BE THE INSPIRATION

District Awards Criteria

2018-2019 District and Rotary
International Goals Are Applicable

Please fill out a separate cover sheet for each award.
- Cover Sheet
- Award Criteria
- Award Matrix
- Rotary Citation Information

Club Bulletin Monthly Award – Tier Awards Apply

This award will be based on the total club bulletin - its content, its appearance, and its regularity. Documentation must be provided to be eligible for this award and must include a **narrative** answer to each of the following questions:
- Is this bulletin created every month? **(5 points)**, every two contiguous months (2 points) quarterly **(1 point)**
- Is it printed, electronic, or both? **(5 points for both, 3 points for either printed OR electronic**)
- Is a monthly printed copy of the newsletter available at club meetings to all club members and guests? **(3 points)**
- Is a printed copy of the newsletter sent to absent members that do not have computers or members that have computers that are down? **(3 points)**
- Please be sure to include six (6) consecutive issues. They will be judged on the following criteria:
  - Attractive   (**1-3 points**)
  - Current RI Presidential theme displayed   **(1 point)**
  - Program schedule displayed   **(1 point)**
  - Birthdays displayed   **(1 point)**
  - Anniversaries displayed   **(1 point)**
  - 4 Way Test displayed   **(1 point)**
  - Foundation Awareness   **(1 point)**
  - Public Image Awareness   **(1 point)**
  - Membership Awareness   **(1 point)**

  Review committee will also consider and may award additional points based on ease of review, completeness of documentation and professional presentation. **(1-3 points.)**

Weekly Club Bulletin Award – Tier Awards Apply

This award will be based on the total club bulletin - its content, its appearance, and its regularity. Documentation must be provided to be eligible for this award and must include a **narrative** answer to each of the following questions:

- Is this bulletin created every week? **(5 points)**, every other week **(2 points)**
- Is it printed, electronic, or both? **(5 points for both, 3 points for either printed OR electronic)**
- Is a weekly printed copy of the newsletter available at each club meeting to all club members and guests? **(3 points)**
- Is a printed copy of the newsletter sent to absent members that do not have computers or members that have computers that are down? **(3 points)**
- Please be sure to include six (6) **consecutive** issues. They will be judged on the following criteria:
    - Attractive **(1-3 points)**
    - Current RI Presidential theme displayed **(1 point)**
    - Program schedule displayed **(1 point)**
    - Birthdays displayed **(1 point)**
    - Anniversaries displayed **(1 point)**
    - 4 Way Test displayed **(1 point)**
    - Foundation Awareness **(1 point)**
    - Public Image Awareness **(1 point)**
    - Membership Awareness **(1 point)**

    Review committee will also consider and may award additional points based on ease of review, completeness of documentation and professional presentation. **(1-3 points)**

Club Service Award – Tier Awards Apply

Club Service/Club Administration focuses on internal club administration. A club should submit the following:

- A one-page narrative summary of their Club Service Award application. **(2 points)**
- A club officer succession plan showing officers as well as Board, how the club conducts the election of the slate of officers and timeliness of election. **(2 points)**
- Up to date club By–Laws and a plan or schedule to regularly revise when necessary. **(2 points)**
- Up to date club strategic plan and plan or schedule to regularly revise when necessary. **(2 points)**
- Basic knowledge of Rotary History. Samples could include: A Rotary History moment at club meetings, a review of an article in the Rotarian Magazine; a mention of famous Rotarians; knowledge of Rotary impact in the world – such as where we stand on polio eradication, etc. **(1 point)**
- A sample of club calendar of speakers. **(2 points)**
- Name of Club member - s who attend to matters for the "Family of Rotary", i.e. Condolence cards, get well cards, birthday cards, etc.; calls to member who haven't been attending. **(1 point)**
- Sample of New Member Induction and Orientation programs. **(2 points)**
- Name of Club Service Committee/Chair who assists with the planning and execution of New Member Orientation sessions. **(2 points)**
- Proof of the promotion of attendance at District activities, trainings and RI events such as the International Convention. **(1 point)**
- Application history - if any for annual District awards. **(1 point)**
- Secretary fulfills duties of attendance, DACdb updates such as adding new members, terminating members and updating club officers, taking and submitting Board minutes. **(2 points)**
- Sample calendar of club socials/holiday celebrations/charter night celebrations, etc. arranged by the Club Service Chair. **(1 point)**
- Good track record of the Club paying District and RI dues on time. **(2 points)**

    Review committee will also consider and may award additional points based on ease of review, completeness of documentation and professional presentation. **(3 points.)**

Club Website Award- <u>Tier Awards Apply</u>

These awards will be based on a review of the club's web site.

