

## **2022-2023 District 6900 Annual Recognition Guidelines** **DG George Granade**

The following information is provided to help you easily complete your awards submissions.

The District will award for the **District Governor's Citation**, **Best All-Around Club** and **Runner Up for Best All Around Club** (per club size category). The determination for each club size category for **BEST ALL AROUND CLUB** and **RUNNER UP FOR BEST ALL AROUND CLUB** will be determined by a combination of the scores received for the District Governor's Citation, scores received for service projects and source data from Rotary Club Central together with Rotary International report data concerning documented club goals.

**CLUB CATEGORIES.** Club categories are based on membership numbers as of July 1, 2022 and establish the basis for the District Club categories based on size.

Category I	1-30
Category II	31-59
Category III	60-99
Category IV	100+

**OPPORTUNITIES:** Each Club is encouraged to submit the following:

- (A) ROTARY INTERNATIONAL ROTARY CITATION
- (B) DISTRICT 6900 GOVERNOR'S CITATION
- (C) SERVICE PROJECTS via the RI Rotary Club Central Goal Center

**All Reports will be submitted electronically. Rotary Citations** will be submitted as specified by RI through Rotary Club Central. **D6900 Governor's Citation will be active** on the RI Rotary Club website's 2022-2023 goal pages after 1 August 2022.

## DEADLINES:

- **June 30, 2023 – Rotary Citation.** All activities/information must be completed, reported, and reflected in the Rotary Club Central database no later than 30 June through Rotary Club Central. Enter and follow your club's achieved Goals in Rotary Club Central. RI & D6900 Award teams will validate Club Goals, Membership, Foundation Giving, Service projects completed and other award qualifying activities from RI reports and Rotary Club Central. It is recommended that this information is tracked and maintained on a Monthly Basis.
- **MARCH 15, 2023 - Governor's Citation.** Based on the criteria provided, goals should be entered into Rotary Club Central prior to March 15, 2023 to be considered for the Governor's Citation and other District 6900 awards. If Membership, Service Projects and Foundation goals have not been fulfilled as of March 1, those goals must be attainable prior to June 30, 2023 in accordance with the "Four-Way Test". Club data will be verified as of MARCH 15, 2023.
- **MARCH 15, 2023 – Best Foundation, Membership, Public Image and Service Projects.**

DG George strongly encourages that all clubs recognize members for individual and club achievements throughout the year with Club awards. District Awards are the culmination of your club's outstanding Service during the Rotary year. Be Proud of your club's excellence by including events, recognitions and member commitment in your reports. Submit your club's achievements and successes to the District newsletter to connect and inspire others! Engage your Assistant Governor's, District Leadership, and DG George by requesting they assist in presenting club awards throughout the year.

## AWARDS WILL BE DETERMINED BY THE FOLLOWING CRITERIA:

1. **Club of the Year & Club Runner Up of the Year:** Awarded to the club that demonstrates the highest overall quality club, District and Rotary International programs, membership, service, club administration and foundation giving. Source of data will be Rotary.org. Rotary Club Central/District Website Data reports and documented club goals achieved.
2. **Best Foundation:** Awarded to the club that demonstrates the highest overall quality Foundation programs, EREY, Sustaining Members, Major Donors, Bequest Society, Benefactors, Peace Scholars, Paul Harris Society, PolioPlus, Endowment & other foundation giving. Rotary Club Central/District Website Data, Data Rotary International reports, documented goals achieved and Club Reports as of March 1, 2023.
3. **Best Membership:** Membership vitality is critical to a club's health & success. Areas such a growth, retention and engagement of members will be important factors in being selected for this award. Source of data will be Rotary Club Central, Rotary International reports, documented goals identified and achieved as of March 1, 2023.

