



## PEOPLE OF ACTION AWARDS SUBMISSIONS CHECKLIST 2024-2025

Rotary Club of: \_\_\_\_\_  
Club President: \_\_\_\_\_  
Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Division determined by club membership as of July 1, 2024 RI Invoice, excluding honorary members.

Large Club ( $\geq 30$  members)      Medium Club (18-29 members)      Small Club ( $\leq 17$  members)

We are submitting Checklists that have met the minimum points for the following :

Membership  
Foundation Programs  
Public Image  
Club Service  
Community Service  
International Service  
Vocational Service  
Youth Service

### **General Award Submission Rules:**

- Use the Master Checklist to indicate what is being submitted.
- Use the form for each category.
- Please do not alter the form; any additional information will not be considered.
- All narratives are limited to 200-word count on the bottom of the checklist
- Use **Times New Roman** 10pt font
- Do not include logos, graphs, pictures or letterhead on the narratives.

Email submissions to the Awards Chair at: [d5000awards@gmail.com](mailto:d5000awards@gmail.com)

Please ensure you receive a confirmation that the submission was received.



## **DISTRICT GOVERNOR'S** **CLUB OF EXCELLENCE CITATION**

The Rotary Club of \_\_\_\_\_ has completed **all** of the items listed below and has earned at least 100 points in each of the Award Categories to earn the District Governor's Citation as a well-rounded Club of Excellence:

Club had a *net increase of 2 members* in Membership as of June 30, 2025 or sponsored or co-sponsored a New Rotary or Rotaract Club that was chartered prior to June 30, 2025;

District and Rotary International dues were paid on time and in full

Club is current on tax filings (IRS and State GET);

Club's per capita to The Rotary Foundation (TRF) Annual Fund Share was at least \$100;

50% of the members have contributed to The Rotary Foundation (Annual Fund, Endowment Funds, World Fund or PolioPlus)

Correct Rotary club branding (from the Brand Center) is on the club's website, social media, and banners

Club did a Youth/Education service project in September and an Environmental service project in April

Club has at least four goals, including one for each Rotary Action Plan category, and updates on goal achievement in Rotary Club Central

Club has input service projects into the new Rotary Service Project Center

Had an active social media account with content posted at least twice per month

Has accurate and up-to-date information on the club website about club meetings and projects

For the following Action Plan Priorities, please write in the best activity in that priority:

Increased Our Impact by

Expanded Our Reach by

Enhanced Participant Engagement by

Increased Our Ability to Adapt by



## ROTARY DISTRICT 5000

### PEOPLE OF ACTION MEMBERSHIP AWARD

**Rotary Club of** \_\_\_\_

**Required:**

- Club has a NET GAIN OF 2 in Membership by June 30, 2025 or sponsored a NEW Rotary or Rotaract Club that was chartered by June 30, 2025;

**Attain at least 250 Merit Points from July 1, 2024 to June 15, 2025 to be eligible to participate in the award selection.**

Input points below

_ Has a functional Membership Committee to recruit and engage members	50	_
_ Member retention was greater than 95%	50	_
_ Has a Net Gain of at least 10% in new members on June 30, 2025	100	_
_ Sponsored a NEW Rotary Club or Rotaract Club or Satellite Club	100	_
_ Inducted a Rotary Alum (former Rotaractor, Interactor, GSE, VTT Member or Rotary Scholar) as a NEW Member	25	_
_ Hosted a membership development event	50	_
_ Club followed up on each Membership Lead from rotary.org	25	_
_ Initiated or updated a New Member Orientation and Welcome program	25	_
_ All NEW Members have Rotary Mentors and have joined a committee	25	_
_ Conduct a Membership Engagement Assessment and introduce Improvements that met your Club Members' needs and interests.	25	_
_ Has a membership engagement strategy to engage members	25	_
_ Has a Leadership Development Program for succession planning	25	_
_ A Member joined a Rotary Fellowship or Rotarian Action Group (5 points for each member that joins either program this Rotary year)	5	_
_ Maintained contact with sponsored Rotary Alum	25	_
_ Discussed why Diversity, Equity and Inclusion (DEI) matters in your club	25	_
_ A Committee member completed a Rotary Learning Center course related to Membership	25	_
_ Club Membership Chair participated in District Membership Committee Zoom meetings	50	_

