

Rotary International District 6200

District 6200 Disaster Relief Committee

June, 1993

**John Gates
1992-93 District Governor**

Emergency Planning Committee Members:

PDG M. Orleans Pitre, Chairman

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A RESOLUTION

To Establish a District 6200 Disaster Relief Committee

WHEREAS:

Hurricane Andrew caused serious property damage and personal suffering to numerous communities and citizens within District 6200, and

WHEREAS:

The individual Rotary Clubs of District 6200 were caught unprepared to deliver immediate disaster relief to the affected communities, and

WHEREAS:

The Rotarians of District 6200 consider it part of their duty of service to their communities to react quickly in such times of need, and

WHEREAS:

Because of its geographic location, District 6200 will likely be the target for hurricanes and other future natural disasters, and

WHEREAS:

A District Disaster Relief Committee would provide the ongoing structure to study, organize, coordinate, and deliver the needed services, both within our own district, as well as for those affected by disaster elsewhere in the world, and

WHEREAS:

This committee should develop a comprehensive disaster preparedness plan and then meet at least annually, in order to be truly prepared for future disasters,

THEREFORE, BE IT RESOLVED:

That there be added to Article VIII of the Bylaws for District 6200 of Rotary International a new section, to be numbered Section 5, consisting of two paragraphs, to read as follows:

There shall be a District 6200 Disaster Relief Committee. Prior to the 1993-1994 Rotary year, the District Governor shall appoint the members of this committee. Thereafter, the District Governor Nominee shall, on or before July 1, appoint to this committee at least three qualified, active, senior active, or past service members. These three members of the committee shall serve staggered terms of 3 years duration. One member of the initial committee shall serve a term of 1 year, one member shall serve a term of 2 years, and the final member shall serve a term of 3 years, which positions shall be randomly determined. Thereafter, the District Governor Nominee shall, on or before July 1 fill any vacant positions.

This committee shall meet at least yearly and shall be responsible for planning and coordinating the district's response to disasters in District 6200 and elsewhere. The District Governor shall designate one member as chairperson, who shall be responsible for calling the meetings of the committee. The District Governor, District Treasurer and District Public Relations Chairperson shall serve as ex officio members of this committee while they hold these district offices. The District Treasurer shall establish a restricted disaster relief fund for deposit of monies collected.

Structure of the District 6200 Disaster Relief Committee

The District Committee

District Committee's Composition

Prior to the 1993-1994 Rotary year, the District Committee shall be appointed by the District Governor. Thereafter, the district committee will be composed of the following persons:

The District Governor or his/her designee, as an ex-officio member;

Three persons appointed by the District Governor Nominee, each serving a staggered term of three years duration;

The two to three chairpersons of the Disaster Relief Subcommittees, as identified below:

The District Public "Relations chairperson, on an as needed basis;

The District Treasurer, on an as needed basis;

Others appointed on an as needed basis by the District Governor.

At the first meeting of this committee, the three persons appointed by the District Governor or District Governor Nominee shall draw lots among themselves. One member shall serve a one year term, one shall serve a two year term, and the final member shall serve a term of three years duration. Thereafter, annually on or before July 1, the District Governor Nominee shall fill any vacancies in these three positions.

At their first meeting of each year, the members of this committee shall elect one of their members to serve as chairperson of the committee.

District Committee's Mission

This committee shall meet at least yearly and shall be responsible for overall planning and coordination of the district's response to disasters in District 6200 and elsewhere. It shall oversee the operation of the Subcommittees listed below.

The Subcommittees

In addition to the members of the District 6200 Disaster Relief Committee, this committee will accomplish its mission through the following subcommittees:

Resources and Planning Subcommittee

The Resources & Planning Sub Committee will be composed of:

The Disaster Relief Committee chairperson or his/her designee;

The Resources and Planning Sub Committee chairperson;

Such others as appointed by the Sub Committee chairperson.

Resources and Planning Sub Committee's Mission

This Sub Committee shall have as its primary duties the following:

To enact a workable definition of the types of disasters to which the District should respond;

To conduct a comprehensive survey of the resources available in District 6200 which might be called upon in response to a disaster;

To conduct a comprehensive survey of the Rotarians of District 6200 in order to catalog the assets and resources each might be able to provide in a disaster;

Continue work on the formulation of, and ongoing development and maintenance of a comprehensive plan for District 6200's response to future disasters;

Development of a loose-leaf manual of procedure for use by the District, its Clubs, and for distribution to other interested parties;

Oversight of all funds to be used for disaster relief.

