



ROTARY:
MAKING A
DIFFERENCE



District 5960
United States

2017-18 Club Awards Checklist



District 5960
United States



DISTRICT 5960 AWARDS CHECKLIST FOR ROTARY YEAR 2017-2018

ITEMS DUE BY APRIL 1, 2018

Rotary Club of: _____

Club President: _____

Phone: _____ E-mail: _____

Division determined by club membership as of July 1, 2017 RI Invoice, excluding honorary members.

Large Club (≥61 members) Medium Club (26-60 members) Small Club (≤25 members)

We are submitting the following and have a checklist and a narrative of no more than 1 page per award category (narratives should be inserted between checklists and emailed in one file):

- Club Service/ Administration Award
- Youth Service Award
- Vocational Service Award
- Community Service Award
- Public Relations/ Image Award
- International Service Award

Note: For the following, no forms need to be submitted (numbers pulled from RI on June 30, 2018):

- **Percentage Membership Growth**
- **Per Capita Giving Award**
- **Total Annual Giving Award**

Submissions are due to the District Awards Chair by April 1, 2018. Send by:

- email to: calmar.popple@gmail.com
- mail to 17226 Horizon Trl SE, Prior Lake, MN 55372



District 5960
United States



DISTRICT 5960 AWARDS CHECKLIST FOR ROTARY YEAR 2017-2018

ITEMS DUE BY APRIL 1, 2018

Rotary Club of: _____

Club Division: ___Large Club ___Medium Club ___Small Club

Award Category: Club Service / Administration

Check for each item completed:

- Sponsored the charter of a new Rotary club this year (Date, name)
- Created or updated a Strategic Plan for the Club (Date)
- Conducted at least 3 Club Assemblies this year (Dates)
- Have a structured committee or other method for coordinating meeting speakers
- Had at least 4 fellowship activities during the year (Dates)
- Had a Club fundraising event (Name, Date)
- Participated in a multi-club membership meeting with a member of the District Membership Team (Club name)
- Participated in a multi-club social event, service project, fundraiser, fellowship, networking or other event (but excluding a membership meeting (Other club name/event)
- Utilize a Club membership directory (either printed or electronic)
- Performed a New Member Orientation session(s) (Date(s))
- All new members were assigned/recruited to work in a specific committee
- New member information added to the RI database within 1 month of each new member orientation
- Recruit a Rotary Foundation alumnus as a new member (Name(s))
- Implemented or updated club membership development and retention program (Describe what you did in narrative)
- Recognized a club member with the Avenues of Service Citation (www.rotary.org/myrotary/en/document/avenues-service-citation)
- Participated in the New Member Sponsor Recognition Program (www.rotary.org/myrotary.en.new-member-sponsor-recognition-program-brochure)
- At least 10% of club members registered for the District Conference by 4/1/18 (# registered)
- Have representation at the International Convention by at least 1 Club member registered by 4/1/18 (# registered)
- Other (Please describe in narrative)

Provide a narrative description of your Club Service activities. Using the attached form, limit your response to one page, and use Times New Roman 12pt font size. You are allowed to use up to six pictures to accompany your narrative to support your application.

A narrative follows: ___Yes ___No

Submission Deadline: April 1, 2018



District 5960
United States



DISTRICT 5960 AWARDS CHECKLIST FOR ROTARY YEAR 2017-2018

ITEMS DUE BY APRIL 1, 2018

Rotary Club of: _____

Club Division: ___Large Club ___Medium Club ___Small Club

Award Category: Youth Service

Check for each item completed:

