

ROTARY CLUB CENTRAL CLUB REFERENCE GUIDE



What is Rotary Club Central?

Rotary Club Central is an online tool to help clubs set and track their goals and achievements.

Purpose of this guide

This guide outlines the steps for you to following order to view, set, and edit goals and report achievements in three categories:

1. Your club
2. Service
3. Foundation giving

Who can edit and view club records?

Club leaders, including the incoming, current, and past president, secretary, treasurer, executive secretary, Foundation chair, and membership chair can edit goals and achievements for their year in office.

All club members can **view** club goals and achievements.

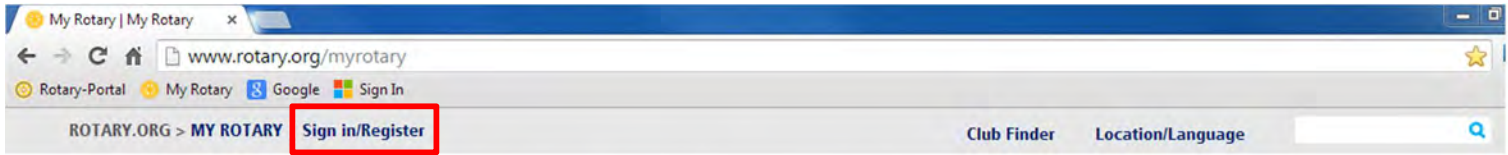
Note: If any data is displayed incorrectly, please contact your Club and District Support representative.

Contents

How to Access Rotary Club Central	2-3
Goal-setting Basics	4-5
Your Club	6
1. Membership Retention	6
2. Rotarian Engagement	7
3. Club Communication	8
4. Public Relations	8
Service	9
1. Service Projects and Activities	10-11
2. New Generations Clubs	12
3. New Generations Participants	12
Foundation Giving	13
1. Annual Fund	14
2. Polio Plus Fund	14
3. Major Gifts and Endowment Fund	15

How to Access Rotary Club Central

Go to rotary.org/myrotary and click on Sign in/Register. Or go to www.rotary.org/clubcentral



- My Rotary
- Exchange Ideas
- Take Action
- Learning & Reference
- Manage
- The Rotary Foundation
- Member News

A white sign-in form overlay with a blue close button in the top right corner. The form has the title 'SIGN IN' in blue. It contains two input fields: 'SIGN-IN EMAIL *' and 'PASSWORD *'. Below the email field is a blue link 'Forgot email?'. Below the password field is a blue link 'Forgot password?'. There is a checked checkbox labeled 'REMEMBER ME' with a question mark icon. A yellow 'SIGN IN' button is positioned below the form fields. To the right of the form, there is a section titled 'WHY CREATE AN ACCOUNT?' with the text: 'Signing in to My Rotary gives you a customized experience and easier access to tools and information that are relevant to you.' Below this is another paragraph: 'Anyone can create an account and sign in. Existing Member Access users can register with their current ID and password to activate their new account. For assistance, [contact us](#).' At the bottom right of the form area is a blue 'CREATE ACCOUNT' button.



My Rotary

Exchange Ideas

Take Action

Learning & Reference

Manage

The Rotary Foundation

Member News

GIVE

MY ROTARY



What's new about the Rotary website? Everything!

Welcome to your new Rotary website. We've heard from many corners that Rotary needs a faster, improved website that makes it easy to find what you're looking for and helps you get your Rotary business done. We listened – and we hope you're as excited as we are... [Read more](#)

MY MESSAGES

JAMES DAMATO - 28-AUG-2013

[Are we allowed...](#)

JAMES DAMATO - 26-AUG-2013

[What's happening?](#)

[Go to messages >](#)

ANNOUNCEMENTS

[Solutions for your website issues](#)
27-AUG-2013

[Register early for Sydney convention and save](#)
9-AUG-2013

[Take steps to expand your club for Membership Month](#)
1-AUG-2013

[See more >](#)

MY CLUB SNAPSHOT

CLUB NAME

Chicago Lakeview

WEBSITE

<http://www.chicagolakeviewrotaryclub.org>

MEETING LOCATION

The Hallmark
2960 N. Lake Shore Dr. 2/FI., Chicago, IL,
60657-5600, United States

MEETING DATE AND TIME

Thursday 12:15 PM

MEMBERS

39

CHARTER DATE

1-Sep-2005

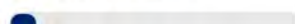
CLUB PRESIDENT

John M Hannes

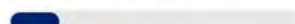
CLUB GOALS SET: 44%



CLUB GOALS ACHIEVED: 9%



SERVICE GOALS SET: 17%



SERVICE GOALS ACHIEVED: 0%



FOUNDATION GIVING GOALS SET: 63%



FOUNDATION GIVING GOALS ACHIEVED: 0%



FIND A CLUB

City or region



FEATURED LINKS

[End Polio Now](#)

Join our fight to eradicate polio worldwide.

