



Career Discovery Solutions

A Racine Unified School District / Rotary International Partnership

Rotarian Project Coordinator Responsibilities

1. Contact potential host organization for assigned Career Discovery Solutions project.
 - It may be helpful to utilize the CDS Brochure, CDS Presentation by Host Organization Guideline, and CDS Problem Creation Guideline. Refer to CDS website.
 - Provide proposed CDS project dates.
 - Obtain complete contact information for representative of the host organization.
2. Confirm participation of host organization and review project timeline with host contact person.
 - Provide host organization representative with important dates, such as the problem statement should be sent to the teachers no less than three weeks prior to the host opening presentation.
 - Provide host organization representative with the contact information of the teachers for the specific CDS project.
 - Provide teachers for the project with contact information of the host organization representative.
3. Attend each of the three sessions for your CDS project (or find another Rotarian to take your place). These are: opening presentation by host organization representative at the school, visit of student team to host organization site, and presentation by student team of their solution to the problem at the school.
4. Host Opening Presentation at the School: Determine with host organization any A/V or other equipment needed for the presentation at the school. Notify school contact of items requested. Prepare host organization representative for expected range of behavior for middle school students.
5. Visit of Student Team to Host Organization Site: Identify meeting place/time for host organization site. Confirm that both you and teachers know where to go and what to expect. Confirm that teachers have access to reserved transportation vans provided by the school district.
6. Student Team Presentation at the School:
 - Invite the host organization representative to attend and confirm date/time.
 - Request a certificate of appreciation from RUSD Central Office with name of host organization representative filled in.
 - Present the certificate of appreciation to the host organization representative. This can be presented immediately after the student team makes its report.
7. Write a thank you letter and send it with the survey questionnaire to the host organization representative.
8. Forward completed questionnaire from host organization representative to School Steering Committee Chair.