



Rotary Club of Kingston

Preferred Practices

For the

Student Introducer

Program

An important note for the users

The attached Preferred Practices are written to enhance, and in some respects to standardize, various key activities in our club. They should be treated and used more as guidelines than as a rigid set of rules and regulations. In no way should independent thought and initiative be curbed as a result of adopting the Preferred Practices.

Please remember that Preferred Practices stem from our Club's combined experience in organizing activities efficiently and smoothly. If there is a doubt that a particular Preferred Practice is impractical, or it is non-functional due to a particular set of circumstances, please bring it to the attention of the person responsible for Knowledge Management or the Club President or any Board Member.

It is emphasized that this document merely gives guidelines to committee chairs and other Rotarians, and neither the Rotary Club of Kingston nor the persons who have written this document will be held liable in any event.

Rotary Club of Kingston Club Service – Programs Preferred Practices for the Student Introducer Program

KEY FUNCTION OF THE STUDENT INTRODUCER PROGRAM

To give high school students an opportunity to speak in public.

AIM OF THIS DOCUMENT

To ensure that ALL participating parties viz Rotarians, school teachers and students, are fully aware of their respective roles and responsibilities.

PREFERRED PRACTICES FOR THE STUDENT INTRODUCER PROGRAM

A. For the Student and the Teacher guiding the student:

The main purpose of an introduction is to tell the audience who the speaker is and why they should listen to him or her. In the two or three minute time that you are given, you should do the following:

1. Give the audience the topic of the speech.
2. Tell the audience why they should listen. Is the topic important at this time? Will they learn something they should know? Why now?
3. Tell the audience why the speaker is qualified. Give his/her educational background and experience using information which will be provided to you. You may not have time to include all the information.
4. Tell the audience the name of the speaker. Be sure to pronounce the name correctly and clearly.
5. Don't speak too quickly. There is usually a tendency to rush.
6. Speak very clearly pronouncing all words completely.
7. Rehearse your introduction in front of your teacher and seek his/her advice.
8. The introduction should not exceed 3 minutes. Between 2 and 3 minutes is sufficient. Remember, you are not the speaker!

B. Arrangements on the day of the meeting:

1. Introducers will be picked up at the school between 11:45 a.m. and 11:50 a.m. on Thursday. You will return to school between 1:45 and 2:00 p.m.
2. You will be driven to the Rotary meeting by a Rotarian.
3. The Rotary Club of Kingston normally meets at the Ambassador Hotel every Thursday. The meeting starts at 12:15 and finishes by 1.30 PM.

C. Guidelines for Rotarians:

1. Please ensure that the bio data of the speaker is made available to the student 8 to 10 days prior to the date of the event.
2. Introduce the student to the President and the speaker before the meeting commences.
3. Liaise Rotary's expectations of this program with the teacher in charge.

RISK MANAGEMENT

All participants are asked to acquaint themselves with the Risk Management Document in Appendix 1

This Preferred Practice was compiled by:
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Revised By:
Date:

Appendix 1

Risk Management

Rotary Student Introducer Program

(Taken from Rotary Club of Kingston, Risk Management First Edition: June 2002)

1. Parties Involved

Rotary, Individual Students, Parents, Students' School, Limestone Public School Board

2. Potential Claimants

A. Claims by Individual Students/Parents

Individual students/parents could claim for compensation for personal injury or financial loss or damage:

1. While in the care and custody of Rotarian(s), including automobiles

B. Claims by School and/or School Board

The School and/or the School Board could claim over against Rotary for any claims by students/parents against School and/or School Board

Note: For purposes of risk management (insurance) the Rotarian(s) looking after students going to and from and at the Meeting should be Committee Members.

3. Ranking of Potential Risks

Based on the probability (high, medium, low) of any one of these risks actually occurring and the severity (high, medium, low) of the consequences to Rotary if it does occur, the risks have been ranked by the RMC. The risks are given in a descending order of priority, along with the risk number given in the previous section and certain suggested control procedures:

1. **A** Claims against Rotary and Rotarians while students are in the care and custody of Rotarians, including personal injury arising from automobile accidents, abuse and harassment
 - Automobile accident covered by Rotarian's automobile insurance; public liability coverage under policy should be at least \$2 million. Check whether the School Board also provides coverage (most do).
 - Mandatory that at least two students travel with the Rotarian
 - Only Rotarians approved by Principal and Home-Room teacher may pick up students

- Ensure that students do up seat belts
- Be aware that Rotary insurance policy excludes harassment and abuse

2. B Claims over against Rotary by School and/or School Board

First Edition: June 2002

Revised: