



D6910 Communication Team

2019-2020  
D6910 Governor's Citation  
and  
RI Club Citation



D6910 Communication Team

# 2019-2020 D6910 Governor's Citation and RI Club Citation

A Link to this video and a PDF of the content is available on the district web page at [www.rotarydistrict6910.org](http://www.rotarydistrict6910.org). Look under the "District Links" links tab in the "Training Pages"



D6910 Communication Team

## Governor's Club Citation & RI Club Citation

### Three Objectives

1. Encourage Club Leaders to Work to Achieve Goals that Will Strengthen the Club
2. Provide a Means of Documenting Achievements
3. Provide a Basis for Year End Acknowledgement of Achievements



D6910 Communication Team

## Governor's Club Citation & RI Club Citation

Most Important and Most Overlooked

Both Citations are designed to help guide the club's activities and document those activities throughout the year, not just to tally up achievements at the end of the year!



D6910 Communication Team

## D6910 Governor's Club Citation

To Find the 2019-20 D6910 Club Points/Objectives  
Worksheet,

Go To the District 6910 Web Site at

[www.rotarydistrict 6910.org](http://www.rotarydistrict6910.org)

# D6910 Governor's Club Citation

When the web page opens, a video will be running. Select the AGs and Presidents Tab



# D6910 Governor's Club Citation

**This screen will appear**

District Links	AGs/Presidents	Foundation	Public Image	Service	Rotary Links
Home	2019-20 District Directory (login required)	General Information	Public Image Main Page	Club Service	Rotary International
Contact us		SHARE Committee		Community Service	RI Learning & Reference Center
District Documents & Forms	<a href="#">2019-20 Club Points/Objectives Worksheet</a>	Grants Programs	District Newsletters (Rotations)	International Service	Office of the RI President
District Governor Bio	DG Official Visits	District Grants	2019-20 Zone Public Image Citation Flyer	Vocational Service	RI President's Bio
DG Official Visits		Global Grants		Youth Service GRSP	RI President's Monthly Message
2019-20 District Directory (login required)	District Governor Visit Protocol	Humanitarian Grants		Youth Service Interact	RI Presidential Citations
District Leaders	DG Visit Protocol 1-page Summary	Scholar Grants		Youth Service Rotaract	Other RI Awards
District Assistant Governors (AGs)	2019-20 PE Timeline	Vocational & Training Grants		Youth Service RYLA	20 Reasons to Join Rotary
District Club Presidents	2019-20 District Priorities	End Polio Now!		Youth Service Youth Exchange	4Way test
District Committees	2020 Rotary's Got Talent Flyer	Giving			Where Clubs Meet (Worldwide)
Calendar	2019-20 Zone Public Image Citation Flyer	Paul Harris Fellow			Object of Rotary
District Events	Lead Your Club - President	Paul Harris Society			About Rotary
District Conference	How to Set a Goal in Rotary Club Central	Peace & Conflict			Joining Rotary
District Awards	RI Manual of Procedure	TRF Education			Rotary History
2019-20 Club Points/Objectives Worksheet	D6910 YouTube Channel (including training videos)	TRF Speakers Bureau			Rotary Foundation
Where Clubs Meet	Membership Development	Resource Contacts			For New Members
College of Governors	Speakers' Bureau				Rotary Projects Showcase
Speakers Bureau	RI Learning Reference - AG				Rotary Strategic/Action Plan
Training Main Page	Lead Your District - AG				Rotary Zones 33-34
D6910 YouTube Channel (including training videos)					Rotary Leadership Institute Sunshine Division
Rotary Zones 33-34					

ps://www.dacdb.com/Rotary/Accounts/6910/Downloads/0/2020Cl...

