



AUSTRALIAN ROTARY HEALTH RESEARCH FUND

NATIONAL COMMUNITY FORUMS

INSTRUCTIONS/GUIDELINES MANUAL

**We acknowledge the support of the
Commonwealth Department of Health and Aged Care**

1. INTRODUCTION

The Community Forum Instruction Manual is designed to assist Rotary Clubs and Districts to successfully plan and conduct Community Forums in relation to the public awareness issues of mental illness.

The Instruction Manual is issued as a guideline to ensure the consistent delivery of a high standard of community forum.

The various sections deal with all aspects of a community forum. It also lists the resources available from Australian Rotary Health Research Fund, and the part it will play in the successful delivery of the National Community Forum Program.



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3. AUSTRALIAN ROTARY HEALTH RESEARCH FUND – THE BEGINNING

The story of the ARHRF, is an exciting one from its inception to the present time.

It has involved the vision of many dedicated Rotarians who worked hard and tirelessly to see it evolve into the only national community service project for Rotary.

The concept of the Fund was to raise a minimum of \$2 million through Rotary Clubs throughout Australia, to invest these funds and use the interest earned to fund research into all aspects of community health.

In the past the Fund has supported health research in areas of Cot Death, Environmental Health Problems of the Aged, Adolescent Health and Family Health.

As from January 1, 2000, support will go to research into and awareness of Mental Illness issues in Australia. This commitment is planned for five years and will include assistance being given to Rotary Clubs in the planning and conducting of a series of National Community Forums dealing with the public's awareness of mental illness.

4. NATIONAL COMMUNITY FORUM PROJECT

Given the Fund's already stated commitment to research into mental illness, representations were made to the Commonwealth Government and beyondblue for funding to facilitate some financial assistance being given to Rotary Clubs in the planning and conducting of a number of National Community Forums.

ARHRF has now been assured that up to \$1,000 can be made available to every Rotary Club to offset the costs of holding a Forum. Detailed invoices must be produced to receive a reimbursement.

The above initiative was then conceived where it is planned to have volunteering Rotary Clubs conduct a series of community based forums in as many Australian communities as possible. The Community Forums are to be funded and conducted by Rotary Clubs, and will especially deal with the public's awareness of mental illness issues. The aim being to lift the community's awareness, and at the same time dispelling many of the myths and misconceptions surrounding mental illness, and those who are affected by it.

The brief of the planned Community Forums is multi-focussed and is:-

- To help de-stigmatise mental illness
- To bring the community in contact with mental health services/support groups and enable members of the community to develop their own resources
- To stress the importance of early recognition and treatment
- To clear the myths and misunderstandings of mental illness from the facts
- To offer hope and future for consumers and carers and understanding from others
- To form ongoing partnerships between Rotary Clubs and mental health services and support groups

It is hoped that the Community Forums will be conducted in as many communities as is practicable. It is envisaged that they be conducted jointly by Rotary Clubs volunteering to do so, Local Government Authorities, and Local/State Health Services. Assistance, by way of planning, resources and some funding support, will also be available from the Fund.

In addition to the above it is anticipated that wherever possible other Support Groups and Health Care Professionals will be invited to attend and present their personnel and literature. This will have the advantage of promoting these groups to the public so that their services will be used in the future by consumers, carers and other interested parties.

The role of the National Community Forum Coordinator is to support Rotary Club/s wishing to conduct a Community Forum.

The Fund, through the National Community Forum Coordinator, will be available for support and information for Community Forums.

5. HOW TO PLAN A COMMUNITY FORUM

The following section deals with the planning issues necessary for a successful Community Forum.

Why Plan A Community Forum

Each Rotary Club would have a program of planned, funded, community service activities, where the prime aim is to lift the level of Rotary awareness and strengthen the public relations aspects of the work done by Rotary International. Such programs are the lifeblood of Rotary and form an integral part of why Rotary International was formed and continues to thrive.

Recent statistical evidence provided indicates that “mental illness” will form at least four of the top ten most disabling diseases in the next ten year period. In particular “depression” is high on this list. Their detrimental effect on individuals and families is increasing daily.

The Fund’s commitment to research into all forms of mental illness is well documented and is an ongoing commitment over a five year period, 2000-2005.

