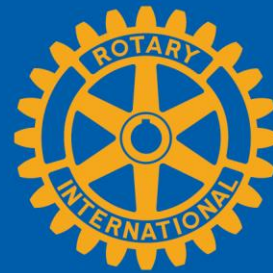


# ROTARY CLUB CENTRAL CLUB REFERENCE GUIDE



## What is Rotary Club Central?

Rotary Club Central is a tool that enables clubs to set goals and track achievements.

## Purpose of this guide

This guide tells you how to view, set, and edit goals, and how to report achievements in three categories:


1. Your club
2. Service
3. Foundation giving

## Who can edit and view club records?

Club leaders — the incoming, current, and past president; secretary; treasurer; executive secretary; Foundation chair; and membership chair — can edit goals and achievements for their year in office.

All club members can **view** club goals and achievements.

## Notes:

- Click the Help icon  on any screen for information about the section.
- If any information in your club records is incorrect, contact your Club and District Support representative.
- Be aware that the Rotary Club Central page views you're able to see will depend on your role and the year you select. The views shown below are examples only.

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# Goal-setting Basics

Below **Trends** in each category is the **Goals and Progress** section, where you can either **EDIT** or **VIEW** each goal.

Select the category in which you want to set or edit goals. This user selected **Your Club**.

The screenshot shows the 'Your Club' page with the following elements:

- Navigation Tabs:** 'Your Club', 'Service', 'Foundation Giving'. 'Your Club' is selected.
- Sidebar:** 'Club View', 'District View', 'Club Group View', 'Global View', 'Resources', 'Reports'.
- Membership Trends Chart:** A bar chart showing membership from 2011-12 to 2013-14. The y-axis is 'Membership' (0-80). The x-axis shows years. Legend: 1 July (pink), Goal (orange).
- Membership Trends Table:**

2015-16	
52	1 JULY
-	GOAL
- Gender Trends Table:**

	2013-14 TOTAL	2014-15 TOTAL	2015-16 YEAR TO DATE
Male	42% (18)	40% (17)	43% (17)
Female	58% (25)	60% (26)	58% (23)
Unreported	0% (0)	0% (0)	0% (0)
- Age Trends Table:**

	2013-14 TOTAL	2014-15 TOTAL	2015-16 YEAR TO DATE
29 and under	0% (0)	0% (0)	0% (0)
30 - 39	2% (1)	2% (1)	3% (1)

Use the drop-down menu to see your club's membership numbers for the last five years.

## Goals and Progress


Current, incoming, and immediate past club leaders can click "Edit" to set goals and achievements. All club members can click "View" to see goal details.

Select the year you want to edit or view.

Select your year in office to set goals.

2014-15   2015-16   2016-17

Then click **EDIT.**

 EDIT

### Membership

- 1 JULY 2016	- 2016-17 GOAL	44 2016-17 YEAR TO DATE
------------------	----------------------	-------------------------------

#### ▼ Details

2016-17  
GOAL

Membership

-

# Your Club

## Membership

The club's existing and new members count, and achievement totals are populated from Rotary data. After entering this and all other goals, click SAVE.

### Membership

Set a goal for the total number of members you would like your club to have by the end of the year. Base your number on the 1 July start figure below, which is RI's official member count for your club.

✓ A dash(-) indicates the official 1 July start figure for your goal-setting year is not yet available.

**Set and Edit Your Goals**

The 1 July member count will display here.

Enter the number of members you plan to have at the end of the year.

	1 JULY START FIGURE	MEMBERS	GOAL TOTAL
<b>Membership</b>	-	44	-
<b>Achievement</b>			44
<b>2016-17 Goal Total</b>			

Save Clear all Cancel

# Rotarian Engagement

Review all the activities listed, and then enter the percentage or total number of members you plan to have engaged in club activities during the year. Your previous year's achievement is supplied by Rotary.

## Rotarian Engagement

Set your goal for the number of members who will be involved in the following activities. You have the option to enter your goal as a percentage or as a number. Whichever you choose, the other option will generate automatically.

Note: the number in the "Previous Year" column is the goal set by the previous year's club officers. The "Members" column is the number of members as of the date the goal is set.

### Set and Edit Your Goals

Year-to-date member count is supplied by Rotary. This number freezes on the day the goal is set.

Enter the percentage OR number of members you plan to have involved in each activity listed.

