<div align="center">**2023-2024 CLUB LEADERSHIP CITATION FORM**</div>

To receive the Club Leadership Citation, a club must develop plans and achieve certain tasks identified below and then complete and submit this form to your Assistant Governor no later than May 15, 2024.

CLUB NAME _____

1. AVENUES OF SERVICE (minimum of 5 points required)

_ Club creates and does a service project offering a wide variety of service opportunities to members.

_ Club participates in a literacy project (dictionary project, imagination library, reading mentor, etc.).
Bonus point: set up/managing Little Free Library

_ Club participates in community service project that supports protecting the environment.

_ Club participates in a Rotary Youth Program (Early Act, Interact, Rotaract, RYLA, Youth Exchange, Ambassadorial Global Scholar, etc.). *Bonus point for starting a new EarlyAct, Junior Interact or Interact Club*

_ Club makes CART buckets or cartfund.org available at all meetings and makes donation to CART by December 31, 2023.

_ Holds one program on dementia/Alzheimer's related disease.

_ Club recites the Four-Way Test at every meeting and operates club business based upon the Four-Way Test.

_ Club creates, promotes, and executes a Rotary Days of Service or Rotary ROCS day (Rotarians Offering Community Service).

2. MEMBERSHIP (minimum of 6 points required)

_ Club President and Membership Growth Team Chair lead by example and sponsor at least 1 new member within the first quarter of the Rotary year.

_ Club develops a Membership Growth Team (one member does not a team make).

_ Membership Growth Team develops an annual written Membership Growth Plan.

_ Club achieves a net +1 increase for the year. One bonus point for 2% increase (min. net +2 in membership growth).

_ Club implements Intentional Growth Strategies and Discover Rotary as the primary strategy for growing membership.

_ Club applies for a Membership Event Grant.

_ Club plans special programming to celebrate Membership & New Club Development Month-August

_ Club embraces Diversity, Equity, and Inclusion by adding at least 2 members from under-represented demographic groups.

_ Club actively pursues the addition of Innovative Club and Membership options.

_ Club President conducts a New Member Induction Ceremony that is meaningful for all club members.

_ Membership Growth Team appoints a New Member Mentor for new club members for the first year of membership.

_ Club President ensures that New Member Orientation & Training is conducted for new members.

_ 25% of club members bring a prospective member to a club meeting, activity, or Discover Rotary.

_ Club responds to and follows up with all leads assigned to them by the District Leads Manager.

_ A minimum of three club members attend District Membership Training Events including President, President-Elect, Membership Growth Team Chair and any additional club members.

_ Club has Rotaract member on Membership Growth Team.

3. ROTARY FOUNDATION (minimum of 6 points required)

_ Club will meet its Annual Programs Fund goal. *One Bonus Point for meeting the Challenge Goal.*

_ Club achieves 10% increase over 2022-23 annual fund contributions.

- Club submits 50% of its Annual Programs Fund goal by December 31, 2023.
- Club achieves EREY status. *One bonus point for achieving 100% Sustaining Member status.*
- Club sends 2 representatives to attend District Foundation Training Seminar and club completes MOU qualification.
- Club secures at least one new Paul Harris Society member.
- Club meets their End Polio Now Goal. *One bonus point for having at least one program on Polio. One bonus for using https://raise.rotary.org/ for a Polio fundraiser.*
- Club qualifies for and completes a District Grant project.
- Club holds a World Polio Event in October.
- Club secures 1 new major donor or 1 member steps up to the next level.

4. LEADERSHIP DEVELOPMENT (minimum of 5 points required)

- Club President attends 2023 PETS and District Training Assembly *(Both required to hold the position of Club President)* plus another training seminar or 2024 District Conference.
- Club appoints 2024-25 President-Elect by July 1, 2023. *Bonus point for President Nominee appointed before December 1, 2023.*
- Incoming Secretary, Treasurer, Foundation Chair, Membership Chair, and Public Image Chair attend Spring District Assembly. Fall Training Seminar for Foundation, Membership and Public Image Chairs or have a representative attend if they are unable to do so.
- Club appoints the President-Elect to monitor and update the Club Leadership Citation and input information and completion of projects and programs for the Rotary Citation.
- At least one member attends the 2024 RI Convention.
- Club appoints a Database Manager who updates club and member information including photos on the District database by August 1, 2023.
- At least 1 member per 35, including a new member (<1 yr.), attends at least one of the following: 2023 Spring Training Assembly, 2023 Fall Training Seminar, or 2024 District Conference.
- Club sends at least one member to Rotary Leadership Institute (RLI).
- Club updates Rotary Club Central goals and establishes at least 1 goal in each area by August 31, 2023.

5. PUBLIC IMAGE (minimum of 3 points required)

- Club appoints a PI Chair who publicizes club activities in the community and submits info to the District media, website and newsletters at least quarterly.
- Club updates website and social media with current Rotary International 2023-24 Theme. *One bonus point: Ask all club members to "like" or "follow" Club & District social media.*
- Club presents copy of Four-Way Test to all members for proper display in offices or businesses.
- Club Public Image Chair participates in District Public Image Zoom Calls
- Public Image has a committee that shares duties posting on club and district FB and the district newsletter.
- Club posts regularly on social media of their club having FUN!

6. REQUIRED

- Required completion Incoming President and Club Protection Chair complete Child Protection Memorandum of Compliance no later than June 30, 2022.

_____   _____   _____
Signature of Club President   Signature of Club President – Elect   Signature of Assistant Governor