

How to Run Multi-Club Events



- Blanding
- Bountiful
- Cedar City
- Centerville
- Dixie Sunrise
- Logan
- Moab
- Monticello
- Mt. Timpanogos
- Murray
- Richfield
- Saint George
- Salt Lake City
- Tooele
- Utah eClub
- West Jordan



Multi-Club Events

Seven simple steps for organizing District 5420's project in **HALCHITA**: Establish trust among tribal leaders ~ Visit the project site to determine what needs to be done ~ Recruit a strong multi-club committee and volunteers (more than needed) with the necessary skills and dedicated-to-the-cause ~ Promote the project in every possible way as a "service above self" event ... then **SHOW UP, WORK HARD, MAKE FRIENDS ... and MEMORIES!!!**

200 beneficiaries + 80 volunteers + 4 days + \$17,000 + good food + amazing scenery = Halchita Community Center



The “Before” of the Halchita Community Center

The San Juan Foundation identified the project, then we coordinated with the Navajo Nation’s Ojado Chapter and the Halchita community. Finding skilled volunteers and developing funding sources were our next big challenges.



Donations Came From Everywhere in District 5420

Thousands of books, pounds of Halloween candy, new kitchen and library cabinets and other materials and supplies were gifted from Rotarians, neighbors and friends in support of Halchita's 200 residents in Utah's most remote southeast corner.



Halchita Community Center Project

To pull off a project of this magnitude you must have the following:

- Great Leadership and organization skills.
- Dedicated crew members who are willing to do what is necessary to make the project successful.
- Skilled people in the critical areas of the project.
- Support people who are willing to work at whatever is required.

This project was to remodel an empty building into a community center for the 250 residents of the community of Halchita, Utah. This village is located on the northern border of the Navajo Indian Reservation so consultations leading to agreements with the tribal leaders was critical. Once this goal was achieved, we planned the work effort with representatives from the following clubs:

- Blanding
- Bountiful
- Cedar City
- Centerville-Farmington
- Dixie Sunrise
- Logan
- Moab
- Monticello
- Murray
- Mt. Timpanogos
- Richfield
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We held monthly planning meetings early in the process, then with two months until we were scheduled to be in Halchita we held weekly meetings on Zoom to make sure we had all the details of the project determined and volunteers who had signed up to help were assigned to a phase of the work. This was important so that when we got to the first day of the project, most volunteers already knew what they would be doing and who was their leader.

Skilled Workers to address the multiple issues with the building project such as:

- Electrical – We found an electrician who was the brother of a Rotary member who was a former owner of an electrical supply store and was himself a licensed electrician. He took a few of his former crew to the building and installed the LED lighting throughout the building.
- Cabinets and Bookshelves – We contacted a member of the Cedar City Club who owned a cabinet shop, and he designed the cabinets and bookshelves. He also worked with the material suppliers to donate the material for both the cabinets and bookshelves. This person brought his trailer with all his equipment needed to assemble the cabinets and bookshelves.
- Plumbing – we had several Rotarians from different clubs experienced in plumbing to hook up sinks and toilets.
- Painting - we had a professional painter who spray painted the entire outside of the building and assisted in directing the unskilled workers in other areas of the building. He brought his equipment with him.
- Water System – The interior water system required replacement of all the lines. This required a lot of work to get to the locations where the lines run through the ceiling of the building. The two men who worked on this were skilled workers who had done similar work in other locations.

