ROTARY CLUB CENTRAL
CLUB REFERENCE GUIDE

What is Rotary Club Central?

Rotary Club Central is an online tool to help clubs set and track their goals and achievements.

Purpose of this guide

This guide outlines the steps for you to following order to view, set, and edit goals and report achievements in three categories:

1. Your club
2. Service
3. Foundation giving

Who can edit and view club records?

Club leaders, including 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.

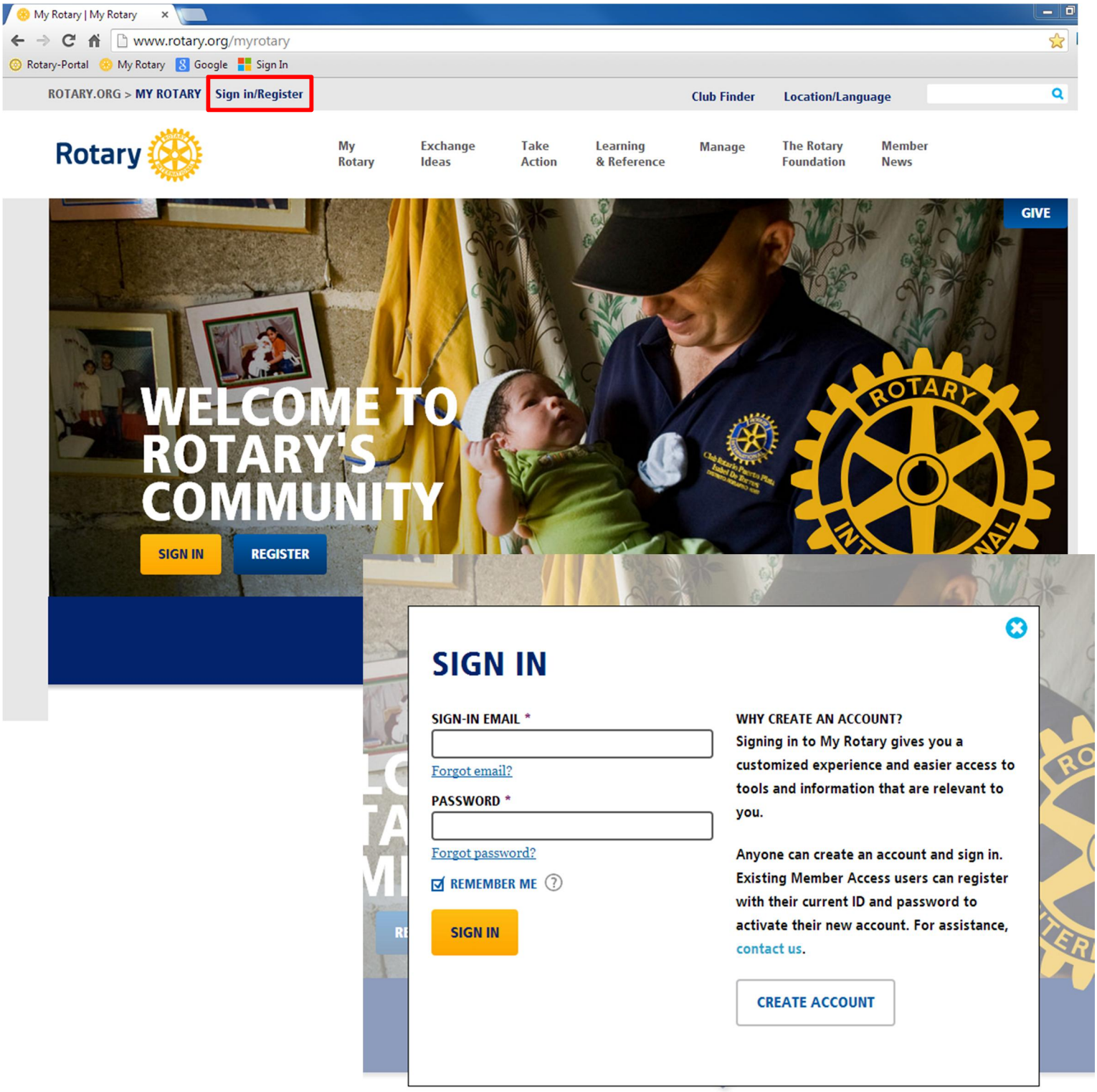
Note: If any data is displayed incorrectly, please contact your Club and District Support representative.

Contents

How to Access Rotary Club Central 2-3
Goal-setting Basics 4-5
Your Club 6
1. Membership Retention 6
2. Rotarian Engagement 7
3. Club Communication 8
4. Public Relations 8
Service 9
1. Service Projects and Activities 10-11
2. New Generations Clubs 12
3. New Generations Participants 12
Foundation Giving 13
1. Annual Fund 14
2. Polio Plus Fund 14
3. Major Gifts and Endowment Fund 15

How to Access Rotary Club Central

Go to rotary.org/myrotary and click on Sign in/Register. Or go to www.rotary.org/clubcentral



ROTARY.ORG > MY ROTARY |

Club Finder | Location/Language

Rotary

My Rotary | Exchange Ideas | Take Action | Learning & Reference | Manage | The Rotary Foundation | Member News

GIVE

MY ROTARY

What's new about the Rotary website? Everything!

