Ruritan Club member must ensure that:

Charter application and Charter fee are submitted to Ruritan National at least 20 days prior to charter presentation.
Charter meeting report is completed and mailed within 3 days (This report sets dues amount and club meeting date, applies for IRS identification number and documents the official acceptance of Ruri-Teen Bylaws).
Open charter month report is completed and mailed within 3 days of each meeting held during the period between charter meeting and charter closing meeting.
Charter closing meeting report is completed and mailed within 3 days.
Charter members and officers document lists EACH charter member and officer and is mailed to Ruritan National in a timely manner (This document becomes the official record of the club).
Additional reports as may be requested are completed and submitted on time and that all dues and fees are collected and submitted on time.
Ruritan Reports

Reports by Club Officers

a. A list of members and officers of new clubs must be sent to the Ruritan National Office immediately.
b. A list of newly elected officers (after annual election in October) must be forwarded to the Ruritan National Office immediately. The Ruritan National Office needs the information on this form to maintain Ruritan’s IRS tax-exempt status. See the form behind the October Monthly Report in the Club Secretary’s Handbook.
c. Quarterly Attendance and Activities reports must be sent promptly to Ruritan National, the district governor, lt. governor, zone governor, and the National Representative.
d. Community Service Committee Reports must be received by the district governor by October 1. Also, applications for Ruritan of the Year must be received by the district governor no later than October 1.
e. Club secretaries will receive a monthly Membership Audit and Invoice report from the Ruritan National Office. Secretaries should respond promptly with any member changes. Club billing information is available on the MMS under the “invoice” option. Club secretaries should coordinate with club treasurers to make those payments promptly. Any outstanding balance will be billed separately by the Ruritan National accounting department.
f. Either the IRS 990, 990 EZ, or IRS 990 N (electronic postcard) should be sent to the IRS by May 15. See details on page 43 of this handbook.

Reports by Zone Governors

Reports to district governor are shown here.

Zone governors’ report to the district governor is shown above.

Member Management System (MMS) Note:
As more club, zone, and district officers begin to use the MMS they will find that information that was once communicated on reports can now be accessed at the touch of a button.

In addition to being able to see graphs, charts, attendance lists, and membership lists the system will also retrieve data showing new members, dropped members, membership trends, member roles, and individual club audits.

Below is a list of brochures that are on our website or can be mailed to you from the National Office.

Community People Meeting Community Needs
Associate Member
Individual Member Handbook
Initiation Ceremony
Rudy Bear Story/Coloring Book
Ruritan and 4-H
Ruritan and Soil Conservation
Value of being a Ruritan
Ruritan Forever
Ruritan Youth
Ruritan Foundation
Foundation 21st Century Fund
Ruritan Reports

Reports by the District Governor

a. Quarterly summary report of all district officers’ official visits to clubs in district must be submitted to Ruritan National.
b. Financial reports: Forms R-35 are due by November 10 to maintain Ruritan’s IRS tax-exempt status.
   Forms R-36 are due by February 10 to Ruritan National.
c. Other reports requested by Ruritan National include Ruritan of the Year applications, Blue Ribbon, and Outstanding Club President award applications, etc.

The R-35 report must be submitted to Ruritan National by all districts to maintain Ruritan’s IRS tax-exempt status.

District Governor’s Quarterly Report to the Ruritan National President.

Charter application (below) that must be completed before chartering a new Ruritan Club. These forms are available at no charge from Ruritan Supply or on page 57 of this publication.

Charter Night Information

The Charter member list (above) must be completed and sent to the Ruritan National Office when a new club closes its charter.
Ruritan Publications

RURITAN magazine
Purchase RURITAN magazine for your honorary members, libraries, doctor’s office, barber shops, and friends by sending $8 to the following address:

Ruritan
P. O. Box 487
Dublin, VA 24084

Club Kits to All Clubs Each Fall
Kits include the following:
- Secretary’s Handbook
- Treasurer’s Handbook
- Combined Officers’ Handbook
- Community service guides
- Timely communications for club officers

Combined Club and District Officers’ Handbook
Used by all Ruritan leaders

Ruritan Newsletter
Sent quarterly to district cabinets, National Board of Directors, and Ruritan club presidents and secretaries.

Zone Governor E-Blasts
At the beginning of each month the current national president communicates the most important Ruritan topics for the month to current zone governors so that clubs may be properly informed on issues.

Ruritan Student Program*
The Ruritan Student Program* (RS) is an effective way to honor students of all ages and introduce them to the Ruritan spirit of fellowship, goodwill, and community service. Here’s how it works:

A. Invite a minimum of two Ruritan Students (students of any age) to become members in a club, with the club paying the initiation fee and dues for one year.
B. Ruritan National recommends:
   1) That the new members be given a formal installation and new member kit.
   2) That the club secretary indicates on the monthly report that club is participating in the Ruritan Student Program when the new membership is reported.
   3) That the new member be assigned to the Social Development Committee.
C. Work with youth as regular members to foster the Ruritan spirit of fellowship, goodwill, and community service.
D. Encourage Ruritan Students upon leaving community/club to attend college, etc., to consider transferring membership status to member-at-large.

*This differs from regular youth membership in a Ruritan club because a club adopting the Ruritan Student Program is agreeing to pay the youth initiation fees and dues for a year. Other youth members pay their own youth dues. The program recommends that a “minimum of two” students be invited so any single student feels more comfortable in the club environment.

Special Mailings to Clubs
The Ruritan National Office also mails special information to clubs on critical issues that often require immediate notice.

Growth and Development Kits
Call toll free (877) 787-8727 to request materials for club growth and development work from Ruritan National.

New Member Welcome Packet
A new member mailing is sent to all new members from the Ruritan National Office. The kit includes a membership card, window static, individual member handbook, and Ruritan brochures.

Minutes
National Board of Directors meeting minutes and Ruritan National Convention minutes are available to members on request.

Monthly Statistics
Membership statistics by district are sent to district and national officers in the quarterly Ruritan newsletters.

Annual Report
The Annual Report of Ruritan National is distributed to all national convention attendees and other members on request.

Ruritan Anniversary and Founders’ Day
The first Ruritan club was organized on May 21, 1928, in Holland, Virginia. Annual celebrations commemorating Founders’ Day are held in the birthplace of Ruritan. Districts and clubs are encouraged to support this event by participating in the parade and festivities.

Ruritan Week is the week in which the May 21st falls. The Sunday at the beginning of that week is Ruritan Sunday.

Many clubs plan special observances during this week. Others plan to attend church as a group on Ruritan Sunday.

Proclamations to recognize the achievements of Ruritan clubs are encouraged. Call Ruritan Supply for sample proclamation, or to order Sunday Bulletin inserts commemorating Ruritan Sunday.
Ruritan National Foundation

The Ruritan National Foundation (Foundation) is administered by five Foundation Trustees, who are elected by the delegates at the Ruritan National Convention. Each Foundation Trustee must be an active member of a Ruritan club while serving as trustee. These trustees meet as necessary to conduct the business of the Foundation. Delegates at the 2007 Ruritan National Convention approved incorporation of the Ruritan National Foundation, Inc. (Foundation). The Foundation was incorporated by the State of Virginia in March 2007.

Mission

The Ruritan National Foundation provides financial assistance to qualified individuals or groups for educational, charitable, and benevolent activities. Efforts to provide this financial assistance require fundraisers and donations from various sources along with investment procedures throughout the year.

Purpose

The purpose of the Foundation is to manage and maintain a trust for the encouragement, promotion, and financing of the charitable, educational, and benevolent principles and activities of Ruritan clubs and of Ruritan National.

Grant Program

The Build Your Dollars Educational grant program is one of the major grant programs of the Foundation. This program allows Ruritan clubs to contribute $300 to the Foundation and get an equal share of the net income of the Foundation the next year. Using criteria established by the club, a student may receive a grant based on the students’ financial need, community service, or academic achievement. The amount of the grant received by the club is based on the number of clubs that participate and the income available for distribution. The grant received by the club will always exceed the amount contributed by the club. Participation is limited to those clubs that contribute within the selected time period for contributions and that select a recipient within the required time period. Currently, the club has to donate their $300 by October 1 and select a student by April 1 of the following year. If a club does not have a student selected by April 1, they must submit a written request stating that a student will be determined later.

The Foundation also issues a limited number of regular grants, which are awarded on the basis of financial need, character, scholarship, community service, and the applicant’s desire for higher education. Regular grants are awarded to students selected by the Foundation Trustees.

Grant applications are available by contacting the Ruritan National Foundation, P.O. Box 487, Dublin, Virginia 24084 or by calling 877-787-8727 ext. 302.

Source of Funds

Primary funding for the Foundation comes from individual, club, and district donations. Foundation donations are applied to any fund designated by the donor, but only the donor is credited with the donation. The Foundation is a 501(c)(3) organization and all donations to the Foundation can be tax deductible.

Gifts to the Foundation are a good way to honor an individual. Acknowledgement is sent to the donor as well as the individual being honored. Gifts of any size may be given to the Foundation in memory of a deceased individual. In the case of memorial gifts, the family of the deceased will be notified of the gift provided the Foundation is given the proper information of whom to notify as well as their address.

Appropriate gifts may include money or property such as stocks, bonds, and real estate. The Foundation may also be listed as the beneficiary of an insurance policy. Ruritans and friends are encouraged to remember the Foundation in their wills and trusts. For information on other gifts please contact any Foundation Trustee or the Foundation at Ruritan National.

Funds donated to the Foundation are designated for the Education Fund, the Operation We Care (OWC) fund, or special funds established for specific events. For example, the Foundation has contributed funds to the D-Day Memorial in Bedford, Virginia, and to the construction of a Habitat House in the past.

Use of Funds

The financial assets of the Foundation are invested as directed by the Trustees. Earned income from the Education Fund investments is used to pay Foundation expenses with the net income given as educational grants to further students’ education or training beyond high school. OWC funds are collected and maintained by the Foundation for distribution in cases of National or State declared disasters.

Establishing a Permanent Fund

Ruritan districts, clubs, individual members, and families are encouraged to establish a permanent fund. This can be to honor an individual, be in memory of an individual, or to recognize a club or district. A permanent fund can be started with any size contribution, and additional contributions may be added at any time. Once the fund balance is $1,000 it will be officially listed as a Permanent Fund and will always retain its identity.

(Continued on next page.)
Ruritan National Foundation (continued)

21st Century Legacy Fund

The Ruritan National Foundation 21st Century Legacy Fund is a new plan to provide opportunities to grow our scholarship funds. This plan allows any Ruritan member to leave funding to assist in the education of our youth. By participating in this plan, Ruritans will leave a legacy of “love” to children, grandchildren, great grandchildren, and others.

Donated funds may begin with any amount. Once the donations have reached $2,000, a one-time $100 Foundation addition will be added upon written request. Then other opportunities will be available such as “rolling” this amount into a Cornerstone Fund.

A Legacy Fund may be named in honor of a friend, relative, or an institution. A special lapel pin will be given to the Legacy Fund donor.

The Cornerstone Fund

A cornerstone fund is established by a contribution of $5,000 to the Foundation. Contributions to the cornerstone fund can be of any amount and additional funds may be contributed at any time. Once $4,500 has been contributed, upon written request submitted to Foundation, an additional $500 will be added to the fund bringing it to $5,000.

Virginia Tech Memorial Scholarship Fund

The Virginia Tech Memorial Scholarship Fund has been established in memory of those persons who lost their lives from the shooting rampage on Virginia Tech campus in Blacksburg, Virginia, on April 16, 2007, and in honor of the entire Tech family, the Blacksburg community, the Commonwealth of Virginia, colleges, universities, and secondary school system from across the United States of America.

Scholarship grants will be awarded annually from the previous fiscal year’s earnings derived from this fund to individuals who have been accepted for enrollment at Virginia Tech and whose educational grant application has been submitted by a Ruritan club. Foundation Trustees will make the selection of awarded grants.

Friend of the Foundation Fund

A Friend of the Foundation Fund is established by the request of the donor when a permanent fund balance is $10,000. These funds will provide a scholarship annually for 10 years equal to 5% of the fund balance. The club designated will submit from two to five applicants to the Foundation and the Trustees will select the student to receive the scholarship. At the end of 10 years, the donor can ask for up to two extensions of 5 years each.

Special Permanent Funds

Special Permanent Funds are established with donations totalling $20,000 or more. Grants made from Special Permanent Funds may include reasonable donor restrictions. For example, if requested by the donor, funds may be disbursed in a certain geographic area or limited to certain fields of study. The specific terms and conditions for these funds are established by an agreement between the donor and the Foundation.

Tom Downing Fellow

The Tom Downing Fellow is a great way to honor an individual. The Tom Downing Fellow is made with a single, lump sum contribution of $500. The contributor must state when the contribution is made that it is for participation in the Tom Downing Fellow Program. A unique lapel pin designed in the likeness of Tom Downing (one of the co-founders of Ruritan) and a plaque will be presented to the person designated by the contributor. Once presented, the pin or designation as a Tom Downing Fellow is non-transferable and will be a lasting honor to this individual. All funds for this program are credited to the Tom Downing Fellow Fund.
Build Your Dollars Program

Foundation Build Your Dollars Grants are a great way to increase your club’s support of higher education. All club checks may be submitted from beginning of the year until ending date of October 1 (postmarked on or before).

1. Participating clubs must send a club check for $300 to the Foundation earmarked for the BY$ program postmarked on or before October 1 for the club to be eligible. Ruritan National Foundation will notify the participating clubs after receiving the club check confirming the club is in the program. Please provide a name and physical address of the preferred club officer to receive the Build Your Dollars confirmation and club coded application. A student form and a cover letter form for the club will be mailed to the participating club by early February.

2. Applicant will complete the club coded application in its entirety, including the student form by the student or parent that has been selected to receive the scholarship and submit to the Foundation by April 1. Application may be submitted by the club and/or student. The club will be given options for the $300 contribution if application is not received by April 1, in its entirety, with cover letter (form provided with application). If not received by April 1 options are (1) request $300 refund returned to club (2) carry-over for one year Build Your Dollars program (3) leave as a donation to Ruritan National Foundation.

3. SPECIAL NOTE: STARTING WITH THE 2012/2013 BUILD YOUR DOLLAR PROGRAM THE 45 DAY EXTENSION WILL NO LONGER BE AVAILABLE HOWEVER THE CLUB MAY SEND IN THE APPLICATION WITH STATEMENT SAYING THAT STUDENT TO BE ANNOUNCED AT LATER TIME.

4. There is one application maximum and one grant maximum per club. The club selects the recipient of the grant. In selecting applicants, clubs should consider financial need, character, scholarship, academic promise, and desire.

5. The $300 from the club will be increased with a grant from the Foundation based on interest and dividend income plus realized capital gains, less expenses of the Foundation as well as all qualified roll over grants from the 2014 program. The remaining funds will be divided equally among all qualified participating clubs. Grants will be rounded to the next lower $5.

6. Foundation staff will mail checks of scholarship award to the club after May. Check will be payable to and mailed to club for presentation to student, upon receipt of the student’s form. Clubs that had already selected their student and sent the school information form to the Foundation Office will begin receiving their checks soon after the Trustees meet in April. Those clubs that had not selected their student must send in the student form before the check can be mailed to the club.

The Build Your Dollars Program money from clubs are to be recognized as Deposits and Recorded as Liabilities on the Foundation Books and will not be counted as funds in any fund account.

Operation We Care

Operation We Care provides aid to victims of situations officially declared disasters by the state and federal governments. When a disaster strikes the Ruritan District Governor or designee is responsible for surveying the damage and determining if OWC assistance is needed. Requests for help are reviewed by the Foundation with assistance determined by the need and available funds. All donations will be maintained in an OWC fund until disaster relief is requested.

*Not a First Responder*
Regular Educational Grant Program

The purpose of the Ruritan National Foundation is to manage and maintain a trust for the encouragement, promotion and financing of the charitable, educational and benevolent principles and activities of Ruritan Clubs and of Ruritan National.

**Purpose:** The Ruritan National Foundation Educational Grant Fund is a program established to assist young men and women secure formal training beyond high school.

**Who may apply for an award?** Any person recommended by two active Ruritan Club members.

**How are recipients of grants determined?** On the basis of financial need, character, scholarship, academic promise and desire by the applicant for further education or training.

**Who selects which students receive grants?** The Ruritan National Foundation Trustees

**What is the amount of a grant?** The grant will be $600 and the number of grants will be determined by available funds.

**How often may a student apply?** Grants are made annually. A recipient may reapply each year.

**What is the deadline for applying?** Application and supporting papers (including the Student Aid Reports (SARS) and two Reference Letters from active Ruritan members) must be received by the Foundation Office by April 1.

**Are grants repayable?** No. This is an outright cash grant from the Ruritan National Foundation.

**INCOMPLETE INFORMATION DISQUALIFIES APPLICANTS**

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**Million Dollar Club Program**

The trustees of the Ruritan National Foundation, Inc., at their April 2009 meeting approved a five year program to be known as “$$ Million Dollar Club $$$” as set forth below.

**SLOGAN:**

*BROTHER/SISTER CAN YOU SPARE ME A DIME*

**How** – Each member is encouraged to save a dime per day and forward to the Foundation at the end of each year which would total $36.50. To give the program a boost, you may want to send the first years funds of $36.50 to the Foundation at the beginning of the program and at the beginning of each of the next four years. Your funds when aggregated with the funds from over 27,000 members will total over $1 million dollars per year.
Growth Awards for Ruritan Members

President’s Golden Key Award
Effective July 1, 1998
Lapel pin to honor Ruritan members who recruit new members.

1. Requirements: Recruiters who bring in two (2) or more adult members, or youth members in adult Ruritan clubs, are eligible to receive lapel pin. Recruiters who bring in five (5) members are eligible to receive a “5 member bar” that attaches to pin. Recruiters who bring in ten (10) members are eligible to receive a “10 member bar” that attaches to pin and a plaque. Recruiter that brings in the most new members will receive one free Ruritan National Convention registration and national recognition.

2. Time Period: calendar year

3. Responsible for Verifying: Club requests this award in writing from the Ruritan National Office. Request submitted by the club secretary. Ruritan National Office will verify from club records.

4. Type of Award: Two members: Lapel pin. Five members: “5 member” bar. Ten members: “10 member” bar and plaque. Any member recruiting 65 or more Ruritan members in their lifetime will receive Ruritan Forever designation and award. Top recruiter: one free Ruritan National Convention registration and national recognition.

5. Award Presentation: Lapel pin and bars: club president. Plaque (10 members only): district governor. Top Recruiter: Ruritan National President


J.J. Gwaltney Award
Lapel pin and plaque. Lifetime of dues free membership in Ruritan

1. Requirements: Organize two new adult Ruritan clubs in a calendar year or four new Ruritan clubs in any period after August 1998. Must also meet the qualifications for DRM for each club (i.e. after close of charter and first dues are paid).

2. Responsible for Verifying: Ruritan National Office will verify from club records.

3. Type of Award: Lapel pin and plaque. Ruritan Forever designation.

4. Award Presentation: Presentation made by Ruritan National President at the Ruritan National Convention.

NOTE ABOUT E-MAILING AWARD FORMS: Ruritan awards applications and/or forms WILL be accepted digitally and by e-mail provided the appropriate recipient has an e-mail address. It is your responsibility to locate that e-mail address and the form(s) you create on your computer must contain ALL of the information required for the award. Please keep a printed copy of your e-mail for your files showing dates sent, etc. Signatures may be omitted when a form is sent digitally, however judges may make contact with designated signees for verification, so their names must be on the form. All award applications and/or forms must still be received on the appropriate deadlines.
Growth Awards for Ruritan Members

Distinguished Member Awards (DRM) For Starting a Ruritan Club
The highest individual growth and development award is the DRM Award. The designation of Distinguished Ruritan Member (DRM) is determined by the district governor or, in an area, by the Ruritan National Office. Maximum two DRMs awarded per club.

1. Requirements
   1. one new Ruritan club organized
   2. two new Ruritan clubs organized
   3. three or more new Ruritan clubs organized

2. Time Period: Calendar year (after close of charter and first dues are paid).

3. Responsible for Verifying
   a. District governor
   b. Ruritan National Office

4. Type of Award
   b. Two new Ruritan clubs organized: Above plus registration and one night lodging at the National Convention, reimbursed by Ruritan National.
   c. Three or more Ruritan clubs organized: All of the above, plus an additional 2 nights lodging at the National Convention, reimbursed by Ruritan National.

5. Award Presentation: Assigned National Representative or the Ruritan National President.

6. When Award is Presented: District and Ruritan National Conventions.

Distinguished Member Awards (DRM) For Starting a Ruri-Teen Club
The highest individual growth and development award is the DRM Award. The designation of Distinguished Ruritan Member (DRM) is determined by the district governor or, in an area, by the Ruritan National Office. Maximum two DRMs awarded per club.

1. Requirements
   1. one new Ruri-Teen club organized
   2. three new Ruri-Teen clubs organized
   3. four or more new Ruri-Teen clubs organized

2. Time Period: Calendar year (after close of charter and first dues are paid).

3. Responsible for Verifying
   a. District governor
   b. Ruritan National Office

4. Type of Award
   b. Three new Ruri-Teen clubs organized: Above plus registration at the National Convention, reimbursed by Ruritan National.
   c. Four or more Ruri-Teen clubs organized: All of the above, plus an additional 1 night lodging at the National Convention, reimbursed by Ruritan National.

5. Award Presentation: Assigned National Representative or the Ruritan National President.

6. When Award is Presented: District and Ruritan National Conventions.

District Governor Growth & Development Award

1. Requirements: Most new clubs organized for the calendar year. Three (3) or more clubs are required to qualify for this award. Also required to qualify, club charters must be closed and first quarter dues paid.

2. Time Period: January 1—December 31

3. Responsible for Verifying: Ruritan National Office

4. Type of Award: Plaque provided by Ruritan National

5. Award Presentation: Ruritan National President

6. When is Award Presented: Ruritan National Convention

Note: Any district governor whose district organizes at least three (3) clubs during the calendar year will receive a framed certificate. The district governor(s) whose district organizes the most new clubs (three or more) during the calendar year will be presented an appropriate plaque. In case of ties, equal treatment will be received.
Recognizing Ruritan Youth Leaders

The following three awards recognize Ruritan members who also devote time to mentoring youth through other agencies including Scouts, 4-H, and FFA.

### Special Award for Ruritan Scout Leaders

This award was introduced in 2005. The award, a recognition approved by Ruritan National, gives local Ruritan clubs an opportunity to nominate Ruritan members to be recognized for their service to youth through scouting and also makes the public aware of the important role Ruritans play in the community. Applications may be downloaded from the Ruritan National website [http://ruritan.org](http://ruritan.org) or obtained from the Ruritan National Office.

1. **Requirement**: Must be a scout leader and a Ruritan member
2. **Time Period**: Nominations postmarked by November 1 at the Ruritan National Office
3. **Responsibility for Verifying**: Ruritan National will review a completed application
4. **Type of Award**: Ruritan certificate and a Square Knot Patch from BSA
5. **Award Presentation**: Ruritan National President and/or district governor
6. **When Presented**: Ruritan National Convention or at a local or district function

### Special Award for Ruritan 4-H Leaders

This award was introduced in January 2009. The award, a recognition approved by Ruritan National, gives local Ruritan clubs an opportunity to nominate Ruritan members to be recognized for their service to youth through 4-H and also makes the public aware of the important role Ruritans play in the community. Applications may be obtained from the Ruritan National Office.

1. **Requirement**: Must be a 4-H member, leader, or alumni and a Ruritan Member.
2. **Time Period**: Nominations postmarked by November 1 at the Ruritan National Office
3. **Responsibility for Verifying**: Ruritan National will review a completed application
4. **Type of Award**: Ruritan certificate
5. **Award Presentation**: Ruritan National President and/or district governor
6. **When Presented**: Ruritan National Convention or at a local or district function

### Special Award for Ruritan FFA Leaders/Alumni

This award was introduced in January 2010. The award, a recognition approved by Ruritan National, gives local Ruritan clubs an opportunity to nominate Ruritan members to be recognized for their service to youth through FFA and also makes the public aware of the important role Ruritans play in the community. Applications may be obtained from the Ruritan National Office.

