

ROTARY CLUB CENTRAL

CLUB REFERENCE GUIDE



What is Rotary Club Central?

Rotary Club Central is an online tool to help clubs set and track their goals and achievements.

Purpose of this guide

This guide outlines the steps for you to following order to view, set, and edit goals and report achievements in three categories:

1. Your club
2. Service
3. Foundation giving

Who can edit and view club records?

Club leaders, including the incoming, current, and past president, secretary, treasurer, executive secretary, Foundation chair, and membership chair can edit goals and achievements for their year in office.

All club members can **view** club goals and achievements.

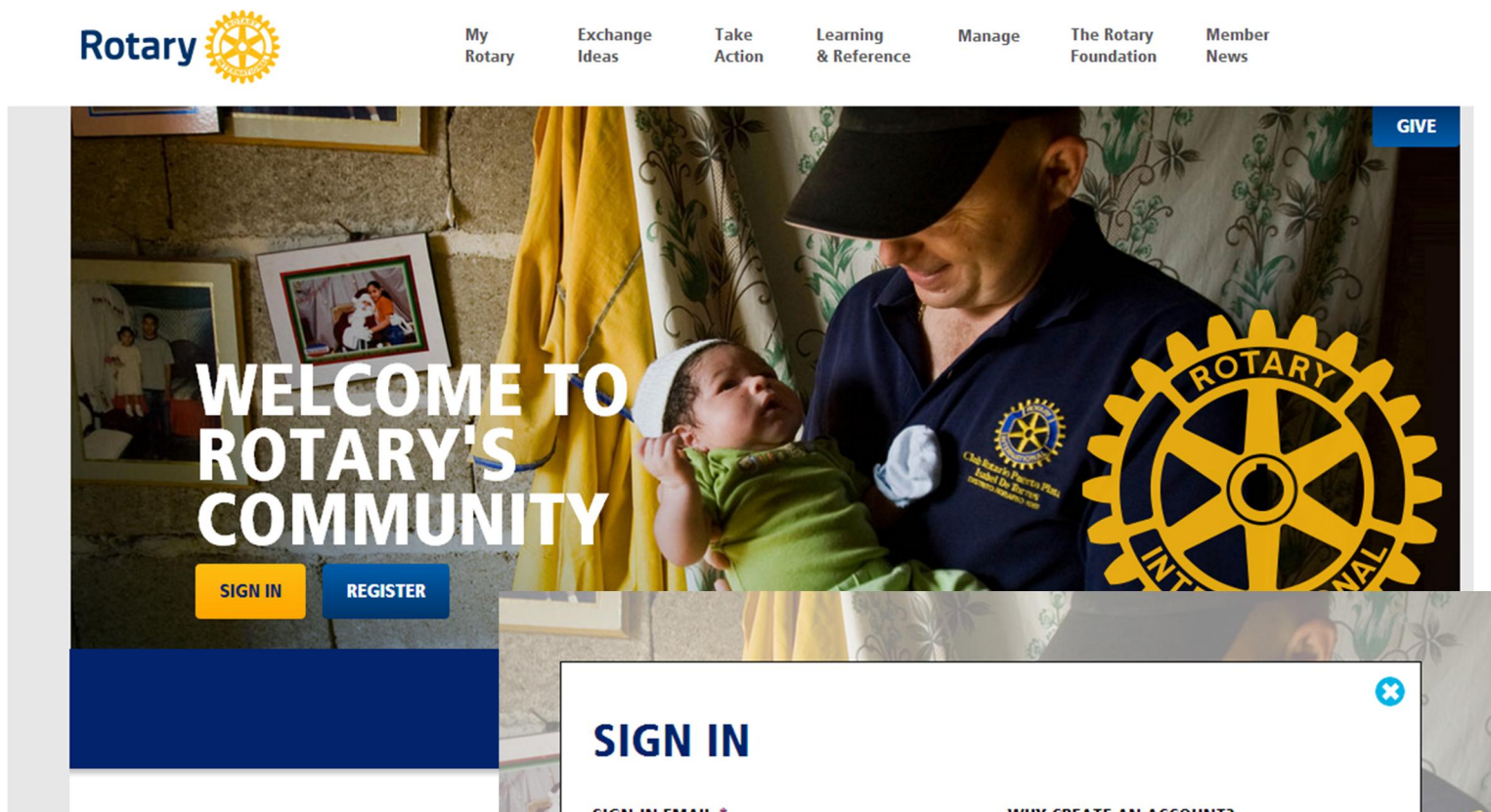
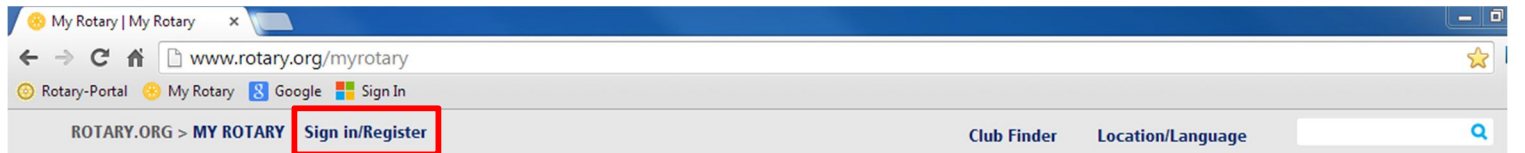
Note: If any data is displayed incorrectly, please contact your Club and District Support representative.