Welcome to your new Rotary website. We've heard from many corners that Rotary needs a faster, improved website that makes it easy to find what you're looking for and helps you get your Rotary business done. We listened – and we hope you're as excited as we are... Read more

MY CLUB SNAPSHOT

CLUB NAME

Chicago Lakeview

WEBSITE

http://www.chicagolakeviewrotaryclub.org

MEETING LOCATION

The Hallmark
2960 N. Lake Shore Dr. 2/Fl., Chicago, IL, 60657-5600, United States

MEETING DATE AND TIME

Thursday 12:15 PM

MEMBERS

39

CHARTER DATE

1-Sep-2005

CLUB PRESIDENT

John M Hannes

CLUB GOALS SET: 44%

CLUB GOALS ACHIEVED: 9%

SERVICE GOALS SET: 17%

SERVICE GOALS ACHIEVED: 0%

FOUNDATION GIVING GOALS SET: 63%

FOUNDATION GIVING GOALS ACHIEVED: 0%

Visit Rotary Club Central >

FIND A CLUB

City or region

FEATURED LINKS

End Polio Now

Join our fight to eradicate polio worldwide.

Paul Harris Home

Support the restoration of the home of Paul and Jean Harris.

WHAT'S NEW

Welcome to the new Rotary.org. Build your profile to customize your experience. Join a discussion group to exchange ideas. Browse projects to find project partners and resources. As we add new features, we'll share them here.

MY MESSAGES

JAMES DAMATO - 28-AUG-2013

Are we allowed...

JAMES DAMATO - 26-AUG-2013

What's happening?

Go to messages >

ANNOUNCEMENTS

Solutions for your website issues
27-AUG-2013

Register early for Sydney convention and save
9-AUG-2013

Take steps to expand your club for Membership Month
1-AUG-2013

See more >

GROUP DISCUSSIONS

MY GROUPS | ALL GROUPS

Either you have not yet joined a group or there are no active discussions in your group. Why don't you start one?