1. **Requirement**: Must be a FFA leader or Alumni and a Ruritan member
2. **Time Period**: Nominations postmarked by November 1 at the Ruritan National Office
3. **Responsibility for Verifying**: Ruritan National will review a completed application
4. **Type of Award**: Ruritan certificate and pin
5. **Award Presentation**: Ruritan National President and/or district governor
6. **When Presented**: Ruritan National Convention or at a local or district function

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**DRM Coat Award** (Navy Blue Blazer)

1. **Requirements**: Will go to any DRM who has organized three new clubs in their lifetime.
2. **To apply for the DRM Coat Award**: The DRM, the home club of the DRM, or the District/Area must apply by letter to Ruritan National. **NOTE**: Only one such coat may be awarded in a member’s lifetime.
3. **Responsible for Verifying**: Ruritan National Office will verify from club records.
Club and/or District Awards for Growth

**Ruritan Club/District Award for Sponsoring New Ruri-Teen Clubs**

Any club sponsoring a Ruri-Teen club receives a $100 award at the one year anniversary of the club's chartering.

**Club Award for Sponsoring a New Ruritan Club**

In as much as Ruritan districts have the responsibility of organizing and starting new clubs and clubs have the responsibility of sending delegates to the Ruritan National Convention, the district, in coordination with Ruritan National, will provide financial assistance to the clubs that actively participate in the charter of new clubs in the following manner.

— On the first anniversary date of the new club charter presentation meeting night, Ruritan National will present the sum of $250 to the sponsoring club.

— Also, Ruritan National will provide the new club with two club delegate registrations for the upcoming Ruritan National Convention provided that:

1. The new club has remained active with 16 or more members.
2. The new club’s dues and reports are current.
3. The sponsoring club has properly mentored* the new club.

*According to the New Webster’s Dictionary, a mentor is “a wise and faithful advisor or tutor.” The sponsor of a new Ruritan club is expected to do just that — tutor the new club on Ruritan meeting procedure and protocol, as well as advise the new club through key events of the first year.

**District Growth Recognition Program**

A District Growth Recognition Program was approved by the Ruritan National Board of Directors in 2007 based on percentage of growth in three (3) categories — small districts (500 members or less), medium districts (501 to 1,000 members), and large districts (1,001 members and up). The winning district in each category will be recognized by the Ruritan National President at the Ruritan National Convention with a 3’ H x 5’ L district banner that can be displayed at the district/other functions, and two (2) 12” H x 24” L vehicle magnetic signs that can be displayed by the district governor as he/she travels the district. The banner will be accepted by the outgoing district governor, and the vehicle magnetic signs will be accepted by the incoming district governor (simultaneously). In the event, one/both district governors are not present at the convention, any representative of the district can accept the banner/signs.

**NOTES:**

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

72 Revised 8/2016
Club, District, and Area Awards for Growth

Dues Rebate for Clubs With 20% Growth

Clubs who maintain a 20% growth rate may earn a dues rebate of $4 per member. Use the form, at right, to apply for your rebate. This form asks for your club membership numbers at various points during the last year - January, September, and December. Those figures must be verifiable with the audit and invoice report records at the National Office. Applies to adult Ruritan clubs.

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Club Membership Increase Award

1. **Requirements:** In order for an adult club to be eligible to receive the Club Membership Increase Award, the club must be at or above charter strength (increase included) at the conclusion of the year considered. The Ruritan club with the largest percentage net increase of membership in each category (small, medium, large) will earn a plaque.

2. **Time Period:** January 1 through December 30

3. **Responsible for Verifying:** Ruritan National Office

4. **Type of Award:** An appropriate plaque will be presented to the club with the largest percentage net increase in membership in each category. Certificates will be presented to the second, third, fourth, and fifth place winners in each category. The categories are defined as small clubs are 16-35 members, medium clubs 36-75 members, and large clubs 76 and over.

5. **Award Presentation:** Ruritan National President

6. **When Presented:** Awards will be presented at the Ruritan National Convention.

7. **Other Information:** Club must be at or above charter strength with increase included to receive award.

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Area Growth Recognition Program

An Area Growth Recognition Program was approved by the Ruritan National Board of Directors based on percentage of membership growth. The winning area will be recognized by the Ruritan National President at the National Convention with two (2) approximately 12” H x 24” L vehicle magnetic signs that can be displayed by the area governor or designee as he/she travels the area. The signs will be accepted by the area governor or designee at the Ruritan National Convention.
Ruritan of the Year Point System and Instructions

Ruritan of the Year
The Ruritan of the Year application, instructions, and point system are located in the club Secretary’s Handbook as well as on these pages. Winning applications are forwarded to the next level for competition.

The application for the Club Ruritan of the Year should be forwarded to the district governor for District Ruritan of the Year competition. Each of the winning District Ruritans of the Year (one per district) should be forwarded to Ruritan National to be judged by the National Advancement Committee.

The National Advancement Committee will choose the National Ruritan of the Year. **National officers are not eligible.**

<table>
<thead>
<tr>
<th>Club Ruritan of the Year</th>
<th>District Ruritan of the Year</th>
<th>National Ruritan of the Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. <strong>Requirements:</strong> Point system.</td>
<td>1. <strong>Eligibility:</strong> Must be Club Ruritan of the Year.</td>
<td>1. <strong>Eligibility:</strong> Must be District Ruritan of the Year.</td>
</tr>
<tr>
<td>2. <strong>Time Period:</strong> September 1—August 31 of the following year.</td>
<td>2. <strong>Requirements:</strong> Point system.</td>
<td>2. <strong>Requirements:</strong> Point system.</td>
</tr>
<tr>
<td>3. <strong>Responsible for Verifying:</strong> Club verifies and then submits the application to the district governor. Applications must be received by October 1.</td>
<td>3. <strong>Time Period:</strong> September 1—August 31 of the following year.</td>
<td>3. <strong>Time Period:</strong> September 1—August 31 of the following year.</td>
</tr>
<tr>
<td>4. <strong>Type of Award:</strong> Club choice, paid by the club.</td>
<td>4. <strong>Responsible for Verifying:</strong> District Governor determines overall district winner. District Ruritan of the Year information postmarked to the Ruritan National Advancement Committee by November 1.</td>
<td>5. <strong>Type of Award:</strong> Plaque, provided by Ruritan National, paid for by district.</td>
</tr>
<tr>
<td>5. <strong>Award Presentation:</strong> Club president.</td>
<td>5. <strong>Type of Award:</strong> Plaque, provided by Ruritan National, paid for by district.</td>
<td>6. <strong>Award Presentation:</strong> Ruritan National President.</td>
</tr>
<tr>
<td>6. <strong>When Presented:</strong> At an appropriate club meeting.</td>
<td>6. <strong>Award Presentation:</strong> District governor/area governor.</td>
<td>7. <strong>When Presented:</strong> National Convention.</td>
</tr>
</tbody>
</table>

Ruritan of the Year Judging Point System

<table>
<thead>
<tr>
<th>Points</th>
<th>Maximum Points</th>
</tr>
</thead>
</table>

**I. Attendance**

<table>
<thead>
<tr>
<th>Points</th>
<th>Maximum Points</th>
</tr>
</thead>
</table>

A. Perfect Attendance 15 15

If not perfect attendance, each meeting attended 1 11

B. Zone Meeting (each attended) 5 10

C. Attending District Convention 10 10

D. Attending National Convention 20 20

E. Visits to Other Clubs (each visit) 3 15

**II. Club Activities**

<table>
<thead>
<tr>
<th>Points</th>
<th>Maximum Points</th>
</tr>
</thead>
</table>

A. Serving as Committee Chair 2 2

B. Projects Completed (each x 3) 3 75

C. Hours of Club Projects by individual (each hour) 1 750*

D. Club Office Held 2 2

**III. Growth and Development**

<table>
<thead>
<tr>
<th>Points</th>
<th>Maximum Points</th>
</tr>
</thead>
</table>

A. Responsible for forming a New Club 40 Unlimited

B. Assisting in forming a New Club 15 Unlimited

C. New Members recruited (each) 10 Unlimited

**IV. Other Activities**

Points awarded for each activity 5 25

*The maximum hours by an individual was increased by National Board action in 2008 to 750 hours.

Note:
For district competition, application must be certified by the club president and club secretary and postmarked to the district governor by October 1.

A member may apply for only one “of the year”* award in any given year: i.e. Ruritan of the Year, Ruri-Teen of the Year, Rudy Youth of the Year

Revised 8/2016
Ruritan of the Year
National Officers Are Not Eligible

Application
The following information is being submitted on our club’s “Ruritan of the Year,” for the
______________________________ Ruritan Club, ___________________________ District, and Ruritan National.

Full Name ___________________________ Address ___________________________ Year ___________________________
City ___________________________ State ___________________________ ZIP ___________________________
Area Code + Telephone Number ___________________________

I. Attendance (September through August)
A. Monthly Club Meetings attended ___________________ (Number of Monthly Club Meetings)
B. Zone Meetings attended ___________________ (Number of Zone Meetings)
C. District Convention attended (Yes/No) ____________________
D. National Convention attended (Yes/No) ____________________
E. Visits to Other Clubs ___________________ (Number of Club Visits - List Below)

II. Activities (September through August)
A. Committee Chair ____________________ (Committee)
B. Number of Projects Completed
   by Applicant’s Committee ___________________ (Projects Completed)
C. Hours spent on total club projects ___________________ (Hours Spent)
D. Club Officer ____________________ (Office Held)

III. Growth and Development (September through August)
A. Responsible for Organizing a New Club ____________________ (Club Name)
B. Assisted in Organizing a New Club ____________________ (Club Name)
C. Responsible for New Members ____________________ (Names)

IV. Other Activities (Non-Ruritan)
Explain in detail: _________________________________________________________
________________________________________________________________________
________________________________________________________________________

We certify the above information to be accurate, and we hereby submit the above named member of the
______________________________ Ruritan Club, in ___________________________ District, for District Ruritan of the Year
and National Ruritan of the Year.

_____________________________ _________________________ __________
Club President     Club Secretary    Date

District Governor’s Signature Below:

_____________________________ ___________
District Governor    Date

This application(s) will be used to determine the Club Ruritan of the Year. Also, the winning applicant’s form must be signed and post-
marked to the district governor by October 1 for district competition. District winners must be certified and postmarked to the Ruritan
National Office for national competition by November 1.
Rudy Youth of the Year Point System and Instructions

Rudy Youth of the Year
The Rudy Youth of the Year application and point system are located in the Secretary’s Handbook. Winning applications are forwarded to the next level for competition. This award begins in 2008.
The application for the Club Rudy Youth of the Year should be forwarded to the district governor for District Rudy Youth of the Year competition. Each of the winning District Rudy Youths of the Year (one per district) should be forwarded to Ruritan National to be judged by the National Advancement Committee. The National Advancement Committee will choose the National Rudy Youth of the Year. A standard point system is included with the application in the Secretary’s handbook (and below) for judging purposes at all levels. National officers are not eligible.

Club Rudy Youth of the Year
1. **Requirements**: Point system.
2. **Time Period**: September 1 — August 31 of the following year.
3. **Responsible for Verifying**: Club verifies and then submits the application to the district governor. Applications must be postmarked by October 1.
4. **Type of Award**: Club choice, paid by the club.
5. **Award Presentation**: Club president
6. **When Presented**: At an appropriate club meeting.

District Rudy Youth of the Year
1. **Eligibility**: Must be Club Rudy Youth of the Year.
2. **Requirements**: Point system.
3. **Time Period**: September 1 — August 31 of the following year.
4. **Responsible for Verifying**: District governor determines overall district winner. District Rudy Youth of the Year information postmarked to the Ruritan National Advancement Committee postmarked by November 1.
5. **Type of Award**: Plaque, provided by Ruritan National, paid for by district.
6. **Award Presentation**: District governor/area governor.
7. **When Presented**: At district convention, area zone function or club meeting.

National Rudy Youth of the Year
1. **Eligibility**: Must be District Rudy Youth of the Year
2. **Requirements**: Point system.
3. **Time Period**: September 1 — August 31 of the following year.
5. **Type of Award**: Plaque, registration, and three (3) nights lodging at Ruritan National Convention, reimbursed by Ruritan National.
6. **Award Presentation**: Ruritan National President.

<table>
<thead>
<tr>
<th>Rudy Youth of the Year Judging Point System</th>
<th>Points</th>
<th>Maximum Points</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>I. Attendance</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A. Perfect Attendance</td>
<td>25</td>
<td>25</td>
</tr>
<tr>
<td>If not perfect attendance, each meeting attended.</td>
<td>1</td>
<td>11</td>
</tr>
<tr>
<td>B. Zone Meeting (each attended)</td>
<td>5</td>
<td>10</td>
</tr>
<tr>
<td>C. Attending District Convention</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>D. Attending National Convention</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>E. Visits to Other Clubs (each visit)</td>
<td>3</td>
<td>15</td>
</tr>
<tr>
<td><strong>II. Club Activities</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A. Serving as Committee Chair</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>B. Projects Completed (each x 2)</td>
<td>2</td>
<td>20</td>
</tr>
<tr>
<td>C. Hours of Club Projects by individual (each hour)</td>
<td>1</td>
<td>300</td>
</tr>
<tr>
<td>D. Club Office Held</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td><strong>III. Growth and Development</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recruiting a youth member</td>
<td>5</td>
<td>Unlimited</td>
</tr>
<tr>
<td>Recruiting an adult member</td>
<td>10</td>
<td>Unlimited</td>
</tr>
<tr>
<td><strong>IV. Other Activities</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Community Service provided through recognized youth programs (e.g. church youth, Scouts, 4-H, FFA, FHA, etc.)</td>
<td>5</td>
<td>15</td>
</tr>
<tr>
<td>b. Cooperative Education Program participation (e.g. Ruritan Youth Leadership Conference)</td>
<td>5</td>
<td>5</td>
</tr>
</tbody>
</table>

A member may apply for only one “of the year”* award in any given year: i.e. Ruritan of the Year, Ruri-Teen of the Year, Rudy Youth of the Year.
Rudy Youth of the Year

National Officers Are Not Eligible

Application

The following information is being submitted on our club’s “Youth of the Year,” for the

________________________________________ Ruritan Club, ___________________________ District, and Ruritan National.

Full Name __________________________________ Address ______________________ Year __________

City __________________ State _________ ZIP __________  Area Code + Telephone Number __________

I. Attendance (September through August)
   A. Monthly Club Meetings attended _______________ (Number of Monthly Club Meetings)
   B. Zone Meetings attended _______________ (Number of Zone Meetings)
   C. District Convention attended (Yes/No) ____________________
   D. National Convention attended (Yes/No) ____________________
   E. Visits to Other Clubs _______________ (Number of Club Visits - List Below)

II. Activities (September through August)
   A. Committee Chair ____________________ (Committee)
   B. Number of Projects Completed by Applicant’s Committee _______________ (Projects Completed)
   C. Hours spent on total club projects _______________ (Hours Spent)
   D. Club Officer ____________________ (Office Held)

III. Growth and Development (September through August)
   A. Responsible for New Adult and Youth Members __________________________________ (Names)

IV. Other Activities (Non-Ruritan)
   Explain in detail: __________________________________________________________
   __________________________________________________________
   __________________________________________________________

_________________________________ __________________________ __________
Full Name                      Address     Year
____________________________________________ ____________________________
City    State  ZIP

NOTE: Only youth members of REGULAR Ruritan Clubs are eligible for this award. Members of Ruri-Teen clubs should be honored with the Ruri-Teen of the Year award on page 79.

We certify the above information to be accurate, and we hereby submit the above named member of the

________________________________________ Ruritan Club, in ___________________________ District, for District Youth of the Year and National Youth of the Year.

_____________________________ _________________________ __________
Club President     Club Secretary    Date

District Governor’s Signature Below:

_____________________________ ___________
District Governor    Date

This application(s) will be used to determine the Club Youth of the Year. Also, the winning applicant’s form must be signed and postmarked by the district governor by October 1 for district competition. District winners must be certified and postmarked to the Ruritan National Office for national competition by November 1.
Ruri-Teen of the Year Point System and Instructions

Ruri-Teen of the Year
The Ruri-Teen of the Year application, instructions, and point system are located here in the Awards Book as well as on line. Winning applications are forwarded to the next level for competition.

The application for the Club Ruri-Teen of the Year should be forwarded to the district governor for District Ruri-Teen of the Year competition. Each of the winning District Ruri-Teen of the Year (one per district) should be forwarded to Ruritan National to be judged by the National Advancement Committee. The National Advancement Committee will choose the National Ruri-Teen of the Year. National officers are not eligible.

Club Ruri-Teen of the Year
1. Requirements: Point system.
2. Time Period: September 1—August 31 of the following year.
3. Responsible for Verifying: Club verifies and then submits the application to the district governor. Applications must be received by October 1.
4. Type of Award: Club choice, paid by the club.
5. Award Presentation: Club president
6. When Presented: At an appropriate club meeting.

District Ruri-Teen of the Year
1. Eligibility: Must be Club Ruri-Teen of the Year.
2. Requirements: Point system.
3. Time Period: September 1—August 31 of the following year.
4. Responsible for Verifying: District governor determines overall district winner. District Ruri-Teen of the Year information postmarked to the Ruritan National Advancement Committee by November 1.
5. Type of Award: Plaque, provided by Ruritan National, paid for by district.
6. Award Presentation: District governor/area governor
7. When Presented: At district convention, area zone function or club meeting.

National Ruri-Teen of the Year
1. Eligibility: Must be District Ruri-Teen of the Year
2. Requirements: Point system.
3. Time Period: September 1—August 31 of the following year.
5. Type of Award: Plaque, registration and three (3) nights lodging at National Convention, reimbursed by Ruritan National.
6. Award Presentation: Ruritan National President.

Ruri-Teen of the Year Judging Point System

<table>
<thead>
<tr>
<th>Category</th>
<th>Points</th>
<th>Maximum Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Attendance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Perfect Attendance at each meeting</td>
<td>25</td>
<td>25</td>
</tr>
<tr>
<td>b. Zone Meeting (each attended)</td>
<td>5</td>
<td>10</td>
</tr>
<tr>
<td>c. District Convention</td>
<td>20</td>
<td>20</td>
</tr>
<tr>
<td>d. Other Club Visits (each visit)</td>
<td>3</td>
<td>9</td>
</tr>
<tr>
<td>e. National Convention</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>2. Club Activities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Serving as Committee Chair</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>b. Projects Completed (each x 2)</td>
<td>2</td>
<td>20</td>
</tr>
<tr>
<td>c. Hours Spent on Club Project (each hour)</td>
<td>1</td>
<td>160</td>
</tr>
<tr>
<td>d. Club Offices Held</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>3. Growth and Development</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Responsible for Forming a New Club</td>
<td>40</td>
<td>unlimited</td>
</tr>
<tr>
<td>b. Assisting in Forming a New Club</td>
<td>15</td>
<td>unlimited</td>
</tr>
<tr>
<td>4. Other Activities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Community Service Provided Through Recognized Youth Programs (e.g. church youth program, Scouts, 4-H, FFA, FHA etc.)</td>
<td>5</td>
<td>15</td>
</tr>
<tr>
<td>b. Cooperative Education Program participant</td>
<td>5</td>
<td>5</td>
</tr>
</tbody>
</table>

Note:
For district competition, application must be certified by the club president and club secretary and postmarked to the district governor by October 1.

A member may apply for only one “of the year”* award in any given year: i.e. Ruritan of the Year, Ruri-Teen of the Year, Rudy Youth of the Year
Ruri-Teen of the Year

National Officers Are Not Eligible

Application

The following information is being submitted on our club’s “Ruri-Teen of the Year,” for the
______________________________ Ruri-Teen Club, ___________________________ District, and Ruritan National.

Full Name ___________________________ Address ___________________________ Year ___________________________

City ___________________________ State ___________________________ ZIP ___________________________

Area Code + Telephone Number ___________________________

See accompanying point sheet to evaluate these criteria

I. Attendance September through April
   A. Monthly Club Meetings attended ___________________________ Number of Monthly Club Meetings ___________________________
   B. Zone Meetings attended ___________________________ Number of Zone Meetings ___________________________
   C. District Convention attended (Yes/No) ___________________________
   D. National Convention attended (Yes/No) ___________________________
   E. Visits to Other Clubs ___________________________ Number of Club Visits (List Below) ___________________________

II. Activities (September through April)
   A. Committee Chair ___________________________ Committee ___________________________
   B. Number of Projects Completed by Applicant’s Committee ___________________________ Projects Completed ___________________________
   C. Hours spent on total club projects ___________________________ Hours Spent ___________________________
   D. Club Officer ___________________________ Office Held ___________________________

III. Growth and Development (September through April)
   A. Responsible for Organizing a New Club ___________________________ Club Name ___________________________
   B. Assisted in Organizing a New Club ___________________________ Club Name ___________________________

NOTE: Only members of RURI-TEEN Clubs are eligible for this award. Youth members of Regular clubs should be honored with the Rudy Youth of the Year award on page 77.

IV. Other Activities (Non-Ruritan)
   Explain in detail: ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________

We certify the above information to be accurate and we hereby submit the above named member of the
______________________________ Ruri-Teen Club, in ___________________________ District, for District Ruri-Teen of the
Year and National Ruri-Teen of the Year.

______________________________ _________________________ ____________
Club President Club Secretary Date

______________________________ ____________
District Governor’s Signature Below: District Governor Date

This application(s) will be used to determine the Club Ruri-Teen of the Year. Also, the winning applicant’s form must be signed and postmarked to the District Governor by October 1 for District Competition. District winners must be certified and postmarked to the Ruritan National Office for national competition by November 1.
District Officer’s Awards

Outstanding Zone Governor Award
(Area governors will be eligible for the Outstanding Zone Governor Award; however, the area must have a minimum of three (3) clubs for the area governor to be eligible).

Requirements:
1. Hold two (2) zone meetings
2. Attend all district cabinet meetings; documented extenuating circumstances will be considered.
3. Visit all clubs in the zone at least twice during the calendar year.
4. Increase membership in zone or organize one new Ruritan Club.
5. All clubs in zone must be above charter strength, or those under charter strength at the beginning of the calendar year must have documented measures taken to increase membership of these clubs. The report is to be forwarded to Ruritan National with a copy to the district governor.
6. All clubs in the zone must have paid their national dues within 60 days after due date and all delinquent dues by December 31, or zone governor must write a report explaining what actions were taken in attempts to collect dues from clubs in arrears. The report is to be forwarded to Ruritan National with a copy to the district governor.
7. All quarterly reports must be received by the Ruritan National Office by the end of the following month or submit a written report to Ruritan National with a copy to the district governor stating the actions taken in attempt to obtain the delinquent reports.
8. Zone Governor is to submit application (letter) and a letter of endorsement by the district governor then forwarded to Ruritan National Office postmarked by January 10.

Time Period: Calendar Year

Type of Award: Ruritan National Apparel and certificate

Award Presentation: District Governor

When Presented: District Function

Outstanding District Governor Award

Requirements:
1. All clubs in the district must have paid their dues within 90 days after due date and all delinquent dues by December 31, or district governor must write a letter to Ruritan National with a copy to the assigned national representative explaining the actions taken to collect from clubs in arrears.
2. All club reports must be received by the Ruritan National Office by the due date and all delinquent reports by December 31, or the district governor shall write a letter to Ruritan National with a copy to the assigned national representative explaining what action was taken to collect the reports.
3. Increase in membership or organize one new Ruritan Club. Any dues owed to Ruritan National for the new club must be received by December 31.
5. Hold at least four (4) cabinet meetings.
6. Attend the Summer Leadership Conference.
7. Attend the Ruritan National Convention
8. All clubs in the district must be visited by either the district governor, district lt. governor, zone governor, or zone lt. governor.
9. Applications for award (letter) must be received by Ruritan National Office postmarked by January 10.

