



Ruritan National Playbook

These Guidelines are a living document intended to provide information in a quick reference format to help enrich and grow Ruritan.

We welcome suggestions and corrections.



Ruritan Playbook

Version History

Version Number	Section	Date of Change	Committee Making Change	Description of Change
1		06/25/2024	GDMR	Original
2	Many	07/28/2025	Growth Committee	Information added/edited per requests of delegates attending the national convention



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Chapter 1 - Ruritan – What we do and Why we do it

Ruritan began with a simple idea: people in small towns need to come together. Farmers, teachers, business owners, and others needed a way to talk about important things—like schools, churches, farming, and helping young people. The founders of Ruritan cared deeply about their communities. They wanted to offer help to those who had nowhere else to turn. That spirit of goodwill and caring still guides us today.

The purpose of Ruritan is to bring people together and improve our communities through volunteer service. Our slogan is “Fellowship, Goodwill, and Community Service.” That’s what we believe in, and it’s what we do.

Ruritan clubs are made up of people from all walks of life. It doesn’t matter what job you have, how much money you make, or where you come from. If you care about your community, there’s a place for you in Ruritan.

Unlike other groups that may focus on big goals or helping just their members, Ruritan clubs focus on the needs of their own towns. Each club looks around, listens, and acts to make life better for everyone. That’s what makes us stand out—and why we’re proud to be known as America’s Leading Community Service Organization.

The very first Ruritan Club started in Holland, Virginia, on May 21, 1928. And we’ve been growing strong ever since.



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Chapter 2 - Identifying Needs in a Community

Every small town or neighborhood has special needs that might go unnoticed unless someone speaks up. Some people feel too proud to ask for help. Others simply don't know where to turn. That's why it's so important for Ruritan members and clubs to stay alert and pay attention to what's happening in their communities. We should look out for people who may need help - and be aware of bigger needs that affect many.

In places where there isn't a Ruritan Club yet, we need to reach out. Talk to local leaders or caring neighbors who want to make a difference. Let them know what Ruritan is and how we're here to help. When more people join in, they begin to see the true value of having a local club.

Helping a community starts with the people who live there. While others may lend a hand later, it's usually friends and neighbors who step up first. They care because it's personal.

That's what makes Ruritan so important. We are a grassroots group - neighbors helping neighbors, friends helping friends. And when we come together to help someone, it often leads to lasting friendships and a stronger, more caring community.



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Chapter 3 - Understand and Share the Value of Fellowship

People are social by nature. From the moment we're born, we're part of a group - usually our family. In that group, we might be a brother, sister, cousin, parent, grandparent, or something else. As we grow up, we join other groups too, like schools, sports teams, churches, and clubs.

In each group, we might lead, follow, or do a little of both. But no matter what role we have, one thing stays the same: we all want to feel like we belong.

That feeling of belonging - that's what we call Ruritan fellowship.

We naturally spend time with people we enjoy being around or who share our interests. So, how we treat others and make them feel welcome really matters. Ruritan is about making sure everyone feels like part of the team.

There are many ways to share fellowship in Ruritan. When we serve our community together, there's a special joy in helping others. Fundraisers are another fun way to build connections - especially when everyone's having a good time. After all, "fun" is the key part of FUNdraising!

Recognizing people for their hard work and achievements also strengthens fellowship. Whether it's during club meetings or at district and national events, a simple thank-you or award can go a long way in helping people feel valued and connected.

When our clubs feel strong and welcoming, we grow—both in numbers and in heart. And if we're going to invite people to join us, we need to make sure we're also truly inviting.



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Chapter 4 - Starting a New Club (Adult)

- Districts/Zones/Clubs can consider growth incentives such as new road signs, paying for convention registration, etc.
- Ruritan Members should always consider not only who will make a good Ruritan member but also what communities would benefit from having their own Ruritan Club
- There are different ways to approach people in these communities to sow the Ruritan seed

One method is to *identify a particular need in that community* which an active Ruritan club could address and then seek out people interested in taking on the challenge of the need by starting a Ruritan club.

Another method to *identify a community which has no Ruritan presence* is to find out who the local leaders or key people are and approach them about starting a Ruritan club there.

- Arrange to have a community-wide meeting and advertise in some method to reach as many people as possible
- Speak to local people about what Ruritan is and how it can help their community. Let them know of date/time/location of the planned meeting where they can get more detailed information

Detailed information can be found in the “General Charter Information” document on the Ruritan National Web site. This document will give you some specific details of this process, what to cover during this meeting, and what documents to have on hand.

