



Directions and Time Schedule for Discussion Groups

•Arrival

Rotarians arrive **15 minutes** before the event and receive orientation from teacher and 4-Way Test Chair.

Name tags for Rotarians. Last minute instructions. Teacher provides a form to the Rotarian to take notes on and a student evaluation sheet to grade them as a leader and a participant.

•Introduction to entire group

8 minutes Teacher opening. Brief “What is Rotary” and intro of 4-Way Test by Rotarian. Each Rotarian stands and introduces him/herself and describes his/her profession or business (20 seconds each).

•Introduction Ice Breaker at Individual Tables

6 minutes One person begins by telling his/her name, where born, occupation they would like someday, and favorite TV or movie character. The person to their immediate right repeats the first person’s intro and introduces him/herself. The third person repeats both the 1st and 2nd person’s intro, then introduces him/herself. Go all the way around. Person #1 gets to see if they can remember all the group.

•Main Exercise

20 seconds One student reads “Discussion is Cooperative”

1 minute Rotarian reads the 4-Way Test and may make a comment

4-8 minutes per question The student to the left of the Rotarian begins as leader by drawing one of the discussion questions from the cup in the middle of the table and reads it to everyone. It is that person’s responsibility to take on the leadership role for that discussion question. Each student makes a comment, the leader comments, then random comments are shared. The leader stays in control throughout the discussion, then brings the discussion to closure with a summary. Participants do not need to speak in seating order. The next student draws a question and leads the next discussion. This process continues so that every person is the leader. **The Rotarian at each table acts as a guide, but does not dominate the discussion, and provides appropriate experiences that may best utilize the 4-Way Test.** If the entire session is only two periods long, one 5-minute break can be planned. A three-period event can have two 5-minute breaks.

3 minutes Each table will elect a spokesperson and choose a situation that was the most interesting or had the most heated discussion. The group helps the spokesperson develop several points.

10 minutes All spokespersons come to the front of the room and present a 30-second summary on their chosen situation.

•Evaluation for Accountability

Students complete an evaluation form. Place their name tag on the bottom of the form. Each student writes a thank you note to the Rotarian from their table.

A Club 4-Way Test Program



Most Rotary clubs showcase the 4-Way Test passively. Luncheon placemats, speaker gift pens, and coins are common. An annual program featuring a 4-Way Test can be done with great enthusiasm and results.

Procedure

Announce that you are going to have a program on the 4-Way Test about 3 weeks ahead of time. Place sheets of paper on the tables and ask Rotarians to think of an ethical dilemma they have encountered in their business or profession recently. Provide an example on the sheet. The situation should be only several sentences and should conclude with “What would you do?”

Gather them up. Pick about 8-10 situations that would be interesting and target a wide spectrum of vocations. Remove anything that might suggest that a certain individual did something inappropriate. Edit for clarity as necessary. Put each on strips of paper. Make enough copies for your club. If you have 15 tables, make 15 copies of each situation. Put the 4-Way Test on each table for all to see. Here’s an example:

You carry considerable insurance on your ‘97 BMW. A month ago, you damaged the tail light while backing up, but haven’t had time to get it fixed. Just last week, you were rear-ended by a teenager causing about \$4,000 in damage. The teenager’s Dad is furious that his insurance must pay, but is glad no one was hurt. You make it clear to the body shop that you damaged the light, but he offers to fix it and add \$158 to the insurance bill. He says, “No problem, it’ll save you your deductible.” What do you do?

Table Instructions

At your Rotary program, put an envelope on each table with 8 to 10 situations. Provide some instructions like:

- This is a discussion-centered exercise with ethical situations you have developed.
- In the center of the table is an envelope. Each Rotarian around the table is to act as the facilitator for one question. When I say so, open the envelope and the first Rotarian reads the first scenario out loud.
- Discuss the situation for 3-7 minutes each, try to come to a consensus on what you would do—no fence sitting. Pass the envelope to the person on the left for the next Rotarian to read. Throughout the discussion, use the 4-Way Test as a “thinking guide.”
- After about 23 minutes, ask each table (or as many as possible) to select a spokesperson to stand and give their response to their most challenging situation.

Sample Rotary questions are provided on the enclosed disc.