- Participated in youth career development or other mentoring program, ie STRIVE (Describe in narrative)
- Provide financial or other assistance to homeless, disabled, critically or terminally ill or other challenged youth (Describe in narrative)
- Sponsored an Interact Club (Club name)
- Interact Club was chartered during current year (Club Name)
- Sponsored a Rotaract Club (Club name)
- Rotaract Club was chartered during current year (Club Name)
- Participated in an event involving one or more Interact clubs (Describe in narrative)
- Sponsored a student to Camp RYLA (D5960) or Camp Enterprise (D5950) (# of students & Event)
- Participated in Camp RYLA (D5960) or Camp Enterprise (D5950) (Describe in narrative)
- Provided youth scholarship(s) (Describe in narrative)
- Conduct/participate in a youth ethics program (Describe in narrative)
- Sponsored an Outbound Youth Exchange student this year (Name)
- Hosted an Inbound Youth Exchange student this year (Name)
- Participated with an Interact or Rotaract club or other youth organization on a service activity or fellowship event (Describe in narrative)
- Sponsored/Participated in a dictionary project (List each school in narrative)
- Participated in at least one literacy project (excluding dictionary project) for youth (Describe in narrative)
- Conduct a Student of the Month program (Describe in narrative)
- Other (Describe in Narrative)

List three of your best Youth Service projects for this year:

1. _____ Club Members participating ___%
2. _____ Club Members participating ___%
3. _____ Club Members participating ___%

Total number of Youth Service projects accomplished this year _____

Provide a narrative description of your Youth Service activities. Using the attached form, limit your response to one page, and use Times New Roman 12pt font size. You are allowed to use up to six pictures to accompany your narrative to support your application.

A narrative follows: ___Yes ___No



DISTRICT 5960 AWARDS CHECKLIST FOR ROTARY YEAR 2017-2018

ITEMS DUE BY APRIL 1, 2018

Rotary Club of: _____

Club Division: ___Large Club ___Medium Club ___Small Club

Award Category: Vocational Service

Check for each item completed:

- Conduct a club program promoting the 4-Way Test (Describe in narrative)
- Vocational/Classification Talks presented by Club members (# of talks)
- Conducted tours of members' businesses, i.e., Rotation Day (Dates)
- Devoted at least one Club meeting to the topic of Vocational Service (date)
- Devoted at least one Club meeting to the topic of ethics in business (Date)
- Initiated or maintained a career development program (Describe in narrative)
- Conducted a youth mentoring or job shadowing program, ie STRIVE (Describe in narrative)
- Conducted or participated in an ethics program for local youth
- Participated in at least one literacy project related to Vocational Service (Describe in narrative)
- Participated in an adult literacy project utilizing the vocational skills of members (Describe in narrative)
- Presented an Employer of the Year Award (Name and Date)
- Presented an Employee of the Year Award (Name and Date)
- Recognized a business or professional person in the community (non-Rotarian) for outstanding achievements (excluding Employer/Employee of the Year awards) (Describe in narrative)
- Awarded vocational scholarship(s) to non-Rotarians (Describe in narrative)
- Conducted a networking activity (Describe in narrative)
- Members participated in a Rotary Fellowship involving a vocation (Describe in narrative)
- Other (Describe in narrative)

List two of your best Vocational Service projects for this year:

1. _____ Club Members participating ___%
2. _____ Club Members participating ___%

Total number of Vocational Service projects accomplished this year _____

Provide a narrative description of your Vocational Service activities. Using the attached form, limit your response to one page, and use Times New Roman 12pt font size. You are allowed to use up to six pictures to accompany your narrative to support your application.

A narrative follows: ___Yes ___No



DISTRICT 5960 AWARDS CHECKLIST FOR ROTARY YEAR 2017-2018

ITEMS DUE BY APRIL 1, 2018

Rotary Club of: _____

Club Division: ___Large Club ___Medium Club ___Small Club

Award Category: Community Service

Check for each item completed:

- Completed a significant, visible project in the local community (Describe in narrative)
- Performed at least one new community service project this year (Describe in narrative)
- Conducted a Needs Assessment Survey for your community (Describe findings in narrative)
- Involved an Interact Club in one of your community service projects (Project date/name)
- Involved a Rotaract Club in one of your community service projects (Project date/name)
- Involved a youth organization in one of your community service projects (Project date/name)
- Listed service projects and activities on Rotary Club Central, Rotary Showcase, or both (List projects and activities in narrative)
- Organized or maintained a Rotary Community Corps (Describe in narrative)
- Participated in a local service project that included beneficiaries as partners (Describe in narrative)
- Participated in a local service project in one of the six areas of focus (Describe in narrative)
- Conducted a local service project with the assistance of a District Grant (Describe in narrative)
- Participated in or conducted an adult literacy project in the local community (Describe in narrative)
- Recognized an outstanding organization or other partner in service (Describe in narrative)
- Participated in a hands on community service project with another Rotary club or other service club (Describe in narrative)
- Other (Describe in narrative)

