

ROTARY DISTRICT 5000
Awards Submissions Checklist for 2017-2018
Items Due by March 31, 2018

Rotary Club of: _____
 Club President: _____
 Phone: _____ E-mail: _____

Division determined by club membership as of July 1, 2017 RI Invoice, excluding honorary members.

___ **Small Club (22 or < members)** ___ **Medium Club (23-40 members)** ___ **Large Club (41> members)**

We are submitting the following and have a Checklist and a narrative of no more than 1 page (narratives should be inserted between checklists and emailed in one file):

	Club Service/ Administration Award
	Youth Service Award
	Vocational Service Award
	Community Service Award
	Public Relations/ Image Award
	International Service Award

Additional awards (no forms, just provide names). Spirit Award for new member less than 1 year and the Quiet Rotarian for doing good work for the club in a quiet fashion:

	D5000 Spirit Award:	
	Quiet Rotarian Award:	

Note: For the following, no forms need to be submitted (numbers pulled from RI on March 31, 2018):

- **Percentage Membership Growth**
- **Per Capita Giving Award**
- **Total Annual Giving Award**

Submissions are due to the District Awards Chair by March 31, 2018. Send by:

- email to awardschair@rotaryd5000.org
- mail to 3375 Koapaka St. Suite I 570, Honolulu, HI 96819
- fax to 808-839-4973

Rotary Club of: _____

Club Division: ___ **Large Club** ___ **Medium Club** ___ **Small Club**

Award Category: Club Service / Administration

Check for each item completed:

	Sponsored the charter of a new Rotary club this Rotary year (Date, name _____)
	Developed and/ or updated Club's Strategic Plan
	Conducted at least 3 Club Assemblies this year (Dates _____, _____, _____)
	Have a structured committee or other method for coordinating meeting speakers
	Had at least 4 fellowship activities during the year (Dates _____, _____, _____, _____)
	Had a Club fundraiser event (Name, date _____)
	Held a <u>joint</u> Club fundraiser, meeting, fellowship, networking, or other event with another Rotary club (Other club name/event _____)
	Utilize a Club membership directory (either printed or electronic)
	Performed at least 3 New Member Orientation sessions (Dates _____, _____, _____)
	All new members were assigned/recruited to work in a specific committee
	New member information added to the D5000 ClubRunner database within 1 week of each new member induction
	Recruit a Member 40 years old or younger (Name: _____)
	Recruit a female member (Name: _____)
	Recognized a club member for the Quiet Rotarian Award
	Recognized a club member for the Rotary D5000 Spirit Award
	25% of club members registered for the District Conference by 15 March 2018 (# registered _____)
	At least 5% of club members registered for RI Convention by 15 March 2018 (# registered _____)

Please provide a narrative description of your Club Service activities and limit your response to ONE 8 ½”x11” page. (No letterhead, pictures or graphics; use Times New Roman 12pt size).

A narrative follows: ___ **Yes** ___ **No**

Submission Deadline: March 31, 2018

Club Service Narrative for the Rotary Club of:

Rotary Club of: _____

Club Division: ___ Large Club ___ Medium Club ___ Small Club

Award Category: Youth Service

Check for each item completed:

<input type="checkbox"/>	Sponsored an Earlyact Club
<input type="checkbox"/>	Earlyact Club chartered this Rotary year
<input type="checkbox"/>	Sponsored an Interact Club
<input type="checkbox"/>	Interact Club was chartered this Rotary year
<input type="checkbox"/>	Sponsored a Rotaract Club
<input type="checkbox"/>	Rotaract Club was chartered this Rotary year
<input type="checkbox"/>	Sponsored a student to a RYLA program this year
<input type="checkbox"/>	Participated in a RYLA program this year (Please describe in narrative)
<input type="checkbox"/>	Participated in a scholarship program (HRYF, TRF, club or other) by funding the scholarship program or nominating a student (Please describe in narrative)
<input type="checkbox"/>	Participated in a career development program, mentoring, ethics, or other project (Please describe in narrative)
<input type="checkbox"/>	Sponsored an Outbound Youth Exchange student this year (Name _____)
<input type="checkbox"/>	Hosted an Inbound Youth Exchange student this year (Name _____)
<input type="checkbox"/>	Participated with an Interact or Rotaract club on a service activity or fellowship event (Please describe in narrative)
<input type="checkbox"/>	Participated in at least one literacy project related to Youth Service (Please describe in narrative)
<input type="checkbox"/>	Other (Please describe in narrative)

List your 2 best Youth Service Projects for this Rotary year, starting with the most important:

1. _____ Club members participating: _____%
2. _____ Club members participating _____%

Total number of Youth Service projects accomplished this Rotary year is _____.

