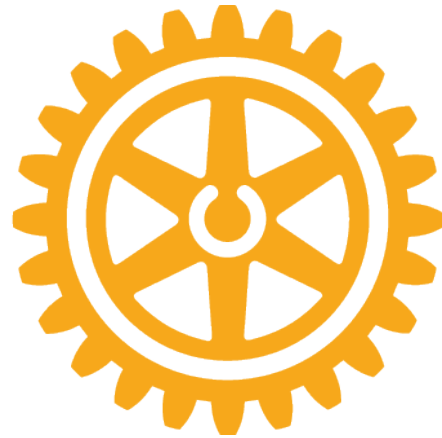


Rotary



Help Sheets
for
Rotary Club Central
My Rotary
&
Showcase

Revision 02/08/2020

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HOW-TO for MYRotary, Club Central, and Showcase

There have been changes made to the RI website, MyRotary and data centers. This underscores RI leadership's support the needs for Zones, District and Clubs to set, monitor and report goals leading to success for all areas of Rotary.

Accountability and Verification of Ability to Deliver Success!

Annually, RI expands its charitable works and partnerships with governments, NGOs and private foundations across the global. While some are potential beneficiaries of RI's works, many more are sources of funding and support. Common among all these groups is that they require recipient nonprofits to demonstrate consistency and repeatable success in the impacts, progress and sustainability of their charitable endeavors. To do so non-profits' submissions are required to have well- documented and verifiable program data showing that they met such requirements in past efforts and are able to report such data regularly to show that repeating successes in the currently funded project at-hand.

Additionally, these funding organizations know that RI's power to perform locally is due to executing its charitable works through its club and member structure. Therefore, RI is also required to demonstrate that there is reasonable and rational accountability "all down the line" showing RI organizational discipline is rooted in its members and clubs.

Illustrates Specific Performance and Achievement!

The data being required of RI, and in turn Rotary Club, is no different than those expected of and/or by local Rotary Clubs when they create community program partnerships, contribute money to nonprofits and NGOs and/or what each Rotarian should be expecting from their own club projects whether local or global. It is also little different from the data our District *continues* to require RCs to report in your annual Recognition and Awards submissions for service area accomplishments and consideration for club of excellence, i.e. *Be sure to briefly describe each activity, include date of event, number of members and others that participated along with the number of hours and financial investment the club and/or members made per activity/project. This data also allows year-to-year improved management of projects, programs, funds and talent to achieve more successful and improved results.*

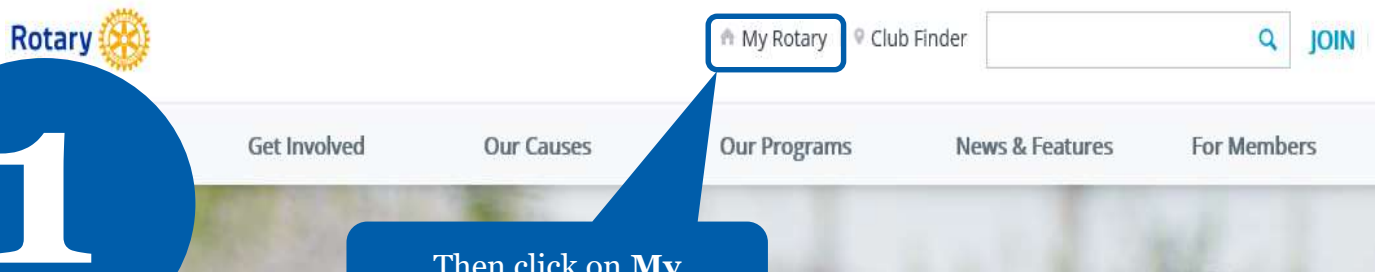
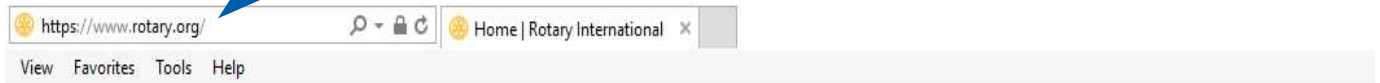
HOW-TO

The following package includes a series of current and helpful HOW-TO documents that instruct and guide Rotarians, Rotary Clubs and Club leaders. They are organized in a progressive manner from creating your own MYRotary account through to how clubs manage publishing activities to MyRotary/Club Central/Showcase and their own club Facebook page. Each section will include a short summary of suggestions and comments to assist.