In addition to the planned research, a community education initiative, where raising the awareness of a mental health issue and promoting early help seeking is considered a significant component of The Fund’s ongoing support. The links to appropriate services must be considered a crucial factor in any education initiative undertaken.

A Rotary Club can fulfil Community Service commitments by conducting a Community Forum.

Who Should Be Involved

When planning for a Community Forum, the following people and organisations should be invited to attend or participate:-

- General Public
 - All local residents
- Rotary
 - Your Rotary Club members and their families
 - District Governors
 - Assistant Governors
 - Neighbouring Rotary Clubs
- Local Government
 - The Mayor
 - Councillors
 - Council Health Services Department
- Mental Health Services
 - Area Health Services
 - Consumer Advisory Group (CAG)
 - Mental Health Coordinating Council (MHCC)
 - Mental Health Departments of Local Hospitals

- Parliamentarians
 - Federal Member
 - State Member

- Support Groups
 - Local GP's, Psychiatrists, Psychologists
 - Association of Relatives and Friends of the Mentally Ill (ARAFMI)
 - Suicide Prevention Association (SPA)
 - The Elderly Suicide Prevention Network
 - Reach Out (ESPN)
 - Mental Health Council of Australia (MHCA)
 - Association of Mental Health
 - National Advisory Council for Suicide Prevention (NACSP)
 - Lifeline
 - Salvation Army
 - National Depression Initiative
 - SANE Australia
 - Home Care Services of NSW
 - Schizophrenia Fellowship
 - GROW
 - MEPC

Please note

Not all groups are listed here, so each Rotary Club organising a Community Forum, will need to add other groups to the invitation list if necessary.

Local Government

Wherever possible, the Mayor of the hosting Council/Shire is to be invited to formally open the community forum. Other Councilors representing the local Wards should also be invited.

Close liaison with the Local Council/Shire is essential for two reasons:-

- i) The Council Health Services Department is a source of pertinent information regarding community resources and a contact for support groups.
- ii) Councils/Shires are good sources of a suitable venue to stage the community forum, and will often offer these venues free of charge.

Mental Health Services

An important part of the Fund's requirements in obtaining the Commonwealth Government funding grants was the requirement that protocols are in place to ensure that, the State and Territory Mental Health Services, General Practitioners, and the Local Health Services, be fully integrated into the process of conducting a community forum.

This important requirement ensures that the community has the necessary supports and resources to meet any community development initiatives that may arise from conducting a community forum.

The Fund will assist in providing quality keynote speakers, and supply relevant literature for the community forum.

Parliamentarians

Wherever possible the sitting Federal and State Members of Parliament are to be invited to attend as a matter of courtesy. The Federal Member is, at all times, to be given priority, as the community forum program is a Commonwealth Government sponsored program, and any positive feedback from these Members is important to our ongoing relationship with the Commonwealth Government Health Department.

It is not envisaged that they would be asked to address the gathering as a matter of course, unless circumstances warranted, namely, a special occasion warranting the Federal or State Member address the gathering, or that the Mayor was unavailable at the time.

Support Groups

The Support Groups are important to the process as we strive to educate the community on the support services available to them should they be needed.

The Community Forum Agenda, does not allow for any of the Support Groups to address the forum. However, an integral part of the success of the community forums is to have these groups represented and brought to the attention of the community.

Accordingly, and wherever possible they are to be invited to attend all planned community forums, and to promote their organisation by way of:-

- i) A manned area where advice can be sought and given
- ii) Placement of their literature with any literature handed out, and its further availability at their manned area.

The number of Support Groups invited will be dependent on the space available. This decision will be left to the organising Rotary Club/s.

It should be noted however, that wherever practicable, as many Support Groups as possible should be accommodated. However, there will be occasions when it will not be physically possible to place them all. **A great deal of TACT will be required for these instances.**

Sample invitation letters

(PRINT ON ROTARY CLUB LETTERHEAD)

Date

The Right Worshipful
the Lord Mayor of
Councillor.....
.....Council
.....

Dear Lord Mayor

The Rotary Club of, in conjunction with the Australian Rotary Health Research Fund will host a public information forum to discuss Mental Illness and Depression.

We would be honoured if you could attend and open the forum.

