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.

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:

- 2014-15
- 2015-16
- 2016-17

Then click EDIT.

Membership

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1 J ULY 2016</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2016-17</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2016-17</td>
<td></td>
</tr>
<tr>
<td></td>
<td>44</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2016-17 YEAR TO DATE</td>
<td></td>
</tr>
</tbody>
</table>

Details

Membership

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

2016-17 GOAL
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.

<table>
<thead>
<tr>
<th>Membership</th>
<th>1 JULY START FIGURE</th>
<th>MEMBERS</th>
<th>COAL TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>44</td>
<td>-</td>
</tr>
</tbody>
</table>

Achievement

2016–17 Goal Total

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.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Previous Year</th>
<th>Members</th>
<th>Percentage</th>
<th>Goal Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Members participating in club service activities</td>
<td>44</td>
<td>102</td>
<td>45</td>
<td></td>
</tr>
<tr>
<td>Members sponsoring new Rotarians</td>
<td>44</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Members in leadership development programs or activities</td>
<td>44</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Members in Rotarian Action Groups</td>
<td>44</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Members in Rotary Fellowships</td>
<td>44</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Members attending district conference</td>
<td>44</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Committee chairs attending district assembly</td>
<td>44</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

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

<table>
<thead>
<tr>
<th>Our club has a strategic plan</th>
<th>YES</th>
<th>-</th>
</tr>
</thead>
<tbody>
<tr>
<td>Achievement</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Our online presence accurately reflects current activities</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Achievement</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Number of social activities for members outside of club meetings per year</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Achievement</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

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

Enter the number planned for this year.

Enter the number achieved.

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**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

<table>
<thead>
<tr>
<th>Number of times we update our website or social media accounts per month</th>
<th>-</th>
<th>-</th>
</tr>
</thead>
<tbody>
<tr>
<td>Achievement</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Number of media stories (broadcast and/or print) covering our club’s projects per year</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Achievement</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

Enter your goal for each item.

We use RI produced advertising/public service materials

Enter the number achieved.

Save  Clear all  Cancel
Select Service.

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

Select the year for which you want to set goals.

Click EDIT to update a goal.
# 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

### Achievement Count

<table>
<thead>
<tr>
<th>Service Projects and Activities</th>
<th>Achieved</th>
</tr>
</thead>
<tbody>
<tr>
<td>PREVIOUS YEAR</td>
<td>GOAL TOTAL</td>
</tr>
<tr>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

**Title**

Bike to End Polio

**Summary**

Annual fundraiser hosted by our club to raise funds for End Polio now.

### Projected Resources

- **Total volunteer hours**: 300
- **Number of volunteers**: 25
- **Cash contributions (USD)**: 5000

### In-kind donations

- **Type**: Water bottles
- **Quantity**: 500
- **Total value (USD)**: 1000

Click to add more details.

### Actual Resources

- **Total volunteer hours**: 500
- **Number of volunteers**: 100
- **Cash contributions (USD)**: 2000

- **Type**: Water bottles
- **Quantity**: 1000
- **Total value (USD)**: 2000

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

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

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

Enter the resources actually used for the project.

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

This number will be supplied based on the number of service projects you check as **Achieved** below.
These three links appear at the bottom of the page. When you View and from Existing Projects List, you will be taken to the screen shown below. This is a list of your club’s projects in Showcase and Rotary Grants.

Check the Import box, then click Continue. The project will be added to Rotary Club Central.
Clubs for Young Leaders

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

**Set and Edit Your Goals**

Total number of Rotaract or Interact clubs your club sponsored in the previous year.

Enter the total number of clubs (existing clubs plus new clubs) you plan to sponsor this year.

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

**Number of Rotaract clubs**

<table>
<thead>
<tr>
<th>Achievement</th>
<th>Previous Year</th>
<th>Goal Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Number of Interact clubs**

<table>
<thead>
<tr>
<th>Achievement</th>
<th>Previous Year</th>
<th>Goal Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td></td>
<td>0</td>
</tr>
</tbody>
</table>
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**

<table>
<thead>
<tr>
<th></th>
<th>PREVIOUS YEAR</th>
<th>GOAL TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of inbound Youth Exchange students</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Achievement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of outbound Youth Exchange students</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Achievement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of RYLA participants</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Achievement</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

[Save | Clear all | Cancel]
Select Foundation Giving.

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

Select your year to set goals.

Then click EDIT to update a goal.
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.

Enter your club’s goal for contributions this year.

Data supplied by Rotary.

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.

Enter the amount your club would like to give.

Data supplied by Rotary.
**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.

**Set and Edit Your Goals**

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.

- **Total number of members who have achieved each level during their time as a Rotarian.** Data supplied by Rotary.
- **Enter the number of individuals who will commit to giving at each level.**

**Data supplied by Rotary.**

<table>
<thead>
<tr>
<th>Level</th>
<th>ALL-TIME TOTAL</th>
<th>GOAL TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major Gifts (10,000 USD or more)</td>
<td>0</td>
<td>-</td>
</tr>
<tr>
<td>Achievement</td>
<td>0</td>
<td>-</td>
</tr>
<tr>
<td>Bequest Society</td>
<td>4</td>
<td>-</td>
</tr>
<tr>
<td>Benefactors</td>
<td>5</td>
<td>-</td>
</tr>
<tr>
<td>Achievement</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Buttons:**
- Save
- Clear all
- Cancel