

Aloha Club Leaders,

Leading your clubs is a privilege and is rewarding! The Club of Excellence Awards program is a guide for Rotary Clubs to strive for excellence and recognize clubs for the many accomplishments completed during the year. Whether your projects are big or small, your service makes an impact.

These forms are fillable, they can be saved and edited. The final forms can be emailed to the awards chair. They can also be downloaded and completed from the [rotaryd5000.org](http://rotaryd5000.org) website. If you need assistance, you may reach the Awards Chair by email at [d5000awards@gmail.com](mailto:d5000awards@gmail.com).

The District Governor Citation and Checklists are due June 30, 2024. Voting ballots will be sent to the Club Immediate Past Presidents by July 6 to be completed by July 15, 2024.

Rotary Clubs will be divided into three divisions. There will be awards given out to the First and Second place finishers within each of the Divisions for selected categories. The Divisions are based on the club size as determined by the July 1, 2023 Rotary International Invoice.

Small Club Division: 18 & fewer members

Medium Club Division: 19 to 27 members

Large Club Division: 28 or more members

### **CLUB OF THE YEAR:**

The *Club of the Year* will be the club with the highest total score from the award categories as determined by the judges, plus bonus points. The judges will award points to the top five clubs in each of the following categories. First place will receive five points. Second place, four points, etc.

- Membership
- The Rotary Foundation (TRF)
- Public Image
- Club Service
- Community Service
- International Service
- Vocational Service
- Youth Service

### **BONUS POINTS:**

- Qualify for the Rotary Citation (20 points)
- Participating in Judging (5 points)
- Percentage Membership Growth of 10% or more (10 points)
- TRF Annual Fund per capita giving of \$100 or more (10 points)
- Conduct service project serving the Micronesian community (10 points)
- Partnered with another Rotary Club on a project or social (10 points)

## THE ROTARY FOUNDATION CLUB RECOGNITION:

- **100% Foundation Giving Club:** For clubs that achieve an average of \$100 in per capita giving and 100 percent participation, with every dues-paying member contributing at least \$25 to any or all of the following during the Rotary year: Annual Fund, PolioPlus Fund, approved global grants, or Endowment Fund
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- **100% Every Rotarian, Every Year Club:** minimum Annual Fund contribution of \$100 per capita during the Rotary year, and every dues-paying member must personally contribute at least \$25 to the Annual Fund during the year.
- **100% Rotary's Promise Club: A designation provided to clubs in which every dues-paying member supports The Rotary Foundation's Endowment with a minimum commitment of \$1,000 or more in an estate plan or via an outright gift of \$1,000 or more. A certificate honoring the achievement will be provided upon request.**
- **100% Paul Harris Fellow Club: For clubs in which all dues-paying members are Paul Harris Fellows. This is a one-time recognition.**
- **100% Paul Harris Society Club: For clubs in which every dues-paying member contributes a minimum of \$1,000 to the Annual Fund, PolioPlus, or global grants within a Rotary year.**

## 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** (12pt) font
- Do not include logos, graphs, pictures or letterhead on the narratives.

Questions, please contact:

**Beth Hoban**, D5000 Awards Chair, 2023-2024

Email: [d5000awards@gmail.com](mailto:d5000awards@gmail.com)

**AWARDS SUBMISSIONS CHECKLIST FOR 2023-2024**

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

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

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

Division determined by club membership as of July 1, 2023 RI Invoice, excluding honorary members.

\_\_\_ Large Club (28+ members)    \_\_\_ Medium Club (19-27 members)    \_\_\_ Small Club (up to 18 members)

We are submitting the following for Club of Excellence consideration:

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

**BONUS POINTS:**

**Bonus Points**

- |   |    |       |
|---|----|-------|
| <input type="checkbox"/> Qualify for the Rotary Citation (20 points)  | 20 | _____ |
| <input type="checkbox"/> Participating in Judging (5 points)  | 5  | _____ |
| <input type="checkbox"/> Percentage Membership Growth of 10% or more (10 points)                                | 10 | _____ |
| <input type="checkbox"/> TRF Annual Fund per capita giving of \$100 or more (10 points)                         | 10 | _____ |
| <input type="checkbox"/> Conduct service project serving the Micronesian community (10 points)                  | 10 | _____ |
| <input type="checkbox"/> Collaborated and partnered with another Rotary Club on a project or social (10 points) | 10 | _____ |

Total Bonus Points \_\_\_\_\_

### DISTRICT GOVERNOR'S CITATION

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

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

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 Rotary Club:

- Club had a *net increase* in Membership by June 30, 2024. Or sponsored or co-sponsored a New Rotary or Satellite or Rotaract or Interact Club that was chartered prior to June 30, 2024;
- Club promoted diversity, equity and inclusion when engaging members;
- Club President or Representative attended the D5000 District Conference on May 10 - 12, 2024;
- 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) Annual Fund Share between July 1, 2023 and June 30, 2024 was at least \$100;
- Goals were entered in Rotary Club Central and the Club is on track to receive the Rotary Citation;
- Our Club earned at least 100 Merit Points in each of the eight (8) categories.

