# ROTARY CLUB CENTRAL

# CLUB REFERENCE GUIDE

## What is Rotary Club Central?
Rotary Club Central is an online tool to help clubs set and track their goals and achievements.

## Purpose of this guide
This guide outlines the steps for you to following order to view, set, and edit goals and report achievements in three categories:

1. Your club
2. Service
3. Foundation giving

## Who can edit and view club records?
Club leaders, including the incoming, current, and past president, secretary, treasurer, executive secretary, Foundation chair, and membership chair can edit goals and achievements for their year in office.

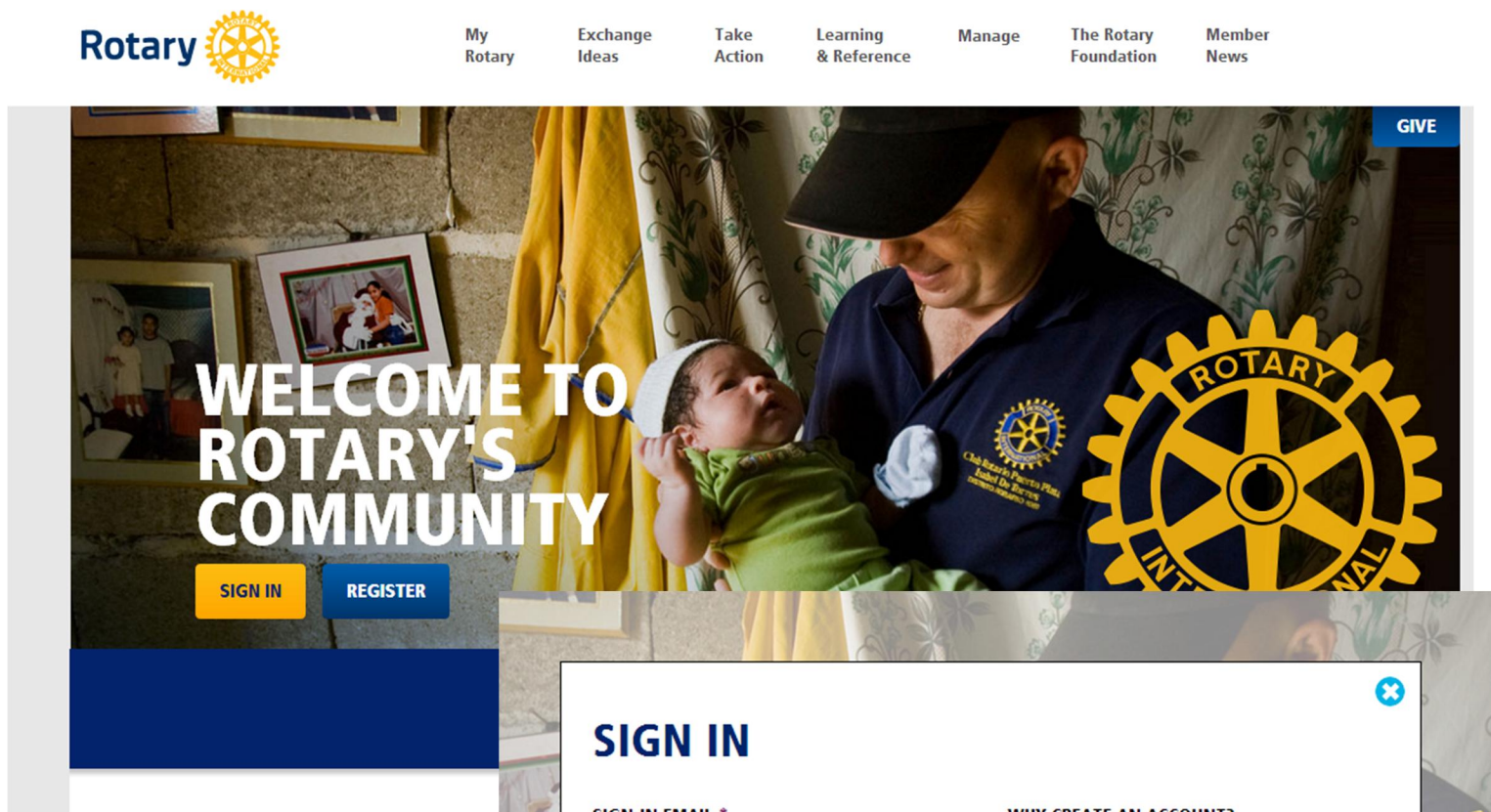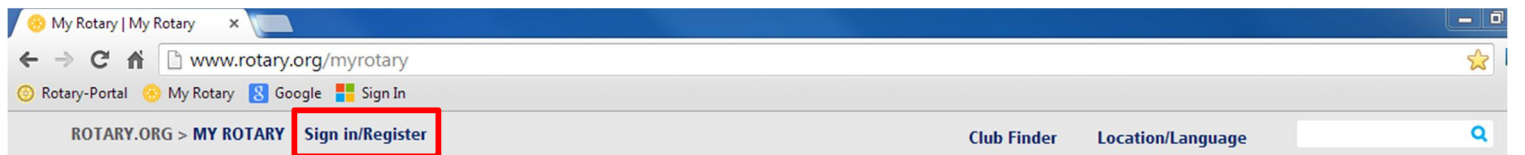All club members can **view** club goals and achievements.

