

2018-19 ROTARY CITATION ACHIEVEMENT GUIDE




To be eligible for the Rotary Citation, clubs need to begin the year as active clubs in good standing and remain so throughout the year. For the purposes of the citation only, good standing means that a club has paid each invoice balance in full upon receipt (and hasn't received a 60-day reminder letter from Rotary International Accounts Receivable). To verify that your club is in good standing, check your daily club balance report under Club Administration > Club Finances. You should have an outstanding balance of \$0.00. **Invoices are due when they are posted, in mid-January and mid-July.**

Rotary can automatically verify many of your club's achievements as long as you keep your club and member information up-to-date in My Rotary. (For the purposes of the citation, only club officers can maintain club records; assistant governors may not make updates on behalf of their clubs.) You'll also use Rotary Club Central and Rotary Showcase to tell us when you've achieved other goals of the [2018-19 Rotary Citation](#). Sign in to [My Rotary](#) to use:


- [Club Administration](#): Go to my.rotary.org > hover over Manage, Club & District Administration > select Club Administration
- [Rotary Club Central](#): Go to my.rotary.org > hover over Manage, Club & District Administration > select Rotary Club Central
- [Rotary Showcase](#): Go to my.rotary.org > hover over Take Action, Develop Projects > select Rotary Showcase

(Continued on the next page)

If you have questions, write to supportcenter@rotary.org or review the how-to guides on the [Club & District Administration page](#).

GOAL	WHERE DO I REPORT OUR ACHIEVEMENT?	HOW DO I REPORT IT?	HOW DO I SEE OUR PROGRESS?
SUPPORT AND STRENGTHEN CLUBS (ACHIEVE AT LEAST 3)			
Achieve a net gain in membership	Rotary Club Central	<p>Go to the Goal Center in Rotary Club Central. Under the Members & Engagement tab, click the EDIT button and go to Club membership. Check the SELECT GOAL box and enter your goal and level of achievement.</p> <p>To update your membership, go to Club Administration and, under Club & Member Data, choose the Update Member Data section. Select Add, edit, or remove members.</p> <p>If your club uses a club management system, make sure your data is synched with Rotary's.</p>	Look for the check mark next to the achievement. 
Maintain or improve your club's retention of current and new members: <ul style="list-style-type: none"> • Improve your club's retention rate by 1 percentage point <i>or</i> <ul style="list-style-type: none"> • If your club's retention rate was 90 percent or more in 2017-18, maintain it 	Club Administration	<p>Go to Reports in Rotary Club Central. Under the Members & Engagement tab, go to Club Reports and select Member Viability and Growth. Select 2017-18 and June to run the report for the prior year. Save the report so you can refer to it throughout the Rotary year.</p> <p>As your club's membership changes, run the report for the current year. Compare the "New member retention percentage" and "Existing member retention percentage" in the current report with last year's.</p>	The goal is achieved if your member retention rates improve by 1 percent over 2017-18 or remain the same, if they were above 90 percent in 2017-18.

If you have questions, write to supportcenter@rotary.org or review the how-to guides on the [Club & District Administration page](#).

GOAL	WHERE DO I REPORT OUR ACHIEVEMENT?	HOW DO I REPORT IT?	HOW DO I SEE OUR PROGRESS?
Achieve a net gain in female members	Club Administration	Go to Club Administration and, under Club & Member Data , choose the Update Member Data section. Select Add, edit, or remove members and complete the Gender field when adding or updating members.	Go to Dashboard in Rotary Club Central. Under the My Club tab, review the Gender Trends graph. The goal is achieved if the totals from this year are greater than last year.
Have at least 60 percent of club members report their birth dates through My Rotary	Club Administration	Go to Club Administration and, under Club & Member Data , choose the Update Member Data section. Select Add, edit, or remove members and complete the Date of Birth fields when adding or updating members.	Go to Dashboard in Rotary Club Central . Under the My Club tab, review the Age Trends graph. The goal is achieved if the unreported total is less than 40 percent of total club membership.
Sponsor or co-sponsor a new Rotary club		Your achievement will automatically be reported to RI as long as your club is listed as a sponsor on the new club's charter. Check with your governor, who signs the charter application, to confirm. Learn how to sponsor or co-sponsor a new Rotary Club under Learning & Reference > Learn by Topic > Start a Club .	Go to Rotary Club Central and choose Reports . Under the Service tab, go to Club Reports and select Listing of Club-Sponsored Organizations . Select the Rotary Clubs tab at the bottom of the report to confirm that the club you're sponsoring is listed.
Conduct a classification study of your members' occupations, and work to align your membership with the mix of businesses and professions in your community	Rotary Club Central	Go to Goal Center in Rotary Club Central. Under the Rotary Citation tab, click the EDIT button and go to Conduct a member classification study . Check the SELECT GOAL box and move the ACHIEVEMENT button to yes.	Look for the check mark next to the ACHIEVEMENT button. 

