

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.