**Note:** If any data is displayed incorrectly, please contact your Club and District Support representative.

## Contents

# How to Access Rotary Club Central

Go to rotary.org/myrotary and click on Sign in/Register. Or go to www.rotary.org/clubcentral

Club Finder    Location/Language

**Rotary**

My Rotary | Exchange Ideas | Take Action | Learning & Reference | Manage | The Rotary Foundation | Member News

GIVE

# MY ROTARY



## What's new about the Rotary website? Everything!

Welcome to your new Rotary website. We've heard from many corners that Rotary needs a faster, improved website that makes it easy to find what you're looking for and helps you get your Rotary business done. We listened — and we hope you're as excited as we are... Read more

### MY MESSAGES

JAMES DAMATO - 28-AUG-2013

Are we allowed...

JAMES DAMATO - 26-AUG-2013

What's happening?

Go to messages >

### ANNOUNCEMENTS

Solutions for your website issues
27-AUG-2013

Register early for Sydney convention and save
9-AUG-2013

Take steps to expand your club for Membership Month
1-AUG-2013

See more >

### GROUP DISCUSSIONS

**MY GROUPS    ALL GROUPS**

Either you have not yet joined a group or there are no active discussions in your group. Why don't you start one?

View My Groups >

### MY CLUB SNAPSHOT

**CLUB NAME**

Chicago Lakeview

**WEBSITE**

http://www.chicagolakeviewrotaryclub.org

**MEETING LOCATION**

The Hallmark
2960 N. Lake Shore Dr. 2/Fl., Chicago, IL, 60657-5600, United States

**MEETING DATE AND TIME**

Thursday 12:15 PM

**MEMBERS**

39

**CHARTER DATE**

1-Sep-2005

**CLUB PRESIDENT**

John M Hannes

**CLUB GOALS SET: 44%**

**CLUB GOALS ACHIEVED: 9%**

**SERVICE GOALS SET: 17%**

**SERVICE GOALS ACHIEVED: 0%**
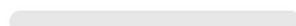
**FOUNDATION GIVING GOALS SET: 63%**

**FOUNDATION GIVING GOALS ACHIEVED: 0%**
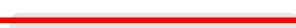
Visit Rotary Club Central >

### FIND A CLUB

City or region

### FEATURED LINKS

End Polio Now

Join our fight to eradicate polio worldwide.

Paul Harris Home

Support the restoration of the home of Paul and Jean Harris.