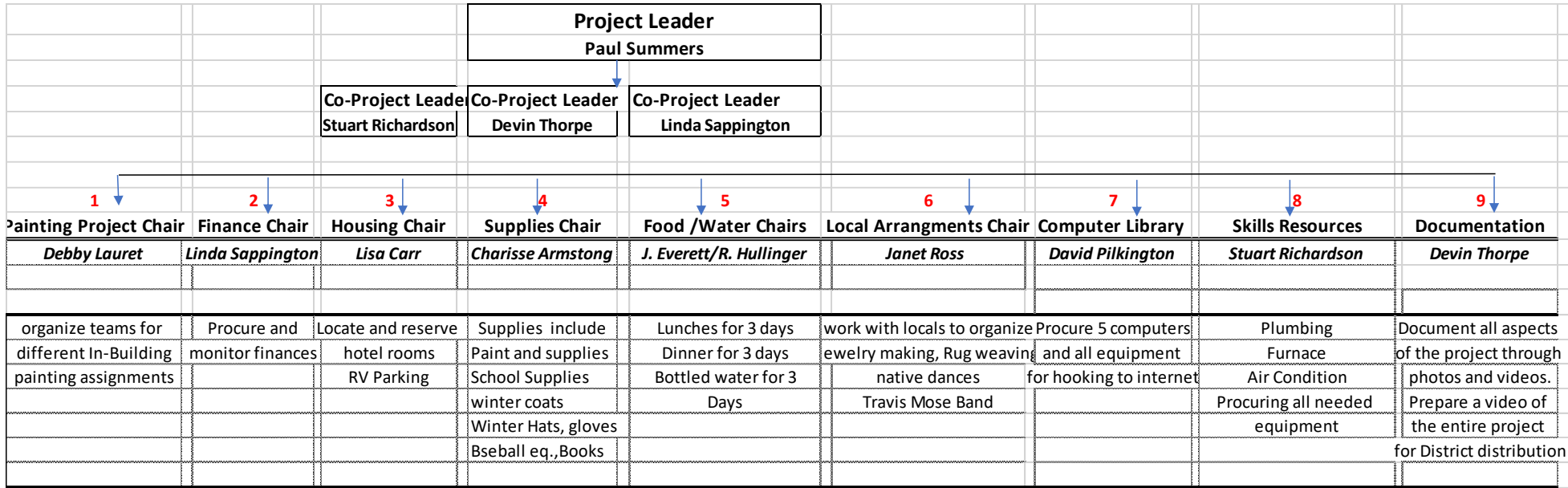
Support workers:

- The majority of volunteers were in the support category. They adapted to whatever assignment they were given such as painting, ceiling tile placement, building a baseball dugout, landscaping, and supporting the skilled workers.
- In addition, we had a food crew of 10 people who set up the kitchen equipment, coverings, tables and chairs and cooked three excellent meals per day.

Project Management:

- A project organization chart was prepared with tasks and people shown.
- A project phasing chart showing the sequences of the different phases of the work.
- A budget worksheet showing the different cost centers and associated budget.

Organization Chart



Notes:

1. Talk to Lisa about finding organizations who could fund purchase of computers and accessories
2. Find out who in our Rotary District has computer knowledge to hook up everything and make it work
3. Determine from Ronnie Benally who will be responsible for maintaing and upkeep on computer library
4. Determine how to train Ronnie or someone in Halchita how to maintain the software and hardward computers