HOW TO CREATE A MY ROTARY ACCOUNT



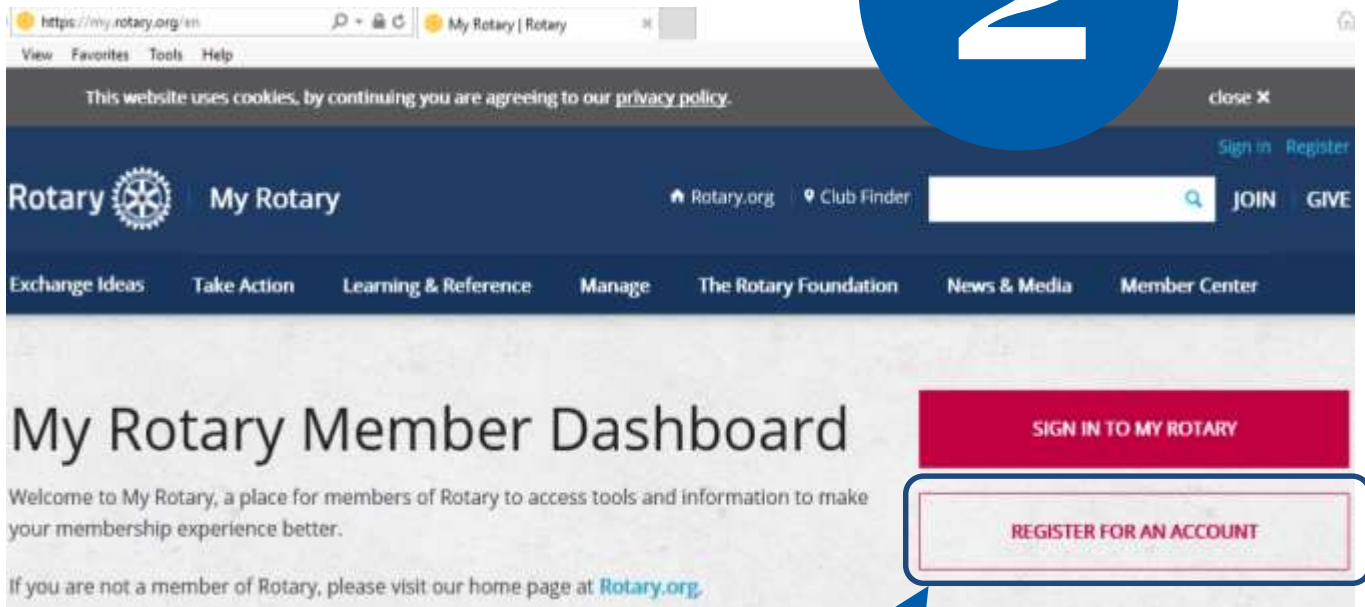
First go to www.rotary.org.



1

Then click on **My Rotary**.

2



Click on **Register for an account**.

3

If you are not a first time user, enter your email address and password. Then click on **Sign In**.

If you are a first time user, click on **Create account**.

SIGN IN

SIGN-IN EMAIL *

[Forgot email?](#)

PASSWORD *

[Forgot password?](#)

REMEMBER ME ?

SIGN IN

WHY CREATE AN ACCOUNT?

Signing in to My Rotary gives you a customized experience and easier access to tools and information that are relevant to you.

Anyone can create an account and sign in. Existing Member Access users can re-register with their current user ID. For tips on registering and using the site, see our [website resources](#). For assistance, [contact us](#).

CREATE ACCOUNT

ACCOUNT REGISTRATION

*Required

FIRST NAME *

LAST NAME *

SIGN-IN EMAIL *

ARE YOU 18 YEARS OLD OR OLDER? *

YES

NO

CONTINUE

Fill in the Account registration information and click on **Continue**.

4

5

ROTARY.ORG > MY ROTARY



You will be informed that an e-mail has been sent to you.

ACCOUNT REGISTRATION

Thank you for registering, you've completed the first step in the process. You will receive an email sent to your sign-in email with a link to activate your account.

6

Complete your Rotary.org registration

Hello

You're just one step away from completing your registration. You can now connect with Rotary leaders, exchange ideas, and take action.

Activate my [account](#)

Check your email for the address you provided in the step above. You will receive this message. Click on the blue link to finalize the process.

ACCOUNT SET-UP

Thank you for activating your account. Just a few more steps to complete the process.

*Required

CREATE PASSWORD *

Your password must be at least eight characters and contain one lowercase letter and one uppercase letter, and must not contain any part of your sign-in email address.

CONFIRM PASSWORD *

SECURITY QUESTION * ⓘ

ANSWER *

(The answer to your security question must be at least four characters.)

CREATE ACCOUNT

Fill in all the mandatory information and click on **Create account.**

7

ACCOUNT SET-UP

Congratulations, your account was successfully created.

Your profile has been created.

As part of becoming a registered user of My Rotary, you've also created a profile. Once you sign in you can complete your profile and review or change your privacy settings to control who sees your information.

You are a member of the community.

You can also participate right away in the Rotary community by joining discussion groups and connecting to other members.