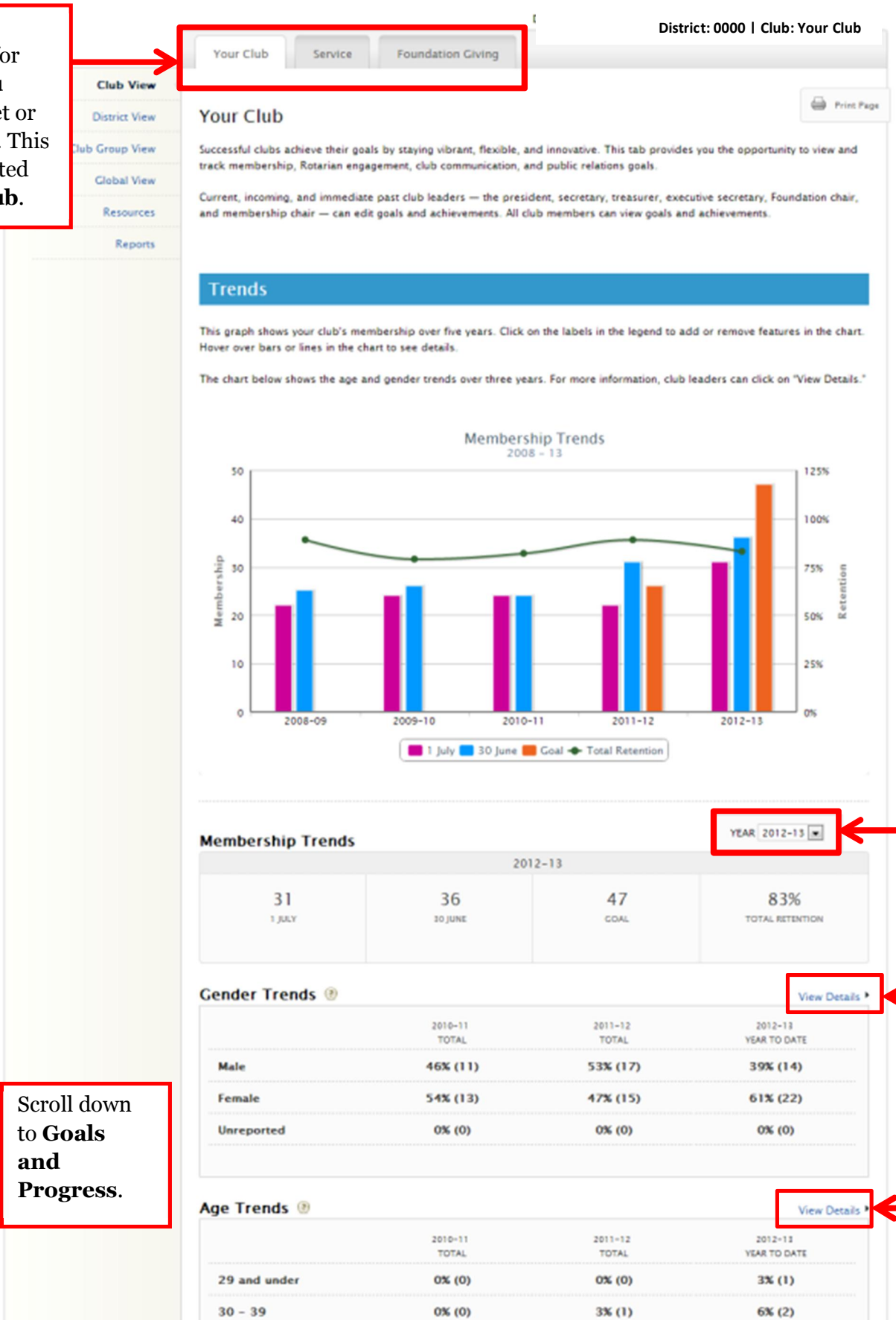
View My Groups >

Click here.

Goal-setting Basics

Below **Trends** in each category is the **Goals and Progress** section, where you can choose to either **EDIT** or **VIEW** each goal.

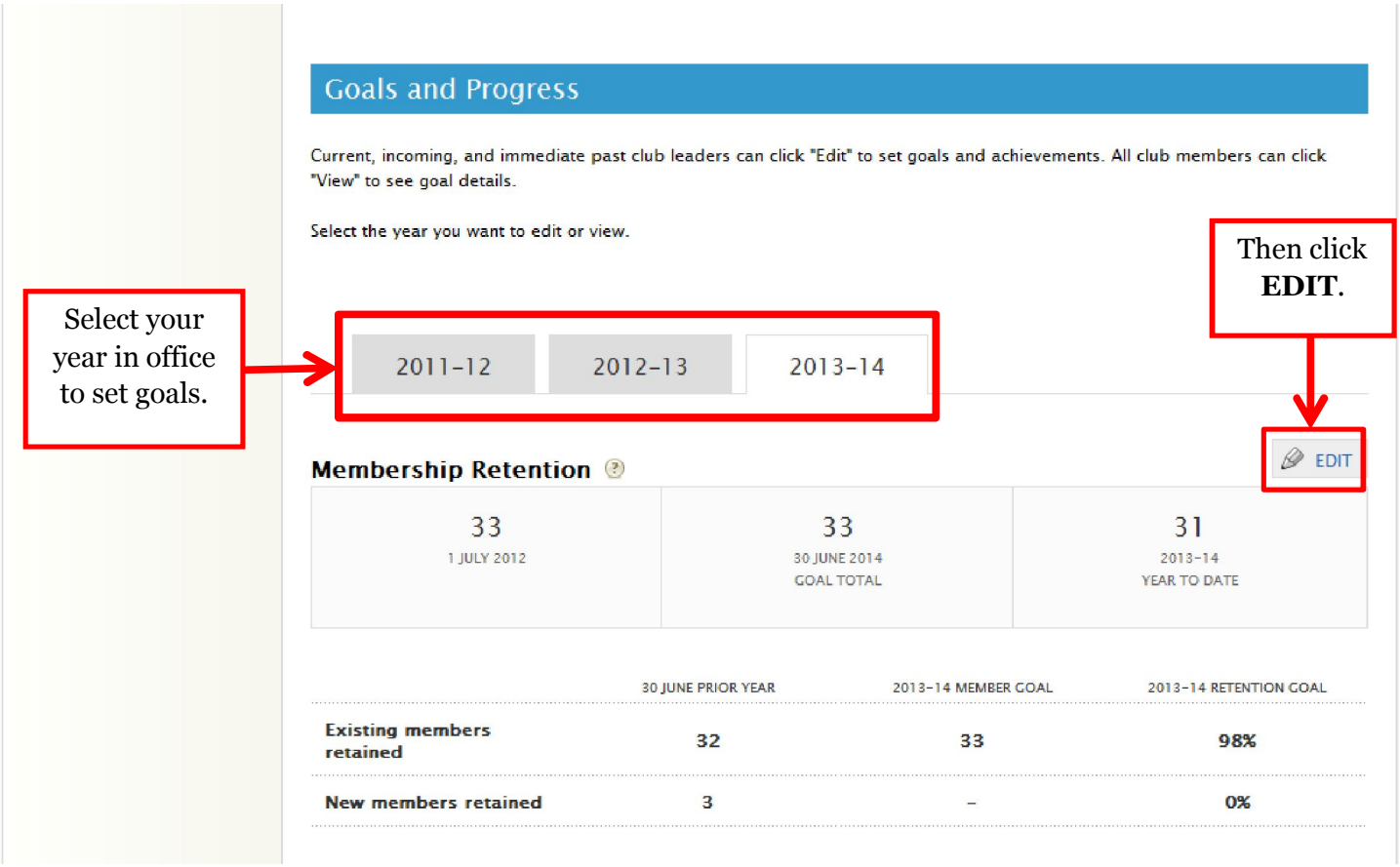
Select the category for which you want to set or edit goals. This user selected **Your Club**.



Use the drop-down to see your club's five-year membership trends.

Click **View Details** to see the club's gender and age reports.

Scroll down to **Goals and Progress**.


