

Dear Past Presidents,

Thank you to each of you for contributing to achieve 100% Citations for all 62 clubs. Our governor was very proud of this accomplishment. You will receive your Citation via email by early November or sooner according to R.I.

To keep the momentum going, please help your current president with entering the club goals and later, club achievements, to maintain continuity.

Should you need any assistance, please contact me.

Dear 2023-2024 President,

As you may know, in 2022-23 the District achieved 100% citation, meaning that every club President in the District 5170 officially entered their goals on the RI website and then edited them to mark their actual achievements. So, let's continue the momentum by doing the same for your year. If you don't have access, please contact our District Admin Olivia Poe. She is also copied on this email.

Here are the instructions for entering your goals. It takes only a few minutes. Please connect with your past President or you can call me or text me if you have any questions.

Here is the process:

1. Go to www.Rotary.org
2. Click on My Rotary
3. Sign in
4. Highlight the last tab "Member Center", a menu will appear on the left.
5. Choose "Online Tools" from the menu, then
6. Click on "Rotary Central."
7. Click on "Goal Center".
8. Please click on the current year 2023-24 at the top of the page.
9. **IMPORTANT** to click "**All**" tab
10. Click "**Edit**" then enter a number for all the 25 goals. If some are not applicable simply enter "Zero" in the goal, then enter "Zero" in achievement. A green check mark will appear. If the category is unclear, click on details for an explanation.
11. Click "**Save.**" The number of goals is reflected under your Club name.

By the 1st week of June 2024 go back and click Edit to enter the actual numbers achieved. If the actual is less than the goal, then adjust the goal down to meet your achievement, so that you get a green check mark. The number of achievements is reflected under your Club name.

The first leadership meeting with the Governor is this Saturday July 15 (check the District Website for details). Let's all show support to our Governor Hung by entering your goals so we can announce to her that all 62 clubs have entered their Goals.

Kamal Della

District Club Service Chair 2023-2024

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