

**ROTARY DISTRICT 5400**

**DISTINGUISHED CLUB AWARDS**

**2016-2017**

**The district awards program is based on the notion that ALL Rotary Clubs have the capacity to function in an outstanding way, effectively implementing the Object of Rotary and conducting their operations in accordance with our Four-Way Test. It is believed that an effective Rotary club performs in all categories, and that there are many clubs of all sizes so performing and thus worthy of recognition. A distinguished club:**

* **…conducts its club business responsibly & develops future leaders;**
* **…grows its membership and keeps its members engaged;**
* **…is a visible part of the community through its public relations efforts;**
* **…is a valued and integral part of the community through its service;**
* **…supports and participates in The Rotary Foundation.**

**All clubs are encouraged to apply. Clubs will be evaluated and scored on their answers to many questions about their activities and achievements this Rotary year.**

|  |
| --- |
|  **Humanity in Motion Award - $1,000!****To be awarded to one club for the outstanding promotion of the Mission of Rotary** |

 **SUBMITTING YOUR APPLICATION**

* All qualifying applications received by midnight April 15, 2017, will be evaluated.
* Application form is writable using Microsoft Word. Click on the box before each item to indicate achievement. Please provide more information where requested, writing it briefly in the space provided.
* Submit your application electronically to Awards Committee Chair Shaney Swanson at sswanson@gofirstam.com Electronic submission is required. If application was printed and completed by hand, please scan it as a single multi-page document, and orient all pages in the same direction. A typed application is preferred.
* Clubs receiving the designation of Distinguished Rotary Club will receive a certificate, to be presented at the District Conference, May 19-20, 2017, in Sun Valley.
* Unless otherwise noted, all activities must have been undertaken and completed between July 1, 2016 and March 31, 2017. Expanded responses that include activities outside the specified time periods will be discarded.
* To the extent possible, answers are subject to corroboration in the records of District 5400, Rotary International, The Rotary Foundation and by using Google.

**2016-17 District 5400 Awards Application**

**Club Administration and Leadership Development**

**Required Activities** (Check all that apply - 3 required)

[ ] My club’s 2017-18 officers (President, President-Elect, Secretary and Treasurer) were reported online to District 5400 at [www.rotary5400.org](http://www.rotary5400.org) no later than Jan. 31, 2017.

[ ] My club’s January semiannual dues were paid to and posted by Rotary International by Feb. 28, 2017.

[ ] My club filed its Form 990 with the I.R.S. prior to November 15, 2016.

[ ] My club’s president-elect attended the full 1½-day PETS training on March 10-11, 2017.

[ ] My club does not have an open invoice with District 5400 that is more than 90 days overdue.

[ ] My club makes its member updates (addition of new members and changes to contact information for all members) in ClubRunner at either the club or district level (district = [www.rotary5400.org](http://www.rotary5400.org)) as recommended by Rotary International and District 5400.

**Additional Activities** (Check all that apply – 3 required)

[ ] Club representatives will attend the District Conference in May. At least one member has pre-registered and prepaid on line at www.rotary5400.org.

[ ] My club has a written strategic plan (visioning), and that plan has been formally reviewed and updated since July 1, 2016.

[ ] My club’s by-laws reflect current practices and procedures of club operations, and the document is readily available to all members. Where is the document located? Click here to enter text.

[ ] My club supports district leadership service and has members serving on district committees or holding district leadership positions. Name the members and their positions: Click here to enter text.

[ ] My club has a Rotary Foundation Chair (or another officer who assumes these responsibilities) and s/he is listed as such in the district database at [www.rotary5400.org](http://www.rotary5400.org).

[ ] My club has a Membership Chair (or a member or officer who assumes these responsibilities) and s/he is listed as such in the district database at [www.rotary5400.org](http://www.rotary5400.org).

