

2017-18 ROTARY CITATION ACHIEVEMENT GUIDE



Rotary can automatically verify many of your club’s achievements as long as you keep your club and member information up-to-date in My Rotary. You’ll also use Rotary Club Central, Rotary Ideas, and Rotary Showcase to tell us when you’ve achieved other goals of the [2017-18 Rotary Citation](#). Sign in to [My Rotary](#) to use:

- [Club Administration](#): Go to my.rotary.org > hover over Manage, Club & District Administration > select Club Administration
- [End Polio Now](#): Go to endpolio.org
- [Grant Center](#): Go to my.rotary.org > hover over Take Action, Apply for Grants > select Grant Center
- [Rotary Club Central](#): Go to my.rotary.org > hover over Manage, Club & District Administration > select Rotary Club Central
- [Rotary Ideas](#): Go to my.rotary.org > hover over Take Action, Develop Projects > select Rotary Ideas
- [Rotary Showcase](#): Go to my.rotary.org > hover over Take Action, Develop Projects > select Rotary Showcase

GOAL	WHERE DO I REPORT OUR ACHIEVEMENT?	HOW DO I REPORT IT?	HOW DO I SEE OUR PROGRESS?
REQUIRED ACTIVITIES			
Pay your July 2017 and January 2018 club invoices on time.	Club Administration	Find your club invoice under Club Administration > Club Finances . Invoices are due when they are posted, in mid-January and mid-July.	You will have an outstanding balance of \$0.00.

If you have questions, write to supportcenter@rotary.org or review the how-to guides on the [Club & District Administration page](#).

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Report volunteer hours and service project contributions in Rotary Club Central.	Rotary Club Central	Report your hours and contributions in one of these locations in Rotary Club Central: <ol style="list-style-type: none"> Goal Center. Select the Rotary Citation heading. Click Edit and, under Total Service Volunteer Hours and Total Service Project Contributions, add your goals and achievements. Service Activities. Select Add New Service Project or Repeat Past Service Project and enter the volunteer hours and cash contributions. 	Look for a check mark next to each achievement. 
SUPPORT AND STRENGTHEN CLUBS (ACHIEVE AT LEAST 4)			
Set at least 10 goals in Rotary Club Central.	Rotary Club Central	Go to the Goal Center in Rotary Club Central and choose the heading for each goal you wish to set (Members & Engagement, Rotary Foundation Giving, Service, Young Leaders, or Public Image). Remember to click Edit (blue box) to set and update your goals.	Look for at least 10 check marks under the All column or 10 of 16 achievements under your club name. 
Update or develop your club's strategic plan.	Rotary Club Central	Go to the Goal Center in Rotary Club Central and choose Public Image. Click Edit (blue box) and, under Strategic plan, check the box under Select Goal and move the Achievement button to Yes.	Look for a check mark next to the achievement button. 

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Achieve a net gain in membership.	Rotary Club Central	<p>Go to the Goal Center in Rotary Club Central and choose Members & Engagement. Click Edit (blue box) and, under Club membership, enter your goal and level of achievement.</p> <p>To update your membership, go to Club Administration and, under Club & Member Data, choose the Update Member Data section. Select Add, edit, or remove members.</p> <p>If your club uses a club management system, make sure your data is synched with Rotary's.</p>	<p>Look for the check mark next to the achievement.</p> 
Achieve a net gain in female members.	Club Administration	Go to Club Administration and, under Club & Member Data , choose the Update Member Data section. Select Add, edit, or remove members and complete the gender field when adding or updating members.	Go to Rotary Club Central and review the gender graphic. Compare the totals from last year and this year.

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Achieve a net gain in members under age 40.	Club Administration	Go to Club Administration and, under Club & Member Data , choose the Update Member Data section. Select Add, edit, or remove members and complete the date of birth field when adding or updating members.	Go to Rotary Club Central and choose Reports. Under the Members & Engagement heading, go to Club Reports and select Members in a Club. The last page of the report lists the Active Members Under 40 report. Compare the names in this list to those shown above in the List of New Members and make sure at least one was admitted during this Rotary year.
Record at least one club social activity or indicate that more than 50% of your club's members participated in club service activities.	Rotary Club Central	Go to the Goal Center in Rotary Club Central and choose Members & Engagement. Click Edit (blue box) and, under Service Participation, enter your goal and level of achievement.	You will see a check mark next to the Achievement box. 