Time Period: Calendar Year

Responsible for Verifying: District governor is to submit application (letter) which is to be endorsed by the assigned national representative.

Type of Award: Wrist watch and plaque paid for by Ruritan National

Award Presentation: Ruritan National President

When Presented: Outstanding District Governor to be recognized at the National Convention and the award would then be presented at the next District function.

Regular Awards for Ruritan Members

Individual Ruritans may qualify for the awards programs below as well as for the Ruritan of the Year (or Rudy Youth of the Year) explained on pages 6-9.

Length of Service Award*
The Length of Service Award is a certificate commemorating 25 years of Ruritan service.
1. Requirements: 25 years or more of Ruritan membership.
2. Time Period: Not Applicable.
3. Responsible for Verifying: Club requests this award in writing from the Ruritan National Office. Request signed by the club president.
4. Type of Award: Certificate.
5. Award Presentation: Club president.
6. When Presented: At an appropriate club meeting.

* Tabs for Perfect Attendance and for Consecutive Perfect Attendance are available from Ruritan Supply by calling (800) 223-2203 #1143

Perfect Attendance Recognition: Any Ruritan with 50 years or more of perfect attendance who is present at a Ruritan National Convention shall be recognized at an appropriate time, provided his or her club notifies Ruritan National postmarked by January 3rd prior to the National Convention.
National Communications Awards

National Communications Award -
Print Newsletter
All clubs, zones, areas, and districts can participate directly in the National Communication Award Program. Certificates are awarded to the three (3) top newsletter issues in three categories (district/area newsletters, zone newsletters, and club newsletters) recognized at the Ruritan National Convention. All newsletters will be judged on the same basis.

Recognition will be given in three categories:
(1) District/area newsletters
(2) Zone newsletters
(3) Club newsletters

All newsletters must have been published between Sept. 1 and Aug. 1. The district, area, zone, or club will submit three (3) copies of three (3) separate issues of its newsletter for judging. A cover letter stating that the newsletters are for judging purposes must be enclosed with newsletter submissions. Must be postmarked by November 1 each year.

Criteria (what the judges will look for): Use of Ruritan emblem; index; community Ruritan news; club, district, or zone news; club, zone, or district officer’s column; national Ruritan news; National Director’s column; use of color; use of artwork; use of pictures; and easy to read print.

NOTE: The same newsletter cannot be submitted for both print and electronic newsletter awards.

Send submissions for ALL Communications Awards to:
National Advancement Committee
c/o Ruritan National Office
P.O. Box 487, Dublin, VA 24084
All Communications Awards entries must be postmarked by November 1.

National Communications Award –
Electronic Newsletter
All clubs, zones, areas, and districts can participate directly in the National Communication Award Program for electronic newsletters. Certificates are awarded to the three (3) top electronic newsletter issues in three categories (district/area newsletters, zone newsletters, and club newsletters) will be recognized at the Ruritan National Convention. All newsletters will be judged on the same basis.

Recognition will be given in three categories:
(1) District/Area newsletters
(2) Zone newsletters
(3) Club newsletters

All newsletters must have been issued between Sept. 1 and Aug. 1. The district, area, zone, or club will submit three (3) separate issues of its newsletter for judging. If the newsletters will remain online for the entire year (so that they may all be judged in November) send only the web addresses for the three newsletters. A letter to the Ruritan National Advancement Committee with these three web locations should be postmarked by November 1 each year.

If all three newsletters will NOT be available online in November for judging, these electronic newsletter entries should be captured on a CD and clearly labeled. The format should be html or pdf. A cover letter stating that the newsletters are for judging purposes must be enclosed with the CD submissions. Must be postmarked by November 1 each year.

Criteria (what the judges will look for): Use of Ruritan emblem; index; community Ruritan news; club, district, or zone news; club, zone, or district officer’s column; Ruritan news; National Director’s column; use of color; use of artwork; use of pictures; and easy to read print.

National Communications Award - Website
All clubs, zones, areas, and districts can participate directly in the National Communication Award Program. Certificates awarded to the three (3) top websites in three categories (district/area, zone and club) will be recognized at the Ruritan National Convention and by a seal provided for the web page itself. All websites will be judged on the same basis.

Recognition will be given in three categories:
(1) District/Area websites
(2) Zone websites
(3) Club websites

Any club, zone, or district/area desiring to have a website judged must notify Ruritan National by letter containing the COMPLETE web address postmarked no later than November 1 each year. Judges will visit and view the site between November 1 and December 1.

Criteria (what the judges will look for): Level of creativity. How quickly does the home page load? How quickly do the subsequent pages load? How clear is the process of moving from page to page? Style review: contrast and readability of text and graphics, no spelling errors, good grammar, pages no more than 1 ½ screens long. Accuracy of information about Ruritan in general. Links with Ruritan National — use of direct links to Ruritan National’s website. Level of information about Ruritan in general. Level of information about particular club or district. How timely is information - a month old, year old etc. Site lists location, city and state of club and provides contact information (email, phone, or mail address).
# Current Ruritan Awards At A Glance

<table>
<thead>
<tr>
<th>WHO CAN WIN IT</th>
<th>AWARD NAME</th>
<th>AWARD TYPE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Members*</td>
<td>Distinguished Member (DRM) for New Ruritan Club</td>
<td>DRM Pin; Ruritan National Convention meal + Ruritan National Convention registration and lodging as applicable</td>
</tr>
<tr>
<td>Members*</td>
<td>Distinguished Ruritan Member (DRM) for New Ruri-Teen Club</td>
<td>Varies depending upon how many Ruri-Teen clubs are started.</td>
</tr>
<tr>
<td>Members</td>
<td>Length of Service</td>
<td>Certificate</td>
</tr>
<tr>
<td>Members</td>
<td>Club Ruritan or Ruri-Teen of the Year</td>
<td>Club choice</td>
</tr>
<tr>
<td>Members</td>
<td>District Ruritan or Ruri-Teen of the Year</td>
<td>Plaque</td>
</tr>
<tr>
<td>Members</td>
<td>National Ruritan or Ruri-Teen of the Year</td>
<td>Plaque, Ruritan National Convention registration, + 3 nights lodging at Ruritan National Convention</td>
</tr>
<tr>
<td>Youth members</td>
<td>Club Rudy Youth of the Year</td>
<td>Club choice</td>
</tr>
<tr>
<td>Youth members</td>
<td>District Rudy Youth of the Year</td>
<td>Plaque</td>
</tr>
<tr>
<td>Youth members</td>
<td>National Rudy Youth of the Year</td>
<td>Plaque, Ruritan National Convention registration, + 3 nights lodging at Ruritan National Convention</td>
</tr>
<tr>
<td>Members*</td>
<td>President’s Golden Key</td>
<td>Lapel pin, with bars for 5 and 10 members; plaque for 10 members; free Ruritan National Convention registration for top recruiter; Ruritan Forever for 65 or more new members.</td>
</tr>
<tr>
<td>Members*</td>
<td>J.J. Gwaltney</td>
<td>Lapel pin, plaque, Ruritan Forever designation</td>
</tr>
<tr>
<td>Members</td>
<td>Scout Leader Service Award</td>
<td>Certificate and Square Knot Patch</td>
</tr>
<tr>
<td>Members</td>
<td>4-H Leader Service Award</td>
<td>Certificate</td>
</tr>
<tr>
<td>Members</td>
<td>FFA Leader Service Award</td>
<td>Certificate and pin</td>
</tr>
<tr>
<td>Clubs ***</td>
<td>Birthday Fund Recognition</td>
<td>Plaque or certificate</td>
</tr>
<tr>
<td>Clubs, districts/areas</td>
<td>National Communications (Newsletter - Printed)</td>
<td>Certificate</td>
</tr>
<tr>
<td>Clubs, districts/areas</td>
<td>National Communications (Newsletter - Electronic)</td>
<td>Certificate</td>
</tr>
<tr>
<td>Clubs, districts/areas</td>
<td>National Communications (Website)</td>
<td>Certificate + seal on Website</td>
</tr>
<tr>
<td>Clubs, districts/areas</td>
<td>Club Membership Increase</td>
<td>Plaque or certificate (In each category, small, medium, and large clubs)</td>
</tr>
<tr>
<td>Clubs, districts/areas</td>
<td>Blue Ribbon</td>
<td>Banner</td>
</tr>
<tr>
<td>Clubs, districts/areas*</td>
<td>Sponsor Award for Ruritan Clubs</td>
<td>$250 on the one year anniversary</td>
</tr>
<tr>
<td>Clubs, districts/areas*</td>
<td>Sponsor Award for Ruri-Teen Clubs</td>
<td>$100 on the one year anniversary of the club</td>
</tr>
<tr>
<td>Clubs, districts/areas</td>
<td>Community Service Merit System</td>
<td>Gold recognition</td>
</tr>
<tr>
<td>Clubs, districts/areas</td>
<td>Community Service Merit System</td>
<td>All certificates</td>
</tr>
<tr>
<td>Club officers</td>
<td>Outstanding Club President / Outstanding Club Secretary</td>
<td>Office desk set</td>
</tr>
<tr>
<td>District officers</td>
<td>Outstanding Zone Governor</td>
<td>Ruritan National apparel and certificate</td>
</tr>
<tr>
<td>District officers</td>
<td>Outstanding District Governor</td>
<td>Wrist watch and plaque</td>
</tr>
<tr>
<td>District officers</td>
<td>District Governor Growth and Development</td>
<td>Plaque</td>
</tr>
<tr>
<td>Districts/Areas*</td>
<td>District/Area Growth Recognition</td>
<td>3’ H x 5’ L banner and two 12” H x 24’ L vehicle magnetic signs (area gets only the magnetic signs)</td>
</tr>
<tr>
<td>District officers ***</td>
<td>Foundation Promotion Chair</td>
<td>Plaques or certificate, depending on which is earned</td>
</tr>
<tr>
<td>Anyone ***</td>
<td>Tom Downing Fellowship</td>
<td>Plaque and lapel pin</td>
</tr>
</tbody>
</table>

* Growth Award

*** Ruritan National Foundation Award
<table>
<thead>
<tr>
<th>PRESENTED BY</th>
<th>PRESENTATION</th>
<th>TIME PERIOD</th>
<th>POSTMARKED DEADLINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ruritan National President</td>
<td>District/Ruritan National Convention</td>
<td>Calendar Year</td>
<td>N/A</td>
</tr>
<tr>
<td>Ruritan National President</td>
<td>District/Ruritan National Convention</td>
<td>Calendar Year</td>
<td>N/A</td>
</tr>
<tr>
<td>Club president</td>
<td>Club meeting</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Club president</td>
<td>Club meeting</td>
<td>Sept. 1 - Aug. 31</td>
<td>Before Oct. 1</td>
</tr>
<tr>
<td>District/area governor</td>
<td>District convention/club meeting</td>
<td>Sept. 1 - Aug. 31</td>
<td>Before Oct. 1</td>
</tr>
<tr>
<td>Ruritan National President</td>
<td>Ruritan National Convention</td>
<td>Sept. 1 - Aug. 31</td>
<td>Nov. 1</td>
</tr>
<tr>
<td>Club president</td>
<td>Club meeting</td>
<td>Sept. 1 - Aug. 31</td>
<td>Before Oct. 1</td>
</tr>
<tr>
<td>District/area governor</td>
<td>District convention/club meeting</td>
<td>Sept. 1 - Aug. 31</td>
<td>Before Oct. 1</td>
</tr>
<tr>
<td>Ruritan National President</td>
<td>Ruritan National Convention</td>
<td>Sept. 1 - Aug. 31</td>
<td>Nov. 1</td>
</tr>
<tr>
<td>Club president</td>
<td>Club meeting</td>
<td>Calendar Year</td>
<td>N/A</td>
</tr>
<tr>
<td>Ruritan National President</td>
<td>Ruritan National Convention</td>
<td>Calendar Year</td>
<td>N/A</td>
</tr>
<tr>
<td>District governor</td>
<td>Varies</td>
<td>Jan. 1 - Nov. 1</td>
<td>Nov. 1</td>
</tr>
<tr>
<td>District governor</td>
<td>Varies</td>
<td>Jan. 1 - Nov. 1</td>
<td>Nov. 1</td>
</tr>
<tr>
<td>District governor</td>
<td>Varies</td>
<td>Jan. 1 - Nov. 1</td>
<td>Nov. 1</td>
</tr>
<tr>
<td>District governor</td>
<td>District meeting</td>
<td>N/A</td>
<td>Oct. 10 for presentation at District Convention</td>
</tr>
<tr>
<td>Ruritan National President</td>
<td>Ruritan National Convention</td>
<td>Sept. 1 - Aug. 1</td>
<td>Nov. 1</td>
</tr>
<tr>
<td>Ruritan National President</td>
<td>Ruritan National Convention</td>
<td>Sept. 1 - Aug. 1</td>
<td>Nov. 1</td>
</tr>
<tr>
<td>Ruritan National President</td>
<td>Ruritan National Convention</td>
<td>Viewed/judged 11/1-12/1</td>
<td>Nov. 1</td>
</tr>
<tr>
<td>Ruritan National President</td>
<td>Ruritan National Convention</td>
<td>Jan. 1 - Nov. 30</td>
<td>N/A</td>
</tr>
<tr>
<td>District governor with zone governor</td>
<td>Club/district meeting</td>
<td>Calendar Year</td>
<td>Feb. 10</td>
</tr>
<tr>
<td>Ruritan National</td>
<td>Varies</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Ruritan National</td>
<td>Varies</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Ruritan National President</td>
<td>Ruritan National Convention</td>
<td>Sept. 1 - Aug. 31</td>
<td>Oct. 1</td>
</tr>
<tr>
<td>District governor</td>
<td>District convention</td>
<td>Sept. 1 - Aug. 31</td>
<td>Oct. 1</td>
</tr>
<tr>
<td>Past district governor or current district governor/zone governor</td>
<td>Club/district meeting</td>
<td>Calendar Year</td>
<td>Feb. 10</td>
</tr>
<tr>
<td>District governor</td>
<td>District meeting</td>
<td>Calendar Year</td>
<td>Feb. 10</td>
</tr>
<tr>
<td>Ruritan National President</td>
<td>Ruritan National Convention</td>
<td>Calendar Year</td>
<td>Feb. 10</td>
</tr>
<tr>
<td>Ruritan National President</td>
<td>Ruritan National Convention</td>
<td>Calendar Year</td>
<td>N/A</td>
</tr>
<tr>
<td>Ruritan National President</td>
<td>Ruritan National Convention</td>
<td>Jan. - Oct.</td>
<td>N/A</td>
</tr>
<tr>
<td>Ruritan National Foundation President</td>
<td>Ruritan National Convention</td>
<td>Calendar Year</td>
<td>N/A</td>
</tr>
<tr>
<td>Any</td>
<td>Any</td>
<td>Any</td>
<td>Any</td>
</tr>
</tbody>
</table>
Outstanding Club Secretary Award

Our club submits Club Secretary______________________________ for the Outstanding Secretary Award. We certify that all criteria for this award as specified below have been met.

Name of Ruritan Club:

Club President:

Date:

The following criteria must be met to qualify for the Outstanding Club Secretary Award:

a. Quarterly Activities and Attendance reports submitted (postmarked) to the Ruritan National Office no later than the 10th of the month. (April 10, July 10, Oct. 10, Jan. 10)

b. National dues are paid (postmarked) by the 10th of the second month of the quarter. (Feb. 10, May 10, Aug. 10, Nov. 10)

c. Club represented at district convention.

d. Club Community Service Reports postmarked to district governor by October 1.

e. Average yearly attendance is 75% or greater.

f. Names and addresses of newly elected club officers submitted (postmarked) to the Ruritan National Office by November 10.

g. Must attend one of the following during the calendar year: cabinet meeting, zone meeting, or district convention.

h. This application must be submitted (postmarked) to the Ruritan National Office by February 10.

Ruritan National Foundation Awards & Recognition

Birthday Fund Award

1. Requirements: Upon receipt of a minimum donation equivalent to $2.00 per member from a club, the club will be eligible to receive a Certificate of Appreciation, and those clubs contributing a donation equal to $10.00 per member will be eligible to receive a Plaque of Appreciation.

2. Types of Awards: Certificate or plaque prepared according to Ruritan National Office records as of September 30.

3. Award Presentation: Will be mailed to the district governor for presentation at district convention. After September 30, the award will be mailed to the club president for presentation.

Tom Downing Fellowship

Fewer than 4% of all Ruritans are Tom Downing Fellows, making this a distinctive honor among members. Once presented, award is non-transferable and will be a lasting honor to the individual awarded.

1. Requirements: A single one time donation in the amount of $500 to the Ruritan National Foundation. The contributor must state when the contribution is made that it is for participation in the Tom Downing Fellowship program. All funds for this program are credited to the Tom Downing Fellow Fund.

2. Award: Plaque and lapel pin.

District Foundation Promotion Chair Awards

(Also called the Garland Gray Awards, in honor of the Foundation's first contributor.)

1. Requirements: An award will be made to the top three District Foundation Promotion Chairs for each of these three categories:

   a. Greatest percentage of club contributions in the district.
   
   b. Largest amount of money contributed by clubs in the district.
   
   c. District with the greatest contribution per member.

2. Time Period: Calendar year.

3. Type of Awards: Plaque for first place in each of the three categories. Certificate for second and third places in each of the three categories.

4. Responsible for Verifying: The Ruritan National Foundation will verify the amounts and percentages required for this award.

5. Award Presentation: Ruritan National Foundation President.

6. Award Presentation Date: Ruritan National Convention.
Blue Ribbon Award Application  
(Period from January 1 to December 31)

This application for the Blue Ribbon Award is to be completed and returned to the Ruritan National Office postmarked by **February 10** if your club has met the requirements listed below. The requirements above will be verified from club records on file in the Ruritan Home Office as appropriate.

a. Has 90% or better attendance for January 1 through December 31 or have a membership increase of 10% and 75% or better attendance.

b. One project completed in each of the five Community Service Committees (list on back of this form)

c. Quarterly Activities and Attendance reports submitted (postmarked) to the Ruritan National Office no later than the 10th of the month (April 10, July 10, Oct. 10, Jan. 10.)

d. National dues paid (postmarked) by the 10th of the second month of the quarter. (Feb. 10, May 10, Aug. 10, Nov. 10)

e. Names and addresses of newly elected club officers submitted (postmarked) to the Ruritan National Office by November 10.

f. Club must be at charter strength (16 members) as of December 31.

g. Club shows no net loss in membership for the calendar year January 1 through December 31, therefore we must go back to December (of the previous year) report to get net membership as of January 1 and have no net loss for the current calendar year to be eligible for this award; however, if the death of a member occurs **after October 1 during the year**, this would not count against or affect the membership requirements of this award.

h. Club must be represented at the district convention.

i. All club officers must attend district or zone scheduled Club Officers’ Training or complete on line training through the MMS by March 1.

j. Blue Ribbon application must be submitted (postmarked) to the Ruritan National Office by February 10.

k. The club’s district governor must receive the club’s Community Service Reports **postmarked** by October 1.

**Attendance is computed as follows:**

<table>
<thead>
<tr>
<th>Membership</th>
<th>Subtract On Leave</th>
<th>Subtract At Large</th>
<th>Subtract Honorary (paying)</th>
<th>Subtract Associate</th>
<th>Members Left (net)</th>
<th>Attendance</th>
<th>Make-Ups</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>February</td>
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<tr>
<td>May</td>
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<tr>
<td>June</td>
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<td>August</td>
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<td>September</td>
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<tr>
<td>October</td>
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<tr>
<td>November</td>
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<td></td>
</tr>
<tr>
<td>December</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **(1) Total Members**
- **(2) Subtract On Leave**
- **(3) Subtract At Large**
- **(4) Subtract Honorary (paying)**
- **(5) Subtract Associate**
- **(6) Members Left**
- **(7) Total Attendance**
- **(8) Total Make-ups**
- **(9) Add lines 7 & 8**
- **(10) Divide line 9 by line 6 (%)**

According to our records, the ________________________________ Club has met the requirements for the Blue Ribbon Award listed above.

_Signed:_________________________ Date:_________________

_Club Secretary_

**Reminder:** Many clubs that qualify for the Blue Ribbon Award may also qualify for the Outstanding Club President Award. Your club president WILL NOT automatically be considered for this award. **You must apply.** See the application on the page 19.

*NOTE: Active is any member who is not on leave, at large, honorary, or associate which is why all of these members are subtracted from the total calculation.*
Community Service Committee Projects Completed
(List one project completed for each committee)

1. Business and Professions

2. Citizenship and Patriotism

3. Environment

4. Public Services

5. Social Development
Outstanding Club President Award

Our club submits Club President ____________________________ for the Outstanding President Award. We certify that all criteria for this award as specified below have been met.

_______________________________________________
_______________________________________________
First Name & Last Name

Reminder: Many clubs that qualify for the Outstanding President Award may also qualify for the Blue Ribbon Award. You WILL NOT automatically be considered for this award. You must apply. See the application in this book.

The following criteria must be met to qualify for the Outstanding Club President Award:

a. Quarterly Activities and Attendance reports submitted (postmarked) to the Ruritan National Office no later than the 10th of the month. (April 10, July 10, Oct. 10, Jan. 10)
b. National dues are paid (postmarked) by the 10th of the second month of the quarter. (Feb. 10, May 10, Aug. 10, Nov. 10)
c. Club must show no net loss in active membership for the calendar year ending December 31; however, if death of an active member occurs after October 1 during the year, this will not count against the active membership requirement for this award.
d. Club represented at district convention.
e. Club Community Service Reports postmarked to district governor by October 1.
f. Average yearly attendance is 75% or greater.
g. Names and addresses of newly elected club officers submitted (postmarked) to the Ruritan National Office by November 10.
h. Club must be above charter strength (16 members).
i. Must attend one of the following during the calendar year: cabinet meeting, zone meeting, or district convention.
j. Application must be submitted (postmarked) to the Ruritan National Office by February 10.

The following requirements are not necessary to qualify for the Outstanding Club President Award:

1. One project completed by each of the five (5) community service committees. (See the space on the back of this sheet to list projects).
2. All elected club officers (president, vice president, secretary, treasurer) must attend district or zone scheduled Club Officers’ Training by March 1.
Community Service Committee Projects Completed
(List one project completed for each committee)

1. Business and Professions

2. Citizenship and Patriotism

3. Environment

4. Public Services

5. Social Development
Points Incentive and Reward System

**Earning Points:** New Clubs

**200 points** will be given for organizing an adult Ruritan Club and **100 bonus points** will be given for organizing two adult Ruritan Clubs. (That's 200 points per club and 100 bonus points for a grand total of 500 points for two clubs.) An additional **300 bonus points** will be given for organizing three adult Ruritan clubs. (Again that's 200 points per club; the first 100 bonus and this 300 bonus for a grand total of 1,000 points for three clubs.)

**Note 1:** Points will be credited after adult Ruritan club has been chartered and first quarter dues have been paid. **Note 2:** Bonus points will not be credited until the Ruritan club has been in existence for one full year.

In addition, **25 points** will be awarded for organizing a Ruri-Teen or college affiliate club.

**Earning Points:** New Members (in an existing club that have closed their charter)

**5 POINTS** will be given for each youth member. (No bonus points will be awarded for recruiting youth members because youth members only pay $15 annual Ruritan National dues.) **10 points** will be given for each adult member recruited. Bonus points will be awarded after the five new members celebrate their one year anniversary. (This would equate to 100 total points for five new members – the original 50 and the 50 bonus points after one year.)

**100 bonus points** will be given for recruiting ten adult members. (This would be 200 total points for ten new members – the original 100 and the 50 bonus points for the first five at one year and another 100 bonus points after one year.) **Note 4:** All bonus point will be awarded after new members celebrate their one year anniversary.

**Spending Points:**

These points can be “spent” on a variety of Ruritan products and services – from Ruritan supply items to registration and lodging at the annual national convention.