### WHAT'S NEW

Welcome to the new Rotary.org. Build your profile to customize your experience. Join a discussion group to exchange ideas. Browse projects to find project partners and resources. As we add new features, we'll share them here.

Click here.

3

# Goal-setting Basics

Below **Trends** in each category is the **Goals and Progress** section, where you can choose to either **EDIT** or **VIEW** each goal.

Select the category for which you want to set or edit goals. This user selected **Your Club**.



District: 0000 | Club: Your Club

Your Club     Service     Foundation Giving

Club View
District View
Club Group View
Global View
Resources
Reports

Print Page

### Your Club

Successful clubs achieve their goals by staying vibrant, flexible, and innovative. This tab provides you the opportunity to view and track membership, Rotarian engagement, club communication, and public relations goals.

Current, incoming, and immediate past club leaders — the president, secretary, treasurer, executive secretary, Foundation chair, and membership chair — can edit goals and achievements. All club members can view goals and achievements.

## Trends

This graph shows your club's membership over five years. Click on the labels in the legend to add or remove features in the chart. Hover over bars or lines in the chart to see details.

The chart below shows the age and gender trends over three years. For more information, club leaders can click on "View Details."

**Membership Trends**
2008 – 13

Legend: 1 July | 30 June | Goal | Total Retention

Use the drop-down to see your club's five-year membership trends.

YEAR 2012-13

### Membership Trends

| 2012-13 | | | |
|---|---|---|---|
| 31 | 36 | 47 | 83% |
| 1 JULY | 30 JUNE | GOAL | TOTAL RETENTION |

### Gender Trends

View Details ▸

Click **View Details** to see the club's gender and age reports.

| | 2010–11 TOTAL | 2011–12 TOTAL | 2012–13 YEAR TO DATE |
|---|---|---|---|
| Male | 46% (11) | 53% (17) | 39% (14) |
| Female | 54% (13) | 47% (15) | 61% (22) |
| Unreported | 0% (0) | 0% (0) | 0% (0) |

### Age Trends

View Details ▸

| | 2010–11 TOTAL | 2011–12 TOTAL | 2012–13 YEAR TO DATE |
|---|---|---|---|
| 29 and under | 0% (0) | 0% (0) | 3% (1) |
| 30 – 39 | 0% (0) | 3% (1) | 6% (2) |

Scroll down to **Goals and Progress**.

## Goals and Progress

Current, incoming, and immediate past club leaders can click "Edit" to set goals and achievements. All club members can click "View" to see goal details.

Select the year you want to edit or view.

**Select your year in office to set goals.**

**Then click EDIT.**

| 2011–12 | 2012–13 | 2013–14 |

**Membership Retention** ⑦

| 33 | 33 | 31 |
|---|---|---|
| 1 JULY 2012 | 30 JUNE 2014 GOAL TOTAL | 2013–14 YEAR TO DATE |

|  | 30 JUNE PRIOR YEAR | 2013–14 MEMBER GOAL | 2013–14 RETENTION GOAL |
|---|---|---|---|
| **Existing members retained** | 32 | 33 | 98% |
| **New members retained** | 3 | – | 0% |

🖉 EDIT

# Your Club

## Membership Retention

From 1 July to 1 October, the 30 June member count will display here. The 1 July start figure will display once clubs submit their semiannual reports.

Member count at the time the goal is set. Data supplied by Rotary.

Enter a percentage OR number for this year's goal. The percentage is based on the member count at the time the goal is set and saved.

### Set and Edit Your Goals

| | 1 JULY START FIGURE | MEMBERS | PERCENTAGE | GOAL TOTAL |
|---|---|---|---|---|
| Existing members retained | 33 | 34 | 98 % | 33 |
| Achievement | | | | 28 |
| New members retained | 3 | 0 | 0 % | - |
| Achievement | | | | 3 |
| 2013–14 Goal Total | | | 97% | 33 |

Data supplied by Rotary.

