**2013-2014 CLUB LEADERSHIP CITATION FORM**

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

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 Gayle Bowen at rtb2grb@embarqmail.com no later than March 1, 2014

1. **AVENUES OF SERVICE (minimum of 3 points required**)

\_\_\_\_\_ Club recites the Four-Way Test at regular meetings and nominates a member, prior to the DG’s visit, for

 the District’s Four-Way Test Award.

 \_\_\_\_\_ Club participates in community service project (Dist Grant funding available)

 \_\_\_\_\_ Club participates in international service project such as District Water Project (Global Grants available)

 \_\_\_\_\_ Club participates in a New Generations Project/Rotary Youth Program (Interact, Rotaract, RYLA,Youth

 Exchange, Ambassadorial Global Scholar, etc.)

 \_\_\_\_\_ Club Participates in a Vocational Service Program (career counseling, Junior Achievement, Choices, etc)

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

  **\_\_\_\_\_** Club achieves a net 1 increase. **One bonus point for 5% increase (min. +2)**

 \_\_\_\_\_ Club President brings in at least one new member by December 31, 2013. Bonus pt if by Sept 30, 2013.

 \_\_\_\_\_ 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, 2013

 \_\_\_\_\_ Club uses a valid membership recruitment plan such as the Five for One plan

 \_\_\_\_\_ Club increases diversity by recruiting at least 2 members of under-represented demographic groups

 \_\_\_\_\_ Club assigns new members to a project/committee upon induction

3. **ROTARY FOUNDATION (minimum of 5 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, 2013

 \_\_\_\_\_ 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 achieves Star Club status

 \_\_\_\_\_ Club meets their End Polio Now Goal

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

 \_\_\_\_\_ Club secures 1 new major donor

4. **LEADERSHIP DEVELOPMENT (minimum of 5 points required)**

 \_\_\_\_\_ Club President attends 2013 PETS, District Assembly, and will attend District Conference in 2014.

 \_\_\_\_\_ The incoming Secretary, Treasurer, Foundation Chair, and Membership Chair attend District Assembly or have representatives attending if they are unable to do so

 \_\_\_\_\_ The Foundation Chair attends the Foundation Training Seminar

 \_\_\_\_\_ Club appoints the President-Elect to monitor the Club Leadership and RI Presidential Citations

 \_\_\_\_\_ At least one member attends the RI Convention in 2013 or 2014.

 \_\_\_\_\_ 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, 2013

 \_\_\_\_\_ At least 1 additional member per 35, including a new member (<1 yr), attends at least one of the

 following: 2013 District Assembly, 2013 Foundation Seminar, and 2014 District Conference

 \_\_\_\_\_ Club sends at least one member to RLI, Rotary Leadership Institute

 \_\_\_\_\_ Club President-Nominee (2014-15 President) attended 2013 PETS

 \_\_\_\_\_ Club updates Rotary Club Central Goals by July 1, 2013

**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.

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

**6. Required completion**

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

 by June 30, 2013 prior to start of the Rotary Year.

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