2020ClubPointsOb....xlsx ^

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# D6910 Governor's Club Citation

## The Points Excel Worksheet

### A Few Important Items to Note About the Worksheet

2019-20 Governor's Citation Final Point Structure				
1				
2				
3	1. Enter your Club Name:			
4				
5	2. Enter your club's points attained in each category (leave categories not attained as blanks). Items in red are changes from the version of this Citation distributed in the District 6910 Directory.			
6	3. Your Club size will be determined by the number of members on your club's roster at the beginning of the 2019-2020 Rotary Year (July 1 <sup>st</sup> )			
7	4. Send this finalized Excel spreadsheet to Gerry Taylor (District Awards & Recognition Chair) at <a href="mailto:gk6910r@gmail.com">gk6910r@gmail.com</a> between 4/8/20 and 4/15/20. The deadline with no exceptions will be midnight April 15, 2020.			
8				
9	<b>Administration</b>	<b>Value</b>	<b>Attained</b>	
10	Review and/or update the club constitution and by-laws by September 1, 2019.	1		
11	File mandatory IRS Form 990 by November 15, 2019.	1		
12	Quarterly: Verify accuracy of DACdb member data, including Classifications, and report club achievements in Rotary Club Central.	2		
13	<b>Administration Total</b>	<b>4</b>	<b>0</b>	
14				
15				
16	<b>District Governor's Goals</b>	<b>Value</b>	<b>Attained</b>	
17	Participate in World Polio Day by holding an Event/Fundraiser from 10/17-10/24,			
18	2019; advertising the event on Social Media, posting the event results on 10/24			
19	and reporting on Rotary.org	2		
20	† Contribute \$20 per capita to C.A.R.T. Fund.	2		
21	<b>District Governor's Goal Total</b>	<b>4</b>	<b>0</b>	
22				
23				
24	<b>Foundation</b>	<b>Value</b>	<b>Attained</b>	
25	Record 2019-2020 Club Foundation Goals in Rotary Club Central by April 30, 2019.	1		
26	Appoint a Club Foundation Chair and identify in DACdb by April 30, 2019.	1		
27	Receive a Rotary Foundation Every Rotarian Every Year Club by March 31, 2020.	1		

Instructions printed in red are different from those in the printed directory

The Club name must be entered for the club to receive credit

Absolute deadline for delivery of the completed form is midnight April 15 (Tax Day)  
If there are points that will be achieved after April 15<sup>th</sup> go ahead and claim them with the 4-way test in mind.



# D6910 Governor's Club Citation

## The Points Excel Worksheet

### A Few Important Items to Note About the Spreadsheet

23				
24	<b>Foundation</b>		<b>Value</b>	<b>Attained</b>
25	Record 2019-2020 Club Foundation Goals in Rotary Club Central by April 30, 2019.	1		
26	Appoint a Club Foundation Chair and identify in DACdb by April 30, 2019.	1		
27	Become a Rotary Foundation Every Rotarian Every Year Club by March 31, 2020.	1		
28	† Become a \$100 per Capita Club by March 31, 2020	1		
29	Become a 100% Sustaining Member Club by March 31, 2020	1		
30	Qualify for and apply for a District or Global Grant.	1		
31	Gain new Paul Harris Society Members: S/M Clubs 1; L/XL Clubs 2.	1		
32	Provide Financial support to any current or proposed Global Grant Project	1		
33	† Attain / Maintain per capita Annual Fund giving of \$125-\$150	1		
34	† Attain / Maintain per capita Annual Fund giving of \$150 or more (may claim both).	1		
35	Have at least 2 programs on The Rotary Foundation, with 1 in November.	1		
36	<b>Foundation Total</b>	<b>11</b>		<b>0</b>
37				
38				
39	<b>Leadership</b>		<b>Value</b>	<b>Attained</b>
40	President-Nominee (2020-2021 President) attends PETS 2019.	1		
41	Any 4 of the following attend District Assembly on April 6, 2019: President Elect, President Nominee, Secretary, Treasurer, Foundation Chair, Membership Chair, Public Image Chair. Chair or Chair Elect qualifies.	3		
42	Set at least 10 goals in Rotary Club Central and approve a budget by June 30, 2019.	2		
43	Develop and/or update club strategic plan by April 1, 2020. Use the 2019 RI Strategic Plan as your guide/reference.	1		
44	Appoint a Club Training Officer	2		
45	Appoint an "On to Conference" Chair and identify in DACdb by August 1, 2019.	2		
46	† Register at least 20% of club membership for the April 2020 District Conference by April 1, 2020. Number may include spouses.	2		
47	Members attend Rotary Leadership Institute (RLI): S 1; M 2; L 3; XL 4.	2		
48	At least 1 club member serves at the District Level or above.	1		
49	All Club Officers and Board have rotary.org and DACdb login IDs.	2		
50	<b>Leadership Total</b>	<b>18</b>		<b>0</b>