Save   Clear all   Cancel

This reflects the number of members who joined the club after 1 July of the previous year. Data supplied by Rotary.

Enter the number of members you plan to induct this year.

Of the members you induct, enter the percentage OR number of members you plan to keep this year.

# Rotarian Engagement

Previous year's achievement supplied by Rotary.

Year-to-date member count. supplied by Rotary.

Enter the percentage OR number of members you plan to have involved in each activity listed.

## Set and Edit Your Goals

| | PREVIOUS YEAR | MEMBERS | PERCENTAGE | GOAL TOTAL |
|---|---|---|---|---|
| Members in club roles | – | 37 | 0 % | - |
| Achievement | | | | - |
| Members participating in club service activities | 25 | 37 | 100 % | 37 |
| Achievement | | | | - |
| Members participating in club social activities | 29 | 37 | 95 % | 35 |
| Achievement | | | | - |
| Members sponsoring new Rotarians | 5 | 37 | 0 % | - |
| | | | | - |
| Members in leadership development programs or activities | – | 37 | 0 % | - |
| Achievement | | | | - |
| Total number of members engaged | – | 37 | 100 % | 37 |
| Achievement | | | | - |

Enter the number of members who were involved in each activity.

Scroll down.

After reviewing all the activities listed, enter the percentage or total number of members you plan to engage in club activities during the year. (That is, will your club have all members engaged in activities or are the same 10 people doing all activities?)

Save    Clear all    Cancel

# Club Communication

## Set and Edit Your Goals

| | PREVIOUS YEAR | GOAL TOTAL |
|---|---|---|
| Our club has a strategic plan | – | YES |
| Achievement | | – |
| Club assemblies conducted per year | 1 | 4 |
| Achievement | | - |
| Our online presence accurately reflects current activities | YES | YES |
| Achievement | | – |
| Number of communications distributed per month | – | - |
| Achievement | | - |

**Previous year's achievements**

**Select YES or NO in reference to this year's goal.**

**Select YES or NO in reference to what was actually achieved.**

**Enter the number planned for this year.**

**Enter the number achieved.**

## Public Relations

## Set and Edit Your Goals

| | PREVIOUS YEAR | GOAL TOTAL |
|---|---|---|
| Number of times we update our website per month | – | 4 |
| Achievement | | - |
| Number of media stories (broadcast and/or print) covering our club's projects per year | – | - |
| Achievement | | - |
| Number of advertisements we place per year | – | - |
| Achievement | | - |
| Number of people in the media we invite to visit a club project or meeting per month | – | - |
| Achievement | | - |
| We use social media to promote service activities | YES | YES |

**Enter your goal for the year for each.**

**Enter the number achieved.**

# Service

District: 0000 | Club: Your

Select **Service.**

Your Club | Service | Foundation Giving

**Club View**

District View

Club Group View

Global View

Resources

Reports

🖶 Print Page

## Service

Effective service projects can translate into effective clubs. By carefully selecting, planning, and evaluating a project, a Rotary club can successfully carry out service projects that address community needs.

This tab allows clubs to set and track goals for service projects and plan for the resources needed. You can also set goals for New Generations, including Rotaract and Interact clubs, as well as Youth Exchange and RYLA participants.

### Trends

These charts show the resources your club has dedicated to service projects during the current Rotary year and the previous two years.

Click on the labels in the legend to add or remove features in the chart. Hover over bars to see details.

**Service Projects and Activities**
2010 – 13

■ Volunteers ■ Hours

■ Cash ■ In-Kind Value

Use the drop-down to see your club's service impact for the last five years.

**Service Projects and Activities**

YEAR 2012-13 ▾

2012-13

| 112 VOLUNTEERS | 310 HOURS | 8761 USD CASH | 200 USD IN-KIND VALUE |
| --- | --- | --- | --- |

### Goals and Progress

Current, incoming, and immediate past club leaders can click "Edit" to set goals and achievements. All club members can click "View" to see goal details.