If you have questions, write to supportcenter@rotary.org or review the how-to guides on the [Club & District Administration page](#).





FOCUS AND INCREASE HUMANITARIAN SERVICE (ACHIEVE AT LEAST 3)

Sponsor a Rotary Community Corps (RCC)		<p>Your achievement will automatically be reported to RI as long as your club is listed as a sponsor on the new RCC's charter. Check with your governor, who signs the charter application, to confirm.</p> <p>Learn how to organize an RCC under Take Action > Empower Leaders > Organize a Rotary Community Corps.</p>	<p>Go to Reports in Rotary Club Central. Under the Service tab, go to Club Reports and select Listing of Club-Sponsored Organizations. Select the Rotary Community Corps Report tab at the bottom of the report to confirm that the RCC you're sponsoring is listed.</p>
Sponsor or co-sponsor an Interact or Rotaract club	Club Administration	<p>Your achievement will automatically be reported to RI as long as your club is listed as a sponsor on the new club's charter. Check with your governor, who signs the charter application, to confirm.</p> <p>Learn how to sponsor a Rotaract or Interact club under Take Action > Empower Leaders > Sponsor a Rotaract club or Sponsor an Interact Club.</p> <p>To co-sponsor an existing Rotaract or Interact club, follow the instructions in the Interact and Rotaract Sponsorship and Co-Sponsorship guide.</p>	<p>Go to Reports in Rotary Club Central. Under the Service tab, go to Club Reports and select Listing of Club-Sponsored Organizations. Select the Rotaract Report or Interact Report tab at the bottom of the page to confirm that the club you're sponsoring is listed.</p>





If you have questions, write to supportcenter@rotary.org or review the how-to guides on the [Club & District Administration page](#).

<p>Contribute at least \$100 per capita to the Annual Fund</p>	<p>rotary.org/donate</p>	<p>Your achievement is automatically reported as contributions are processed.</p>	<p>Go to My Rotary. Hover over Manage, Club & District Administration. Select Reports. Under Club Reports, then Contributions & Recognition, in the Club Giving section, select View reports.</p> <p>On the page that opens, under Club Reports, select Club Fundraising Analysis. Double-click last month and click OK. In the AF Per Capita table at right, look at the Club column for this year.</p> <p>The dollar amount needs to be at least \$100.</p>
<p>Increase the number of members involved in service projects</p>	<p>Rotary Club Central</p>	<p>Go to Service Activities in Rotary Club Central and select Add New Service Project, Repeat Past Service Project, or the IMPORT FROM ROTARY SHOWCASE... button.</p>	<p>Go to Dashboard in Rotary Club Central. Under the My Club tab, review the Project Trends - Volunteers graph. The goal is achieved if the number of volunteers has increased since 2017-18.</p>
<p>Hold an event to raise funds for, or to increase awareness of, Rotary's work toward polio eradication</p>	<p>Rotary Showcase</p>	<p>Go to Rotary Showcase and select Add a new project or Repeat a past project.</p> <p>In the Project Timeline section, check the This project is complete box. In the Project category section, check Polio. At the bottom of the page, click the Save button.</p>	<p>Your project will appear in the scrolling project display under the My Club Showcase tab of the Rotary Showcase home page. Or you can search for projects by club.</p>

If you have questions, write to supportcenter@rotary.org or review the how-to guides on the [Club & District Administration page](#).

