

ROTARY CITATION FREQUENTLY ASKED QUESTIONS



2020-21 Rotary Citation

What's changing?

Beginning 1 July, it will be easier than ever for Rotary clubs to set and report goals for the Rotary Citation. Clubs previously had to achieve specific goals, which changed every year, and report them in various online Rotary tools. In addition, the goals were often different from the goals listed in Rotary Club Central.

In 2020-21, club presidents will be able to go into Rotary Club Central and choose goals that are relevant to their club. They'll need to select and achieve at least 13 goals out of 25 to receive the citation.

While a few of the goals are data-generated, such as membership numbers and Rotary Foundation giving, most of them can be reported by marking them "Achieved" in Rotary Club Central.

These changes have several benefits:

- It's simpler for clubs to set and report goals.
- The focus shifts from achieving the citation to making progress toward goals. (Clubs should consider the citation to be a recognition of their great work rather than a goal itself.)
- Clubs can choose goals that are relevant to them, so achieving them is more meaningful.
- Long-term progress is easier to track because the goals will stay the same from year to year.

What's going away?

- The Rotary Citation brochure (900) — Because the Rotary Citation goals are now the Rotary Club Central goals, a brochure listing the goals isn't necessary.
- Achievement guides — Because goals are self-reported or data-generated, instructions for achieving each goal aren't needed.
- The Citation tab in Rotary Club Central — All 25 available goals in Rotary Club Central are citation goals. They are listed under the **All** tab in Rotary Club Central.

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How do I find the 2020-21 Rotary Citation goals in Rotary Club Central?

1. Go to the Goal Center on the left side of the page.
2. Select the 2020-21 Rotary year (in the middle of the screen).
3. Select the **All** tab.

How do I achieve the Rotary Citation?

1. Go to Rotary Club Central.
2. Review the 25 available goals.
3. Select and set at least 13 goals.
4. Achieve your goals.
5. Report your achievement in Rotary Club Central.

Who can see and set goals?

All Rotarians can see the goals that their club officers set for any given year. If a member doesn't see a goal for the incoming year, it might be because their officer hasn't set it yet.

Any incoming officer at the club or district level, including assistant governors, can set goals for the upcoming year.

Is our club still eligible for the citation if we achieve different goals than the ones we set at the beginning of the year?

Yes. As long as 13 goals are reported as achieved by the end of the Rotary year, the club is eligible for the citation.

Where should I enter my club's accomplishments?

You can report accomplishments for most goals in Rotary Club Central by marking them "Achieved." Data-driven goals like membership numbers and Rotary Foundation giving are updated from our database.

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Can members who aren't officers enter a club's accomplishments?

Yes. Officers can [delegate online access](#) temporarily to a member to allow them to enter a club's accomplishment in Rotary Club Central.

How can I see my club's progress?

Members who have My Rotary accounts can see their club's accomplishments in the [Rotary Citation Recipients Report](#). To find the Citation report, go to **Manage**, then **Reports**, and find **Club & District Administration**. In the **Awards** section, you'll see the Rotary Citation.

I just achieved a goal for my club. Why isn't the achievement showing?

Achievement of self-reported goals appears as soon as you enter the achievement in Rotary Club Central. You can enter the achievement at any time.

If the goal is for a data-generated achievement, such as membership numbers or Rotary Foundation giving, the achievement may not appear for 48 hours. Please check your achievement a day or two after you've reported the goal as achieved.

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What are Rotary Action Groups and Rotary Fellowships?

[Rotary Action Groups](#) are independent, international, Rotary-affiliated groups whose members have expertise and experience in a particular area of specialization. Aligned with Rotary's priority to increase humanitarian impact, they use their knowledge and passion to help clubs and districts plan and carry out impactful service projects.

- Membership is open to any individual. Rotarians, Rotaractors, and Peace Fellows can serve in leadership roles.
- By joining a Rotary Action Group, you can use your professional skills to advise on meaningful service activities outside your own club, district, or country.
- Rotary Action Groups provide networking opportunities with likeminded individuals from around the world.

[Rotary Fellowships](#) are international groups that share a common passion. Being part of a fellowship is a fun way to make friends around the world, explore a hobby or profession, and enhance your Rotary experience.

What are examples of a leadership development program?

A leadership development program can be anything designed to give members opportunities for developing their leadership skills. Clubs can offer leadership development opportunities to their members, such as asking them to be on a committee or lead a club initiative. They can also support members interested in professional development by having a mentor program or giving them opportunities to develop new skills through new experiences, such as taking the online professional development courses in [Rotary's Learning Center](#), and creating a supportive environment for them as they complete the assignments involved.

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What district training events count for the district training participation goal?

The description of the goal in Rotary Club Central notes that this goal refers to club committee attendance at the district training assembly. The district training assembly is the RI-Board recommended training held by the district governors-elect for incoming club officers, including club presidents, secretaries, treasurers, and club administration, membership, public relations, service project, and Rotary Foundation committee chairs.

What social activities count for the goal in Rotary Club Central?

Any social activity held outside of the regular club meeting that is open to all club members can count for this goal.