[Paul Harris Home](#)

Support the restoration of the home of Paul and Jean Harris.

WHAT'S NEW

Welcome to the new Rotary.org. Build your profile to customize your experience. Join a [discussion group](#) to exchange ideas. [Browse projects](#) to find project partners and resources. As we add new features, we'll share them here.

GROUP DISCUSSIONS

MY GROUPS ALL GROUPS

Either you have not yet joined a group or there are no active discussions in your group. Why don't you start one?

[View My Groups >](#)

[Visit Rotary Club Central >](#)

Click here.

Goal-setting Basics

Below **Trends** in each category is the **Goals and Progress** section, where you can choose to either **EDIT** or **VIEW** each goal.

Select the category for which you want to set or edit goals. This user selected **Your Club**.

Your Club
Service
Foundation Giving

District: 0000 | Club: Your Club

- Club View
- District View
- Club Group View
- Global View
- Resources
- Reports

Your Club

Successful clubs achieve their goals by staying vibrant, flexible, and innovative. This tab provides you the opportunity to view and track membership, Rotarian engagement, club communication, and public relations goals.

Current, incoming, and immediate past club leaders — the president, secretary, treasurer, executive secretary, Foundation chair, and membership chair — can edit goals and achievements. All club members can view goals and achievements.

Trends

This graph shows your club's membership over five years. Click on the labels in the legend to add or remove features in the chart. Hover over bars or lines in the chart to see details.

The chart below shows the age and gender trends over three years. For more information, club leaders can click on "View Details."



Membership Trends

2012-13

31	36	47	83%
1 JULY	30 JUNE	GOAL	TOTAL RETENTION

YEAR: 2012-13

Use the drop-down to see your club's five-year membership trends.

Gender Trends

	2010-11 TOTAL	2011-12 TOTAL	2012-13 YEAR TO DATE
Male	46% (11)	53% (17)	39% (14)
Female	54% (13)	47% (15)	61% (22)
Unreported	0% (0)	0% (0)	0% (0)

View Details

Click **View Details** to see the club's gender and age reports.

Scroll down to **Goals and Progress**.

Age Trends

	2010-11 TOTAL	2011-12 TOTAL	2012-13 YEAR TO DATE
29 and under	0% (0)	0% (0)	3% (1)
30 - 39	0% (0)	3% (1)	6% (2)

View Details

Goals and Progress

Current, incoming, and immediate past club leaders can click "Edit" to set goals and achievements. All club members can click "View" to see goal details.

Select the year you want to edit or view.

Select your year in office to set goals.

2011-12

2012-13

2013-14

Then click EDIT.

 EDIT

Membership Retention

33 1 JULY 2012	33 30 JUNE 2014 GOAL TOTAL	31 2013-14 YEAR TO DATE
-------------------	----------------------------------	-------------------------------

	30 JUNE PRIOR YEAR	2013-14 MEMBER GOAL	2013-14 RETENTION GOAL
Existing members retained	32	33	98%
New members retained	3	-	0%

Your Club

Membership Retention

From 1 July to 1 October, the 30 June member count will display here. The 1 July start figure will display once clubs submit their semiannual reports.

Member count at the time the goal is set. Data supplied by Rotary.

Enter a percentage OR number for this year's goal. The percentage is based on the member count at the time the goal is set and saved.

Set and Edit Your Goals

	1 JULY START FIGURE	MEMBERS	PERCENTAGE	GOAL TOTAL
Existing members retained	33	34	98 %	33
Achievement				28
New members retained	3	0	0 %	-
Achievement				3
2013-14 Goal Total			97%	33

Buttons: Save, Clear all, Cancel

Data supplied by Rotary.

