



**SERVE TO
CHANGE LIVES**

Dear 2021-2022 Club Presidents and Club Leaders:

Introduction:

The District 5240 Awards Program is intended to recognize the accomplishments of clubs that excel during the Rotary year. Awards and recognitions are presented at the annual District Awards/District Governor Step-down Celebration in June.

Types of District Awards include:

- ❖ Category Awards: One club in each size classification will receive an award for best achievement in each of the categories listed below.
 - 2020-21 Award Categories:
Avenues of Service (Club, Community, International, Vocational, Youth), Membership, The Rotary Foundation, and Promoting Peace.
 - Club Size Classifications (based on your active member count on July 1, 2021):
 - Small club = 1 – 35 members.
 - Medium club = 36-70 members.
 - Large club = 71 or more members.
- ❖ Medal Awards: Clubs have an opportunity to qualify as either a **Bronze, Silver, or Gold Club** based on their achievements in the Category Awards criteria. All clubs who qualify for a medal award will be recognized.
- ❖ Best Club Awards: One club from each size classification will be selected to receive the “Best Club” award based on their overall achievements. There will also be one “Best Overall Club” award.
- ❖ Special Governor Awards: District Governor Dana will present special awards to clubs and individual Rotarians who distinguish themselves in significant ways during the year.

Instructions:

- 1) The following worksheets enable you to track your club’s achievements. Successful award winners have a proactive Awards Chair and update their copy of the worksheets with the club’s achievements throughout the year.
 - a) The first eight worksheets have the Category Award criteria. The last three worksheets have the Medal Award criteria (Bronze, Silver, and Gold.)
 - b) Unless otherwise stated in the criterion, completion of each of the criteria counts as one point. Get as many points as you can – the more you earn the better chance your club has for an award.
 - c) Total the number of points for the criteria at the bottom of each worksheet in the space provided.
 - d) The Medal Award worksheets have additional instructions at the top of those worksheets for those awards.

- 2) Awards are based on club activities completed between July 1, 2021, and May 13, 2022. However, clubs may count projects and activities scheduled to be completed between May 14 and June 30, 2022.
- 3) **Award application worksheets are due by May 13, 2022, 5:00 pm.** You can email the documents to me at kat@mymarchconsulting.com or send via snail mail to my office. That address is: 1401 19th Street, Suite 105, Bakersfield, CA 93301.
- 4) If you have any questions, please email me at kat@mymarchconsulting.com

Thank you,

Kat Clowes
District Awards Chair

kat@mymarchconsulting.com

Please fill out the following:

CLUB NAME:

NAME OF PERSON SUBMITTING:

CONTACT INFORMATION (EMAIL AND PHONE NUMBER)

SUBMITTAL DATE

CATEGORY AWARD CRITERIA
Club Service

Minimum points for this category are 6 (large clubs), 5 (medium clubs), 4 (small clubs)		Points
1	Enter your final goals in Rotary Club Central before September 20, 2021.	
2	Publish a monthly club bulletin in any form; maintain a Facebook page, or website with weekly updates.	
3	Hold quarterly social or fellowship events for club members, their families, and/or former members outside of regular meetings.	
4	At least one club member serves at the district or zone level.	
5	At least two club members attend the District Conference.	
6	Obtain input from your club members regarding club operations and projects and report results to the club. Any method may be used, including surveys or club assemblies.	
7	PE and one other club member attend a Grants Qualification/ Rotary Foundation Seminar.	
8	Hold at least one strategic planning meeting with your club members to discuss what the club should look like in the future, what steps the club should take to achieve that vision, and what value your club brings to your members.	
9	Club Service Director attends the 2022 District Training Assembly.	
10	Have a Club Assembly at a club meeting in the first 6 months to discuss how to achieve your club, district, and RI goals.	
11	All club members have active accounts on the Club or District and RI websites.	
12	Develop a presentation recapping the projects and activities conducted by your club and share with your members.	
13	Help Rotary club members leaving the community locate Rotary clubs at their new location.	
14	Report to your club quarterly about progress on District Awards criteria and on Rotary Club Central goals.	
15	Utilize the materials and templates from Rotary.org Brand Center on your project signage, website, social media pages, bulletin, and announcements of service projects.	
16	Submit at least one photo and story about your club to stories@district5240.org before May 13, 2022.	
16 points available.		TOTAL POINTS IN CATEGORY