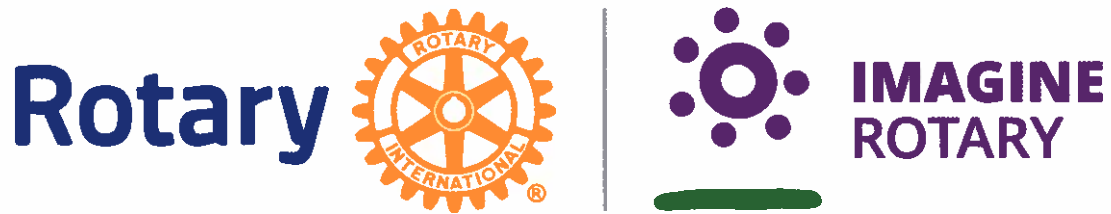
4. **Best Public Image:** Awarded to the club who has proactively promoted club activities, community involvement, and the ideals of Rotary International.
  
5. **Best Service Project:** The Service portion of Rotary is a major theme for every club. Determine and submit your **BEST Service projects**. Recognition will be given for the following Best Service Opportunities: (A) Community Service; (B) Vocational Service; (C) Family of Rotary; (D) International Service; and (E) Youth Service. Source of data will be documented service projects, on Rotary Club Central and documented goals achieved.

If you have issues or questions, please contact the District 2022-2023 Awards Chair Stephanie Windham at [swwindham@icloud.com](mailto:swwindham@icloud.com) or DG George at [granadeg@bellsouth.net](mailto:granadeg@bellsouth.net).

Yours in Rotary Service,

**DG George**  
**George V. Granade**  
**Rotary International**  
**District 6900 Governor, 2022-2023**





**"Imagine, a world that deserves our best, where we get up each day knowing we can make a difference." *Jennifer Jones, 2022-2023 Rotary International President.***

**Dear District 6900 Leadership:**

**In keeping with the Action Plan of Rotary International, together with the RI theme for 2022-2023 of Imagine Rotary, the Governor's Citation for 2022-2023 will include setting and accomplishing goals to increase our impact, expand our reach, enhance participant engagement, and increase our ability to adapt. Your District 6900 Governor for 2022-2023, George Granade, wants membership in Rotary to be meaningful for every Rotarian in District 6900.**

**The Governor's Citation can be used as a roadmap for the clubs to guide them towards meaningful service projects, membership engagement that will result in both growth and retention, and increased giving in support of The Rotary Foundation and PolioPlus. For those club presidents who don't know where to start, the Governor's Citation can provide that beginning point. The requirements for the 2022-2023 Governor's Citation are designed to be achievable by every club – large and small – as they highlight the meaningful and impactful service of the club in its community and the world.**

**The Governor's Citation will be points based and will include an emphasis on making the most of training opportunities such as District Training Assembly, Rotary Leadership Institute, and the Learning Center at My Rotary. There will be points for involvement – at the club level, the district level and beyond with things like Rotary Fellowships and Rotary Action Groups. There will be points for sponsoring youth related activities and projects such as Laws of Life, RYLA, Rotary Youth Exchange, Interact, and the Georgia Rotary Student Program. There will be points for giving – to The Rotary Foundation, PolioPlus and CART. DG Mary Ligon has emphasized strategic planning, and there will be points for continuing that process, to include completing, implementing and updating the clubs strategic plan. There will be points for membership growth, but also for finding ways to retain members by "engaging them through meaningful responsibility," (*Jennifer Jones*) which might come through new DEI (Diversity, Equity and Inclusion) initiatives. And of course, as we are People of Action, there will be points for service - to our clubs, our communities and beyond. Whether it's sponsoring a World Polio Day event, providing support for Veterans, honoring our members in meaningful ways, supporting health care workers and First Responders, reading to youth – we want to hear about the projects that make each club great. Public image will also be a focus, with points available for clubs use of websites, social media, Rotary Brand Center, signage, and print media. Presidents will be inputting their goals and accomplishments into Rotary Club Central, and there will be points for that as well. Paying RI and District Dues on time in January and July will be mandatory to achieve the Governor's Citation.**

**There will also be club recognition by size category in the areas of membership, club service, youth service, community service, international service, Foundation, and public image.**

**I look forward to this year as we Imagine Rotary together!**

**Yours in Rotary Service,**



**Stephanie Windham  
Rotary Club of Griffin  
Past President (2011-2012)  
Past Assistant Governor (2015-2018, 2020-2021)  
District 6900 RLI Chair  
District Conference Co-Chair (2021-2022)  
Awards Chair (2022-2023)**