This reflects the number of members who joined the club after 1 July of the previous year. Data supplied by Rotary.

Enter the number of members you plan to induct this year.

Of the members you induct, enter the percentage OR number of members you plan to keep this year.

Rotarian Engagement

Previous year's achievement supplied by Rotary.

Year-to-date member count. supplied by Rotary.

Enter the percentage OR number of members you plan to have involved in each activity listed.

Set and Edit Your Goals

	PREVIOUS YEAR	MEMBERS	PERCENTAGE	GOAL TOTAL
Members in club roles	-	37	0 %	-
Achievement				-
Members participating in club service activities	25	37	100 %	37
Achievement				-
Members participating in club social activities	29	37	95 %	35
Achievement				-
Members sponsoring new Rotarians	5	37	0 %	-
Achievement				-
Members in leadership development programs or activities	-	37	0 %	-
Achievement				-
Total number of members engaged	-	37	100 %	37
Achievement				-

Buttons: Save, Clear all, Cancel

Enter the number of members who were involved in each activity.

Scroll down.

After reviewing all the activities listed, enter the percentage or total number of members you plan to engage in club activities during the year. (That is, will your club have all members engaged in activities or are the same 10 people doing all activities?)

Club Communication

Set and Edit Your Goals

Previous year's achievements

	PREVIOUS YEAR	GOAL TOTAL
Our club has a strategic plan	-	YES
Achievement		-
Club assemblies conducted per year	1	4
Achievement		-
Our online presence accurately reflects current activities	YES	YES
Achievement		-
Number of communications distributed per month	-	-
Achievement		-

Select YES or NO in reference to this year's goal.

Select YES or NO in reference to what was actually achieved.

Enter the number planned for this year.

Enter the number achieved.

Public Relations

Set and Edit Your Goals

	PREVIOUS YEAR	GOAL TOTAL
Number of times we update our website per month	-	4
Achievement		-
Number of media stories (broadcast and/or print) covering our club's projects per year	-	-
Achievement		-
Number of advertisements we place per year	-	-
Achievement		-
Number of people in the media we invite to visit a club project or meeting per month	-	-
Achievement		-
We use social media to promote service activities	YES	YES

Enter your goal for the year for each.

Enter the number achieved.

Service

Home > Member Access > Club Snapshot > Club View

District: 0000 | Club: Your

Select Service.

Your Club Service Foundation Giving

Club View

District View

Club Group View

Global View

Resources

Reports

Service

Effective service projects can translate into effective clubs. By carefully selecting, planning, and evaluating a project, a Rotary club can successfully carry out service projects that address community needs.

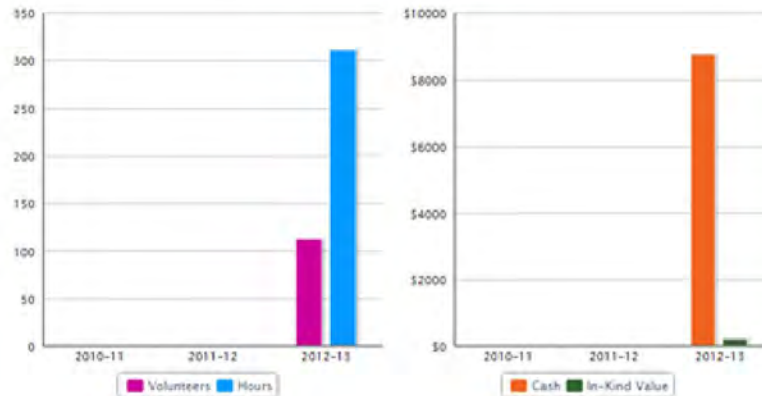
This tab allows clubs to set and track goals for service projects and plan for the resources needed. You can also set goals for New Generations, including Rotaract and Interact clubs, as well as Youth Exchange and RYLA participants.

Trends

These charts show the resources your club has dedicated to service projects during the current Rotary year and the previous two years.

Click on the labels in the legend to add or remove features in the chart. Hover over bars to see details.

Service Projects and Activities
2010 - 13



Service Projects and Activities

2012-13

112 VOLUNTEERS	310 HOURS	8761 USD CASH	200 USD IN-KIND VALUE
-------------------	--------------	------------------	--------------------------

YEAR: 2012-13

Use the drop-down to see your club's service impact for the last five years.