Next Pages – Work Project Schedule and Budget

Location	Work Item	Date Start	Time Start	Time Complete	Leader	Crew	27-Oct	28-Oct	29-Oct	30-Oct
Kitchen	Remove Cabinets	27-Oct	9:00 AM	10:00 AM						
Kitchen	Remove Old Stove	27-Oct	Noon							
Kitchen	Paint	28-Oct	9:00 AM	Noon						
Kitchen	Install new cabinets	29-Oct	9:00 AM	2:00 PM	Cozzins	People from Cedar City Club				
Restrooms	Remove Toilets Boys & Girl	28-Oct	8:00 AM	10:00 AM	Stuart	Ryan Herath & Son, Steve Sady				
Restrooms	Remove sinks Boys & Girls	28-Oct	8:00 AM	10:00 AM	Stuart	Ryan Herath & Son, Steve Sady				
Restrooms	Scrape Floors in Both**	28-Oct	10:30 AM	11:00 PM	Stuart	Ryan Herath & Son, Steve Sady				
Restrooms	Clean floors for tile	28-Oct	11:30 AM	2:00 PM	Charisse					
Restrooms	Tile boys	28-Oct	2:30 PM	5:00 PM	Charisse					
Restrooms	Tile girls	28-Oct	2:30 PM	5:00 PM	Charisse					
Restrooms	Install new toilets Boys & Girls	29-Oct	8:00 AM	10:00 AM	Stuart					
Restrooms	Install sinks Boys	29-Oct	10:00 AM	2:00 PM	Stuart					
Restrooms	Install Sinks Girls	29-Oct	10:00 AM	2:00 PM	Stuart					
Restrooms	Paint Boys	29-Oct	2:30 PM	5:00 PM	Charisse					
Restrooms	Paint girls	29-Oct	2:30 PM	5:00 PM	Charisse					
Hall	Clean & make ready	29-Oct	11:30 AM	3:00 PM	Charisse					
Hall	for Painting									
Hall	Paint Hall	29-Oct	3:30 PM	5:00 PM	Charisse					
Hall	Install tile	30-Oct	8:00 AM	10:00 AM	Charisse					
Library	Clean for painting	28-Oct	8:00 AM	10:00 AM	Debby					
Library	Paint library	28-Oct	10:30 AM	12:00 PM	Debby					
Library	Install Shelves	29-Oct	2:30 PM	4:00 PM	Debby					
Library	Move Books into Library	30-Oct	8:00 AM	12:00 PM	Debby					
Ceiling Tiles	Restrooms, Hall, Lib, CR	30-Oct	11:00 AM	2:00 PM	Stuart					
	** Scrape floors if necessary									
Computer RM	Clean & ready for paint	28-Oct	1:00 PM	2:00 PM	David Pilkington					
Computer RM	Paint	28-Oct	2:15 PM	4:00 PM	David Pilkington					
Computer RM	Move desks into the room	29-Oct	8:00 AM	9:00 AM	David Pilkington					

Budget Items	Budget Amt	Expended	Remaining
Total Budget	\$25,000.00		
Plumbing, hardware, etc.	\$3,000.00		
Food			
Groceries	\$3,500.00		
Bottled Water	\$500.00		
Subtotal	\$4,000.00		
Electric			
Bob May Leader	\$3,000.00		
Subtotal	\$3,000.00		
Ceiling tiles			
Box of 10 @ \$50 ea	\$850.00		
Subtotal	\$850.00		
Paint			
Interior	\$1,500.00		
Exterior	\$1,500.00		
Murals	\$500.00		
Rollers, brushes, Etc.	\$500.00		
Floor Tiles	\$500.00		
Subtotal	\$4,500.00		
Air conditioners			
Filters	\$200.00		
Motors	\$500.00		
Subtotal	\$700.00		
Furnace			
Filters	\$500.00		
Repairs	\$1,000.00		
Subtotal	\$1,500.00		
Kitchen Cabinets			
Building cabinets	\$1,300.00		
Sub Total	\$1,300.00		
Misc Items			
Ball Bats, balls, bases	\$300.00		
Landfill for garbage	\$100.00		
Fire Ext & Smoke Alarms	\$300.00		
Port Potties	\$275.00		
Trunk or Treat supplies	\$300.00		
Tables for computer Rm	\$300.00		
Red Mesa Senior Center	\$600.00		
Misc Items Subtotal	\$2,175.00		
Total	\$21,025.00		
Reserve	\$3,975.00		

Halchita Project Description

July 23, 2021

San Juan Foundation Building Improvements at Halchita, UT.

Project Dates: October 27-31, 2021

Background:

In 2020, Rotary District 5420 organized a program called Native American Initiative (NAI) for the purpose of assisting Native American Tribes in Utah. The NAI program includes 15 different clubs located around the State of Utah. During the COVID 19 Pandemic, many of these clubs were instrumental in providing large quantities of food and cleaning supplies to several remote communities on the Utah portion of the Navajo Reservation. With the Pandemic subsiding and along with the need for relief supplies, the NAI program is now focusing on providing assistance in other areas of need.