Over the next 5 years ARHRF has pledged \$1million per year into research and an awareness program on mental illness issues. The awareness program will be accomplished by having Rotary Clubs around Australia organise a number of Community Forums, their aim

- To help de-stigmatise mental illness and depression
- To bring the community in contact with mental health services/support groups and enable members of the community to develop their own resources
- To stress the importance of early recognition and treatment
- To clear the myths and misunderstandings of mental illness from the facts
- To offer hope and future for consumers and carers and understanding from others
- To form ongoing partnerships between Rotary Clubs and mental health services and support groups

The forum is scheduled for 2001, and will be held at thecommencing atpm (door open atpm) and concluding at approximatelypm. Entry is free and tea and coffee will be available.

The format of the forum will be short addresses by three keynote speakers, a Clinician, a Consumer and a Carer who will discuss, in lay terms, mental illness and depression. The keynote speakers will be followed by an open forum discussion where attendees can ask the panel questions.

We are fortunate to haveas one of the speakers.. The MC will be

We would be delighted if you could join us on this occasion. Could you please contact, on with your response.

Yours faithfully,

.....
President

Sample invitation letters

(PRINT ON ROTARY CLUB LETTERHEAD)

Date

TO: ROTARY VIP'S - DISTRICT GOVERNOR, GOVERNOR ELECT, NOMINEE, ARHRF DISTRICT CHAIRMAN AND COMMITTEE MEMBERS, ARHRF DIRECTORS ETC.

Dear.....

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Kind regards

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President

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TO: LOCAL POLITICIANS AND COUNCILLORS

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Yours faithfully,

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President

Sample invitation letters

(PRINT ON ROTARY CLUB LETTERHEAD)

Date

TO: LOCAL ROTARY AND PROBUS CLUBS

Dear.....

The Rotary Club of, in conjunction with the Australian Rotary Health Research Fund will host a public forum to discuss Mental Illness and Depression. Members of your Club are invited to attend, hear interesting speakers and have the opportunity to learn more about mental illness and problems associated with mental illness. This is a vital area of health, which affects one in five Australians.

By way of background the Australian Rotary Health Research Fund, ARHRF has for the past 20 years been committed to raising funds for research into a range of community health concerns. In the past they have allocated research grants for, Sudden Infant Death Syndrome, Environmental Health Problems of the Aged, Adolescent Health, Family Health and Ross River Fever.

Their current area of research is into mental illness. Over the next 5 years ARHRF has pledged \$1million per year into research and an awareness program on mental illness issues.

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The keynote speakers will be followed by an open forum discussion where attendees can ask the panel questions.

We are fortunate to haveas one of the speakers. The MC will be

During refreshments there will be opportunity to mix with host Rotarians, the presenters and representatives from local support and carer groups.

Thank you once again and please do not hesitate to call on
..... should you have any questions or require clarification of any points raised.
We would love to see your members and their friends and associates in attendance for this information evening.

Kind regards

.....
President

Sample invitation letters

(PRINT ON ROTARY CLUB LETTERHEAD)

Date

TO: SUPPORT/SERVICES GROUPS EG. ARAFMI, SCHIZOPHRENIA GROUPS, THE LOCAL MENTAL HEALTH SERVICE (GOVERNMENT ORGANISATION)

Dear.....

The Rotary Club of, in conjunction with the Australian Rotary Health Research Fund will host a public information forum to discuss Mental Illness and Depression.

Your association is invited to attend and set up a stall and be available to answer questions and speak to members of the public about mental illness and the help and support available. If you do not choose to set up an information stall, you are very much welcome to attend as part of the audience.

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The keynote speakers will be followed by an open forum discussion where attendees can ask the panel questions.

We are fortunate to have as one of the speakers. The MC will be

During refreshments there will be opportunity to mix with host Rotarians, the presenters and representatives from other local support and carer groups as well as the general public.

Thank you once again and please do not hesitate to call should you have any questions or require clarification of any points raised. We would love to see you, your friends and associates in attendance for this information evening.

For further information or to confirm your requirement of a stall, please phone theon

I am attaching some brochures on the forum which we ask you to distribute if possible.

Kind regards

.....
President

Sample invitation letters

(PRINT ON ROTARY CLUB LETTERHEAD)

Date

To: Local Doctors - particular GPs, psychiatrists, psychologists

Dear.....

The Rotary Club of, in conjunction with the Australian Rotary Health Research Fund will host a public information forum to discuss Mental Illness and Depression.

I am attaching two posters on the forum and some brochures and we would be grateful if you could distribute the brochures and advertise the forum in as many areas as possible.

