

2017-2018 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 14, 2018 (AG will send to Herman Dixon, Awards Chair by 2-16-18) to email thinkbighd@twc.com.

CLUB NAME _____

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

- Club utilizes a service project / initiative calendar offering a wide variety of service opportunities for the members. **This earns two points.**
- Club participates in a literacy project (dictionary project, Imagination Library, Reading Mentor, etc.).
- Club participates in community service project (Environmental) – (District Grant funding available).
- Club participates in a Rotary Youth Program (Interact, Rotaract, RYLA, Young Professional Summit, Youth Exchange, Ambassadorial Global Scholar, etc.).
- Club makes CART buckets available at all meetings and makes donation to CART by 12/31/17.
- Club has at least one program on Polio and 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 Day event.

2. MEMBERSHIP (minimum of 6 points required)

- Club President leads-by-example and sponsors at least 1 new member within the first quarter of the Rotary year.
- Club achieves a net + 1 increase for the year. **One bonus point for 2% increase (min. net +2 in membership growth).**
- Club conducts or participates in a member recruitment drive in 1st Qtr. **One bonus point if a second drive also held in last Qtr.**
- Club increases diversity by recruiting at least 2 members of under-represented demographic group.
- Club initiates/continues a written Membership Plan which includes a new member orientation program.
- 25% of club members bring a membership candidate to a club meeting.
- Club enters at least six membership goals in Rotary Club Central.
- Club representative attends District Membership Training Seminar.
- Club uses effective membership retention plan & retains 90% of prior year's members on July 1, 2017. **One bonus point if 93% retained.**
- Club uses the Membership Moment program at weekly meeting to keep the focus on Membership growth.

3. ROTARY FOUNDATION (minimum of 6 points required)

- Club will meet its Annual Program Fund goal. **One Bonus Point for meeting the Challenge Goal.**
- Club submits 50% of its Annual Program Fund goal by December 31, 2017.
- Club achieves EREY status. **One bonus point for achieving 100% Sustaining Member status.**
- Club sends two representatives to attend District Foundation Training Seminar in Sep 2017 and club completes MOU qualification.
- Club secures at least one new Paul Harris Society member.
- Club meets their End Polio Now Goal.
- Club qualifies and completes a District Grant Project.
- Club secures 5 new Benefactors or 1 new Bequest Society member.
- Club secures 1 new major donor or one member steps up to the next level of major donor.

4. LEADERSHIP DEVELOPMENT (minimum of 5 points required)

- Incoming Club President attends 2017 PETS and District Assembly (**Required to hold the position of Club President**) and another training seminar or District Conference.
- Incoming Secretary, Treasurer, Foundation Chair, Membership Chair, and Public Image Chair attend District Assembly and Fall Training Seminar or have a representative attend if they are unable to do so.
- Club appoints the President-Elect to monitor and update the Club Leadership, RI Presidential Citation, and Club Leadership Plan.
- At least one member attends the 2018 RI Convention.
- Club appoints a Database Manager, who updates club and member information, including photos, on the District database by October 1, 2017.
- At least 1 member per 35, including a new member (<1 yr.), attends at least one of the following: 2017 District Assembly, 2017 Foundation/Membership Seminar, or 2018 District Conference.
- Club sends at least one member to Rotary Leadership Institute (RLI).
- Club updates Rotary Club Central Goals & establishes at least 1 goal in each area by August 1, 2017.

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 presents copy of Four Way Test to all members for proper display in offices or businesses.
- Club Public Image Chair arranges for Club activities to be published in a local newspaper.
- Club submits a Public Image Video for the Zone Public Image Contest by 9-15-17.

6. Required completion

- Incoming President and Club Protection Chair complete Child Protection Memorandum of Compliance no later than June 30, 2017.

Signature of Club President

Signature of Club President – Elect

Signature of Assistant Governor