- A way to contact   **(1 point)**
- About Rotary   **(1 point)**
- Appearance   **(up to 5 points)**
- Calendar   **(1 point)**
- Current year logo displayed   **(2 points)**
- Functionality   **(up to 5 points)**
- How to become a member   **(1 point)**
- Link to social media – Facebook, Twitter, etc   **(up to 5 points)**
- Make-up meeting information   **(1 point)**
- Meeting information   **(1 point)**
- Name of club   **(1 point)**
- Newsletter   **(1 point)**
- Officers   **(1 point)**
- Template v/s not template site   **(2 points)**
- Useful (working) links up to   **(5 points)**

To be eligible, the clubs must submit its web address to the committee.

Community Service Award – Tier Awards Apply

A club **MUST** submit a ONE PAGE narrative summary of their award application. **(2 points) for quality**

Club Projects:

A club may include more than one community project, in their application and the following points can be earned for each qualifying project.

- Submit a ONE PAGE summary for each of club's project. **(1 point)**
- Describe the planning process and the significant impact on the community.
    - The project was well planned and had a significant impact on the community (**Up to 5 points)** for the nature and impact of the project) **1 additional bonus point** if the project is new.)
- How many of your club members were involved with the project? - Exceeded ten percent (10 %) of the Club's membership **(1 point)**. If the percentage exceeded fifteen percent (15%) of the club's membership (**3 points**)
- Did the Club perform a needs assessment? Described the process that was used. **(1 point)**
- What pictures of the project were submitted and was a press release sent to the local paper or a District Rotary publication.   Included copies of what was submitted and what was published. **(1 point)** for each submission and **(2 points)** for each publication.)

Other Community Service:

- Did the club make cash contributions that exceed $100 per member of the submitting club, to local community projects or organizations that are involve one of Rotary's six areas of focus? List the projects or organizations and the relevant area of focus. **(1 point)** for every $100 per member contributed **up to 3 points)**
- Did the club organize or participate in an awareness event or a fundraising initiative, in the community, to support polio eradication? This includes, but is not limited to, having more than 10% of the Club attend one of the District Polio baseball games **(2 points)** per qualifying event)
- Did the club participate in a District event, including the District Conference, in which the Club prepared an Exhibit or display that described one of its community projects? **(2 points)**
- Did your club submit a qualified application for a local community District Grant? **(3 points)**

    Review committee will also consider and may award additional points based on ease of review, completeness of documentation and professional presentation. (**1-3 points**)

District Rotary Foundation Award – Tier Awards Apply

This award will be presented to the Rotary Club(s) which does the best job of informing and engaging its membership and its community about The Rotary Foundation and its programs.

Criteria include:

- Foundation Education and Awareness **(4 points)**
    - Club Foundation Chair uses TRF 52 messages or similar as part of a Rotary Foundation 'moment' at weekly club meetings **(1point)**
    - At least two Club members participated in district sponsored training/recognition events:
    - Foundation Workshop **(1 point)**
    - Grants Management Seminar **(1 point)**
    - Foundation Banquet **(1 point)**
- Annual Fund Giving **(4 points)** >> Note: April = 10/12 or 80% of Rotary year
    - Club met or exceeded Annual Fund Goal (goal _____ / actual ____) **(1 point)**
    - Club contribution = $100 per capita **(1 point**)
    - Club contribution = $200 per capita **(1 point)**
    - At least 80% members contributed to EREY **(1 point)**
- PolioPlus Giving **(4 points)**
    - Club supports PolioPlus through fundraisers and/or service project (1 point)
    - Club contributed at least $500 to PolioPlus during the year (1 point)
    - Club attended PolioPlus ballgame = 25% + members – **(1 point)**
    - Club members attended at least one program updating Rotary's polio eradication campaign **(1 point)**
- Grants & Alumni **(4 points)**
    - Club participation in a district grant this year (Grant _____) **(1 point)**
    - Club completed the district grant final report – **(1 point)**
    - Club participated in a global grant this year (Grant _____) **(1 point)**
    - Club supported an Alumni youth program during the year **(1 point)**
      (Interact, Rotaract, Youth Exchange, RYLA)

Review committee will also consider and may award additional points based on ease of review, completeness of documentation and professional presentation. **1-3 points**

International Service Award – Tier Awards Apply

An award will be made for the best overall demonstrated achievement in INTERNATIONAL SERVICE in each tier.
The awards will be based on the following point allocation:

- International service project --- **Global Grant** sponsor club   **(5 points)**
    - Note: Grant is either "Humanitarian, VTT or Scholar; if more than one type adds **(1 point)**
- International service project --- **Global Grant** contributor club   **(1 point)**
- International service project --- **District Grant** sponsor club   (**3 points)**
- International service project --- **District Grant** contributor club   **(1 point)**
- Multi-club participation   **(1 point)**
- Stand alone International service project --- club initiated & funded   **(3 points)**
  without District or Foundation funds
- On site visit to project (before, during, after project)   **(2 points)**

Review will consider:

- Mandatory narrative summary to include brief project overview and intended outcome, scope of community impact, sustainability (what is long run outcome after funds are expended), club participation.
- Public affairs to include news releases, D7600 and club articles. photographs

Review committee will also consider and may award additional points based on ease of review, completeness of documentation and professional presentation. **(1-3 points).**

Public Image Award – Tier Awards Apply

"Rotary's public image is shaped by the actions of each of its members, as well as by its involvement in the community, its presence on the web and social media, and the publications it produces. The overall goal is to increase membership, expand community partnerships, improve fundraising opportunities, and promote involvement in club projects."

An award will be made for the best overall demonstrated achievement in PUBLIC IMAGE in each tier. The **mandatory written narrative** will be used by the Review Committee in its assessment of each club's Public Image efforts, and will be based on the following point allocation:

- A written Public Image plan for the club to execute **(3 points)**
- Publishing of interesting community press releases, activities, photos **(5 points)**
- Club's online presence, website, Facebook, Twitter, etc. **(5 points)**
- Communications mentioning Club's mission **(2 points)**
- Communications directly soliciting new members **(2 points)**
- Communications indirectly soliciting new members **(2 points)**
- Communications directly targeting new member prospects under the age of 40 **(2 points)**
- Communications appropriate in effort and frequency for the size of the market served by the club **(5 points)**
- Communications professionally presented to the public **(5 points)**

Review committee will also consider and may award additional points based on ease of review, completeness of documentation and professional presentation. (**1-3 points)**

Rotary Education - Tier Awards Apply

These awards will be presented to the clubs that demonstrate:

- The most informative
- Interesting
- Stimulating
- Consistent
- Well received educational program regarding Rotary and the Rotary Foundation

To be eligible, the Club must submit a narrative description of the Club's educational efforts/programs substantiated with attached detailed documentation, which should include:

- information regarding the frequency of all Rotary education programs
- Newsletter
- Articles, etc.

The award will be based on the following point allocation:

- A narrative description of the Club's educational efforts/is submitted with attached documentation **10 points**
- Club has a "Rotary Minute" for members **weekly (5 points), monthly (2 points), occasionally (1 point)**
- Club has a newsletter "on line" or hard copy **(5 points)**
- Club sends a weekly message to all members **(5 points)**
- Club has an "on line" presence, e.g. Facebook page/Twitter **10 points**
- Has a District Leader visit the club this Rotary Year other than official Governor's visit and regular Area Governor's and Foundation Advocate's visits **(5 points)**

Review committee will also consider and may award additional points based on ease of review, completeness of documentation and professional presentation. (**1-3 points**)

Vocational Service Award – Tier Awards Apply

Vocational Service is the essence of Rotary; it sets Rotary apart from other service organizations and is demonstrated by:

- Talks about your vocation and taking time to learn about other vocations
- Using your professional skills to serve a community need
- Practicing your profession with integrity and inspiring others to behave ethically through your actions
- Helping young people achieve career aspirations
- Guiding others in their professional development

An award will be made for the best overall demonstration of Vocational Service in each tier. This award will be based on the following point allocation:

- Host classification talks **(1 point).** per documented classification talk **(10 pts. max)**
- Tour member's workplaces **(2 points**) per month with tour
- Establish a service project using your member's vocational expertise **(2 points)** per project
- Display/promote 4-way test and rotary code of conduct **(2 points)** for including in regular meeting
- Offer vocational talents of club to provide opportunities for young people to learn and explore different vocations– i.e. mock interviews, career day activities **(2 points)** per project offered
- Advance ethics – offer an essay for interact clubs or other groups "What 4-way test means to me" **(2 points)** per 4-way test project
- Commit to community responsibility
  - Target club philanthropy to issues related to club goals **(2 points)** per project
  - Volunteer service through club sponsored projects **(2 points)**per project
- Other vocational activities **(1 point)**per additional activity

The vocational service award will be presented to the club that best demonstrates vocational service through a **mandatory written narrative** outlining each project documented by photographs, news releases, club bulletins, Facebook or other available media outlets.