REMEMBER ME

CONTINUE

MY PROFILE

Click on **Continue.**

8

ROTARY.ORG > MY ROTARY

Rotary



My Rotary

Congratulations! You have created your **My Rotary account.**

9

MY ROTARY

Comments on HOW TO create a “My Rotary” Account

Although the assess Username and Password codes for the Clubrunner sites for your Club and the District are the same; the access for RI’s MyRotary is different. You need both! Creating one does not create access to the other.

All members can access MyRotary/Club Central but for the purpose of inputting club goals and performance data is restricted to club officers only.

Who can update club and member data?

You are authorized to update club and member data if you are a president, secretary, executive secretary/director, treasurer, membership chair, or Rotary Foundation chair. However, each of those officers may designate another club member to be their alternate. This helps to create a larger club team for inputting club data.

HOW TO ACCESS ROTARY CLUB CENTRAL



1 Go to My Rotary and select **Sign In** or **Register**. Or go to rotary.org/clubcentral to reach the site directly. You'll be prompted to sign in to My Rotary or create an account if you haven't already.

2 Select **Member Center**

3 Select **Rotary Club Central**

The screenshot shows the My Rotary website interface. At the top right, 'Sign In' and 'Register' buttons are highlighted with a red box. Below the navigation bar, the 'Member Center' link is highlighted with a red box. A large blue callout with the number '1' points to these buttons. In the center, a blue callout with the number '2' points to the 'Member Center' link. At the bottom, a blue callout with the number '3' points to the 'Rotary Club Central' link in the 'ONLINE TOOLS' section, which is also highlighted with a red box. Other visible elements include a 'SIGN IN TO MY ROTARY' button, a 'REGISTER FOR AN ACCOUNT' button, and various promotional banners like 'INTERNATIONAL CONVENTION KOREA 2016'.

- Dashboard
- Goal Center
- Global View
- Service Activities
- Resources
- Reports
- Contact Us

SETTINGS

Language

Dashboard

Welcome to Rotary Club Central, the online tool for setting goals and tracking progress. Explore data and trends related to your club's goals on this page, and use the tabs to manage goals, project activities, and more.

Please note: data reported in other Rotary systems and third party vendor systems will be delayed for at least 24 hours.

- Global
- My Zone
- My District
- My Club Group
- My Club

Rotary Club of Riverhead

Membership Trends

	2012-13	2013-14	2014-15	2015-16	2016-17
July 1	-	-	-	-	-
Achievement	90	82	85	82	85
Goal	0	0	0	0	87

Gender Trends

	2012-13	2013-14	2014-15	2015-16	2016-17
Female	23	25	23	25	28
Male	59	60	59	57	57
Unreported	0	0	0	0	0

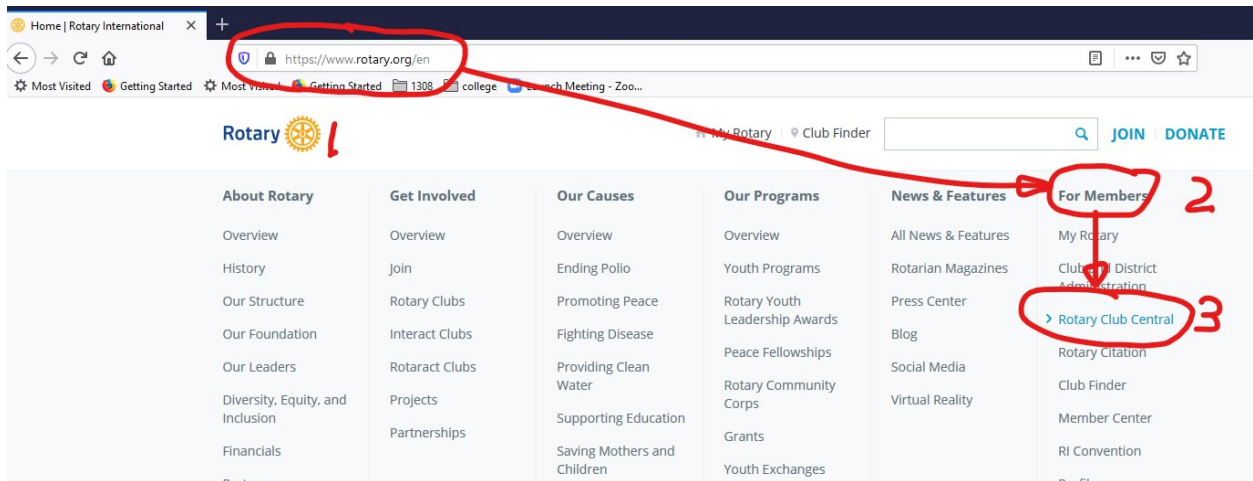
Comments on How to Open RCC

You'll find several ways to enter Rotary Club Central

Another path is as follows

1. Use URL "**rotary.org**"
2. Open large menu list by Clicking on "**For Members**"
3. Open RCC by clicking on "**Rotary Club Central**"

A request to sign in will follow prior to opening RCC.