Contents

How to Access Rotary Club Central	2-3
Goal-setting Basics	4-5
Your Club	6
1. Membership Retention	6
2. Rotarian Engagement	7
3. Club Communication	8
4. Public Relations	8
Service	9
1. Service Projects and Activities	10-11
2. New Generations Clubs	12
3. New Generations Participants	12
Foundation Giving	13
1. Annual Fund	14
2. Polio Plus Fund	14
3. Major Gifts and Endowment Fund	15

How to Access Rotary Club Central

Go to rotary.org/myrotary and click on Sign in/Register. Or go to www.rotary.org/clubcentral



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 register with their current ID and password to activate their new account. For assistance, [contact us](#).

CREATE ACCOUNT


My
Rotary

Exchange
Ideas

Take
Action

Learning
& Reference

Manage

The Rotary
Foundation

Member
News

GIVE

MY ROTARY



What's new about the Rotary website? Everything!

Welcome to your new Rotary website. We've heard from many corners that Rotary needs a faster, improved website that makes it easy to find what you're looking for and helps you get your Rotary business done. We listened – and we hope you're as excited as we are... [Read more](#)

MY MESSAGES

JAMES DAMATO - 28-AUG-2013

[Are we allowed...](#)

JAMES DAMATO - 26-AUG-2013

[What's happening?](#)
[Go to messages >](#)

ANNOUNCEMENTS

[Solutions for your website issues](#)

27-AUG-2013

[Register early for Sydney convention and save](#)

9-AUG-2013

[Take steps to expand your club for Membership Month](#)

1-AUG-2013

[See more >](#)

MY CLUB SNAPSHOT

CLUB NAME

Chicago Lakeview

WEBSITE

<http://www.chicagolakeviewrotaryclub.org>

MEETING LOCATION

The Hallmark
2960 N. Lake Shore Dr. 2/FI., Chicago, IL,
60657-5600, United States

MEETING DATE AND TIME

Thursday 12:15 PM

MEMBERS

39

CHARTER DATE

1-Sep-2005

CLUB PRESIDENT

John M Hannes

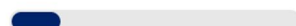
CLUB GOALS SET: 44%



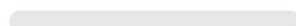
CLUB GOALS ACHIEVED: 9%



SERVICE GOALS SET: 17%



SERVICE GOALS ACHIEVED: 0%



FOUNDATION GIVING GOALS SET: 63%



FOUNDATION GIVING GOALS ACHIEVED: 0%

[Visit Rotary Club Central >](#)

FIND A CLUB

City or region



FEATURED LINKS

[End Polio Now](#)

Join our fight to eradicate polio worldwide.

[Paul Harris Home](#)

Support the restoration of the home of Paul and Jean Harris.

WHAT'S NEW

Welcome to the new Rotary.org. Build your profile to customize your experience. Join a [discussion group](#) to exchange ideas. [Browse projects](#) to find project partners and resources. As we add new features, we'll share them here.