Select the year for which you want to set goals.

2011-12

2012-13

2013-14

Service Projects and Activities

2012-13 YEAR TO DATE	2013-14 GOAL	2013-14 YEAR TO DATE
-------------------------	-----------------	-------------------------

EDIT

Then click **EDIT** to update a goal.

New Generations Clubs

2012-13 YEAR TO DATE	2013-14 GOAL	2013-14 YEAR TO DATE
-------------------------	-----------------	-------------------------

EDIT

Service Projects and Activities

PREVIOUS YEAR GOAL TOTAL

Service Projects and Activities

Achievement

Expand All | Close All

1

Title (maximum 50 characters)

Bike to End Polio ✓ Achieved

Summary (maximum 100 characters)

Annual fundraiser hosted by our club to raise funds for End Polio Now.

30 - characters remaining

Expand Project View

Enter the number of projects or activities your club plans for this year.

This number will be supplied based on the number of service projects you check as **Achieved** below.

Click to add more details.

PROJECTED RESOURCES

Total volunteer hours	Number of volunteers	Cash contributions (USD)
300	25	5000

In-kind donations

Type	Quantity	Total value (USD)
Water bottles	500	1000

Enter the resources you think you will need for the project.

Click to add projected details including project partners, area of focus, and more.

ACTUAL RESOURCES

Total volunteer hours	Number of volunteers	Cash contributions (USD)
500	100	8000

In-kind donations

Type	Quantity	Total value (USD)
Water Bottles	1000	2000
Banners	5	100

Enter the resources you actually used for the project.

Project Status

Note: At least one "actual resource" is required before the project can be marked "Achieved."

Clicking **Achieved** will add this to the count at the top of the page.

Click to add details such as project partners, area of focus, and more.

These three links appear at the bottom of the page. When you **Add a new project**, you will be taken to the screen shown below. This is a list of your club's projects in Showcase and Rotary Grants.

Close Project View

Add a new project

View and Add from Existing Projects List

Save Cancel

Your Club Service Foundation Giving

Is your project already listed?

Review the list of service projects that have been entered in other online systems, such as Showcase or Rotary Grants. Import the projects you want to include in your club's plan for the year to save time and prevent duplicate re

Existing Projects

District 6450 Rotary Partners for Peace
Rotary Partners for Peace working together to bring peace to the

Start date: 12 May 2012
End date: 31 December 2016

Source: Showcase [View >](#)

Import

0 project(s) selected to import

Scroll through the list before adding a new project. If you don't want to import a project, click **continue**.

Cancel Continue

Check the **Import** box, then click **Continue**, and the project will be added to Rotary Club Central.

To set the New Generations goals, go back to the **Goals and Progress** section and click on **EDIT**.

New Generations Clubs

Set and Edit Your Goals

Total number of Rotaract or Interact clubs your club sponsored in the previous year.

Enter the total number of clubs (existing clubs + new clubs) you plan to sponsor this year.

	PREVIOUS YEAR	GOAL TOTAL
Number of Rotaract clubs	1	-
Achievement		1
Number of Interact clubs	1	-
Achievement		1

Total number of clubs you sponsor (year-to-date). Data supplied by Rotary.

New Generations Participants

Set and Edit Your Goals

Total number of participants your club sponsored in the previous year.

Enter the total number of participants you plan to sponsor this year.

	PREVIOUS YEAR	GOAL TOTAL
Number of inbound Youth Exchange students	0	-
Achievement		0
Number of outbound Youth Exchange students	0	-
Achievement		0
Number of RYLA participants	1	2
Achievement		-

Total number of participants you sponsor (year-to-date). Data supplied by Rotary.

Foundation Giving

Select Foundation Giving.