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Sponsor or co-sponsor a new Rotary club or a Rotary Community Corps.		<p>If your club sponsors another Rotary club or a Rotary Community Corps, that is automatically reported to RI because it's listed as a sponsor on the new club's charter. Work with your governor, who signs the charter application.</p> <p>Learn how to sponsor or co-sponsor a new Rotary Club under Learning & Reference > Learn by Topic > Start a Club.</p> <p>Learn how to organize an RCC under Take Action > Empower Leaders > Organize a Rotary Community Corps</p>	<p>For new Rotary clubs, ask your district governor to confirm that your club is listed as the sponsor club on the new club's charter documents.</p> <p>For new Rotary Community Corps, go to Rotary Club Central and choose Reports. Under the Service heading, go to Club Reports and select Listing of Club-Sponsored Organizations. Select the Rotary Community Corps Report tab at the bottom of the report.</p>
Sponsor or co-sponsor an Interact or Rotaract club.	Club Administration	<p>To certify a new Interact or Rotaract club, go to Club Administration and, under Club Sponsorships, choose the Rotaract or Interact section and complete the certification form.</p> <p>For help updating your Interact or Rotaract clubs in Rotary's records, download How to Update Rotaract and Interact Club Information.</p>	Go to Rotary Club Central and choose Reports. Under the Service heading, go to Club Reports and select Listing of Club-Sponsored Organizations. Select the Rotaract or Interact Report tab at the bottom of the report.

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FOCUS AND INCREASE HUMANITARIAN SERVICE (ACHIEVE AT LEAST 4)			
Sponsor or have members participate in a polio-related fundraising or awareness event.	Rotary Club Central	<p>Go to Service Activities in Rotary Club Central and select Add New Service Project, Repeat Past Service Project, or Import from Showcase.</p> <p>If adding a new project or repeating a past one, in the project details section, under the category heading, select polio from the list. Check the Project Complete button and then select Export in the upper left corner to post to Showcase.</p> <p>If importing from Rotary Showcase, make sure that your project is published on Showcase and that, in the project category section, polio is checked. If it isn't, add the project and select polio as the project category. Check the This project is complete box.</p>	<p>You'll see a check mark next to the Project Complete button.</p>  <p>BONUS: If you add the total number of volunteer hours and cash contributions in the project description, it will also count for the required activity Report volunteer hours and service project contributions in Rotary Club Central.</p>
Sponsor at least one project funded by a global or district grant.	<p>Grant Center if you're sponsoring a grant</p> <p>Rotary Club Central if you're supporting a grant that your club isn't sponsoring</p>	<p>To sponsor a grant, go to the Grant Center and complete the requirements under Steps to apply for a grant.</p> <p>To support a grant that your club isn't sponsoring, go to the Goal Center in Rotary Club Central and choose Rotary Citation. Click Edit (blue box) and, under My club has contributed to a project funded by a global grant or district grant, check the box under Select Goal and enter your goal and level of achievement.</p>	<p>You'll see a check mark next to the Achievement box.</p> 

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Carry out at least one project focused on the environment.	Rotary Club Central	<p>Go to Service Activities in Rotary Club Central and select Add New Service Project, Repeat Past Service Project, or Import from Showcase.</p> <p>If adding a new project or repeating a past one, in the project details section, under the category heading, select environment from the list. Check the Project Complete button and then select Export in the upper left corner to post to Showcase.</p> <p>If importing from Rotary Showcase, make sure that your project is published on Showcase and that, in the project category section, environment is checked. If it isn't, add the project and select environment from the project category. Check the This project is complete box.</p>	<p>You'll see a check mark next to the Project Complete button.</p>  <p>BONUS: Add the total number of volunteer hours and cash contributions in the project description and it will also count for the required activity: <i>Report volunteer hours and service project contributions in Rotary Club Central.</i></p>
Collaborate with other Rotary clubs in your region to increase a project's scope and visibility.	Rotary Club Central	Go to the Goal Center in Rotary Club Central and choose Rotary Citation. Click Edit (blue box) and, under Collaborate with other Rotary clubs, check the box under Select Goal and move the Achievement button to yes.	<p>You'll see a check mark next to the Achievement button.</p> 

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Involve Rotaractors, Interactors, Rotary Community Corps members, or Rotary alumni in club projects and events.	Rotary Club Central	Go to the Goal Center in Rotary Club Central and select the Rotary Citation heading. Click Edit (blue box) and, under Collaborate with the family of Rotary, check the box under Select Goal and move the Achievement button to yes.	You'll see a check mark next to the Achievement button. 
Increase your club's total giving to The Rotary Foundation by at least 10% over 2016-17, as calculated in your local currency.	Rotary Club Central	Go to the Goal Center in Rotary Club Central and select the Rotary Citation heading. Click Edit (blue box) and, under Increase contributions by ten percent, check the box under Select Goal and move the Achievement button to yes.	You'll see a check mark next to the Achievement button. 