	PREVIOUS YEAR	MEMBERS	PERCENTAGE	GOAL TOTAL
Members participating in club service activities	-	44	102 %	45
<b>Achievement</b>				-
Members sponsoring new Rotarians	-	44	<input type="text"/> %	-
<b>Achievement</b>				-
Members in leadership development programs or activities	-	44	<input type="text"/> %	-
<b>Achievement</b>				-
Members in Rotarian Action Groups	-	44	<input type="text"/> %	-
<b>Achievement</b>				-
Members in Rotary Fellowships	-	44	<input type="text"/> %	-
<b>Achievement</b>				-
Members attending district conference	-	44	<input type="text"/> %	-
<b>Achievement</b>				-
Committee chairs attending district assembly	-	44	<input type="text"/> %	-
<b>Achievement</b>				-
<b>2016-17 Goal Total</b>				45

Enter the number achieved. →

# Club Communication

## Club Communication

Effective communication strengthens a club's involvement in the community and ensures all members are informed about club activities. Set these goals and report your club achievements throughout the year.

**Set and Edit Your Goals**

View previous year's achievements.

Select YES or NO for this year's goal. Later, you'll select YES or NO for what was achieved.

	PREVIOUS YEAR	GOAL TOTAL
Our club has a strategic plan	YES	-
<b>Achievement</b>		-
Our online presence accurately reflects current activities	-	-
<b>Achievement</b>		-
Number of social activities for members outside of club meetings per year	-	-
<b>Achievement</b>		-

Enter the number planned for this year.

Enter the number achieved.

Save Clear all Cancel

# Public Relations

## Public Relations

Effective public relations campaigns build positive and strong relationships with their audiences. Creating a positive image for Rotary is the responsibility of every Rotarian, both locally and globally.

**Set and Edit Your Goals**

	PREVIOUS YEAR	GOAL TOTAL
Number of times we update our website or social media accounts per month	-	-
<b>Achievement</b>		-
Number of media stories (broadcast and/or print) covering our club's projects per year	-	-
<b>Achievement</b>		-
We use RI produced advertising/public service materials	-	-
<b>Achievement</b>	YES	-

Enter your goal for each item.

Enter the number achieved.

Save Clear all Cancel

# Service

Club View

District 8100 | Club TEST Club013

**Select Service.**

Your Club | **Service** | Foundation Giving

Club View | District View | Club Group View | Global View | Resources | Reports

Print Page

## Service

Effective service projects can translate into effective clubs. By carefully selecting, planning, and evaluating a project, a Rotary club can successfully carry out service projects that address community needs.

This tab allows clubs to set and track goals for service projects and plan for the resources needed. You can also set goals for New Generations, including Rotaract and Interact clubs, as well as Youth Exchange and RYLA participants.

### Trends

These charts show the resources your club has dedicated to service projects during the current Rotary year and the previous two years.

Click on the labels in the legend to add or remove features in the chart. Hover over bars to see details.

#### Service Projects and Activities

2013 - 16

**Use the drop-down menu to see your club's service data for the last three years.**

YEAR 2015-16 ▼

2015-16			
—	—	— USD	— USD
VOLUNTEERS	HOURS	CASH	IN-KIND VALUE

### Goals and Progress

Current, incoming, and immediate past club leaders can click "Edit" to set goals and achievements. All club members can click "View" to see goal details.

Select the year you want to edit or view.

**Select the year for which you want to set goals.**

2014-15 | 2015-16 | 2016-17

**Click EDIT to update a goal.**

EDIT

#### Service Projects and Activities

VIEW

2016-17		
—	—	—
2015-16 YEAR TO DATE	2016-17 GOAL	2016-17 YEAR TO DATE

Details

# Service Projects and Activities

## Service Projects and Activities


Enter the number of service projects and activities your club plans to conduct during the Rotary year. Estimate the resources and funding each project will require, choose a project category, and identify partners.

Once a project is complete, report the actual resources to see you club's impact. Use this information to improve planning for future projects.

### Set and Edit Your Goals

	PREVIOUS YEAR	GOAL TOTAL
Service Projects and Activities		5
Achievement		1

This number will be supplied based on the number of service projects you check as **Achieved** below.

