



District 5960



**CREATE HOPE
in the WORLD**

2023-24 Club Awards Checklist



DISTRICT 5960 AWARDS CHECKLIST FOR ROTARY YEAR 2023-2024

ITEMS DUE BY MARCH 29, 2024

Rotary Club of: _____

Club President: _____

Phone: _____ E-mail: _____

Division determined by club membership as of July 1, 2023 RI Invoice, excluding honorary members.

Large Club (≥61 members) Medium Plus Club (34-60) Medium Club(27-37) Small Club (≤26 or fewer members)

We are submitting the following and have a checklist and a narrative of no more than 1 page per award category (narratives should be inserted between checklists and emailed in one file):

- Club Service/ Administration Award
- Youth Service Award
- Vocational Service Award
- Community Service Award
- Public Image Award
- International Service Award

Note: For the following, no forms need to be submitted (numbers pulled from RI on June 30, 2024):

- **Percentage Membership Growth**
- **Per Capita Giving Award**
- **Total Annual Giving Award**

All submissions must be made via the Online Awards Portal by March 29th, 2024. Any questions should be directed to District Awards Team Leader



DISTRICT 5960 AWARDS CHECKLIST FOR ROTARY YEAR 2023-2024

ITEMS DUE BY MARCH 29, 2024

AWARD CATEGORY: CLUB SERVICE / ADMINISTRATION

Rotary Club of: _____

Club Division: Large Club Medium Plus Club Medium Club Small

Club Check for each item completed:

- Began creating, created or updated a Strategic Plan or Visioning Plan for the Club (Describe in narrative)
- Conducted at least 3 Club Assemblies this year (Dates)
- Have a structured team or other method for coordinating meeting speakers
- Invited your Assistant Governor to a board meeting.
- Utilized the information provided by the Assistant Governor.
- Club Board reviewed /updated Club Bylaws and used the Club Bylaws for its governance. (Cite two examples of use)
- Had at least 4 fellowship activities during the year (Dates)
- Host Membership Recruitment Social Event (Dates)
- Had a Club fundraising event (Name, Date)
- Utilize a Club membership directory (either printed or electronic)
- Performed a New Member Orientation session(s) (Date(s))
- **Invite your club members to join** the [Rotary Action Group for Peace](#), which supports Rotarians engaged in peacebuilding projects worldwide. Encourage your club to join the group's [Peacebuilder Club](#) program, which promotes Positive Peace both locally and globally. Watch the group's [video presentations](#) and hear from peacebuilders throughout the Rotary family.
- **Read the [Positive Peace club presentation](#) and [facilitator's guide](#)** and share the presentation with your club to start a conversation about how you can help promote peace. Or consider hosting a breakout session during your district conference about Positive Peace or the Rotary Peace Fellowship program.
- All new members were assigned/recruited to work in a specific team
- New member information added to the RI database within 1 month of each new member orientation
- Implemented or updated club membership development and retention program (Describe what you did in narrative)
- Have representation at the International Convention by at least 1 Club member registered by 3/15/24 (# registered)
- Sponsored the charter of a new Rotary club this year (Date, name)
- One of more members participated in a One Summit and MidTerm, shared information and ideas with the Club or Board
- Participated in a multi-club social event, service project, fundraiser, fellowship, networking or other event (but excluding a membership meeting (Other club name/event))

- Recruit a Rotary Foundation alumnus as a new member (Name(s))
- Club has member(s) active in roles at the District level or beyond
- Club has identified a Diversity, Equity Inclusion “champion” or created a DEI team.
- Partnered with diverse groups for service projects, networking, and membership recruitment (Describe in narrative)
- Other (Please describe in narrative)

Provide a narrative description of your Club Service activities. Using the attached form, limit your response to one page, and use Times New Roman 12pt font size. You are allowed to upload up to six pictures to accompany your narrative to support your application.