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<p>Increase the number of members who give US\$25 or more to any Rotary Foundation fund.</p>	<p>rotary.org/donate</p>	<p>This is automatically reported as contributions are made.</p>	<p>Go to My Rotary. Hover over Manage, Club & District Administration > Reports. Under Contributions & Recognition, choose the Club Giving section. Select View Reports.</p> <p>One time set-up: Under Club Reports, select Club Foundation Banner Report. Run and save the report for 2016-17.</p> <p>Run the report for 2017-18. Compare the number in the TRF Giving Rotarians field in the upper left of this report with the same field in the saved report from 2016-17. The goal is achieved when the number is one greater than it was in 2016-17.</p>

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<p>Attain a minimum Annual Fund contribution of US\$100 per capita.</p>	<p>rotary.org/donate</p>	<p>This is automatically reported as contributions are made.</p>	<p>Go to My Rotary. Hover over Manage, Club & District Administration > select Reports. Under Contributions & Recognition, choose the Club Giving section. Select View Reports.</p> <p>Under Club Reports, select Club Fundraising Analysis. Double click last month and click OK. In the AF Per Capita table (at right), look at the Club column for this year.</p> <p>The dollar amount needs to be at least \$100.</p>

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Use Rotary Ideas to contribute to a project or seek resources for your club's local or international projects.	Rotary Ideas	<p>Go to My Rotary. Hover over Take Action > Develop Projects > Rotary Ideas.</p> <p>For a new project, select Start a Project. Complete the form. Make sure the Contribution Deadline is within this Rotary year and the Event Date is within or after this Rotary year.</p> <p>To continue a project that's already in progress, select My Club and select the project you wish to use from those listed. Select Edit Project. Check the Contribution Deadline date and the Event Date. Make sure the Contribution Deadline is within this Rotary year and the Event Date is within or after this Rotary year.</p>	Go to Rotary Ideas. Select My Club. Select the project from the list. Check that the Contribution Deadline is within this Rotary year and the Event Date is within or after this Rotary year.
ENHANCE ROTARY'S PUBLIC IMAGE AND AWARENESS (ACHIEVE AT LEAST 4)			
Use Rotary's brand guidelines, templates, and other resources.	Rotary Club Central	Go to the Goal Center in Rotary Club Central and choose Public Image. Click Edit (blue box) and, under Use of official Rotary promotional materials, check the box under Select Goal and move the Achievement button to yes.	Look for the check mark next to the Achievement button. 

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Regularly update your club website and social media accounts to showcase club activities.	Rotary Club Central	Go to the Goal Center in Rotary Club Central and choose Public Image. Click Edit (blue box) and, under Update website and social media, check the box under Select Goal and enter your goal and level of achievement. Or, under Online presence, check the box under Select Goal and move the achievement button to yes.	Look for the check mark next to the Achievement button. 
Host and promote a community event to support World Polio Day.	endpolio.org to register your event Rotary Club Central to report your event	To register your event, go to the Goal Center in Rotary Club Central and choose Rotary Citation. Click Edit (blue box) and, under World Polio Day event registration, check the box under Select Goal and move the Achievement button to yes.	
Host at least one networking event for local professionals, community organizations, or Rotary alumni.	Rotary Club Central	Go to the Goal Center in Rotary Club Central and choose Rotary Citation. Click Edit (blue box) and, under Networking events, check the box under Select Goal and move the Achievement button to yes.	Look for the check mark next to the Achievement button. 
Establish or continue a partnership with one or more corporate or government entities or nongovernmental organizations and work on a project together.	Rotary Club Central	Go to the Goal Center in Rotary Club Central and choose Rotary Citation. Click Edit (blue box) and, under Collaboration with non-Rotary partner, check the box under Select Goal and move the Achievement button to yes.	Look for the check mark next to the Achievement button. 

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Host a community forum or seminar about an issue that's important in your community.	Rotary Club Central	Go to the Goal Center in Rotary Club Central and choose Rotary Citation. Click Edit (blue box) and, under Community Forums, check the box under Select Goal and move the Achievement button to yes.	Look for the check mark next to the Achievement button. 
Have local media cover a club project, event, or fundraiser.	Rotary Club Central	Go to the Goal Center in Rotary Club Central and choose Rotary Citation. Click Edit (blue box) and, under Media involvement in events, check the box under Select Goal and move the Achievement button to yes. Or choose Public Image , click Edit (blue box) and, under Online presence, check the box under Select Goal and move the achievement button to yes.	Look for the check mark next to the Achievement button. 
Sponsor or host at least one Rotary Youth Exchange student or sponsor at least one RYLA participant.	Rotary Club Central	Go to the Goal Center in Rotary Club Central and choose Young Leaders. Click Edit (blue box) and, under Inbound or Outbound Youth Exchange Students or RYLA participation, check the box under Select Goal and add your goal and level of achievement.	Look for the check mark next to the Achievement button. 

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