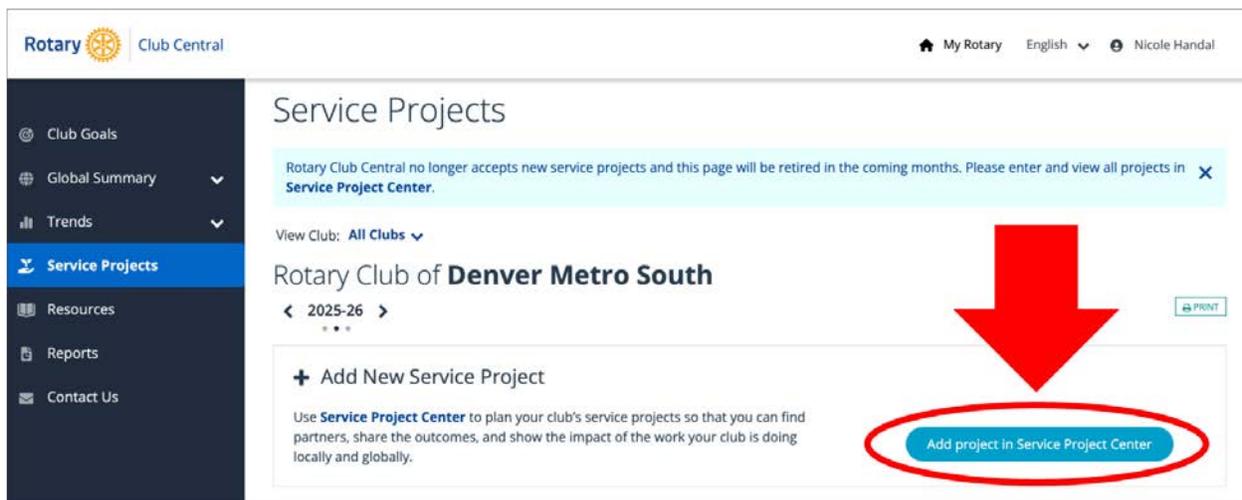


# Rotary Club Central Service Project Center Instructions

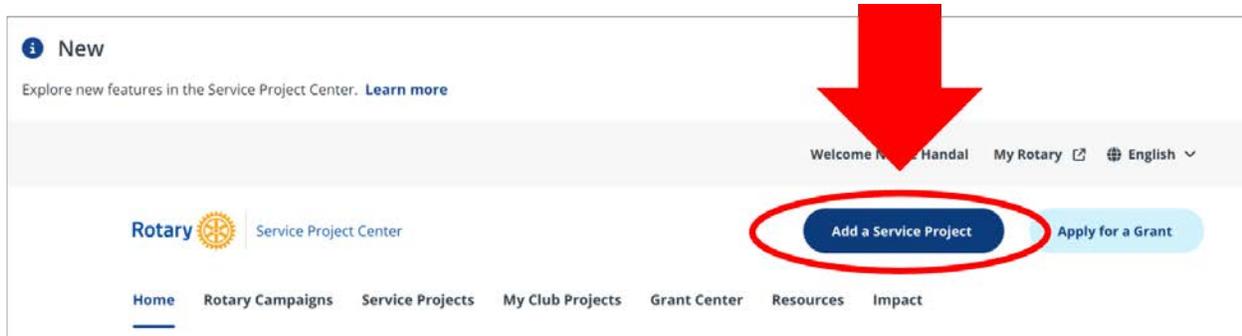
## Step-by-Step Guide

1. **Access My Rotary:** Go to [rotary.org](https://rotary.org) and sign in using your My Rotary credentials.
2. **Navigate to the SPC:**
  - A. Directly through Service Project Center: <https://spc.rotary.org/>  
Or
  - B. Through Rotary Club Central: <https://rcc.rotary.org/>
    - Look for the Service Projects tab and click on it
    - Click on Add project in Service Project Center



## 3. Add Your Project:

- Click on **Add a Service Project**



#### 4. Confirm your project isn't listed

- Check the *"I confirm box"* and click on **Add a New Project**

**Is your project already listed?**

New projects are continually added to the Service Project Center. Because any Rotary member can add a project, make sure to avoid adding a duplicate project. Review **My Club Projects** to ensure that the project hasn't been added already.

**I confirm:\***

I have reviewed **My Club Projects** and this project isn't listed. I am ready to add it as a new project.

**Add a New Project**

#### 5. Add a project. You have two option to select from:

- A. **Established project (Important note:** Choose this option if you want to achieve the goal you set of service projects completed during your Rotary year)

Or

- B. Proposed project seeking partners

**I want to add:**

**Established project**

Choose this option if:

- Your project has been fully planned, is in progress, or has been completed
- You are adding a current or completed project to your club's service projects portfolio

**Select**

**Proposed project seeking partners**

Choose this option if:

- You have a project proposal
- You are seeking project partners, such as for a global grant

**Select**

6. **Fill in Project Details.** When completing the project details, please note that **not all fields are required**. Only the fields marked with an asterisk (\*) are compulsory. All other information is optional and may be completed if it is relevant or available for your project. You may leave any non-required fields blank and continue to the next section.