**TOTAL MEMBERSHIP MERIT POINTS (250+)**

**Total Merit Points** \_\_\_\_\_

What was the most successful Membership campaign completed? (Describe in 200 words or less)



## ROTARY DISTRICT 5000 PEOPLE OF ACTION THE ROTARY FOUNDATION AWARD

### Rotary Club of

**Required:**

- Club's per capita contribution to The Rotary Foundation Annual Giving Fund Share from July 1, 2024 to June 15, 2025 was at least \$100.00;
- The club's Foundation Chair or representative attended The Rotary Foundation Workshop

**Attain at least 250 Merit Points from July 1, 2024 to June 15, 2024 to be eligible to participate in the award selection.**

Input points below

- Has an active Foundation Committee	50	__
- Contributed at least \$50 per capita or \$1,500 to PolioPlus	50	__
- 100% of your members contributed to The Rotary Foundation	100	__
- 75% of members are Sustaining Members (\$100 to TRF Annual Fund)	50	__
- Actively promoted the mission of The Rotary Foundation	25	__
- A Rotary Foundation speaker presented at a club meeting	25	__
- NEW Rotary Direct signups (25 points for each new)	25	__
- NEW Paul Harris Fellow (25 points for each New Paul Harris Fellow)	25	__
- NEW Paul Harris Society Member (25 points for each New PH Society member)	25	__
- NEW Benefactor (25 points for each New Benefactor)	25	__
- NEW White Hat (100 points for each New White Hat member)	100	__
- NEW Bequest Society Member (100 points for each new member)	100	__
- NEW Major Donor (>\$10,000) (100 points for each new or new level)	100	__
- NEW Triple Crown Society member (Paul Harris Society, PolioPlus Society, Bequest Society)(25 each new)	25	__
- A Committee member completed a Rotary Learning Center course related to The Rotary Foundation	25	__

**TOTAL FOUNDATION MERIT POINTS (250+)** **Merit Points**

What was the most successful Foundation campaign completed? (Describe in 200 words or less)



## ROTARY DISTRICT 5000 PEOPLE OF ACTION PUBLIC IMAGE AWARD

**Rotary Club of**     

**Attain at least 250 Merit Points from July 1, 2024 to June 15, 2025 to be eligible to participate in the award selection.** Input points below

_ Has an active Public Image Committee	50	_
_ Update club website and social media accounts at least twice monthly	100	_
_ Club has correct branding (from the Brand Center) on club website, social media accounts and banners	50	_
_ Reviewed all club materials and signage for Rotary brand compliance	25	_
_ Club website has up-to-date information about club meetings and projects	100	_
_ Had at least 2 press releases or articles published to promote Rotary	50	_
_ Actively utilize social media platforms to share Club stories that support the People of Action Campaign	25	_
_ Distributed Public Image materials/banners/brochures at service projects and club events (10 points for each project or event).	10	_
_ Had a media campaign to solicit membership	50	_
_ Members are encouraged to wear Rotary pins outside of meetings	25	_
_ Club submitted a People of Action story to the District Public Image team to highlight (25 points each)	25	_
_ A Public Image Committee member attended/viewed the District Training Assembly session and attended the District Training workshop.	25	_
_ A Committee member completed a Rotary Learning Center course related to Public Image	25	_

**TOTAL PUBLIC IMAGE MERIT POINTS (250+)** **Merit Points**     

What was the most successful Public Image campaign completed? (Describe in 200 words or less)

## ROTARY DISTRICT 5000

### PEOPLE OF ACTION CLUB SERVICE AWARD

Rotary Club of \_\_\_\_\_

**Required:**

- 2025-2026 Board roster was updated in ClubRunner by January 31, 2025;
- Rotary International and Districts Dues were paid on-time;
- Filed the applicable IRS tax form by November 15, 2024;
- Goals and Projects-up-to date in Rotary Club Central;
- Board of Directors approved documented budget for the Rotary Year 2024-2025;
- Updated or reviewed Club By-Laws within the past 3 years to reflect current Club operations.