Here is the link to a video on starting a new club.

<https://www.youtube.com/watch?v=yER3FhHHexY>

Other documents can be found on the Ruritan National website:

Under the ‘Growth’ icon on the Member Resources Page, this list of documents helps explain Ruritan and the beginning steps to organizing a Ruritan club.

- Community Member Survey Postcard
- Growth Brochure
- Ruritan Branding – PowerPoint presentation on advertising Ruritan
- Ads Color - Four Week Campaign Option
- Ruritan Is.... Pocket Card
- Charter General Ruritan Brochure
- General Charter Information - Organizing a Ruritan Club (also in Club and District Officers’ Handbook)
- Charter Application

One can always seek help from other Clubs, Zones, Districts, and National.



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Once you have a group of community members ready to start a club you can follow the general guidelines in the Club and District Officers' Handbook. The following documents will help assist in keeping the ball rolling.

- Charter List in Excel – For documenting new member info (can use other formats as desired)
- Charter Press Release – Announcement example for local newspaper, etc.

Some general information about new Ruritan Clubs

- An official charter is a minimum of 16 members and a \$50 charter fee.
- Additional members may be added to the official charter roll for up to 90 days following the club's charter night, after which the charter is closed.
- A provisional charter may be issued by Ruritan National when at least 10 members and the \$50 charter fee are submitted.
- Provisional clubs have 90 days from the charter night to reach a minimum of 16 members to become an official club, or the \$50 charter fee will be refunded.

Recommendations for the Sponsoring Club

- Have a qualified member from the sponsoring club attend the new club's meetings for the first few months to answer questions and provide mentorship to the officers. This mentor should also assist for 1-2 years to help the club understand the many aspects of Ruritan.
- Provide an overview of the role of each level of Ruritan from club, zone, district, and national.
- Provide an overview of the *Ruritan Foundation* and *Project FOCUS*.
- Encourage officers to use the Club and District Officers' Handbook and point out its many useful tools, such as the dates when reporting is due and to whom.
- Ensure quarterly reporting and reporting of new club officers. Ensure new officers receive training.
- Ensure financial obligations are met such as dues paid quarterly and submitting appropriate tax forms.
- Encourage and assist with award submissions, including Community Service Awards, Officer Awards, Blue Ribbon, and Rudy Youth & Ruritan of the Year submissions.
- Encourage attendance to relevant conventions (zone, district, and national), Summer Leadership Conferences, and other important meetings.
- Help establish goals to meet Community Needs. Clearly define Goals; Your mission, vision, and objectives to provide direction for your growth.



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Chapter 5 - Starting a New Club (Ruri-Teen)

Note: Ruri-Teen clubs are not strictly school-based, they can also be home-based.

If you'd like to organize a Ruri-Teen Club, the following items should be followed for the best chance at success. Obviously, not all items apply to non-school based Ruri-Teen Clubs.

- Talk to the principal of the school to get their approval to organize the Ruri-Teen Club.
- Talk to an adult at the school who will be the advisor from the school.
- Your core group of students in the new club are high-profile (most popular, best athletes, academically gifted, etc.) students. These core students will automatically make the club attractive and market it to the largest number of students, as teens are very driven by what their peers are doing.
- Working with the advisor, publish an advertisement in the school newsletter or display posters in the school about an informational meeting and/or the creation of a Ruri-Teen Club.
- Have a Ruritan representative make a brief presentation and invite and encourage the attendees to become a part of the Ruri-Teen club,
- Receive a commitment from the individuals at the informational meeting to sign the charter application and contact other individuals to meet with them next week to sign it.
- Select enthusiastic club officers for the new club. An interim president and interim secretary will be needed at the charter night.
- Plan for the charter meeting within the next two weeks and invite district cabinet members and other interested individuals. Remember, if this is done in the school, they may have limitations on how many guests attend.
- The sponsoring club should be willing to take on the Ruri-Teen Club as a service project and pay the club's annual affiliation fee if they can't pay it themselves. Obtain a written commitment from the sponsoring club, which will work with the new Ruri-Teen Club for the life of the club.



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Chapter 6 - Recruiting New Members

The number one rule in recruiting new members is to understand why we need them and keep this ever-present in our minds when we meet people. Ruritan National's main role is to support Ruritan Clubs, Zones, and Districts. Its only income is through membership dues; therefore, with more members, National can better accomplish this role.

Keep your eyes open for prospective members at all times. You or someone you bring to Ruritan, could become a future Ruritan National President or fundamentally impact Ruritan in a very positive way and improve Ruritan beyond our wildest dreams.

