

PEOPLE OF ACTION AWARDS 2025-2026 SUBMISSIONS CHECKLIST

Rotary Club of _____

Club President _____

Phone: _____ Email: _____

Division determined by club membership as of July 1, 2025 RI Invoice, excluding honorary members.

Large Club (30 and over) Medium Club (18-29) Small Club (1-17 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
- Times New Roman 10pt font preferred
- Do not include logos, graphs, pictures or letterhead on the narratives.

Submissions due by June 30, 2026 to the Awards Chair at: 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 the first 4 required items and at least 50% of the items listed below to earn the District Governor's Citation as a well-rounded Club of Excellence:

Required:

- ___ Club had a net increase of at least 1 member in Membership as of June 30, 2026 or sponsored a New Rotary or Rotaract Club that was chartered prior to June 30, 2026;
- ___ District and Rotary International dues were paid on time and in full
- ___ Club is current on tax filings (IRS and State GET);
- ___ Correct Rotary club branding (from the Brand Center) is on the club's website, social media, and banners

At least 4 of these 8 of the following:

- ___ 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 (Any TRF Fund)
- ___ Club has input service projects into the Rotary Service Project Center in rotary.org
- ___ Has 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
- ___ Participated in a Multi-club project or event
- ___ Had a membership development activity, event or program
- ___ Club updated on goal achievement in Rotary Club Central (log in to rcc.rotary.org)

For the following Action Plan Pillars, please write-in an activity in each priority:

Increased Our Impact by

Expanded Our Reach by

Enhanced Participant Engagement by

Increased Our Ability to Adapt to changes by

MEMBERSHIP PEOPLE OF ACTION AWARD

Rotary Club of _____

Attain at least 250 Merit Points by June 30, 2026 to be eligible to participate in the award selection.

Has a functional Membership Committee to recruit and engage members	50	_____
Member retention was greater than 80% (excluding members who passed)	50	_____
The club reached out to members who were not engaged for more than one month	50	_____
Has a Net Gain of at least 5% in new members on June 30, 2026	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 joined either program this Rotary year)	# _____ x 5 =	_____
Maintained contact with sponsored Rotary Alum and former Rotary Members	25	_____
A Committee member completed a Rotary Learning Center Membership course	25	_____
Club Membership Chair participated in District Membership Committee meetings	50	_____
TOTAL MEMBERSHIP MERIT POINTS (250 min)	Total Merit Points	_____
What were the successful Membership activities completed? (Describe in 200 words or less)		

THE ROTARY FOUNDATION PEOPLE OF ACTION AWARD

Rotary Club of _____

Attain at least 250 Merit Points from July 1, 2025 to June 30, 2026 to be eligible to participate in the award selection.

Has an active Foundation Committee	50		_____
Contributed at least \$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)	# _____ x 2 =		_____
NEW Paul Harris Fellow (25 points for each New/level PHF)	# _____ x 25 =		_____
NEW Paul Harris Society Member (100 points each)	# _____ x 100 =		_____
NEW Benefactor (25 points for each New Benefactor)	# _____ x 25 =		_____
NEW White Hat (100 points for each New White Hat level)	# _____ x 100 =		_____
NEW Bequest Society Member (100 points for each new member)	# _____ x 100 =		_____
NEW Major Donor (\$10,000) (100 points for each new or new level)	# _____ x 100 =		_____
NEW Triple Crown Society member (Paul Harris Society, PolioPlus Society, Bequest Society.) (50 each new)	# _____ x 50 =		_____
A Committee member completed a Rotary Learning Center course related to The Rotary Foundation		25	_____

TOTAL FOUNDATION MERIT POINTS (250 min) Merit Points

What were the successful Foundation activities completed? (Describe in 200 words or less)

PUBLIC IMAGE PEOPLE OF ACTION AWARD

Rotary Club of _____

Attain at least 250 Merit Points from July 1, 2025 to June 30, 2026 to be eligible to participate in the award selection.

Has an active Public Image Chair	50	___
Update club website and social media accounts at least 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).	# ___ x 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)	# ___ x 25=	___
A Public Image Committee member attended/viewed the Club Leadership Learning Seminar and attended the District Learning workshop.	25	___
A Committee member completed a Rotary Learning Center course related to Public Image	25	___

TOTAL PUBLIC IMAGE MERIT POINTS (200 min) Merit Points _____

What were your successful Public Image activities completed? (Describe in 200 words or less)

CLUB SERVICE PEOPLE OF ACTION AWARD

Rotary Club of _____

Required:

- 2027-2028 Board roster was updated in ClubRunner by January 31, 2026;
- Rotary International and Districts Dues were paid on-time;
- Filed the applicable IRS tax form by November 15, 2025;
- Goals and Projects-up-to date in Rotary Club Central;
- Board of Directors approved documented budget for the Rotary Year 2025-2026;
- 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, 2025 to June 30, 2026 to be eligible to participate in this award selection.