GROUP DISCUSSIONS

MY GROUPS ALL GROUPS

Either you have not yet joined a group or there are no active discussions in your group. Why don't you start one?

[View My Groups >](#)

Click here.

Goal-setting Basics

Below **Trends** in each category is the **Goals and Progress** section, where you can choose to either **EDIT** or **VIEW** each goal.

Select the category for which you want to set or edit goals. This user selected **Your Club**.

Your Club | Service | Foundation Giving

District: 0000 | Club: Your Club

- Club View
- District View
- Club Group View
- Global View
- Resources
- Reports

Your Club

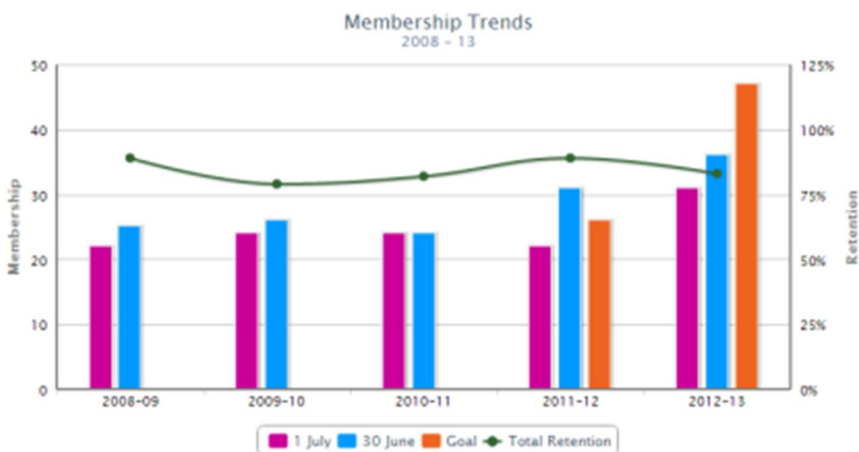
Successful clubs achieve their goals by staying vibrant, flexible, and innovative. This tab provides you the opportunity to view and track membership, Rotarian engagement, club communication, and public relations goals.

Current, incoming, and immediate past club leaders — the president, secretary, treasurer, executive secretary, Foundation chair, and membership chair — can edit goals and achievements. All club members can view goals and achievements.

Trends

This graph shows your club's membership over five years. Click on the labels in the legend to add or remove features in the chart. Hover over bars or lines in the chart to see details.

The chart below shows the age and gender trends over three years. For more information, club leaders can click on "View Details."



Membership Trends

2012-13

31	36	47	83%
1 JULY	30 JUNE	GOAL	TOTAL RETENTION

YEAR: 2012-13

Gender Trends

[View Details](#)

	2010-11 TOTAL	2011-12 TOTAL	2012-13 YEAR TO DATE
Male	46% (11)	53% (17)	39% (14)
Female	54% (13)	47% (15)	61% (22)
Unreported	0% (0)	0% (0)	0% (0)

Age Trends

[View Details](#)

	2010-11 TOTAL	2011-12 TOTAL	2012-13 YEAR TO DATE
29 and under	0% (0)	0% (0)	3% (1)
30 - 39	0% (0)	3% (1)	6% (2)

Use the drop-down to see your club's five-year membership trends.

Click **View Details** to see the club's gender and age reports.

Scroll down to **Goals and Progress**.

Goals and Progress

Current, incoming, and immediate past club leaders can click "Edit" to set goals and achievements. All club members can click "View" to see goal details.

Select the year you want to edit or view.

Select your
year in office
to set goals.

2011-12

2012-13

2013-14

Then click
EDIT.

 **EDIT**

Membership Retention

33 1 JULY 2012	33 30 JUNE 2014 GOAL TOTAL	31 2013-14 YEAR TO DATE
-------------------	----------------------------------	-------------------------------

	30 JUNE PRIOR YEAR	2013-14 MEMBER GOAL	2013-14 RETENTION GOAL
Existing members retained	32	33	98%
New members retained	3	-	0%

Your Club

Membership Retention

From 1 July to 1 October, the 30 June member count will display here. The 1 July start figure will display once clubs submit their semiannual reports.

