

2017-18 ROTARACT CITATION ACHIEVEMENT GUIDE



Your accomplishment of the [2017-18 Rotaract Citation](#) will be verified automatically from the information you report through My Rotary. You don't need to submit any forms or reports. Rotaract club presidents can sign in to [My Rotary](#) to use the following sites and track progress toward each goal.



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

| REQUIRED ACTIVITIES | | |
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| GOAL | WHERE DO I REPORT OUR ACHIEVEMENT? | HOW DO I SEE OUR PROGRESS? |
| Report your club's president through My Rotary. | <p>Go to Club Administration and, under Rotaract, choose the Update Member Data section. Select Add, edit, or remove Rotaract club officer. Scroll down to Assigned Current Year Officers. If a Rotaract president is listed, you can Edit Contact Info or Edit Term or Remove that president if he or she no longer holds that position. If no Rotaract president is listed or an old president has not been removed, Select Add Current Officer.</p> <p>OR current Rotaract club presidents or advisers can report the club president by using our online update form.</p> | Sign in to My Rotary. Go to Club Administration and, under Rotaract , choose the Update Member Data section. Select Add, edit, or remove Rotaract club officer, and see whether the current officer is listed. You can also see this under Update Club Data. |

If you have questions, contact supportcenter@rotary.org or rotaract@rotary.org.

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| <p>Confirm the club's membership roster through the Club Administration page on My Rotary.</p> | <p>Go to Club Administration and, under Rotaract, choose the Update Member Data section. Select Add, edit, or remove Rotaract member. Use the Add new Rotaractors, Reinstate Rotaractors (to reactivate former members who have rejoined your club), and Terminated Rotaractors buttons. To add new members, you'll need their first and last names, gender, email addresses (select personal or business), address, and the member's start date.</p> <p>When finished, select Confirm Membership & Contact Information and click Save.</p> | <p>To view your club's membership roster, go to Club Administration and, under Rotaract, choose the Update Member Data section. Select Add, edit, or remove Rotaract member and view members listed.</p> |
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Achieve 5 goals in any of these categories:

| SUPPORT AND STRENGTHEN CLUBS | | |
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| GOAL | WHERE DO I REPORT OUR ACHIEVEMENTS? | HOW DO I SEE OUR PROGRESS? |
| <p>Have at least 50 percent of club members list their skills and interests in their My Rotary profiles and unlock that section.</p> | <p>Automatically reported when at least 50% of members go to My Rotary and select Profile, then scroll down to Skills and Interests, select ADD, and add their information.</p> <p>To unlock that section, select the lock icon  so it appears unlocked: .</p> | <p>Go to Manage > Club & District Administration > Reports. Under Awards > Rotary Citation, select View Report. Check your Rotary Citation dashboard to see whether the percentage is over 50%.</p> |
| FOCUS AND INCREASE HUMANITARIAN SERVICE | | |
| <p>Conduct a community or international service project related to one of Rotary's six areas of focus.</p> | <p>Post the project in Rotary Showcase by selecting Add a project, completing the information, and selecting the appropriate area of focus in the Project category.</p> | <p>. Go to Rotary Showcase, scroll down to My Club Showcase, and look for the project.</p> |
| <p>Carry out at least one project focused on the environment.</p> | <p>Post it in Rotary Showcase by selecting Add a project, completing the information, and marking the environment category.</p> | |

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| | | Go to Rotary Showcase, scroll down to My Club Showcase, and look for the project. |
| Contribute to a project or seek resources for one of your club's projects. | Go to Rotary Ideas, select Start a Project, and complete the form. | Go to Rotary Ideas, select My Club, and look for the project. |
| Give a gift of any amount to the Annual Fund or PolioPlus. | Go to Rotary.org/donate . Scroll to the bottom and select the Rotary Foundation contribution form (2 pages). Complete page 1 of the form, noting: <ul style="list-style-type: none"> • Section 1 — Select Rotaract/Interact club • Section 2 — Select Annual Fund —SHARE or PolioPlus Fund • Section 3 — Complete contribution details • Section 4 — Skip • Section 5 — Complete • Page 2 — Skip | Go to Manage, Reports. Under Awards > Rotary Citation, select View Report. Look for the amount donated in your Rotary Citation dashboard. (Please allow 2-4 weeks for processing and posting.) |

ENHANCE ROTARY'S PUBLIC IMAGE AND AWARENESS

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| Establish or maintain a club website or social media pages. | Go to Club Administration and, under Update Club Data, select Update Data. In the Club's Permanent Mailing Address and Contact Information section, select Add to add your club's URL or select View/Edit to modify a URL that's already listed. | Go to Club Administration. Under Update Club Data, select Update Data. In the Club's Permanent Mailing Address and Contact Information, look for your club's URL under Website. |
| Add or update your club's meeting location, time, and day. | Go to Club Administration and, under Update Club Data, select Update Data. In the Meeting Details section, select Add Meeting Details or select View/Edit to modify Meeting Place, Meeting Day, and Meeting Time if they're already listed. | Go to Club Administration and, under Update Club Data, select Update Data. In the Meeting Details section, look for your club's Meeting Place, Meeting Day, and Meeting Time under those headings. |

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