Why not you, and why not now? Go forth, light a fuse, and pass the torch. Regularly assess progress, gather feedback, and adapt strategies as needed to ensure continuous growth.

Who to Ask:

- Virtually anyone of good moral character and has the desire and willingness to help others.
- Ensure a cross-section of your community. (i.e., profession, culture, ethnicity, etc.).
- Find the 'Spark', the movers and the shakers in a community.
- Don't overlook your friends or someone you'd like to know better.
- Other people to ask are those with common interests, work colleagues, and those who participate in other organizations.
- Make up your own list. Knowing things like this will help us find good long-term Ruritans and help in member retention.
- Seek out those who may be new to the community.
 - They will be looking for friends, networking opportunities, and learning more about their community
 - They may have new ideas and skills to bring to your club

How to Ask:

- Once you've identified someone it's important to share your "Why" story
- Showcase your Ruritan community service projects
- One of the most effective methods for inviting someone to join Ruritan is to ask the right questions. This helps determine their desire and suitability to become a member

Ask them what they think is needed in their community and whether a Ruritan club could potentially address it. This approach not only motivates them to get involved but also mirrors how we gather ideas from our existing members.

When to Ask: After talking with them for a while, and if you feel they'd be a viable candidate, invite them to a meeting or an event.



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Don't be too quick to ask them to join and appear desperate. It must be a good fit for the club and the member. Otherwise, there's the risk that they aren't happy, they aren't helpful, and will probably drop out after a short period of time.

Where to Ask: Wherever you might be at any given time and are among people. Promotional events, social media campaigns, sporting events, collaboration with other organizations, churches, schools, etc.

Clubs and/or Districts can host informational sessions or membership drives to help the community understand more about Ruritan. Utilize the newspaper and public tv ads advertising your growth campaign and/or events.

Chapter 7 - Involving New Members

1. **Welcoming new members**

- An initiation ceremony symbolizes the beginning of a member's service.
- If new members do not have a preference, assign them to a committee and introduce the committee's chair... allow the new members to change committees if they desire.
- Allow time to gain understanding of Ruritan. Don't push them too hard into tasks they aren't ready for or don't want.
- Ensure the new member has a club handbook and/or contact list of other members so they may reach out with questions.

2. **Orienting and Mentoring**

- Provides a foundation for your new members by helping them understand how your club functions, what their roles will be, and the big picture of the zone, district, and National.
- It is suggested a mentor be assigned to help them become familiar with Ruritan.
- Provide an overview of your club's objectives and community projects.
- Tie in how your club's fundraisers help achieve those objectives.
- Explain the meeting structure (agenda) and encourage participation.
- Ensure they have a calendar of events for clubs, zones, and district.
- Ensure they have links and/or access to Ruritan social media.
- Help them attain a login to the Ruritan National Member Management System (MMS).
- Show members where they can find training and Ruritan materials.
- Contact everyone ahead of meetings to remind them and follow up if they miss a meeting.
- Never be critical for missing a meeting/event but be genuine in your concern for their well-being and health and for their family.
- Listen attentively to any feedback openly, without passing judgment, share it with club leadership to improve the club, and document their 'why story'.



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1. **Sharing Ideas:**

- Don't criticize, condemn, or complain but provide a recommendation.
- Being shut down can be direct (verbal), indirect (moans/groans or mumbling), and even with non-verbal gestures (facial expressions, head shaking, flinging arms, etc.).
 - These can be discouraging and may cause people to withdraw from the conversation and, worse yet, leave Ruritan
- Encourage honest and open discussion on every topic, from meeting conduct to fundraisers to objective updates.
- Never shut down any idea; openly discuss the pros and cons or send it to a committee for a detailed analysis/review.
- The ideas from new members provide a fresh perspective into something a club has probably done for many years and could provide a better approach.
- Be open to revisiting old ideas—just because something didn't work before doesn't mean it won't work now. Times and circumstances change.
- Avoid rehashing topics that were already decided by vote.



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Chapter 8 - Retaining Members

While growing our clubs is very important, retaining our current members and working in harmony is healthy for the club and beneficial to the communities we serve.

