

## **Criteria for Club Profile Program 2018-19 Emails Sent to Clubs**

Criteria for Club Profile Program Tracking will be strictly followed to ensure equitable treatment of all clubs.

The guidelines were set out early in the year and posted to the District Website. There have also been articles on the home page and in the district newsletters.

To ensure that the information was made available to everyone, the following are emails were sent about Club Profile Program (and Rotary Citation) Tracking for the 2018-19.

All emails were sent to Club Presidents, Immediate Past Club Presidents, Club Secretaries, Club Executive Secretaries / Administrative Assistants, Assistant Governor, DG String.

### **Email Subject: 2018-19 Tracking for Profile (Top 10 clubs) and Rotary Citation**

#### **Sent on Oct 08, 2018 at 4:09 PM**

I learned today that Rotary is changing the tracking for the Rotary Citation again. They will not be providing the "dashboard report" as we have had in the past few years.

It is very important that we use the Rotary Citation Achievement Guide to know exactly how to enter the information to ensure proper tracking.

Also, for the District Club Profile Tracking, remember that service activities must include an end date once they are completed. And, they must be entered and marked completed within 30 days of the end date or they will not qualify.

Previous emails on this topic are attached below.

#### **Sent on Sep 22, 2018 at 2:20 PM**

We are nearly finished with the first quarter of the 2018-19 Rotary Year. I know that all of the Rotary Clubs in District 5650 have been busy!

But, have you been entering your service projects into Rotary Club Central? To get credit on the District Profile, projects are to be entered immediately upon completion - DO NOT WAIT - get your information caught up now! You can enter you anticipated projects now then, when finished, mark the project COMPLETED.

Thank you to these clubs for entering service project information into Rotary Club Central:

Auburn	Lincoln South	Omaha Suburban
Council Bluffs Noon	Omaha Downtown	Omaha West
Crete	Omaha Millard	Wayne
Lincoln 14	Omaha Morning	
Lincoln East	Omaha Northwest	

Also, remember that Club Goals for Annual Giving, Polio Giving and Membership need to be entered by 9-30-18 to get points on the profile program. There is more information copied below.

Thank you to these clubs for entering their goals:

Ashland	Glenwood	Omaha Suburban
Auburn	Lincoln 14	Omaha West
Beatrice	Lincoln East	Red Oak
Columbus Morning	Lincoln South	Seward
Columbus Noon	Norfolk	Shenandoah
Council Bluffs Centennial	Omaha Downtown	Wayne
Council Bluffs Noon	Omaha Millard	York
Crete	Omaha Morning	
Fremont	Omaha Northwest	

Please review the emails sent earlier (attached below) and let me know how I can help!

**Sent on Aug 26, 2018 at 6:30 PM:**

**GOALS**

- 23 Clubs have set goals on Rotary Club Central
- To get points on the profile, goals must be entered by 9-30

**SERVICE PROJECTS**

- **Enter service projects within 30 days of completion**
- When entering Service Projects enter a beginning (no earlier than 7-1-18) and end (no later than 6-30-18) date
- Adjust the end date if / as needed when you mark the project complete
- Did you participate in the New Beginnings Bag project at the District Conference - be sure to include that as one of your projects

**Sent on Aug 04, 2018 at 1:02 PM:**

To: Current Club Presidents, Club Executives/Administrators, Club Secretaries

cc: Immediate Past Club Presidents (*to help advise Current Presidents*)

cc: Assistant Governors, District Governor "string"

Clubs in Rotary District 5650 are important to our communities - local and international. We provide essential service and help Rotary have an impact on our world.

Those activities can also qualify your club for awards and recognition. Specific to this email:

- Rotary Citation from Rotary International
- Club Profile Program (Top 10 Clubs) of Rotary District 5650

Following are some of the guidelines that will apply for the 2018-19 Rotary Year (some have changed from previous years):

- Rotary Citation

- Tracking is all online
- Enter information using Rotary Showcase and Rotary Club Central
- Report Members and submit Foundation Giving early enough to be processed before June 30
- Details can be found on the District Website ([click here](#))
- Club Profile Program
  - Tracking is all online - we will pull information from Rotary.org including Rotary Club Central
  - Set goals by 9-30 to get points (no points for goals set after 9-30)
  - Service Projects
    - Must be entered within 30 days of the project completion
    - For profile tracking, fundraisers, socials, etc. will be eliminated - only service projects qualify
  - Information must be recorded at Rotary.org to qualify; manual adjustments will not be made (be sure to enter member information and submit Foundation giving early enough for Rotary to process)
  - Details can be found on the District Website ([click here](#))

*This email serves as notification to all clubs of all of the criteria and requirements for the Rotary Citation and Club Profile Programs. Each club is responsible for reviewing all of the details on the District Website. Each club is responsible for sharing with the appropriate members and entering the data is outlined.*

Nicolette Klein,  
Rotary District 5650 Administrative Assistant  
exec@rotarydistrict5650.org