1
 Delete

**Title**  
(maximum 50 characters)

 ✔ Achieved

**Summary**  
(maximum 100 characters)

30 - characters remaining

[▶ Expand Project View](#)

**PROJECTED RESOURCES**

Total volunteer hours	Number of volunteers	Cash contributions (USD)
<input type="text" value="300"/>	<input type="text" value="25"/>	<input type="text" value="5000"/>

**In-kind donations**

Type	Quantity	Total value (USD)	
Water bottles	<input type="text" value="500"/>	<input type="text" value="1000"/>	+

[▶ Details](#)

**ACTUAL RESOURCES**

Total volunteer hours	Number of volunteers	Cash contributions (USD)
<input type="text" value="500"/>	<input type="text" value="100"/>	<input type="text" value="2000"/>

**In-kind donations**

Type	Quantity	Total value (USD)	
Water bottles	<input type="text" value="1000"/>	<input type="text" value="2000"/>	-
Banners	<input type="text" value="5"/>	<input type="text" value="100"/>	+

**Project Status**

Note: At least one "actual resource" must be entered.

Achieved

[▶ Details](#)

Click to add more details.

Enter the resources you think you will need for the project.

Click to add projected details like project partners and area of focus.

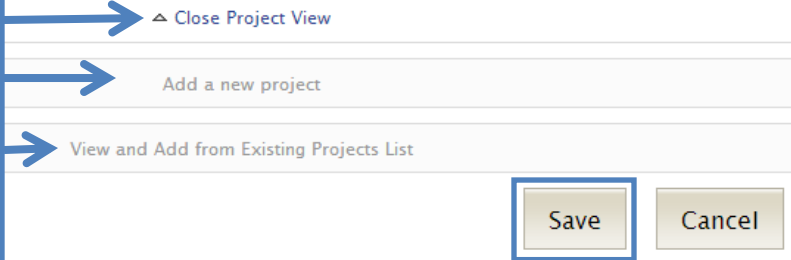
Enter the resources actually used for the project.

Clicking **Achieved** will add this to the count at the top of the page.

Click to add details like project partners and area of focus.



These three links appear at the bottom of the page. When you **Add a new project**, you will be taken to the screen shown below. This is a list of your club's projects in Showcase and Rotary Grants.




District 6450 | Club TEST Club013

Your Club Service Foundation Giving

### Is your project already listed?

Review the list of service projects that have been entered in other online systems, such as Showcase and Rotary Grants, to identify the projects you want to include in your club's plan for the year to save time and prevent duplication.

#### Existing Projects

	<p><b>District 6450 Rotary Partners for Peace</b> Rotary Partners for Peace working together to bring peace</p> <p><b>Start date: 12 May 2012</b> <b>End date: 31 December 2016</b></p> <p>Source: Showcase <a href="#">View</a></p>
---	--

**0 project(s) selected to import**

Scroll through the list before adding a new project. If you don't want to import a project, click continue.

Cancel Continue

**Check the **Import** box, then click **Continue**. The project will be added to Rotary Club Central.**

A screenshot of the 'Existing Projects' section. It shows a table with one project entry: 'District 6450 Rotary Partners for Peace'. The entry includes a photo, a description, start and end dates, and a source. Below the table is a yellow banner that says '0 project(s) selected to import'. At the bottom of the page are 'Cancel' and 'Continue' buttons. A blue box with white text and a blue border is overlaid on the right side of the screenshot, containing the instruction: 'Check the **Import** box, then click **Continue**. The project will be added to Rotary Club Central.' A blue arrow points from this box to the 'Import' checkbox in the table row. The 'Import' checkbox is also highlighted with a blue border.

# Clubs for Young Leaders

To set Clubs for Young Leaders goals, go back to the **Goals and Progress** section and click **EDIT**.

## Clubs for Young Leaders

This goal represents the total number of Rotaract and Interact clubs your club plans to sponsor. The achievements are the total number of clubs you currently sponsor.

**Set and Edit Your Goals**

	PREVIOUS YEAR	GOAL TOTAL
Number of Rotaract clubs	0	-
<b>Achievement</b>		0
Number of Interact clubs	3	-
<b>Achievement</b>		0

Enter the total number of clubs sponsored (year-to-date).

Save Clear all Cancel

# Youth Program Participants

## Youth Program Participants

Through Rotary Youth Exchange program, students travel internationally to explore other cultures. During Rotary Youth Leadership Awards (RYLA) events, participants develop leadership skills that will benefit communities and businesses in the future.