Select the year you want to edit or view.

Select the year for which you want to set goals.

| 2011-12 | 2012-13 | 2013-14 |
| --- | --- | --- |

**Service Projects and Activities** ⑦

🖉 EDIT

| – 2012-13 YEAR TO DATE | – 2013-14 GOAL | – 2013-14 YEAR TO DATE |
| --- | --- | --- |

Then click **EDIT** to update a goal.

**New Generations Clubs** ⑦

🖉 EDIT

| 2012-13 YEAR TO DATE | 2013-14 GOAL | 2013-14 YEAR TO DATE |
| --- | --- | --- |

9

# Service Projects and Activities

| | PREVIOUS YEAR | GOAL TOTAL |
|---|---|---|
| **Service Projects and Activities** | | 5 |
| **Achievement** | | 1 |

Enter the number of projects or activities your club plans for this year.

This number will be supplied based on the number of service projects you check as **Achieved** below.

Expand All | Close All

**1**   ✖ Delete

**Title** (maximum 50 characters)

Bike to End Polio   ✔ Achieved

**Summary** (maximum 100 characters )

Annual fundraiser hosted by our club to raise funds for End Polio Now.

30 – characters remaining

▷ Expand Project View

Click to add more details.

## PROJECTED RESOURCES

| Total volunteer hours | Number of volunteers | Cash contributions (USD) |
|---|---|---|
| 300 | 25 | 5000 |

**In-kind donations**

| Type | Quantity | Total value (USD) | |
|---|---|---|---|
| Water bottles | 500 | 1000 | + |

Enter the resources you think you will need for the project.

▷ Details

Click to add projected details including project partners, area of focus, and more.

## ACTUAL RESOURCES

| Total volunteer hours | Number of volunteers | Cash contributions (USD) |
|---|---|---|
| 500 | 100 | 8000 |

**In-kind donations**

| Type | Quantity | Total value (USD) | |
|---|---|---|---|
| Water Bottles | 1000 | 2000 | + |
| Banners | 5 | 100 | − |

Enter the resources you actually used for the project.

## Project Status
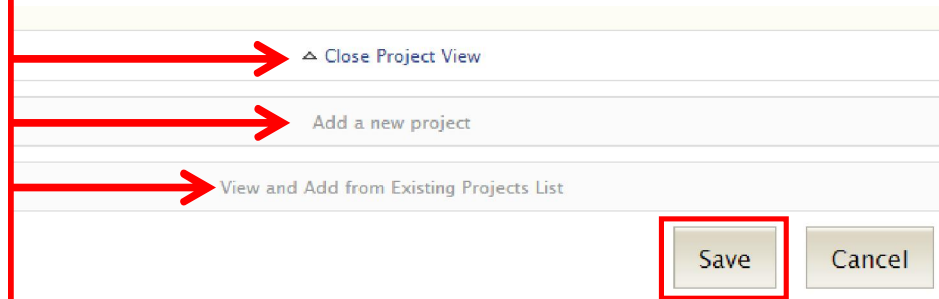
Note:At least one "actual resource" is required before the project can be marked "Achieved."

☑ Achieved

Clicking **Achieved** will add this to the count at the top of the page.

▷ Details

Click to add details such as project partners, area of focus, and more.