Please provide a narrative description of your Youth Service projects including the two best projects listed above and any detail supporting your checked items above. Limit your response to ONE 8½”x11” page. (No letterhead, pictures, or graphics and print in Times New Roman 12pt size).

A narrative follows: ___ Yes ___ No

Submission Deadline: March 31, 2018

Youth Service Narrative for Rotary Club of:

Rotary Club of: _____
Club Division: ___ **Large Club** ___ **Medium Club** ___ **Small Club**

Award Category: Vocational Service

Check for each item completed:

<input type="checkbox"/>	Conducted a club program promoting the 4-Way Test (Please describe in narrative)
<input type="checkbox"/>	Vocational/classification Talks presented by club members (# of talks _____)
<input type="checkbox"/>	Conducted tours of members' businesses (Dates _____)
<input type="checkbox"/>	Devoted a meeting in October to examining Vocational Service (Date _____)
<input type="checkbox"/>	Devoted a meeting on ethics in business (Date _____)
<input type="checkbox"/>	Promoted the Declaration of Rotarians in Business and Professions (Please describe in narrative)
<input type="checkbox"/>	Members participated in Rotary Recreational and Vocational Fellowships (Please describe in narrative)
<input type="checkbox"/>	Initiated or maintained a career development program (Please describe in narrative)
<input type="checkbox"/>	Presented an Employer of the Year Award (Name and date _____)
<input type="checkbox"/>	Presented an Employee of the Year Award (Name and date _____)
<input type="checkbox"/>	Conducted a youth mentoring or job shadowing program (Please describe in narrative)
<input type="checkbox"/>	Recognized community members (non-Rotarians) for outstanding achievements (Please describe in narrative)
<input type="checkbox"/>	Awarded vocational scholarships to non-Rotarians (Please describe in narrative)
<input type="checkbox"/>	Conducted a networking activity (Please describe in narrative)
<input type="checkbox"/>	Participated in at least one literacy project related to Vocational Service (Please describe in narrative)
<input type="checkbox"/>	Participated in an adult literacy project utilizing the vocational skills of members (Please describe in narrative)
<input type="checkbox"/>	Other (Please describe in narrative)

List your 2 best Vocational Service Projects for this Rotary year, starting with the most important:

1. _____ Club members participating: _____%
2. _____ Club members participating: _____%

Total number of Vocational Service projects accomplished this Rotary year is _____.

Please provide a narrative description of your Vocational Service activities including the projects listed above and any detail supporting your checked items above. Limit your response to ONE 8½"x11" page. (No letterhead, pictures, or graphics and print in Times New Roman 12pt size).

A narrative follows: ___ **Yes** ___ **No**

Submission Deadline: 31 March 2018

Vocational Service Narrative for Rotary Club of;

Rotary Club of: _____

Club Division: **Large Club** **Medium Club** **Small Club**

Award Category: Community Service

Check for each item completed:

	Performed at least one new Community Service project this year (Please describe in narrative)
	Performed 3 hands on community service projects (describe in narrative)
	Participated in a project that involved working with the homeless (Please describe in narrative)
	Participated in Rotary Gives Thanks Day (Project/Event _____)
	Participated in Rotarians at Work Day (Project _____)
	Involved an Interact Club in one of your Community Service projects (Project date or name _____)
	Involved a Rotaract Club in one of your Community Service projects (Project date or name _____)
	Publicized service projects and activities on Rotary Club Central/Rotary Showcase (Please describe in narrative)
	Organized or maintained a Rotary Community Corps (https://www.rotary.org/myrotary/en/document/582) (Please describe in narrative)
	Participated in a community project which included the beneficiaries as partners (Please describe in narrative)
	Participated in a local community project in one of the six areas of focus (Please describe in narrative)
	Conducted at least one literacy project in the local community:
	Participated in an adult literacy project in the local community:
	Other (Please describe in narrative)

List your 2 best Community Service Projects for this Rotary year, starting with the most important:

1.		Club members participating:	_____ %
2.		Club members participating	_____ %

Total number of Community Service projects accomplished this Rotary year is _____.