**Some requirements such as those pointed out by arrows must have been completed during the previous Rotary year. It can be frustrating if they were not! The best the current team can do is to be certain that these things are done in your year so those who follow you will not have the same problem!**



D6910 Communication Team

## 2019-20 RI Club Citation

1. Deadline for Entering Information is June 30
2. Documentation for the Citation is Added Automatically from Work Areas in DACdb (which is sent to RI) or Rotary Club Central

# 2019-20 RI Club Citation

**Go to Rotary Club Central and  
Select the Goal Center Tab.**

- Dashboard
- Goal Center**
- Global View
- Service Activities
- Resources
- Reports
- Contact Us
- My Rotary
- SETTINGS
  - Language

## Goal Center

The Goal Center is where you choose and set the goals your club will focus on, and track progress.

**Please note: data reported outside Rotary Club Central, including data reported in My Rotary, will be delayed for at least 24 hours.**

### Rotary Club Gwinnett County

5 OF 23 ACHIEVEMENT

PRINT

**Set goals in each of the six areas below. Then document progress throughout the year using DACdb and tools in the dashboard and the RI Club Citation components will be entered automatically.**

Members & Engagement

Rotary Foundation Giving

Service

Young Leaders

Public Image

Rotary Citation

All

EDIT

The goals you select will appear below. To report progress or add, remove, or edit a

**You must be club president, secretary, executive secretary, treasurer, chair of foundation or chair of membership to edit this area!**

Club membership

> Show goal details and history

ACHIEVEMENT

102



OF

GOAL

101

As Of 25-Jul-19

# 2019-20 RI Club Citation

Dashboard

Goal Center

Global View

Service Activities

Resources

Reports

Contact Us

My Rotary

SETTINGS

Language

Rotary

Club Central

Robert Rule

Goal Center

The Goal Center is where you choose and set the goals your club will focus on, and track progress.  
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Rotary Club of Gwinnett County

5 OF 23 ACHIEVEMENT

2019-20

PRINT

For more detailed instructions, go to the Resources Tab

Members & Engagement

Rotary Foundation Giving

Service

Young Leaders

Public Image

Rotary Citation

All

EDIT

The goals you select will appear below. To report progress or add, remove, or edit a goal, select EDIT.

Club membership

Show goal details and history

ACHIEVEMENT

102

OF

GOAL

101

As Of 25-Jul-19

# 2019-20 RI Club Citation

Dashboard

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Brand Center

The Brand Center has the digital resources clubs need to create communications that are effective and consistent with Rotary's image. Here you can find the Rotary club brochure template, press release designs, and other resources.

Voice and Visual Guidelines

Refer to this tool for guidance on the Rotary voice, club logos, and color palettes and font styles for club communications.

Messaging Guide

This document provides simple advice for telling Rotary's story in a clear, compelling, and consistent way.

Rotary Videos


Use these videos to educate your community about Rotary's impact.

Rotary Citation Resources

RESOURCE	DESCRIPTION
<a href="#">Rotary Citation Webpage</a>	Learn more about the Rotary Citation and download a copy of the brochure.
<a href="#">Rotary Citation Achievement Guide</a>	Tips and tricks for mastering the Rotary Citation.
<a href="#">Reports: Rotary Citation Dashboard</a>	Navigate to the Awards section of the reports page to check club progress toward the Rotary Citation.