- **Involvement:** Getting and keeping members involved in Ruritan activities is critical for maintaining their interest in Ruritan, the club, and the club's objectives
 - Ensure members are informed about the club's activities well in advance.
 - Respect an individual's priorities and whether or not they participate in activities.
 - **Never** criticize them for their decision to participate in an activity.
 - Help accomplish tasks but DO NOT micro-manage their work.
 - Encourage members to attend other Ruritan Club's meetings or functions to fellowship.
- **Be open to and try new ideas/projects:** This topic was covered similarly under 'Involving New Members – Sharing Ideas' but is just as important with members who have been in the club for some time
 - Encourage honest and open discussion on every topic, from meeting conduct to fundraisers to objective updates.
 - Never shut down any idea; openly discuss the pros and cons or send it to a committee for a detailed analysis/review.
 - Don't dismiss past ideas - this could be the right time for them to work.
- **Be Personable:** Treat others as you wish to be treated. Your genuine concern for your fellow Ruritans and their families is part of our fellowship.
 - Always treat others with respect.
 - Call members if they miss a meeting to check their welfare or if they need anything.
- **Elect Officers and Train Officers**
 - Ensure you elect the right person for the job they are being elected for.
 - Ensure they have been Ruritan members long enough to understand the roles they will fill.
 - Select those members willing to serve in a role and not cornered into accepting a role.
 - Make sure officers receive annual training.
 - Ensure consistent training using standardized National resources.
 - Gather feedback following training or events and share with District/National.



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- **Resolve Conflicts:** Allowing unresolved conflicts to go unchecked can be detrimental to the club
 - Conflicts can include rumor spreading, name calling, downplaying ideas, bullying, or having “cliques” within our clubs.
 - Resolving conflicts is usually accomplished by leadership, however, it is possible that leadership could be implicated.
 - Once aware of a conflict, consider having the Directors or an ad hoc committee identify the underlying issue and offer suggestions.
 - Should the issue be unresolvable at the club level, reach out to your Zone or District Governor or National Representative.
 - When a member leaves, find out why.

Conflict Resolution and Healthy Club Culture

Every Ruritan club is made up of people with different personalities, experiences, and opinions. That’s part of what makes us strong. But sometimes, those differences can lead to disagreements or hurt feelings. A healthy club culture means we know how to handle conflict in a respectful and positive way—and we take steps to build an environment where all members feel welcome and valued.

What Is Healthy Club Culture?

A healthy club culture means your club is:

- Respectful – People listen to each other, even if they disagree
- Inclusive – Everyone feels welcome, no matter their background
- Positive – Members focus on solutions, not problems
- Supportive – Members encourage each other and work as a team

Creating this kind of culture doesn’t happen by accident. It takes effort, leadership, and care. But when clubs focus on these values, members enjoy their time together—and are more likely to stay involved.

Common Sources of Conflict

Understanding what causes conflict can help you prevent it. Common causes include:

- Miscommunication or lack of communication
- Different expectations or priorities
- Strong personalities or leadership styles that clash
- Feeling left out or unheard
- Decisions that some members disagree with



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Tips for Preventing Conflict

- Communicate clearly and often – Share meeting times, updates, and decisions in multiple ways.
- Listen before responding – Make sure everyone feels heard.
- Set clear expectations – Roles, responsibilities, and club rules should be explained up front.
- Appreciate all contributions – Say thank you often and recognize efforts.

What to Do When Conflict Happens

Sometimes conflict can't be avoided—but it can be handled with care. Here's how:

- Stay calm and respectful – Don't raise your voice or make it personal.
- Talk privately first – One-on-one conversations often solve issues before they grow.
- Focus on the issue, not the person – Keep the conversation about the problem, not about blame.
- Use a neutral person if needed – A club officer or trusted member can help mediate
- Follow club procedures – If needed, review your club's bylaws or ask for guidance from the district governor.

Rebuilding Trust

After a conflict, it's important to rebuild trust:

- Apologize if needed – A simple "I'm sorry" can go a long way.
- Forgive and move forward – Don't hold grudges.
- Refocus on your shared mission – Remember, we're all here to serve our community.
- Creating a Positive Club Atmosphere.

You can build a healthy club culture by:

- Starting meetings with a positive thought or good news.
- Planning fun activities and social time.
- Celebrating birthdays, achievements, and service milestones.
- Encouraging every member to participate and contribute.

A healthy club culture doesn't mean you never have disagreements, it means you know how to work through them together.

Ruritan is about Fellowship, Goodwill, and Community Service—and that starts with how we treat each other.