**Additional awards (no forms, just print names). Special recognition certificates will be provided for presentation at a club meeting. Spirit Award for a 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: \_\_\_\_\_

## Rotary District 5000 Club of Excellence Membership Award

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

**Attain at least 200 merit points from July 1, 2023 to June 30, 2024 from the following options to earn an Honorable Mention:**

	Merit Points	
<input type="checkbox"/> Has a functional Membership Committee to recruit and engage members	50	_____
<input type="checkbox"/> Has a net gain of 5% in new members on June 30, 2024 over July 1, 2023	100	_____
<input type="checkbox"/> Inducted a former Rotaractor, Interactor, Vocational Training Team member or Rotary Scholar as a new member	25	_____
<input type="checkbox"/> Initiated or updated a New Member Orientation and Welcome program	25	_____
<input type="checkbox"/> Sponsored a NEW Rotary Club, Rotaract Club, Interact Club or Satellite Club	100	_____
<input type="checkbox"/> All NEW members have a Rotary Mentor and have joined a committee	25	_____
<input type="checkbox"/> Has a leadership development program for succession planning	25	_____
<input type="checkbox"/> A member joined a Rotary Fellowship or Rotary Action Group	25	_____
<input type="checkbox"/> Held a club discussion on Diversity, Equity and Inclusion	25	_____
<input type="checkbox"/> A committee member completed a Rotary Learning Center course related to Membership (25 points for each member attending)	25	_____
<b>Total Membership Merit Points</b>		_____

What was the most successful membership campaign completed? Why should your club be recognized as a Club of Excellence in Membership? (Describe in 200 words or less)

## Rotary District 5000

### Club of Excellence The Rotary Foundation Award

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

**Attain at least 200 merit points from July 1, 2023 to June 30, 2024 from the following options to earn an Honorable Mention:**

	Merit Points
<input type="checkbox"/> Has an active Foundation Committee	50 _____
<input type="checkbox"/> Contributed at least \$50 per capita to TRF or \$1,500 to PolioPlus	50 _____
<input type="checkbox"/> 100% of club members contributed to TRF	100 _____
<input type="checkbox"/> Actively promoted the mission of The Rotary Foundation	50 _____
<input type="checkbox"/> A Foundation speaker presented at a club meeting	25 _____
<input type="checkbox"/> 50% of club members are Sustaining Members (\$100 to TRF Annual Fund)	50 _____
<input type="checkbox"/> A NEW Paul Harris Fellow (25 points for each new PH Fellow)	25 _____
<input type="checkbox"/> A NEW Benefactor (25 points for each new Benefactor)	25 _____
<input type="checkbox"/> A NEW White Hat member (50 points for each new White Hat member)	50 _____
<input type="checkbox"/> A NEW Bequest Society member (50 points for each new member)	50 _____
<input type="checkbox"/> A NEW Major Donor (50 points for each new Major Donor)	50 _____
<input type="checkbox"/> A committee member completed a Rotary Learning Center course related to The Rotary Foundation (25 points for each member attending)	25 _____
<b>Total Rotary Foundation Merit Points</b>	<b>_____</b>

What was the most successful Rotary Foundation campaign completed? Why should your club be recognized as a Club of Excellence in The Rotary Foundation? (Describe in 200 words or less)

**Rotary District 5000**  
**Club of Excellence Public Image Award**

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

**Attain at least 200 merit points from July 1, 2023 to June 30, 2024 from the following options to earn an Honorable Mention:**

	Merit Points
<input type="checkbox"/> Has an active Public Image Committee	50 _____
<input type="checkbox"/> Club representative actively participated in the D5000 PI Committee	25 _____
<input type="checkbox"/> Regular updates to club website and social media sites	100 _____
<input type="checkbox"/> Publish a club newsletter at least once a month	100 _____
<input type="checkbox"/> At least 2 press releases were submitted to promote Rotary and your club	50 _____
<input type="checkbox"/> Use and support the People of Action campaign	25 _____
<input type="checkbox"/> Used public image materials at service projects and club events	50 _____
<input type="checkbox"/> Conduct a media campaign to solicit membership	50 _____
<input type="checkbox"/> Club materials and all social media are Rotary brand compliant	25 _____
<input type="checkbox"/> Members are encouraged to wear Rotary pins outside of meetings	25 _____
<input type="checkbox"/> A committee member completed a Rotary Learning Center course related to Public Image (25 points for each member attending)	25 _____
<b>Total Public Image Merit Points</b>	_____

What was the most successful Public Image campaign completed? Why should your club be recognized as a Club of Excellence in Public Image? (Describe in 200 words or less)

## Rotary District 5000 Club of Excellence Club Service Award

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

**Attain at least 200 merit points from July 1, 2023 to June 30, 2024 from the following options to earn an Honorable Mention:**