These three links appear at the bottom of the page. When you **Add a new project**, you will be taken to the screen shown below. This is a list of your club's projects in Showcase and Rotary Grants.
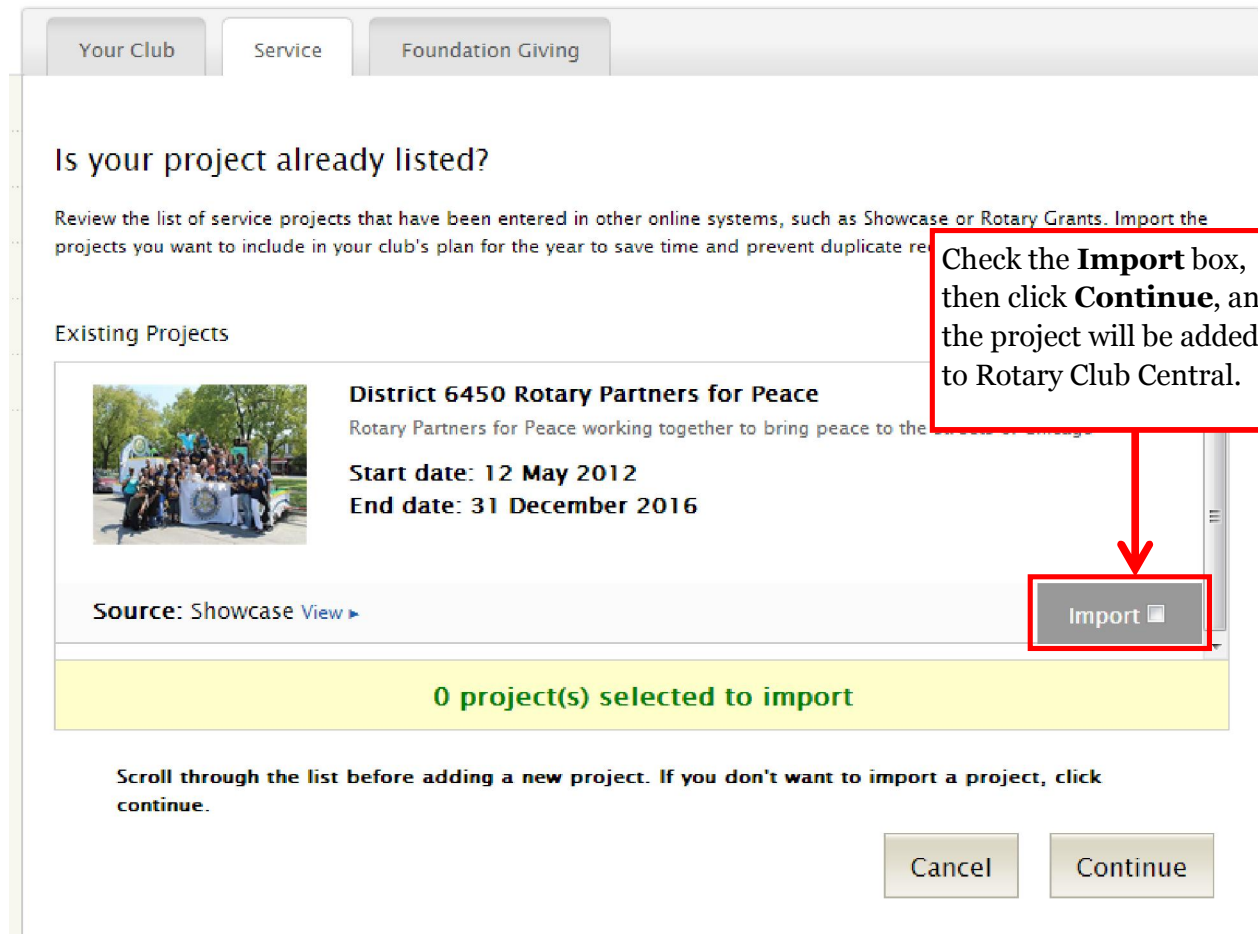
△ Close Project View

Add a new project

View and Add from Existing Projects List

Save    Cancel

| Your Club | Service | Foundation Giving |

## Is your project already listed?

Review the list of service projects that have been entered in other online systems, such as Showcase or Rotary Grants. Import the projects you want to include in your club's plan for the year to save time and prevent duplicate re

Check the **Import** box, then click **Continue**, and the project will be added to Rotary Club Central.