### Part 1: Tell us about your project

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**Project title (required)\***  
Enter a name for your project.  
Joint Service Project with Five Points RINo RC

**Overview (required)\***  
Give a brief, one-sentence description of your project.  
A hands-on October service project completed in partnership with the Five Poi

**Detailed description (required)\***  
Provide details about your project, the purpose of the project, the project (or event) plan, and who the project will benefit (including how many people that will be), meaning), and hands-on opportunity to serve our local community.  
Centered around seasonal needs, the project focused on connection, generosity, and making a visible impact while strengthening fellowship across clubs. By collaborating on this project, we deepened relationships, shared service, and demonstrated the power of working together to meet community needs.

+ Add a link to your full project proposal or other detailed document.

**Project category (required)\***  
Select all that apply.  
 Community  
 Intentional  
 Vocational  
 Youth  
 Fundraiser  
 Polo  
 Disaster Response  
 Area of Focus

Have I entered your project location, and it will be displayed on a map.

**Project Location (required)\***  
Provide project location such as the address or location name e.g. hospital, school or community center etc. The address can also be adjusted by moving the pin shown on the map.  
2501 Stout Street, Denver, CO, USA



**Project Country /Region (required)\***  
United States

**Project location name**  
Provide project location name.  
2501 Stout St

**Address**  
2501 Stout St  
CO, USA  
City (required)\*  
Denver  
State/Province/Territory (required)\*  
Colorado  
Postal Code/Zip Code  
80205

**Click Next**

Next →

## Part 2: Project timeline

Part 1  
Tell us about your project

Part 2  
Project timeline

Part 3  
Project partners and contacts

Part 4  
Project partners and contacts

Part 5  
Community needs, project impact, and sustainability

Part 6  
Add photography, video, and links

Part 7  
Project difficulty, engagement, and

\* indicates required information to publish your project. Information is not saved until the project is published.

### Part 2: Project timeline

Start date (required)\*  
10/31/2025

This project is complete.

End date (required)\*  
10/31/2025

← Previous **Click Next** Next →

Check the box for this project to count in your goal achievement

Congratulations on completing the project. Remember to update all information about this project and what it involved.

## Part 3: Project funding

Part 1  
Tell us about your project

Part 2  
Project timeline

Part 3  
Project funding

Part 4  
Project partners and contacts

Part 5  
Community needs, project impact, and sustainability

Part 6  
Add photography, video, and links

Part 7  
Project difficulty, engagement, and language

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### Part 3: Project funding

Is this project funded by a global grant or a district grant?  
 Yes, it is  
 No, it is not

Total funding (required)\*  
0

Add funding sources

Funding source  
Select

+ Add funding sources

← Previous **Click Next** Next →

**Part 4: Project partners and contacts** - This section is only required if your project includes partner organizations. If there are no partners associated with this project, you may leave this section blank and click Next.

Tell us about your project

Part 2  
Project timeline

Part 3  
Project funding

Part 4  
**Project partners and contacts**

Part 5  
Community needs, project impact, and sustainability

Part 6  
Add photography, video, and links

Part 7  
Project difficulty, engagement, and language

## Part 4: Project partners and contacts

### Rotary project partners

Provide the names of the Rotary partner organizations which have agreed to be a part of the project, such as Rotary, Rotaract, and Interact clubs; Rotary Community Corps; and Rotary Action Groups.

Rotary project partners	Action
Denver Metro South, CO, USA (Rotary Club)	Delete
Five Points RiNo, CO, USA (Rotary Club)	Delete

[+ Add partners](#)

### Project contacts

Provide the name of the person to contact about the project.

Project contacts	Action
Nicole Handal	Delete

[+ Add contacts](#)

### Rotary's partners in service

If you are working with Rotary's service, project, or strategic partners, select which one(s) are part of the project.

If you need a reference link, the partners can be found [here](#) :

- Ashoka
- Habitat for Humanity
- Institute for Economics and Peace (IEP)
- Peace Corps
- ShelterBox
- The United States Agency for International Development (USAID)

[← Previous](#) **Click Next** [Next →](#)

**Part 5: Community needs, project impact, and sustainability.** This section is optional and is intended to provide additional context about why the project matters, who it serves, and its longer-term value. If you have details you'd like to share — such as the community need being addressed, the impact of the project, or how it may continue in the future — you're welcome to include them here. If you do not have this information available, or if it does not apply to your project, you may leave this section blank and click "Next."