Member count at the time the goal is set. Data supplied by Rotary.

Enter a percentage OR number for this year's goal. The percentage is based on the member count at the time the goal is set and saved.

Set and Edit Your Goals

	1 JULY START FIGURE	MEMBERS	PERCENTAGE	GOAL TOTAL
Existing members retained	33	34	98 %	33
Achievement				28
New members retained	3	0	0 %	-
Achievement				3
2013-14 Goal Total			97%	33

Data supplied by Rotary.

Save

Clear all

Cancel

This reflects the number of members who joined the club after 1 July of the previous year. Data supplied by Rotary.

Enter the number of members you plan to induct this year.

Of the members you induct, enter the percentage OR number of members you plan to keep this year.

Rotarian Engagement

Previous year's achievement supplied by Rotary.

Year-to-date member count. supplied by Rotary.

Enter the percentage OR number of members you plan to have involved in each activity listed.

Set and Edit Your Goals

	PREVIOUS YEAR	MEMBERS	PERCENTAGE	GOAL TOTAL
Members in club roles	-	37	0 %	-
Achievement				-
Members participating in club service activities	25	37	100 %	37
Achievement				-
Members participating in club social activities	29	37	95 %	35
Achievement				-
Members sponsoring new Rotarians	5	37	0 %	-
Achievement				-
Members in leadership development programs or activities	-	37	0 %	-
Achievement				-
Total number of members engaged	-	37	100 %	37
Achievement				-

Scroll down.

Enter the number of members who were involved in each activity.

After reviewing all the activities listed, enter the percentage or total number of members you plan to engage in club activities during the year. (That is, will your club have all members engaged in activities or are the same 10 people doing all activities?)

Save

Clear all

Cancel

Club Communication

Set and Edit Your Goals		Previous year's achievements	
	PREVIOUS YEAR	GOAL TOTAL	
Our club has a strategic plan	-	YES	Select YES or NO in reference to this year's goal.
Achievement		-	Select YES or NO in reference to what was actually achieved.
Club assemblies conducted per year	1	4	
Achievement		-	
Our online presence accurately reflects current activities	YES	YES	
Achievement		-	Enter the number planned for this year.
Number of communications distributed per month	-	-	
Achievement		-	Enter the number achieved.

Public Relations

Set and Edit Your Goals		PREVIOUS YEAR	GOAL TOTAL	
Number of times we update our website per month	-	4		Enter your goal for the year for each.
Achievement		-		
Number of media stories (broadcast and/or print) covering our club's projects per year	-	-		
Achievement		-		
Number of advertisements we place per year	-	-		
Achievement		-		Enter the number achieved.
Number of people in the media we invite to visit a club project or meeting per month	-	-		
Achievement		-		
We use social media to promote service activities	YES	YES		

Service

Home > Member Access > Club Snapshot > Club View

District: 0000 | Club: Your

Select Service.

Club View

- District View
- Club Group View
- Global View
- Resources
- Reports

Service

Effective service projects can translate into effective clubs. By carefully selecting, planning, and evaluating a project, a Rotary club can successfully carry out service projects that address community needs.

This tab allows clubs to set and track goals for service projects and plan for the resources needed. You can also set goals for New Generations, including Rotaract and Interact clubs, as well as Youth Exchange and RYLA participants.

Trends

These charts show the resources your club has dedicated to service projects during the current Rotary year and the previous two years.

Click on the labels in the legend to add or remove features in the chart. Hover over bars to see details.

Service Projects and Activities
2010 - 13

Year	Volunteers	Hours	Cash	In-Kind Value
2010-11	0	0	0	0
2011-12	0	0	0	0
2012-13	112	310	8761 USD	200 USD

Service Projects and Activities

YEAR: 2012-13

2012-13			
112	310	8761 USD	200 USD
VOLUNTEERS	HOURS	CASH	IN-KIND VALUE

Goals and Progress

Current, incoming, and immediate past club leaders can click "Edit" to set goals and achievements. All club members can click "View" to see goal details.

Select the year you want to edit or view.