CATEGORY AWARD CRITERIA
Community Service

Minimum points for this category are 6 (large clubs), 5 (medium clubs), 4 (small clubs)		Points
1	Conduct a formal or informal community needs assessment to help the club understand the kinds of projects needed in your community. OR update an assessment completed more than five years ago.	
2	Conduct a new or continuing community service project involving significant hands-on participation by Rotarians and family members; including Rotaract or Interact members counts as <u>two points</u> .	
3	Participate in a project or program that supports services for our Military Families or First Responders (either active or retired personnel.)	
4	Conduct a new or continuing community service project involving at least one other Rotary club.	
5	Publicize all your community service projects in at least two of the following: newspapers, radio, television, social media, your website, or an information booth at community events.	
6	Update your club's Facebook page, Instagram, and/or website weekly with your community projects.	
7	Collaborate with a non-Rotary organization on a community service project.	
8	Participate in a youth literacy program or project.	
9	Participate in a community clothing/food drive; involving Rotaract or Interact members counts as <u>two points</u> .	
10	Lead or participate in a <u>joint</u> community service project with Interact or Rotaract club(s).	
11	Participate in a community service project benefiting youth or elderly; involving Interact or Rotaract members counts as <u>two points</u> .	
12	Participate in "Rotary Day of Service." See this from RI President Mehta for information.	
13	Community Service Director attends the 2022 District Training Assembly.	
14	Include both "big projects" and "smaller acts of service" in your local service projects.	
15	Submit at least one photo and story about one of your club community service projects to stories@district5240.org before May 13, 2022.	
18 points available.		TOTAL POINTS IN CATEGORY

CATEGORY AWARD CRITERIA
International Service

Minimum points for this category are 6 (large clubs), 5 (medium clubs), 4 (small clubs))		Points
1	Participate in at least one International Rotary Service Project.	
2	Initiate an International Rotary Project in 2021-2022.	
3	At least one member travels to an international project site for a hands-on experience in 2021-2022.	
4	Submit a Global Grant application for at least one NEW International Service project.	
5	Participate in a polio eradication awareness and/or fundraising campaign or project in your community.	
6	At least one member of your club participates in a Rotary NID (National Immunization Day) trip.	
7	Provide a PolioPlus update presentation at a club meeting.	
8	At least 5% of club members attend the 2022 Rotary International Convention.	
9	Collaborate with another organization to implement an International Service project.	
10	International Service Director attends the 2022 District Training Assembly.	
11	Other International Service activities unique to your Club. A multi-Club activity counts as <u>two points</u> .	
12	Develop a presentation recapping the International Service projects and activities conducted by your club. Share it with your members.	
13	Participate in a friendship or vocational exchange with a Rotary club in a different country.	
14	Post at least one international project on Rotary Showcase (https://map.rotary.org/en/project/pages/project_showcase.aspx).	
15	Track all international projects and club member volunteer hours in Rotary Club Central/Service Activities.	
16	Submit at least one photo and story about one of your international service projects to info@district5240.org before May 13, 2022.	
17 points available.		TOTAL POINTS IN CATEGORY

CATEGORY AWARD CRITERIA
Vocational Service

Minimum points for this category are 7 (large clubs), 6 (medium clubs), 5 (small clubs)		Points
1	Have an employer/employee relations program where Rotarians bring their Employee of the Month/Year to a club meeting.	
2	Conduct or participate in an apprentice training program or project.	
3	Participate in programs that provide support for training services for community member(s) who require new job skills.	
4	Organize, conduct, or participate in a high school career day.	
5	Establish club programs and services to assist young professionals in creating and growing their businesses or careers.	
6	Present a Vocational Service Award such as Ethics Award, Teacher of the Year, or Public Service Award honoring those who serve your community.	
7	Sponsor or participate in a vocational service ethics/leadership workshop or presentation to high school and/or middle school students.	
8	Conduct or participate in a Middle School, Junior High, High School or Continuation School interview workshop.	
9	Develop or maintain a listing of your members in print or online with their classification and business to aid your members in doing business with other Rotarians. A multi club directory for your group counts as <u>two points</u> .	
10	Your club actively works to be or become a club that represents the diversity of the working professionals in your community. (https://my.rotary.org/en/learning-reference/about-rotary/diversity-equity-and-inclusion)	
11	Vocational Service Director attends the 2022 District Training Assembly.	
12	Organize or participate in a Rotarian and guest business networking event.	
13	Award a vocational scholarship to a person taking vocational job training. If this person's need for training is a result of job layoff or company closure count as <u>two points</u> .	
14	Conduct member craft talks at least quarterly.	
15	Conduct at least one meeting offsite at an area business.	
16	Submit at least one photo and story about one of your vocational service projects to stories@district5240.org before May 13, 2022.	
18 points available.		TOTAL POINTS IN CATEGORY