- Part 1  
Tell us about your project
- Part 2  
Project timeline
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- Part 5  
Community needs, project impact, and sustainability**
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Add photography, video, and links
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## Part 5: Community needs, project impact, and sustainability

Rotary participants are eager to find inspiration and new project ideas. Sharing how you learned about a community's needs, how a project will help the community, and how the benefits will continue after a project is complete helps them understand the true value of these projects. Provide detailed information about your project below.

Community assessment: How did you learn about the community's needs?

**Community Assessment Tools** [↗](#)

0/1000

+ Add a link to your community assessment.

Project impact: How will the project help the community after the project ends?

0/1000

+ Add a link to your project impact details.

Sustainability: How will the benefits of the project continue afterward?

**Six Steps to Sustainability** [↗](#)

0/1000

+ Add a link to your sustainability plan.



**Part 6: Add photography, video and link.** This section is optional and can be used to upload photos, add video links, or include relevant web links related to your service project. Visuals and links help tell the story of the project and showcase its impact, but they are not required.

**Part 6: Add photography, video, and links**

By uploading a photograph/video to the Service Project Center, Rotary International may use your photographs/videos in Rotary publications for promotional purposes. Do not post content that may interfere with the safety and/or privacy of the subject. Photos or personal information about a youth program participant should never be shared without the express permission and knowledge of their parent or legal guardian (see [Rotary youth protection resources](#) for more information).

**Project photos**

Maximum file size is 15MB. Supported file types are JPG, PNG, and HEIC. You can add up to 10 photos.

Click to upload or drag and drop

[+ Add photos](#)

**Project videos**

You can add up to 5 videos.

[+ Add a video link](#)

**Related links**

[+ Add a related link](#)

**Tags**

Adding tags can help people interested in a specific topic find your project. When adding tags, think about what words you'd search for to find this kind of project.

If your project is part of a **Rotary Campaign**, identify the campaign from the options below. Your project will be tagged and appear in searches related to that campaign. A maximum of 2 options can be chosen.

**Current Campaigns**

- Supporting Mental Health
- Rotary Responds to the Crisis in Ukraine

**Past campaigns**

- Empowering Girls
- Rotary Days of Service
- COVID-19: Fighting It Together
- Celebrate Community with Rotary, Kiwanis, Lions, and Optimist Clubs

[+ Add a tag](#)

**Click Next** [Next →](#)

**Part 7: Project Difficulty, Engagement, and Language.** This section is important for both Rotary International and the club, as it helps track volunteer engagement and total service hours. The information entered here supports accurate reporting, measures the level of effort involved, and helps demonstrate the overall impact of the project.

Please select the options that best reflect the project’s difficulty level, member engagement, and time commitment. Even approximate estimates are helpful and preferred over leaving the section blank, as they contribute to a more complete picture of the service provided.

- Part 1  
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## Part 7: Project difficulty, engagement, and language

### Project difficulty

How challenging was this service project? (required)\*

- Basic  
This is a basic project. It requires minimal planning and resources to accomplish and is suitable for those without prior project experience.
- Intermediate  
This is an intermediate project. It requires more planning and resources to accomplish and is suitable for those with some prior project experience.
- Advanced  
This is an advanced project. It requires significant planning and resources to accomplish and is suitable for those with considerable prior project experience.

### Project engagement

Tell us what the project involved. This helps other clubs understand how much effort this kind of project requires.

Partner : Denver Metro South, CO, USA (Rotary Club)

#### Volunteer engagement

Rotary year	Volunteer hours	Numbers of volunteers	Cash contributions (USD)	Action
2025-26	4	3		Delete

[+ Add volunteer engagement](#)



How challenging was this service project? (required)\*

Basic

### Volunteer engagement data

Rotary year (required)\*

2025-26

Total volunteer hours

8

Numbers of volunteers

10

Cash contributions (USD)

USD

**Click Add** → **Add**

### Project language

Identify your project language (required)\*

Share the language(s) used in your project's content. Select up to 2 languages.

**Select Language** →

- English
- Deutsch
- Español
- Français
- Italiano
- 日本語
- 한국어
- Português
- Svenska
- 繁體中文
- ภาษาไทย
- हिन्दी
- Tagalog
- Other

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By sharing your project on the Service Project Center, you acknowledge and agree to the [publishing agreement](#).

← Previous **Click Publish Project** → **Publish project**

## Key Points

- **Integration:** Projects entered in the Service Project Center automatically count toward your Rotary Club Central goals. Updates typically appear within approximately 48 hours after the project is entered.
- **Collaboration:** Any club member may add a service project. Editing access is available to the original poster, listed project contacts, and the club president.
- **Resources:** The Service Project Center provides planning tools, reporting support, and grant-related resources to help clubs manage and deliver impactful projects.