Review committee will also consider and may award additional points based on ease of review, completeness of documentation and professional presentation. (**1-3 points**)

Youth Service Award – Tier Awards Apply

An award for each tier will be made for the best overall demonstrated achievement in activities related to YOUTH SERVICE. The awards will be based on the following point allocation:

Youth Clubs:

- Interact Club sponsorship   **(3 points)** per sponsored club
- Rotaract Club sponsorship   **(3 points)** per sponsored club
- Rotary Club engagement   **(1-5 points)** (reviewer's discretion)

Description of active Rotarian participation such as student attendance at Rotary meetings; reciprocal attendance at youth club by Rotarian, youth and Rotarian involvement in joint activities; student and club faculty sponsor recognition; news articles and photos; providing Rotary information; financial support.

Youth Exchange:

- Youth Exchange primary sponsor club (long term)   **(4 points)**
- Youth Exchange primary sponsor club (short term)   **(2 points)**
- Youth Exchange "New Generations"   **(2 points)**
- Youth Exchange host family   **(2 points)** per family
- Rotary Club engagement   **(1-3 points)** (reviewer's discretion)

Description of educational activities, "fun" experiences, Rotary club involvement, exchange student comments, photos, etc

Rotary Youth Leadership Awards:
- RYLA   **(1 point)** per delegate sponsored
- Rotary Club engagement   **(1-2 points)** (reviewer's discretion)

Description of Rotary club involvement such as presentations to club meetings, transportation to and/or from RYLA; news articles and photos; etc.

Other Youth Activities:
- Club youth activities not in scope of the above   **(1-3 points)** (reviewer's discretion)

Description of youth activities initiated by/with a Rotary club focused on youth such as a literacy reading program; holiday or special charitable or "fun" activity'; a club funded scholarship(s); etc.

Review committee will also consider and may award additional points based on ease of review, completeness of documentation and professional presentation.   **(1-3 points)**

Most Improved Club Award - Tier Awards Apply

This award will be presented to the Rotary club/clubs that have demonstrated outstanding overall improvement in its performance during the Rotary year, as demonstrated by:
- Improvements in attendance
- Membership development and retention
- Support for the Rotary Foundation
- Participation in all avenues of service
- A narrative description demonstrating the areas of improvement by the club must be provided

Outstanding President Award - Tier Awards Apply

This award is intended to recognize a club president (there can be more than one recipient in each of the three tiers.)
- Exemplifies truly outstanding leadership within his or her Rotary club during the 2018-2019 Rotary year.
- A narrative description of the president's leadership and achievements may be provided and will be considered in conjunction with **RI** Presidential Citation materials and other information available regarding the president.
- The Assistant Governors are expected to provide input regarding their clubs.

Governor's Circle Award

This award will be presented to those clubs, which have demonstrated excellence over the course of the Rotary Year through:
- Significant achievements in all Avenues of Service
- Promotion of Rotary education
- The enhancement of Rotary's public image
- Upholding the ideals of Rotary through observance of the Four-Way Test and pursuit of the Objects of Rotary
- Support for the Rotary Foundation through financial support and program participation
- Development and retention of membership
- Must have received a Presidential Citation

Governor's Cup

From among those clubs who are selected as Governor's Circle Award recipients, a club that achieves an outstanding level of achievement will be selected to receive the Governor's Cup. Such recognition will be reserved for a club judged to have achieved truly exceptional results during the year. Clubs may (but are not required to) submit a narrative description regarding their achievements in each of the areas during the Rotary year, which will be considered in conjunction with RI Presidential Citation materials and other information regarding the club gained throughout the year from input of Assistant Governors, Committee Chairs and other sources.

Net Membership Growth*
Most Improved Attendance*
Best Attendance*

Benefactors Award*
This award will be presented to the Rotary clubs that have increased their percentage of Benefactors between July 1, 2018 and June 30, 2019. Results will be determined by the Executive Secretary /District Secretary.

*Tier Awards Apply
The statistics for these awards will automatically be compiled by the District Secretary at the end of the Rotary Year.

Rotary Foundation Awards
Awards will be presented to the top three clubs in both per capita giving and gross contributions to the Annual Fund of the Rotary Foundation. Special awards may be given to recognize participation and support for the Rotary Foundation.

Other Awards
At the discretion of the Awards Committee and/or the District Governor, other special recognition and awards may be presented. In addition, Rotary International awards, such as the Presidential Citation, Rotary International Public Image Award, Significant Achievement Award, etc. will be awarded based upon compliance with the criteria established by Rotary International for such awards.

Tier Awards
Tier awards are based on Club membership as on July 1, 2018
- Tier I: Under 32 members.
- Tier II: 33-56 members.
- Tier III: 57 or more members.

Awards Deadline: The deadline for submitting awards is April 23, 2019.

Revised 04-14-19