---

**INCENTIVE AND AWARDS POINT CLAIM SHEET**

*(Photocopy as needed or format your own form - making sure to include all the information required below)*

One form per person applying for award. I would like to submit a request for points in the Incentive and Awards Program for the following categories:

**New Youth Members in Adult Club (5 points each, no bonus points)**

Club must have closed charter.

<table>
<thead>
<tr>
<th>New Member Name</th>
<th>New Member’s Club</th>
<th>Date Joined</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

**New Adult Members in Adult Club (10 points each, bonus points received after first year anniversary date)**

Club must have closed charter.

<table>
<thead>
<tr>
<th>New Member Name</th>
<th>New Member’s Club</th>
<th>Date Joined</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

**Organized New Ruri-Teen/College Club - Must be the DRM (25 points)**

No points will be awarded for the recruitment of Ruri-Teen or College Club members.

<table>
<thead>
<tr>
<th>Name of New Ruri-Teen/College Club</th>
<th>Date Chartered</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Organized New Adult Club - Must be the DRM**

(200 points will be received after charter closes and first quarter dues have been paid)

Any bonus points for additional clubs will be received after club has been in existence for one full year.

<table>
<thead>
<tr>
<th>Name of New Adult Club</th>
<th>Date Chartered</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Points earned by ______________________________________________________

Contact information ___________________________________________________
Ruritan National
Community Service Merit System Guide

Objects of Ruritan
1. To promote fellowship and goodwill among its members and to inspire each other to higher efforts.
2. To unify the efforts of individuals.
3. To encourage the idea of service.

Awards Program Purposes
1. To motivate individuals and clubs to higher levels of achievement.
2. To recognize and reward those that have accomplished outstanding results.

Description of Ruritan National Community Service Merit System (effective August 1996)

Purpose
To encourage each club to strive for greater service to its community by improving living conditions for all who reside therein.
To provide each club submitting Community Service Reports an equal opportunity to be properly considered for their efforts and to recognize and award those clubs that provide outstanding service to their community.

Definitions/Qualifications
Ruritan Community Service: Club projects undertaken by a minimum of three (3) members, even if the project is completed by only one member, and after club consideration and approval, including members’ labor and club money expended from the treasury.

Personal Community Service: Service initiated and rendered by club members without club authorization and involvement by at least two (2) other members, including volunteer service rendered on behalf of other organizations such as volunteer firemen, Red Cross, 4-H Clubs and government and law enforcement agencies, does not qualify as “Ruritan Community Service” for these reports.

Fundraising Activity: Labor and expenses associated with fundraising do not qualify as Ruritan Community Service. Credit for the money raised will be received when it is expended and reported by the proper committee. Credit may be given when a fundraiser is held to benefit a special cause and all net proceeds go to that specific project. For example, a fundraiser to derive funds for a patient needing a kidney transplant.

Terms of Projects and Reporting Period:
Projects can continue for more than one year. The reporting period is September 1 to August 31. Report only labor hours and funds expended during this period. Reports must be postmarked to the district governor by October 1, for the preceding twelve (12) month period.

Invalid Project Reporting: Projects reported to an incorrect committee will receive half credit. If the project can be properly applied to two or more committees and is reported in either, full credit is received. Projects should be reported only one time. If the project is reported more than once, partial credit will be given for each report. Inappropriate projects receive no credit. Committee reports incorrectly titled and those reports received after October 1 cannot be evaluated.

Credit: Projects can earn points as follows:

1. Each project initiated and reported 2
2. Each hour worked 5
3. Each dollar expended 2.5

NOTE: You may count hours worked by associate members, however you must also count those members into the total number of members divided into those hours.

Community Service Merit System Committee Summary
(Taken from Community Service Guides)

A. Business and Professions Committee purpose: To assist in providing and maintaining economic stability and growth in production, commerce, and services in the community. The areas for consideration should include: agriculture, industry services, trades, and professions.

B. Citizenship and Patriotism Committee purpose: To foster love of our country and pride in being a citizen by promoting activities and philosophies which enable each of us to become more aware of our unique rights and responsibilities.
which are ours because we are Americans. The areas for consideration should include: community pride, holiday observation, voter registration, armed forces, Veterans Day, and flag display.

C. Environment Committee purpose: To improve the environment and conserve natural resources in the community. The areas for consideration should include: land, water, and air pollution; community beautification; conservation of wildlife, soil and water conservation; and rodent and pest control.

D. Public Services Committee purpose: To monitor the services provided by governmental, corporate, and volunteer agencies. This committee must be aware of all public services available in the community, be concerned with their efficient operation and justified expansion, and work toward the establishment of additional services. The areas for consideration should include: water, electrical, gas supply; law enforcement; buildings; fire and rescue squads; transportation facilities; solid waste; telephone and T.V.; cable; waste disposal; and cell service.

E. Social Development Committee purpose: Because human resources are its most valuable assets, it is important that the community have facilities and services which will provide for the well-being and development of all people, with special concern for those with unusual needs. Since the Ruritan club serves the entire community, it is in the unique position to take the initiative in making these facilities and services available through club projects and cooperative programs with other organizations and agencies. The areas for consideration should include: youth, health, the disabled, senior citizens, and drug abuse.

NOTE: Please see the Club and District Officer’s Handbook for a listing of suggested projects under “Ruritan Community Service Committee.”

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### Report Evaluations and Ranking

**Average Point Determination:** Points earned are determined for each project reported, then totaled for each committee. This total is divided by the average number of active club members (including associate members if their labor was counted) for the 12 month period to determine the average points earned per member. Average number of active members (and associates where appropriate) is determined by adding the starting number (September of previous year) and the ending number (August of present year) and dividing by 2.

Awards: There are three levels of achievement determined by the average number of points earned by each active member. These are Bronze, Silver, and Gold.

<table>
<thead>
<tr>
<th>Committee</th>
<th>Bronze</th>
<th>Silver</th>
<th>Gold</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social Development</td>
<td>150 - 299.9</td>
<td>300 – 599.9</td>
<td>600+</td>
</tr>
<tr>
<td>Public Service</td>
<td>80 - 159.9</td>
<td>160 – 319.9</td>
<td>320+</td>
</tr>
<tr>
<td>Environment</td>
<td>40 – 79.9</td>
<td>80 – 159.9</td>
<td>160+</td>
</tr>
<tr>
<td>Business and Professions</td>
<td>40 – 79.9</td>
<td>80 – 159.9</td>
<td>160+</td>
</tr>
<tr>
<td>Citizenship &amp; Patriotism</td>
<td>40 – 79.9</td>
<td>80 – 159.9</td>
<td>160+</td>
</tr>
</tbody>
</table>

Any combination of man-hours, dollars, and projects that yields points in the above ranges will receive the award indicated.

**Award Presentation:** All awards will be presented to the clubs by the district governor during their district convention. The Gold Award achievers will be recognized by the Ruritan National President during the Ruritan National Convention.

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### Instructions for Completing Community Service Report Forms

These guidelines are to be followed in preparing your reports. The judges will use these to evaluate the reports and will reject those that fail to comply. Send a copy to your district governor no later than October 1. The completed reports will be used by the district cabinet to determine the level of achievement for your club.

**Complete the Forms as Follows**

1. Use the official forms from your secretary’s handbook. If you have duplicated the form in its entirety into a spreadsheet program on your computer, those forms will also be accepted.
2. Adhere to the stated purpose of the Service Committee for which you are reporting.
3. Report on one line each project that has been completed.
4. Type or neatly print. Legibility and clarity is important.
5. Report each project one time only.
6. State the actual (not estimated) active club member hours for each project (to the nearest half hour).
7. State the actual dollars spent from the club treasury for each project (round to the nearest dollar).
8. Be sure that at least two (2) club officers sign the report (or list their names as designated signees on a digital report).
9. Ensure that your district governor receives your club Community Service Reports postmarked (or emailed) no later than October 1.

**Evaluation Will Be Based on the Following Criteria**

1. Two (2) points for each project as defined.
2. Five (5) points for each club member hour.
3. Two and one half (2.5) points for each dollar.
4. Misplaced projects receive partial credit.
5. Fundraising labor and expenses are not considered community service. However, credit may be given to a project or event to benefit a specific cause.
6. Project claims associated with regular club meetings and Ruritan promotions is not considered community service.
7. Date the report was received by the district governor.

**Points to Consider in Evaluating Reports**

It is good to have persons evaluating Community Service Reports who are familiar with all phases of the report, including the preparation. Special attention should be placed on the Community Service Guides (each is a different color and are included in every club kit) for the respective committees. Use them as follows:

1. Community Service Guides should be studied by evaluators.
2. Evaluators should know which committee various projects fall under.
3. Evaluators should refer to the Community Service Guides while evaluating reports, if necessary.

The Community Service reports show the work and accomplishment of Ruritan clubs during the year. They deserve much time and careful attention spent on their review. Remember that an evaluator has a tremendous responsibility. Take the necessary time required to evaluate each report carefully.

Ruritan means providing service. It is important that Ruritans receive recognition for their services rendered to the community and the benefits given to others. This recognition can only be given through proper evaluation.

When the Community Service Report is received by the district governor, it should be initialed and the date of receipt recorded promptly and accurately. Emailed reports should be printed out and dated and initialed the same way.

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**NOTE ABOUT E-MAILING FORMS:**

As with all Ruritan awards, Community Service Merit Award forms WILL be accepted digitally and by e-mail, provided the appropriate recipient has an e-mail address. It is your responsibility to locate that e-mail address, and the form(s) you create on your computer must contain ALL of the information required for the award. Please keep a printed copy of your e-mail for your files showing dates sent, etc. Signatures may be omitted when a form is sent digitally; however, judges may make contact with designated signees for verification, so their names must be on the form. All award applications and/or forms must still be received on the appropriate deadlines.
Appeals Procedure Under Community Service Merit Systems

1. Clubs must have submitted their completed community service reports to the district governor postmarked (or e-mailed) no later than October 1.
2. The district governor shall have arranged for evaluating community service reports submitted. It is suggested that the district governor appoint a special knowledgeable reviewing committee from within the district (e.g., past district governors, honorary district cabinet members, etc.) or from another Ruritan district to review and evaluate the reports.
3. Clubs having questions about the district’s evaluation process should direct their concern(s) to the district governor.
4. In the event a club disagrees with the decision by the district regarding decision(s) made about the evaluation and ranking process and awards recognition, the club should:
   a. Within 30 calendar days after receipt of the district’s official decision (normally, at the time of presentation of awards at the district convention), the club president should submit a written appeal to the district governor asking for a review and reconsideration. The district governor shall arrange for an official review of the club’s request and report back to the club the findings/reasons for the decision within 30 calendar days from receipt of the club’s notice.
   b. The district governor may request an advisory opinion from the National Advancement Committee at any time prior to rendering a final decision on the club’s initial request. The National Advancement Committee will provide an advisory opinion within 30 calendar days after receipt of such request or defer to the next scheduled National Advancement Committee meeting, as deemed appropriate. The Chair of the National Advancement Committee shall notify the district governor, in writing, of the time period required to provide an opinion. The district governor shall notify the club, in writing, of the reason(s) for the pending final decision beyond the 30 calendar days.
   c. If the club disagrees with the final review decision rendered by the district governor, the club may appeal directly to the National Advancement Committee. The request must be signed by the club president and contain a detailed statement of the reason(s) for the disagreement, a copy of the appropriate Community Service Report(s), and any other relevant information.
   d. The National Advancement Committee will acknowledge receipt of the request and give an estimated time for rendering a decision (normally 30 to 90 days from date of receipt of request). A copy of the notice will be sent to the appropriate district governor with a request for a written statement with accompanying supporting documents regarding the club’s request within 30 calendar days after receipt of request.
5. If the findings by the National Advancement Committee agree with the decision made by the district, a letter will be sent to the club notifying them of the final decision with a copy to the district governor.
6. If the findings by the National Advancement Committee favor the club’s appeal, the National Advancement Committee will notify the club of the favorable final decision with a copy to the district governor. The National Advancement Committee will notify Ruritan National, in writing, that an award must be prepared for presentation to the appropriate club. Ruritan National will send the appropriate award to the district governor for presentation to the club. The inappropriate award will be returned to the district governor by the club president.

Spirit of the Awards
The purpose of these awards is to encourage and document the giving done by Ruritan clubs every day in their communities. These awards are not designed to punish, judge, or criticize. Clubs are encouraged to be as honest as they can be when reporting. District judges are urged to be positive and supportive when judging community service reports.

Sample Reports
Sample Community Service Merit System reports are included in this manual for training purposes. Use the examples as a guideline for judging the community service achievements of Ruritan clubs in your district. These sample reports contain many typical Ruritan club projects, with sample hours and membership totals. On each report, the calculations have been completed for you so that you can see the relationship between service hours, donations, and active members.
RURITAN NATIONAL
Form R-4 Community Service Committee Report

Largetown

Business and Professions

Committee:

No. of Active Club Members: Sept. 71 Aug. 67

Make a copy for your District Governor

<table>
<thead>
<tr>
<th>PROJECT</th>
<th>Active Members Hours</th>
<th>Dollars Spent</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Worked with local industry to hire permanent workers</td>
<td>640</td>
<td>0</td>
</tr>
<tr>
<td>2. Sponsored community program on employment outlook</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>3. Sponsored youth to National FFA contest</td>
<td>1</td>
<td>250</td>
</tr>
<tr>
<td>4. Toured a local business</td>
<td>93</td>
<td>0</td>
</tr>
<tr>
<td>5. Recognized local business that made outstanding contributions to our community</td>
<td>2</td>
<td>50</td>
</tr>
<tr>
<td>6. Helped conduct Livestock Fitting and Showing Demonstration Donated to 4-H Foundation to sponsor local members to National Dairy judging contest Recognized vocational presidents and sponsors of DECA, FBLA, FFA, FHA, TSA, and VICA at local high school and middle school</td>
<td>12</td>
<td>35</td>
</tr>
<tr>
<td>7. Dairy judging contest</td>
<td>1</td>
<td>50</td>
</tr>
<tr>
<td>8. TSA and VICA at local high school and middle school</td>
<td>2</td>
<td>100</td>
</tr>
<tr>
<td>9. Donated to Friendship Industries</td>
<td>1</td>
<td>50</td>
</tr>
<tr>
<td>10. Participated in meetings on zoning changes for a new town center</td>
<td>82</td>
<td>0</td>
</tr>
<tr>
<td>11. Donated man-hours and money toward construction of a new 4-H booth at county fairgrounds</td>
<td>35</td>
<td>500</td>
</tr>
<tr>
<td>12. Made hay for and helped a sick farmer</td>
<td>90</td>
<td>0</td>
</tr>
<tr>
<td>13.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14.</td>
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</tbody>
</table>

I certify this to be a true and accurate report. At least two (2) Club Officers must sign below.

Tony Wilson, Secretary 9/25/07
Club Officer’s Name and Title

Jason Jones, Treasurer 9/25/07
Club Officer’s Name and Title

This Section To Be Completed by the District Cabinet

<table>
<thead>
<tr>
<th>No. of projects</th>
<th>x 2</th>
<th>=</th>
</tr>
</thead>
<tbody>
<tr>
<td>No. of hours</td>
<td>x 5</td>
<td>=</td>
</tr>
<tr>
<td>No. of dollars</td>
<td>x 2.5</td>
<td>=</td>
</tr>
</tbody>
</table>

Total Points Above

Divided by Average No. of Active Club Members

Special Note: (revised August 2005):
You may count the hours worked by Associate members; however, you then must also count them in the number of members divided into the hours.

Calculate Average No. of Active Club Members

Add the membership numbers for September and August listed at the top of this form. Divide that number by 2 to get the Average No. of Active Club Members needed at left.

Average No. of Active Club Members: 69

Total Points Per Member

94 Revised 8/2016
**RURITAN NATIONAL**  
Form R-4 Community Service Committee Report

**District Governor**

**Middletown**  
Ruritan Club: Reporting Period; Sept. 1, 2006 - Aug. 31, 2007

**Citizenship & Patriotism Committee:**

<table>
<thead>
<tr>
<th>No. of Active Club Members:</th>
<th>Sept. 36</th>
<th>Aug. 34</th>
</tr>
</thead>
</table>

**PROJECT**  

<table>
<thead>
<tr>
<th></th>
<th>Active Members Hours</th>
<th>Dollars Spent</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Sponsored boy to &quot;Boys State&quot; and girl to &quot;Girls State&quot;</td>
<td>3</td>
<td>550</td>
</tr>
<tr>
<td>2. Replaced flag and rope at Community Center</td>
<td>5</td>
<td>50</td>
</tr>
<tr>
<td>3. Presented flags to area veterans</td>
<td>1</td>
<td>300</td>
</tr>
<tr>
<td>4. Sponsored student to Model General Assembly</td>
<td>8</td>
<td>200</td>
</tr>
<tr>
<td>5. Sponsored Patriotic Essay Contest</td>
<td>6</td>
<td>115</td>
</tr>
<tr>
<td>6. Sponsored 4-H Member to Citizenship Washington Focus</td>
<td>1</td>
<td>250</td>
</tr>
<tr>
<td>7. Displayed U.S. flags on holidays in downtown</td>
<td>14</td>
<td>0</td>
</tr>
<tr>
<td>8. Provided fireworks for 4th of July celebration</td>
<td>6</td>
<td>4000</td>
</tr>
</tbody>
</table>

10.  
11.  
12.  
13.  
14.  

I certify this to be a true and accurate report. At least two (2) Club Officers must sign below.

**Jack Back, Secretary**  
Club Officer's Name and Title

**Jean Ford, Treasurer**  
Club Officer's Name and Title

Date 9/25/07

**This Section To Be Completed by the District Cabinet**

<table>
<thead>
<tr>
<th>No. of projects</th>
<th>8 x 2 =</th>
<th>16</th>
</tr>
</thead>
<tbody>
<tr>
<td>No. of hours</td>
<td>44 x 5  =</td>
<td>220</td>
</tr>
<tr>
<td>No. of dollars</td>
<td>5465 x 2.5 =</td>
<td>13662.5</td>
</tr>
</tbody>
</table>

Total Points Above = 13898.5

Divided by Average No. of Active Club Members (from box at right) = 35

Total Points Per Member = 397.10

**Calculate Average No. of Active Club Members**

Add the membership numbers for September and August listed at the top of this form. Divide that number by 2 to get the Average No. of Active Club Members needed at left.

Average No. of Active Club Members: 35

**Special Note:** (revised August 2005):  
You may count the hours worked by Associate members; however, you then must also count them in the number of members divided into the hours.

Revised 8/2016
## Awards

Make a copy for your District Governor

### Ruritan National Form R-4 Community Service Committee Report

**Busy Beavers**


<table>
<thead>
<tr>
<th>Environment</th>
<th>Committee</th>
</tr>
</thead>
<tbody>
<tr>
<td>No. of Active Club Members:</td>
<td>Sept. 25</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PROJECT</th>
<th>Members Hours</th>
<th>Dollars Spent</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Cleaned local county park</td>
<td>66</td>
<td>0</td>
</tr>
<tr>
<td>2. Established recycling center in community</td>
<td>23</td>
<td>0</td>
</tr>
<tr>
<td>3. Sponsored school essay contest on wetlands</td>
<td>78</td>
<td>125</td>
</tr>
<tr>
<td>4. Cleaned dumping area on county road</td>
<td>75</td>
<td>0</td>
</tr>
<tr>
<td>5. Contributed to children’s event for Earth Week</td>
<td>2</td>
<td>100</td>
</tr>
<tr>
<td>6. Provided &amp; cared for wildlife seed plot and bird feeders</td>
<td>98</td>
<td>195</td>
</tr>
<tr>
<td>7. Took part in meetings for improved sediment control</td>
<td>20</td>
<td>0</td>
</tr>
<tr>
<td>8. Cleaned community pond</td>
<td>38</td>
<td>0</td>
</tr>
<tr>
<td>9. Donated to Nature Conservancy</td>
<td>1</td>
<td>100</td>
</tr>
<tr>
<td>10. Worked with legislators to get needed Park Ranger</td>
<td>22</td>
<td>0</td>
</tr>
<tr>
<td>11. Headed special community cleanup campaign</td>
<td>102</td>
<td>0</td>
</tr>
<tr>
<td>12. Adopted two miles of state highway</td>
<td>172</td>
<td>0</td>
</tr>
</tbody>
</table>

I certify this to be a true and accurate report. At least two (2) Club Officers must sign below.

*Kate Thompson, Secretary*

Club Officer’s Name and Title: 9/25/07

*Rudy Lord, President*

Club Officer’s Name and Title: 9/25/07

---

This Section To Be Completed by the District Cabinet

| No. of projects | 12 x 2 = 24 |
| No. of hours | 697 x 5 = 3485 |
| No. of dollars | 520 x 2.5 = 1300 |

Total Points Above = 4809

Divided by Average No. of Active Club Members (from box at right) = 27

= 178.1

Calculate Average No. of Active Club Members

Add the membership numbers for September and August listed at the top of this form. Divide that number by 2 to get the Average No. of Active Club Members needed at left.

Average No. of Active Club Members: 27

Special Note: (revised August 2005): You may count the hours worked by Associate members; however, you then must also count them in the number of members divided into the hours.
**Public Services**

<table>
<thead>
<tr>
<th>No. of Active Club Members:</th>
<th>Sept. 38</th>
<th>Aug. 42</th>
</tr>
</thead>
</table>

Make a copy for your District Governor

<table>
<thead>
<tr>
<th>PROJECT</th>
<th>Active Members Hours</th>
<th>Dollars Spent</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Sponsored CPR in community</td>
<td>52</td>
<td>25</td>
</tr>
<tr>
<td>2. Erected two new Ruritan signs</td>
<td>14</td>
<td>125</td>
</tr>
<tr>
<td>3. Established a Crime Watch program</td>
<td>85</td>
<td>0</td>
</tr>
<tr>
<td>4. Worked to get crossing guards for school</td>
<td>26</td>
<td>0</td>
</tr>
<tr>
<td>5. Contributed to volunteer fire department</td>
<td>2</td>
<td>300</td>
</tr>
<tr>
<td>6. Donated 30 Rudy Bears to rescue squad</td>
<td>5</td>
<td>240</td>
</tr>
<tr>
<td>7. Constructed Community Picnic area</td>
<td>214</td>
<td>350</td>
</tr>
<tr>
<td>8. Sponsored community crime prevention program</td>
<td>30</td>
<td>150</td>
</tr>
<tr>
<td>9. Transported sick and needy citizens to the doctor</td>
<td>92</td>
<td>0</td>
</tr>
<tr>
<td>10. Worked to get new branch library established</td>
<td>46</td>
<td>0</td>
</tr>
<tr>
<td>11. Maintained athletic field for youth team</td>
<td>220</td>
<td>0</td>
</tr>
<tr>
<td>12. Painted local community hall inside and out</td>
<td>307</td>
<td>95</td>
</tr>
<tr>
<td>13.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I certify this to be a true and accurate report. At least two (2) Club Officers must sign below.

**Jean Ford, Secretary**

Club Officer’s Name and Title

9.25.07

Date

**Kate Ellis, President**

Club Officer’s Name and Title

9.25.07

Date

---

This Section To Be Completed by the District Cabinet

<table>
<thead>
<tr>
<th>No. of projects</th>
<th>12</th>
<th>x</th>
<th>2</th>
<th>=</th>
<th>24</th>
</tr>
</thead>
<tbody>
<tr>
<td>No. of hours</td>
<td>1093</td>
<td>x</td>
<td>5</td>
<td>=</td>
<td>5465</td>
</tr>
<tr>
<td>No. of dollars</td>
<td>1285</td>
<td>x</td>
<td>2.5</td>
<td>=</td>
<td>3212.5</td>
</tr>
</tbody>
</table>

Total Points Above

= 8701.50

Divided by Average No. of Active Club Members

= 40

Special Note: (revised August 2005): You may count the hours worked by Associate members; however, you then must also count them in the number of members divided into the hours.
## Awards

**RURITAN NATIONAL**  
Form R-4 Community Service  
Committee Report

Smalltown  
Ruritan Club: Reporting Period; Sept. 1, 2006; Aug. 31, 2007

Social Development

Committee:

<table>
<thead>
<tr>
<th>No. of Active Club Members:</th>
<th>Sept. 17</th>
<th>Aug. 17</th>
</tr>
</thead>
</table>

**PROJECT**

<table>
<thead>
<tr>
<th></th>
<th>Active Members Hours</th>
<th>Dollars Spent</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Built handicapped ramps for three disabled families</td>
<td>38.00</td>
<td>$400.00</td>
</tr>
<tr>
<td>2. Sponsored Christmas decorating contest</td>
<td>18.00</td>
<td>$250.00</td>
</tr>
</tbody>
</table>

I certify this to be a true and accurate report. At least two (2) Club Officers must sign below.

