



## AWARDS SUBMISSIONS CHECKLIST FOR 2022-2023

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

Club President \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Division determined by club membership as of July 1, 2022 RI Invoice, excluding honorary members.

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

Check the boxes for the forms you are submitting:

(Totals below will autofill)

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

**Requesting awards for the following (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:** \_\_\_\_\_

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

- Use the Master Checklist to indicate what is being submitted.
- Complete only the categories you choose.
- Please do not alter the form; any additional information will not be considered.
- All narratives are limited to 1000 character count on the bottom of the checklist
- Use **Times New Roman** (12pt) font
- Do not include logos, graphs, pictures or letterhead on the narratives.

**Email this entire submission packet intact to the Awards Chairs at :  
d5000awards@gmail.com**



## **DISTRICT GOVERNOR'S 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, Vibrant Rotary Club:

- Club has a **net increase** in Membership on April 10, 2023 and expects to maintain the net increase on June 30, 2023 or sponsored or co-sponsored a New Rotary or Rotaract Club that was chartered prior to April 10, 2023;
- Club promoted diversity, equity and inclusion when engaging members;
- Club President or Representative registered before January 1, 2023 to attend the D5000 District Conference on May 19 - 21, 2023;
- More than 50% club members participated in Rotary sponsored service projects;
- District and Rotary International dues are paid on time and in-full;
- Club is current on IRS tax filings;
- Club's per capita contribution to The Rotary Foundation (TRF) between July 1, 2022 and April 10, 2023 was at least \$100;
- Goals were entered in Rotary Club Central and the Club is on track to receive the Rotary Citation;
- Club earned at least 100 Merit Points in each of the eight (8) categories.



District Governor's Citation Certification

I certify that the Rotary Club of \_\_\_\_\_ has met the requirements for the District Governor's Citation for the 2022-2023 Rotary year.

President's Signature \_\_\_\_\_



**ROTARY DISTRICT 5000  
CLUB OF EXCELLENCE MEMBERSHIP AWARD**

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

**Required:**

- Club has a NET INCREASE in Membership on April 10, 2023 and expects to maintain the net increase on June 30, 2023. Alternatively, the club sponsored a NEW Rotary or Rotaract Club that was chartered by April 10, 2023;
- The Membership Chair or representative attended the Membership Workshop this year.

**Attain at least 250 Merit Points from July 1, 2022 to April 10, 2023 from the following options to earn an Honorable Mention:** (type in earned points)

- |  |           |
|--|-----------|
| 1. Has a functional Membership Committee to recruit and engage members   | 50 _____  |
| 2. Has now and anticipates maintaining the Net Gain of 5% in new members on June 30, 2023 (25 points for each additional 5%)           | 100 _____ |
| 3. Sponsored a NEW Rotary Club or Rotaract Club or Satellite Club  | 100 _____ |
| 4. Inducted a former Rotaractor, Interactor, GSE, Vocational Training Team Member or Rotary Scholar as a NEW Member                    | 25 _____  |
| 5. Initiated or updated a New Member Orientation and Welcome program   | 25 _____  |
| 6. All NEW Members have Rotary Mentors and have joined a committee   | 25 _____  |
| 7. Conduct a Membership Engagement Assessment and introduce Improvements that meet Your Club Members' needs and interests              | 25 _____  |
| 8. Has a membership engagement strategy to engage members  | 25 _____  |
| 9. Has a Leadership Development Program for succession planning  | 25 _____  |
| 10. A Member joined a Rotary Fellowship or Rotarian Action Group (5 points for each member that joins either program this Rotary year) | 5 _____   |
| 11. Maintained contact with sponsored Rotary Alum or HRYF scholarship applicant  | 25 _____  |
| 12. Had a discussion with club members to determine why Diversity, Equity and Inclusion (DEI) matters in your club.                    | 25 _____  |
| 13. A Committee member completed a Rotary Learning Center Membership course  | 25 _____  |

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

What was the most successful Membership campaign completed? (Describe in 1000 characters or less)



**ROTARY DISTRICT 5000  
CLUB OF EXCELLENCE THE ROTARY FOUNDATION AWARD**

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

**Required:**

- At least 50% of members have contributed to The Rotary Foundation

**Attain at least 250 Merit Points from July 1, 2022 to April 10, 2023 from the following options to earn an Honorable Mention:** (type in earned points)