How do these changes affect the citation for Rotaract and Interact clubs?

The changes in the 2020-2021 Rotary Citation have minimal effect on the Rotary Citation for Rotaract Clubs and the Rotary Citation for Interact Clubs. You can nominate [Rotaract](#) and [Interact](#) clubs online for the citation by 15 August. Rotaract and Interact clubs can't be nominated by email, mail, or phone.

Rotaract and Interact citation goals for 2020-21 will be available by 1 July on the [Rotary Citation page](#).

Can clubs earn a presidential distinction for the 2020-21 Rotary Citation?

No. The 2020-21 Rotary Citation doesn't include distinction levels.

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Do clubs still have to be in good standing to earn the Rotary citation in 2020-21?

Yes. To be eligible for the Rotary Citation, clubs need to begin the year as active clubs in good standing and remain so throughout the year. For the purposes of the citation only, good standing means that a club has paid each invoice balance in full upon receipt (and hasn't received a 60-day reminder letter from Rotary International Accounts Receivable). To verify that your club is in good standing, check your daily club balance report under Club Administration > Club Finances. You should have an outstanding balance of \$0.00. Invoices are due when they are posted, in mid-January and mid-July.

Can I still see if a club is in good standing on Rotary Club Central?

No. This information isn't available in Rotary Club Central. You can check the Citation report to see if the July and January dues were paid on time. Clubs are in good standing as long as they haven't received a 60-day reminder to pay their dues.

To find the Citation report in **My Rotary**, go to **Manage**, then **Reports**, and find **Club & District Administration**. In the **Awards** section, you'll see the Rotary Citation.

You can also verify that your club is in good standing by checking your daily club balance report under **Club Administration > Club Finances**. You should have an outstanding balance of \$0.00. Invoices are due when they are posted, in mid-January and mid-July.

Where can I find the 2020-21 presidential theme address?

You can read RI President-elect Holger Knaack's theme address, "[Holger Knaack sees opportunities for Rotary to change, thrive,](#)" on Rotary.org.

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2019-20 Rotary Citation

What does “Citation Recipient (3 of 3)” mean in the Rotary Citation Recipients Report 2019-20?

Rotary ROTARY CITATION RECIPIENTS REPORT 2019-2020

Zone	Zone Section	District	Club ID	Club Name	CITATION RECIPIENT (3 of 3)	REQUIRED ACTIVITIES (2 of 2)	UNITE PEOPLE (5 of 9)	TAKE ACTION (5 of 9)
1	1A				0	1	2	0

In the 2019-20 Citation Recipients Report, “Citation Recipient (3 of 3)” refers to the three categories of achievements described in the [citation](#). They’re listed in the columns to the right of this column: Required Activities, Unite People, and Take Action.

When a club has achieved all three of these categories, a “1” appears in the Citation recipient column indicating that they’re eligible for the citation. We designed it this way to calculate the total number of clubs in a district or zone that achieve the citation.

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What are the required activities?

Required activities are the mandatory payment of dues on time for the July and January invoices. Clubs that don't pay within 60 days and who receive a 60-day reminder letter aren't eligible for the citation.

The 2019-20 citation brochure states: "To be eligible for the Rotary Citation, clubs need to begin the year as active clubs that are in good standing and remain so throughout the year."

The [2019-20 Achievement Guide](#) defines a club in good standing as follows: "For the purposes of the citation only, good standing means that a club has paid each invoice balance in full upon receipt (and hasn't received a 60-day reminder letter from Rotary International Accounts Receivable). To verify that your club is in good standing, check your daily club balance report under **Club Administration > Club Finances**. You should have an outstanding balance of \$0.00. Invoices are due when they are posted, in mid-January and mid-July.

If you have questions about the club invoice or where to send your payment, including whether your club has a zero balance or received a 60-day reminder letter, contact your [financial representative](#).

Why is my previous year's membership growth not showing? I didn't remove members until 1 July.

Members who are added on 1 July count toward the next year's membership growth. Members who are removed on 1 July count toward the previous year's loss since they aren't members at the start of the Rotary year.

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How do I calculate the retention goal?

To determine your club's retention performance, run the "Club Membership Profile" in Rotary Club Central to review your club's existing and new member retention rates. Each time your club's membership changes, run the report and compare the "New Member Retention YTD" and "Existing Member Retention YTD" with the last fiscal year (LFY) percentages.

To achieve the retention goal, your club needs to either:

- Improve the retention rate of new **and** existing members by one percentage point, or
- Maintain a retention rate of 90 percent or more (if applicable) for new **and** existing members

New clubs are considered as having achieved the retention goal automatically.

How are new and existing members defined?

For the purposes of the citation, a new member is defined as those who were added on or after 1 July of the Rotary year in question. Existing members are those who were members prior to 1 July of the Rotary year in question.

Are clubs chartered during the 2019-20 Rotary year eligible for this year's citation?

We want to recognize the achievements of Rotary's newest clubs. While some new clubs might not meet eligibility requirements, presidents of clubs chartered during the 2019-20 year should write to riawards@rotary.org to inquire if their club is eligible.