Jim Casey, President  
Club Officer’s Name and Title  
Date 9/25/07

Bonnie Harper, Secretary  
Club Officer’s Name and Title  
Date 9/25/07

---

**This Section To Be Completed by the District Cabinet**

<table>
<thead>
<tr>
<th>No. of projects</th>
<th>2</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td>No. of hours</td>
<td>56.00</td>
<td>280</td>
</tr>
<tr>
<td>No. of dollars</td>
<td>650</td>
<td>1625</td>
</tr>
</tbody>
</table>

Total Points Above  
Divided by Average No. of Active Club Members = 17

Special Note: (revised August 2005):
You may count the hours worked by Associate members; however, you then must also count them in the number of members divided into the hours.
Suggested Club Anniversary Commemoration

*(Make copies and distribute to all members attending. Invite a visiting official – highest ranking zone, district, or national officer – or other special Ruritan guest to read the Ruritan Official’s part while the club members respond.)*

Ruritan Official: On behalf of Ruritan National, I congratulate you on this occasion of your _______________ anniversary. You are a part of a significant movement that has enriched the lives of rural and urban people in the communities in which you live.

Members: We will endeavor to strengthen one another, as well as the citizens of this community in which we live.

Ruritan Official: Will you continue to unify the efforts of all members of our community toward making it an ideal place in which to live?

Members: We will do so, in the spirit of those who founded this great organization.

Ruritan Official: Will you continue to work with all agencies that provide unselfish service, and contribute to the progress of your community?

Members: We will cooperate fully with any who endeavor to make our community better.

Ruritan Official: Will you encourage and foster the ideal of service as the basis of all worthy Community Service?

Members: We dedicate ourselves to that goal.

Ruritan Official: Will you seek to create such a climate that rural and urban people may work together and understand the problems of each?

Members: We will keep our minds open to our mutual problems, and will seek to understand one another.

Ruritan Official: You, as Ruritans, have accepted some worthwhile and very admirable goals. Continue your fellowship and goodwill, that all of our communities may be enriched by your dedication to the ideals of Ruritan.

Members: We dedicate ourselves anew, on our _______________ Anniversary, to the principles of Ruritan.
Ruritan Public Relations Guidelines
Formerly distributed as a separate manual.

Section 1: Understanding Public Relations

The Difference Between Publicity and Public Relations
Ruritan has been called the best kept secret in America, and with good reason. Although not as well-known as other community service organizations, more than 28,000 Ruritan members in twenty-four states enjoy the Ruritan spirit of “Fellowship, Goodwill, and Community Service”. Despite the efforts of dedicated Ruritan clubs across the nation, relatively few people know how Ruritans improve America’s communities. Gaining recognition for your club’s community service achievements is crucial to gaining new members and increasing the effectiveness of your local club.

Publicity and public relations can also help your club accomplish more than ever within the community. Before your club can start realizing the benefits of publicity and public relations, you need to understand the relationship between these two principles.

Publicity is “public attention.” In other words, publicity is the attention and recognition your Ruritan club should be earning for its dedicated efforts to improve the community. To gain the public’s attention, your club must learn how to build a relationship with the community. The first step to building any successful relationship are establishing trust and sharing information. These are the basic elements of a public relations program.

Webster’s Third New International Dictionary (1986) defines public relations as “the degree of understanding and goodwill achieved between an individual, organization, institution, and the public.” If you read the Objectives set forth in Article II of the Ruritan Club Bylaws, you’ll discover that Webster’s definition comes close to describing the established objectives of the Ruritan organization.

Establishing a public relations campaign in your community does not necessarily require a heavy investment of your club’s finances. A public relations campaign is simply distributing your Ruritan message to businesses, institutions, and the community at large, with the purpose of establishing goodwill and support within your community.

Any Ruritan club public relations program should inform the community about what your club has contributed to the community in the past (such as improvements to the local park, helping the elderly, sponsorship of youth programs, etc.) as well as what your club intends to accomplish for the community in the future.

What Your Club Gains from Public Relations: Publicity
After your Ruritan club has established the goodwill and support of the community through a public relations campaign, publicity will surely follow. If the media and the public at large are aware of your club’s previous contributions to the community, they will be more likely to lend support to your current or future projects. Remember, Ruritans can always use support from their communities, whether it takes the form of increased patronage at fundraisers, increased media coverage in the area, or increased membership from new volunteers who take the Ruritan message to heart.

Publicity can yield many benefits for your club and your community. With increased publicity, local businesses are more likely to donate materials or funds to your club’s projects. Businesses may also be willing to co-

What Makes Publicity?

- Anything that is new or novel in the community.
- Anything that is important to a large number of people in the community.
- Events involving important figures in the community.
- Events or happenings that deal with the community’s future.
- Community improvement projects. Community fairs.
- Involvement with community youth.
- Community sports events, especially youth athletics.
- Annual fundraisers for community service work.
- Community awards or honors.
sponsor some club events, in exchange for proper recognition within the community. When approaching local businesses about such arrangements, remember that your club is not just soliciting support but is providing a valuable (and often reasonably priced) service in the form of advertising. Remind the business owner or manager that you are "America’s Leading Community Service Organization" devoted to making your community a better place to live and work.

In this sense, local businesses can only profit from their association with your Ruritan Club.

Public Relations Cycle of Benefits
A successful publicity and public relations program creates a cycle of continuous benefits for your Ruritan club. Publicity can increase patronage at club fundraisers and increase membership. Increased patronage allows your club to raise more money that will be used to improve the community. Increased service to your community creates even more publicity, which in turn creates more interest in club membership. Increased membership yields even more service to the community. This is the cycle that begins with a successful public relations campaign in your community. However, successful public relations begins with a strong message.

Section 2: Policies and Guidelines

Ruritan Information Policy and Guidelines
This policy and guideline provides individuals and clubs with criteria for using Ruritan trademarks and other proprietary information. It also provides guidelines for disseminating information, especially electronically, through Internet-based information sites (websites) and through electronic mail (email). It is the intent of this policy and guideline to encourage the wide distribution of the Ruritan name and reputation. However, the use and distribution of Ruritan must be in accordance with this policy and guideline.

Permission to use Ruritan Emblems and Insignia
All Ruritan emblems and insignia are protected by U.S. Trademark and Copyright laws. The name “Ruritan” is similarly protected and may not be used without the express permission of the Ruritan National organization. Any misuse of Ruritan intellectual property, emblems, and insignia will be rigorously defended.

Club, Zone, or District Use
All active clubs, zones, and districts, as part of their formal charter, may freely use the name, emblems, and insignia for their normal operation, fund raising, and publicity.

Community Use
The emblems and insignia may be displayed by community promotional organizations, such as by Chambers of Commerce, in municipal directories, etc., and with other non-profit community organizations, but only in cooperation with Ruritan clubs, zones, or districts, and only for the express purposes of providing information about the Ruritan organization or a Ruritan sponsored event.

Examples include Ruritan signs at town entrances, listings or directories of community service organizations, and joint Ruritan sponsorship of major events, etc.

Commercial Use
Except where specifically licensed by the Ruritan National organization, the name, emblems, and insignia may not appear on any products, business promotions, or for any other commercial purposes, nor may they be used by individuals for non-club related activities. For instance, Ruritan National is the only organization or group that can enter into a commercial relationship where the Ruritan name or emblem is used, except as noted below. Examples of commercially licensed uses include items commonly sold by Ruritan Supply and relationships through the Ruritan “Partners” program. Individuals, clubs, zones, or districts cannot enter into commercial relationships that compete with Ruritan Supply, except for unique fundraising activities that have received specific written permission from Ruritan National. Clubs, zones, or districts can enter into specially designed advertising programs in cooperation with Ruritan National.

Specific examples include the use of billboards and the advertising on trucks that has been prepared by Ruritan National. Questions regarding the use of Ruritan trademarked and copyrighted items should be directed to the Ruritan National Office.

Using Ruritan Emblems and Insignia
For effective advertising, it is extremely important to always present a consistent “look.” A well-maintained advertising and image program provides instant recognition at a glance. Each time that an emblem or logo is seen, it reinforces the recognition
and reputation of the organization. Ruritan currently uses three separate “graphics” to identify itself. All three may be used interchangeably. A fourth, the “script” emblem is acceptable but has generally been superseded by the Ruritan Text Logo and the Ruritan Flag Emblem.

**Ruritan Text Logo**
The simplest Ruritan logo is the Ruritan Text Logo. It may be used on any Ruritan related materials.

**Proportions**
The Ruritan logo should only be used from a graphic obtained by scanning or copying the clip art in this booklet, or by obtaining electronic art from the Ruritan web site. The text face (font), character spacing, and character size relationships are critical to the “look” of the logo, and they must be maintained. It may not be distorted or stretched in any direction, or other wise altered, in proportion to height, length, and character spacing, except for the requirements of special printing processes (flexo, pad printing, etc) where it is applied to non-flat surfaces, such as mugs, golf balls, etc. It is also permissible to stretch the proportions to show proper perspective when used as part of an artist’s rendering. The logo is designed for one color use only. It may be used as a “positive” where it is printed dark on a light background. It may be reversed (negative), where it is light on a dark background. It may also be “screened,” i.e., it is turning it into a series of very small dark and light specks to make it appear lighter than normal. It may be embossed, where it has no color of its own, but is simply a raised or depressed image. Outlining, except at very large sizes, is not recommended. Recommended printing or display colors are black, white, reflex blue (medium blue), Pantone 288 (dark blue), or flat gold. Except for embossing, all other uses should appear on a contrasting background.

**Ruritan Logo Seal**
The Ruritan Seal is probably the most recognized and most versatile Ruritan emblem. Wherever practical, it should be used to identify Ruritan club correspondence, awards, promotions, etc.

**Typical Presentations of Ruritan Seal Logo**
The seal should always appear as a perfect circle. It may be screened in one color, or in multiple colors, for use as a background, watermark, etc. It can be used in one color, either as a color on white, or reversed as shown above, as white on black. When used in a single color (normal or reversed), printing or display is recommended in black or blue (Pantone 072/Reflex). The single color logo is recommended in an appropriate matching or complimenting color if used in conjunction with special presentations that may use a combination of other colors. When printed in two colors, it is recommended that it be printed as either black or blue (Pantone 072/Reflex) over process yellow, or over flat gold. It may also be printed in red (Pantone 185) and blue (Pantone 072/Reflex) over white. Other color combinations are discouraged.

**Ruritan Flag Emblem**
The Ruritan Flag Emblem can be used in computer presentations, web pages, and for small quantities of printed materials that can be produced on a color printer or color copier. The Ruritan Flag Emblem is designed primarily for use in full-color professionally prepared graphics. Due to the colors involved, reproduction with any method will be expensive in small quantities. Large quantities (over several hundred) must be printed on a very high quality printing press, from specially prepared graphics files that are generally beyond the capability of most people without extensive graphic arts experience.

**Preferred Full Color Image**
If you are planning on a banner or printed piece using the Ruritan Flag Emblem, contact your supplier or Ruritan National for guidance before proceeding. When used, the Ruritan Flag Emblem should be reproduced in color. It is permissible to reproduce the emblem in a “gray scale” format, which is the equivalent of a black and white photograph that displays colors as different shades of gray. If you are unfamiliar with this technique, seek guidance from Ruritan National or from the printing and graphics facility where the work will be completed. Do not reproduce at less than what is known as an “85 line screen” for a printing press or less than 600 dots per inch on a black and white laser printer.

**Other Ruritan Logos and Emblems**
There are a number of other Ruritan related logos and emblems. Each may be reproduced similarly to the guidance provided for the Ruritan Seal Logo described above. That is, they may be reproduced in a single color or two colors, and they may be used screened or reversed. None should be distorted or otherwise modified.
Choosing a Medium for Your Message

Now that your public relations campaign has taken off and everyone in your community knows what Ruritan is and what your Ruritan club has done to improve the community. The medium you use to spread this message can be many things. Flyers, posters, road signs, news releases to your local newspaper, radio announcements, paid advertisements, and word of mouth can all be important and inexpensive methods of gaining recognition for your club.

Think of your public relations campaign as selling Ruritan. If you’ve ever sold anything, you’ll realize that the more you know and believe in the product you’re presenting, the greater your ability to sell that product. If you, as a Ruritan member, are the salesperson, then everyone in your community who is not a member of your club is a potential customer. The key to successful sales (and public relations) is knowing your product.

As a salesperson, what is the product you’re presenting? What is the message you should be spreading to your community? What should you tell people about “America’s Leading Community Service Organization?” If someone asks you, “What is Ruritan?,” can you answer the question?

From the Officers’ Handbook, Ruritan is a community service organization with the purpose of creating a better understanding among people and, through volunteer service, making their communities a better place to live and work. The slogan of Ruritan is Fellowship, Goodwill, and Community Service.

This description of Ruritan barely scratches the surface of what Ruritan membership means.

Ruritan also means educating the community and club members (through scholarship programs and monthly Ruritan club programs), serving the needs of the community, and caring enough about others to help in times of need. Besides these things, Ruritan also means the Goodwill and Fellowship that members share both at meetings and in serving the community.

When you tell someone in your community about Ruritan, always focus on your club’s activities. Tell people how each club meeting features a meal and also a program of entertainment or information. Tell your friends and co-workers what you learned at your last club meeting. And never forget to tell what your club is planning for future meetings. Last, but most important of all, tell people what your local Ruritan club has accomplished for them.

To successfully spread the Ruritan message, it is vital that you mention your club’s latest contribution to the community. Has your club awarded a scholarship, sponsored a youth program (such as scouts or 4-H), helped with local disaster relief, adopted a local highway, or raised money to help someone in the community? These are the things that people want to know about Ruritan. Who better to tell them than you?

Tell people about what it means to be a Ruritan member. Tell the community what your Ruritan club plans to do in the future. Tell them how they can share the accomplishment and pride that comes from improving the community through Ruritan membership.

Choosing a Medium for Your Message

Now that your public relations campaign has taken off and everyone in your community knows what Ruritan is and what your club accomplishes, publicity for your achievements is not far behind. By establishing a strong public relations program, you have laid the foundation for future publicity about your Ruritan club.

Conventional wisdom says there are two kinds of publicity: good publicity and bad publicity. Good publicity comes from successful public relations. If your public relations campaign has fulfilled its purpose and created trust and goodwill between your club and the community, then good publicity will surely follow. Bad publicity usually comes from scandal or disagreement that originates within a club. It is very important to avoid bad publicity when it comes to your Ruritan club. One incident of bad publicity can create a lasting impression and it may take months, or even years, for your club to recover the community’s confidence.

As mentioned earlier, publicity is the attention and recognition your Ruritan club earns for its achievements within the community. Your club generates its own publicity through public relations, but the publicity that will help your club the most is publicity from sources outside your Ruritan club.

When you start to think of publicity (and your Ruritan message), keep two things in mind:

1. the source of the publicity, and
2. the target of the publicity.

The target for your publicity is everyone in your...
community. The source of the publicity is the type of media that you are using to spread your message.

**Using the Media to Share Your Message**

Mass media, such as radio, television, and newspapers are what comes to mind when you think of outside publicity sources. Sources outside your club lend their own credibility and reputation to your club’s activities. The general public, which has never been involved with Ruritan, will respect the newscaster’s or the reporter’s message as much or more than your own.

Which medium is best for your club? There is no easy answer to this question, but when deciding how to publicize club events, consider the following points:

1) Size of your community. Many communities do not have a local television or radio station, but most have a daily or weekly newspaper.
2) How many people are you trying to reach? How many people do you want to see your message?
3) Which media does your community rely on for its local news and announcements?
4) What is your club’s budget for publicity? Always remember that 10 volunteers passing out flyers may be more effective than a $500 advertisement on your regional television station.
5) How much time do you have to plan publicity before an event?

Typically, media are rated by how many people they reach. The following media list, in order from least powerful to most powerful, may help you decide which media to use. Also note that these are also ranked from least expensive to most expensive, whether the expense is mostly money or time that your club needs to commit.

**Flyers**

Flyers can be posted at local stores and on road signs around your community. One volunteer can accomplish this, if given enough time to canvass the area. Don’t rule out a door-to-door campaign around your community. It’s a great way to meet new people and create support for Ruritan within the community.

Location is the key to getting your flyer read by people. Good places for posting flyers include busy intersections and local convenience stores (ask permission first). Anywhere there is a lot of foot traffic or automobile traffic is usually a good place for your message.

**Newspapers**

Newspaper advertisements or features may work. These are more expensive, but most newspapers will design the advertisement or announcement for you. Be sure to give the newspaper’s graphic arts department a clean copy of the Ruritan emblem to use in anything they may design for you. Also tell them to keep the image on file for future use.

**Radio**

Radio is more expensive because of the potential audience. Like newspapers, radio stations have a sales department that will write and produce your club’s advertisement or announcement. You should always request to hear the announcement before the broadcast. When working with the radio sales department, try to work in “America’s Leading Community Service Organization” or “Serving America (or your community) since 1928 (or the year your club was chartered).”

**Television**

Television is the most powerful mass media your club can purchase with money. Television can reach hundreds of thousands of people for pennies per person, but imagine how much money that may cost your club! If you’re planning a television commercial, talk with the sales department about what you’d like to see. At this level, you are only limited by your imagination and how much money you want to spend on the project.

**Word of Mouth**

Word of mouth is truly the most powerful piece in your public relations tool kit. People, as a class, tend to trust what their friends, relatives, and coworkers say. There is no better way to build a lasting public relations program than with word of mouth. This public relations tool is listed last, because word of mouth is the most expensive medium to master if you consider the time involved. To be really successful, each member of your Ruritan club should introduce one person to the ideals of Ruritan each day. How long would it take your club to tell every person in the community about Ruritan? How many of these people would consider joining your club?
Section 5: Building an Image

Keep Ruritan in the Eyes of the Community

At any Ruritan event and on every Ruritan publication, flier, or sign display the Ruritan emblem. Every time this emblem is used, Ruritan becomes more recognizable and its accomplishments better known. Ruritan Supply in Dublin, Virginia, maintains a large stock of low cost cardboard Ruritan emblems in several sizes. Reusable plastic emblems and road signs are also available.

In addition, Ruritan Week church bulletin inserts, flags, and other available items can help your club improve the visibility of Ruritan in your community.

Ruritan road signs in your area should be well-maintained and attractive. This doesn't mean that your club should invest all its funds into fancy displays. Just make sure your signs reflect the club’s pride in its Ruritan accomplishments.

Another great way to boost the image of Ruritan in your community is to wear Ruritan hats, vests, or other clothing while working at community service projects and fundraisers. Ruritan Supply, at the Ruritan National Office in Dublin, Virginia, stocks many attractive Ruritan items for every season.

The Membership Pin

Wearing your membership pin is another way of increasing Ruritan awareness in your community. The distinctive “R” emblem is an eye-catching testament to your dedication to the community.

Wear your membership pin to work, church, or to other social occasions and soon someone will ask you what the pin stands for. Then you can tell them about your Ruritan club, and the accomplishments that have made your community a better place to live.

After you’ve explained the pin and Ruritan membership, invite the person to your next club meeting. Wearing your membership pin may be the way you meet your next best friend.

Rollin’ Down the Road

Ruritan automobile decals, car flags, and license plate tags are also available to help you spread the Ruritan image. Others in your community could be seeing Ruritan “fellowship, goodwill, and community service” at the next stoplight.

Image Building Basics

It may seem that displaying the Ruritan emblem in all these ways is going to drive your community crazy. But think for a moment. We are surrounded and bombarded by other emblems everyday.

There’s a reason that emblems (whether it’s a logo on a soft drink bottle or a Ruritan road sign) are all around us: these devices work.

Can you spot your favorite products instantly in a lineup with similar products? This is called brand identity. If you answered “yes,” you’ve experienced the association of a product with its emblem or logo. When building an image for Ruritan in your community, it’s important to use the emblem as often as possible. Try to use the blue and gold colors of Ruritan too or the distinctive colors of the Ruritan road sign. Building the “brand identity” of Ruritan can go a long way in helping your club accomplish its objectives.

Section 6: Handouts and Flyers

Inexpensive Ways to Create Publicity

You don’t have to spend a lot of your club’s resources to spread your public relations message to the community. While mass media will reach the greatest amount of people, other economical methods can also be very effective.

Flyers posted around your community are an easy way to advertise your club’s events. Flyers should be easy to read from a distance and are usually more effective if printed on colored paper. Use the Ruritan emblem and make the name of your club as large as possible to get people’s attention.

Include the name of the event (for example: 10th Annual Fish Fry), the time and location of the event (for example: 8 a.m. to 4 p.m. at the local community center or your Ruritan club house), and any other details people may want to know (such as admission prices, if any.) Try to put a telephone number on the flyer, so people can call for more information. Flyers are the cheapest form of advertising available.

Local print shops or copy shops can produce attractive flyers for your event at the cost of a few cents per page.

As mentioned before, the key to getting the most from your flyers is location. Be sure to place flyers in places with a large amount of foot traffic. The more people who see your message, the more people you’ll have at your event.
Ideas for Promoting Your Ruritan Club with Flyers and Handouts

1) Maintain a supply of fliers, handouts, and brochures. Call Ruritan National for copies of “This is Ruritan” and other brochures.

2) Set up information booths at shopping centers, county fairs, and most importantly at your club’s projects. People who enjoy your fundraising events and community service projects will like Ruritan. Tell them about Ruritan. This is not only a good way to publicize your club but an excellent way to get new members.

3) Write a brochure or flyer about your club. Give some information about Ruritan and about your club and its projects. Be sure to include the name, address, and phone number of a member to contact.

4) As an alternative you may want to develop an insert to include in the “This is Ruritan” brochure giving your club’s meeting place; date and time; the name, address and phone number of a contact person in the club; and a place for anyone interested in more information to write their name, address, and phone number.

One successful brochure published by a Ruritan club listed all volunteer organizations in the county, including scouts, fire department, rescue squad, Lions, Sertoma, and of course the Ruritan clubs. It included a contact’s name and address for each organization and has been used for several years.

Section 7: Print Media

Print Media: Getting Your Ruritan News Published

News releases are an important tool for getting your message to the public. The more professional image your club presents to the press, the more respectable your club (and club projects) will appear to the public. Sample news releases are provided in this handbook for your Ruritan club to use. It is very important that you do not simply “fill in the blanks.”

For the most professional appearance, re-type any sample in this booklet on your Ruritan club’s stationery. Use an envelope printed with your Ruritan Club’s name and address (if appropriate) to mail (or e-mail) the news release to the media. You may even want to hand deliver the news release to the media. Many times the personal touch pays off when the editor or news producer can match a person with a particular news release.

How to Write a Press Release

Sample news releases are included in this handbook to generate ideas. Here are some basic rules you can use to make your own news releases concise while providing the information a reporter or editor needs.

1) Keep it simple. Use short sentences and avoid descriptive language.
2) Keep it short. Your news release should not be more than one page in length.
3) Always provide the name, telephone number, and address of a contact person who can provide additional details. The reporter will want someone to contact if more information is needed about your event.
4) Take the time to look professional, and it will be time well-spent. Never handwrite a news release. Use a computer and correct your mistakes. Re-type any samples in this book on club stationery and use club stationery for any correspondence with the media.