By way of background the Australian Rotary Health Research Fund, (ARHRF) has for the past 20 years been committed to raising funds for research into a range of community health concerns. In the past they have allocated research grants for, Sudden Infant Death Syndrome, Environmental Health Problems of the Aged, Adolescent Health, Family Health and Ross River Fever.

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During refreshments there will be opportunity to mix with host Rotarians, the presenters and representatives from local support and carer groups as well as the general public.

Thank you once again and please do not hesitate to call us should you have any questions or require clarification of any points raised. We would love to see you, your clients, patients and friends and associates in attendance for this information evening.

For further information please phone on

Kind regards

.....
President

Sample invitation letters

(PRINT ON ROTARY CLUB LETTERHEAD)

Date

**TO: General Groups eg Libraries, Schools, Pharmacies, Medical Centres, etc
etc.....**

.....
.....
.....

Dear,

The Rotary Club of, in conjunction with the Australian Rotary Health Research Fund will host a public information forum to discuss Mental Illness and Depression.

I am attaching a poster on the forum and some brochures and we would be grateful if you could distribute the brochures and advertise the forum in as many areas as possible.

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For further information please phone on

Kind regards

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President

Venue/Equipment Requirements

The following section deals with the suggested guidelines regarding:-

- i) Venue Requirements/Specifications
- ii) Equipment Requirements
- iii) Refreshments

These are designed to be guidelines only, and Rotary Clubs/Districts are to exercise their own initiative in varying any of the details.

Venue Requirements/Specifications

The following standards are recommended as a minimum to be sought to ensure that the image of The Fund and Rotary are maintained:-

- Selected venues should always be central to the area, zone, district where the community forum is being hosted
- Venues should have an ante room where displays and Support Groups can be situated This area should/can also cater for the refreshments served before and after the forum
- The stage area should be large enough to accommodate the following:-
 - ◆ Lectern
 - ◆ Seating to accommodate 3 keynote speakers, MC and additional Panel Members if required
- Should have ample, or easily accessible, parking facilities available
- The seating capacity should be sufficient to comfortably accommodate the anticipated audience, and have wheel chair access. Beware of over crowding and the comfort of attendees

Equipment Requirements

The following equipment requirements are considered to be **the minimum requirements necessary**.

- Full sound set up, including:-
 - ◆ Clear audio reception in the entire venue
 - ◆ Lectern microphone (standing)
 - ◆ Panel microphones (sitting at table)
 - ◆ Roving microphones (2 for the floor for Attendees to speak)
 - ◆ VCR player and screen
- Stage seating to accommodate all of the intended official party
- Lectern (A suitable ARHRF/Rotary Club banner should be placed on the lectern)
- Banners (Large)/Rotary Wheels, where available, to be placed on the stage area and around the venue
- Self adhesive name tags and pentel pen to write Attendees names for use during the refreshment period when they meet the Forum Speakers/Panel Members

Refreshments

It is essential that the Attendees be made welcome on arrival, and have the opportunity to meet with the Forum Speakers and Panel Members at the conclusion of the community forum.

Refreshments such as:

- Tea
- Coffee
- Fruit Juice/Water
- Biscuits
- Water Jug/Glasses for Keynote Speakers table

Should be provided on all occasions.

Some venues will have the necessary facilities to provide for refreshments, while others will not, and the hosting Rotary Club/s will need to supply everything.

Assistance with catering can be sought from other service clubs eg. Inner Wheel.

Advertising Requirements

Planned community forums should always include a strong advertising strategy.

A copy of the advertisement for local newspapers follows. Please fill in your own details. The ARHRF suggests that this advertisement be placed at least once in your local newspaper to a maximum cost of \$500.00. The advertisement should be at least three columns wide by 1400mm deep. Also it is suggested that you seek to have editorial space for each advertisement purchased. As a matter of course always seek placement of the material in the “Community Notices” section initially, as this is generally cost free.

Advertising can take any of the following categories, or, as is recommended, a combination of all of them:-

- a) Brochure
- b) Poster
- c) Media

- ◆ Community Radio
- ◆ Community Newspapers
- ◆ Television

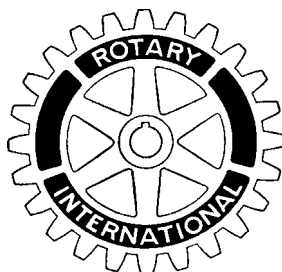
Community Forum advertising should be a combination of methods, with media advertising directed at local community radio and newspapers.