**This link provides access to detailed instructions for documenting and tracking club progress**

# 2019-20 ROTARY CITATION ACHIEVEMENT GUIDE

GOAL	WHERE DO I REPORT OUR ACHIEVEMENT?	HOW DO I REPORT IT?	HOW DO I SEE OUR PROGRESS?
<b>UNITE PEOPLE (ACHIEVE 5 GOALS OF 9)</b>			
Appoint an active club membership committee comprised of no less than five members and report the Chair to Rotary International	<a href="#">Rotary Club Central</a>	Go to <del>Goal Center</del> in Rotary Club Central. Under the <b>Rotary Citation</b> tab, click the <b>EDIT</b> button and go to <b>Club Membership Committee</b> . Check the <b>SELECT GOAL</b> box and move the <b>ACHIEVEMENT</b> button to yes.	Look for the check mark next to the <b>ACHIEVEMENT</b> button. 
Achieve a net gain of 1 member	<div style="border: 2px solid red; padding: 5px; background-color: yellow;"> <p><b>You will soon learn to use the Rotary Club Central Dashboard and Reports by following these Instructions</b></p> </div>	<p>Go to <b>Reports</b> in Rotary Club Central. Under the <b>Members &amp; Engagement</b> tab, go to <b>Club Reports</b> and select <b>Members in a Club</b>.</p> <p>To update your membership, go to <a href="#">Club Administration</a> and, under <b>Club &amp; Member Data</b>, choose the <b>Update Member Data</b> section. Select <b>Add, edit, or remove members</b>.</p> <p>If your club uses a club management system, make sure your data is synched with Rotary's.</p>	Go to <b>Dashboard</b> in Rotary Club Central. Under the My Club tab, review the Membership Trends graph. The goal is achieved if your current number of Members is greater than the number of Members at 1 July 2019. This number must remain greater until after 1 July 2020.
<p>Maintain or improve your club's retention of current and new members:</p> <ul style="list-style-type: none"> <li>Improve your club's retention rate by 1 percentage point</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>If your club's retention rate was 90 percent or more in 2018-19, maintain it</li> </ul>		<p>Go to <b>Reports</b> in Rotary Club Central. Under the <b>Members &amp; Engagement</b> tab, go to <b>Club Reports</b> and select <b>Member Viability and Growth</b>. Select 7/1/2018 for the start date and 7/1/2019 for the end date to run the report for the prior year. Save the report so you can refer to it throughout the Rotary year.</p> <p>As your club's membership changes, run the report for the current year. Compare the "New member retention percentage" and "Existing member retention percentage" in the current report with last year's.</p>	The goal is achieved if your member retention rates improve by 1 percent over 2018-19, or remain the same if they were above 90 percent in 2018-19.



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Achieve a net gain of 1 member	<a href="#">Club Administration</a> <div> <p><b>Do not use this link. Our district uses DACdb for club administration</b></p> </div>	<p>Go to <b>Reports</b> in Rotary Club Central. Under the <b>Members &amp; Engagement</b> tab, go to <b>Club Reports</b> and select <b>Members in a Club</b>.</p> <p>To update your membership, go to <a href="#">Club Administration</a> and, under <b>Club &amp; Member Data</b>, choose the <b>Update Member Data</b> section. Select <b>Add, edit, or remove members</b>.</p> <p>If your club uses a club management system, make sure your data is synched with Rotary's.</p>	Go to <b>Dashboard</b> in Rotary Club Central. Under the My Club tab, review the Membership Trends graph. The goal is achieved if your current number of Members is greater than the number of Members at 1 July 2019. This number must remain greater until after 1 July 2020.
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# 2019-20 RI Club Citation

Rotary Club Central

Robert Rule

Dashboard

Goal Center

Global View

Service Activities

**Resources**

Reports

Contact Us

My Rotary

SETTINGS

Language

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**The Rotary Citation Report is a very easy tool to track progress throughout the year but was not available for 2019-20 when this presentation was completed in July 2019. We are not sure this will be available this year**





D6910 Communication Team

## D6910 Governor's Citation and RI Club Citation

Clubs that use the Citations as guidance and begin to work on them early in the year benefit the most.