Newspaper and television news are written in basically the same style, and this style is called the “inverted pyramid style.” This style is intended to get the most important information to the audience first. Remember, the more you make your news release look (and read) like someone on the newspaper staff wrote it, the greater your chance of getting your news published.

When writing the first paragraph of your news release, try this formula:

Who (your Ruritan club) did What (held a fundraiser or other club project) When (day and date of the event) Where (location of the event) and Why (who will benefit from the event).

For example, your first paragraph should read something like this:
North Drive Ruritan Club will hold a chicken barbecue, Saturday, June 10, at the Ballpark to raise money for a local girl who needs a heart operation.

After you’ve written the Who, What, When, Where, and Why of the news release, use the second and third paragraph for details, such as how many volunteers will be working the event, how many hours of volunteer time your club members have invested in this project, or additional details about the event:

More than 20 members of the North Drive Ruritan Club will prepare 1,000 pounds of barbecue chicken to raise money for Joan Smith. Smith is a fourth grade student at County Elementary School who needed $5,000 for an operation to correct a birth defect in her heart. It is estimated that more than 300 people showed up for the event. The fundraiser was so successful that North Drive Ruritan Club exceeded their goal by $500. Although the club’s supply of chicken sold out by 3 p.m., many people at the event contributed donations anyway.

End your news release with some details about your club’s recent activities, prominent members, meeting time and location, or information about the Ruritan organization.

Last winter, the North Drive Ruritan Club raised nearly $8,000 for the town library by holding pancake breakfasts. North Drive Ruritan Club is part of Ruritan National, an organization dedicated to improving communities across America through volunteer service. North Drive Ruritan Club meets the first Tuesday of each month at the Fire Station. For more information about Ruritan membership contact Club President John Jones at (555) 555-5555.

End your news release with the mark # # # centered on the page. This tells the reporter that your news release is finished.

Don’t be disappointed if your news release isn’t published. Many times a story will be put on hold if other news occurs. Newspapers are constantly faced with a limited amount of space to report the happenings of your community.

If your news release is not published before the event, send the press release to the media again, just after the event, but include details about what happened that day (see the bold text):

North Drive Ruritan Club held a chicken barbecue, Saturday, June 10, at the Ballpark to raise money for a local girl who needs a heart operation. More than 20 members of the North Drive Ruritan Club prepared 1,000 pounds of barbecue chicken to raise money for Joan Smith. Smith is a fourth grade student at County Elementary School who needed $5,000 for an operation to correct a birth defect in her heart.

A Little Consideration Goes A Long Way

Always include additional information with your news release, such as the “This Is Ruritan” brochure, the “Ruritan Is...” card, or your club’s own brochure. Also include a list of current club officers with your news release. The more information you can provide to the media in abbreviated form, such as one page lists of club activities and prominent members, the better story they will be able to write.

If a reporter has to stop and research too much additional information to make the article complete, the chances are greater that your news release will end up in the garbage instead of tomorrow’s headlines.

If you have the opportunity to meet the reporter or editor, make sure you mention what your club has done for the community recently. Use the same techniques for selling your Ruritan message to the press as you would for any other person in the community. Also, consider inviting this person to your next club meeting. Your future news releases benefit greatly if the editor or reporter has some personal involvement or familiarity with your club.

Remember that all media operate under constant deadline pressure. Take the time to find out when your local newspaper goes to press, and be
considerate enough not to call on a reporter or editor at their busiest time. Also, don’t expect your local press to cover your annual fundraiser if you deliver your news release the day before the event.

And always give the media at least a week’s notice (preferably two weeks) if you expect coverage for your event.

**Decide Where Your News Should Go**

When sending a news release, always indicate where your message fits best. For example, most local newspapers publish a section devoted only to community interest stories. Likewise, many news broadcasts have a segment focusing on local community events. Your chances of getting published are better if the reporter or editor can file your story with similar items.

Marking a story to the attention of the right editor can avoid having a general editor put it down and forget to route it properly. If the story is sports oriented, send it to the Sports Editor... entertainment news to the Entertainment Editor... business news to the Business Editor... and so on.

**Other Tips for Media Relations**

Also, give media representatives free admission to your event or a complimentary meal if they attend a club meeting. The chances of media coverage are miserable if your club makes a reporter pay to cover your event. Remember that some media need special accommodations. For example, broadcast media may need access to electricity or other facilities.

Above all, **never** approach the media with the attitude that you are helping them. It is the media that can help your Ruritan club get its message to the public.

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**Section 8: Television and Radio**

**Advertising in Print Media**

Advertising in your local paper is another way to get your news to the public, although your club should budget funds for advertisements early in the year (February at the latest). Prices for newspaper ads can vary depending on the amount of space your ad will occupy on the page and also where your ad is placed within the newspaper.

While newspaper ads can be effective, unless your ad is eye-catching and attractive to the reader, your club may be better off putting the money into other media, such as posters, flyers, or even a bulk rate mailing campaign to your community.

One last word on advertising with your local paper: newspapers depend on advertising revenue to stay in operation. When you have a fundraising event coming up, put a paid ad in the paper. Your business will be appreciated, and the paper may be more sympathetic to your club’s promotional needs in the future.

**Broadcast Media and Your Message**

**It’s in the Air**

Radio can be a great way to announce upcoming club events. However, as with newspapers, there are a few things to keep in mind when using radio to spread your Ruritan message.

Radio is more expensive than local newspapers, but you are buying a greater, usually regional, audience for your money. Negotiate with the radio station to get the most exposure for your community service dollar. Also ask if the station has a “special rate” for community service, nonprofit organizations like your Ruritan club.

Radio is more immediate, but not as permanent as words in print. This is not the disadvantage it seems at first. Consider that the average newspaper reader is a “glancer” and may easily skip over your beautiful advertisement on the way to the headlines. A radio listener has no choice but to receive your announcement.

Radio is pure sound, so the quality of voice is important. Unlike a newspaper photograph or television broadcast, the tone of the speaker’s voice must give the listener a sense of personality, professionalism, and seem completely trustworthy. The speaker’s voice must accomplish all of these things while getting the message across in as little as 15 to 30 seconds. This is especially important if your club produces its own radio announcement. Keep accents and jargon out of recorded radio announcements whenever possible, and speak clearly and distinctly at all times.

If the radio station’s sales department records an announcement for your club, always request to preview the announcement before it hits the airwaves. Make sure the recording says what you want to relay about your club or upcoming event and includes details about the time and place of your meeting or event. Whenever possible, include a contact phone number for more information.
The most expensive time to buy advertising on the radio is called “drive time.” This is the three hours as people are going to work and the three hours when people are driving home from work. These are the times when your announcement will be heard by the greatest audience, but you might have to pay more for the extra audience. Compare the costs of drive time to the radio station’s late night (midnight to 6 a.m.) and daytime advertising rates. Consider both your budget and audience when deciding which time slot is right for your message.

**Tips on Public Service Announcements**

Radio stations have time set aside for public service announcements and sometimes radio stations will run your announcements as a public service announcement or PSA. The key to getting the radio station to agree to run your announcement this way is to convince the station manager that your club performs a public service to the community. Explain what your club has contributed to the community in the past, giving specific names of people in your community who have benefited from scholarships, fundraisers, or other community service projects.

Another tactic to try is giving away tickets to club events on the air. If your club is planning a great public event or a special community fundraising meal, ask the radio station to assist in promoting the event in return for free tickets. If the radio station gives away tickets to your fundraising event, it generates publicity for your club and ultimately more ticket sales.

Many stations also broadcast a calendar of upcoming community events. This provides a great opportunity to spread news of your club’s activities to a large number of radio listeners at no cost. If your community has cable television, contact your local cable company about placing an advertisement or announcement on the local access channel. Cable television companies are required by law to provide some form of local access channel, usually as a scroll or listing of community events. Many times a cable company will block out certain times just for free community service announcements. Couldn’t your Ruritan club take advantage of this free time on cable television?

**Big Media and Big Money**

Radio and broadcast television reach thousands of people, but expect the costs of your advertising to increase dramatically over newspaper and local cable television advertising. Radio stations and broadcast television both base their advertising rates on how many thousands of audience members will receive your message. Most radio stations (and some television stations) will write and produce an announcement or advertisement for you, usually for an additional cost. Since costs for radio and broadcast television advertisements vary from community to community, the best way to get rate information is to contact the sales departments of your local media. Remember, always tell the salesperson about Ruritan. Volunteer community service organizations sometimes get preferred advertising rates or even free advertising during off-peak hours.

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**Collect Local Media Contacts**

Collect the following information for each radio station, TV station, and newspaper that covers your club’s service area. Use the contacts to get your events and news covered by local media.

- **Newspaper:**
  
  Address: ___________________________
  
  Phone: ____________________________
  
  Publication schedule: ________________
  
  Day and Time Deadlines for Articles: ______
  
  Contact Person: _____________________
  
  Other Info: _________________________

- **Radio Station:**
  
  Address: ___________________________
  
  Phone: ____________________________
  
  Lead time for Public Service Announcements: __________________
  
  Contact Person: _____________________
  
  Other Info: _________________________

- **Television Station:**
  
  Address: ___________________________
  
  Phone: ____________________________
  
  Lead time for Public Service Announcements: __________________
  
  Contact Person: _____________________
  
  Other Info: _________________________

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Revised 8/2016
Section 9: The Web

Ruritan Web Site Guidelines

One of the best new ways to promote your Ruritan club is through the World Wide Web. The Web provides an opportunity to reach out to different audiences. Creating a club website with an e-mail link is an excellent way to let people from your hometown, and all around the world, know about your club. It has become increasingly easy to set up websites, and there are many excellent free, or very low cost, methods for maintaining a “web presence.” Before beginning, check out Ruritan National’s official website at http://Ruritan.org. Taking a look at the site can give you a good frame of reference for understanding what makes a website effective. Your club site can link to http://ruritan.org and may duplicate a similar design and content if you like.

To get a web page started, ask around your club to find out if any of your members have web page design skills. In addition to the experience this person may have, he/she can also purchase a book on designing pages or go to sites on the web that offer instruction. Posting a message at a college requesting a student website designer is another way to get started. Once the person who will create the pages is identified, think about content. Be sure to include general information about your club on the website – when and where it meets, club activities, and how to get more information. Have an e-mail link to someone in your club for people to send their questions.

Other suggested items to include on your site are photos, a club history, and calendar of events. There are many items that could be included – be creative! Once your website is up and running, register with web search engines so when people enter a keyword search, they will be able to find your website. Do not forget to put your e-mail and web addresses on the items your club distributes. We also offer publications that can easily be downloaded through our web site at http://ruritan.org. However, because it has become so easy to set up a window to the world, there are cautions that should be observed.

- We encourage all publications (regular and on-line) about Ruritan and Ruritan National to maintain levels of good taste. Do not link your website to any site that might have questionable content. When in doubt, be conservative.
- Do not provide actual physical addresses and telephone numbers for ANYONE connected with your Club, District, or Ruritan National.
- You may, however, provide the physical address of your meeting place and the date and time of your meetings in case someone would want to visit your club. You may also provide an E-mail address as a contact for someone interested in Ruritan.
- Keep your site as current as possible. Changing the first page of information will keep people checking back to see what is new.
- Make sure that your site references the latest information concerning Ruritan National. Feel free to copy Ruritan’s history, current National Convention information, or Ruritan National Foundation programs from the Ruritan National website at http://ruritan.org.
- It is not a good idea to publish club correspondence and minutes of your meeting on your web site/. E-mail, fax or write members directly with those kinds of things. Websites should be for general promotional vehicles not for specific record keeping. Internet regulation is very limited and anything put out on the web may be pirated for any number of inappropriate uses.

Electronic Mail (E-Mail) Guidelines

Electronic mail, or E-mail, has become extremely popular and nearly as indispensable as the telephone. As with websites, the easy access by millions has caused some problems of which we all must be aware. Abuse by just a few can cause nuisances for many. We strongly encourage E-mail interaction between club members, clubs, district officers, and Ruritan National. It is efficient, fast, inexpensive, and generally less intrusive than a phone call at dinner time or during your favorite activity. To protect our Ruritan members and clubs, we ask that you follow a few simple guidelines to keep from being a target or from becoming a nuisance.

Unsolicited E-Mail

We strongly discourage individuals and clubs from sending unsolicited mass e-mails that are not directly intended for or requested by the recipient. Use it as you would a regular mailing from your club. If you’re having a special event, it is OK to send information to other clubs in your area, much like you would send a news release to the local media.
Forwarding E-Mail
We discourage the forwarding of e-mail, such as jokes, stories, warnings, news articles, etc., except when specifically requested. Besides clogging the already packed mail boxes of many, the potential for sending computer viruses is a real possibility. If you find it necessary to forward an e-mail that you received, please do your recipients a favor and send only the pertinent information. Before sending, remove all of the extraneous information and addresses that may appear.

Protect your E-mail Addresses
When sending e-mail to multiple recipients, please use the “BCC” recipient line. In the old days of typewriters and carbon paper copies, BCC stood for Blind Carbon Copy, meaning that someone was receiving a copy of the information without the knowledge of other recipients. Names and addresses in an e-mail’s BCC section can not be inadvertently or intentionally added to undesired mailing lists.

Large Attachments
Please do not send large e-mail attachments, such as photos, graphics, articles, etc., unless specifically requested. You may have a fast email connection where you are, but most home users are still connected via telephone lines. An attachment that can be sent in seconds on a fast network can tie up telephone modem for many minutes or hours.

Section 10: Appendix

Sample Press Releases
Re-type any stories you use from this manual. Don’t just fill in the blank lines in the sample releases. Each press release should look as if you wrote it yourself. Use Club stationery for a more professional look. All of the sample releases included in this kit are just that, samples! Use your own ideas and your own language. Remember to answer the questions: Who? What? When? Where? Why? How?

New Ruritan Club Officers Elected

____________________  Ruritan Club  Contact:  Name, address, and phone number

FOR IMMEDIATE RELEASE: Date

Full name of City or Town was elected President of the Ruritan Club for year at their date meeting. Last name only, a occupation, employer, etc, has been active in a number of community activities including: list activities.

Other officers elected at the meeting were: Name, City, Vice-president; Name, City, Secretary; Name, City, Treasurer; and Name, City, for a three year term as Club Director.

Last name of President and the other new officers will be installed at the club’s annual installation banquet on date at location. The Ruritan Club regularly holds its monthly meetings on the day of meeting of each month at location. Contact name for more information.

Add information about the club’s activities and use all or part of the “Ruritan Fact Sheet” in this booklet.
Local Ruritan Club Wins Awards

Contact: name, address, and phone number

FOR IMMEDIATE RELEASE: date

The ________ Ruritan Club was recognized for its outstanding community service at the District Ruritan Convention on date in community. President last name accepted the awards on behalf of the club for list awards. Recognized were the Ruritan Club’s work mention specific projects done during the year. The ______ District of Ruritan includes over _____ Ruritans and covers _____ clubs in _____ counties and cities in state. Other club members present at the annual convention were list members and spouses. The Ruritan Club regularly holds its monthly meetings on the day of meeting of each month at location. Contact ___________ for more information.

Add information about the club’s activities and use all or part of the “Ruritan Fact Sheet” in this booklet.

Local Student Wins Ruritan Grant

Contact: Name, address, and phone number

FOR IMMEDIATE RELEASE, date

Full name of student of Name of school, Town has been awarded a $ amount of grant from the Ruritan National Foundation through the sponsorship of the Ruritan Club.

Club President full name announced the grant, which will be/was presented date. Last name of student plans to use the funds for name of school, type of studies, etc.,. He/She is the son/daughter of names of parents of Town.

The Ruritan National Foundation is a charitable trust affiliated with Ruritan National, which awards scholarships and grants annually to students nominated by some of the organization’s 1,000+ Ruritan Clubs.

Funds for scholarships and grants come from tax deductible donations made by individuals, companies, organizations and Ruritan Clubs, and from interest on the Foundation’s more than one million dollar endowment.

Ruritan Club President last name said, “We are proud to announce the grant to a student of students’s name caliber. It is an honor for him/her and for our Ruritan Club. The Ruritan National Foundation receives hundreds of applications each year and the selection process is highly competitive.”

Ruritan Club Monthly Meeting Notice/Invitation

Contact: Name, address, and phone number

FOR IMMEDIATE RELEASE, date

The ______ Ruritan Club will hold its monthly dinner meeting on day of week, month and date at time at location.

Contact Club President Full Name at phone number for more information about serving your community through Ruritan.

Ruritan Club Speaker or Program Notice

Contact: Name, address, and phone number

FOR IMMEDIATE RELEASE, date (or hold for release on date)

Full name of speaker and title will speak at the next meeting of the Ruritan Club on day of week, month and day at time at the location. The public is invited to attend. Last name will talk about topic plus expanded information about topic. For more information, contact Club President full name at phone number.

This club is affiliated with Ruritan National, an organization of 1,000+ clubs dedicated to building better communities through local community service projects.
Sample Ruritan Week Proclamation

(Customize the proclamation to your club and local government.)

WHEREAS,

The name of club Ruritan Club has served the name of community community since its founding in year, and

WHEREAS,

Ruritan National had its beginning on May 21, 1928, by community leaders in Holland, Virginia; and

WHEREAS,

During the past number of years years, Ruritan has grown to an organization of more than 28,000 members and more than 1,000 clubs across the nation; and the name of club Ruritan Club will hold its annual name of event on day of week, date. Tickets are cost per person and sold only in advance. Proceeds will be used to support the club’s community service projects. Contact name and phone number for more information about how you can support Ruritan efforts in the community.

WHEREAS,

Ruritan under its motto: Fellowship, Goodwill, and Community Service has made substantial contributions to the well-being of the citizens of this community and of the nation; now, therefore, be it

RESOLVED,

That the Board of Supervisors of county name County does hereby proclaim the week of May date through date, year as Ruritan Week

Add information about the Ruritan organization and about your Ruritan Club.

Rudy Bear Donation to Children’s Agency/Police

____________________ Ruritan Club

Contact: Name, address, and phone number

FOR IMMEDIATE RELEASE, date (or HOLD UNTIL date)

Local children involved in traumatic situations are now able to “bear” the situation a little easier, thanks to the donation of amount “Rudy Ruritan” teddy bears to the name of agency by the name of club Ruritan Club.

Ruritan Club President full name presented the bears at a special ceremony when and where.

“Rudy Ruritan” teddy bears are distributed by Ruritan Clubs to help fire departments, police, rescue squads and hospitals deal with children involved in auto accidents, fires, injuries and other frightening situations.

“The wonder of the Little Bear has calmed many a fear, become a mighty protector, given warmth and provided the security needed in such instances,” said Captain John Smith of the Virginia State Police.

Add information about the Ruritan organization and about your Ruritan Club.

Ruritan Club Fundraising Event for Worthy Cause

____________________ Ruritan Club

Contact: Name, address, and phone number

FOR IMMEDIATE RELEASE, date (or HOLD UNTIL date)

The 5th Annual name of event, sponsored by the Ruritan Club will be held on date at location from times.

The event will include describe event. According to name of club, Club President full name the event has gotten bigger and better every year, and this year will be no exception.

Proceeds from the event will support the _____ Ruritan Club’s service projects in the community.

In recent years the club has made donations to the list recipients, and has plans for outline some major Club projects.

The _________ Ruritan Club is a member of Ruritan National, an organization dedicated to improving communities and building a better America through fellowship, goodwill, and community service. Ruritan has more than 29,000 members and 1,075 clubs in 24 states.
Sample Radio Spots

Public Service Announcement for Ruritan Week
Happy birthday Ruritan! May date marks the anniversary of the founding of Ruritan National in the town of Holland, Virginia.
The name of club Ruritan club, serving the community since year, is one of 1,000+ Ruritan clubs across the nation.
Ruritan is a national organization dedicated to improving communities and building a better America through fellowship, goodwill, and community service.
Join with the name of club Ruritan Club in making your community a better place to live.

Public Service Announcement - Membership Drive
The name of club Ruritan Club is looking for new members. The club is a part of Ruritan National, an organization dedicated to improving communities and building a better America through fellowship, goodwill, and community service.
The name of club Ruritan Club annually sponsors include a couple of club projects. Contact name and phone number for more information about Ruritan.
Help improve the community by becoming a member of name of club Ruritan Club.

Public Service Announcement - Ruritan Sunday
May date is Ruritan Sunday and the first day of Ruritan Week. Worship with Ruritan members of your community at your church, and join with the name of club Ruritan Club in making your community a better place to live.

Public Service Announcement - Club Meeting
The name of club Ruritan Club will hold its monthly meeting on day of week the date of month at time at location. Name of speaker, and title or occupation, employer will be the guest speaker on topic. Contact name, phone for more information.

Public Service Announcement - Club Project
The name of club Ruritan Club will hold its annual name of event on day of week, date. Tickets are cost per person and sold only in advance. Proceeds will be used to support the club’s community service projects. Contact name and phone number for more information about how you can support Ruritan efforts in the community.

Ruritan Facts at a Glance
Keep this information up to date each year so you can access it for PR pieces and invitations.

Name: Ruritan National
Mission Statement: Ruritan is a national organization dedicated to improving communities and building a better America through fellowship, goodwill, and community service.
Slogan: Fellowship, Goodwill, and Community Service
Mascot: Rudy Ruritan Bear
Founded: May 21, 1928 in Holland, Virginia
Membership: More than 29,000 members across the United States.
Number of Ruritan Clubs: More than 1,050 nationwide.

National Office and Headquarters:
P. O. Box 487, Dublin, VA 24084; Toll Free (877) 787-8727; FAX (540) 674-2304; E-mail: office@ruritan.org

National President: ________________
Address: _________________________
Telephone: _______________________

District Governor: ________________
Address: _________________________
Telephone: _______________________

PR
Ruri-Teen and Ruritan Youth Members

Please refer to the Ruritan website (http://ruritan.org) to locate information about Ruri-Teen clubs and youth activities. There are other forms pertinent to Ruri-Teen and Ruritan Youth (i.e. awards) located within this Ruritan Club and District Officers' Handbook. The policies below are specifically for Ruritans working with youth in any capacity in the organization.

Child Abuse and Protection Policy

Justification

One mission of Ruritan is to create a supportive learning environment for youth. An environment that enables them to reach their fullest potential as capable, competent and caring citizens. The Youth Protection Policy represents a code of ethics, which all Ruritans are expected to observe. Its purpose is to protect the safety and well being of all youth, whether participants in Ruritan sponsored functions, or club members and adult Ruritan club members.

All Ruritans who work closely with youth, defined in this document as anyone under 18 years of age, have the potential to profoundly affect the well being of the youth with whom they come in contact. In addition to providing safe and appropriate environments, Ruritans must also be positive role models focusing on how they communicate with youth, their methods of discipline and problem solving, and how sensitive they are to the individual needs of all young people. The responsibility for the well being of these youth lies with each and every one of us. The Ruritan National Youth Protection policy is designed to help Ruritan Clubs conduct safe and successful community service activities aimed at our youth.

This policy provides an opportunity for all clubs adults working in Ruritan youth programs to:

- Protect youth and all program participants.
- Detect and change situations that may be harmful.
- Reaffirm their dedication to youth and their well being.
- Establish and follow policies that create safe environments for all youth program participants.

Policy

- Ruritan members will endeavor to provide safe and healthy programs for youth. In cases of illness or injury, youth will be treated on site by an appropriate health care provider or taken to an appropriate health care provider if necessary, when a parent or guardian is not available for consultation.
- Ruritan members are encouraged to avoid, where possible, being alone with a single youth, including transporting non-related youth and sharing sleeping quarters with non-related youth. Written permission of parent/guardian should be obtained in the event it is unavoidable.
- When Ruritan sponsored activities require over-night housing, supervision should be provided by club members or counselors in a nearby room.
- Ruritan members under any circumstances, may not discipline youth by the use of physical punishment or by failure to provide the basic necessities of care, such as food or shelter.
- Ruritan members working directly with youth will be provided training and information about identifying signs of possible child abuse. Staff training will include approved procedures for responding to the suspicion of child abuse. Ruritan National will provide training materials.
- Ruritan members should be alert to the physical and emotional state of all children each time they report for a program. Signs of injury or suspected child abuse should be reported to the appropriate local agency.
- Parents will be informed about their youth's participation in a Ruritan activity and invited to visit the activity at any time.
- Before taking pictures of youth, members should have a completed photo release form for each youth. Please respect the families that do not wish to have their youth photographed.
- Even with a signed release form, do not put photos of youth on web pages that identify the names or locations of the youth.

