



ROTARY DISTRICT 5180 2017-2018 AWARDS PROGRAM



The District 5180 Awards Program is designed to inspire and engage Rotarians, recognize the accomplishments of Rotary Clubs, and strengthen and grow the Clubs, the District, and Rotary International.

The District Awards Program is aligned with Administration, Membership, Public Image, Service Projects, Youth Services and the Foundation. The 2017-2018 District Theme of “Reflect Back – Embrace the Future” is emphasized. In addition to the District 5180 Awards Program, there are a number of individual awards available. A list of these awards and applications for these awards will be distributed to Club Presidents after July 1, 2017.

The District Awards will be given according to club size category. One club from each of the Club Size Categories will be recognized as the “Best Club” in the category. One club from the “Best Club” winners will be selected as the 2017-2018 District 5180 Club of Excellence.

District Awards Packet and Questionnaire

The District Awards Packet includes this written document consisting of 12 pages, the Questionnaire, and 143 criteria items. No additional materials will be accepted and no additional criteria items will be considered except as designated by the District Governor. The Rotary International Presidential Citation is not part of the District Awards Packet and shall be determined according to the criteria set forth in the separate official Presidential Citation.

Each Club is expected to follow the Rotary 4-Way Test in completing the District Awards Packet.

Commencement Period and Deadline

The commencement period for compliance with the District Awards criteria items is **July 1, 2017**. Any items completed prior to the commencement period shall not be considered (unless an alternate date is specifically set forth in a criteria item).

The deadline for submission of your Club’s completed and signed District Awards Questionnaire is **Saturday, April 7, 2018, by 5:00 p.m.** Questionnaires shall be submitted to the District Awards Chair by email, regular mail or personal delivery to ensure receipt by the deadline.

District Awards Chair: Skip Lawrence (Rotary Club of Sacramento)
Submission Email: skiplawrence@sbcglobal.net
Submission Address: 4732 Marlborough Way, Carmichael, CA 95608



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Telephone: (916) 483-1974

The deadline for completion of the criteria items set forth in the Questionnaire is **April 7, 2018**, unless otherwise stated. Any items actually scheduled or implemented in part, but not completed, by the deadline should be communicated to your Club's Assistant Governor prior to Certification of the Packet.

Certification and Consideration

The completed District Awards Questionnaire shall be signed by the Club President and the Assistant Governor assigned to that Club prior to submission to the District Awards Chair.

The information contained in the completed District Awards Questionnaire will be tabulated and scored for each participating Club according to a point system. Each criteria item that is checked will receive the number of points attributable to it. Following tabulation and scoring of the Questionnaires, the data will be made available to the District Awards Committee for consideration and final determination of awards. The Committee includes the District Governor, Sandi Sava, all Assistant Governors, the District Awards Chair, Skip Lawrence, and any other individual that may be designated by the District Governor. Final determination for each award shall be based upon the information contained in the completed Questionnaires, the scoring of each Questionnaire and input from the Assistant Governors.

Announcement of Awards

Announcement of all District Awards will be made at the District Conference in May 2018.

Club Size Categories

Membership reflected by Rotary International as of **July 1, 2017**, shall determine the Club size for purposes of the District Awards Packet.

Small Club:	20 or fewer members
Medium Club:	21-50 members
Large Club:	51 or more members



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QUESTIONNAIRE – CRITERIA

Submitted by the Rotary Club of: _____

Administration

- _____ Address with your Club membership or Club Board the 2017-2018 Rotary International President's Citation criteria (1 point)
- _____ Address with your Club membership or Club Board the "Flexibility" enactments made at the 2016 Council on Legislation and how they may affect your Club (1 point)
- _____ Pay Rotary International dues on time (1 point)
- _____ Pay District 5180 dues on time (1 point)
- _____ Have at least 50% of your Club's members registered on Rotary International's *My Rotary* by September 1, 2017 (1 point)
- _____ Submit monthly attendance report to the District Secretary by the 15th of each month (1 point)
- _____ Have at least (3 for a small club, 4 for a medium club, and 5 for a large club) member(s) attend the District Leadership Assembly on April 1, 2017 (2 points)
- _____ Have at least (2 for a small club, 5 for a medium club, and 7 for a large club) member(s) register for the 2018 District Conference by January 31, 2018 (2 points)
- _____ Have at least (1 for a small club, 2 for a medium club, and 3 for a large club) member(s) register for the 2018 Rotary International Convention in Toronto, Canada by January 31, 2018 (3 points)
- _____ Have your Club President or President's designated individual attend the Mid-Year Retreat (1 point)
- _____ Have at least 1 Club member serve on the District staff (excluding Membership, Public Image, Service, Youth Services and Foundation Committees) (2 points)
- _____ Have at least 1 Club member serve as a Sergeant at Arms at a District seminar or event or on behalf of the District at a regional, Zone or International Rotary event (1 point)