Ideally, advertising should commence three weeks prior to the community forum date. This will allow for the greatest impact on and retention of the information by potential attendees. Anything issued prior to this period is generally forgotten or simply thrown away.

COMMUNITY FORUM
to discuss
MENTAL ILLNESS
Including
DEPRESSION

To help de-stigmatise mental illness
& depression—to create awareness

Brighton High School
Tuesday 24th
6.30 pm. until 9.00 p.m.



You are invited to attend this Community Forum conducted by your local Rotary Club and the Rotary Health Research Fund.

YOU & YOUR FAMILY ARE MOST WELCOME
- Admission Free -

Brochure & Poster

A brochure and a poster have been produced and are on the next pages.

Both have been designed on a “generic” basis. The message is common, but allows for simple “over-print” format to allow printing of the Time/Date/Venue/Organising Rotary Club/s details.

Each has been produced in two colours to keep the costs down. They have been designed in this manner to facilitate the “overprinting” to be completed on any computer system using a standard inkjet or bubble jet printer, or photocopier. This way the organising Rotary Club/s can produce the amended document without the need for formal printing.

Distribution of Brochure

The design facilitates easy distribution by any of the following methods:

- Letter box drop
- Business counter placement
- Mail out with other material

They will be delivered to Rotary Clubs “flat” for ease of overprinting, photocopying and folding prior to dispatch.

Distribution of Poster

The poster is designed for placement in the following locations:

- Community Shopping Centre Notice Boards
- Centrelink Offices (Many Carers/Consumers are in receipt of regular pensions/payments)
- Local GP’s Waiting Rooms
- Pharmacy Windows
- Local Council Library Notice Boards
- Hospital Waiting Rooms/Administration/Reception Offices
- Community Newspaper Office Notice Boards and Windows
- Local Laundromat Notice Boards and Windows
- Offices of any Research Projects funded by ARHRF

These are a few suggestions as to placement sites for the posters. Rotary Clubs will have many more “local” sites they can suggest.

Media

It has been previously stated that all planned community forums require a strong advertising strategy. The previous section dealt with those elements that can be directly controlled by the organising Rotary Club/s, namely brochures and posters.

Media advertising is somewhat more difficult as you need to deal with professional journalists and Editors who have strictly controlled time constraints to meet.

It must be borne in mind that the printing, of even a local community newspaper, takes some 3 to 4 weeks “lead in” time to plan and print. Accordingly, any strategy planned by Rotary Clubs must be more than ready to meet these imposed time constraints.

All “copy”, namely, any advertisement, public notice, or editorial, must be presented to the media outlet in a completed form, and more importantly, in the format manner prescribed by them, layout, type font etc., and what date publication they are required to be placed.

A suggested pro forma “Media Release” header follows to help facilitate the delivery of material to the local newspaper outlet.

Wherever possible all advertising etc. is to be requested for placement in the Community Notice Section. These are usually placed free of charge, and are normally looked at by a majority of the people receiving the newspaper. However, if this option is not available then Rotary Clubs should be prepared to have to pay for any placements in other parts of the newspaper. A paid “Editorial” is often better value and option than a paid column sized advertisement.

COMMUNITY FORUM ADVERTISING/ARTICLES/COMMUNITY NOTICES CLUB SAMPLES

It cannot be over emphasised that all planned community forums require a strong advertising strategy. Rotary Club/s should therefore attend to this as early as possible.

The following samples are to give Clubs conducting a Community Forum some insight into material used by Clubs who have already conducted successful community forums. This will allow them to develop their own strategy and put it in place. Simply use the text by changing the important points to “localise” the message.

Clubs are reminded that it is strongly recommended that advertising be placed with “Local” newspaper outlets where possible thereby maximising the reaching of a greater number of potential attendees, whilst at the same time capitalising on, and exploiting the Fund’s and Rotary’s local support advantage.

Ideally, any advertising should commence some three weeks prior to the community forum date. This will allow for the greatest impact on and retention of the information by potential attendees. Anything issued prior to this period is generally forgotten or simply thrown away.

