



## ROTARY DISTRICT 5180 2018-2019 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 2018-2019 Rotary International Theme (which will be our District theme as well) of “Be The Inspiration” 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 on or before July 1, 2018.

The District Awards will be given according to club size category. Club’s will be recognized by levels of Inspirational Club Leadership: Platinum (top 20%), Gold (next 20%), and Silver (final 60%) will be based on points distribution for each club size in each category. Awards will be given for: Administration, Membership, Public Image, Service, Youth Service, and Foundation.

One club per area will be selected by the AG as the Most Inspirational Club, regardless of size, in their area and will be given to the Governor. The Governor will select the winner of the Most Inspirational Club in the District based on the 8 selected clubs chosen by the AG’s (1 per area). This club will be recognized as the Most Inspirational Club of 2018/19 with an award and will receive the District 5180 Governor’s Bell. Selection of the Most Inspirational Club will be based on how inspiring that club was during the year in their communities, in the world and in their clubs.

### District Awards Packet and Questionnaire

The District Awards Packet includes this written document consisting of 12 pages, the Questionnaire, and 141 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, 2018**. 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 **Sunday, April 7, 2019, 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:** Mary Jo Edmondson (Placer Valley Sunrise Rotary Club)

**Submission Email:** [edmondsonmaryjo@gmail.com](mailto:edmondsonmaryjo@gmail.com)

**Submission Address:** 4071 Clubview Ct., Rocklin 95765

**Telephone:** (916)284-9107



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The deadline for completion of the criteria items set forth in the Questionnaire is **April 7, 2019**, 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, Jack Arney, all Assistant Governors, the District Awards Chair, Mary Jo Edmondson, 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 (with the exception of the Most Inspirational club which will be chosen based on the questionnaire and what the club does in the community, in the world, and in their club), and 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 18, 2019

### Club Size Categories

Membership reflected by Rotary International as of **July 1, 2018**, shall determine the Club size for purposes of the District Awards Packet.

Small Club:	24 or fewer members
Medium Club:	25-53 members
Large Club:	54 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 2018-2019 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 60% of your Club's members registered on Rotary International's *My Rotary* by September 1, 2018 (2 point)
- \_\_\_\_\_ Submit monthly attendance report to the District Secretary by the 15<sup>th</sup> 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 7, 2018 (2 points)
- \_\_\_\_\_ Have at least (3 for a small club, 7 for a medium club, and 10 for a large club) member(s) register for the 2019 District Conference by February 28, 2019 (3 points)
- \_\_\_\_\_ Have at least (1 for a small club, 1 for a medium club, and 3 for a large club) member(s) register for the 2019 Rotary International Convention in Hamburg, Germany by February 28, 2019 (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 (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 (2 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 (2019-2020 service term) by January 4, 2019 (1 point)
- \_\_\_ Select your Club's President (2020-2021 service term) by April 8, 2019 (2 points)
- \_\_\_ Conduct Club strategic planning process or present current plan to your club (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 1 member (2 points)
- \_\_\_ Retain at least 80% of your Club's members (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 attend a District Committee Meeting (1 point)



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- \_\_\_\_\_ 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 Priority #1 Plus Seminar or District run Membership training (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 new District Leadership Training (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)
- \_\_\_\_\_ 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 Club for 20 or more years, or who is age 75 years or more (2 points)



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- \_\_\_\_\_ 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, 2018 (2 points)
- \_\_\_\_\_ Submit your Club's membership goal (new members and retention objectives) to the District Governor by April 30, 2018 (2 points)
- \_\_\_\_\_ Meet or exceed your Club's membership goal (4 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 or an alternative meeting time (3 points)
- \_\_\_\_\_ Conduct two club meetings per quarter focused around Inspiring Leadership (5 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 (2 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 (2 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 (4 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 (2 point)

\_\_\_\_\_ Have at least 1 Club member who is age 35 years or less participate in a Community Service project (2 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 project (1 point)





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- \_\_\_\_\_ 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 (3 points)
- \_\_\_\_\_ Conduct a Club Speech Contest (3 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 or IPOTS (2 points)
- \_\_\_\_\_ 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 point)



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- \_\_\_\_\_ Have at least 1 Club member serve on the District Youth Services Committee (2 points)
- \_\_\_\_\_ Have your Club obtain District Youth Protection certification (5 points)
- \_\_\_\_\_ Sponsor an Interact Club (3 points), Each additional Interact Club (2 points)
- \_\_\_\_\_ Conduct a Club program about Interact (2 points)
- \_\_\_\_\_ 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 (2 points)
- \_\_\_\_\_ Sponsor a Rotary Youth Exchange (RYE) outbound student (5 points)
- \_\_\_\_\_ Host a Rotary Youth Exchange (RYE) inbound student (5 points)
- \_\_\_\_\_ Conduct a Club program about Rotary Youth Exchange (RYE) (2 points)
- \_\_\_\_\_ 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 community based or university (5 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 total annual Club and Club member contributions to the Rotary International Foundation Annual Fund for Rotary year from July 1, 2017 through June 30, 2018, and exceed by 2.5% (3 points)
- \_\_\_\_\_ Determine total annual Club and Club member contributions to Polio Plus in annual Rotary year from July 1, 2017 through June 30, 2018, and exceed by 2.5% (3 points)
- \_\_\_\_\_ Every Club member makes a monetary contribution to the Rotary International Foundation (2 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 Annual Fund goal to the District Governor by April 30, 2018 (2 points)



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- \_\_\_\_\_ Meet or exceed your Club's Rotary International Foundation Annual Fund 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 Club Assistant Governor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date Received by Awards Chair