A request to "sign in" will follow prior to opening RCC.

HOW TO SET A GOAL

For club officers



1

NAVIGATE TO GOALS

Dashboard

Welcome to Rotary Club Center. Explore data and trends related to your club's goals and tracking progress. Please note: data reported in other Rotary systems and third party vendor systems will be delayed for at least 24 hours.

Global My District All Club Groups All Clubs

Global

Membership Trends

1,000,000 500,000 0

2012-13 2013-14 2014-15 2015-16 2016-17

2013-14 2014-15 2015-16 2016-17

Select **Goal Center** from the navigation menu on the left

2

FIND GOALS TO TRACK

Dashboard

Goal Center

The Goal Center is where you can set goals your club will focus on, and track progress. Please note: data reported in other Rotary systems and third party vendor systems will be delayed for at least 24 hours.

All Club Groups All Clubs Search clubs...

Rotary Club of

0 OF 8 ACHIEVEMENT

Members & Engagement Rotary Foundation Giving Service Young Leaders Public Image Rotary

EDIT

The goals you select will appear below. To report progress or add, remove, or edit a goal, select

Before choosing your club's goals, make sure the **appropriate year** is listed

If the **Edit** button appears, click or tap it to find goals your club wants to track. If this button reads **Save** and goals are displayed, proceed to the next step

The screenshot shows the 'Goal Center' interface for a Rotary Club. The left sidebar contains navigation options: Dashboard, Goal Center, Global View, Service Activities, Resources, Reports, Contact Us, and SETTINGS (Language). The main header area includes the text: 'The Goal Center is where you choose and set the goals your club will focus on, and track progress. Please note: data reported in other Rotary systems and third party vendor systems will be delayed for at least 24 hours.' Below this, there are filters for 'All Club Groups' and 'All Clubs', and a search bar. The main content area shows 'Rotary Club of' for the year '2017-18'. A green 'SAVE' button is visible. A list of goals is shown, with the first goal 'Inbound Youth Exchange students' having a checked 'SELECT GOAL' checkbox. A blue callout bubble points to this checkbox with the text: 'Select the goals that your club wishes to track by clicking or tapping the check boxes next to them'.

3 SET A GOAL

This screenshot shows the 'Goal Center' interface with a goal value entered. The 'GOAL' input field for 'Inbound Youth Exchange students' now contains the number '3'. The 'SELECT GOAL' checkbox is checked. A green 'SAVE' button is circled in red. A blue callout bubble points to the 'GOAL' input field with the text: 'Enter a goal value in the box titled Goal'. Another blue callout bubble points to the 'SAVE' button with the text: 'Click or tap Save after you've entered a goal value'. A red text box on the left side of the screenshot reads: 'Don't Forget to **SAVE.** Otherwise you'll start all over!'. The interface also shows a 'PRINT' button and a date 'As Of 20-Jun-17'.

Comments on Setting Goals

How is a Goal composed?

Goals must follow the acronym: **SMART**

- **Specific:** Well defined, clear, and unambiguous
- **Measurable:** With specific criteria that measure your progress towards the accomplishment of the goal
- **Achievable:** Attainable and not impossible to achieve
- **Realistic:** Within reach, realistic, and relevant to your club purpose
- **Timely:** With a clearly defined timeline, including a starting date and a target date. The purpose is to create urgency.

There are two basic types of goals that should be recognized.

1. **Strategic:** A strategic goal is generally considered for the longer term. One should consider this to reach long term objectives that align with your club Vision.
2. **Annual:** An Annual Goal should be considered a 'steppingstone' to reach your strategic Goals. The Goals listed in RCC are Annual Goals for your club.

The critical point to be made here is the relationship of a Club Vision, and Strategic and Annual goals. Strategic Goals will align objectives with your club vision aiming for future club existence and success. It is critical that your club recognize for club succession and future success. This can only be accomplished by collaboration and support from all members, especially the club executive. With Strategic Goals your club will be setting the destination you want in 5 years. With annual goals you are setting manageable destinations for the club to set to eventually reach the Strategic Goals. One should therefore recognize the need for club leaders to think long term.

Recognize the value of setting a Goal

Think of a Goal as setting a means to reach a destination. It is a process. Swimming across Lake Ontario has a goal of reaching Toronto from NOTL. However; without monitoring your progress you might end up in Hamilton. So setting the destination is of little value unless you monitor your progress. Goals need to be set early and monitored continually. Waiting until you are halfway through the year, might mean that you will never be able to recover by year end.

