**TEN STEPS FOR VISIONING PLUS**

Note: **Area Coordinators** are asked to keep the \***District Coordinator** updated throughout the timeline below.

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| **DESCRIPTION** | **STEPS** | **WHEN** |
| The **Area Coordinator** works with the **Club Coordinator** to review document outlining both district and club responsibilities. (ACs are located in Boise, Twin Falls, Pocatello and Idaho Falls) | 1 | As early as is reasonable for the two to talk. |
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| Once the club *formally agrees* to the club responsibilities, the **Area Coordinator and Club Coordinator** finalize the date for the event. | 2 | Simultaneously or shortly after Step One  |
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| The **Club Coordinator** invites club members to participate in the event including the president, president-elect, president nominee, past leaders and a mix of old and new members.  | 3 | Within 1-3 weeks of Step Two |
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| The **Rotary Vision Questionnaire (RVQ)** is sent to all named participants via email by the **District Coordinator**. (This assumes contact info. has been received from the **Area Coordinator via the Club Coordinator.**)  | 4 | Within 1-2 weeks after names are collected |
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| The **Club Coordinator** is informed of lagging **RVQs** and is asked to reach out to tardy participants.  | 5 | Within 1-2 weeks after RVQ goes out |
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| Members of the **Area Visioning Team** (facilitators or the AG) speak to the club about the benefits of **Visioning.**  | 6 | Within 2-4 weeks before Visioning |
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| The **Club President** asks 2-3 members to talk to the club about why they joined Rotary and why they stay. | 7 | Within 2-4 weeks before Visioning |
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| As part of the education of club members, the **Club President** has a Rotarian present a list of past service projects and fundraisers. | 8 | Within 1-2 weeks before Visioning |
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| The **Area Coordinator** checks in with the **Club Coordinator** to determine that everything is on track and ready. | 9 | Within 1 week before Visioning |
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| The event is held! The **Area Coordinator** reports details to the **District Coordinator**.  | 10 | YEA! |