

Interact



Interact Starter Kit

Prepared 2025 Adapted from the Rotaract Starter Kit (2021, Clare Richards, D5950)



PURPOSE

This Interact starter kit gathers essential resources to help guide the formation and development of new Interact clubs. I

1

Guidance on early-stage Interact club structure and activities

2

Rotary International resources, such as certification forms, constitution, and bylaws

3

Guidance on promotion, communications, and youth-friendly templates

Ready to start a club? Check out the checklist at the end of this kit!

Reach out to your District Interact Chair for more information and assistance.

INTRODUCTION

CHALLENGES & OPPORTUNITIES

Challenges

- Many youth want to serve but don't know where to start
- Interact clubs often rely heavily on school support and teacher time
- Schools have limited capacity for extracurriculars

Opportunities

- Interact introduces youth to service, leadership, and global citizenship
- Clubs create student-led spaces for learning, growth, and collaboration
- Interactors develop confidence and skills through action and reflection

OVERVIEW OF DIFFERENTIATORS

Rotary Youth Programs

These are opportunities or experiences designed *for young people*, supported by Rotary & Rotaract clubs. They help youth develop leadership skills, explore global citizenship, and serve their communities.



Rotaractors & Rotarians

These are official Rotary memberships with regular meetings, dues, and a commitment to service, leadership, and connection. Rotaract – For emerging leaders (ages 18–35) focused on service, growth, and global networking. Rotary - For experienced professionals of any age, dedicated to long-term service and mentorship.



TARGET AUDIENCE

Membership Audience

- Target Audience:
 - Students ages 12–18
 - School-based or community-based format
- Membership goals:
 - Develop student leadership through service-learning
 - Encourage project-based experiences that promote global understanding
- Differentiation from Rotary Membership
 - Interact is youth-led with adult guidance
 - No dues are required by Rotary International
 - Interact builds lifelong habits of service and leadership



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CLUB STRUCTURE RECOMMENDATIONS

VISION STATEMENT EXAMPLE

Certain elements should be universal, such as: 7 Areas of Focus, the 4-Way Test, the Rotary Mission. There is a global Rotary Vision. In addition, clubs are able to outline their own purpose or vision to help further express why they exist and what differentiates them from other organizations.

Global Rotary/Interact Vision Statement

Together, we see a world where people unite and take action to create lasting change across the globe, in our communities, and in ourselves.

Club-Level Vision Statement Example

The Green Valley High Interact Club aims to support our school and local community through student-led projects that promote kindness, sustainability, and youth leadership.

CLUB STRUCTURE RECOMMENDATIONS

Interact clubs should have the autonomy to customize their structure to best fit their member needs. This recommended structure is just a foundation to help clubs start.

Two meetings monthly:

- **Meeting 1:** Project planning, reflection, or guest speaker
- **Meeting 2:** Club activities, service event, or leadership workshop

Club Organizational Chart

- Board of Directors:
 - President, VP, Secretary, Treasurer
- Committees
 - Community Service, Club Activities, Fundraising, International Service, Public Image, Marketing, Membership

Member Engagement

- Set expectations for member involvement
 - There must be a level of flexibility with this age group, but it's recommended that members attend at least one meeting a month
- Ask each member to serve on a committee or special planning group
- Explore both in-person and virtual opportunities
- Maintain a balance of fun, club activities, and community service opportunities

All documents are in the [Interact Google Drive](#)

CLUB STRUCTURE RECOMMENDATIONS

Club Organizational Chart

- Required positions to fill before certification
 - President
 - Vice President
 - Secretary
 - Treasurer
- Recommended positions to fill in the first year
 - Community Service Chair
 - Club Activities Chair
 - International Services Chair (Optional)
 - Fundraising Chair
 - Membership Chair
 - Marketing Chair
- [Role description templates here](#)

File Storage Structure

- Files should be housed in a cloud-based environment that allows all club members to access files as needed
- This could be done through:
 - Google Drive
 - Club Runner
 - Microsoft Teams
 - Or whatever cloud-based solution makes sense
- [Google Drive File Structure Template](#)
 - How to use: If you decide to use Google Drive as a home base for file storage, our suggestion is to:
 - Go to “My Drive”
 - Create a primary folder “XYZ Interact”
 - Create new folders within the main folder that mirror the ones listed in the link above
 - Share the main folder with members, giving edit access as needed

CLUB STRUCTURE RECOMMENDATIONS

Operations Start Up Checklist

- ❑ Create a Google email address
 - ❑ Example: interactclub@gmail.com
 - ❑ Create cloud file structure
 - ❑ [Google template here](#)
- ❑ Create email service account for club-wide communication
 - ❑ Recommendation: Club Runner or [Mail Chimp](#)
 - ❑ Organize contact lists, such as: *Current Members*, *Prospective Members*, etc
- ❑ Create social media channels (within 3 months)
 - ❑ Recommended minimum of Facebook and Instagram

- ❑ Create website (within 12 months)
- ❑ Identify a pool of speakers to feature within meetings

Helpful Resources

- [Interact Officers Responsibilities](#)
- [Interact Annual Calendar Example](#)
- [Interact Orientation Meeting](#)
- [Interact Presidential Citation \(Goals\)](#)
- [Agenda Template](#)
- [Service Learning for youth](#)

All documents are in the [Interact Google Drive](#)