The following is a list of the 25 Goals in RCC. Print the pages separately and use them for discussions with Executive and members. Recognize the "A" in SMART! Not all goals listed will be achievable by your club. IE Not all clubs have members that will donate \$10,000 in any given year. Or increasing your membership by 100% probably will never happen. So be Realistic and set achievable Goals.

Rotary Club Central Explained 2020-21 Goals (proposed)

	Explanation	Goal	Accomplish	Success
Membership and Engagement				
• Club membership	How many total members does your club want by the end of the Rotary year?			<input type="checkbox"/>
• Service participation	How many members will participate in club service activities during the Rotary year?			<input type="checkbox"/>
• New member sponsorship	How many members will sponsor a new club member during the Rotary year?			<input type="checkbox"/>
• Rotarian Action Group participation	How many club members will be members of at least one Rotarian Action Group (RAG) during the Rotary year?			<input type="checkbox"/>
• Leadership development participation	How many members will participate in leadership development programs or activities during the Rotary year?			<input type="checkbox"/>
• District conference attendance	How many members will attend your district conference?			<input type="checkbox"/>
• Rotary Fellowship participation	How many club members will be members of a Rotary Fellowship during the Rotary year?			<input type="checkbox"/>
• District training participation	How many of your club's committee chairs will attend the district training assembly?			<input type="checkbox"/>
Rotary Foundation Giving				
• Annual Fund Contributions	How much money will be contributed to The Rotary Foundation Annual Fund by your club and its members during the Rotary year?			<input type="checkbox"/>

<ul style="list-style-type: none"> • PolioPlus Fund contributions 	How much money will be contributed to The Rotary Foundation PolioPlus Fund by your club and its members during the Rotary year?			<input type="checkbox"/>
<ul style="list-style-type: none"> • Major gifts 	How many single outright donations of US\$10,000 or more will be made by individuals associated with your club during the Rotary year?			<input type="checkbox"/>
<ul style="list-style-type: none"> • Bequest Society members 	During the Rotary year, how many individuals or couples will inform The Rotary Foundation of their plans to leave US\$10,000 or more to The Rotary Foundation through their estate?			<input type="checkbox"/>
<ul style="list-style-type: none"> • Benefactors 	During the Rotary year, how many individuals or couples will inform The Rotary Foundation of their estate plans to include the Endowment Fund as a beneficiary or will make an outright gift of US\$1,000 or more to the Endowment Fund?			<input type="checkbox"/>
Service				
<ul style="list-style-type: none"> • Service projects 	How many service projects will your club complete during the Rotary year? To track and report project details, such as contributions and volunteer hours, select Service Activities in the main menu.			<input type="checkbox"/>
Young Leaders				
<ul style="list-style-type: none"> • Rotaract clubs 	How many new and existing Rotaract clubs will your club sponsor during the Rotary year?			<input type="checkbox"/>
<ul style="list-style-type: none"> • Interact clubs 	How many new and existing Interact clubs will your club sponsor during the Rotary year?			<input type="checkbox"/>
<ul style="list-style-type: none"> • Inbound Youth Exchange students 	How many Rotary Youth Exchange students will your club host during the Rotary year?			<input type="checkbox"/>
<ul style="list-style-type: none"> • Outbound Youth Exchange students 	How many Rotary Youth Exchange students will your club sponsor during the Rotary year?			<input type="checkbox"/>

<ul style="list-style-type: none"> • RYLA participation 	How many individuals will your club sponsor to participate in Rotary Youth Leadership Awards (RYLA) events during the Rotary year?			<input type="checkbox"/>
Public Image				
<ul style="list-style-type: none"> • Strategic plan 	Does your club have an up-to-date strategic plan?			<input type="checkbox"/>
<ul style="list-style-type: none"> • Online presence 	Does your club's online presence accurately reflect its current activities?			<input type="checkbox"/>
<ul style="list-style-type: none"> • Social activities 	How many social activities will your club hold outside of regular meetings during the Rotary year?			<input type="checkbox"/>
<ul style="list-style-type: none"> • Update website and social media 	During the Rotary year, how many times per month will your club's website or social media accounts be updated?			<input type="checkbox"/>
<ul style="list-style-type: none"> • Media stories about club projects 	How many media stories will cover your club's projects during the Rotary year?			<input type="checkbox"/>
<ul style="list-style-type: none"> • Use of official Rotary promotional materials 	Did your club use Rotary International's advertising and public service materials, such as broadcast videos, print ads, and other official materials available in the Brand Center, to promote Rotary in your community during the Rotary year?			<input type="checkbox"/>
Citation: President Holger has set the qualification for a “Rotary Club Citation” simply so that any club that accomplishes thirteen (13) of the above goals.				