All “copy”, namely, any advertisement, public notice, or editorial, must be presented to the media outlet in a completed form, and more importantly, in the format manner prescribed by them, layout, type font etc, and what date publication they are required to be placed.

It is important to sit down with the Editor of the newspaper concerned and negotiate a deal that is best for the Rotary sponsored event and the newspaper. Never down play the appeal of Rotary in the community. Most newspaper institutions will look favourably on any suggestions made, given the role of Rotary in their community.

Forum Kit

In addition to the other manners of advertising previously mentioned, it is also proposed to supply each Attendee with a Forum Kit. These will be provided free of charge by the ARHRF.

The kit is a simple printed cover sleeve and is included to also improve the professional image of the community forum. It is to be placed on each seat and is to contain the following material: -

- ARHRF Brochures/Literature
 - Finding A Way Through
 - Memorial Gift Envelope
 - Friend of the Fund Brochure
 - What is Mental Illness Brochure (Showing history of The Fund)

- Rotary International Brochures /Literature
 - What is Rotary
 - Organising Rotary Club Brochure

- beyondblue
 - Information leaflets from beyondblue, as supplied by ARHRF

Other relevant material can also be placed in the kits, however, the principal information brochures will be supplied to the organising Rotary Club/s by the Fund before the forum.

Suggested Forum Program

It is important to have an agenda in place. This is especially important for the community forums where the general public's time and interest are being sought.

A number of critical factors are therefore raised in this section: -

- i) Forum Timing
- ii) Forum Speakers – Number/Quality
- iii) Selection of Master of Ceremonies

These factors are important as we strive to present a consistent and professional standard of community forum throughout Australia.

Forum Timing

For maximum impact on the public and to ensure a professional image **All Community Forums must START/FINISH at the planned times.**

Past experience has indicated that successfully attended community forums commenced at approximately 6:30pm for 7:00pm and concluded at 9:00pm, followed by refreshments.

The post meeting “Refreshments” can then be a personal choice of the attendee. If they are pressed for time, then they can leave. If they enjoyed the program, and are interested in meeting the Keynote Speakers then they can stay on.

Should the community forum look like running overtime, the MC is to make an announcement of that fact, and state that those wishing to leave can do so. This is a common courtesy and is essential in a well planned event.

A Suggested Community Forum Program is shown in the Appendices Section. The organising Rotary Club/s can amend the program to suit local circumstances.

Important points to remember are: -

- Always Start/Finish on time
- Ensure that the Forum Speakers are aware of their own time allowance, and the importance of adhering to that time
- Ensure that the MC closely monitors the time allowed each Forum Speaker, and the flow of the program

Forum Speakers – Number/Quality

It cannot be overemphasised that one of the critically important aspects of any community forums planned is to show both the Fund and Rotary in the best possible manner.

We should always be mindful of the PR implications of a good, as well as a badly planned and executed community forum.

Accordingly, the quality of any Keynote Speaker must be of the highest calibre.

The most successful community forums to date have had a maximum of three Keynote Speakers. These have been a Carer, a Consumer and a Clinician.

Others to speak should be limited to: -

- A representative of the organising Rotary Club/s, usually the Club President
- A representative of the Local Council, usually the Mayor
- A representative of the Area Health service, if decided by the Rotary Club.

This is not a Rotary Club function. Keep Rotary speeds to an absolute minimum.

The Federal and State Parliamentarians can be substituted for the Mayor, if the Mayor is unavailable.

It is **Absolutely Imperative** that the Keynote Speakers are experienced public speakers, or if they are new, have sound presentation skills. Any deviation from this standard can and will affect the public’s perception of the community forum conducted.

The Fund can provide a selection of keynote speakers if required. However, Rotary Clubs can use speakers from their local community if these speakers meet the necessary criteria.

Selection of Master of Ceremonies

It can be readily seen that given the importance placed on timeliness and professionalism, the selection of the Master of Ceremonies (MC) can be a critical factor in the success of the community forum.

The person selected to fill the role should exhibit as many of the characteristics shown on the following sample Selection Criteria List as possible: -

- High profile local/other identity (Radio/TV personality etc.)
- Proven history for MC of past large events
- Excellent public speaking record/reputation
- Good clear diction/staging voice
- Unafraid to exercise the necessary control when required

It is imperative that the selected MC is of the same calibre as the Keynote Speakers.