2011-12 2012-13 2013-14

Service Projects and Activities

2012-13	2013-14	2013-14
YEAR TO DATE	GOAL	YEAR TO DATE

New Generations Clubs

2012-13 2013-14 2013-14

YEAR TO DATE GOAL YEAR TO DATE

Use the drop-down to see your club's service impact for the last five years.

Select the year for which you want to set goals.

Then click **EDIT** to update a goal.

9

Service Projects and Activities

PREVIOUS YEAR

GOAL TOTAL

Service Projects and Activities

5

Achievement

1

Expand All | Close All

1

Delete

Title (maximum 50 characters)

Bike to End Polio

Achieved

Summary (maximum 100 characters)

Annual fundraiser hosted by our club to raise funds for End Polio Now.

30 - characters remaining

Expand Project View

Enter the number of projects or activities your club plans for this year.

This number will be supplied based on the number of service projects you check as **Achieved** below.

Click to add more details.

PROJECTED RESOURCES

Total volunteer hours

Number of volunteers

Cash contributions (USD)

300

25

5000

In-kind donations

Type

Quantity

Total value (USD)

Water bottles

500

1000

+

Enter the resources you think you will need for the project.

Click to add projected details including project partners, area of focus, and more.

ACTUAL RESOURCES

Total volunteer hours

Number of volunteers

Cash contributions (USD)

500

100

8000

In-kind donations

Type

Quantity

Total value (USD)

Water Bottles

1000

2000

+

Banners

5

100

-

Project Status

Note:At least one "actual resource" is required before the project can be marked "Achieved."

Enter the resources you actually used for the project.

Clicking **Achieved** will add this to the count at the top of the page.

Click to add details such as project partners, area of focus, and more.

These three links appear at the bottom of the page. When you **Add a new project**, you will be taken to the screen shown below. This is a list of your club's projects in Showcase and Rotary Grants.

△ Close Project View

Add a new project

View and Add from Existing Projects List

Save Cancel

Your Club Service Foundation Giving

Is your project already listed?

Review the list of service projects that have been entered in other online systems, such as Showcase or Rotary Grants. Import the projects you want to include in your club's plan for the year to save time and prevent duplicate re

Existing Projects



District 6450 Rotary Partners for Peace
Rotary Partners for Peace working together to bring peace to the world through service.

Start date: 12 May 2012
End date: 31 December 2016

Source: Showcase [View ▶](#)

Import 

0 project(s) selected to import

Scroll through the list before adding a new project. If you don't want to import a project, click **continue**.

Cancel Continue

Check the **Import** box, then click **Continue**, and the project will be added to Rotary Club Central.

To set the New Generations goals, go back to the **Goals and Progress** section and click on **EDIT**.

New Generations Clubs

Set and Edit Your Goals

Total number of Rotaract or Interact clubs your club sponsored in the previous year.

Enter the total number of clubs (existing clubs + new clubs) you plan to sponsor this year.

	PREVIOUS YEAR	GOAL TOTAL
Number of Rotaract clubs	1	-
Achievement		1
Number of Interact clubs	1	-
Achievement		1

Total number of clubs you sponsor (year-to-date). Data supplied by Rotary.

New Generations Participants

Set and Edit Your Goals

Total number of participants your club sponsored in the previous year.

Enter the total number of participants you plan to sponsor this year.

	PREVIOUS YEAR	GOAL TOTAL
Number of inbound Youth Exchange students	0	-
Achievement		0
Number of outbound Youth Exchange students	0	-
Achievement		0
Number of RYLA participants	1	2
Achievement		-

Total number of participants you sponsor (year-to-date). Data supplied by Rotary.

Foundation Giving

Select
Foundation
Giving.