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- ___ Conduct a Club program about Paul P. Harris (1 point)
- ___ Conduct a Club program about Rotary's Four-Way Test (1 point)
- ___ Conduct a Club program about the Object of Rotary (1 point)
- ___ Have at least 1 Club member assist with, work or serve at an event or a project of another Club in the District (1 point)
- ___ Have at least 1 Club member be the program presenter at a meeting of another Club in the District (2 points)
- ___ Have written Club bylaws (1 point)
- ___ Have written Club guidelines and/or other operational documents (1 point)
- ___ Have a Club system for safe storage of your Club's bylaws, guidelines and/or other operational documents (1 point)
- ___ Have a Club system for dissemination of your Club's bylaws, guidelines and/or other operational documents to your membership (1 point)
- ___ Have a Club system for periodic review and updating of your Club's bylaws, guidelines and/or other operational documents (1 point)
- ___ Select your Club's President (2018-2019 service term) by December 1, 2017 (1 point)
- ___ Select your Club's President (2019-2020 service term) by April 2, 2018 (2 points)
- ___ Conduct a Club strategic planning process (2 points)
- ___ Conduct at least 2 Club Assemblies (1 point)
- ___ Conduct at least 5 Club Board meetings (1 point)

Membership

- ___ Increase your Club's membership by at least net 2 members (2 points)
- ___ Retain at least 75% of your Club's members (2 points)
- ___ ~~Participate in the District Pilot Membership Program (2 points)~~
- ___ Have at least 1 Club member who is a Charter member, a member who has held



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membership in the Club for 20 or more years, or who is age 75 years or more attend a District Committee Meeting (1 point)

_____ Have at least 1 new Club member (< 2 years in Club) attend a District Committee Meeting (1 point)

_____ Have at least 1 Club member who is age 35 years or less attend a District Committee Meeting (1 point)

_____ Have a District Membership Committee member attend or present at your Club or Club Board meeting (1 point)

_____ Have at least 1 Club member attend a District Membership Committee meeting (1 point)

_____ Have at least 1 Club member serve on the District Membership Committee (2 points)

_____ ~~Have at least (1 for a small club, 2 for a medium club, and 3 for a large club) member(s) attend the 3-in-1 Seminar (2 points)~~

_____ Have at least (1 for a small club, 2 for a medium club, and 3 for a large club) member(s) attend the Priority #1 Plus Seminar (2 points)

_____ Have at least (3 for a small club, 4 for a medium club, and 5 for a large club) member(s) attend a regular meeting of another Rotary Club in District 5180 and share that experience with your Club membership (2 points)

_____ Conduct a Club program that recognizes a member who is a Charter member, a member who has held membership in the Club for 20 or more years, or who is age 75 years or more (1 point)

_____ Initiate or maintain a Club mentorship plan between a new Member (< 2 years in Club) and a member who is a Charter member, a member who has held membership in the Club for 20 or more years, or who is age 75 years or more (2 points)

_____ Initiate or maintain a Club plan that actively engages Charter members, members who have held membership in the Club for 20 or more years, or who are at age 75 years or more (1 point)

_____ Conduct a Club program that recognizes a new member (< 2 years in Club) or a member who is age 35 years or less (1 point)

_____ Initiate or maintain a Club mentorship plan between a member who is age 35 years or less and a member who is a Charter member, a member who has held membership in the



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- Club for 20 or more years, or who is age 75 years or more (2 points)
- Initiate or maintain a Club plan that actively engages a new member (< 2 years in Club) or a member who is age 35 years or less (1 point)
- Conduct a Club program that addresses the history and membership of your Club (1 point)
- Submit a written Club Membership Plan to your Assistant Governor by April 30, 2017 (2 points)
- Submit your Club's membership goal (new members and retention objectives) to the District Governor by April 30, 2017 (2 points)
- Meet or exceed your Club's membership goal (2 points)
- Conduct 1 Club Assembly to develop a new Club Membership strategy (1 point)
- Conduct an orientation meeting before the induction of a new member (1 point)
- Recognize the sponsor(s) of each new member at induction ceremony (1 point)
- Submit information to the District Secretary of any new member and any member who has terminated membership in your Club (1 point)
- Conduct an exit interview for all members who have terminated membership in your Club (1 point)
- Re-offer membership to a terminating member in your Club in the District 5180 Passport Club (1 point)
- Refer a person interested in Rotary to another Rotary Club (1 point)
- Sponsor or co-sponsor a new Rotary Club in District 5180 (3 points)
- Develop or start a Satellite Club (3 points)