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.
Then click EDIT.
Select your year in office to set goals.
2011–12
2012–13
2013–14
EDIT
Membership Retention
33
1 JULY 2012
33
30 JUNE 2014
GOAL TOTAL
31
2013–14
YEAR TO DATE
30 JUNE PRIOR YEAR
2013–14 MEMBER GOAL
2013–14 RETENTION GOAL
Existing members retained
32
33
98%
New members retained
3
–
0%

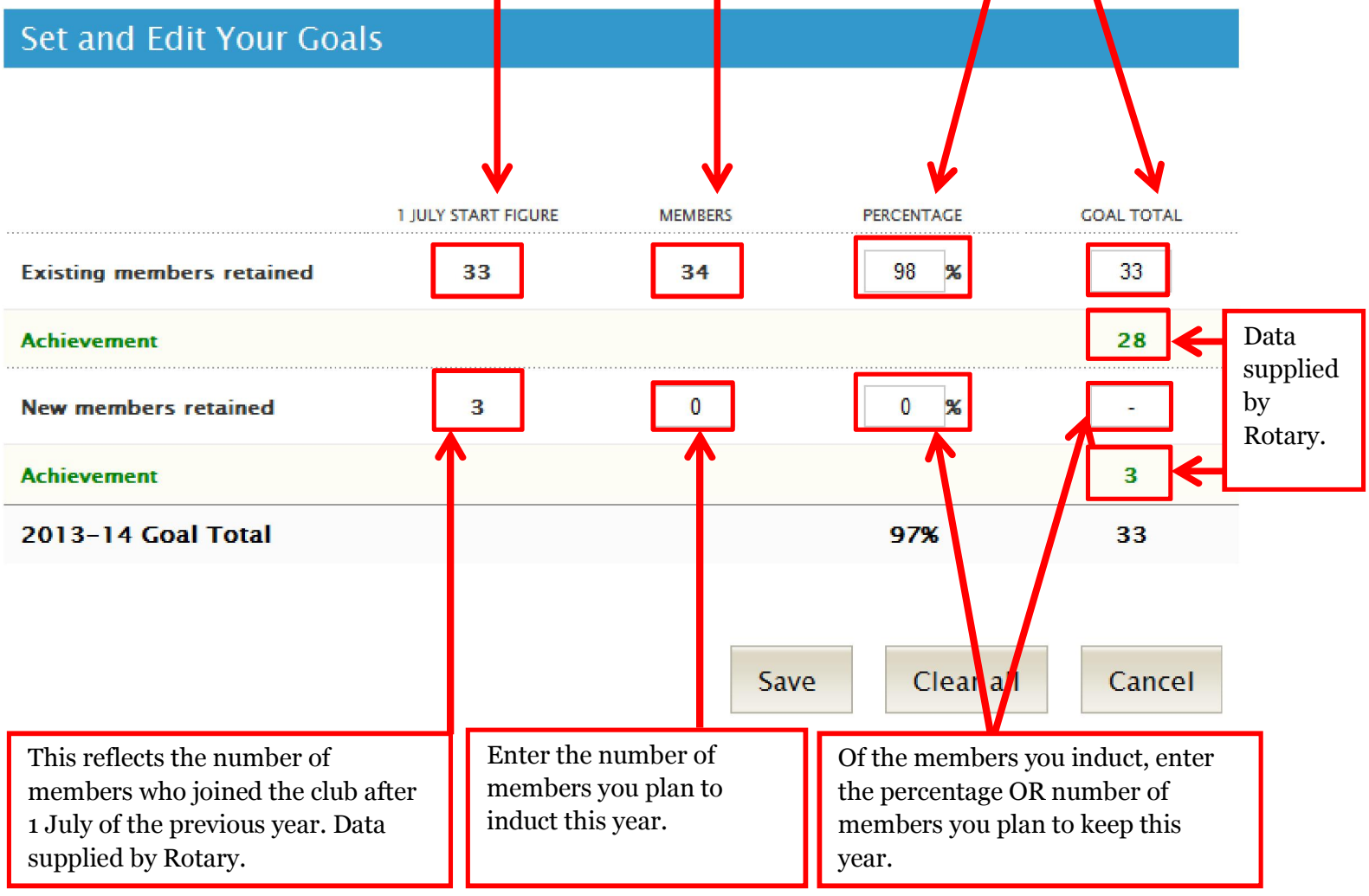
Your Club

Membership Retention

From 1 July to 1 October, the 30 June member count will display here. The 1 July start figure will display once clubs submit their semiannual reports.

Member count at the time the goal is set. Data supplied by Rotary.

Enter a percentage OR number for this year's goal. The percentage is based on the member count at the time the goal is set and saved.



