

# ROTARY CITATION FREQUENTLY ASKED QUESTIONS



## **How do I achieve the Rotary Citation for Rotary clubs?**

1. Go to Rotary Club Central.
2. Review the 25 available goals.
3. Select and set at least 13 goals.
4. Achieve your goals.
5. Report your achievement in Rotary Club Central.

## **How do I access Rotary Club Central?**

You can find [Rotary Club Central](#) in the Member Center on My Rotary, under Online Tools. To learn how to use Rotary Club Central, you can take the online course in the Learning Center called [Rotary Club Central Resources](#).

## **How do I find the Rotary Citation goals in Rotary Club Central?**

1. Go to the Goal Center on the left side of the page.
2. Select the Rotary year (in the middle of the screen).
3. Select the **All** tab.

If goals have already been selected, the club president, secretary, treasurer, membership and foundation chairs, executive secretary/director can click on the edit button to change your club's selection.

## **Where can I find a list of the Rotary Citation goals that I can print?**

The goals can be found in [this document](#).

## **Do clubs have to be in good standing to earn the Rotary citation?**

Yes. To be eligible for the Rotary Citation, clubs need to begin the year as active clubs in good standing and remain so throughout the year. For the purposes of the citation only, good standing means that a club has paid each invoice balance in full upon receipt (and hasn't received a 60-day reminder letter from Rotary International Accounts Receivable).

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## **How can I verify that a club is in good standing?**

To see whether your club is in good standing, you will need to check whether the club balance has been paid in full and within the 60-day time frame.

To check your daily club balance, check the report under Manage, then Club Administration, then Club Finances. You should have an outstanding balance of \$0.00. Invoices are due when they are posted, in mid-January and mid-July.

To check whether your July and January club dues were paid on time, check the Citation Recipients Report. This report can be found on My Rotary. Navigate to the **Manage tab**, then **Club and District Administration**, and find **Reports**. In the **Awards** section, you'll see the Rotary Citation. This report also lives in Rotary Club Central. Clubs are in good standing as long as they haven't received a 60-day reminder to pay their dues.

If you have questions about the club invoice or where to send your payment, including whether your club has a zero balance or received a 60-day reminder letter, contact your [financial representative](#).

## **What if social distancing makes it hard to achieve some goals?**

The current process allows clubs to select goals that are achievable and relevant. There are many goals to choose from that don't require in-person gatherings.

## **Who can see and set goals?**

All Rotarians can see the goals that their club president, secretary, treasurer, membership chair, foundation chair or executive secretary/director has set for any given year. If a member doesn't see a goal for the incoming year, it might be because one of these officers hasn't set it yet, or because the member hasn't been reported as a member of the club.

Any incoming officer at the club or district level, including assistant governors, can set goals for the upcoming year. If a club leader does not have the ability to set goals in Rotary Club Central, it might be that their leadership role hasn't been reported in My Rotary.

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## **Is our club still eligible for the citation if we achieve different goals than the ones we set at the beginning of the year?**

Yes. If club leaders find that a goal that is set at the beginning of the year is going to be unattainable, but another will be attainable, they can edit the goals selected at any time during the year. As long as more than half of the goals are reported as achieved by the end of the Rotary year, the club is eligible for the citation.

## **Where should I enter my club's accomplishments?**

The achievements for data-driven goals like membership numbers and Rotary Foundation giving are updated from our database, so you don't need to report those. All other self-reported goals can be reported in Rotary Club Central by marking them "Achieved."

## **Why are clubs asked to choose at least 13 goals to achieve for the citation?**

Allowing clubs to choose their goals provides flexibility and recognizes that some goals are more important or achievable than others, and this varies from club to club. There are 25 goals in total and clubs have to achieve more than 50%, or at least 13.

## **Can members who aren't club leaders enter a club's accomplishments?**

No. However, a club president, secretary, treasurer, membership or foundation chair, or executive secretary/director can [delegate online access](#) temporarily to a member to allow them to enter a club's accomplishment in Rotary Club Central.

## **How can I see my club's progress?**

Members who have My Rotary accounts can see their club's accomplishments in the Rotary Citation Recipients Report. You can find the report in Rotary Club Central in the reports tab. The report is also available in My Rotary. Go to **Manage**, then **Club and District Administration**, and then **Reports**. In the **Awards** section, you'll see the Rotary Citation. The report becomes available in December and will remain active until 1 July.