List three of your best Community Service projects for this year:

1. _____ Club Members participating ___%
2. _____ Club Members participating ___%
3. _____ Club Members participating ___%

Total number of Community Service projects accomplished this year _____

Provide a narrative description of your three best Community Service projects listed above and any detail supporting the checked items above, including the impact of the Club's efforts. Using the attached form, limit your response to one page, and use Times New Roman 12pt font size. You are allowed to use up to six pictures to accompany your narrative to support your application.

A narrative follows: ___Yes ___No



DISTRICT 5960 AWARDS CHECKLIST FOR ROTARY YEAR 2017-2018

ITEMS DUE BY APRIL 1, 2018

Rotary Club of: _____

Club Division: ___Large Club ___Medium Club ___Small Club

Award Category: International Service

Check for each item completed:

- Participated in a PolioPlus fundraiser or other event to create awareness for the program (Describe in narrative)
- Participated in one new International Service project (Describe in narrative)
- Initiated a Global Grant project (Grant #) (Describe in narrative)
- Participated in a Global Grant project (Grant #)
- Sponsored or participated in a District Grant project outside the United States (Describe in narrative)
- Supported the District's Fast For Hope initiative by March 31, 2018 (Describe support in narrative)
- Participated in a sister/friendship club relationship activity (Describe in narrative)
- Implemented or participated in a Vocational Training Team (Describe in narrative)
- Club member(s) participated in a National Immunization Day (Name(s))
- Nominated a Rotary World Peace Fellow or Global Scholar (Name)
- Club member(s) participated in or visited an international project site (Date) (Describe in narrative)
- Participated in an international literacy project (Describe in narrative)
- Other (Describe in narrative)
- Participated in a PolioPlus fundraiser or other event to create awareness for the program (Describe in narrative)
- Participated in one new International Service project (Describe in narrative)
- Other (Describe in narrative)

List two of your best International Service projects for this year:

1. _____ Club Members participating ___%
2. _____ Club Members participating ___%

Total number of International Service projects accomplished this year _____

Provide a narrative description of your International Service activities. Using the attached form, limit your response to one page, and use Times New Roman 12pt font size. You are allowed to use up to six pictures to accompany your narrative to support your application.

A narrative follows: ___Yes ___No



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ITEMS DUE BY APRIL 1, 2018

Rotary Club of: _____

Club Division: ___Large Club ___Medium Club ___Small Club

Award Category: Public Relations/Image

Check for each item completed:

- Club has a public image chairperson or committee
- Club has a budget for public image
- Club has submitted at least 2 news releases to traditional media this year (Please describe in narrative)
- Traditional Media outreach resulted in coverage (Please describe in narrative)
- Club has a regularly updated website (at least monthly) URL: _____
- Club lists all service projects on Rotary Showcase (Project: _____)
- Club posts or prints a Newsletter ___weekly, ___monthly, ___other: _____
- Club utilizes social media to communicate with members and non-Rotarians
 - Facebook (URL _____)
 - Twitter (Account name _____)
 - LinkedIn (Account name _____)
 - Other (Account name or URL _____)
- Club utilized District Public Image team as a resource (Describe in narrative)
- Club members have Rotary shirts to enhance visibility at community service projects and events
- Club has a club banner that it has displayed at a community service project or event (Event: _____)
- Club held a meeting or training session to teach members how to tell the Rotary story (Date; # of people attending)
- Club members recognized or rewarded for wearing Rotary pin outside of meetings (Describe in narrative)
- Club banner complies with Rotary’s visual identity guidelines
- Club website and social media comply with Rotary’s visual identity guidelines
- Club brochure and newsletter comply with Rotary’s visual identity guidelines

Provide a narrative description of your Public Image accomplishment and any detail supporting your checked items above. Using the attached form, limit your response to one page, and use Times New Roman 12pt font size. You are allowed to use up to six pictures to accompany your narrative to support your application.

A narrative follows: ___Yes ___No