Club Contact Sub Committee

The Club Contact Sub Committee will be composed of:

The District Disaster Relief Committee chairperson or his/her designee;

The Club Contact Sub Committee chairperson;

The District Governor's Area Representative Coordinator;

Such others as appointed by the Sub Committee chairperson.

Club Contact Sub Committee's Mission

This sub committee will have the following responsibilities:

Providing pre-disaster information for individual Rotary clubs on how to coordinate with the District in the event of a disaster;

Preparation and publication of a District 6200 Disaster Relief Committee newsletter for distribution to the Rotary Clubs of the District;

Establishing and maintaining reliable communications with the individual Rotary clubs affected by a disaster;

Solicitations to individual Rotary clubs within the District for specific materials or services needed to assist with the District's disaster relief efforts;

Assistance with dissemination of relief to unaffected clubs.

Ad-hoc sub committees for each disaster

There will be formed Ad-hoc sub committees for each particular disaster within District 6200. Each such sub committee shall be composed of:

The Disaster Relief Committee chairperson or his/her designee;

A sub committee chairperson for that particular disaster, to be appointed by the Disaster Relief Committee as each disaster occurs;

Two representatives from each club directly affected by the disaster; the Club President or his/her designee; and the club's Disaster Committee chairperson (highly recommended) or Director of Community Service;

Such others as may be appointed by the sub committee chairperson for that particular disaster, including;

A Treasurer;

A Secretary;

Agency liaisons to other service providers such as the Red Cross, Civil Defense, Unmet Needs Committee, etc.

Ad-hoc sub committees for each disaster, Mission

As each disaster occurs, the chairperson of the District 6200 Disaster Relief Committee will form a sub committee bearing the name of that particular disaster and chaired by an appointee of his choosing. These Ad-hoc committees will be responsible for:

Implementing the disaster response plan formulated by the Resources and Planning Sub Committee;

Screening and approving individual requests for assistance connected with that particular disaster;

Preparing an after-disaster report to the District Governor detailing, at a minimum: services provided, funds expended, and recommendations for improvement;

Having the ad-hoc committee's treasurer present a report to the District Treasurer at the end of the Rotary year;

Insuring that the Rotarians of District 6200 are exemplary in their commitment to the ideal of Rotary to put "Service Above Self" with regard to the District's response to disasters.

Suggested Minimum Committee Organizations for Clubs

Because there is an ongoing threat of natural disasters from hurricanes, flooding, tornadoes, etc. in geographic areas of District 6200, it is recommended that each local club in District 6200 establish and maintain a standing Disaster Relief Committee (DRC) as a sub committee of Community Service

The club's DRC should include a chairperson and at least two additional committee members.

The names, addresses and telephone numbers of all committee members should be provided to the District Governor and District DRC chairperson promptly after appointment.

The club DRC should develop a relationship with other local service groups, clubs, religious organizations, government disaster relief agents, etc. in order to be responsive to the needs of disaster victims and avoid duplications of efforts. Involvement with a local Unmet Needs Committee is recommended if one is active. If not, the Rotary club DRC could facilitate the formation of such a committee within that club's community.

All assistance requested and/or provided in the local club area by the Club or District should be coordinated through the club committee. In the event monetary donations are received, a special project Relief Fund account should be established by the club to account for the donations and facilitate monitoring of use of funds.

Coordination of District and Club Committees

One of the most important aspects of coordination between the District and Club Disaster Relief Committees (DRC) is to establish and maintain good communications.

The District DRC must designate specific individuals within the committee who can be contacted by the local clubs in the event of a disaster. These names, addresses and telephone numbers should be provided to all clubs in District 6200. Each club in District 6200 should submit to the District DCR the names, addresses, and telephone numbers of members of their club DRC promptly after appointment.

In most disasters, there is generally extensive damage to telephone and other communication systems. Members of the District DRC and the club DRC should attempt to initiate contact to establish a line of communications to coordinate disaster relief efforts. In the event of evacuation, the club DRC should contact the District DRC to inform them of their movement and location prior to evacuation. Maintaining contact during and immediately after the evacuation is recommended.

The club DRC should inform the District of its assessment of the impact of the disaster on the community and what kind of assistance and support is most urgently required, i.e. drinking water, ice, food, medical supplies, clothing, repair crews, temporary housing, etc.