Rotary District 5420 was made aware of a building located on the Navajo Reservation in the community of Halchita owned by the San Juan Foundation (SJF). Lisa Carr is the Executive Director of the SJF and is a member of the Blanding Rotary Club, a club in the NAI program. The SJF was organized for the purposes of improving the lives of people living in San Juan County, Utah through educational services. At this point, Utah Navajo Development Council (UNDC) may be a leaseholder of the Navajo Tribal land where the building is located, however there is no paperwork to be found to substantiate that. The building was previously owned and used by the Rural Utah Child Development (RUCD) for a Head Start program for educating children from nearby tribal communities. Approximately 10 years ago, Head Start decided to close their operations at that site. Since then, the building was purchased and has been used for an afterschool program and a summer program. For the past 4 years, the building has been empty. The residents of Halchita would like help converting the building into a community center for youth and adults, where educational programs could take place.

Future use of the building:

Once the building is upgraded, the hope and intent of the San Juan Foundation is to turn the building over to the Oljato Chapter for use of the community of Halchita to be used as an educational facility and a community center. This ownership would include maintaining the building and paying the on-going utility costs.

The plan the Rotary Club has for the building is to upgrade so the furnace and AC work and are usable. Also, it will have new paint inside and out with warm paint colors chosen by the community members.

The Rotary organization has no intent to be involved with the building in any way after the improvements are completed. We do need assurances that the building will be maintained and taken care of so that the investment in dollars and manpower that Rotary provides is sustained indefinitely. We will look to the Oljato Chapter leaders for this assurance.

Future involvement of The San Juan Foundation:

The SJF is in the process of applying for grant through the Utah State Board of Education Called the American Rescue Plan Act Afterschool and summer program. This grant would provide an afterschool program for elementary and high school students as well as a summer program in the Halchita building. In order for this grant to be in building, SJF would maintain involvement to assure all requirements of the grant are met and honored. This grant would run through 2024.

Anticipated building upgrades:

To make the building suitable for such use, there needs to be several upgrades and improvements, which would include:

- Repair or replace air conditioner units.
- Repair or replace the furnace.
- Repair or replace toilets and sinks in the restrooms.
- Paint the building both inside and out.
- Replace the water lines
- Replace the lighting system with LED fixtures
- Replace ceiling tiles.
- Create a book library with ceiling to floor shelves
- Create a Computer library
- Replace kitchen appliances
- Replace kitchen cabinets.
- Repair existing playground equipment.
- Upgrade existing baseball field.

We will need people to do the preparation of the interior walls and painting. The entire building will require painting which includes two bathrooms, a computer room, a library, the kitchen, and two storage rooms. For the interior of the building, there will be a coat of sealer paint and finish paint required.

We will need skilled people to do the following:

- IT to set up the computer library.
- Electrical helpers for setting in ceiling
- Plumbers to install toilets and raise the sink in the main bathrooms.
- Install new HVAC unit
- Install and repair water system

Outside work:

- The baseball field that is adjacent to the building needs weed clearing and fixing up.
- Food preparation and serving. We need several people who plan, prepare and serve the food to all who are working. This would include several meals.
- Food preparation and serving area coverings and equipment for cooking.
- In addition to the above, we are working with the community to determine which other service projects we can add to the list to involve more people.

We anticipate many local residents will help with the work to upgrade the building. We feel it is important for these residents to have a say in color of paint used, the location of a computer library, and who will be responsible for the upkeep and maintenance of the building and any other aspect of the building they desire. Rotary's role is to provide the service and funding to make the project happen.

The availability and dependability of water supplies are important aspects of this project. The Navajo Tribal Utility Authority (NTUA) owns a water treatment plant which treats water from the San Juan River and adjacent wells. This water treatment plant is currently undergoing an extensive upgrade and is scheduled to be completed August 1, 2021. This timing will work well for this project. Water and power for the proposed community center is provided by the NTUA.