



MEMBERSHIP DEVELOPMENT

To: 2017-18 club presidents, secretaries, executive secretaries

CC: 2017-18 district governors and assistant governors

Recently, a water leak at Rotary International World Headquarters damaged critical hardware in our data center. We've replaced the damaged equipment, but as a result you may not have been able to access the Rotary sites and online tools you use to report Rotary Citation achievements. We apologize for the inconvenience and thank you for your understanding.

We appreciate clubs' hard work throughout 2017-18 to achieve the goals of the Rotary Citation. To give every club the opportunity to enter its achievements, Rotary International is extending the due date for club officers to report their clubs' 2017-18 achievements to [Rotary Club Central](#) and [Club Administration](#) to **Thursday, 12 July**. For detailed information on how to report achievements, please see the [Rotary Citation Achievement Guide](#).

We know that some clubs do not report achievements online, and those that do may still experience intermittent slowing of service. We're here to help. Please note, all requests for assistance from [Data Services](#) must be received by **Monday, 9 July**.

Special instructions for environment, polio, and Rotary Ideas project goals

Environment and polio projects posted in Rotary Club Central or Rotary Showcase must have been created between 1 July 2017 and 30 June 2018.

- You can still edit projects in Rotary Showcase now to add the environment or polio project categories.
- Don't forget to **export** projects in Rotary Club Central. This will move them to Showcase and activate their recognition on the citation dashboard.
- If it hasn't been created in Rotary Club Central or Rotary Showcase, we can grant an exception.

For Rotary Ideas, the project's published date must be between 1 July 2016 and 30 June 2018. If the project hasn't been created, it cannot be edited, and we can grant an exception.

Send any achievement exception requests to riawards@rotary.org by **15 July 2018**.

Online giving

All contributions made to The Rotary Foundation on or before 30 June 2018 will be recognized as being made in 2017-18. It will take a few weeks for Rotary to process all year-end contributions and make updated reports available. The due date for online giving will not be extended, and no exceptions will be granted.

Please direct any questions to riawards@rotary.org. Again, we apologize for the inconvenience.

Sincerely,

James J. Barnes

Chief Programs and Member Services Officer

Rotary International

AN IMPORTANT REMINDER ABOUT EXCEPTIONS: An exception may be granted for an individual achievement, not for the entire citation. If you are seeking an exception for an achievement that is the only achievement preventing your club from receiving the citation, we can make an exception and award your club the citation certificate.

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Email from RI Membership riawards@rotary.org Tue 6/26/2018 3:06 P