**District Governor's Citation – 2022-2023**

**\*50 POINTS IS ALL YOU NEED\***

**MANDATORY:**

- District dues must be paid on time – July 1 and Jan. 1 1 point
- Rotary International dues must be paid on time – July 1 and Jan. 1 1 point
- Update all club officers and directors in the district database by August 31, 2022 1 point
- Appoint a Foundation Chair by July 1 1 point
- Appoint a Public Relations Chair by July 1 1 point
- Appoint a Membership Chair by July 1 1 point
- Add 1 project to Rotary Showcase 1 point
- Conduct or participate in a service project that involves one or more of the Seven Areas of Focus: 1 point
  - Peace & Conflict Resolution
  - Disease Prevention & Treatment
  - Water & Sanitation
  - Maternal & Child Health
  - Basic Education & Literacy
  - Economic & Community Development
  - Supporting the Environment

**SUBTOTAL:** \_\_\_\_\_

**OPTIONAL:**

**Membership**

- Input Members and Engagement goals in Rotary Club Central by June 30, 2022 1 point
- Induct 2 new members 1 point
- Induct 1 new member under the age of 40 1 point
- Have at least one member share their "Rotary Moment" 1 point

- with the club each month
- Conduct at least one Family of Rotary event 1 point

**SUBTOTAL:** \_\_\_\_\_

**Foundation**

- Input Foundation Giving goals in Rotary Club Central by June 30, 2022 1 point
- Add a Benefactor or Bequest Society member to your club 1 point
- Add a Major Donor member to your club 1 point
- Apply for a District Grant to be used locally or Internationally 1 point
- Support Every Rotarian Every Year (EREY) Giving to the Rotary Foundation 1 point
- Achieve Annual giving to the Rotary Foundation of \$100 per member 2 points
- Support Polio Plus giving of at least \$500 2 points

**SUBTOTAL:** \_\_\_\_\_

**Leadership Development**

- Create or update your Club Strategic Plan 2 points
- Have at least 2 club members participate in Rotary Leadership Institute 1 point
- Have at least 1 club member participate in Rotary Leadership Institute for the first time 1 point
- Have at least 1 club member attend District Training 1 point
- Have at least 1 club member complete the DEI courses in the Learning Center at My Rotary 2 points
- Use the assessment in Diversifying Your Club 2 points
- Have at least 1 club member is serving in a District role 1 point
- Nominate a candidate for District Governor 1 point
- One member becomes an RLI Discussion Leader 1 point
- One member participates in a Rotary Action Group 1 point
- One member participates in a Rotary Fellowship 1 point
- At least one member registers and will attend the International Convention in Melbourne 1 point
- 10% of your club members register for District Conference in Destin, FL 2 points

**SUBTOTAL:** \_\_\_\_\_

**Service**

- Input Service goals in Rotary Club Central by June 30, 2022 1 point

- Financially support an international project 1 point
- Actively participate in an international project 1 point
- Partner with another organization in your community 1 point
- Conduct or participate in a Polio Plus and/or End Human Trafficking community project, and document in RCC 2 points
- Partner with another local Rotary club in a project 2 points
- Sponsor a Rotary Community Corps 2 points
- Participate in CART (Coins for Alzheimer's Research Trust) 2 points
- Conduct or participate in a service project focused on Health Care providers 2 points
- Conduct or participate in a service project focused on veterans, active duty military, and/or first responders 2 points
- Update goals in Rotary Club Central at least quarterly 5 points

**SUBTOTAL:** \_\_\_\_\_

**Youth Service**

- Input Young Leaders goals in Rotary Club Central by June 30, 2022 1 point
- Currently sponsor or co-sponsor an Interact club 1 point
- Sponsor a new Interact Club 2 points
- Sponsor the Georgia Laws of Life Essay contest (at least \$500) 1 point
- Sponsor a student to attend RYLA 1 point per student (Max 3)
- Sponsor a GRSP student 1 point per student (Max 2)
- Apply to host or sponsor a student for Rotary Youth Exchange 1 point per student (Max 2)
- Conduct or participate in a Youth Service project and document it in Rotary Club Central 2 points
- Participate in an Interact conference 1 point