Conduct a significant local or international service project in one of Rotary's six areas of focus	Rotary Showcase	Go to Rotary Showcase and select Add a new project or Repeat a past service project . In the Project Timeline section, check the This project is complete box. In the Project category section, check an area of focus. At the bottom of the page, click the Save button.	Your project will appear in the scrolling project display under the My Club Showcase tab of the Rotary Showcase home page. Or you can search for projects by club.
ENHANCE ROTARY'S PUBLIC IMAGE AND AWARENESS (ACHIEVE AT LEAST 3)			
Post successful club projects, with details about activities, volunteer hours, and funds raised, on Rotary Showcase	Rotary Showcase	Go to Rotary Showcase and select Add a new project or Repeat a past service project . In the Project Timeline section, check the This project is complete box. In the IMPACT TRACKER section, add the total number of volunteer hours and cash contributions.	Your project will appear in the scrolling project display under the My Club Showcase tab. You can find your total volunteer hours and cash contributions by checking your project's Impact Tracker. Or you can search for projects by club.
Use Rotary's brand guidelines, templates, People of Action campaign materials, and related resources	Rotary Club Central	Go to Goal Center in Rotary Club Central. Under the Public Image tab, click the EDIT button and go to Use of official Rotary promotional materials . Check the SELECT GOAL box and move the ACHIEVEMENT button to yes.	Look for the check mark next to the ACHIEVEMENT button. 
Arrange for the club's members to talk with the media to tell your club's, and Rotary's, story		Go to Goal Center in Rotary Club Central. Under the Rotary Citation tab, click the EDIT button and go to Club members talking with media . Check the SELECT GOAL box and move the ACHIEVEMENT button to yes.	Look for the check mark next to the ACHIEVEMENT button. 
Host an event for Rotary alumni and highlight Rotary's networking opportunities	Rotary Club Central	Go to Goal Center in Rotary Club Central. Under the Rotary Citation tab, click the EDIT button and go to Alumni networking events . Check the SELECT GOAL box and move the ACHIEVEMENT button to yes.	Look for the check mark next to the ACHIEVEMENT button. 
Continue or establish a partnership with a corporate, governmental, or nongovernmental entity and work on a project together	Rotary Club Central	Go to Goal Center in Rotary Club Central. Under the Rotary Citation tab, click the EDIT button and go to Collaboration with non-Rotary partner . Check the SELECT GOAL box and move the ACHIEVEMENT button to yes.	Look for the check mark next to the ACHIEVEMENT button. 

If you have questions, write to supportcenter@rotary.org or review the how-to guides on the [Club & District Administration page](#).

Sponsor a Youth Exchange student or RYLA participant	Rotary Club Central	Go to Goal Center in Rotary Club Central. Under the Young Leaders tab, click the EDIT button and go to Inbound Youth Exchange students, Outbound Youth Exchange students, or RYLA participation . Check the SELECT GOAL box and add your goal and level of achievement.	Look for the check mark next to the ACHIEVEMENT button. 
ROTARY CITATION WITH PRESIDENTIAL DISTINCTION (ACHIEVE UP TO 3)			
Achieve a net gain of 5 or more members	Rotary Club Central	Go to Goal Center in Rotary Club Central. Under the Members & Engagement tab, click the EDIT button and go to Club membership . Check the SELECT GOAL box and enter your goal and level of achievement. To update your member records, go to Club Administration and, under Club & Member Data , find the Update Member Data section. Select Add, edit, or remove members . If your club uses a club management system, make sure your data is synched with Rotary's.	Look for the check mark next to the ACHIEVEMENT button. 
Show how your club's members are People of Action by promoting your club and its service activities on social media at least 4 times per month	Rotary Club Central	Go to Goal Center in Rotary Club Central. Under the Public Image tab, click the EDIT button and go to Update website and social media . Check the SELECT GOAL box and enter your goal and level of achievement. Or, under Online presence , check the SELECT GOAL box and move the ACHIEVEMENT button to yes.	Look for the check mark next to the ACHIEVEMENT button. 
Initiate or continue a leadership, personal, or professional development program to enhance members' skills and the value of their membership	Rotary Club Central	Go to Goal Center in Rotary Club Central. Under the Rotary Citation tab, click the EDIT button and go to Development program for members . Check the SELECT GOAL box and move the ACHIEVEMENT button to yes.	Look for the check mark next to the ACHIEVEMENT button. 

If you have questions, write to supportcenter@rotary.org or review the how-to guides on the [Club & District Administration page](#).