6. RESOURCES AVAILABLE FROM THE FUND

The following list indicates a few of the resources that are available from the ARHRF office, located 3rd Floor, RDU House, 43 Hunter Street Parramatta NSW 2150: -

- ARHRF Banner (Large)
- ARHRF Banner (Lectern)
- Community Forum Brochure (Advising details of the planned community forum)
- Community Forum Poster (Advising details of the planned community forum)
- ARHRF Poster – Large (General)

These items are in addition to those outlined in Section 5, How To Plan A Forum, Advertising Requirements, Forum Kit.

- Consultation during the initial planning stages by the National Community Forum Co-ordinator and ARHRF District personnel
- Quality Keynote Speakers from The Fund's Forum Speaker List

Suggested Community Forum Agenda

6:30 pm	Arrival Refreshments/Fellowship	
7:00 pm	Call to Order Outline of Program Introduction of Support Groups Introduction of Rotary Club President	MC
7:05 pm	Welcome Remarks/Introduction Of Forum Speakers Introduction of Mayor/Other Dignitary	Rotary Club President
7:10 pm	Opening Remarks	Mayor/Other Dignitary
7:15 pm	Introduction of Speaker No.1	MC
7:16 pm	Forum Speaker No.1	Forum Speaker
7:30 pm	Introduction of Speaker No.2	MC
7:31 pm	Forum Speaker No.1	Forum Speaker
7.45 pm	Introduction of Speaker No.3	MC
7.46 pm	Forum Speaker No.3	Forum Speaker
8:00 pm	Open Forum	MC/Forum Panel
8:45 pm	Closing Remarks	Rotary Club President
8.50 pm	Refreshments	

Time Table of Events

The following Time Table of Events is designed to assist Rotary Clubs in organising a Community Forum.

The time table is based on a three months, 12 weeks, advance lead-time. This may vary according to circumstances but 3 months is recommended.

12 Weeks

- Advise National Community Forum Coordinator of intention to conduct community forum (Request copy of Instruction/Guideline Manual to be forwarded)
- Call initial planning meeting of organising committee (This can be a single, or a number of Rotary Clubs. Ensure equal representation if more than one Rotary Club involved. Keep the committee to a good working level, say no more than 6 members. Where practical invite National Community Forum Coordinator or ARHRF Director, Regional Coordinator or District Chairman to attend initial planning meeting)
- Prepare Community Forum Budget
- Actively seek sponsorship for the community forum, if this is decided upon
- Decide on date to conduct community forum
- Decide on venue to conduct community forum (Make a personal visit to view venue)
- Arrange/confirm Keynote Speakers, Carer, Consumer, Clinician (ARHRF can help arrange quality speakers if required)
- Arrange/confirm dignitaries to be invited, District Governor, Assistant District Governor, Mayor, Parliamentarians etc.
- Decide on MC
- Contact Support Groups to request their representation
- Request material to be supplied from ARHRF (Advertising Brochures/Posters/Forum Kits numbers required and what literature requirements, Banners required, lectern/other)

6 Weeks

- Confirm venue arrangements and equipment requirements
- Contact Keynote Speakers to advise details of their involvement, locale, start time, travel arrangements, if necessary, time allocated for them to speak, format of the forum, open session, refreshments etc.
- Contact Local Newspaper/Radio outlets to inform them of your intention to conduct a community forum and seek their advice on any advertising requirements you may have to meet
- Confirm Support Groups participation and seek copies of any literature they would like placed in the Forum Kit
- Have Rotary Club/s organising committee members personally address community family groups, neighbouring Rotary Clubs, not involved to seek their attendance (This task is to be spread over the period 6 Weeks before to the week before the community forum scheduled date)
- Commence over-print of Brochures and Posters supplied by ARHRF

3 Weeks

- Commence mail out, placement of Brochures and Poster advertising community forum
- Commence placement of Newspaper/Radio advertising or articles
- Display ARHRF/Rotary Club banner at the venue (Ensure that it is in a position where it cannot be vandalised but can be viewed by the public)
- Continue personal visits to community groups
- Commence weekly meetings of the organising committee to ensure that all is in readiness for the scheduled date

Questionnaire for Forum Participants

AUSTRALIAN ROTARY HEALTH RESEARCH FUND MENTAL ILLNESS FORUM

Rotary Club of Date of Forum

Please take this opportunity to let us know of any suggestions you may have for future forums.