**SUBTOTAL:** \_\_\_\_\_

FYI: Interact is for students between the ages of 12 and 18. Your club's Interact club must be certified with Rotary International. To ensure that your status as a sponsor or co-sponsor is recorded, club presidents may confirm RI's records in Rotary Club Central Reports. Contact [Interact@rotary.org](mailto:Interact@rotary.org) to report any discrepancies.

**Public Image**

- Input Public Image goals in Rotary Club Central by June 30, 2022 1 point



- In promoting your club, follow Rotary’s visual identity guidelines 1 point
- Have a sign or billboard promoting Rotary on a main road 1 point  
in your community
- Have a club website 1 point
- Use social media to promote your club 1 point
- Describe one way your club has “Imagined Rotary” 1 point
- Put a Rotary sign on a community project you have completed 1 point
- Submit at least one public relations article to your local media 2 points
- Have an article or picture printed in the District Governor’s 2 points  
newsletter about your club

**SUBTOTAL:** \_\_\_\_\_

**TOTAL:** \_\_\_\_\_

Rotary Club of \_\_\_\_\_

Our club meets the requirements as outlined above for the Governor’s Citation recognition.

Signature \_\_\_\_\_ President

Signature \_\_\_\_\_ Secretary

**Submit to District Awards Chair, Stephanie Windham, by March 15, 2023**

Stephanie Windham  
[swwindham@icloud.com](mailto:swwindham@icloud.com)



# CITATION GOALS AND INSTRUCTIONS



The Rotary Citation is an award that recognizes the hard work clubs do throughout the year. Taking action toward achieving the citation goals helps clubs engage their members, stay relevant in their communities, and run more efficiently. A welcoming and engaging club also reflects the values of Rotary. When clubs work to achieve these goals, they also contribute to the overall health and culture of Rotary for generations to come.

To be eligible for the Rotary Citation, clubs need to begin the year as active clubs in good standing – or having paid each invoice balance in full upon receipt. To verify that your club is in good standing, check your daily club balance report under Club Administration > Club Finances. You should have an outstanding balance of \$0.00. Invoices are due when they are posted, in mid-January and mid-July.

Rotary club leaders can go into Rotary Club Central and select at least 13 out of 25 goals they wish to apply toward citation achievement. This flexibility allows clubs to choose the goals that are most relevant and achievable. In addition, many goals will be self-reported by marking “achieved” in Rotary Club Central.

To achieve the citation:

- Go to Rotary Club Central
- Review the 25 available goals
- Select at least 13 goals (or more than 50% of the available goals)
- Achieve those goals
- Report achievement in Rotary Club Central by 30 June.

Once you are in Rotary Club Central, navigate to the **Goal Center**, select the **year**, and click on the **All tab** to see the goals.

Goal	Goal Detail
Club membership	How many total members does your club want by the end of the Rotary year?
Service participation	How many members will participate in club service activities during the Rotary year?
New member sponsorship	How many members will sponsor a new club member during the Rotary year?
Rotary Action Group participation	How many club members will be members of at least one Rotarian Action Group (RAG) during the Rotary year?
Leadership development participation	How many members will participate in leadership development programs or activities during the Rotary year?
District conference attendance	How many members will attend your district conference?
Rotary Fellowship participation	How many club members will be members of a Rotary Fellowship during the Rotary year?