HOW TO REPORT PROGRESS ON GOALS

For club officers



1 NAVIGATE TO GOALS

Dashboard

Welcome to Rotary Club C
Explore data and trends re
goals, project activities, and
**Please note: data reported in
be delayed for at least 24 hours.**

Global My Zone My Dis... Groups All Clubs

Global

Membership Trends

Gender Tre

Select **Goal Center** from navigation menu on the left

2 FIND GOALS TO UPDATE

Dashboard

Goal Center

Global View

Service Activities

Resources

Reports

Contact Us

SETTINGS

Language

The Goal Center is v
progress.
**Please note: data n
will be delayed for a**

All Club Groups All Clubs Search clubs...

Rotary Club of

2017-18

0 OF 8 ACHIEVEMENT

Members & Engagement Rotary Foundation Giving Service Young Leaders Public Image Rotary Citation All

EDIT The goals you
EDIT.

Click or tap **Edit** to see a list of club goals

Before reporting progress on goals, make sure the **appropriate year** is listed

Comments How to Report on Progress on Goals

There are three means that Progress is reported on RCC Goals

1. Manually by your club
2. Automatically direct from the RI Data bank
3. From Service Activities as you complete an activity

a) Manual Input

When you click “EDIT” in the ‘goal Center’, the goals where you can record your achievement will open to allow you to record a value. (If the goal will have the achievement set automatically, you will not be able to enter a value.

b) Automatic set by RI data Bank

All goals except Service goals, that do not allow you to enter a value, will have the achievement populated directly from the RI Data bank. These goals are in the Membership and Foundation Giving areas. One can recognize that RI wants to simply ensure the accuracy of the data.

c) Service Activities

In the Goal Center under ‘Service’ you are only allowed to set a goal that represents the number of Service Activities that the club will accomplish. Service activities include any activity that the club does in the following categories:

- Community
- International
- Vocational
- Young Leaders
- Fundraisers
- Area of Focus
- Polio
- Environmental
- Disaster Response

Activities do not have to be Fundraiser and/or Money Granting in nature. You will be tracking the number of volunteers and the hours spent volunteering. This means that the simple act of picking up garbage along the shore, or reading to kindergarten children, will be a Service Activity.

More on Service Activities in the next section!

HOW TO RECORD SERVICE AND EXPORT TO ROTARY SHOWCASE



1 NAVIGATE TO SERVICE ACTIVITIES

Welcome to Rotary Club Central, the o
Explore data and trends related to yo
goals, project activities, and more.
**Please note: data reported in othe
be delayed for at least 24 hours.**

Global My Zone My District My Club Group My Club

Rotary Club of

Membership Trends

	2012-13	2013-14	2014-15	2015-16	2016-17
July 1	-	-	-	-	-
Achievement	90	82	85	82	85
Goal	0	0	0	0	87

Gender Trends

	2012-13	2013-14	2014-15	2015-16	2016-17
Female	23	25	23	25	28
Male	59	60	59	57	57
Unreported	0	0	0	0	0

Select Service Activities

2 ADD SERVICE PROJECTS
There are three ways to do this

As you work to m
track your proje
participation, a

Rotary Club of

Add New Service Project

Repeat Past Service Project

IMPORT FROM ROTARY SHOWCASE ...

Select Add New Service Project to enter a project that isn't in Rotary Club Central or Rotary Showcase

Select Import From Rotary Showcase to add a project from that site

Select Repeat Past Project to copy details of a project that's already in Rotary Club Central

Dashboard
Goal Center
Global View
Service Activities
Resources
Reports
Contact Us
SETTINGS

Add a new service project

Click **Save** once you've entered your project's details

Enter the name of your project

Enter the start date of your project

3

ADD PROJECTED SERVICE PROJECT DETAILS

Enter the estimated project details in the **Projected** column

PROJECT TITLE * required

0 of 50 characters used

PROJECT SUMMARY

0 of 1000 characters used

START DATE * required

END DATE

PROJECT COMPLETE

Choose the dates that best reflect when work on the project began and, if applicable, ended. The dates must fall within the same Rotary year. For multiyear projects, create separate entries for the project for each Rotary year.

Dashboard
Goal Center
Global View
Service Activities

Project metrics

	PREVIOUS PROJECTED/PREVIOUS ACTUAL	PROJECTED	ACHIEVEMENT
Number of volunteers	-/-		
Total number of volunteer hours	-/-		
Cash contributions	-/-	USD	
Value of donated goods and services	-/-	USD	

If you're repeating a project, the **Previous Projected/Actual** column will show data from that past project. Use this information to estimate your new project's details.

Select the partners you're working with on the project

Additional project details

Select the project category. You can use this information to search for past projects.