### Existing Projects

**District 6450 Rotary Partners for Peace**
Rotary Partners for Peace working together to bring peace to the

**Start date: 12 May 2012**
**End date: 31 December 2016**

**Source:** Showcase View ►

Import ☐

**0 project(s) selected to import**

**Scroll through the list before adding a new project. If you don't want to import a project, click continue.**

Cancel    Continue

To set the New Generations goals, go back to the **Goals and Progress** section and click on **EDIT**.

# New Generations Clubs

Total number of Rotaract or Interact clubs your club sponsored in the previous year.

Enter the total number of clubs (existing clubs + new clubs) you plan to sponsor this year.

**Set and Edit Your Goals**

| | PREVIOUS YEAR | GOAL TOTAL |
|---|---|---|
| **Number of Rotaract clubs** | 1 | - |
| **Achievement** | | 1 |
| **Number of Interact clubs** | 1 | - |
| **Achievement** | | 1 |

Total number of clubs you sponsor (year-to-date). Data supplied by Rotary.

# New Generations Participants

Total number of participants your club sponsored in the previous year.

Enter the total number of participants you plan to sponsor this year.

**Set and Edit Your Goals**

| | PREVIOUS YEAR | GOAL TOTAL |
|---|---|---|
| **Number of inbound Youth Exchange students** | 0 | - |
| **Achievement** | | 0 |
| **Number of outbound Youth Exchange students** | 0 | - |
| **Achievement** | | 0 |
| **Number of RYLA participants** | 1 | 2 |
| **Achievement** | | - |

Total number of participants you sponsor (year-to-date). Data supplied by Rotary.

# Foundation Giving

Select **Foundation Giving**.



Use the drop-down to see your club's donations to the Annual Fund for the last five years.

Select the year for which you want to set goals.

Then click **EDIT** to update a goal.

# Annual Fund

Enter the number of donors you would like to have in each category. Enter each only in his or her highest giving level.

Data supplied by Rotary.

Enter the average contribution amount for an individual.

Data is automatically calculated based on the goals entered.

## Set and Edit Your Goals

| | 5-YEAR HIGH | NUMBER OF INDIVIDUAL DONORS | AVERAGE CONTRIBUTION AMOUNT | GOAL TOTAL |
|---|---|---|---|---|
| **Paul Harris Society** (1000 USD or more) | 151465 USD (2010–11) | 4 | 1000 USD | 4000 USD |
| **Achievement** | | | | 0 USD |
| **Sustaining Members** (100 USD or more) | 6410 USD (2012–13) | - | - USD | USD |
| **Achievement** | | | | 0 USD |
| **Every Rotarian, Every Year** (Up to 100 USD) | 0 USD | 55 | 100 USD | 5500 USD |
| **Achievement** | | | | 0 USD |
| **Other Contributions** (Fundraising events, corporate and community gifts) | 3077 USD (2011–12) | | | 60500 USD |
| **Achievement** | | | | 0 USD |
| **2013–14 Goal Total** | | | | 70000 USD |

Data supplied by Rotary.

# PolioPlus Fund

Data supplied by Rotary.

Enter the amount your club would like to give.

## Set and Edit Your Goals

| | 5-YEAR HIGH | GOAL TOTAL |
|---|---|---|
| **PolioPlus Fund** | 19050 USD | 1650 USD |
| **Achievement** | | 0 USD |
| **2013–14 Goal Total** | | 1650 USD |

Data supplied by Rotary.

# Major Gifts and Endowment Fund

The total number of members who have achieved each level during their time as a Rotarian. Data supplied by Rotary.

Enter the number of individuals who will commit to each giving level. The donation doesn't have to be received during a club leader's term, but the commitment must be.

## Set and Edit Your Goals

| | ALL-TIME TOTAL | GOAL TOTAL |
|---|---|---|
| **Major Gifts** (10,000 USD or more) | 23 | - |
| **Achievement** | | 0 |
| **Bequest Society** | 2 | - |
| **Achievement** | | 0 |
| **Benefactors** | 3 | - |
| **Achievement** | | 0 |

Data supplied by Rotary.