CATEGORY AWARD CRITERIA
Youth Service

Minimum points for this category are 7 (large clubs), 6 (medium clubs), 5 (small clubs)		Points
1	Sponsor or support an existing or new Interact or Rotaract Club. Sponsoring <u>more than two</u> Interact Clubs counts as <u>two points</u> .	
2	Assist Rotaractors leaving the community to locate a new Rotaract or Rotary Club.	
3	At least one club member engages with each sponsored Interact and Rotaract clubs by attending a minimum of three Interact Club and/or Rotaract Club meetings.	
4	At least one Interact/Rotaract board member is a guest at a club meeting each quarter.	
5	Organize a club meeting or event to introduce Interact or Rotaract members to club members.	
6	Participate in a youth literacy program.	
7	Sponsor students to attend RYLA.	
8	Sponsor or assist students to attend an Interact symposium or conference.	
9	Enable Interact and/or Rotaract members to attend the District Conference, District Training Assembly, RI Convention or PRLS.	
10	Organize or conduct a Four Way Test essay contest with winners submitted to the district contest or a speech program/contest emphasizing Rotary ideals and principles. Including High School AND Middle School levels counts as <u>two points</u> .	
11	Organize, conduct, or participate in a mentor program or job shadowing day.	
12	Organize, conduct, or participate in/attend a High School Career Day program/Career Day Conference.	
13	Conduct a joint community service project that benefits youth and involves Interact and/or Rotaract Club(s).	
14	Provide counselor(s) or staff for at least one youth leadership event such as: RYLA, YES!, ethics/leadership workshop, etc.	
15	At least one club members commits to hosting a Rotary Youth Exchange student during Rotary Year 2022-2023.	
16	Youth Service Director attends the 2022 District Training Assembly.	
17	Organize/fund/create a scholarship program for Interact or Rotaract Club members.	
18	Sponsored Interact/Rotaract club submits awards worksheet to the Awards Chair.	
19	Submit at least one photo and story about one of your youth service projects to stories@district5240.org before May 13, 2022.	
20 points available.		TOTAL POINTS IN CATEGORY

CATEGORY AWARD CRITERIA
Membership

Minimum points for this category are 7 (large clubs), 6 (medium clubs), 5 (small clubs)		Points
1	Have an active membership committee which meets monthly and has sub-chairs for recruiting and for retention.	
2	Membership chair attends the 2022 District Training Assembly.	
3	Invite the District Membership Chair to be the program speaker at one of your meetings.	
4	Hold a Club Assembly in the first half of the Rotary year focused on membership.	
5	Have a brochure for potential new members that describes the club's purpose and activities.	
6	Encourage club members to bring potential members to club meetings. (1 point for each 20% of the active membership that bring at least one visitor before May 13, 2022, up to <u>three points</u>)	
7	Implement a business or family membership option for your club and induct at least one group of members into your club using this membership option.	
8	Hold a standard informational meeting with each prospective member. Include information on Rotary, our district, and your club including the organization, fundraisers, services, and the required financial and expected time commitments.	
9	Create/maintain and conduct a standard induction ceremony for new members. Ensure their family is invited.	
10	Create/administer a program to recognize & reward those who sponsor new members.	
11	Assign new members to a club committee within one month of induction.	
12	Have active new member orientation and a mentoring program where a mentor (preferably different than the sponsor) is assigned within one week of induction.	
13	Utilize the Rotary "The 12 Letters" program with new members.	
14	Have a system to contact club members who have not been attending meetings.	
15	Invite former club members to a social "Rotary Reunion" or another event.	
16	Conduct "stay interviews" with poor attendance members and conduct "exit interviews" with resigning members to develop club improvement plans.	
17	Achieve a net gain in female members or members under the age of 40.	
18	Submit at least one photo and story about one of your membership projects to stories@district5240.org before May 13, 2022.	
20 points available.		TOTAL POINTS IN CATEGORY