**Membership Growth & Engagement**

**Required Activities** (all are required)

[ ] Since July 1, 2016, my club has achieved a net gain in membership (active members only). Small clubs (up to 49 members) must achieve a net gain of at least one member and large clubs (50 or more members) must achieve a net gain of at least two members.

[ ] The president or president-elect of my club pre-registered and attended one of the DG’s mid-winter “Fireside chat’ webinars in January/February 2017.

[ ] At least one person from my club participated in one of the quarterly leadership calls conducted by the DGN or district membership chair. Name the member, the event and the date of the event. Click here to enter text.

**Additional Activities** (Check all that apply – 4 required)

[ ] My club held at least two social activities where all club members were invited.

[ ] My club held a social or service activity to which club members’ spouses or families were invited.

[ ] My club has a membership development plan or process for attracting and retaining members.

[ ] My club has an orientation program for new members.

[ ]  My club has a mentor or tracking program for new members.

[ ] My club composition exceeds the Rotary International gender trend of 20% female.

[ ] My club has exceeded the Rotary International goal for growth in North America by increasing our club size by 5% or more since July 1, 2016.

**Public Relations**

**Required Activities** (Check all that apply - 2 required)

[ ] My club was promoted with signs, programs, etc. at a public fundraiser sponsored by the club. Attach a pdf example of a sign, program or poster.

[ ] My club was promoted with signs, programs, etc. during a service project it held. Attach a photograph taken at the event showing an example and name the project.

[ ] My club has a website or social media page reflecting current activities that has been updated within the last 30 days. Name the website or page, that we may visit it: Click here to enter text.

[ ] My club has a public relations plan or process to communicate our club activities and success to the public.

**Additional Activities** (Check all that apply – 2 required)

[ ] My club held club meetings, service and fundraising events that received mainstream media coverage. Name the events: Click here to enter text.

[ ] My club displays the Rotary brand (the new wheel or 2016-17 theme) in conjunction with club activity, such as parades, special projects or special events. Name the events held between April 1, 2016 and March 31, 2017 where the modern Rotary brand was displayed: Click here to enter text.

[ ] A notice of my club’s 2016-17 president was published in a local newspaper when s/he took office. What is the name of the newspaper?Click here to enter text.

[ ] My club publishes in a local newspaper notice of new Paul Harris Fellow recipients.

**Service Projects**

[ ] My club participates in at least 3 of the 5 Avenues of Service. (Check all that apply – 10 required)

**Vocational Service**

[ ] My club has member vocational/classification presentations as part of its regular program schedule. Name the member(s) and his/her classification who gave a classification program: Click here to enter text.

[ ] Name at least two vocational activities in which the club participates, such as business fairs, job fairs, job shadowing, etc.: Click here to enter text.

**Club Service**

[ ] My club completed sufficient activities to receive the Presidential Citation from RI President John Germ this year.

[ ] My club produces a physical or digital newsletter and delivers it to the members at least monthly.

[ ] My club leaders set at least five annual service goals in Rotary Club Central no later than July 31, 2016.

[ ] Substantial/important decisions made by the club Board of Directors are reported to the members on a regular and timely basis.

[ ] My club regularly held at least 4 club assemblies or programs on Rotary topics, such as PolioPlus, The Rotary Foundation, Rotary Youth Exchange, RYLA, Friendship Exchange, etc. Name the topics, the presenters and the dates of the presentations: Click here to enter text.

**Community Service**

[ ] My club has conducted a community needs assessment and adjusted service projects accordingly. Attach a copy of the assessment form or outline as a pdf, naming who conducted the survey and who responded to the survey.

[ ] My club has met with elected community officials and influential community leaders to identify community needs. With whom did you meet and in what context did you meet?

[ ] My club has or is developing a Rotary landmark project in the community (park, path, monument, shelter, playground, etc). Name the project and specific 2016-17 activities: Click here to enter text.

[ ] My club participates in community hands-on service activities, not counting club fundraisers. Name them: Click here to enter text.

