

2016-2017 CLUB LEADERSHIP CITATION FORM

To receive the Club Leadership Citation, a club must develop plans and achieve certain tasks identified below and then complete and submit this form to your Assistant Governor no later than February 18, 2017 (AG will send to Gayle Bowen by 2-20-17)

CLUB NAME _____

1. AVENUES OF SERVICE (minimum of 5 points required)

- _____ Club participates in a literacy project (dictionary project, Imagination Library, etc.)
- _____ Club participates in community service project (District Grant funding available)
- _____ Club participates in a New Generations Project/Rotary Youth Program (Interact, Rotaract, RYLA, Youth Exchange, Ambassadorial Global Scholar, etc.).
- _____ Club makes CART donation by 12/31/16
- _____ Club has at least one program on dementia/Alzheimer's related disease – collects \$ for CART
- _____ Nominate a club member for the Four Way Test Award during the District Governor visit to be presented at the District Conference 2017
- _____ Club should create, promote, and execute a Rotary Day event. 2 points

2. MEMBERSHIP (minimum of 5 points required)

- _____ Club achieves a net 1 increase. **One bonus point for 5% increase (min. +2)**
- _____ Club conducted or participated in a member recruitment event
- _____ Club inducts at least one RI or Rotary Foundation Program Alumna/Alumnus
- _____ Club initiates/continues a written new member orientation program
- _____ 25% of Club members bring a membership candidate to a club meeting
- _____ Club Representative attends District Membership Training Seminar
- _____ Club uses an effective membership retention plan & retains 90% of current members as of July 1, 2016
- _____ Club increases diversity by recruiting at least 2 members of under-represented demographic group

3. ROTARY FOUNDATION (minimum of 6 points required)

- _____ Club will meet its Annual Programs Fund goal. **One Bonus Point for meeting Challenge Goal.**
- _____ Club submits 50% of its Annual Programs Fund goal by December 31, 2016
- _____ Club achieves EREY status. **One bonus point for achieving 100% Sustaining Member status**
- _____ Club sends two to attend District Foundation Training Seminar and club completes MOU qualification
- _____ Club secures at least one new Paul Harris Society member or a PHS renewal
- _____ Club meets their End Polio Now Goal
- _____ Club qualifies and completes a District Grant Project
- _____ Club secures 5 for Large Clubs, 3 for Medium Clubs, 1 for Small Clubs new Benefactors or 1 new Bequest Society member
- _____ Club secures 1 new major donor or one member steps up to the next level

4. LEADERSHIP DEVELOPMENT (minimum of 6 points required)

- _____ Club President attends 2016 PETS, District Assembly, and will attend District Conference in 2016.
- _____ The incoming Secretary, Treasurer, Foundation Chair, and Membership Chair and Publicity Chair attend District Assembly and Foundation/Membership/Pubic Image Seminar or have a Representatives attend if they are unable to do so, you will also get credit here.
- _____ Club appoints the President-Elect to monitor the Club Leadership and RI Presidential Citations
- _____ At least two member attends the **RI Convention in 2017 in Atlanta Georgia. The Rotary Foundation Centennial Celebration.**
- _____ Club prepares or updates a Club Leadership Plan
- _____ Club appoints a Database Manager, who updates club and member information on the District database, including photos, by October 1, 2016
- _____ At least 1 additional member per 35, including a new member (<1 yr.), attends at least one of the following: **2016 District Assembly, 2016 Foundation/Membership Seminar, or 2017 District Conference**
- _____ Club sends at least one member to RLI, Rotary Leadership Institute
- _____ Club President-Nominee (2017-18 President) attended 2016 PETS
- _____ Club updates Rotary Club Central Goals by August 1, 2016

5. COMMUNICATIONS/PR (minimum of 2 points required)

- _____ Club appoints a PR Chair who publicizes club activities in the community and submits info to the District media, website and newsletters at least quarterly.
- _____ Club submits activities to Rotary.org Showcase
- _____ Incoming PR Chair or a representative attends the District Assembly PR session
- _____ Club PR Chair arranges for Club activities to be published in a local newspaper
- _____ Club submit a Public Image Video for the Zone Public Image Contest by 9-15-16

6. REQUIRED COMPLETION

- _____ Incoming President and Club Protection Chair complete Child Protection Memorandum of Compliance by June 30, **2016** prior to start of the Rotary Year.

Signature of Club President

Signature of Club President – Elect

Signature of Assistant Governor