CATEGORY AWARD CRITERIA
The Rotary Foundation (TRF)

Minimum points for this category are 6 (large clubs), 5 (medium clubs), 4 (small clubs)		Points
1	Invite the District Rotary Foundation Committee Chair, Foundation Area Representative, or a member of the District Foundation Committee to present a program at your club.	
2	Submit a District Grant application that supports your community.	
3	Participate in or submit a Global Grant application for an International Project.	
4	Participate in a club or group TRF fundraising event.	
5	At least 5% of club members attend the District Foundation Gala in 2022.	
6	Send club collected TRF donations to TRF at least once per quarter.	
7	Total club giving to The Rotary Foundation Annual Fund increases over the prior Rotary year.	
8	Total club giving to The Rotary Foundation Polio Fund increases over the prior Rotary year.	
9	Conduct or participate in a fundraising or awareness event on World Polio Day October 24, 2021. Register your project at https://www.endpolio.org/world-polio-day	
10	Club contributes at least \$100 per capita, <u>and</u> every member contributes at least \$25 to The Rotary Foundation. This enables the club to achieve Every Rotarian Every Year status.	
11	Five percent of club members earn a Paul Harris fellow in 2021-22 (new or next level).	
12	Club achieves 100% Paul Harris Club status or maintains 100% of members as Paul Harris Fellows.	
13	Five percent of club members are benefactors or members of the Bequest Society.	
14	One member of your club becomes a new member of the Paul Harris Society.	
15	At least 5% of club members are using Rotary Direct to make TRF contributions.	
16	Attach a list of other TRF projects or activities unique to your club.	
17	Submit at least one photo and story about one Rotary Foundation event to stories@district5240.org before May 13, 2022.	
17 points available.		TOTAL POINTS IN CATEGORY

CATEGORY AWARD CRITERIA
Promoting Peace

Minimum points for this category are 6 (large clubs), 5 (medium clubs), 4 (small clubs)		Points
1	Nominate a qualified Peace Scholarship candidate (long program or short program).	
2	Attain or maintain Peace Builder Club Status per the District guidelines and application.	
3	Have a presentation introducing the club to the Rotary Peace Fellowships Program: https://my.rotary.org/en/document/rotary-peace-fellowships-program-overview-and-update-presentation	
4	Appoint a club Peace Builder chair or director.	
5	Have an active club Peace Builder committee.	
6	Introduce the Peace Scholarship/Fellowship Program to an Interact or Rotaract Club.	
7	Coordinate and lead a peace building activity within your club.	
8	Participate in a district-level peace building activity.	
9	Lead or participate in a peace building project (locally or internationally) with at least one other Rotary Club.	
10	Create a partnership with another peace building organization (such as Mediators Beyond Borders).	
11	At least two members participate in a Rotary Presidential Peace Conference.	
12	Develop a peace building section in your club's newsletter or promote peacebuilding activities on Facebook, Twitter, Instagram, or your website.	
13	Other Promoting Peace activities unique to your Club. A multi-Club activity counts for <u>two points</u> .	
14	Submit at least one photo and story about one of your peace building events or efforts to stories@district5240.org before May 13, 2022.	
15 points available.		TOTAL POINTS IN CATEGORY

BRONZE MEDAL AWARD CRITERIA

If your club met the minimum number of points in at least FIVE of the EIGHT award categories for your club size classification, please complete this page.