**Completed all of the above criteria and earned at least 250 Merit Points from July 1, 2024 to June 15, 2025 to be eligible to participate in the award selection.**

Input points below

_ Financial reports were presented to the Board monthly and made available to members	25	_
_ President/representative registered by January 1 for the 2025 District Conference	50	_
_ Meetings are interesting, inviting, organized and fun	25	_
_ Members' birthdays and anniversaries were acknowledged monthly	25	_
_ The club discussed and put in place ways to be welcoming and inclusive (training, greeters, prospects, new members, etc)	50	_
_ There was positive member feedback about the number and quality of speakers during the year	25	_
_ Club Website and/or Social Media is up-to-date and is Rotary Brand compliant	25	_
_ The club reached out to members who were not engaged for more than one month	50	_
_ Held regular Board of Directors meetings	25	_
_ At least 3 Club Assemblies to address relevant topics were held this year	25	_
_ Have a communication plan to keep members informed via monthly or more frequent newsletters or social media	25	_
_ Speakers and projects planned for each month were communicated to all members prior to the start of the month	25	_
_ At least 10% of club members attended or viewed the recording of the District Training Assembly sessions that occurred in March and April 2025	25	_
_ Members registered for the 2025 RI Convention (10 points per member)	10	_

**TOTAL CLUB ADMINISTRATION MERIT POINTS (250+)      Merit Points** \_\_\_\_\_

What was the most successful Club Experience activity completed? (Describe in 200 words or less)



## ROTARY DISTRICT 5000 PEOPLE OF ACTION COMMUNITY SERVICE AWARD

**Rotary Club of** \_\_\_\_\_

**Required:**

- Service Goals and Projects were updated in Rotary Club Central;
- The Club Community Service Chair or representative attended the Community Service Workshop.

**Completed all of the above criteria and earned at least 250 Merit Points from July 1, 2024 to June 15, 2025 to be eligible to participate in the award selection.**

Input points below

_ Projects were entered into the new Rotary Service Project Center in rotary.org	50	_
_ Club increased its impact by identifying and executing a new community service project	75	_
_ Conducted a Community Needs Assessment with Community Stakeholders	50	_
_ Prospective members participated in service project (10 points for each prospect, unduplicated)	10	_
_ Expanded our reach by partnering with another organization or community group on a Service Project	50	_
_ Participated in a Rotary project involving two or more Rotary clubs	25	_
_ Displayed a Rotary banner at service projects	25	_
_ Conducted an education service project in September	50	_
_ Conducted an environment project in April	50	_
_ A Community Service Representative attended the District Training Assembly in April 2025 or completed a Rotary Learning Center Course on Community Service	25	_

**TOTAL COMMUNITY SERVICE MERITPOINTS (250+)**                      **Merit Points**                      \_\_\_\_\_

What was the most impactful project completed? (Describe in 200 words or less)

## ROTARY DISTRICT 5000

### PEOPLE OF ACTION INTERNATIONAL SERVICE AWARD

#### Rotary Club of

**Attain at least 200 Merit Points from July 1, 2024 to June 15, 2025 to be eligible to participate in the award selection.**