Financial reports were presented to the Board and made available to members	25	_____
President/representative registered by March for the 2026 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 learning, 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	_____
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 Club Leadership Learning Seminars that occurred in March and April 2026	25	_____
Members registered for the 2026 District Conference (10 pts each)	# _____ x 10 =	_____
Members attended the 2026 RI Convention (10 points per member)	# _____ x 10 =	_____
TOTAL CLUB ADMINISTRATION MERIT POINTS (250 min)	Merit Points	_____

What were your successful Club Experience activities completed? (Describe in 200 words or less)

COMMUNITY SERVICE PEOPLE OF ACTION 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 Virtual Workshop.

Completed all of the above criteria and earned at least 250 Merit Points from July 1, 2025 to June 30, 2026 to be eligible to participate in the award selection.

Projects were entered into the new Rotary Service Project Center in rotary.org	50	_____
Club increased its impact by identifying a new community service project	75	_____
Conducted a Community Needs Assessment with Community Stakeholders	50	_____
Prospective members participated in a service project	50	_____
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 or Rotaract clubs	25	_____
Displayed a Rotary banner at service projects	25	_____
Conducted a service project in at least one Rotary's 7 areas of focus	50	_____
Conducted a service project with a local school	50	_____
A Community Service Representative attended the 2026 Learning Seminar or completed a Rotary Learning Center Course on Community Service	25	_____

TOTAL COMMUNITY SERVICE MERIT POINTS (250 min) Merit Points _____

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

INTERNATIONAL SERVICE PEOPLE OF ACTION AWARD

Rotary Club of _____

Attain at least 200 Merit Points from July 1, 2025 to June 30, 2026 to be eligible to participate in the award selection.

Has an active International Service Chair	50 _____
Members participated in an international service project	50 _____
Supported an International or TRF Global Grant Project	50 _____
Participated in a TRF Global Grant by writing or leading a Global Grant	100 _____
Participated in a Global Grant by donating or sponsoring an application	50 _____
Has a Sister Club relationship with the following clubs _____ _____	50 _____
Nominated or Sponsored a Rotary Global Scholar or Peace Fellow Candidate	50 _____
Club is or applied to be a Peace Builder Club	50 _____
An International Service Project Speaker presented at your Club	25 _____
Participated in a Rotary Friendship or Cultural Exchange (virtual or in-person)	50 _____
A Committee member attended a district webinar or completed a Rotary Learning Center course related to International Service	25 _____

TOTAL INTERNATIONAL SERVICE MERIT POINTS (200 min) Merit Points _____

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

VOCATIONAL SERVICE PEOPLE OF ACTION AWARD

Rotary Club of _____

Attain at least 200 Merit Points from July 1, 2025 to June 30, 2026 to be eligible to participate in this award selection.

Has a Vocational Service Chair	50	_____
Member(s) used their vocational skill on a service project	50	_____
Participated in a vocation-related Friendship Exchange with an international partner	50	_____
Honored someone 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	_____
Had vocational talks or site visits	50	_____
Had speakers talk about their vocations (10 points each, up to 50 points)	# _____ X 10 =	_____
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 attended a District Learning Seminar or has completed a Rotary Learning Center course related to Vocational Service	25	_____

TOTAL VOCATIONAL SERVICE MERIT POINTS (200 min) Merit Points _____

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

YOUTH SERVICE PEOPLE OF ACTION AWARD

Rotary Club of _____

Required:

- A club representative attended the Annual 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, 2025 to June 30, 2026 to be eligible to participate in this award selection.

Club's Interact club participated in a project with another Interact club 50 _____

Club did a Youth Education service project 50 _____

Club planned and executed NEW Youth Service projects (beyond RYLA, Dictionaries, Youth Exchange, etc) 50 _____

Chartered a NEW Interact Club (100 each) # _____ x 100= _____

Sponsored or co-sponsored an active Interact Club (50 pts each) # _____ x 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) # _____ x 50= _____

Sponsored a Rotary Youth Leadership Award (RYLA) Participant # _____ x 25= _____

Participated in the Youth Exchange Program by hosting or counseling a student 50 _____

Encouraged Interactors to join Rotaract in college 50 _____

A Committee member attended a District Leadership Learning Seminar or completed a Rotary Learning Center course related to Youth 25 _____

Service TOTAL YOUTH SERVICE MERIT POINTS (25 min) Merit Points _____

What were the impactful Youth Service activities completed? (Describe in 200 words or less)