Your Club Service Foundation Giving

District: 0000 | Club: Your

Club View

District View

Club Group View

Coordinator View

Global View

Resources

Reports

Foundation Giving

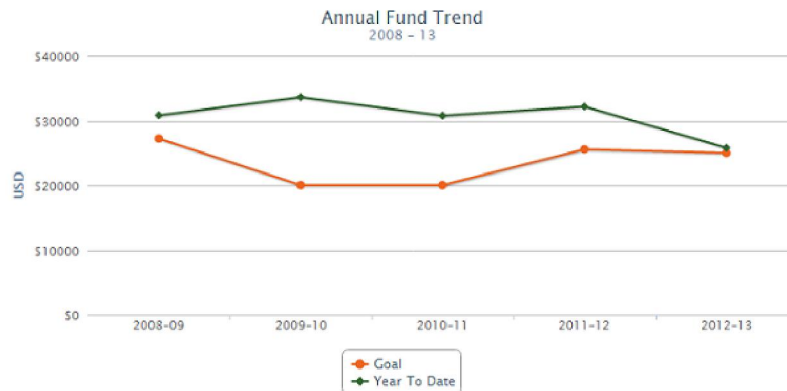
Print Page

Through Rotary Foundation participation and support, your club can make a difference in the lives of people around the globe. Contributions to The Rotary Foundation enable Rotarians to carry out humanitarian and educational projects. This tab helps clubs track and analyze their Foundation contributions.

Trends

This chart shows your club's Annual Fund contributions over five years.

Click on the labels in the legends to add or remove features in the chart. Hover over points on the lines to see details.



Annual Fund Trends

YEAR 2012-13

2012-13			
24975 USD	103%	198 USD	25764 USD
GOAL	ACHIEVED	PER CAPITA	YEAR TO DATE

Goals and Progress

Current, incoming, and immediate past club leaders can click "Edit" to set goals and achievements. All club members can click "View" to see goal details.

Select the year you want to edit or view.

2011-12

2012-13

2013-14

EDIT

Annual Fund

32143 USD	24975 USD	25764 USD
2011-12 TOTAL	2012-13 GOAL	2012-13 YEAR TO DATE

	2011-12 TOTAL	2012-13 GOAL	5-YEAR HIGH
Paul Harris Society	22877 USD	- USD	22877 USD (2011-12)
Sustaining Members	8826 USD	- USD	16996 USD (2009-10)
Every Rotarian, Every Year	440 USD	- USD	517 USD (2012-13)
Other Contributions	0 USD	24975 USD	2412 USD (2012-13)

PolioPlus Fund

	2011-12 TOTAL	2012-13 GOAL	2012-13 YEAR TO DATE
PolioPlus Fund	6399 USD	2000 USD	1990 USD

Use the drop-down to see your club's donations to the Annual Fund for the last five years.

Select the year for which you want to set goals.

Then click **EDIT** to update a goal.

Annual Fund

Set and Edit Your Goals

Enter the number of donors you would like to have in each category. Enter each only in his or her highest giving level.

Enter the average contribution amount for an individual.

Data supplied by Rotary.

Data is automatically calculated based on the goals entered.

Data supplied by Rotary.

	5-YEAR HIGH	NUMBER OF INDIVIDUAL DONORS	AVERAGE CONTRIBUTION AMOUNT	GOAL TOTAL
Paul Harris Society (1000 USD or more)	151465 USD (2010-11)	4	1000 USD	4000 USD
Achievement				0 USD
Sustaining Members (100 USD or more)	6410 USD (2012-13)	-	- USD	USD
Achievement				0 USD
Every Rotarian, Every Year (Up to 100 USD)	0 USD	55	100 USD	5500 USD
Achievement				0 USD
Other Contributions (Fundraising events, corporate and community gifts)	3077 USD (2011-12)			60500 USD
Achievement				0 USD
2013-14 Goal Total				70000 USD

PolioPlus Fund

Set and Edit Your Goals

Data supplied by Rotary.

Enter the amount your club would like to give.

Data supplied by Rotary.

	5-YEAR HIGH	GOAL TOTAL
PolioPlus Fund	19050 USD	1650 USD
Achievement		0 USD
2013-14 Goal Total		1650 USD

Major Gifts and Endowment Fund

The total number of members who have achieved each level during their time as a Rotarian. Data supplied by Rotary.

Enter the number of individuals who will commit to each giving level. The donation doesn't have to be received during a club leader's term, but the commitment must be.

Set and Edit Your Goals

	ALL-TIME TOTAL	GOAL TOTAL
Major Gifts (10,000 USD or more)	23	-
Achievement		0
Bequest Society	2	-
Achievement		0
Benefactors	3	-
Achievement		0

Data supplied by Rotary.