[Your Club](#)
[Service](#)
[Foundation Giving](#)

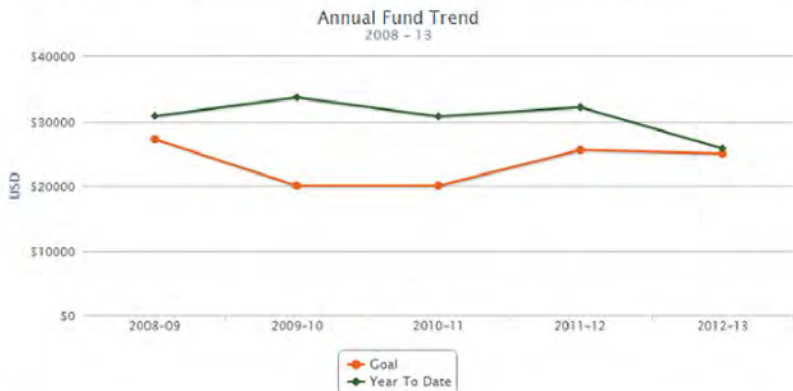
- Club View
- District View
- Club Group View
- Coordinator View
- Global View
- Resources
- Reports

Foundation Giving

Through Rotary Foundation participation and support, your club can make a difference in the lives of people around the globe. Contributions to The Rotary Foundation enable Rotarians to carry out humanitarian and educational projects. This tab helps clubs track and analyze their Foundation contributions.

Trends

This chart shows your club's Annual Fund contributions over five years. Click on the labels in the legends to add or remove features in the chart. Hover over points on the lines to see details.



YEAR: 2012-13

Use the dropdown to see your club's donations to the Annual Fund for the last five years.

Annual Fund Trends

24975 USD GOAL	103% ACHIEVED	198 USD PER CAPITA	25764 USD YEAR TO DATE
-------------------	------------------	-----------------------	---------------------------

Goals and Progress

Current, incoming, and immediate past club leaders can click "Edit" to set goals and achievements. All club members can click "View" to see goal details.

Select the year you want to edit or view.

[2011-12](#)
[2012-13](#)
[2013-14](#)

Select the year for which you want to set goals.

Annual Fund

32143 USD 2011-12 TOTAL	24975 USD 2012-13 GOAL	25764 USD 2012-13 YEAR TO DATE	EDIT
-------------------------------	------------------------------	--------------------------------------	----------------------

	2011-12 TOTAL	2012-13 GOAL	5-YEAR HIGH
Paul Harris Society	22877 USD	- USD	22877 USD (2011-12)
Sustaining Members	8826 USD	- USD	16996 USD (2009-10)
Every Rotarian, Every Year	440 USD	- USD	517 USD (2012-13)
Other Contributions	0 USD	24975 USD	2412 USD (2012-13)

Then click **EDIT** to update a goal.

PolioPlus Fund

6399 USD 2011-12 TOTAL	2000 USD 2012-13 GOAL	1990 USD 2012-13 YEAR TO DATE	EDIT
------------------------------	-----------------------------	-------------------------------------	----------------------

Annual Fund

Set and Edit Your Goals

Enter the number of donors you would like to have in each category. Enter each only in his or her highest giving level.

Enter the average contribution amount for an individual.

Data supplied by Rotary.

Data is automatically calculated based on the goals entered.

Data supplied by Rotary.

	5-YEAR HIGH	NUMBER OF INDIVIDUAL DONORS	AVERAGE CONTRIBUTION AMOUNT	GOAL TOTAL
Paul Harris Society (1000 USD or more)	151465 USD (2010-11)	4	1000 USD	4000 USD
Achievement				0 USD
Sustaining Members (100 USD or more)	6410 USD (2012-13)	-	- USD	USD
Achievement				0 USD
Every Rotarian, Every Year (Up to 100 USD)	0 USD	55	100 USD	5500 USD
Achievement				0 USD
Other Contributions (Fundraising events, corporate and community gifts)	3077 USD (2011-12)			60500 USD
Achievement				0 USD
2013-14 Goal Total				70000 USD

PolioPlus Fund

Set and Edit Your Goals

Data supplied by Rotary.

Enter the amount your club would like to give.

Data supplied by Rotary.

	5-YEAR HIGH	GOAL TOTAL
PolioPlus Fund	19050 USD	1650 USD
Achievement		0 USD
2013-14 Goal Total		1650 USD

Major Gifts and Endowment Fund

The total number of members who have achieved each level during their time as a Rotarian. Data supplied by Rotary.

Enter the number of individuals who will commit to each giving level. The donation doesn't have to be received during a club leader's term, but the commitment must be.

Set and Edit Your Goals

	ALL-TIME TOTAL	GOAL TOTAL
Major Gifts (10,000 USD or more)	23	-
Achievement		0
Bequest Society	2	-
Achievement		0
Benefactors	3	-
Achievement		0

Data supplied by Rotary.