Public Image

- Have a District Public Image Committee member attend or present at your Club or Club Board meeting (1 point)
- Have at least 1 Club member attend a District Public Image Committee meeting (1 point)



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- ___ Have at least 1 Club member serve on the District Public Image Committee (2 points)
- ___ Provide at least 1 article to the District Newsletter Editor about your Club's Rotary program, project or event, a Rotarian in your Club or a youth that your Club supports or sponsors (1 point)
- ___ Conduct at least 1 event that raises public awareness of Rotary (2 points)
- ___ Have and maintain an updated Club website (1 point)
- ___ Have and maintain an updated Club Facebook page (1 point)
- ___ Utilize at least one form of social media, other than the Club website or Facebook, in order to enhance the public image of your Club (2 points)
- ___ Publish a Club newsletter or bulletin at least monthly (1 point)
- ___ Conduct a Club program that addresses your Club's Public Image and how to improve it (1 point)
- ___ Initiate or maintain a Club Public Image plan (2 points)
- ___ Have a Club system for educating and training Club membership about your Club's Public Image plan (1 point)
- ___ Have one of your Club's Rotary programs, projects or events addressed in a non-Rotarian publication or broadcast such as a magazine, newspaper, radio, television, billboard or public event (3 points)
- ___ Utilize the new Rotary branding, visual identity and images in your Club's website, Facebook page, newsletter, promotional materials, and written documents and at your Club meetings (2 points)
- ___ Have your Club President, President-Elect, Secretary, Treasurer, Membership Chair, Public Image Chair, and Foundation Chair wear and encourage the use of the new Rotary branding pin (1 point)
- ___ Have at least 1 Club member who is a Charter member, a member who has held membership in the Club for 20 or more years, or who is age 75 years or more wear and encourage the use of the new Rotary branding pin (1 point)
- ___ Have at least 1 new Club member (< 2 years in Club) wear and encourage the use of the new Rotary branding pin (1 point)



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_____ Have at least 1 Club member who is age 35 years or less wear and encourage the use of the new Rotary branding pin (1 point)

Service Projects and Programs

_____ Participate in the District Dictionary Project (2 points)

_____ Have at least (2 for a small club, 4 for a medium club and 6 for a large club) member(s) participate in the Blood Source blood drive (1 point)

_____ Conduct at least 1 Community Service project and record the number of volunteer hours expended and expenses incurred (2 points)

_____ Have at least 1 Club member who is a Charter member, a member who has held membership in the Club for 20 or more years, or who is age 75 years or more participate in a Community Service project (1 point)

_____ Have at least 1 new Club member (< 2 years in Club) participate in a Community Service project (1 point)

_____ Have at least 1 Club member who is age 35 years or less participate in a Community Service project (1 point)

_____ Conduct at least 1 International Service project and record the number of volunteer hours expended and expenses incurred (3 points)

_____ Have at least 1 Club member who is a Charter member, a member who has held membership in the Club for 20 or more years, or who is age 75 years or more participate in an International Service project (2 points)

_____ Have at least 1 new Club member (< 2 years in Club) participate in an International Service project (2 points)

_____ Have at least 1 Club member who is age 35 years or less participate in an International Service project (2 points)

_____ Conduct at least 1 Vocational Service project and record the number of volunteer hours expended and expenses incurred (2 points)

_____ Have at least 1 Club member who is a Charter member, a member who has held membership in the Club for 20 or more years, or who is age 75 years or more participate in a Vocational Service project (1 point)

_____ Have at least 1 new Club member (< 2 years in Club) participate in a Vocational Service



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project (1 point)

- _____ Have at least 1 Club member who is age 35 years or less participate in a Vocational Service project (1 point)
- _____ Conduct at least 1 Youth Service project and record the number of volunteer hours expended and expenses incurred (2 points)
- _____ Have at least 1 Club member who is a Charter member, a member who has held membership in the Club for 20 or more years, or who is age 75 years or more participate in a Youth Service project (1 point)
- _____ Have at least 1 new Club member (< 2 years in Club) participate in a Youth Service project (1 point)
- _____ Have at least 1 Club member who is age 35 years or less participate in a Youth Service project (1 point)
- _____ Conduct at least 1 service project that focuses on the improvement of Literacy and record the number of volunteer hours expended and expenses incurred (2 points)
- _____ Have at least 1 Club member who is a Charter member, a member who has held membership in the Club for 20 or more years, or who is age 75 years or more participate in a Literacy project (1 point)
- _____ Have at least 1 new Club member (< 2 years in Club) participate in a Literacy project (1 point)
- _____ Have at least 1 Club member who is age 35 years or less participate in a Literacy project (1 point)
- _____ Conduct a Club program about Literacy (2 points)
- _____ Conduct a Club Speech Contest (2 points)