- |   |          |
|---|----------|
| 1. Club's per capita contribution to The Rotary Foundation was at least \$100.00                                  | 100 ____ |
| 2. Has an active Foundation Committee   | 25 ____  |
| 3. Contributed at least \$50 per capita or \$1,500 per club to PolioPlus  | 50 ____  |
| 4. 100% of your members contributed to TRF  | 100 ____ |
| 5. Actively promoted the mission of The Rotary Foundation   | 50 ____  |
| 6. A Foundation speaker presented at a club meeting   | 25 ____  |
| 7. New Triple Crown Society members (Paul Harris Society, PolioPlus Society, Bequest Society)(25 each new member) | 25 ____  |
| 8. 50% of members are Sustaining Members (\$100 to TRF Annual Fund)   | 50 ____  |
| 9. NEW Paul Harris Fellow (25 points for each New PH Fellow)  | 25 ____  |
| 10. NEW Benefactor or New PolioPlus Society Member (25 points for each New)                                       | 25 ____  |
| 11. NEW White Hat (100 points for each New White Hat member or level attained)                                    | 100 ____ |
| 12. NEW Bequest Society Member (100 points for each new member)   | 100 ____ |
| 13. NEW Major Donor (≥\$10,000) (100 points for each new level)   | 100 ____ |
| 14. A Committee member completed a Rotary Learning Center course related to The Rotary Foundation                 | 25 ____  |

**TOTAL FOUNDATION MERIT POINTS (250+)** \_\_\_\_\_

**What was the most successful Foundation campaign completed? (1000 characters or less)**



**ROTARY DISTRICT 5000  
 CLUB OF EXCELLENCE PUBLIC IMAGE AWARD**

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

**Attain at least 250 Merit Points from July 1, 2022 to April 10, 2023 from the following options to earn an Honorable Mention:** (type in earned points)

- |  |         |
|--|---------|
| 1. Has an active Public Image Committee  | 50 ____ |
| 2.A Public Image Representative attended/viewed the District Training Assembly session and attended the District Training workshop | 50 ____ |
| 3. Regularly updated Club’s Website and/or Facebook Page   | 25 ____ |
| 4. Published a club newsletter at least once a month   | 25 ____ |
| 5. Had at least 2 press releases published to promote Rotary   | 50 ____ |
| 6. Actively utilize social media platforms to share Club stories that support The People of Action Campaign                        | 25 ____ |
| 7. Distributed Public Image materials/banners/brochures at service projects and club events (10 points for each project or event)  | 50 ____ |
| 8. Publish an article in a local or international newspaper or magazine  | 50 ____ |
| 9 Had a media campaign to solicit membership   | 50 ____ |
| 10.Reviewed all club materials and signage for Rotary brand compliance   | 25 ____ |
| 11.Members are encouraged to wear Rotary pins outside of meetings  | 25 ____ |
| 12.A Committee member completed a Rotary Learning Center course related to Public Image  | 25 ____ |

**TOTAL PUBLIC IMAGE MERIT POINTS (250+)** -----

What was the most successful Public Image campaign completed? (1000 characters or less)



ROTARY DISTRICT 5000
CLUB OF EXCELLENCE CLUB ADMINISTRATION AWARD

Rotary Club of

Required:

- 2023-2024 Board roster was updated in ClubRunner by January 31, 2023;
Rotary International and Districts Dues were paid on-time;
Filed the applicable IRS tax form by November 15, 2022;
Goals and Projects up-to-date in Rotary Club Central;
Board of Directors approved documented budget for 2022-2023 by July 1, 2022;
Updated/reviewed Club By-Laws within the past 3 years to reflect current operations.

Completed all of the above criteria and earned at least 250 Merit Points from July 1, 2022 to April 10, 2023 from the following options to earn an Honorable Mention: (type in points)

- 1. President/representative registered by January 1 for the 2023 District Conference 25
2. Meetings are interesting, inviting, organized and fun 25
3. The Club Service Committee met regularly 25
4. Club Website and/or social media are up-to-date and is Rotary Brand compliant 25
5. Held at least 3 socials (in-person or virtual) 25
6. Held regular Board of Directors meetings 25
7. Held a brainstorming session or used a survey to ask members what's important to them in their club experience 25
8. At least 3 Club Assemblies to address relevant topics were/will be held this year 25
9. Have a communication plan to keep members informed via monthly or more frequent newsletters or social media 25
10. Display the Rotary International Theme Banner at all meetings 25
11. A member was accepted into the 2022 District Leadership Academy 50
12. At least 10% of club members attended or viewed the recording of the District Training Assembly sessions that occurred in March and April 2022 50
13. At least 1 member registered for the 2023 RI Convention 25

TOTAL CLUB ADMINISTRATION MERIT POINTS (250+) \_\_\_\_\_

What made the biggest impact in engaging and retaining members? (1000 characters or less)



## ROTARY DISTRICT 5000 CLUB OF EXCELLENCE COMMUNITY SERVICE AWARD

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

### Required:

- Service Goals and Projects are updated in Rotary Club Central;
- Club members were engaged to discuss Service Projects;

**Completed all of the above criteria and earned at least 250 Merit Points from July 1, 2022 to April 10, 2023 from the following options to earn an Honorable Mention:**

(type in earned points)