Input points below

- |   |    |   |
|---|----|---|
| <input type="checkbox"/> Has an active International Service Committee  | 50 | — |
| <input type="checkbox"/> Members participated in an international service project   | 50 | — |
| <input type="checkbox"/> Supported an International or TRF Global Grant Project   | 50 | — |
| <input type="checkbox"/> Participated in a TRF Global Grant by writing, donating, sponsoring the app  | 50 | — |
| <input type="checkbox"/> Has a Sister Club relationship with the following clubs_____   | 50 | — |
| <input type="checkbox"/> Nominated or Sponsored a Rotary Global Scholar or Peace Fellow Candidate   | 50 | — |
| <input type="checkbox"/> Club is or applied to be a Peace Builder Club  | 50 | — |
| <input type="checkbox"/> An International Service Project Speaker presented at your Club  | 25 | — |
| <input type="checkbox"/> Participated in a Rotary Friendship or Cultural Exchange (virtual or in-person)  | 50 | — |
| <input type="checkbox"/> A Committee member attended a district webinar or completed a Rotary Learning Center course related to International Service | 25 | — |

**TOTAL INTERNATIONAL SERVICE MERITPOINTS (200+)      Merit Points**

What was the most impactful international project completed? (Describe in 200 words or less)





## ROTARY DISTRICT 5000 PEOPLE OF ACTION VOCATIONAL SERVICE AWARD

**Rotary Club of**      —

**Attain at least 200 Merit Points from July 1, 2024 to June 15, 2025 to be eligible to participate in the award selection.**

Input points below

— Has an active Vocational Service Committee	50	—
— Member(s) used their vocational skill on a service project	50	—
— Participated in a vocation-related Friendship Exchange with an international	50	—
— Honored at least two people in your community for Vocational Service (i.e. Employee of the Month) or for demonstrating high ethical standards	25	—
— Provide a scholarship or scholarship program for Vocational Education	50	—
— Members gave vocational talks	50	—
— Had speakers talk about their vocations (10 points each, up to 50 points)		—
— Promoted the Declaration of Rotarians in Business and Professions	50	—
— Member(s) joined a Rotary Fellowship or Action Group related to their profession	25	—
— Had a career guidance, career counseling or mentorship program	50	—
— Hosted a networking or Rotary Mean Business Fellowship Event	25	—
— A Committee member completed a Rotary Learning Center course related to Vocational Service	25	—

**TOTAL VOCATIONAL SERVICE MERITPOINTS (200+)                      Merit Points**

What was the most impactful Vocational project completed? (Describe in 200 words or less)

## ROTARY DISTRICT 5000

### PEOPLE OF ACTION YOUTH SERVICE AWARD

**Rotary Club of** \_\_\_\_\_

**Required:**

- A club representative attended the Youth Protection workshop and the Youth Protection Certification form has been submitted;

**Completed the above criteria and earned at least 200 Merit Points from July 1, 2024 to June 15, 2025 to be eligible to participate in the award selection.**

Input points below

_ Club’s Interact club participated in a project with another Interact club	50	_
_ Club did a Youth/Education service project in September	50	_
_ Club planned and executed NEW Youth Service projects (beyond RYLA, Dictionaries, Youth Exchange)	50	_
_ Chartered a NEW Interact Club (100 each)	100	_
_ Sponsored or co-sponsored an active Interact Club (50 pts each)	50	_
_ An Interactor(s) attended a Rotary Club meeting or participated in a club service project	50	_
_ Participated as a RYLA Counselor for the entire weekend (50 pts each club member)	50	_
_ Sponsored a Rotary Youth Leadership Award (RYLA) Participant (25 pts each)	25	_
_ Participated in the Youth Exchange Program by hosting or counseling a student	50	_
_ Encouraged Interactors to join Rotaract in college	25	_
_ A Committee member attended a District webinar or completed a Rotary Learning Center course related to Youth Service	25	_

**TOTAL YOUTH SERVICE MERITPOINTS (250+)**

**Merit Points**

What was the most impactful Youth Service project completed? (Describe in 200 words or less)