

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		
GOAL	WHERE DO I REPORT OUR ACHIEVEMENT?	HOW DO I SEE OUR PROGRESS?
Report your club's president through My Rotary.	Rotaract club presidents and advisers can report the club president by using our online Rotaract club information form .	Allow up to 72 hours. Reported Rotaract club presidents can sign in to My Rotary. Hover over Manage, Club & District Administration > Reports. Under Awards, Rotary Citation, select View report. Check your Rotary Citation dashboard to see whether the goal is achieved.
Confirm the club's membership roster through the Club Administration page on My Rotary.	The reported Rotaract club president can go to Club Administration and, under Rotaract, 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	To view your club's membership roster, go to Club Administration and, under Rotaract, choose the Update Member Data section. Select Add, edit, or

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	<p>Rotaractors buttons. To add new members, you'll need their first and last names, email addresses (select personal or business), addresses, and start dates.</p> <p>After saving each new member's information, on the Update Membership Data page, select Confirm Membership & Contact Information and click Save.</p> <p>Note: If you receive an error message when you add a member, email the information to data@rotary.org. Allow up to 72 hours for your member roster to be updated.</p>	<p>remove Rotaract member and view members listed.</p>
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Achieve 5 goals in any of these categories:

SUPPORT AND STRENGTHEN CLUBS		
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 reported 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>A reported member of your club can 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>A reported member of your club can post the project in Rotary Showcase by selecting Add a project, completing the information, and marking the environment category.</p>	<p>Go to Rotary Showcase, scroll down to My Club Showcase, and look for the project.</p>

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<p>Contribute to a project or seek resources for one of your club's projects.</p>	<p>A reported Rotaract club president can go to Rotary Ideas and select Browse Projects to contribute to another project. Or select Start a Project, and complete the form.</p>	<p>Go to Rotary Ideas, select My Club, and look for the project.</p>
<p>Give a gift of any amount to the Annual Fund or PolioPlus.</p>	<p>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:</p> <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 <p>Send the form to the appropriate address listed on page 2 of the contribution form.</p>	<p>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.)</p>

ENHANCE ROTARY'S PUBLIC IMAGE AND AWARENESS

<p>Establish or maintain a club website or social media pages.</p>	<p>Reported Rotaract club presidents can 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 or View/Edit and add or update the URL.</p>	<p>Go to Manage > 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.</p>
<p>Add or update your club's meeting location, time, and day.</p>	<p>Reported Rotaract presidents can 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.</p>	<p>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.</p>

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