A narrative follows: Yes No



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DISTRICT 5960 AWARDS CHECKLIST FOR ROTARY YEAR 2023-2024

ITEMS DUE BY MARCH 29, 2024

AWARD CATEGORY: YOUTH SERVICE

Rotary Club of: _____

Club Division: Large Club Medium Plus Club Medium Club Small

Club Check for each item completed:

- Participated in youth career development or another mentoring program, i.e., STRIVE (Describe in narrative)
- Provide financial or other assistance to homeless, disabled, critically or terminally ill, or other challenged youth (Describe in the narrative)
- Sponsored an Interact Club (Club name)
- Interact Club was chartered during the current year (Club Name)
- Sponsored a Rotaract Club (Club name)
- Rotaract Club was chartered during the current year (Club Name)
- Sponsored an Early Act Club (Club Name)
- Early Act Club was chartered during the current year (Club Name)
- Participated in an event sponsored by a Rotaract, Interact, or EarlyAct club (Describe in narrative)
- Involve EarlyAct, Interact or Rotaract Clubs in Rotary Club project or event (Describe in narrative)
- Sponsored a student to Camp RYLA (D5960) or Camp Enterprise (D5950) (# of students & Event)
- Participated in Camp RYLA (D5960) or Camp Enterprise (D5950) (Describe in narrative)
- Provided youth scholarship(s) (Describe in narrative)
- Conduct/participate in a youth ethics program (Describe in narrative)
- Sponsored an Outbound Youth Exchange student this year (Name)
- Hosted an Inbound Youth Exchange student this year (Name)
- Participated with another youth organization on a service activity or fellowship event (Describe in narrative)
- **Worked with young leaders to promote global understanding and peace.** Through [Rotary Youth Exchange](#), sent students from our area to locations around the world or hosted a student from another country and encouraged them to create [positive change](#) around the world.
- **Worked with an [Interact](#) club to implement a [service learning project](#) that fosters understanding within and across cultures.**
- Sponsored/Participated in a dictionary project (List each school in narrative)
- Participated in at least one literacy project (excluding dictionary project) for youth (Describe in narrative)
- Conduct a Student of the Month program (Describe in narrative)
- Other (Describe in Narrative)

List three of your best Youth Service projects for this year:

1. _____	Club Members participating %
2. _____	Club Members participating %
3. _____	Club Members participating %

Total number of Youth Service projects accomplished this year _____

Provide a narrative description of your Youth Service activities. Using the attached form, limit your response to one page, and

use Times New Roman 12pt font size. You are allowed to upload up to six pictures to accompany your narrative to support your application.

A narrative **No**



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DISTRICT 5960 AWARDS CHECKLIST FOR ROTARY YEAR 2023-2024

ITEMS DUE BY MARCH 29, 2024

AWARD CATEGORY: VOCATIONAL SERVICE

Rotary Club of: _____

Club Division: Large Club Medium Plus Club Medium Club Small

Club Check for each item completed:

- Conduct a club program promoting the 4-Way Test (Describe in narrative)
- Vocational/Classification Talks presented by Club members (# of talks)
- Conducted tours of members' businesses, i.e., Rotation Day (Dates)
- Devoted at least one Club meeting to the topic of Vocational Service (date)
- Devoted at least one Club meeting to the topic of ethics in business (Date)
- Reviewed the Rotary Code of Conduct at a meeting (Date)
- Initiated or maintained a career development program (Describe in narrative)
- Conducted a youth mentoring or job shadowing program, ie STRIVE (Describe in narrative)
- Conducted or participated in an ethics program for local youth
- Participated in at least one literacy project related to Vocational Service (Describe in narrative)
- Participated in an adult literacy project utilizing the vocational skills of members (Describe in narrative)
- Recognized a business or professional person in the community (non-Rotarian) for outstanding achievements (excluding Employer/Employee of the Year awards) (Describe in narrative)
- Awarded vocational scholarship(s) to non-Rotarians (Describe in narrative)
- Conducted a business networking activity including minority/women owned businesses (Describe in narrative)
- Members participated in a Rotary Fellowship involving a vocation (Describe in narrative)
- Provided resources or time at meetings for members to learn, dialogue, and reflect on diversity, equity and inclusion.
- **Enrolled in and complete the [Rotary Positive Peace Academy](#), which was developed with the Institute for Economics and Peace, so our club and our club members can learn how to build peace, address the causes of conflict, and spread awareness of the concept of Positive Peace.**
- Other (Describe in narrative)