Summary

One-on-one situations of an adult with a child should be avoided as reasonably feasible. Avoid potential child abuse issues by having at least three people present at all times. The purpose is to provide a safe and caring environment in all aspects of the Ruritan program, and to protect members from situations where there is potential for being accused of abuse. It is recognized that there will be occasions where one-on-one situations are unavoidable. All Ruritans, should, whenever possible, avoid such situations with youth.

Consent to be Videotaped, Photographed, Recorded, and/or Interviewed

It is important that clubs use this form, available on the website or by request from the national office, when featuring youth in local publicity and the completed form must accompany photographs sent to the RURITAN magazine.
Ruritans Should Observe Harassment Policy

Ruritan National is a diverse organization. We have all types of members and we serve all sectors of the community. It is important that all Ruritan leaders and Ruritan club members observe the Ruritan policy on harassment as they conduct their day-to-day dealings with each other and the general public.

Ruritan is committed to providing an environment that is free of discrimination and unlawful harassment. Actions, words, jokes or comments based on an individual’s sex, race, national origin or ethnicity, age, weight, disability, religion or any other legally protected characteristic will not be tolerated. As an example, sexual harassment (both overt and subtle) is a form of misconduct that is demeaning to another person, undermines the integrity of the organization, and is strictly prohibited.

Sexual harassment specifically occurs when supervisors, co-workers, or Ruritan volunteers: make unwelcome advances, make abusive physical contact, make repeated comments or gestures of a sexual nature, or create a hostile or intimidating environment.

This policy does not intend to: discourage invitations to social events, discourage appropriate comments on personal appearance, or discourage innocent activities. Employees and volunteers are expected to use good judgement and to avoid even the appearance of sexual impropriety in all interactions with employees and volunteers.

Inappropriate actions reflect on Ruritan as a whole. Employees or volunteers should report inappropriate actions to the Executive Director, the National President or a member of the management team. Ruritan will take appropriate action to resolve the matter upon investigation of the action or incident.

Ruritan prohibits retaliation against any person who claims harassment.

This policy applies to: employees of Ruritan National, Officers of Ruritan National, Directors of Ruritan National, Trustees of the Ruritan National Foundation, District Cabinet members, and all other volunteer leaders including those at the district, zone, and club level.

Ruritan Emblems & Clip Art

The Ruritan name and emblem are registered trademarks and the sole property of Ruritan National. Any use or reproduction thereof in commerce is expressly prohibited without written permission of the Ruritan National Board of Directors. This does not restrict club use of the emblem except where it is used for commercial purposes. The Ruritan National emblem and Ruritan National Foundation emblem only are available as computer graphics through Ruritan Supply. Call (800) 836-5431 for information. All artwork can be supplied by e-mail or taken from the Ruritan National website at http://ruritan.org.
BYLAWS OF RURITAN NATIONAL

(As amended by the Delegates at the National Convention on January 25, 2014)

ARTICLE I

Name/Emblem/Politics

Section 1. The organization shall be known as Ruritan National, a Virginia not for profit corporation.

Section 2. The Ruritan name and emblem is a registered trademark and the sole property of Ruritan National.

Section 3. This organization and its members shall be non-sectarian and non-partisan and shall take no action endorsing or condemning any candidate or measure which is to be submitted to the vote of the people.

ARTICLE II

Objectives and Mission

Section 1. The objectives of Ruritan National are as follows:

A. To promote fellowship and goodwill among its members and the citizens in the community and to inspire each other to higher efforts.

B. To unify the efforts of individuals, organizations, and institutions in the community toward making it a more ideal place in which to live.

C. To work with those agencies which serve the community and contribute directly to its progress.

D. To encourage and foster the ideal of service as the basis of all worthy enterprise.

E. To create greater understanding between rural and urban people on the problems of each, as well as on their mutual problems.

Section 2. Mission Statement. Ruritan National is a national organization dedicated to improving communities and building a better America through fellowship, goodwill, and community service.

ARTICLE III

Membership/Members

Section 1. The membership of Ruritan National shall consist of the Ruritan clubs which have been duly organized and chartered and are in good standing as determined by the Board of Directors (BOD) of Ruritan National. The membership of Ruritan National shall also include the members of Ruritan clubs.

Section 2. Ethical Standards/Members. Ruritan National members shall uphold the highest standards of ethical and personal behavior, be of good character and reputation, and their interests should be allied with the club and community.

Section 3. Classifications. Ruritan National shall have the following membership classifications:

A. Active. Active membership may be only acquired by invitation, transfer, or reinstatement.

B. Associate. Associate membership may be bestowed upon an individual or a business desiring affiliation with Ruritan. An individual associate member is one who is unable to attend the minimum four (4) meetings per year. An individual and/or business will represent one membership for each annual dues paid to Ruritan National. An individual associate member may not vote, hold office, or participate in club business activities or be a delegate to district or national conventions. An individual associate member will receive a lapel pin, and a business will receive a plaque or window static. Associate members (individual or business) will receive the Ruritan National Magazine.

C. Honorary. Honorary membership may be conferred upon a club member who, in the opinion of the club board of directors and membership, has rendered extraordinary Ruritan service. An honorary member is not expected, nor required, to maintain club attendance and is not considered in any club awards programs. An honorary member will be exempt from the payment of club dues, but shall pay national and district dues, if applicable. Except as stated above, an honorary member shall have all rights, privileges, and benefits of Ruritan membership.

D. Ruritan Forever. Ruritan Forever membership is a perpetual life plan to honor either a living or deceased member in perpetuity by establishing an endowment fund that will provide dues income during and after the lifetime of the participant. The fee for this plan is controlled by the BOD. A Ruritan Forever plaque and a Ruritan Forever pin will be presented to a living Ruritan Forever member, and a Ruritan Forever plaque will be presented to an appropriate family member to memorialize a deceased Ruritan Forever recipient. Ruritan Forever status may be conferred upon
Section 4. Dues and Fees

A. Annual Dues. The amount of annual national dues per member of each club shall be determined by the BOD provided requirements set forth below are met.

B. Dues Adjustment. Any increase in dues shall not become effective until approved by a two-thirds vote of the delegates at the next Ruritan National Convention. Notice of such proposed dues increase shall be communicated to all members by any appropriate means at least 30 days prior to the Ruritan National Convention.

C. Youth/College Member Dues Reduction. The BOD may reduce the dues payable by youth or college members of adult clubs. As stated herein, youth membership applies to members 19 years of age or younger who are members of adult clubs. Full-time college students who are members of an adult club will pay the same dues as a youth member.

D. Dues Payment. Each member shall pay national dues quarterly in advance to the Treasurer of Ruritan National through their respective club.

E. Dues Payment Dates. Membership dues shall be due and payable quarterly to Ruritan National at the close of club business in January, April, July, and October. Any member who fails to pay his/her financial obligations to this organization in accordance with these bylaws may be suspended and/or forfeit his/her membership.

F. Membership Year. The membership year shall be January 1 through December 31.

G. Fees – Membership. Each new member, through his/her respective club, shall pay to the Treasurer of Ruritan National an initiation fee of $3.00.
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the district convention.

2. **Delegates – Adult Clubs.** Each adult club shall be entitled to one (1) delegate to the district convention for each 10 club members or major fraction thereof; provided, however, that each member club shall be entitled to at least two (2) delegates at any convention. In the absence of any club delegate from the floor of the district convention, the alternate delegate from the club of the absent delegate shall be entitled to vote.

3. **Delegates at Large.** The voting members of the cabinet shall be delegates at large to the district convention and shall be entitled to participate and vote therein.

4. **Delegates - Ruri-Teen and College Clubs.** Ruri-Teen and college clubs will be entitled to two (2) delegates each to a district convention.

5. **Election and Installation of Cabinet Members.** The district governor and lt. governor shall be elected and installed at the district convention. The district governor shall appoint zone governors and any other officers or committees deemed necessary for the work of the district. However, each district may elect its own secretary and treasurer or secretary/treasurer, and each zone may at the discretion of the district cabinet elect its own zone governor. All district officers will assume duties on January 1st of the calendar year following the district convention.

E. **Vacancy in Office.** In the event of a vacancy in any district office, other than district governor, the unexpired term shall be filled by appointment of the district governor. In the event of a vacancy in the office of the district governor, the lt. governor shall immediately succeed to the office of district governor for the unexpired term. In the event the lt. governor declines to accept the position of district governor, the district cabinet will elect the district governor.

F. **District Dues.** Each district may establish its own district dues. The amount of dues per member of each club shall be determined by the district cabinet provided any increase in dues shall not become effective until approved by a two-thirds vote of the delegates at the next district convention. Notice of such proposed dues increase shall be sent to the president of each club in the district at least 30 days prior to the start of said convention.

G. **Dues Refund.** Ten percent of national dues per year, prorated quarterly for each club member, shall be refunded to that member’s district for district expenses providing the member’s club shall have paid its national dues.

Section 3. Zones. The clubs within any district may be divided by the district cabinet into such divisions as it deems advisable for effective work and service provided notice of such division is furnished to the Ruritan National Executive Director. These divisions will be known as zones and be supervised by zone and lt. zone governors. Districts make the determination whether or not to have lt. zone governors.

Section 4. Areas. Areas shall be established in wide geographical areas where the number of clubs is not sufficient to create a district under the rules established by the BOD.

Section 5. State Associations. States having two or more districts may form associations and hold meetings. State associations may adopt bylaws, provided such bylaws do not conflict with the bylaws of Ruritan National.

Section 6. Other Associations. Other associations maybe formed as deemed appropriate by the BOD. Other associations may adopt bylaws, provided such bylaws do not conflict with the bylaws of Ruritan National.

Section 7. Adult Clubs.

A. **Authority.** The BOD of Ruritan National shall have full power and authority to charter Ruritan clubs.

B. **Name.** Each club should be known as “The……….Ruritan Club.

C. **Application for Charter.**

1. Application for a club charter shall be addressed to the Ruritan National Executive Director on a form provided for that purpose and signed by not less than 16 persons eligible for membership. Thereupon, a charter may be issued and signed under seal by the Ruritan National President.
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2. Each newly chartered Ruritan club shall close its charter list within 90 days of the charter meeting, and the secretary of the new club shall immediately forward to Ruritan National the completed charter list.

D. Charter Fee. Each club applying for membership in this organization shall pay to Ruritan National a charter fee of $50.00, which must accompany the application for the charter.

Section 8. Ruri-Teen/College Clubs.

A. Ruri-Teen

1. Ruri-Teen clubs are the same as all other Ruritan clubs, except its members shall be youth not exceeding the age of nineteen, and clubs shall not be required to meet during summer months.

2. The purpose of Ruri-Teen clubs is to promote community service.

B. College Clubs.

1. College clubs are the same as all other Ruritan clubs, except age is not a factor for its members, and clubs shall not be required to meet during summer months.

2. The purpose of college clubs is to promote community service.

C. Fees – Ruri-Teen/College Clubs. Fees for Ruri-Teen and college clubs shall be determined by the BOD.

Section 9. Ruritan National Foundation.

A. Establishment of. The Ruritan National Foundation was established in January 1968.

B. Purpose. The purpose of the Ruritan National Foundation is to manage and maintain a trust for the encouragement, promotion, and financing of the charitable, educational, and benevolent principles, and activities of Ruritan clubs and of Ruritan National.

C. Administered by. The Ruritan National Foundation shall be administered by a board to be known as the Ruritan National Foundation Trustees.

D. Board of Trustees. Ruritan National Foundation Board of Trustees shall consist of five (5) persons, which shall meet at least three (3) times annually.

E. Election. One trustee will be elected at each annual convention of Ruritan National.

F. Term of office. Trustees will serve for a full term of five (5) years.

G. Eligibility. While serving a term of office, each trustee must be and remain an active member of a Ruritan club. A trustee who has been in office for a full term of five (5) years will be ineligible for re-election until after a lapse of one year.

H. Vacancies. Vacancies on the Board of Trustees caused by death, resignation, or otherwise shall be filled by the BOD until the next Ruritan National Convention and at such convention any vacancy or vacancies shall be filled by election for such unexpired term or terms.

I. Removal from office. Should it be desirable at any time to remove a trustee from office prior to expiration of trustee’s term of office, the same may be done at a regular meeting or at a special meeting of the Board of Trustees, provided 10 days notice is given to said trustee to be removed. Such removal shall be by majority vote of the entire membership of the Board of Trustees voting at said special or regular meeting.

J. Relationship with BOD. The relationship between Ruritan National and the Ruritan National Foundation shall be governed by the Ruritan National Foundation Articles of Incorporation and the bylaws of Ruritan National.

ARTICLE V

Officers

Section 1. Elected Officers. The elected officers of Ruritan National shall be a president, a president-elect, a secretary, a treasurer, and twenty-one national directors. Once elected the officers must remain active members of Ruritan National.

Section 2. Qualifications. To be eligible for an office in Ruritan National a person shall be an active member in good standing of an adult club for at least five (5) years and have served one (1) term as a member of a district cabinet or one (1) term as an area zone governor.

Section 3. Term of Office.

A. President. Shall be elected annually in a manner prescribed in these bylaws and hold office for one (1) year or until a successor is elected and installed.

B. Vice President. Shall be elected annually in a manner prescribed in these bylaws and hold office for one (1) year or until a
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successor is elected and installed.

C. **Secretary.** Shall be elected for a three (3) year term.

D. **Treasurer.** Shall be elected for a three (3) year term.

E. **National Directors.** Twenty-one directors will be elected for a three (3) year term. Seven (7) will be elected for a full term each year with no more than two (2) elected for full terms from the same state in any one year. No director who has completed a full three (3) year term will be eligible for re-election until a lapse of one (1) year.

Section 4. Vacancy in Office. In the event of a vacancy in the office of president, the president-elect shall immediately succeed to the office of president for the unexpired term. Any other vacancy in office shall be filled by the BOD, who will appoint a qualified replacement to said office until the next Ruritan National Convention, at which time the vacancy shall be filled by election for the unexpired term.

Section 5. Removal from Office. Any person elected to office in Ruritan National may be removed from office by a three-fourths vote of the entire BOD at a meeting duly assembled and after a hearing before the BOD. Thirty days notice for such meeting shall be given to the person in question with the reason(s) for such proposed action provided.


ARTICLE VI

Nominations and Elections

Section 1. Nominations.

A. **Nominating Committee.** Nominations for officers, directors, and foundation trustee shall be made at the Ruritan National Convention by the nominating committee.

B. **Additional Nominations.** Additional nominations for all officers, directors, and foundation trustee may be made from the floor of the Ruritan National Convention.

C. **Order on the ballot.** All nominees’ names shall appear on the ballot in alphabetical order under the office to be filled.

Section 2. Election of Officers, Directors, and Foundation Trustee. The election shall be held during the Ruritan National Convention by using voting machines or paper ballots. The official program of the convention shall indicate the day and hours of election. Each certified delegate shall have one (1) vote for each office to be filled and one (1) vote for any other item on the ballot. Election of officers, directors, and foundation trustee shall require a plurality vote.

ARTICLE VII

Meetings

Section 1. Conventions. Ruritan National shall hold an annual Ruritan National Convention at which time the officers, directors, and foundation trustee shall be elected. The date and place of Ruritan National Conventions will be determined by the BOD.

A. **Call to Convention.** The call to convention, giving notice of the place, date, and time of the convention, shall be published in the spring, summer, and fall editions of the Ruritan National Magazine.

B. **Voting Body.** The voting body of the Ruritan National Convention shall be composed of the following Ruritan members in attendance, who are certified delegates, and have paid the appropriate registration fee:

1. **Members of the BOD**
2. **Foundation Trustees**
3. **All Past National Presidents (who are active members)**
4. **District Governors**
5. **Immediate Past District Governors**
6. **Club Delegates**
   a. Each adult member club shall be entitled to one (1) delegate for each 10 members or major fraction thereof, provided that each member club shall be entitled to at least two (2) delegates at any Ruritan National Convention.
   b. Each delegate shall be entitled to one (1) vote upon any question or at any election upon the floor of the Ruritan National Convention. In the absence of any club delegate from the floor, an alternate delegate from the club of the absent delegate shall be entitled to vote.

7. **Ruri-Teen and College Delegates.** Ruri-Teen and college clubs representation shall be limited to two (2) delegates.

ARTICLE VIII

Board of Directors (BOD)

Section 1. Composition. The members of the BOD shall be the president, president-elect,
secretary, treasurer, national directors, and the immediate past national president.

Section 2. Duties.

A. Power and Authority. The governing body of Ruritan National shall be the BOD and the decisions of the BOD in all matters shall be final, subject to an appeal by a delegate at the Ruritan National Convention provided, that a written copy of said appeal shall be delivered to the Ruritan National Executive Director at least 30 days prior to the convention. The decision of the BOD shall only be reversed by two-thirds vote of the registered delegates.

B. Duties of the BOD. The BOD shall:

1. Formulate all policies essential to the welfare of Ruritan National.
2. Formulate basic policy concerning administration of the Ruritan National Office.
3. Have the books and accounts audited annually by a certified public accountant who shall be approved by the BOD.
4. Provide a detailed report of such audit to each member of the BOD annually.
5. Assign each officer and director, except the president and president‑elect, to one or more Ruritan districts/areas, where each is a member of the district cabinet and is expected to attend district cabinet meetings.
6. Inform cabinet/area members of pertinent information from the BOD.
7. Be responsible for monitoring clubs in assigned districts/areas which are below charter strength or have delinquent debt. Quarterly written reports will be forwarded to the Ruritan National President explaining what action was taken with regards to above.
8. Promote growth and development with regards to the recruitment of new members and the organization of new adult, Ruri‑Teen, and college clubs.
9. Consider and work to resolve all appeals from decisions of the BOD concerning disciplinary actions.
10. Assign other duties as are prescribed for the BOD by these bylaws, by the Ruritan National Convention delegates, adopted policy, or parliamentary authority.

Section 3. Meetings.

A. Regular. Regular meetings of the BOD shall be held three (3) times during each year, one (1) of which will be held at the Ruritan National Convention.

B. Special. Special meetings of the BOD may be called by the Ruritan National President, the Ruritan National Executive Committee, or by a majority of the members of the BOD.

C. Observers. With the exception of executive sessions, members of Ruritan National may attend meetings of the BOD as observers.

Section 4. Quorum. A majority of the BOD shall constitute a quorum.

Section 5. Vote required. In accordance with the requirement of the statute under which Ruritan National is incorporated, adoption of a main motion requires the affirmative vote of a majority of the members of the BOD present, except as otherwise set forth herein.

ARTICLE IX
Executive Committee (EXCOM)

Section 1. Composition. The members of the EXCOM shall be the president, who shall serve as chair, president‑elect, secretary, treasurer, and immediate past national president. The Ruritan National Executive Director shall serve as an advisor to this committee. In the event the immediate past national president cannot serve, the remaining members of the committee shall fill the vacancy by appointment of a past national president for the remainder of the term.

Section 2. Duties.

A. Authority between Board Meetings. The EXCOM shall exercise the authority of the BOD between meetings of the BOD but only to the extent necessary to take action on unanticipated business that requires action between BOD meetings and action taken is not contrary to the instructions of the BOD.

B. Other Duties. The EXCOM shall also:

1. Review all phases of Ruritan activity and make recommendations to the BOD as they may deem appropriate.
2. Cooperate with the Ruritan National Executive Director in implementing policies and plans formulated by the BOD.
3. Study and make recommendations to the BOD on all items of business not assigned to another committee.
4. Review the status of all clubs prior to the January BOD meeting and recommend appropriate action at that time.
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BOD/National Convention Committees
The BOD shall adopt policies with regard to committees as appropriate and from time to time. The identities and duties of BOD Standing Committees are set forth in the Handbook for National Officers, Directors, and Committees, and the identities and duties of National Convention Committees are set forth in the National Convention Guidelines Handbook.

ARTICLE XI
Electronic Meetings
The BOD, EXCOM, standing committees, and special committees are authorized to meet by telephone conference or through other electronic communications media so long as all the members may simultaneously hear each other and participate during the meeting.

ARTICLE XII
Discipline of Clubs/Members
Section 1. Disciplinary Action/Procedures.
A. Any member club that fails to conform to these bylaws or that fails otherwise to conform to the accepted standards for clubs may have its charter and membership suspended or revoked or may otherwise be disciplined by a two-thirds vote of the BOD.
B. If the BOD suspends or revokes a charter or takes disciplinary action against a club, within 15 days thereof, the Ruritan National Executive Director shall send a copy of the charges and the action taken by the BOD to the last reported president and secretary of the club.
C. Within 60 days from the date of mailing the notice, the club may file with the Ruritan National Executive Director a written appeal to the BOD. The club may also request in writing to appear before the BOD.
D. The BOD, either at its next regularly scheduled meeting, or at a specially called meeting, will take up any appeal properly filed herein.
E. The Ruritan National Executive Director shall send by registered mail to the last reported president and secretary of said club a notice of final decision made by the BOD within 15 days after such decision.
F. Upon final determination of revocation of the charter, and if the club is incorporated, said corporation shall be dissolved in accordance with the applicable state law; or in the event the corporation is not dissolved within 120 days, Ruritan National has the right to proceed with dissolution.
G. Any club which shall be as much as nine (9) months in arrears in the payment of national dues may be temporarily suspended pending action by the BOD. Any club so suspended shall not be entitled to send delegates to or participate in any district or National Convention, nor receive literature or other benefits from Ruritan National, and shall remain on such suspended list until restored to active status by payment of dues. Any club in arrears of national dues as much as 15 months shall forfeit its charter upon action of the BOD.

ARTICLE XIII
Administrative Operations
Section 1. Headquarters. The Ruritan National Office shall be located in Pulaski County, Virginia, at a facility already owned and operated by the parent organization.
Section 2. Executive Director. The conduct of business at headquarters shall be under the direction of an Ruritan National Executive Director.
A. Accountability. The final authority to hire and/or terminate rest with the entire BOD. The BOD delegates to the EXCOM the authority to negotiate and approve the Ruritan National Executive Director’s employment agreement, with the understanding that the BOD be informed of general terms of the agreement and that individual BOD members shall have the opportunity to review the agreement in the presence of the Ruritan National President or Executive Director or the Corporate Attorney.
B. Evaluation. The EXCOM, along with input from other BOD members, will evaluate the performance of the Ruritan National Executive Director in November each year and report the evaluation to the BOD at the BOD meeting held in conjunction with the Ruritan National Convention.
C. Duties. Be responsible for the employment of pertinent personnel as required to carry out the duties of the headquarters office provided that such employment falls within the constraints established by the budget and personnel policies established by the BOD. Perform such other duties as stated in the Ruritan National Bylaws, Ruritan National Standing Rules, Standing Rules
of the BOD, personnel policies, and other duties set forth in his/her job description. The full duties and job description of the Ruritan National Executive Director are set forth in the Handbook for National Officers, Directors, and Committees.

Section 3. The fiscal year shall be from October 1 through September 30.

ARTICLE XIV

Indemnification

Ruritan National shall indemnify, defend, and hold harmless any director, officer, employee, or agent from and against any loss, liability, damage, fine, judgment, penalty, attachment, cost, or expense, including attorneys’ fees and costs arising from any demands, claims, or lawsuits against such director, officer, employee, or agent as a result of or relating to his or her capacity, actions, or omissions as a director, officer, employee, or agent with regard to activities taken on behalf of Ruritan National or for the benefit of Ruritan National, in a manner consistent with Title 13.1, Chapter 10, Article 9 of the Code of Virginia (1950), as amended, provided that the acts or omissions of such director, officer, employee, or agent giving rise to the claim for indemnification do not constitute bad faith, fraud, willful, wanton, or intentional misconduct, gross negligence, or a knowing violation of the criminal law by the person or persons seeking indemnification. In the event of a settlement of any such action, suit, or proceeding, the indemnification herein shall apply only when the BOD approves such settlement and reimbursement as being in the best interest of Ruritan National.