As the District Ad-Hoc committee determines what assistance is available for shipment into the disaster area, contact should be made with the club DRC to inform them of what emergency supplies are forthcoming. A delivery location and time for any shipments of emergency supplies should be confirmed with the club DRC so that the club members can be present to insure proper control and distribution of relief supplies.

The club DRC should provide feedback to the Ad-Hoc DRC of accomplishments realized through their joint efforts, as well as problems encountered and suggested improvements or solutions. It is suggested that the club DRC provides the Ad-Hoc DRC with photographs of relief projects that are in process or completed.

District Disaster Relief Accounting & Reporting System

To meet the various objectives of the District Disaster Relief Committee, an accounting system could be devised that would maintain records of the various activities of the fund including the following:

1. **Sources of Funding.** Contributions to the District for emergency relief should be maintained in a single deposit account until the Ad-Hoc Committee for each disaster is operating. This account should be interest-bearing and placed in an account with a financial institution with more than one location in the District.

At any account, the deposit information should include the District # or club donating funds and specific disaster named. This would provide for the designation of the amount for specific disaster relief and identify the donating District in the event of a disaster notice for their District.

The accounting records should then reflect the source (District) of the fund and any designation of funds. Any miscellaneous funds received or interest earned should be placed in a general fund for the Committee's distribution to Ad-Hoc sub committees or for the operating costs of the District committee.

2. **Distribution of Funds.** The District Treasurer would forward any funds collected for a particular disaster to the Ad-Hoc committee treasurer who would communicate the availability of funds to those sub committee members.

Standardized forms would be developed for use by the club committee to request funds for particular projects from the Ad-Hoc sub committee. Standardized forms will assist with good record keeping; however, in an emergency, the requirement for standardized forms would be waived and telephone applications may be completed on the standardized forms.

Only two forms would be needed for the flow of information between the clubs and the Committee:

A. Project Request and Acceptance Form. This form would be used by the club to request funds for a particular project. The form would be designed to include space for the Ad-Hoc sub committee to approve or modify the project and assign a project number for tracking. Forms would be available to every club in its *Disaster Relief Manual*.

B. Project Disbursement Form. This form would be used when the club receives funds from the Ad-Hoc sub committee. The form would accompany any check made to the club and would be returned by the club in the form of an expense report. Any excess funds would be returned to the District with this form.

3. **Reporting Requirements.** The Ad-Hoc sub committee treasurer will be charged with managing this accounting system and reporting summary data (at least annually) to the District Committee. The District Committee will compile the data annually and

report to the District Committee at its annual meeting. The Committee member designated to prepare the annual reports should compile the data in a format that will be usable by the District Governor in reporting to Rotary International.

Rotary District 6200
Disaster Relief – Project Request and Acceptance Form

Club Name: _____ Date : _____

Contact: _____ Phone: _____
Day (____) ____ - _____

Address: _____ Eve (____) ____ - _____

City, ST, Zip: _____ Fax (____) ____ - _____

Project Title: _____

Project Scope:

Individuals served: _____ Amount of funds requested: \$ _____

Date Funds Needed: ____/____/____ Disbursement Description: _____

Remainder of form to be completed by District 6200 Disaster Relief Ad-Hoc Sub Committee

Amount Approved: \$ _____ Date: ____/____/____ By: _____

Project # _____ Fund Source: _____

Modifications to the above request:

Description of approved distribution method:

Disbursements:

**Rotary District 6200 Disaster Relief Committee
Available Resources Form**

Club Name _____ **Date** ___/___/___
Phone:
Contact _____ **Day** (____)____-_____
Address _____ **Eve** (____)____-_____
City, ST, Zip _____ **Fax** (____)____-_____
Email _____

Resource Available:

Description:

When Available:

Location and any special transportation requirements:

For more information, contact:

Day (____)____-____ **Eve** (____)____-_____

Below to be completed by District 6200 Disaster Relief Ad-Hoc Sub Committee

Club(s) Contacted	Date	Name
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Disbursements:

Rotary District 6200
Disaster Relief – Project Request and Acceptance Form

Club Name: Rotary Club of Patterson Date : 3/16/1993
Phone: _____
Contact: Sherel Martin Day (318) 828- 4100
Address: 4517 Hwy 182 Eve (504) 395- 2389
City, ST, Zip: Patterson, LA 70392 Fax (318) 828- 4100 x265

Project Title: Council on Aging hurricane assistance

Project Scope:

Assistance to mr. Dean Rollins, 319 Old Hwy 90, Patterson, LA to provide
Services to Mr. Rollins home which includes repairing his roof top. His
Bathroom walls need paneling and 2 bedrooms need to be completely redone
With ceiling tiles. The floors in the bedroom need to be retiled. All
Damages are storm related. St. Mary Parish Council on Aging will do labor.
Client needs assistance purchasing materials.