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Chapter 9 - Communication

1. There are many forms of communication that Ruritan uses to get our information shared. Establishing and maintaining these lines of communication is critical at every level, from individuals discussing a meeting time to Ruritan National sharing a policy change. Within a communication chain, determining which method to communicate is the first step.
 - The method of communication may vary.
 - Knowing which form of communication is being used and when, helps to cut down on frustration and keep members well-informed.
 - Create ideas that not only serve Ruritan members but also spark interest in potential new members.
 - It is critical to use multiple methods of communication (electronic and mail), especially for those members who do not utilize electronic means in any form.
 - Use personal contact over email or phone calls.
 - Ensure your club has an e-contact to check and share emails regularly.
 - Ensure you have good handouts with contact info.
 - Craft messages that resonate - what will people remember next week or next month?
 - Ensure your communication is upbeat and positive.
 - Make announcements exciting!
 - Keep messages current.
2. Here are some current methods being used, with a few examples; most are self-explanatory. The urgency and preference of those communicating determine which one is used.
 - Traditional Mail – US Mail, UPS, FedEx, etc. - Ruritan magazines, reports, awards, etc.
 - Email – Reports, award applications, notices, newsletters, etc.
 - Video Conferencing - Teams, Zoom, Google Meet, GoTo, etc.
 - Social Media – Such as FACEBOOK, Instagram, Reels, X, Websites, etc.
 - Text - Quick, easy, common.
 - Newspaper - Share information with the general public.
 - Publications - Ruritan Club and District Officers' Handbook, club handbooks, magazines, etc.
 - Radio/Television - Share information with the general public.
 - Telephone/Cell Phone - Quick, easy, common.
 - In-person – Is the best for in-depth, detailed conversations.
- A. **Clubs** – Handbooks provide each member's contact information and can list the club's objectives and planned events. It is also a great idea to list the contact information of the Zone and District Governors.



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Clubs sharing information about events via social media have proven extremely valuable in reaching targeted audiences. Newspapers, TV, and radio also remain great means of sharing information but usually have a cost associated with them.

- B. **Zones** – Many clubs exchange their handbooks with the club presidents of other clubs. This information can be handy when clubs unite for a combined community effort or share ideas. Zones usually communicate via email and occasionally telephone.
- C. **Districts**—Usually, districts provide a directory or roster (paper or electronic) to their cabinet members. This directory provides contact information for the current cabinet, which includes district officers, zone governors, past three district governors, and committee chairs. Some districts produce and provide this information in an abbreviated form for distribution to all the district's Ruritan members.

Districts usually communicate via email and occasionally telephone. Some districts use social media to share events such as fundraisers, community projects, presentations, awards, etc. Some districts may occasionally conduct a cabinet meeting via videoconferencing.

- D. **National** – Ruritan National utilizes many forms of communication. Obviously, which form depends on what is being communicated. We'll attempt to capture the majority of things here.

Note: While it is acceptable to contact the staff at the National Office, members are encouraged to first attempt to resolve their questions with their club officers, Zone Governors, and District Officers before contacting the staff.

- Web Site – Ruritan National's website is the best place to find just about everything there is for Ruritan.
- Publications – Many Ruritan handbooks, guidelines, policies, magazines, newsletters, etc., can be found on the website, and many are mailed.
- Email – This is the main method used to contact club members and officers throughout Ruritan.
- Videoconferencing—Many internal meetings are conducted via this method, which gets the job done and also save on board members' travel expenses.



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Chapter 10 - Advertising Ruritan – Doing good in the neighborhood.

- Personal benefit of building lifelong friendships.
- When talking with our communities, always be positive, excited, and confident.
- We assemble as volunteers to seek out community needs and work to resolve them
- We show what we do through our actions.
- Let's toot our horn on the impact made in current communities that have clubs.
- Have a club brochure available with contact information.
- Use posters to showcase club impact—hours served and dollars donated.

1. **Tell Your Story**

- It is important that we let others know why we joined and why we continue to serve through Ruritan. If we remember why we first got involved in Ruritan and the benefits the community has seen through our good works, it has the opportunity to touch others' lives the way it has touched ours.

2. **Wear Ruritan Apparel**

- Always advertise Ruritan by wearing hats, shirts, or other clothing displaying Ruritan logos.
- Don't be shy to let others know that you are proud to be part of this organization for the good work we're doing.
- Nothing is a better conversation starter than to display the Ruritan name.
- Be ready to give your 30-second "elevator" pitch when someone asks you what Ruritan is.

3. **Newspaper and Radio**

Though newspapers are somewhat outdated now, there are still those who like to read a newspaper, either in hand or online. Share the news of what your club has done, is doing, or plans to do. With all the bad news today, good news is appreciated! Radio stations are often willing to support nonprofit groups like Ruritan at little or no cost. Don't hesitate to share the good news!