- |  |          |
|--|----------|
| 1. The Community Service Committee met regularly   | 50 _____ |
| 2. Conducted a Community Needs Assessment with Community Stakeholders  | 75 _____ |
| 3. Prospective Members participated in service projects  | 50 _____ |
| 4. 80% of Your Club Members participated (time, talent, or treasure) in at least two<br>Two community service projects from July 1, 2022 to March 31, 2023   | 50 _____ |
| 5. Expanded our reach by partnering with another organization or community group<br>on a Service Project.  | 50 _____ |
| 6. Participated in a joint Rotary project involving two or more clubs  | 25 _____ |
| 7. Publicized a Community Service Project on social media or other media outlet  | 25 _____ |
| 8. Displayed a Rotary Banner at service projects   | 25 _____ |
| 9. Had a Rotary Gives Thanks Project and will have a Rotarians at Work Project   | 50 _____ |
| 10. A Community Service Committee member attended the District Training Assembly<br>in April 2022 and a District Community Service workshop during 2022-2023 | 25 _____ |

**TOTAL COMMUNITY SERVICE MERIT POINTS (250+)** \_\_\_\_\_

What was the most impactful project completed? (Describe in 1000 characters or less)



ROTARY DISTRICT 5000
CLUB OF EXCELLENCE INTERNATIONAL SERVICE AWARD

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

Attain at least 200 Merit Points from July 1, 2022 to April 10, 2023 from the following options to earn an Honorable Mention: (type in earned points)

- 1. Has an active International Service Committee 50
2. Supported an International or TRF Global Grant Project 50
3. Actively participate in a TRF Global Grant by writing, donating or sponsoring the Grant application 50
4. Has active Sister (aka Twin) Club relationship(s) with the following club(s): 50
5. Nominated/Sponsored a Rotary Global Scholar or Peace Fellow Candidate 50
6. Club is or applied to be a Peace Builder Club 50
7. An International Service Project Speaker presented at your Club 50
8. Participated in a Rotary Friendship or Cultural Exchange (in-person/virtual) with: 50
9. A Committee member completed a Rotary Learning Center course related to International Service or Global Grants 25

TOTAL INTERNATIONAL SERVICE MERIT POINTS (200+) \_\_\_\_\_

What was the most impactful international project completed? (Describe in 1000 characters or less)





**ROTARY DISTRICT 5000  
CLUB OF EXCELLENCE VOCATIONAL SERVICE AWARD**

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

**Attain at least 200 Merit Points from July 1, 2022 to April 10, 2023 from the following options to earn an Honorable Mention:** (type in earned points)

- |  |         |
|--|---------|
| 1. Has an active Vocational Service Committee  | 50 ____ |
| 2. Honored at least two people in your community for Vocational Service (i.e., Employee/Employer of the Month) | 50 ____ |
| 3. Provide a scholarship or scholarship program for Vocational Education                                       | 50 ____ |
| 4. Members gave vocational talks   | 50 ____ |
| 5. Members went on a vocational tour   | 25 ____ |
| 6. Promoted the Declaration of Rotarians in Business and Professions   | 50 ____ |
| 7. Conducted a career guidance or career counseling program  | 50 ____ |
| 8. Hosted a networking or Rotary Mean Business Fellowship Event  | 25 ____ |
| 9. A Committee member completed a Rotary Learning Center course related to Vocational Service                  | 25 ____ |

**TOTAL VOCATIONAL SERVICE MERIT POINTS (200+)** \_\_\_\_\_

What was the most impactful Vocational project completed? (Describe in 1000 characters or less)



ROTARY DISTRICT 5000
CLUB OF EXCELLENCE YOUTH SERVICE AWARD

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

Required:

Updated the Interact club information on rotary.org, if applicable

Attain at least 200 Merit Points from July 1, 2022 to April 10, 2023 from the following

options to earn an Honorable Mention: (type in earned points)

- 1. Has an active Youth Service Committee 50
2. Club is Youth Protection certified 50
3. Background checks on members working with minors is up to date 25
4. Chartered an Interact Club (100 each) 100
5. Sponsored an active Interact Club (50 pts each) 50
6. An Interactor or their school advisor attended a Rotary Club meeting 50
7. Participated in a scholarship program by funding or nominating a student 50
8. Participate as a RYLA Counselor for the entire weekend (25 pts for each club member) 25
9. Sponsored a Rotary Youth Leadership Award (RYLA) Participant 25
10. Participated in a joint project with Interactors 50
11. Participated in a project for youth 25
12. Participated in the Youth Exchange Program by hosting or counseling a student 50
13. A Committee member completed a Rotary Learning Center course related to Youth Service 25

TOTAL YOUTH SERVICE MERIT POINTS (200+) \_\_\_\_\_

What was the most impactful Youth Service project completed? (Describe in 1000 characters or less)