List two of your best Vocational Service projects for this year:

1. _____ Club Members participating_%
2. _____ Club Members participating_%

Total number of Vocational Service projects accomplished this year

Provide a narrative description of your Vocational Service activities. Using the attached form, limit your response to one page, and use Times New Roman 12pt font size. You are allowed to upload up to six pictures to accompany your narrative to support your application. A narrative follows: Yes_No



DISTRICT 5960 AWARDS CHECKLIST FOR ROTARY YEAR 2023-2024

ITEMS DUE BY MARCH 29, 2024

AWARD CATEGORY: COMMUNITY SERVICE

Rotary Club of: _____

Club Division: __Large Club __Medium Plus Club __Medium Club __Small

Club Check for each item completed:

- o Completed a significant, visible project in the local community (Describe in narrative)
- o Performed at least one new community service project this year with a Peace themed focus (Describe in narrative)
- o Conducted a Needs Assessment Survey for your community (Describe findings in narrative)
- o Involved an EarlyAct Club in one your community service projects.(Project / date)
- o Involved an Interact Club in one of your community service projects (Project date/name)
- o Involved a Rotaract Club in one of your community service projects (Project date/name)
- o Involved a youth organization in one of your community service projects (Project date/name)
- o Listed service projects and activities on Rotary Club Central, Rotary Showcase, or both (List projects and activities in narrative)
- o Organized or maintained a Rotary Community Corps (Describe in narrative)
- o Participated in a local service project that included beneficiaries as partners (Describe in narrative)
- o Participated in a local service project in one of the seven areas of focus (Describe in narrative)
- o Conducted a local service project with the assistance of a District Grant (Describe in narrative)
- o Participated in or conducted an anti-human trafficking project in local community (Describe in narrative)
- o Participated in or conducted an adult literacy project in the local community (Describe in narrative)
- o Recognized an outstanding organization or other partner in service (Describe in narrative)
- o Participated in a hands-on community service project with another Rotary club or other service club (Describe in narrative)
- o Supported the work of ShelterBox, in local or international peace efforts to provide emergency shelter and tools to families forced from their homes because of conflict or disaster.
- o
- o Established community partnerships with diverse groups to provide service, outreach and engagement opportunities.
- o Other (Describe in narrative)

List three of your best Community Service projects for this year:

1. _____ Club Members participating_%
2. _____ Club Members participating_%
3. _____ Club Members participating_%

Rotary



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Total number of Community Service projects accomplished this year _____

Provide a narrative description of your three best Community Service projects listed above and any detail supporting the checked items above, including the impact of the Club's efforts. Using the attached form, limit your response to one page, and



DISTRICT 5960 AWARDS CHECKLIST FOR ROTARY YEAR 2023-2024

ITEMS DUE BY MARCH 29, 2024

AWARD CATEGORY: INTERNATIONAL SERVICE

Rotary Club of: _____

Club Division: Large Club Medium Plus Club Medium Club Small

Club Check for each item completed:

- Participated in a PolioPlus fundraiser or other event to create awareness for the program (Describe in narrative)
- Promoted World Polio Day to your club and social media accounts.
- Participated in one new International Service project (Describe in narrative)
- Initiated a Global Grant project (Grant #) (Describe in narrative)
- Participated in a Global Grant project (Grant #)
- Sponsored or participated in a District Grant project outside the United States (Describe in narrative)
- Submitted pictures and reports on time to the District Grant Team
- Supported the District’s LIFT initiative (formerly Fast for Hope) by March 15, 2023 (Describe support in narrative)
- Start an [intercountry committee](#) (ICC) or a [Rotary Friendship Exchange](#) between your district and a district in another country, or create a [Rotary Fellowship](#). These three programs are proven resources for building peace and fostering international understanding. Some of the most inspiring peacebuilding stories have come from these three programs ([ICCs](#), [Friendship Exchanges](#), and [Fellowships](#)).
- Participated in a sister/friendship club relationship activity (Describe in narrative)
- Implemented or participated in a Vocational Training Team or Group Cultural Exchange (Describe in narrative)
- Club member(s) participated in a National Immunization Day (Name(s))
- **Nominated a Rotary World** Peace Fellow or Global Scholar (Name)
- Club member(s) participated in or visited an international project site (Date) (Describe in narrative)
- Participated in an international anti-human trafficking project (Describe in narrative)
- Participated in an international literacy project (Describe in narrative)
- One of more members participated in a One Summit and Mid-Term. Shared information with the Club or Board
- Other (Describe in narrative)

use Times New Roman 12pt font size. You are allowed to upload up to six pictures to accompany your narrative to support your application.

A narrative No

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List two of your best International Service projects for this year:

1. _____ Club Members participating_ %
2. _____ Club Members participating_ %

Total number of International Service projects accomplished this year ____

Provide a narrative description of your International Service activities. Using the attached form, limit your response to one page, and use Times New Roman 12pt font size. You are allowed to upload up to six pictures to accompany your narrative to support your application.

A narrative follows: **Yes** **No**



DISTRICT 5960 AWARDS CHECKLIST FOR ROTARY YEAR 2023-2024

ITEMS DUE BY MARCH 29, 2024

AWARD CATEGORY: PUBLIC IMAGE

Rotary Club of: _____

Club Division: __Large Club __Medium Plus Club __Medium Club __Small

Club Check for each item completed:

- Club has a public image team leader or team
- Club has a budget for public image
- Club has submitted at least 2 news releases to traditional media this year (Please describe in narrative)
- Club has submitted press releases sent to traditional media to District Public Image Team.
- Traditional Media outreach resulted in coverage (Please describe in narrative)
- Club has a regularly updated website (at least monthly) URL _____
- Club lists all service projects on Rotary Showcase (Project:_____)
- Club posts or prints a Newsletter weekly, monthly, other:_____
- Club utilizes social media to communicate with members and non-Rotarians
 - Facebook (URL _____)
 - Twitter (Account name _____)
 - LinkedIn (Account name _____)
 - Instagram (Account name _____)
 - Other (Account name or URL _____)
- Club utilized District Public Image team as a resource (Describe in narrative)
- Club utilized Rotary’s People of Action resources in public promotion (Briefly list specific examples)
- Club utilized Rotary’s Create Hope in the World in public promotion or event
- Club members have Rotary shirts to enhance visibility at community service projects and events
- Club has a club banner that it has displayed at a community service project or event (Event:_____)
- Club held a meeting or training session to teach members how to tell the Rotary story (Date; # of people attending)
- Club members recognized or rewarded for wearing Rotary pin outside of meetings (Describe in narrative)
- Club banner complies with Rotary’s visual identity guidelines
- Club complies with current Rotary Branding guidelines on ALL digital and print media. Including: websites, social media, brochures, newsletters, event media, signs, wearables, etc.
- Promote World Polio Day to your club and social accounts.

Provide a narrative description of your Public Image accomplishment and any detail supporting your checked items above. Using the attached form, limit your response to one page, and use Times New Roman 12pt font size. You are allowed to upload up to six pictures to accompany your narrative to support your application. A narrative follows: _____Yes _____No