For **Area of Focus**, select the category that your project supports

CATEGORY

- Vocational
- Young Leaders
- Fundraiser
- Area of Focus
- Polio

PARTNERS

- Interact
- Rotaract
- Rotarian Action Group
- Rotary Club(s)
- Rotary Community Corps

AREA OF FOCUS

- None
- Basic Education and Literacy
- Disease Prevention and Treatment
- Economic and Community Development
- Maternal and Child Health

4

ADD COMPLETED PROJECT DETAILS

Enter the end date of your project

- Dashboard
- Goal Center
- Global View
- Service Activities**
- Resources
- Reports
- Contact Us

SETTINGS

- Language

Project timeline

START DATE * required

END DATE

PROJECT COMPLETE

Choose the dates that best reflect when work on the project began and, if applicable, ended. The

PROJECTED

ACHIEVEMENT

Number of volunteers

Total number of volunteer hours

Cash contributions USD

Value of donated goods and services USD

Enter contributions and volunteer participation from your project in the column titled **Achievement**

Select **Yes** to mark the project complete

On the **Service Activities** page, scroll to **Service Summary** for data on projects completed year-to-date

- Contact Us

SETTINGS

- Language

Service Summary

NUMBER OF PROJECTS		TOTAL VOLUNTEER HOURS		TOTAL CASH CONTRIBUTIONS		TOTAL VALUE OF DONATED GOODS AND SERVICES	
1	11	0.0	0.0	\$0.0	\$0.0	\$0.0	\$0.0
Projected	Achievement	Projected	Achievement	Projected	Achievement	Projected	Achievement

5

EXPORT PROJECT TO ROTARY SHOWCASE

Rotary Club Central

EXPORT PRINT COPY

End Polio Board

Title and summary

PROJECT TITLE * required

End Polio Board

15 of 50 characters used

Click **Export** to list the project on Rotary Showcase

Confirm Export CANCEL

Are you sure you want to export?

YES NO

Click **Yes** to export the project to Rotary Showcase.

SHARED ON SHOWCASE PRINT COPY

End Polio Board


Once the export is complete, it will say **Shared on Showcase**.







6 VIEW AND EDIT PROJECT ON ROTARY SHOWCASE

The screenshot shows the 'My Rotary' navigation menu. The 'Take Action' tab is circled in red. Underneath it, the 'Rotary Showcase' link is also circled in red. A blue callout bubble points to the 'Rotary Showcase' link with the text: 'Click on Rotary Showcase under the Take Action tab to view and edit your project on Rotary Showcase'.

The screenshot shows a search interface for projects. It includes a search bar and a dropdown menu for 'Search project(s) by:'. Below the dropdown, there are two tabs: 'Rotary Showcase' and 'My Club Showcase'. The 'My Club Showcase' tab is circled in red. A blue callout bubble points to the 'My Club Showcase' tab with the text: 'Click the My Club Showcase tab to search for your newly added project'.

The screenshot shows a project card titled 'End Polio Board'. The card features a large, faded Rotary International logo. A blue callout bubble points to the logo with the text: 'Click on the project to open the details page'.



End Polio Board

End Polio Board

[Share 0](#)

People put up their picture or article for a token and the after production cost donated to Polio

[Select Language](#)

Project location

Project dates Start: 01 July 2018
End: 30 June 2019
Created: 18 July 2018

Project category Community, Polio

Funding

Project contacts

Partners

Related Links

[Delete Project](#) [Copy project details to a new project](#) [Edit project details](#)

PROJECT PHOTOS AND VIDEOS

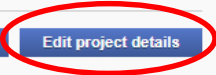
[Edit project media](#)

ENGAGEMENT TRACKER

Total volunteer hours	Number of volunteers	Total cash contributions	Total in-kind contributions
0 Hours	0 People	0 USD	- USD

[Edit Project Impact](#)

Click **Edit project details** to add photos, videos, and project engagement details to showcase the success of your project



Comments on How to Record Service Activities and Export to Showcase

What is a Service Activity?

Service activities include any activity that the club does in the following categories:

- Community
- International
- Vocational
- Young Leaders
- Fundraisers
- Area of Focus
- Polio
- Environmental
- Disaster Response

Activities do not have to be Fundraiser and/or Money Granting in nature. You will be tracking the number of volunteers and the hours spent volunteering. This means that the simple act of picking up garbage along the shore, or reading to kindergarten children, will be a Service Activity.

Objective of Recording Service Activities

RI is no different than your club. Both have become known in it's 'community' for not only the money it grants, but also for the "Service of Self". A report by Johns Hopkins University prepared for RI, estimated that Rotary members provide about 47 million hours of volunteer effort a year at an estimated value of \$850 million. We track this information so that we can justify to supporting agencies the commitment we have to our local or international communities. It is evidence to the Canadian Government to support our Global Grants and to Bill and Malinda Gates to give to polio. It is information for your club members to feel pride in their club.