Please provide a narrative description of your Community Service projects including the best projects listed above and any detail supporting your checked items above. Limit your response to ONE 8½”x11” page. (No letterhead, pictures, or graphics and print in Times New Roman 12pt size).

A narrative follows: **Yes** **No**

Submission Deadline: 31 March 2018

Community Service Narrative for Rotary Club of

Rotary Club of: _____

Club Division: ___ **Large Club** ___ **Medium Club** ___ **Small Club**

Award Category: International Service

Check for each item completed

	Participated in one new International Service Project (Please describe in narrative)
	Initiated a Global Grant project (Grant # _____ Please describe in narrative)
	Participated in a Global Grant project (Grant # _____)
	Sponsored or participated in a District Grant project (Please describe in narrative)
	Participated in a TRF Packaged Grant project (Please describe in narrative)
	Participated in the RI Friendship Exchange Program (Please describe in narrative)
	Participated in a sister/friendship club relationship activity (Please describe in narrative)
	Started a new Sister Club relationship (New sister club name _____)
	Club member(s) participated in NID (Name(s) _____)
	Nominated a Rotary World Peace Fellow (Name _____)
	Had a Club member visit an international project site (Date _____ Please describe project in narrative)
	Club participated in PolioPlus event (Please describe in narrative)
	Participated in an international literacy project (Please describe in narrative)
	Other (Please describe in narrative)

List 2 of your best International Service Projects for this Rotary year:

1.	
2.	

Total number of International Service projects accomplished this Rotary year is ____.

Please provide a narrative description of your International Service projects including the best projects listed above and any detail supporting your checked items above. Limit your response to ONE 8½”x11” page. (No letterhead, pictures, or graphics and print in Times New Roman 12pt size).

A narrative follows: ___ **Yes** ___ **No**

Submission Deadline: 31 March 2018

International Service Narrative for Rotary Club of

Rotary Club of: _____

Club Division: ___ Large Club ___ Medium Club ___ Small Club

Award Category: Public Relations/Image

Check for each item completed:

<input type="checkbox"/>	Club has a public relations committee
<input type="checkbox"/>	Club has a budget for public relations
<input type="checkbox"/>	Club has submitted at least 2 news releases to traditional media this year (Please describe in narrative)
<input type="checkbox"/>	Traditional Media outreach resulted in coverage, as detailed in the narrative
<input type="checkbox"/>	Club has a regularly updated Website (at least once a month) URL _____
<input type="checkbox"/>	Club lists all service projects on Rotary Showcase
<input type="checkbox"/>	Club posts or prints a Newsletter ___ each week, ___ each month, ___ other: _____
<input type="checkbox"/>	Club utilizes social media to communicate with members and non-Rotarians
<input type="checkbox"/>	Facebook (URL _____)
<input type="checkbox"/>	Twitter (Account name _____)
<input type="checkbox"/>	LinkedIn (Account name _____)
<input type="checkbox"/>	Other (_____, account name or URL _____)
<input type="checkbox"/>	Club members have Rotary work shirts or tees to enhance visibility at projects and events
<input type="checkbox"/>	Club held a meeting or training session to teach members how to tell the Rotary story (Date _____, # of people attending _____)
<input type="checkbox"/>	Club members rewarded for wearing the Rotary pin outside of meetings (Please describe in narrative)
<input type="checkbox"/>	Other (describe in narrative)

Please provide a narrative description of your Public Image accomplishments and any detail supporting your checked items above. Limit your response to ONE 8½” x11” page. (No letterhead, pictures, or graphics and print in Times New Roman, 12pt size).

A narrative follows: ___ Yes ___ No

Submission Deadline: 31 March 2018

Public Image Narrative for Rotary Club of