ARTICLE XV

Parliamentary Authority

The rules contained in the newly revised edition of Robert’s Rules of Order shall govern the meetings of Ruritan National in all cases in which they are applicable and in which they are not in conflict with these bylaws and any special rules of order which Ruritan adopts.

ARTICLE XVI

Amendment of Bylaws

Amendments to these bylaws shall only be made at a Ruritan National Convention by two-thirds vote of the delegates present and voting, providing the proposed amendments shall have been presented to and approved by the BOD. Notice of any proposed amendment approved by the BOD shall be published in the Ruritan National Magazine at least 30 days before the opening of the next scheduled Ruritan National Convention.

Bylaws of the . . . Ruritan Club

ARTICLE I. Name

The name of the club shall be the _________________ Ruritan Club.

ARTICLE II. Objectives

Section A. Mission Statement

Ruritan is a civic organization dedicated to making communities a better place in which to live through fellowship, goodwill, and community service.

Section B. The objectives of the club are as follows:

1. To promote fellowship and goodwill among its members and the citizens of the community and to inspire each other to higher efforts.
2. To unify the efforts of individuals, organizations, and institutions in the community toward making it an ideal place in which to live.
3. To work with those agencies which serve the community and contribute directly to its progress.
4. To encourage and foster the ideal of service as the basis of all worthy enterprise.

ARTICLE III. Emblems

The emblem of the club shall be the same as the emblem for Ruritan National.

ARTICLE IV. Membership

Section A. Club membership may be acquired only by invitation, transfer, or reinstatement.

Section B. Any community-minded person whose interest is allied with the club and community shall be considered for club membership.

Section C. Any member of this club may present the name of a proposed member to any Board of Director member and upon majority approval of the Board of Directors in quorum; the name shall be submitted to the club. Upon approval with a two-thirds (2/3) vote of the club in quorum, the applicant shall become a member of the club.

Section D. A member, by payment of applicable fees and dues, thereby accepts the principles of the club as expressed in its objectives and submits to and agrees to comply with and be bound by the bylaws of the club.

Section E. The types of Ruritan membership are active, associate, Ruritan Forever, and honorary.

1. Associate membership may be bestowed upon an individual or a business desiring affiliation with Ruritan. An individual associate member is one who...
is unable to attend the minimum four (4) meetings per year. An individual and/or business will represent one membership for each annual dues paid to Ruritan National. An individual associate member may not vote, hold office, or participate in club business activities, or be a delegate to district or national conventions. An individual associate member will receive a lapel pin and a business will receive either a plaque or window static. Associate members (individual or business) will receive the Ruritan National magazine.

2. **Honorary** membership may be conferred upon a club member who, in the opinion of the club Board of Directors and membership, has rendered extraordinary Ruritan service. An honorary member is not expected, nor required, to maintain club attendance and is not considered in any club awards programs. An honorary member will be exempt from the payment of club dues, but shall pay national dues and any district dues. An honorary member shall have all rights, privileges, and benefits of Ruritan membership.

3. **Ruritan Forever membership** is a perpetual life plan to honor either a living or deceased member in perpetuity by establishing an endowment fund that will provide dues income during and after the lifetime of the participant. The fee for this plan is controlled by the Ruritan National Board of Directors. A Ruritan Forever plaque and a Ruritan Forever pin will be presented to living a Ruritan Forever member, and a Ruritan Forever plaque will be presented to an appropriate family member to memorialize a deceased Ruritan Forever recipient. Ruritan Forever status may be conferred upon any active, associate, honorary, or deceased member.

**ARTICLE V. Leave of Absence & At Large Status**

**Section A.** Upon written application to the club Board of Directors setting forth good and sufficient reason, a leave of absence status may be granted to a club member, excusing said member from attending meetings of the club. This written application must specify the length of time desired, which shall in no case be granted for a period of less than three (3) months or for more than one (1) year. A club member on leave of absence shall continue to pay national and any applicable district dues, and shall be counted neither absent nor present on the club roll. Neither will they vote, hold office, nor participate in club business activities, or be a delegate at the district or national convention.

**Section B.** Any club member in good standing may be granted an at-large status by the club Board of Directors and club membership. Such status may be granted because of residence relocation, permanent health impairment, or employment limitation, etc. (one year or longer). Such members pay national membership dues and any applicable district dues; however, they are neither expected nor required to maintain club attendance and are not considered in any club awards program. Neither will they vote, hold office, participate in club business activities, or be a delegate at district or national conventions. The club shall review each at-large member’s status annually.

**ARTICLE VI. Fees and Dues**

**Section A.** Active members may be assessed club dues as determined by a two-thirds (2/3) vote of the club Board of Directors, with a quorum present, and 2/3 vote of the members, providing a quorum is present. Each member shall pay to the club Treasurer dues per quarter, in advance.

**Section B.** National Ruritan dues are determined by the Ruritan National Board of Directors with approval of the delegates at the Ruritan National Convention and shall be paid to the treasurer of Ruritan National each quarter by this club for all active, and honorary members, as well as for member granted at-large and leave of absence status, who are on the roll of the club at the close of meetings in January, April, July, and October. The total yearly dues for associate members shall be paid annually on the member’s anniversary date. A onetime fee for Ruritan Forever members is established by the Ruritan National Board of Directors.

**Section C.** Each person joining the club shall pay to the club treasurer a five (5) dollars initiation fee of which three (3) dollars shall be paid by the club to the treasurer of Ruritan National.

**Section D.** At the option of the district the club shall pay applicable annual district dues to the district treasurer in the amount of $_____ per club member. These dues shall be based on the enrollment of the club as of the close of the meeting in January of each year and shall be payable by March 1st of the same year.

**Section E.** Except for club dues, and applicable district dues, members shall not be assessed for contributions for any purpose. Proceeds from club fundraising should not be used for meals and dues.

**ARTICLE VII. Meetings**

**Section A.** This club shall hold at least one meeting each month, the time and place to be designated by the club Board of Directors. Special meetings may be called when considered necessary by the club Board of Directors.

**Section B.** The regular meeting of this club shall be held on the _________________ of each month, unless otherwise decided upon by the club Board of Directors and approved by the club.

**Section C.** Attendance of fifty-one (51) percent of the members in good standing shall be necessary for a quorum at any meeting of the club.

**Section D.** Recommend length of club meetings be one and one-half (1½) hours and a meal served at each regular meeting.

**Section E.** Recommend following the meeting procedures guidelines as defined in the Ruritan Club...
ARTICLE VIII. Duration of Club Membership
Section A. The resignation of any club member shall become effective upon written notice to the president or vice president. The resignation of any club member shall be written and delivered to the club secretary. The resignation shall become effective upon written notice to the president or vice president. The resignation of any club member shall be written and delivered to the club secretary. The resignation shall become effective upon written notice to the president or vice president.

Section B. The club Board of Directors may terminate the membership of any club member who refuses or neglects to pay any indebtedness due the club within thirty (30) days after formal demand had been made by written notice from the secretary or treasurer.

Section C. The club Board of Directors may excuse absences of a club member for any cause deemed satisfactory provided the member request the same within thirty (30) days before or after the meeting from which absent. However, the member whose absence is excused shall be reported as absent on the club secretary’s report to Ruritan National.

Section D. Any club member may be expelled with just cause from the club by approval of two-thirds (2/3) vote of the club Board of Directors, if the member request the same within thirty (30) days before or after the meeting from which absent. However, the member whose absence is excused shall be reported as absent on the club secretary’s report to Ruritan National.

Section E. Any person whose club membership has been terminated for any reason shall forfeit any interest in all funds or other property belonging to the club.

ARTICLE IX. Attendance
Section A. Any active member absent from a regular club meeting may make up such absence, subject to the rules hereinafter set forth below:
1. Attendance at a Ruritan National Convention
2. Attendance at a district convention
3. Attendance at a zone meeting
4. Attendance at the full regular meeting of the club Board of Directors, which must be on a different calendar date from the regular meeting, and the member must attend the full meeting
5. Performance of a minimum of four (4) hours of approved club objective related community service work
6. Attendance at a regular meeting of another club
7. Attendance at a regular meeting of a county meeting
8. Attendance at any other recognized Ruritan meeting

Section B. Attendance made up in accordance with the rules set forth above, must have been within one (1) calendar month immediately before or following the day of absence. The makeup attendance shall be reported to the club secretary by the member making up attendance, and the club secretary shall report the attendance makeup to Ruritan National. However, the member must attend or makeup one meeting per quarter of the club each year.

ARTICLE X. Officers and Directors
Section A. The officers of this club shall be a president, a vice president, a secretary, and a treasurer.

Section B. The Board of Directors of this club shall be composed of the president, vice president, secretary, treasurer, the immediate past president, and three (3) elected directors. The president shall serve as chairperson.

Section C. A majority of the Board of Directors shall constitute a quorum.

Section D. Each officer and director shall be an active member in good standing in the club.

ARTICLE XI. Elections
Section A. The officers and directors shall be elected in the following manner:
1. No later than the regular meeting in August of each year, the president shall appoint a Nominating Committee composed of three (3) to five (5) members whose duty shall be to nominate officers and a director.
2. At the September meeting of the club, the Nominating Committee shall submit its report of nominees for office to the club after which the floor will be open for further nominations from the members.

Section B. Annual elections should be at the October meeting with the person receiving the most votes for each office shall be declared Elected by plurality. Elected officers shall be installed by the December meeting. All officers should hold office for a term of one (1) year beginning on the first day of January or until a successor to the office has been elected and installed.

Section C. Directors shall hold office for a term of three (3) years except for the first election held after a new club’s charter and adoption of the bylaws, at which time one director shall be elected for one (1) year, one director for two (2) years, and one director for three (3) years.

Section D. The newly elected president shall announce the appointment of a sergeant-at-arms, chaplain, song leader, reporter, and the committees after installation at the December meeting. The members so appointed shall take office on the 1st day of January.

Section E. No officer or director of this club shall receive any compensation for any services rendered, except the secretary and treasurer who may be compensated.

ARTICLE XII. Duties of Officers
Section A. The president shall be chair of the club Board of Directors and shall preside at all meetings.

Section B. The vice president shall serve as chair of the Finance Committee and the Objectives Committee consisting of the Community Service chairs and be an Ex officio member of all Community Services Committees.

Section C. If for any reason the president is unable to perform his/her duties or the office of the president shall become vacant, the vice president shall succeed to this office. If the vice-president is unable or unwilling to succeed to this office the club Board of Directors...
should recommend a name to the membership after which the floor is open for nominations. A new president will be elected by majority vote. In the event of a vacancy in any other office the club Board of Directors shall elect a member to fill the unexpired term.

Section D. The secretary shall keep a record of transactions of each meeting and a corrected list of all members, attend to all correspondence, make the required reports to Ruritan National, and perform such other duties as ordinarily pertain to this office or as may be imposed by the Board of Directors.

Section E. The treasurer shall keep club member accounts (showing money paid in and amounts still due), collect all money due the club (depositing in a financial institution designated by the club board of directors), pay out money only as authorized by club action, and be a member of the finance committee.

Section F. The sergeant-at-arms, chaplain, song leader, and reporter are all appointed by the president of the club and their duties are found in the Ruritan Club and District Officers’ Handbook.

ARTICLE XIII. Committees

Section A. The president shall appoint the following Standing Committees for the year:
1. Program and Entertainment
2. Finance
3. Public Relations
4. Membership
5. Fellowship

Section B. The president shall appoint the following Community Service Committees:
1. Business and Professions
2. Citizenship and Patriotism
3. Environment
4. Public Services
5. Social Development

Section C. The chair of each Community Service Committees shall constitute the Objectives Committee with the club vice president as chair.

Section D. The president may appoint special committees as needed.

Section E. Each committee shall transact such business as is delegated to it in the Ruritan Club and District Officers’ Handbook and such additional business as directed by the president.

ARTICLE XIV. Politics

This club shall be nonsectarian, nonpartisan, and take no action endorsing or condemning any candidate or measure which is being submitted to the vote of the people.

ARTICLE XV. Auditing of Accounts

Section A. At the November meeting of this club, the president shall appoint an auditing committee composed of three (3) members who shall carefully examine the books and accounts of the secretary and treasurer and make a report of their findings to the club at the January meeting. The secretary and treasurer shall submit their books to this committee for auditing at any time as directed by the club Board of Directors.

Section B. The treasurer shall be responsible for filing the 990 Report Form with the Internal Revenue Service.

ARTICLE XVI. Property Ownership

Section A. Any individual Ruritan club may purchase or own any property it deems necessary to achieve the objectives of Ruritan. The club acknowledges Ruritan National shall not be responsible for the debts of this club, and will not assume any responsibility for dispersing of the club’s property in the event this club disbands.

Section B. Dissolution Clause: In the event of disbandment of a club, the property of the disbanded club shall be used for community service or donated to another non-profit organization in the community.

ARTICLE XVII. Parliamentary Procedure

The rules contained in the current issue of Robert’s Rules of Order, newly revised, govern the meetings of this club in all cases in which they are applicable and in which they are not in conflict with these Bylaws and any special rules or order that this club may adopt.

ARTICLE XVIII. Amendments

These Bylaws may be amended at any regular club meeting, where a quorum is present, by two-thirds (2/3) vote of those present and voting, provided
1. The amendment is not in conflict with the Bylaws of Ruritan National.
2. Written notice of all amendments is given at least two (2) weeks in advance to all members.
3. The amendment has been approved in a meeting of the club Board of Directors where a quorum was present.

As amended through 8/2014
ARTICLE I Name
This association of Ruritan clubs shall be known as the District of Ruritan National.

ARTICLE II Objectives
The objectives of this Ruritan District shall be as follows:
A. To unify the efforts of the clubs in this District.
B. To promote those efforts which do not lend themselves to solution by individual clubs.
C. To promote goodwill among the clubs.
D. To link the clubs to Ruritan National.

ARTICLE III Membership and Dues
Section 1. Members. All Ruritan clubs duly chartered and in good standing within the jurisdiction area of the District, as designated and determined by Ruritan National shall belong to this District.

Section 2. Politics. The District and its member clubs shall be non-sectarian and non-partisan and shall take no action endorsing or condemning any candidate or measure which is to be submitted to a vote of the people.

Section 3. District Dues. District dues are optional and each District may establish its own District dues. The amount of the dues per member of each club shall be determined by the District Cabinet provided any increase in dues shall not become effective until approved by a two-thirds (2/3) vote of the delegates at the next District Convention.

Section 4. District Dues – Arrears. Any club which shall be in arrears as much as 18 months concerning District dues shall be subject to suspension by the National Board of Directors upon the recommendation of the District Cabinet and forfeit all rights to membership in this association.

Section 5. Assessments. Except for District dues, the clubs in this District shall not be assessed for any purpose.

ARTICLE IV Officers
The District officers are the District Governor, the Lt. District Governor, the District Secretary, and the District Treasurer. In the event that one person serves as both District Secretary and District Treasurer they can be referred to as the District Secretary/Treasurer.

ARTICLE V District Cabinet
Section 1. District Cabinet. Each District shall have a District Cabinet of which the District Governor will serve as chair.

Section 2. Cabinet members.
A. The District Cabinet shall consist of the following voting members.
B. District Governor
1. Lieutenant District Governor
2. Assigned National Director
3. District Secretary
4. District Treasurer
5. Or District Secretary/Treasurer (in the event one person serves in both positions)
6. Zone Governors
7. Lt. Zone Governors.
8. The three (3) immediate Past District Governors
9. District Leadership Development Coordinator
10. Growth, Development, and Retention Chair
11. Foundation Promotion Chair
12. Publicity and Public Relations Chair
13. Fundraising Chair
14. Chaplain
15. Youth Coordinator

At the discretion of the Cabinet, former National Officers and National Directors may serve as ex-officio members.

Section 3. Qualifications. To be elected or appointed to serve as a District Cabinet member a person shall be an active member in good standing of a club within the District.

Section 4. Member in Good Standing. A member shall be deemed to be a member in good standing when their dues are current, uphold the highest standards of ethical and personal behavior and be of good character and reputation. Their interests are to be allied with those of their club, their community, their district and Ruritan National. They must meet the rule for club attendance.

Section 5. Removal from Office. Any officer may be removed from office by a two-thirds (2/3) vote of the District Cabinet in quorum. This shall be done at any regular cabinet meeting after a hearing before the cabinet. Notice shall have been given to the officer in question thirty (30) days in advance of the meeting.

Section 6. Vacancy in Office. In the event of a vacancy in any District office, other than District Governor, the unexpired term will be filled by appointment of the District Governor. In the event of a vacancy in the office of District Governor, the Lt. District Governor shall immediately succeed to the office of District Governor for the unexpired term.

Section 7. Policies. The District Cabinet shall approve all policies essential to the welfare of the District.

Section 8. Compensation. No District Officer or District Cabinet member shall receive any compensation for services rendered. District Officers and Cabinet members may receive reimbursements for approved expenses with proper documentation.

Section 9. Quorum. A majority of the District Cabinet will constitute a quorum.

ARTICLE VI Duties of Officers and the remainder of Cabinet.
Section 1. District Governor. The District Governor shall preside at all District meetings and shall perform such other duties as may pertain to the office.

Section 2. Lt. District Governor. The Lt. District Governor shall assist the District Governor in the discharge of his/her duties, perform the duties of the District Governor in his/her absence, and perform other duties as shall be
Section 3. District Secretary. The District Secretary shall keep the records of the District, notify Cabinet members of meetings, record and preserve the minutes of meetings, and perform such other duties as pertain to this office.

Section 4. District Treasurer. The Treasurer shall have custody of all funds of the District, and pay out only such funds as authorized by the District Cabinet or District Governor. The Treasurer shall account for District funds at District meetings and such other times as requested by the Governor or the Cabinet.

Section 5. Zone Governors and Lt. Zone Governors. The Zone Governors, assisted by the Lt. Zone Governors, shall supervise the clubs within their respective Zones. Zone Governors shall be responsible for calling and arranging at least two (2) meetings a year and shall perform such other duties as may be assigned by the District Governor, the District Cabinet, or by Ruritan National.

Section 6. Additional duties of elected and appointed Cabinet members. Additional duties for Officers and duties of the appointed Cabinet members are contained in the most current revision of the Ruritan Club and District Officers’ Handbook.

ARTICLE VII Nominations, Voting and Elections of Officers

Section 1. Nominations.

A. Nominating Committee. The District Governor shall appoint a Nominating Committee consisting of three (3) Ruritan members who will nominate a candidate or candidates for District Governor and Lt. District Governor. The Nominating Committee, after hearing representatives of the member clubs, shall present a report at the annual District Convention.

B. Additional Nominations. Additional nominations for District Governor and Lt. District Governor may be made from the floor of the District Convention.

C. Order on the ballot. All nominees’ names shall appear on the ballot in alphabetical order under the office to be filled.

Section 2. Election of Officers. The election shall be held during the District Convention by using voting machines or paper ballots. The official program of the convention shall indicate the day and hours of election. Each certified delegate shall have one (1) vote for each office to be filled and one (1) vote for any other item on the ballot. Election of officers shall require a plurality vote.

Section 3. Club Delegates

A. Each club in good standing shall be entitled to one (1) delegate for each 10 members or major fraction thereof, provided that each member club shall be entitled to at least two (2) delegates at any District Convention.

B. Each delegate shall be entitled to one (1) vote upon any question or at any election upon the floor of the District Convention. In the absence of any club delegate from the floor, an alternate delegate from the club of the absent delegate shall be entitled to vote.

Section 4. Ruri-Teen and College Delegates. Ruri-Teen and College clubs representation shall be limited to two (2) delegates.

Section 5. Delegates at large. The voting members of the District Cabinet shall be delegates at large at the District Convention.

Section 6. Election and Installation of Cabinet Members.

A. Districts may elect the District Secretary and District Treasurer or District Secretary/Treasurer, and each Zone may at the discretion of the District Cabinet elect its own Zone Governor and Lt. Zone Governor. However, Districts may option to allow the District Governor to appoint Zone Governors and any other officers or committees deemed necessary for the work of the District.

B. The District Governor and Lt. District Governor shall be installed at the District Convention. All District officers and appointed Cabinet members will assume their duties on January 1st of the calendar year following the District Convention.

ARTICLE VIII Meetings

Section 1. District Cabinet Meetings. The District Cabinet will meet a minimum of four (4) times annually, at the call of the District Governor, or upon call of any three (3) Cabinet members.

Section 2. Annual District Convention. Each District shall have an annual District Convention in November or December. However, a District may hold their District Convention during the month of October providing that all clubs have met prior to the date of the convention for the election of the following year’s Club officers. The District Cabinet shall be responsible for scheduling the District Convention.

ARTICLE IX Committees

Section 1. Auditing Committee. The District Governor shall appoint an Auditing Committee who shall audit the financial records of the District Cabinet in a way that complies with Ruritan National guidelines. The District Governor shall report the results of the audit to Ruritan National on or before February 1.

Section 2. Other Committees. The District Governor may appoint other committees deemed appropriate to carry out the work of the District.

ARTICLE X Parliamentary Authority

The rules contained in the newly revised edition of Robert’s Rules of Order shall govern the meetings of this District in all cases in which they are applicable and in which they are not in conflict with these bylaws and any special rules of order which the District adopts.
ARTICLE XI Amendment of Bylaws
Amendments to these bylaws shall only be made at the District Convention by a two-thirds vote of the club delegates present at such convention provided:

A. No amendment shall be made which is in conflict with the bylaws of Ruritan National.

B. Any proposed amendment shall be approved by this District Cabinet and the National Board of Directors.

c. The clubs in this District shall be notified of the proposed amendment by the District Governor at least 60 days in advance of the District Convention.

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# National Deadlines and Important Dates

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<th>Month</th>
<th>Event Description</th>
</tr>
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<tr>
<td>February</td>
<td>Awards applications for Blue Ribbon and Outstanding Club President application postmarked (or submitted electronically) to Ruritan National Office by the 10th.</td>
</tr>
<tr>
<td>March</td>
<td>Club prepares information to file tax form 990, 990 EZ, or 990 N (electronic postcard) with IRS in May.</td>
</tr>
<tr>
<td>April</td>
<td>Dues payable to Ruritan National. Applications for Foundation grants and loans postmarked to Ruritan National Office by April 1.</td>
</tr>
<tr>
<td>May</td>
<td>Club files tax form 990, 990 EZ, or 990 N (electronic postcard) with IRS by May 15. Ruritan Founders’ Day held week of May 21st.</td>
</tr>
<tr>
<td>July</td>
<td>Dues payable to Ruritan National.</td>
</tr>
<tr>
<td>August</td>
<td>President appoints Nominating Committee.</td>
</tr>
<tr>
<td>September</td>
<td>Community Service Reports postmarked (or submitted electronically) to district governors by October 1.</td>
</tr>
<tr>
<td>October</td>
<td>Officers elected by club. Clubs select delegates to district convention. Dues payable to Ruritan National.</td>
</tr>
<tr>
<td>November</td>
<td>Clubs select delegates to Ruritan National Convention. New club officers’ training held. New officers’ names added to the Member Management System (MMS) or sent to Ruritan National Office by November 10.</td>
</tr>
<tr>
<td>December</td>
<td>New club officers installed.</td>
</tr>
</tbody>
</table>

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Rudy Bears are available from Ruritan Supply. Ruritan clubs donate Rudy bears to police, rescue, and children’s agencies for presentation to children involved in traumatic situations. Show you care by giving a bear!

Ruritan Supply: 800-223-2203 ext. 1143
http://ruritan.shumskypromo.com

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**Ruritan National**

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