Individuals served: 1 Amount of funds requested: \$ 1,193.90

Date Funds Needed: 4 / 1 / 1993 Disbursement Description: Check to building supply company for attached estimate

Remainder of form to be completed by District 6200 Disaster Relief Ad-Hoc Sub Committee

Amount Approved: \$ _____ Date: ____/____/____ By: _____

Project # _____ Fund Source: _____

Modifications to the above request:

Description of approved distribution method:

Disbursements:

**Rotary District 6200 Disaster Relief Committee
Project Disbursement Form**

Club Name: Houma-Terrebonne Date: 9 / 4 / 1992
 Project # Un-numbered Amount Approved \$ 2,500 Fund Source District

Date	Description	Deposit	Check #	Amount	Balance
9-14-92	Received Funds	2,500.00			2,500.00
10-08-92	Wendy Tassin (Cath Soc Serv)		1374	350.00	2,150.00
	Assist w/Monthly bills				
10-08-92	Eckerd Drugs (cath soc serv)		1375	145.41	2,004.59
	Prescription for Julia Naquin				
10-14-92	Sleca (Cath Soc Serv)		1376	40.14	1,964.45
	Utilities - Audrey Matherne				
10-14-92	Sleca (Cath Soc Serv)		1377	79.42	1,855.03
	Utilities - Joseph Pierce				
10-14-92	Sleca (Cath Soc Serv)		1378	180.91	1,704.12
	Utilities Russell Mayer				
10-15-92	Sleca (Cath Soc Serv)		1379	243.18	1,460.94
	Utilities Gary Thibodaux				
10-16-92	Bob Watts 7 Sons - Unmet Needs		1383	600.00	860.94
	Leotha Robinson - Home contents				
10-16-92	SVC Mdse (Unmet Needs)		1384	191.21	669.73
	Melody Voisin - Air Filter				
1-02-93	Rouses Grocery (Unmet Needs)		1391	494.16	175.57
	Meals - John Brown Univ. Studen				
3-17-93	Rouses Grocery (Unmet Needs)		1400	12.28	163.29

Instructions for Club Distributions:

Description should include payee, beneficiary and a brief description of unmet needs.
 Include reference for agency or Club member referring the beneficiary.

Complete form, sign and return to the District 6200 Disaster Relief Committee at:

 Name of Ad-Hoc Sub Committee Treasurer

 Address

 City, State, Zip

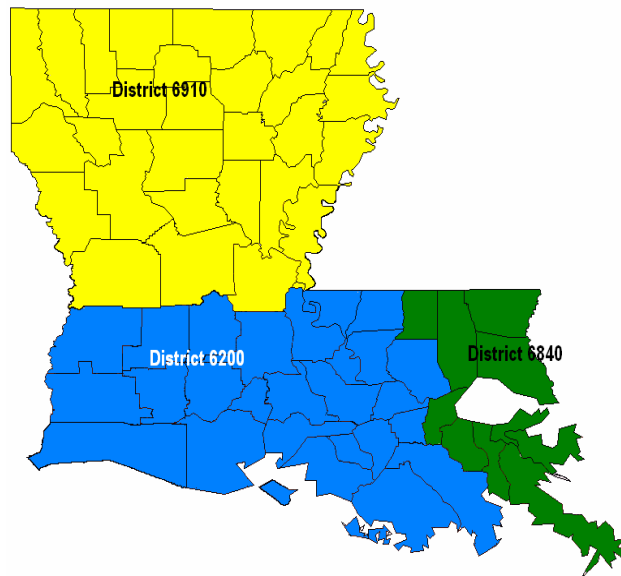
 Daytime Telephone

 Fax

 Email Address

Completed by: _____ Name of Club Treasurer
 Address _____, City _____, State _____ Zip _____
 Daytime Telephone (____) _____ - _____ Evening Telephone (____) _____ - _____

**State of Louisiana
U.S.A
Rotary International District 6200
Map**



■ *District
6200*

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