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## **I just achieved a goal for my club. Why isn't the achievement showing?**

Achievement of self-reported goals appears as soon as you enter the achievement in Rotary Club Central. You can enter the achievement at any time. It may take 24 hours to show as achieved on the report.

If the goal is for a data-generated achievement, such as membership numbers or Rotary Foundation giving, the achievement may not appear in Rotary Club Central for 48 hours. Please check the Citation Recipients report a day or two after the reporting achievement to Rotary International (i.e., reporting membership changes or submitting contributions).

## **What are Rotary Action Groups and Rotary Fellowships?**

[Rotary Action Groups](#) are independent, international, Rotary-affiliated groups whose members have expertise and experience in a particular area of specialization. Aligned with Rotary's priority to increase humanitarian impact, they use their knowledge and passion to help clubs and districts plan and carry out impactful service projects.

- Membership is open to any individual. Rotarians, Rotaractors, and Peace Fellows can serve in leadership roles.
- By joining a Rotary Action Group, you can use your professional skills to advise on meaningful service activities outside your own club, district, or country.
- Rotary Action Groups provide networking opportunities with likeminded individuals from around the world.

[Rotary Fellowships](#) are international groups that share a common passion. Being part of a fellowship is a fun way to make friends around the world, explore a hobby or profession, and enhance your Rotary experience.

## **What are examples of a leadership development program?**

A leadership development program can be anything designed to give members opportunities for developing their leadership skills. Clubs can offer leadership

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development opportunities to their members, such as asking them to be on a committee or lead a club initiative. They can also support members interested in professional development by having a mentor program or giving them opportunities to develop new skills through new experiences, such as taking the professional development courses in [Rotary's Learning Center](#), and creating a supportive environment for them as they complete the assignments involved. There are eight leadership and public speaking courses available that Toastmasters-developed for Rotarians in Rotary's [Learning Center](#). These could be used to build a leadership program in your club to achieve this goal.

## **What district training events count for the district training participation goal?**

The description of the goal in Rotary Club Central notes that this goal refers to club committee attendance at the district training assembly. The district training assembly is the RI-Board recommended training held by the district governors-elect for incoming club officers, including club presidents, secretaries, treasurers, and club administration, membership, public relations, service project, and Rotary Foundation committee chairs.

## **What social activities count for the goal in Rotary Club Central?**

Any social activity held outside of the regular club meeting that is open to all club members can count for this goal, including virtual events.

## **Can clubs earn a presidential distinction?**

No. The Rotary Citation no longer includes distinction levels.

## **Where can I find the presidential theme address?**

You can read RI President Holger Knaack's theme address, "[Holger Knaack sees opportunities for Rotary to change, thrive](#)," on Rotary.org. You can also [listen](#) to RI President-elect Shekhar Mehta's theme address.

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## **Why is my previous year's membership growth not showing? I didn't remove members until 1 July.**

Members who are added on 1 July count toward the next year's membership growth. Members who are removed on 1 July count toward the previous year's loss since they aren't members at the start of the Rotary year.

The membership trends graph in Rotary Club Central is updated based on 1 July membership figures so it won't update throughout the year. To find your club's current membership figures, go to your Reports on My Rotary's Manage tab.

## **How can I report an ongoing or completed service project?**

If you have a multi-year project, and are concerned about it impacting your achievement of the goal in Rotary Club Central, you can break your project into parts that will be achieved each year and mark each part complete when the Rotary year ends.

## **How are new and existing members defined?**

For the purposes of the citation, a new member is defined as those who were added on or after 1 July of the Rotary year in question. Existing members are those who were members prior to 1 July of the Rotary year in question.

## **Are clubs chartered during the current Rotary year eligible for this year's citation?**

If a newly chartered club is in good financial standing and has achieved 13 goals before the end of the Rotary year, it is eligible. If it was chartered after January, it is considered to be "in good standing." If it is chartered before January, it is only considered to be "in good standing" if it has satisfied the January invoice payment on time. To confirm eligibility, presidents of newly chartered clubs should write to [riawards@rotary.org](mailto:riawards@rotary.org).

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## **Why isn't my Rotary club showing as having earned the citation on the citation recipients report?**

If your club received an exception for one of the requirements, it will not be reflected on the report.

