



HOW TO UPDATE ROTARACT AND INTERACT CLUB INFORMATION

A listing of club-sponsored organizations is available to every Rotarian via Rotary Club Central. Current term reported district Rotaract representatives can also acquire their district listing through their access on Rotary.org. The information in the listing comes directly from the club records in Rotary International's database.

Need to change any information? Read on to find out how!

TO UPDATE AN ACTIVE OR REACTIVATE A SUSPENDED ROTARACT CLUB:

1. Current Rotaract club presidents or advisers report using our [online update form](#) using their personal email address.
2. In about a week, the reported president or adviser can create a My Rotary account using the email address reported through our form. Once registered, these club leaders should add Rotaract members, update club information, and report next year's president or adviser. [Here's how](#).

Please note: These steps will reactivate a suspended Rotaract club, but they will not correct the status of a terminated or missing Rotaract club.

TO UPDATE AN ACTIVE OR REACTIVATE A SUSPENDED INTERACT CLUB:

Current Interact club presidents and advisers report using our [online update form](#). Since Rotary does not share information about legal minors, including Interact presidents, we encourage all Interact clubs to report an Interact Adviser.

Please note: These steps will reactivate a suspended Interact club, but they will not correct the status of a terminated or missing Interact club.

IF A CLUB IS MISSING OR APPEARS AS TERMINATED FROM ROTARY'S DATABASE:

If there are active Interact or Rotaract clubs in your district which do not appear in Rotary's database, or are listed as terminated, they must be officially certified by Rotary:

1. Complete the certification form for [Interact](#) or [Rotaract](#). Note the club's organization date so we can acknowledge this club's history.

2. Once you complete this form, submit it by email (interact@rotary.org or rotaract@rotary.org), post, or fax to the [appropriate Rotary office](#). To certify a Rotaract club, there is a one-time **US\$50 fee**, payable by check, credit card, or bank transfer. There is no fee to certify an Interact club.

Please note: *If you believe that your club has already been certified, but it is not appearing in our records, please confirm the name of this club by looking at its original charter certificate. Rotary may know your Rotaract or Interact club by a different name. You can also send a copy of this original certificate to interact@rotary.org or rotaract@rotary.org to provide proof that a missing club has been chartered. All terminated clubs will need to be re-chartered.*

IF AN INACTIVE CLUB APPEARS AS ACTIVE / SUSPENDED IN ROTARY'S DATABASE:

Sponsor Rotary club presidents should send an email to interact@rotary.org or rotaract@rotary.org to terminate an inactive club.

TO CHANGE SPONSORSHIP:

In order to change the sponsorship relationship for any Rotaract or Interact club, the current and new sponsors must first review the [Sponsorship and Co-Sponsorship guide](#), which includes the Change of Sponsorship form.

Interact and Rotaract clubs may be sponsored by one to three Rotary clubs; district governors must approve in writing any additional sponsor Rotary clubs after carefully considering whether their involvement is in the best interest of the Interact or Rotaract club.

Once all agree on the sponsorship, submit the Change of Sponsorship Form to interact@rotary.org or rotaract@rotary.org.

TO CHANGE AN INTERACT OR ROTARACT CLUB NAME:

Sponsor Rotary club presidents should send an email to interact@rotary.org or rotaract@rotary.org stating the original club name and new club name. Make sure to copy the District Governor on your request.

OTHER ISSUES OR QUESTIONS:

Email interact@rotary.org or rotaract@rotary.org.