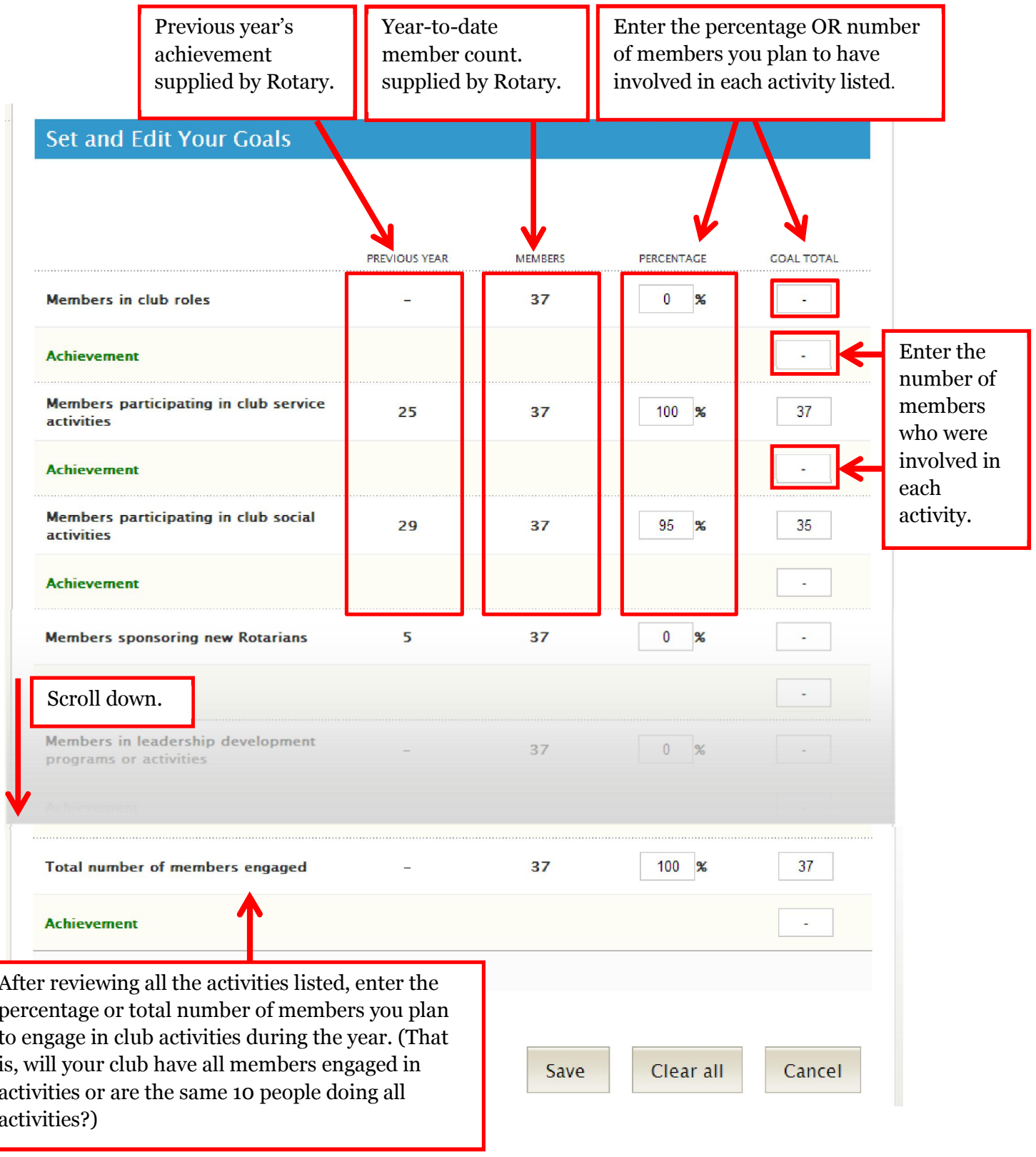
Data supplied by Rotary.

This reflects the number of members who joined the club after 1 July of the previous year. Data supplied by Rotary.