ROTARY INTERNATIONAL RESOURCES

ROTARY INTERNATIONAL RESOURCES

Helpful Links & Resources

- [Interact Handbook for Students](#)
- [Interact handbook for sponsors](#)
- [Information on the Rotary website](#)
- [Rotary learning courses and resources](#)
 - Requires login
 - [Consider starting here: Interact Advisor Essentials](#)
- [Youth Protection Guide](#)
- [Electronic Safety Consideration](#)
- [Youth Guide to Service-Learning + Workbook](#)

Required Paperwork

- [Club Certification](#)
 - All clubs must certify to be official
 - Before certifications, clubs must build out bylaws and adopt the Interact Constitution
 - President, Vice President, Secretary, and Treasurer positions should be filled before certification
- [Club bylaws](#) can be adjusted as needed, keeping within general Rotary direction/structure
- [Interact Constitution](#)

ONGOING ACTION FOR UPDATED CLUB SPONSOR

- Ensure your Interact club details are up-to-date with Rotary International.
- Use this link to report your Interact Club Advisor: [Report Your Interact Club Advisor | My Rotary](#). [Report Your Interact Club Advisor | My Rotary](#)
- If you don't know your interact club ID, visit Rotary Central, in my Rotary, then in the right hand you will see "Reports", and under the service section you will find the list of Interact Clubs in your District
- [All that Interact Sponsor Should Know](#)





MARKETING RESOURCES

MARKETING RESOURCES

Rotary International Resources

- [Rotary International Brand Center](#)
 - Requires login
 - Logos
 - Brand/Marketing templates and premade materials
 - Brand Standards
- [Interact logos](#)
- [A guide to starting social media channels](#)
- [Interact Zoom Background](#)
- [Images and Videos](#)

Templates

- [Google Slides Template](#)
- If using Google Drive, simply go to File > Make a copy, and ensure that you are making a copy to your primary Rotaract Google Drive account
- If not using Google Drive, go to File > Download, and download as a file type that your device supports

Marketing Material Design

- Be sure to reference the Brand Center on Rotary International for marketing material templates. Must have a My Rotary login to access.
- Consider tapping into a local resource (ideally a member) to own the creation of materials outside of what can be found on My Rotary.

[Marketing Materials Google Drive](#)

[Additional canva links](#)

All documents are in the [Interact Google Drive](#)

WEBSITE S SOCIAL MEDIA RECOMMENDATIONS

Creating Social Media Channels

- It's recommended to create club social media channels within the first 3 months as an active club
- Identify a club member (ideally the Marketing Chair) to manage the channels
- Channels chosen are optional, but likely include at a minimum:
 - Tiktok
 - Instagram
- It's recommended that all activities be promoted ahead of time on these channels
- It's recommended to share photos and posts about activities after they have occurred

Creating a Website

- It's recommended to create a club website within the first 1 year as an active club
- Identify a club member (ideally the Marketing Chair) to manage the website
- Find a local website designer/developer to create website
 - This could be done using Club Runner, or outside of Club Runner

Follow @rotaryyoungleaders on Instagram

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SERVICE-LEARNING OVERVIEW

Service-Learning

What is Service-Learning?

Service-learning is more than volunteering. It's a cycle that helps youth solve real community issues while building leadership skills.

Service Learning Guides

5 Steps of Service-Learning:

- Investigation - Identify a real need in your school or community
- Planning & Preparation - Set goals, build a team, and make a timeline
- Action - Carry out your project (direct, indirect, or advocacy-based)
- Reflection - Think about what you learned, what worked, and what could improve
- Demonstration - Share your results through a presentation, report, video, or event

Start with the **Youth Service-Learning Workbook** and **Online Course** on Rotary's Learning Center!

All documents are in the [Interact Google Drive](#)

START AN INTERACT CLUB CHECKLIST

START AN INTERACT CLUB CHECKLIST

- ☐ Identify a sponsor Rotaract or Rotary club
- Choose a club adviser (Rotarian, teacher, parent)
- ☐ Identify 1-2 motivated individuals who will start and lead the club
- ☐ Meeting between District Interact Chair, Sponsor Rotary club evangelist, and potential Interact club leaders
- ☐ Host an informational meeting to generate interest from potential members ([use orientation meeting template](#))
 - ☐ Be sure to collect contact information
- ☐ Organize the first Interact meeting
 - ☐ First meeting include activities like ice breakers, Rotary/Rotaract speakers, etc.
 - Paint the picture of what this club could be.
- ☐ Identify a regular meeting time (Recommended at least 2X monthly)
- ☐ Establish communication tools (Email, Social media, etc)
- ☐ Complete the “Operations Start Up” checklist
- ☐ Identify first community service project (often done with sponsor Rotary club)
- ☐ Identify first inspirational engagement/speaker
- ☐ Elect Officers
- ☐ Fulfill [club certification](#)
 - ☐ Ensure that officers positions are filled
 - ☐ Recommended to have at least 10 members
 - ☐ Including signed [bylaws](#)
 - ☐ Included signed [constitution](#)
- ☐ Scan paperwork and send to interact@[rotary.org](#)

START AN INTERACT CLUB CHECKLIST

- ❑ Interact club leadership to establish and communicate club vision
- ❑ Interact club leadership to establish a calendar of engagements
 - ❑ Community Service
 - ❑ Club Activities
- ❑ Establish website (if not already completed)
- ❑ Set up annual planning meeting between incoming Interact President + VP and incoming sponsor Rotary club President and VP
- ❑ Establish and collect annual dues from members



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