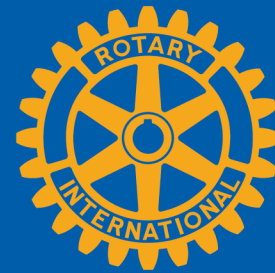


# HOW TO RECORD SERVICE ACTIVITIES



**1** NAVIGATE TO SERVICE ACTIVITIES

Dashboard

Welcome to Rotary Club Central. Explore data and trends, track your project activities, and manage your club's goals. **Please note: data reports may be delayed for at least 2 weeks.**

Global My Zone My District My Club Group My Club

Rotary Club of [Name]

**Membership Trends**

	2012-13	2013-14	2014-15	2015-16	2016-17
July 1	-	-	-	-	-
Achievement	90	82	85	82	85
Goal	0	0	0	0	87

**Gender Trends**

	2012-13	2013-14	2014-15	2015-16	2016-17
Female	23	25	23	25	28
Male	59	60	59	57	57
Unreported	0	0	0	0	0

Select **Service Activities**

**2** ADD SERVICE PROJECTS

There are three ways to do this

Service Activities

As you work to manage your club, track your project participation, and record your service activities.

Rotary Club of [Name]

**Add New Service Project**

**Repeat Past Service Project**

**IMPORT FROM ROTARY SHOWCASE ...**

Select **Add New Service Project** to enter a project that isn't in Rotary Club Central or Rotary Showcase

Select **Import From Rotary Showcase** to add a project from that site

Select **Repeat Past Project** to copy details of a project that's already in Rotary Club Central

Click **Save** once you've entered your project's details

Enter the name of your project

Enter the start date of your project

**3 ADD PROJECTED SERVICE PROJECT DETAILS**

Enter the estimated project details in the **Projected** column

Project metrics table:

	PREVIOUS PROJECTED/PREVIOUS ACTUAL	PROJECTED	ACHIEVEMENT
Number of volunteers	-/-		
Total number of volunteer hours	-/-		
Cash contributions	-/-	USD	
Value of donated goods and services	-/-	USD	

If you're repeating a project, the **Previous Projected/Actual** column will show data from that past project. Use this information to estimate your new project's details.

Select the partners you're working with on the project

Select the project category. You can use this information to search for past projects.

For **Area of Focus**, select the category that your project supports

Additional project form fields:

- CATEGORY**: Vocational, Young Leaders, Fundraiser, Area of Focus, Polio
- PARTNERS**: Interact, Rotaract, Rotarian Action Group, Rotary Club(s), Rotary Community Corps
- AREA OF FOCUS**: None, Basic Education and Literacy, Disease Prevention and Treatment, Economic and Community Development, Maternal and Child Health, Peace and Conflict Resolution, Water and Sanitation

# 4

## ADD COMPLETED PROJECT DETAILS

Enter the end date of your project

Project timeline

START DATE \* required

END DATE

PROJECT COMPLETE

Choose the dates that best reflect when work on the project began and, if applicable, ended. The

Enter contributions and volunteer participation from your project in the column titled **Achievement**

Select **Yes** to mark the project complete

	PROJECTED	ACHIEVEMENT
Number of volunteers	<input type="text"/>	<input type="text"/>
Total number of volunteer hours	<input type="text"/>	<input type="text"/>
Cash contributions	USD <input type="text"/>	<input type="text"/>
Value of donated goods and services	USD <input type="text"/>	<input type="text"/>

On the **Service Activities** page, scroll to **Service Summary** for data on projects completed year-to-date