This goal represents the total number of youth program participants your club plans to sponsor this year. The achievements are the total number of participants your club has sponsored this year.

**Set and Edit Your Goals**

	PREVIOUS YEAR	GOAL TOTAL
Number of inbound Youth Exchange students	-	-
<b>Achievement</b>		-
Number of outbound Youth Exchange students	-	-
<b>Achievement</b>		-
Number of RYLA participants	-	-
<b>Achievement</b>		-

Enter the total number of participants sponsored (year-to-date).

Save Clear all Cancel

# Foundation Giving

District 8100 | Club TEST Club013

Select Foundation Giving.

Your Club
Service
Foundation Giving

- Club View
- District View
- Group View
- Global View
- Resources
- Reports

## Foundation Giving

Through Rotary Foundation participation and support, your club can make a difference in the lives of people around the globe. Contributions to The Rotary Foundation enable Rotarians to carry out humanitarian and educational projects. This tab helps clubs track and analyze their Foundation contributions.

Trends

This chart shows your club's Annual Fund contributions over five years. Click on the labels in the legends to add or remove features in the chart. Hover over points on the lines to see details.

### Annual Fund Trend

2011 - 2016

Year	Goal	Year To Date
2011-12	~18,000	~25,000
2012-13	~5,000	~24,000
2013-14	~14,000	~31,000

Use the drop-down menu to see your club's donations to the Annual Fund for the last five years.

YEAR

2015-16 ▼

2015-16			
0 USD GOAL	0% ACHIEVED	0 USD PER CAPITA	19,800 USD YEAR TO DATE

Goals and Progress

Current, incoming, and immediate past club leaders can click "Edit" to set goals and achievements. All club members can click "View" to see goal details.

Select the year you want to edit or view.

2014-15

2015-16

2016-17

Then click EDIT to update a goal.

Annual Fund		
19,800 USD 2015-16 YEAR TO DATE	- USD 2016-17 GOAL	0 USD 2016-17 YEAR TO DATE

▼ Details

	2015-16 YEAR TO DATE	2016-17 GOAL	5-YEAR HIGH
Annual Fund	19,800 USD	- USD	41,991 USD

Select your year to set goals.

# Annual Fund

## Annual Fund ?

Your Annual Fund goal represents how much you would like your club and club members to contribute to The Rotary Foundation's Annual Fund. Enter your club's goal below. For more information about the Annual Fund, click the Help icon.

**Set and Edit Your Goals**

	Data supplied by Rotary.	Enter your club's goal for contributions this year.
	5-YEAR HIGH	GOAL TOTAL
Annual Fund	10889 USD	- USD
Achievement		0 USD
2016-17 Goal Total	Data supplied by Rotary.	USD

Save Clear all Cancel

# PolioPlus Fund

## PolioPlus Fund ?

End Polio Now. Be a part of history and help Rotary achieve a polio-free world. Contributions to the PolioPlus Fund are eligible for Paul Harris Fellow recognition.

**Set and Edit Your Goals**

	Data supplied by Rotary.	Enter the amount your club would like to give.
	5-YEAR HIGH	GOAL TOTAL
PolioPlus Fund	1577 USD	- USD
Achievement		0 USD
2016-17 Goal Total		USD

Save Clear all Cancel

# Major Gifts and Endowment Fund

Enter your club's goal for new commitments in the year. Though the donation doesn't have to be received during a club officer's term, the commitment must be.

## Major Gifts and Endowment Fund

With a commitment to achieving lasting change, Rotarians are encouraged to invest in the future of The Rotary Foundation by making a Major Gift. You can make an outright contribution or designate a portion of their estate to the Foundation's Endowment Fund.

**Set and Edit Your Goals**

	ALL-TIME TOTAL	GOAL TOTAL
Major Gifts (10,000 USD or more)	0	-
Achievement		0
Bequest Society	4	
Achievement		
Benefactors	5	
Achievement		

Annotations:

- Box 1: Total number of members who have achieved each level during their time as a Rotarian. Data supplied by Rotary. (Points to ALL-TIME TOTAL column)
- Box 2: Enter the number of individuals who will commit to giving at each level. (Points to GOAL TOTAL column)
- Box 3: Data supplied by Rotary. (Points to the '0' in the GOAL TOTAL for the 'Achievement' row)

Buttons: Save, Clear all, Cancel