**2015-2016 CLUB LEADERSHIP CITATION FORM**

Club Name \_\_\_\_\_\_\_\_\_\_\_\_\_

To receive the Club Leadership Citation, a club must develop plans and achieve certain goals identified below and then complete and submit this form to your Assistant Governor **no later than February 15, 2016**.

**1.** **SERVICE (minimum of 6 items required**)

 \_\_\_\_\_ Club achieves 50% of its members providing hands-on participation in service projects.

 \_\_\_\_\_ Club service project results published in print media, on website, or on social media.

 \_\_\_\_\_ Club participates in an international service project and has a club member update the club on the project supported.

 \_\_\_\_\_ Club participates in a vocational service project (Youth Mentoring, Career Day, Junior Achievement, etc.).

 \_\_\_\_\_ Club participates in a Rotary Youth Program (Youth Exchange, Earlyact, Interact, Rotaract, RYLA, Global Grant

 Scholar, etc.).

 \_\_\_\_\_ Club participates in a community service project specifically related to literacy.

 \_\_\_\_\_ Club recognizes a non-Rotarian member of the community for service to the community.

 \_\_\_\_\_ Club recites the Four-Way Test at every meeting and conducts club business based on the Four-Way Test.

 \_\_\_\_\_ Club has at least one club meeting program during the year on CART or polio.

 \_\_\_\_\_ Club makes CART buckets available at all club meetings and makes a CART donation by December 31, 2015.

 \_\_\_\_\_ Club has a fund raiser specifically for CART or polio.

**2.** **MEMBERSHIP (minimum of 6 items required)**

 \_\_\_\_\_ Club achieves a net 1 or 2% increase whichever is greater. **One bonus point for net 10% increase (min. +2)**.

 \_\_\_\_\_ Club retains 85% of members in the club as of July 1, 2015.

 \_\_\_\_\_ Club President sponsors at least one new member prior to September 30, 2015.

 \_\_\_\_\_ Club increases diversity by inducting into membership at least 2 from under-represented demographic groups.

 \_\_\_\_\_ Club conducts a club assessment between February 2015 and February 2016 and develops a written club improvement plan

 based on that assessment.

 \_\_\_\_\_ Club uses a mentorship program for new members.

 \_\_\_\_\_ New members assigned to a project/committee position upon induction into the club.

 \_\_\_\_\_ Club inducts at least one RI or Rotary Foundation Program Alumna/Alumnus (such as a former Global Grant scholar, former

 GSE Team member, former Rotaract club member, etc.).

 \_\_\_\_\_ Club presents copies of the Four-Way Test to all new members for display in their offices or businesses.

 \_\_\_\_\_ Club hosts a Rotary information / membership recruitment afterhours social.

 \_\_\_\_\_\_Club serves its members by making projects fun and providing at least one fellowship opportunity per quarter.

**3**. **ROTARY FOUNDATION (minimum of 6 items required)**

 \_\_\_\_\_ Club President contributes at least $100 to the Foundation prior to September 30, 2015.

 \_\_\_\_\_ Club will meet its Annual Programs Fund goal.

 \_\_\_\_\_ Club achieves 10% increase in giving to the Annual Programs Fund over 2014-2015 - **One Bonus Point**.

 \_\_\_\_\_ Club submits 50% of its Annual Programs Fund goal by December 31, 2015.

 \_\_\_\_\_ Club meets its End Polio Now goal.

 \_\_\_\_\_ Club qualifies for and completes a District Grant project.

 \_\_\_\_\_ Club hosts a Foundation speaker for at least one program during the year.

 \_\_\_\_\_ Club achieves 100% Sustaining Member status.

 \_\_\_\_\_ Club secures at least one new Paul Harris Society member.

 \_\_\_\_\_ Club secures 5 new Benefactors or 1 new Bequest Society member.

 \_\_\_\_\_ Club secures 1 new Major Donor, or 1 Major Donor steps up to the next level.

**4**. **LEADERSHIP DEVELOPMENT (minimum of 6 items required)**

\_\_\_\_\_ Club President for 2015-16 attends the 2015 District Assembly, the 2015 Foundation / Membership Seminar and the

 2016 District Conference.

 \_\_\_\_\_ Club President-Elect (2016-17 President) attended 2015 PETS.

 \_\_\_\_\_ Club incoming Secretary, Treasurer, Foundation Chair, Membership Chair and Public Image Chair attend the 2015 District

 Assembly or have representatives attending if they are unable to do so.

 \_\_\_\_\_ Club Foundation Chair, Membership Chair and Public Image Chair attend the 2015 Foundation / Membership Training Seminar.

 \_\_\_\_\_ Club has at least 1 additional member per 35 attend at least one of the following: 2015 District Assembly, 2015 Foundation /

 Membership Training Seminar, or 2016 District Conference.

 \_\_\_\_\_ Club has at least one member per 35 complete one or more RLI (Rotary Leadership Institute) classes during the Rotary year.

 \_\_\_\_\_ Club has at least one member attend the RI Convention in 2015 or 2016.

 \_\_\_\_\_ Club President-Elect or another club officer regularly presents “Rotary Minute” on the monthly theme.

 \_\_\_\_\_ Club prepares or updates a written Club Leadership Plan.

 \_\_\_\_\_ Club appoints a Database Manager who updates club and member information on the District database,

 including photos, by September 1, 2015.

 \_\_\_\_\_ Club updates Rotary Club Central Goals by July 1, 2015

**5. Required completion**

 \_\_\_\_ Incoming President and Club Protection Chair complete Child Protection Memorandum of Compliance

 by June 30, 2015 prior to the start of the Rotary year.

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