

ROTARACT CLUB CERTIFICATION FORM



This form serves as the official notification to Rotary International of the organization of a new Rotaract club. To receive a Certificate of Organization from RI, new Rotaract clubs must work with their sponsor Rotary club to complete all of the following steps:

1. Fill out this form, including the name of each charter member.
2. Obtain the signatures of the district governor and sponsor Rotary club president. If there is more than one sponsor Rotary club, each Rotary club president must sign. Note: RI will not process this document if any signature is missing.
3. Make copies of the signed form and distribute it to the Rotaract club, sponsor Rotary club, district governor, district Rotaract chair, and district Rotaract representative to keep on file.
4. Submit this completed form along with the US\$50 organization fee (payable to "Rotary International" and noting the Rotaract club's name) to the RI international office serving your area (see the *Rotaract Handbook* for the payment address). If payment is by electronic funds transfer or to a fiscal agent, a copy of the payment must be attached to the document.

After receiving complete information, RI will mail the Certificate of Organization to the president of the sponsor Rotary club. If there are multiple sponsor Rotary clubs, certification materials will be sent only to the first club that is listed on the form. Please allow four weeks for processing.

Please submit all certification questions to rotaract@rotary.org.

Rotaract Club Name _____ District _____

Mailing Address of Rotaract Club _____

City _____ State/Province _____

Country _____ Postal Code _____

Phone Number _____ Email _____

Website _____

Sponsor Rotary Club(s) _____

Rotaract club's date of organization (day/month/year): ____/____/____
(date will be listed on Certificate of Organization) DD MM YYYY

Type of club (check one): University-based Community-based

The RI Board recommends, but does not mandate, a minimum of 15 charter members.
All members must be between the ages of 18 and 30.