	Merit Points	
<input type="checkbox"/> Has an active Club Service Committee	50	_____
<input type="checkbox"/> Club meetings are interesting, inviting, organized and fun	50	_____
<input type="checkbox"/> Regular Board of Director meetings were held	25	_____
<input type="checkbox"/> Club conducted at least 3 socials during the year	50	_____
<input type="checkbox"/> At least 2 club assemblies were held during the year	50	_____
<input type="checkbox"/> Club has a communication plan to keep members informed	25	_____
<input type="checkbox"/> President/representative attended the District Conference	25	_____
<input type="checkbox"/> Member attended the Rotary International Convention	25	_____
<input type="checkbox"/> Member was part of the District Leadership Academy	25	_____
<input type="checkbox"/> Club conducted a survey of members about their Rotary experience	25	_____
<input type="checkbox"/> A committee member completed a Rotary Learning Center course related to Club Service (25 points for each member attending)	25	_____
<b>Total Club Service Merit Points</b>		_____

What are your clubs best practices? Why should your club be recognized as a Club of Excellence in Club Service? (Describe in 200 words or less)



## Rotary District 5000 Club of Excellence Community Service Award

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

**Attain at least 200 merit points from July 1, 2023 to June 30, 2024 from the following options to earn an Honorable Mention:**

	Merit Points	
<input type="checkbox"/> Has an active Community Service Committee that meets regularly	50	_____
<input type="checkbox"/> Conducted a community needs assessment with community stakeholders	75	_____
<input type="checkbox"/> 75% of your club members participated in a least 2 community service projects	100	_____
<input type="checkbox"/> Club partnered with another community group on a service project	50	_____
<input type="checkbox"/> Club partnered with another Rotary Club on a joint service project	50	_____
<input type="checkbox"/> Promoted service project through social media	25	_____
<input type="checkbox"/> Displayed banner and had educational info at service projects	25	_____
<input type="checkbox"/> Prospective members participated in service project (10 points for each prospect)	10	_____
<input type="checkbox"/> A committee member completed a Rotary Learning Center course related to Community Service (25 points for each member attending)	25	_____
<b>Total Community Service Merit Points</b>		_____

What is the most impactful service project completed? Why should your club be recognized as a Club of Excellence in Community Service? (Describe in 200 words or less)

## Rotary District 5000 Club of Excellence International Service Award

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

**Attain at least 200 merit points from July 1, 2023 to June 30, 2024 from the following options to earn an Honorable Mention:**

	Merit Points	
<input type="checkbox"/> Has an active International Service Committee that meets regularly	50	_____
<input type="checkbox"/> Financially supported a TRF Global Grant project	75	_____
<input type="checkbox"/> Actively participated (writing, sponsoring, attending) a TRF Global Grant	75	_____
<input type="checkbox"/> Has a Sister Club relationship with international clubs (50 points for each club)	50	_____
<input type="checkbox"/> Club is 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	50	_____
<input type="checkbox"/> A committee member completed a Rotary Learning Center course related to International Service (25 points for each member attending)	25	_____
<b>Total International Service Merit Points</b>		_____

What is the most impactful international project completed? Why should your club be recognized as a Club of Excellence in International Service? (Describe in 200 words or less)

## Rotary District 5000 Club of Excellence Vocational Service Award

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

**Attain at least 200 merit points from July 1, 2023 to June 30, 2024 from the following options to earn an Honorable Mention:**

	Merit Points
<input type="checkbox"/> Has an active Vocational Service Committee that meets regularly	50 _____
<input type="checkbox"/> Honored at least 2 people in the community for their vocational service	50 _____
<input type="checkbox"/> Provide a scholarship or program for Vocational Education	75 _____
<input type="checkbox"/> Club members gave vocational talks at club meetings	50 _____
<input type="checkbox"/> Promoted the Declaration of Rotarians in Business and Professions	50 _____
<input type="checkbox"/> Conducted career guidance or career counseling program	50 _____
<input type="checkbox"/> Conducted a networking or Rotary Means Business fellowship event	50 _____
<input type="checkbox"/> A committee member completed a Rotary Learning Center course related to Vocational Service (25 points for each member attending)	25 _____
<b>Total Vocational Service Merit Points</b>	_____

What is the most impactful vocational project completed? Why should your club be recognized as a Club of Excellence in Vocational Service? (Describe in 200 words or less)

## Rotary District 5000 Club of Excellence Youth Service Award

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

**Attain at least 200 merit points from July 1, 2023 to June 30, 2024 from the following options to earn an Honorable Mention:**

	Merit Points	
<input type="checkbox"/> Has an active Youth Service Committee that meets regularly	50	_____
<input type="checkbox"/> Club members attended Youth Protection Training (25 points each member)	25	_____
<input type="checkbox"/> Sponsor an active Interact Club	75	_____
<input type="checkbox"/> Sponsor an active Rotaract Club	75	_____
<input type="checkbox"/> Interactor or Rotaractor attended a club meeting	25	_____
<input type="checkbox"/> Club has a scholarship program	50	_____
<input type="checkbox"/> Club actively supports and promotes HRYF	50	_____
<input type="checkbox"/> Sponsored student to RYLA (25 points each student)	25	_____
<input type="checkbox"/> A committee member completed a Rotary Learning Center course related to Youth Service (25 points for each member attending)	25	_____
<b>Total Youth Service Merit Points</b>		_____

What is the most impactful Youth Service project completed? Why should your club be recognized as a Club of Excellence in Youth Service? (Describe in 200 words or less)