BRONZE CLUB: Complete at least SIX to be qualified for Bronze		Points
1	Attain a net membership increase of +1 for small clubs, +2 for medium clubs or +3 for large clubs (member count as of May 13, 2022).	
2	Attain a membership retention rate of 80% (members retained as of May 13, 2022).	
3	Participate in at least one public relations activity through electronic, broadcast, or print media.	
4	Before February 1, 2022, verify your active members' Club and Rotary and "join dates" are accurate in Club Runner or your records.	
5	Club per capita contribution of at least \$125 to TRF Annual Fund.	
6	Club per capita contribution of at least \$25 to TRF Polio Plus Fund.	
7	Three percent of the club members attend the 2021-22 District Conference.	
8	Club President for 2022-2023 (President Elect) selected.	
9	At least three members attend the 2022 District Training Assembly.	
10	President and PE attend the 2021-22 District Midterm Seminar.	
11	At least one member attends a 2021-22 District Membership Seminar.	
12	Your club is qualified for District and Global Grants.	
13	At least one member becomes a NEW Basic or Master PRLS graduate.	
14	At least one member becomes a NEW Benefactor or Bequest Society member.	
15	At least one member becomes a NEW Paul Harris Fellow.	
16	At least one member becomes a NEW Paul Harris Society member.	
17	60% of your club members actively participate in at least one service project.	
18	Total club giving to The Rotary Foundation Polio Fund is at least \$1,500 in 2021-2022.	
18 points available.		TOTAL POINTS FOR BRONZE AWARD

SILVER MEDAL AWARD CRITERIA

If your club met the minimum number of points in at least SIX of the EIGHT award categories for your club size classification AND your club has qualified for a Bronze Club Award, please complete this page.

SILVER CLUB: Complete at least SIX to qualify for Silver		Points
1	Attain a net membership increase of +2 for small clubs, +3 for medium clubs, or +4 for large clubs (member count as of May 13, 2022).	
2	Attain a membership retention rate of 85% (members retained as of May 13, 2022).	
3	Participate in at least two public relations activities through electronic, broadcast, or print media.	
4	Club per capita contribution of at least \$150 to TRF Annual Fund.	
5	Club per capita contribution of at least \$35 to TRF Polio Plus Fund.	
6	Seven percent of the club attend the 2021-22 District Conference.	
7	Club President for 2023-2024 (President Elect Nominee) selected.	
8	At least six members attend the 2022 District Training Assembly.	
9	President, PE, and PEN attend 2021-22 District Midterms.	
10	At least two members attend a 2021-22 District Membership Seminar.	
11	Two members become new Paul Harris Society members.	
12	Participate in a District Grant or Global Grant.	
13	Two members become new Master PRLS graduates.	
14	Nominate a club member for the Avenues of Service Citation (award info on www.rotary.org).	
15	Present at least one Significant Service Award (award info on www.rotary.org).	
16	80% of your club members actively participate in at least one service project.	
17	Total club giving to The Rotary Foundation Polio Fund is at least \$2,500 in 2021-2022.	
17 points available.		TOTAL POINTS FOR SILVER AWARD

GOLD MEDAL AWARD CRITERIA

If your club met the minimum number of points in all EIGHT award categories for your club size classification and your club has qualified for a Silver Club Award, please complete this page.

GOLD CLUB: Complete at least SEVEN to qualify for Gold		Points
1	Attain a net membership increase of +3 for small clubs, +4 for medium clubs, or +5 for large clubs (member count as of May 13, 2022).	
2	Attain a membership retention rate of 90% (members retained as of May 13, 2022).	
3	Attain a net membership gain of at least 10% (net members gained as of May 13, 2022).	
4	Club per capita contribution of at least \$200 to TRF Annual Fund.	
5	Club per capita contribution of at least \$50 to TRF Polio Plus Fund.	
6	Ten percent attendance of the club at the 2021-22 District Conference.	
7	Club President for 2024-2025 (PE Designate) selected.	
8	At least seven members attend the 2022 District Training Assembly.	
9	President, PE, and PEN and sponsored Rotaract/Interact President(s) attend the 2021-22 District Midterm Seminar.	
10	At least three members attend a 2021-22 District Membership Seminar.	
11	Nominate a club member for the Rotary Citation for Rotary Clubs (award info on www.rotary.org).	
12	Club achieves 100% Paul Harris Club status or maintains 100% of members as Paul Harris Fellows.	
13	One member becomes a new major donor. Counts as <u>two points</u> if a member reaches level 2 major donor.	
14	Participate in a multi-club international project.	
15	95% of your club members actively participate in at least one service project.	
16	Total club giving to The Rotary Foundation Polio Fund is at least \$3,500 in 2021-2022.	
17 points available.		TOTAL POINTS FOR GOLD AWARD