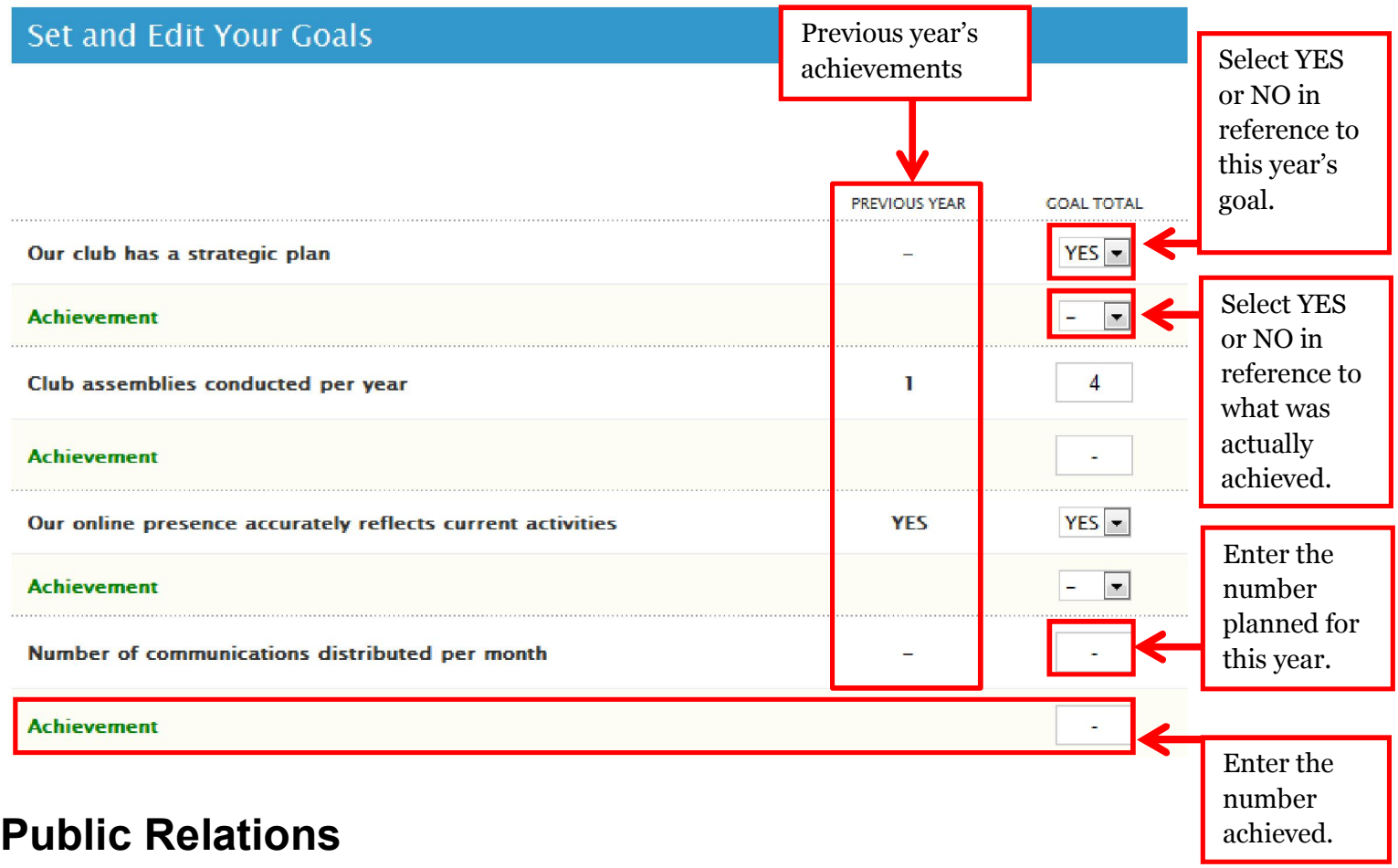
Enter the number of members you plan to induct this year.

Of the members you induct, enter the percentage OR number of members you plan to keep this year.

