

# 2016-2017 CLUB LEADERSHIP CITATION FORM

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 February 18, 2017 (AG will send to Gayle Bowen by 2-20-17)

CLUB NAME \_\_\_\_\_

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

- \_\_\_\_\_ Club participates in a literacy project (dictionary project, Imagination Library, etc.)
- \_\_\_\_\_ Club participates in community service project (District Grant funding available)
- \_\_\_\_\_ Club participates in a New Generations Project/Rotary Youth Program (Interact, Rotaract, RYLA, Youth Exchange, Ambassadorial Global Scholar, etc.).
- \_\_\_\_\_ Club makes CART donation by 12/31/16
- \_\_\_\_\_ Club has at least one program on dementia/Alzheimer's related disease – collects \$ for CART
- \_\_\_\_\_ Nominate a club member for the Four Way Test Award during the District Governor visit to be presented at the District Conference 2017
- \_\_\_\_\_ Club should create, promote, and execute a Rotary Day event. 2 points

## 2. MEMBERSHIP (minimum of 5 points required)

- \_\_\_\_\_ Club achieves a net 1 increase. **One bonus point for 5% increase (min. +2)**
- \_\_\_\_\_ Club conducted or participated in a member recruitment event
- \_\_\_\_\_ Club inducts at least one RI or Rotary Foundation Program Alumna/Alumnus
- \_\_\_\_\_ Club initiates/continues a written new member orientation program
- \_\_\_\_\_ 25% of Club members bring a membership candidate to a club meeting
- \_\_\_\_\_ Club Representative attends District Membership Training Seminar
- \_\_\_\_\_ Club uses an effective membership retention plan & retains 90% of current members as of July 1, 2016
- \_\_\_\_\_ Club increases diversity by recruiting at least 2 members of under-represented demographic group

## 3. ROTARY FOUNDATION (minimum of 6 points required)

- \_\_\_\_\_ Club will meet its Annual Programs Fund goal. **One Bonus Point for meeting Challenge Goal.**
- \_\_\_\_\_ Club submits 50% of its Annual Programs Fund goal by December 31, 2016
- \_\_\_\_\_ Club achieves EREY status. **One bonus point for achieving 100% Sustaining Member status**
- \_\_\_\_\_ Club sends two to attend District Foundation Training Seminar and club completes MOU qualification
- \_\_\_\_\_ Club secures at least one new Paul Harris Society member or a PHS renewal
- \_\_\_\_\_ Club meets their End Polio Now Goal
- \_\_\_\_\_ Club qualifies and completes a District Grant Project
- \_\_\_\_\_ Club secures 5 for Large Clubs, 3 for Medium Clubs, 1 for Small Clubs new Benefactors or 1 new Bequest Society member
- \_\_\_\_\_ Club secures 1 new major donor or one member steps up to the next level

## 4. LEADERSHIP DEVELOPMENT (minimum of 6 points required)

- \_\_\_\_\_ Club President attends 2016 PETS, District Assembly, and will attend District Conference in 2016.
- \_\_\_\_\_ The incoming Secretary, Treasurer, Foundation Chair, and Membership Chair and Publicity Chair attend District Assembly and Foundation/Membership/Pubic Image Seminar or have a Representatives attend if they are unable to do so, you will also get credit here.
- \_\_\_\_\_ Club appoints the President-Elect to monitor the Club Leadership and RI Presidential Citations
- \_\_\_\_\_ At least two member attends the **RI Convention in 2017 in Atlanta Georgia. The Rotary Foundation Centennial Celebration.**
- \_\_\_\_\_ Club prepares or updates a Club Leadership Plan
- \_\_\_\_\_ Club appoints a Database Manager, who updates club and member information on the District database, including photos, by October 1, 2016
- \_\_\_\_\_ At least 1 additional member per 35, including a new member (<1 yr.), attends at least one of the following: **2016 District Assembly, 2016 Foundation/Membership Seminar, or 2017 District Conference**
- \_\_\_\_\_ Club sends at least one member to RLI, Rotary Leadership Institute
- \_\_\_\_\_ Club President-Nominee (2017-18 President) attended 2016 PETS
- \_\_\_\_\_ Club updates Rotary Club Central Goals by August 1, 2016

## 5. COMMUNICATIONS/PR (minimum of 2 points required)

- \_\_\_\_\_ Club appoints a PR Chair who publicizes club activities in the community and submits info to the District media, website and newsletters at least quarterly.
- \_\_\_\_\_ Club submits activities to Rotary.org Showcase
- \_\_\_\_\_ Incoming PR Chair or a representative attends the District Assembly PR session
- \_\_\_\_\_ Club PR Chair arranges for Club activities to be published in a local newspaper
- \_\_\_\_\_ Club submit a Public Image Video for the Zone Public Image Contest by 9-15-16

## 6. REQUIRED COMPLETION

- \_\_\_\_\_ Incoming President and Club Protection Chair complete Child Protection Memorandum of Compliance by June 30, **2016** prior to start of the Rotary Year.

\_\_\_\_\_  
Signature of Club President

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Signature of Club President – Elect

\_\_\_\_\_  
Signature of Assistant Governor