4. **Social Media**

- Social media is now the best platform to spread the good news of Ruritan.
- With the use of computers and especially cell phones the opportunities are endless.
- Make sure your club has a Facebook page and share, share, share!
 - Stories are viewed and may be shared by many others.
- Keep your accounts interesting and updated.
- Websites can be valuable as well, but they require the user to go there intentionally.
- Twitter and Instagram are other forms of social media.

5. **Local Online News Sources**

If your community is one that has a local Chamber of Commerce, sharing through them can reach some not connected to other social media outlets.



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Some smaller communities have a Community Bulletin Board where local news can be shared. If your community doesn't have a Community Bulletin Board, creating one to be shared can be a great Ruritan project. If you don't currently have a member who is computer savvy enough to create one, asking someone with the ability to help get it done just might add a member to your club at the same time!

Advertisers sometimes give spots on roadside digital billboards to allow nonprofit groups like Ruritan a venue to promote activity. Check with the companies that sell the advertising on them and see if they're willing to give time for your club on one of them.



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Chapter 11 – Developing a Plan & Setting Goals

According to Wikipedia, a **goal** or objective is an idea of the future or desired result that a person or a group of people envision, plan, and commit to achieving. Each year, Ruritan clubs review their objectives to ensure they meet community needs and plan for the resources required to achieve them. Community projects and fundraisers.

The Rhythm Process

Ruritan National has embraced the Rhythm process which utilizes three phases. **Think, Plan, and Do.** For detailed information on this process, read “*Rhythm*” by Patrick Thean.

Think

- Consider the needs and desires of every member...our most important asset.
- Review the previous year’s successes and failures.
- Align with National goals & objectives.
- What do you want to accomplish this year?
- Where do you see your club in the future? 5-years or 10-years?
 - Ask each member where they see the club in the future. (New projects, growth, etc.)

Plan

- This is where the club will lay out their calendar of events for the year.
- Use **S.M.A.R.T.** goals. These steps clarify your ideas, focus your effort, and increase your chances of achieving your goal.
 - **Specific:** Define exactly what you want to achieve. Goals should be clear and concise.
 - **Measurable:** Establish criteria for measuring progress.
 - **Achievable:** Aim high but be realistic, yet achievable, within capabilities and resources.
 - **Relevant:** What will best serve your community, now and into the future?
 - **Time Bound:** Set deadlines for completion to create a sense of urgency.

Tips for Goal Achievement:

- Break goals into smaller, manageable tasks.
- Write them down. Helps hold us accountable.
- Stay focused and prioritize activities that support our goals.
- Seek support from mentors, peers, or accountability partners.
- Reflect on setbacks, stay flexible, and adjust your approach as necessary.

Do

- Execute your plans.
- Motivate others by praising their efforts.
- Celebrate wins, small and large.
- Review on a regular basis.



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Chapter 12 – Events

- **Identify event**
- **Form a Planning Committee**
 - Assemble a team of volunteers.
 - Determine objectives, goals, and/or plan activities.
 - Ensure you have all the necessary materials and equipment for the activities.
 - Assign roles
 - One person should be designated as event coordinator.
 - Choose a date that does not conflict with other major community events.
 - Choose a venue that is accessible, safe, and suitable for the planned activities.
 - Consider local parks, community centers, or school facilities.
 - Develop a Budget
 - Estimate the costs involved, including venue rental, equipment, supplies, food and beverages, and promotional materials.
 - Explore funding options such as sponsorships, donations, or club funds.
 - Obtain Necessary Permits and Insurance.
 - Promote the Event
 - Publicize the event using various channels, such as social media, local newspapers, community bulletin boards, and newsletters.
 - Create flyers and posters to distribute in the community.
 - Set up a registration process if needed.
 - Coordinate Volunteers for the event day
 - Create a detailed schedule and checklist.
 - Arrange for setup and cleanup crews.
 - Have contingency plans for emergencies or unexpected issues.
- **Execute the Event:**
 - Monitor the event to address any issues that arise promptly.
 - Engage with participants and ensure they have a positive experience.
 - Provide a comment/suggestion box for attendees to share their feedback on the event.
 - Be sure to ask for their name and email/phone number if they are interested in assisting with future events.
- **Post-Event Follow-Up:**
 - Clean up the venue and ensure it is left in good condition.
 - Send thank-you notes to volunteers, sponsors, and participants.
 - Evaluate the event with the planning committee to identify strengths and areas for improvement.



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