Youth Service

- _____ Have at least (1 for a small club, 2 for a medium club, and 3 for a large club) member(s) attend the District Youth Seminar (2 points) **if one is held before April 7**
- _____ Have a District Youth Services Committee member attend or present at your Club or Club Board meeting (1 point)
- _____ Have at least 1 Club member attend a District Youth Services Committee meeting (1



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point)

- ___ Have at least 1 Club member serve on the District Youth Services Committee (2 points)
- ___ Have your Club obtain District Youth Protection certification (2 points)
- ___ Sponsor an Interact Club (3 points)
- ___ Conduct a Club program about Interact (1 point)
- ___ Have at least 1 Club member attend the Interact Conference (2 points)
- ___ Have an Interact member participate in a Club project or event (1 point)
- ___ Sponsor a participant in the Rotary Youth Leadership Awards (RYLA) (2 points)
- ___ Have at least 1 Club member actively participate in the RYLA camp (3 points)
- ___ Conduct a Club program about RYLA (1 point)
- ___ Sponsor a Rotary Youth Exchange (RYE) outbound student (3 points)
- ___ Host a Rotary Youth Exchange (RYE) inbound student (3 points)
- ___ Conduct a Club program about Rotary Youth Exchange (RYE) (1 point)
- ___ Participate in at least 1 Rotary Youth Exchange (RYE) event organized by the RYE Committee (1 point)
- ___ Have an RYE student participate in a Club project or event (1 point)
- ___ Sponsor a Rotaract Club (3 points)
- ___ Conduct a Club program about Rotaract (1 point)
- ___ Have a Rotaract member participate in a Club project or event (1 point)

Foundation

- ___ Have at least (1 for a small club, 2 for a medium club, and 3 for a large club) member(s) attend the District Foundation Seminar (2 points)
- ___ Have at least (2 for a small club, 4 for a medium club, and 6 for a large club) member(s) attend the District Foundation Dinner (2 points)



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- _____ Have a District Foundation Committee member attend or present at your Club or Club Board meeting (1 point)
- _____ Have at least 1 Club member attend a District Foundation Committee meeting (1 point)
- _____ Have at least 1 Club member serve on the District Foundation Committee (2 points)
- _____ Determine best total annual Club and Club member contributions to the Rotary International Foundation in an annual Rotary year from July 1, 2012 through June 30, 2017, and exceed by 10% (For example: If best total annual contributions were \$20,000 in 2013-2014, target is \$22,000 between July 1, 2017 and April 2, 2018) (3 points)
- _____ Determine best total annual Club and Club member contributions to Polio Plus in an annual Rotary year from July 1, 2012 through June 30, 2017, and exceed by 10% (For example: If best total annual contributions were \$10,000 in 2013-2014, target is \$11,000 between July 1, 2017 and April 2, 2018) (3 points)
- _____ Every Club member makes a monetary contribution to the Rotary International Foundation (1 point)
- _____ Every Club member makes a monetary contribution to Polio Plus (2 points)
- _____ At least 50% of your Club members are Paul Harris Fellows (2 points)
- _____ At least 50% of your Club members are Benefactors of the Rotary International Foundation (3 points)
- _____ Conduct a service project that focuses on one of the 6 Areas of Focus of the Rotary International Foundation (2 points):
 - Peace and conflict prevention/resolution
 - Disease prevention and treatment
 - Water and sanitation
 - Maternal and child health
 - Basic education and literacy
 - Economic and community development
- _____ Have at least 1 Club member participate in the District Grant Certification program (2 points)
- _____ Apply for a District Grant independently or in partnership with one or more other clubs (2 points)
- _____ Submit your Club's Rotary International Foundation goal to the District Governor by April



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30, 2017 (2 points)

- ___ Meet or exceed your Club's Rotary International Foundation goal (2 points)
- ___ Conduct 2 Club programs that address the Rotary International Foundation (2 points)
- ___ Conduct 1 Club program that addresses the District Human Trafficking Project (2 points)
- ___ Conduct 1 event that raises public awareness of the Rotary International Foundation (2 points)
- ___ Conduct 1 event that raises monetary support for the Rotary International Foundation (3 points)
- ___ Have at least 1 Club member that actively participates in a Rotary International Foundation program (3 points)
- ___ Conduct 1 event that raises public awareness of Rotary's program to eradicate polio (Polio Plus) (2 points)
- ___ Conduct at least 1 event that raises monetary support for Rotary's program to eradicate polio (Polio Plus) (3 points)

Comments (Optional)

Signature of Club President

Date

Signature of Cub Assistant Governor

Date



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Date Received by Awards Chair