# CITATION GOALS AND INSTRUCTIONS

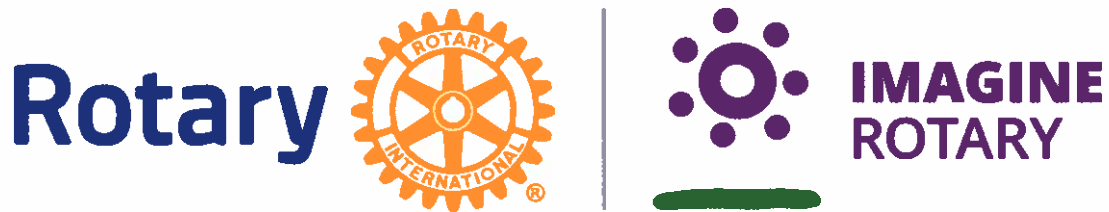


<b>Goal</b>	<b>Goal Detail</b>
District training participation	How many of your club's committee chairs will attend the district training assembly?
Annual Fund contributions	How much money will be contributed to The Rotary Foundation Annual Fund by your club and its members during the Rotary year?
PolioPlus Fund contributions	How much money will be contributed to The Rotary Foundation PolioPlus Fund by your club and its members during the Rotary year?
Major gifts	How many single outright donations of US\$10,000 or more will be made by individuals associated with your club during the Rotary year?
Bequest Society members	How many individuals or couples will inform The Rotary Foundation of their plans to leave US\$10,000 or more to The Rotary Foundation through their estate?
Benefactors	How many individuals or couples will inform The Rotary Foundation of their estate plans to include the Endowment Fund as a beneficiary or will make an outright gift of US\$1,000 or more to the Endowment Fund?
Service projects	How many service projects will your club complete during the Rotary year?
Rotaract clubs	How many new and existing Rotaract clubs will your club sponsor during the Rotary year?
Interact clubs	How many new and existing Interact clubs will your club sponsor during the Rotary year?
Inbound Youth Exchange students	How many Rotary Youth Exchange students will your club host virtually during the Rotary year?
Outbound Youth Exchange students	How many Rotary Youth Exchange students will your club sponsor virtually during the Rotary year?
RYLA participation	How many individuals will your club sponsor to participate in Rotary Youth Leadership Awards (RYLA) events during the Rotary year either in person or virtual?
Strategic plan	Does your club have an up-to-date strategic plan?
Online presence	Does your club's online presence accurately reflect its current activities?
Social activities	How many social activities will your club hold outside of regular meetings during the Rotary year?
Update website and social media	During the Rotary year, how many times per month will your club's website or social media accounts be updated?
Media stories about club projects	How many media stories will cover your club's projects during the Rotary year?

# CITATION GOALS AND INSTRUCTIONS



Goal	Goal Detail
Use of official Rotary promotional materials	Did your club use Rotary International's advertising and public service materials, such as broadcast videos, print ads, and other official materials available in the Brand Center, to promote Rotary in your community during the Rotary year?



### **Traditional and Customary Awards Rotary District 6900**

**Rotarian of the Year Award** – The Rotarian of the Year is sponsored by the Rotary Club of East Cobb and selected by the District Governor from members of the District Leadership Team. This award is named for East Cobb Rotarian William E. Carver and includes a Paul Harris Fellow for \$1000 contributed by the RC of East Cobb in name of the honoree.

**Sheffield Award** – The Sheffield Award is presented to one president in each category for leadership who, in the single opinion of the District Governor, has impacted their club in such a manner as to cause it to perform in a highly superior manner in the future. This award is sponsored by the Rotary Club of Americus and is named for Past Governors John Sheffield, John W. Sheffield and Langdon C. Sheffield all of the Americus Club. While presidents representing clubs chosen as “Club of the Year” are eligible for selection, the ideal recipient is one who has prepared a club to excel in coming years.

**Follow Me Award** – The Follow Me Award is sponsored by the Rotary Club of Stone Mountain in honor of Past District Governor Al Lipphardt to recognize the Assistant Governor of the Year for exemplary leadership in executing the current Rotary Theme, and includes a Paul Harris Fellow for \$1000 contributed by the RC of Stone Mountain in the name of the honoree. The honoree must be a current Assistant Governor who, in the single opinion of the District Governor, is worthy of such recognition.

**Club of the Year and Runner-Up Club of the Year** – The District Governor will present a Club of the Year and Runner-Up Club of the Year in each category based on overall performance in membership, public image, service projects and Foundation giving. The honorees will be determined by the District Governor.