Three Ways to Enter a Service Activity

1. If you have done the Activity in a previous year select "**Repeat Past Service Project**". RCC will automatically set up the past activity in the present year. You will then not have to rewrite the title and description of the project.
2. For a new Activity select "**Add New Service Project**". You will have to add the title and description.
3. If you have already established the project in the RI Showcase site you can select "**Import from Rotary Showcase**". Starting title and Description will be imported to an activity for this year.

Data that must be tracked

1. Start and End Date: Caution here....
2. Total Volunteer Hours
3. Number of Volunteers
4. Cash Contributions
5. Value of Donated Goods.

You are recording volunteer Hours and Numbers that include committee planning and member participation for an activity.

You are recording Data only for the Fiscal year. If a project extends past June 30th, a new project must be started for the next year. The Volunteer and Monetary data for each fiscal year is recorded separately.

Tracking, especially the volunteer hours, can be considered an arduous task by some clubs. This can be eased by insisting that every committee report must include Volunteer numbers and hours.

For a small one-day activity, the numbers can be easily estimated by counting the people and hours after. Don't forget to add the time for those that planned the activity. But if this is a project that takes all year to plan by an eight-member committee and every member is expected to participate, it will be difficult. Someone must be delegated to keep track of this and record for every report. A spread sheet with all members name recorded will help. There are Free Volunteer Software platforms available. Clubrunner's Volunteer Package will help.

Record Accomplishment of Service Activity

Two things that must be done to complete and count as a Service Activity Accomplished in the Gaol Center of RCC.

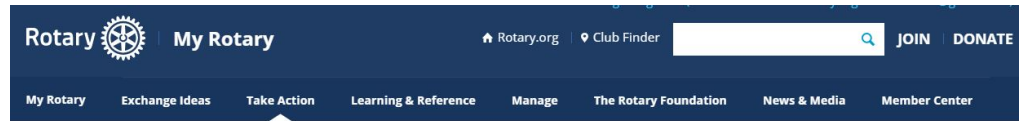
1. Select the 'Project Complete' button beside the Date of Completion
2. Export the project to the Rotary Showcase web site. Once the completion button is selected, an EXPORT menu selection button will appear at the top left corner of the page. Click on the EXPORT button to send the information to the showcase. After this is done you can go into Rotary Showcase to add further details including pictures.

HOW TO ADD A PROJECT TO ROTARY SHOWCASE

my.rotary.org/showcase

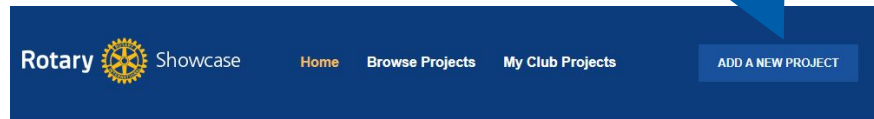


1



To add your project, sign in to My Rotary and under **Take Action**, click **Rotary Showcase**.

2



Click **ADD A NEW PROJECT**.

3

* Project title (maximum 50 characters)

50 - characters remaining

* Project overview (maximum 100 characters)

100 - characters remaining

Tell us about your project (maximum 1000 characters)

1000 - characters remaining

* Project location

Project Timeline

* Start date: (dd/mm/yyyy)

Enter information about your project.

4

Select one or more categories, and *one* primary area of focus.

When you click **Save** your project is published immediately.

Identify your Rotary, Rotaract and Rotary Community Corps club partners.

Add members of your partner clubs as project contacts.

Upload up to 10 images and links to YouTube videos.

The screenshot shows a project creation form with the following sections:

- Project category:** Includes checkboxes for Community, International, Vocational, New Generations, Area of Focus (dropdown), Fundraiser, Polio, Environment, and Disaster Response.
- Partners:** Includes an 'Add' button.
- Project contacts:** Includes an 'Add' button.
- Related Links:** Includes an 'Add' button.
- Tags:** Includes an 'Add' button.
- Funding:** Includes checkboxes for Club Foundation, Public Image Grant, Rotary Grant (with input field), and Other (with input field).
- PROJECT PHOTOS AND VIDEOS:** Includes an 'Add' button and the text 'Add photos and videos to help tell your project's story. (10 of 10 remaining)'.
- ENGAGEMENT TRACKER:** Includes a note: 'Please make sure you fill out any relevant impact figures in the fields below. Providing this information tells a better story about the impact your club has with Rotary worldwide.' Below this is a table for tracking partner contributions.

Partner:	Rotary Year	Total volunteer hours	Number of volunteers	Cash contributions (USD)
	2018-19			

Add your project's contributions to measure Rotary's global engagement.

5

Need more Rotary Showcase resources?
Contact us at
RotarySupportCenter@rotary.org.