[ ] My club made financial contributions to the following local groups or charities: Click here to enter text.

**International Service**

[ ] My club contributed money (grant approved and funded by TRF between April 1, 2016 and March 31, 2017) to a global grant project. Provide the project name and the TRF grant #: Click here to enter text.

[ ] My club was the lead club in a global grant project (grant approved and funded by TRF between April 1, 2016 and March 31, 2017). Provide the project name and the TRF grant #:Click here to enter text.

[ ] My club had presentations related to possible international service projects for the club to consider. Name the project, the presenter and the date of the presentation Click here to enter text.

[ ] At least one member of my club traveled to a foreign district in service to Rotary, e.g. polio immunization activity, development of humanitarian grant project, volunteer service activity, between April 1, 2016 and March 31, 2017. Name the Rotarian(s), the country visited and the activity: Click here to enter text.

 **Youth Service**

[ ] My club sponsored a Rotary Youth Exchange outbound candidate who was interviewed by the district in November 2016. Name the student: Click here to enter text.

[ ] My club is hosting a Rotary Youth Exchange inbound student in school year 2016-17. Name the student: Click here to enter text.

[ ] My club donated funds to another club to enable it to host a Rotary Youth Exchange inbound student in school year 2016-17.

[ ] A member of my club transported/hosted youth to/at special district events for RYE or RYLA, (this does not include local Interact/Rotaract club meetings). Name the event, the student(s) and the driver: Click here to enter text.

[ ] My club sponsored a RYLA camper(s) in August 2016. Name the student(s): Click here to enter text.

[ ] My club sponsors an active Interact or Rotaract Club. The name of the Interact/Rotaract club and its Rotarian advisor is: Click here to enter text.

[ ] My club is involved in other service to youth. Name the activities: Click here to enter text.

**The Rotary Foundation**

**Required Activities** (all are required)

[ ] My club set an Annual Fund goal for 2016-17 on Rotary Club Central, and at least 75% of that dollar amount had been received and posted by The Rotary Foundation, as indicated by the final March 31st, 2017 Monthly Contribution Report of The Rotary Foundation.

[ ] My club set a PolioPlus goal for 2016-17 on Rotary Club Central, and at least 75% of that dollar amount had been received and posted by The Rotary Foundation, as indicated by the final March 31st, 2017 PolioPlus Report of The Rotary Foundation.

[ ] At least one person from my club attended one of the three regional Foundation seminars held in September, November or December of 2016 for which s/he preregistered on the district website.

**Additional Activities** (Check all that apply – 4 required)

[ ] My club president set his/her Annual Fund and PolioPlus goals online at Rotary Club Central by July 31, 2016.

[ ] My club’s Annual Fund goal is at least $100 per capita, or if less than that amount is at least 5% greater than the higher of last year’s Annual Fund per capita goal or last year’s giving.

[ ] My club achieved or exceeded its Annual Fund goal in 2016-17.

[ ] My club’s PolioPlus goal is at least $20 per capita, or if less than that amount is at least 5% greater than the higher of last year’s PolioPlus per capita goal or last year’s giving.

[ ] My club achieved or exceeded its PolioPlus goal in 2016-17.

[ ] 100% of my club members had made a contribution to The Rotary Foundation for the 2016-17 year by March 31, 2017 (EREY) Only check this box if every member made a personal contribution to the Rotary Foundation.

[ ] My club has new commitments to The Endowment Fund, in the form of Benefactors or Bequest Society members. Commitments must be received and acknowledged by The Rotary Foundation between April 1, 2016 and March 31, 2017.

[ ] My Club met all the eligibility requirements for a district grant for 2016-17 and applied for one by the June 1, 2016 deadline.

My name below attests that all answers above are correct and true.

Name: Click here to enter text.

Club Office held: Click here to enter text.

Club Name: Click here to enter text.

*Thank you for your distinguished Rotary service*

**