## **What does my club get for earning the Citation?**

If a club successfully completes all the goals necessary for the citation, they will receive a digital certificate which can be printed locally if desired.

## **When are citation awards processed?**

Clubs should report achievement of goals by 30 June, the last day of the Rotary year. At that time, the Citation Recipients Report is pulled to determine recipients. In rare instances, exceptions are granted for extenuating circumstances. Citation certificates will be generated and sent in the first quarter of the new Rotary year. Requests for exceptions are considered on a case by case basis through October.

## **How will Citation certificates be distributed to clubs?**

Citation certificates will be emailed to immediate past district governors and assistant governors of clubs who have earned the award. The email will link to a folder where certificates can be found. This allows district leaders to award their clubs with the certificate if they choose. A month afterward, the link to the certificates will be emailed to directly to immediate past club presidents to ensure receipt. The certificates will be organized by district number and club name.

## **My club earned the citation, but we didn't get the certificate. Where can we find them?**

The 2019-2020 Rotary citation certificates for Rotary clubs can be found in [this folder](#). A link to the certificates for the 2020-2021 Rotary year will be shared with the appropriate club and district leaders in the first quarter of the 2021-2022 Rotary year.

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## **My club had achieved the citation when I checked the report during the Rotary year, why did we not get the citation certificate?**

The Citation Recipient Report is dynamic and may update as membership or Foundation giving figures change. If it shows a club as having earned the citation in May for example, but not in June, it may be that members were terminated at the end of the year which impacted their eligibility. The report is pulled on 1 July to determine recipients. Members terminated on 1 July will count as membership losses for the previous Rotary year. Members added on 1 July will count as membership gain for the current Rotary year.

## **ROTARY CITATION FOR ROTARACT AND INTERACT CLUBS**

### **How does the citation work for Rotaract and Interact clubs?**

Rotaract and Interact clubs can be nominated online for the citation by 15 August of the following Rotary year. For example, for the 2020-21 Rotary year, nominations are accepted until 15 August 2021. Rotaract and Interact clubs can't be nominated by email, mail, or phone. The link to the nomination form can be found on [rotary.org/citation](https://rotary.org/citation).

### **When does nomination for the Rotaract and Interact club citation open?**

The nomination form for Rotaract and Interact club citations opens in late August or September of the current Rotary year.

### **Where can I find the Rotaract and Interact Citation Goals?**

The goals for the Rotary Citation for Rotaract and Interact clubs can be found on [Rotary.org/citation](https://Rotary.org/citation)

### **How do Rotaract clubs achieve the Rotary Citation for Rotaract Clubs?**

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Rotaract clubs need to achieve more than half of citation goals to earn the Rotary Citation for Rotaract Clubs. The nominator submits an online form indicating which goals have been met. You can find a list of goals and a link to the nomination form on [Rotary.org/citation](https://www.rotary.org/citation). If more than half of the goals were met, the nominator receives a link to the certificate for presentation to the club.

## **How do Interact clubs achieve the Rotary Citation for Interact Clubs?**

Interact clubs need to achieve more than half of citation goals to earn the Rotary Citation for Interact Clubs. The club sponsor president or Interact club adviser has to submit an online form indicating which goals have been met. You can find a list of goals and a link to the nomination form on [Rotary.org/citation](https://www.rotary.org/citation). If more than half of the goals were met, the nominator receives a link to the certificate for presentation to the Interact club.

## **Who can nominate a Rotaract club for the Rotary Citation for Rotaract clubs?**

The sponsor club president or Rotaract club president can submit the nomination.

## **Who can nominate an Interact club for the Rotary Citation for Interact clubs?**

Only sponsor club presidents and Interact club advisers may submit the nomination form for Interact clubs. If the Interact club is sponsored by more than one club, sponsor clubs should coordinate to submit the nomination. Only one nomination per Interact club is accepted.

## **Is there a list of Rotaract/Interact clubs who have achieved the citation?**

Rotary International has a record but does not distribute the list.

## **What do I do if the Rotaract/Interact citation certificate doesn't arrive?**

Upon submitting a citation nomination form for a Rotaract or Interact club, the nominator will receive an automatic email that links to the certificate if the club achieved the required goals. The nominator can then download the certificate and send

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or print it for presentation to the club. If the nominator doesn't have that email, it may be in their junk mail. If it's not there, they can email [RIawards@rotary.org](mailto:RIawards@rotary.org) for help.