1. On a scale of 1 to 5 (5 being the most, 1 being the least), please rate the following:

a) Your understanding of Mental Illness after attending the forum

1 2 3 4 5

b) Your awareness of what can be done to reduce stigma of mental illness

1 2 3 4 5

c) Were the speakers easily understood and interesting? (please tick)

Consumer Yes No

Carer Yes No

Clinician Yes No

Comments: _____

2. How did you find out about the forum? (please tick)

Poster Newspaper Invitation or flyer Health Professional

Other (please specify) _____

3. Do you have any suggestions to improve the forum?

Comments: _____

4. What is your interest in mental health? (tick as many as appropriate)

Employer Carer

Employee Health Professional

Consumer Other _____

5. If you are a consumer or carer, do you belong to a support group?

Yes No

Name of Group _____

Thank you for participating in today's forum and for providing this feedback.

Please hand this form back in on your departure or post to:

**ARHRF,
PO Box 779, Parramatta, NSW, 2124**

Questionnaire for Forum Organisers

**AUSTRALIAN ROTARY HEALTH RESEARCH FUND
MENTAL ILLNESS FORUM**

Evaluation by Forum Organisers

Rotary Club of Date of Forum

1. Overall, how satisfied were you with the Forum? (please circle)

Very Satisfied Satisfied Dissatisfied Very Dissatisfied

Comments: _____

2. Approximately how many people attended the forum? _____ Location: _____

3. Did people from the following groups participate in the forum? (please tick)

- Aboriginal or Torres Strait Islander peoples
- People from non-English speaking background
- People from rural and remote communities

4. How effective do you think the forum was in:

Raising awareness of mental health issues in the community (please circle)

Excellent Good Satisfactory Poor Very poor

Establishing or strengthening partnerships between mental health/community groups (please circle)

Excellent Good Satisfactory Poor Very poor

Comments: _____

5. Please rate the support you received from the Australian Rotary Health Research Fund (please circle)

Organising the forum Excellent Good Satisfactory Poor Very poor

Promoting the forum Excellent Good Satisfactory Poor Very poor

Promotional materials Excellent Good Satisfactory Poor Very poor

Developing partnerships Excellent Good Satisfactory Poor Very poor

Comments: _____

6. Please rate the quality of the main speakers (please circle)

Consumer	Excellent	Good	Satisfactory	Poor	Very poor
Carer	Excellent	Good	Satisfactory	Poor	Very poor
Clinician	Excellent	Good	Satisfactory	Poor	Very poor

Comments: _____

7. Did your Club receive any financial support or support in kind for the Forum? (please provide details)

8. Was there media coverage for the forum in your local area? (Please supply copies) YES NO

If so, what type?

- Newspaper Magazine/Journal
 Radio Other (please specify) _____
 TV

9. Do you have any suggestions for the ARHRF for future forums?

Name of your Rotary Club _____

Thank you for completing this questionnaire.

Please send the completed questionnaire to:

ARHRF
PO Box 779
Parramatta, NSW, 2124
Fax: 02 9635 5042

FORUM CHECK LIST

The Check List has been designed to assist your planning.

The Check List is to be completed **1 WEEK PRIOR TO YOUR FORUM DATE** and forwarded/faxed to:

ARHRF,
PO Box 779, Parramatta, NSW, 2124
F: (02) 9635 5042

CHECK LIST

Completed Please tick	Item
<input type="checkbox"/>	Planning Meeting (then meet at least every fortnight, then weekly, 3 weeks from Forum date)
<input type="checkbox"/>	Confirm Date/Venue/Equipment
<input type="checkbox"/>	Confirm Keynote Speakers/MC
<input type="checkbox"/>	Draft Newspaper Advertisements/Articles/Notices
<input type="checkbox"/>	Contact Editor
<input type="checkbox"/>	Confirm Placement of Newspaper material
<input type="checkbox"/>	Order Manual from ARHRF (Initial Planning Meeting)
<input type="checkbox"/>	Order Forum Kits from ARHRF
<input type="checkbox"/>	Send Invitations (Commence 4 weeks from Forum date)
<input type="checkbox"/>	Overprint Brochure/Posters
<input type="checkbox"/>	Distribute Brochure/Posters (Commence 2 weeks from Forum date)
<input type="checkbox"/>	Arrange ARHRF/Club Banners/Rotary signage