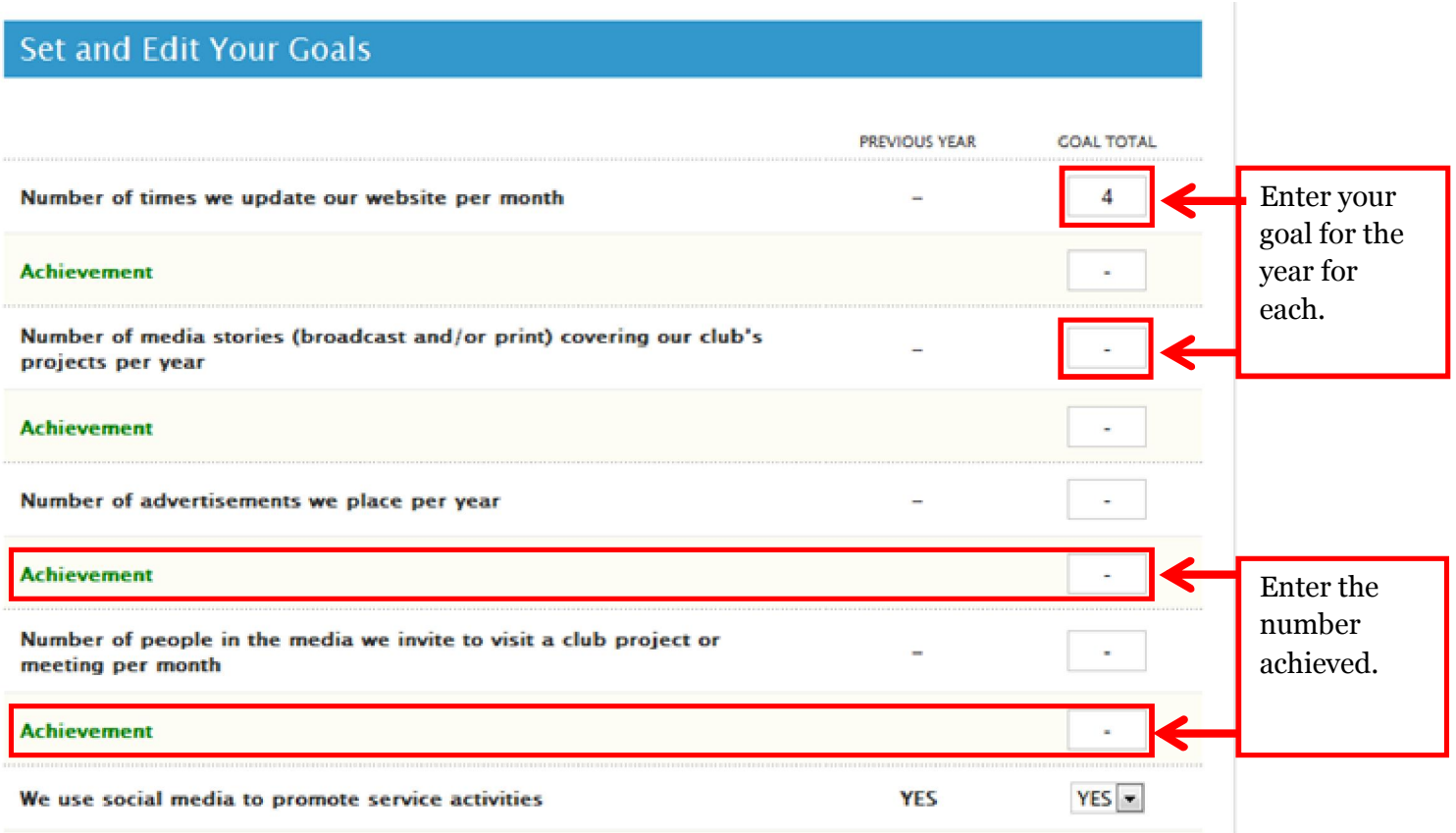
Rotarian Engagement



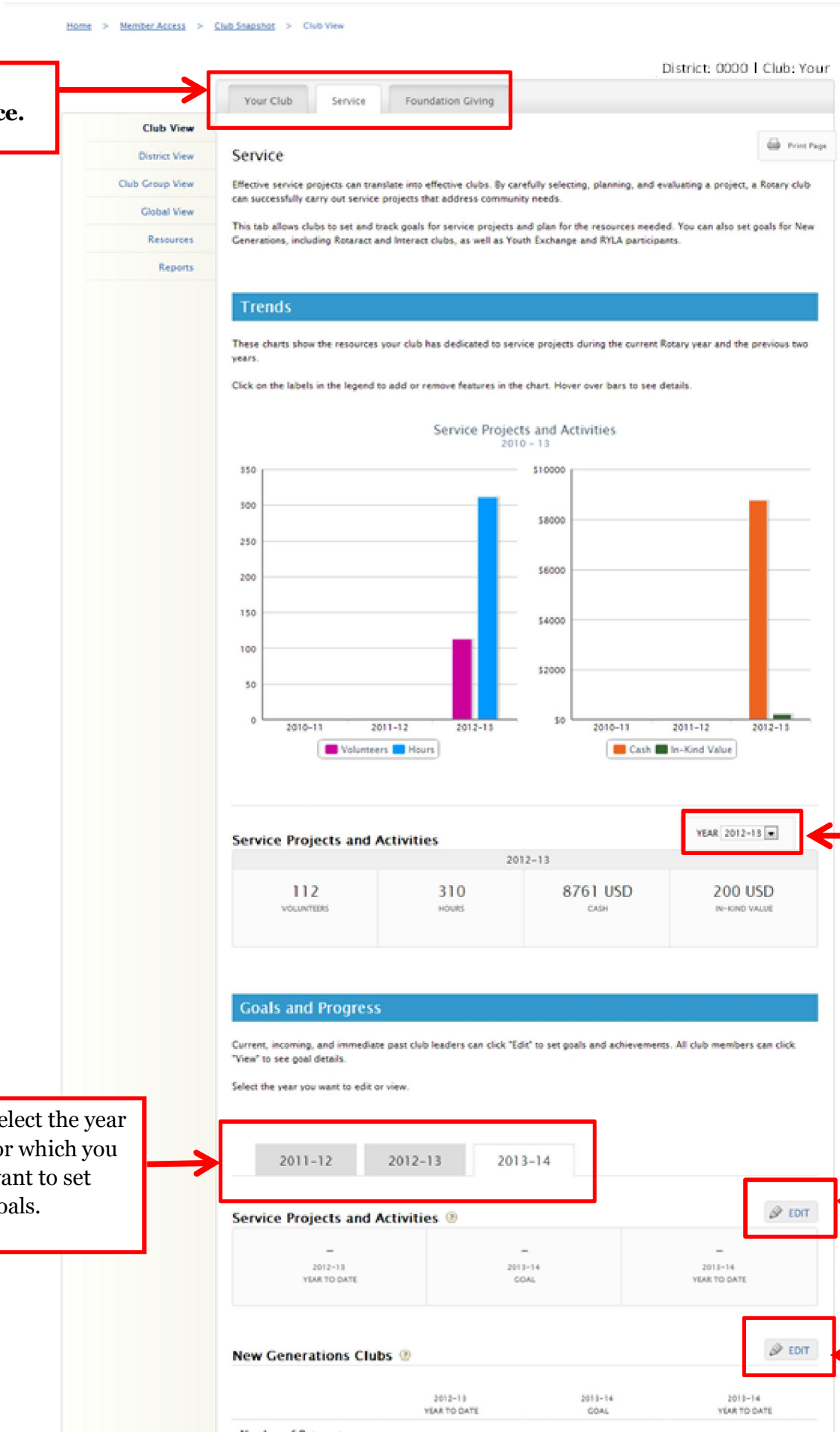
Club Communication



Public Relations



Service



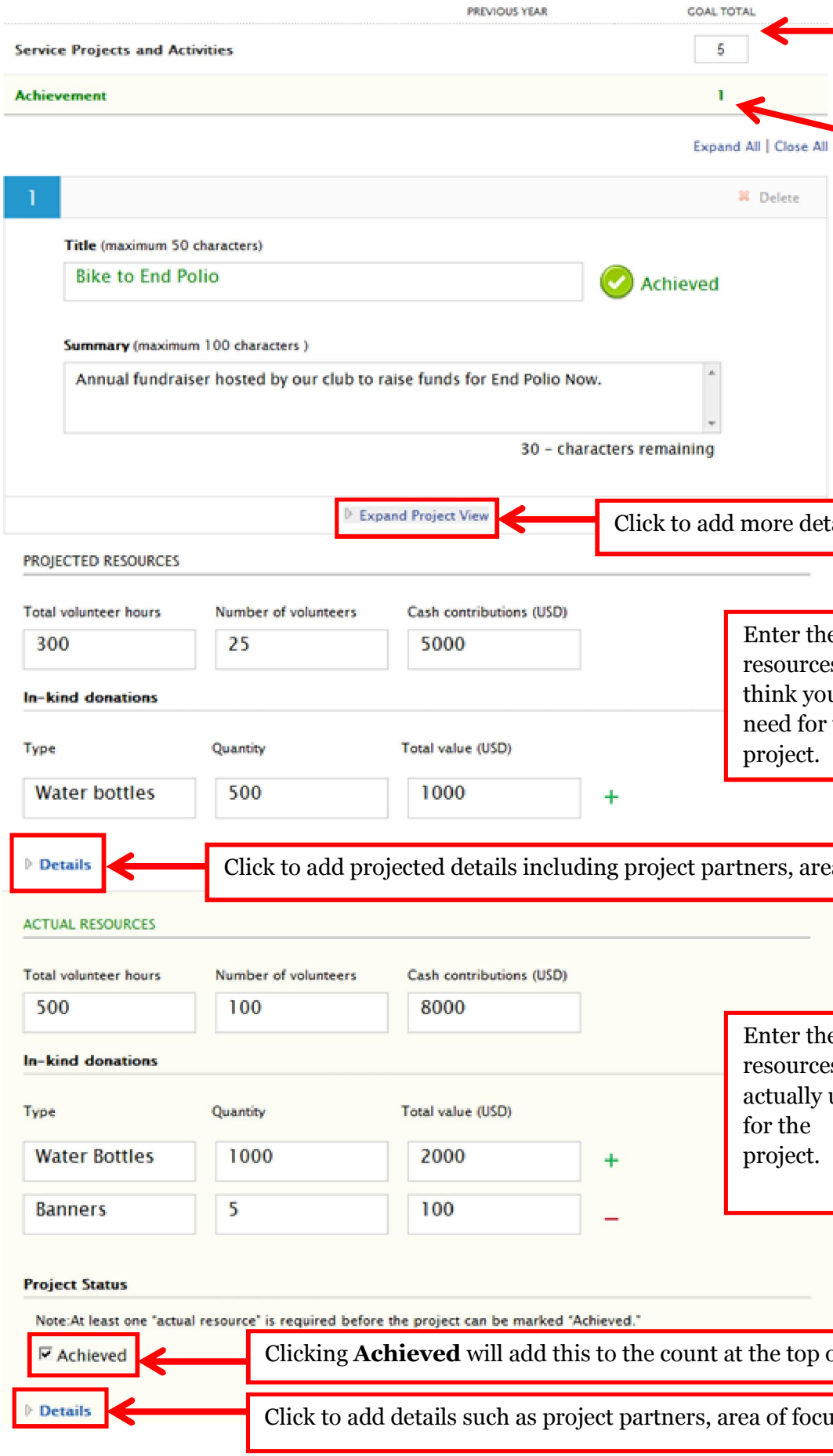
Select **Service.**

Use the drop - down to see your club's service impact for the last five years.

Select the year for which you want to set goals.

Then click **EDIT** to update a goal.

Service Projects and Activities



Enter the number of projects or activities your club plans for this year.

This number will be supplied based on the number of service projects you check as **Achieved** below.

Click to add more details.

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

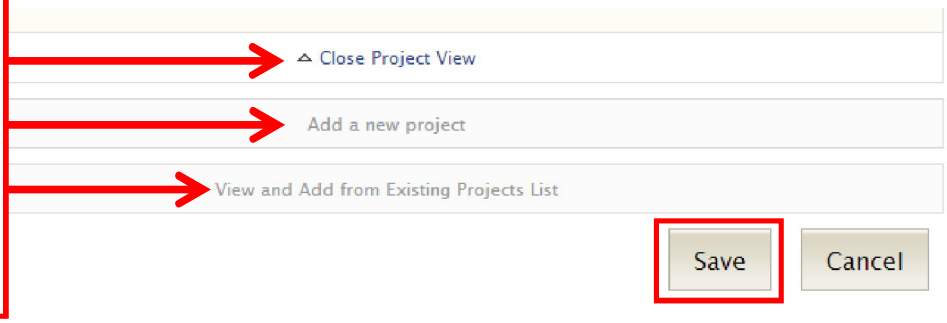
Click to add projected details including project partners, area of focus, and more.

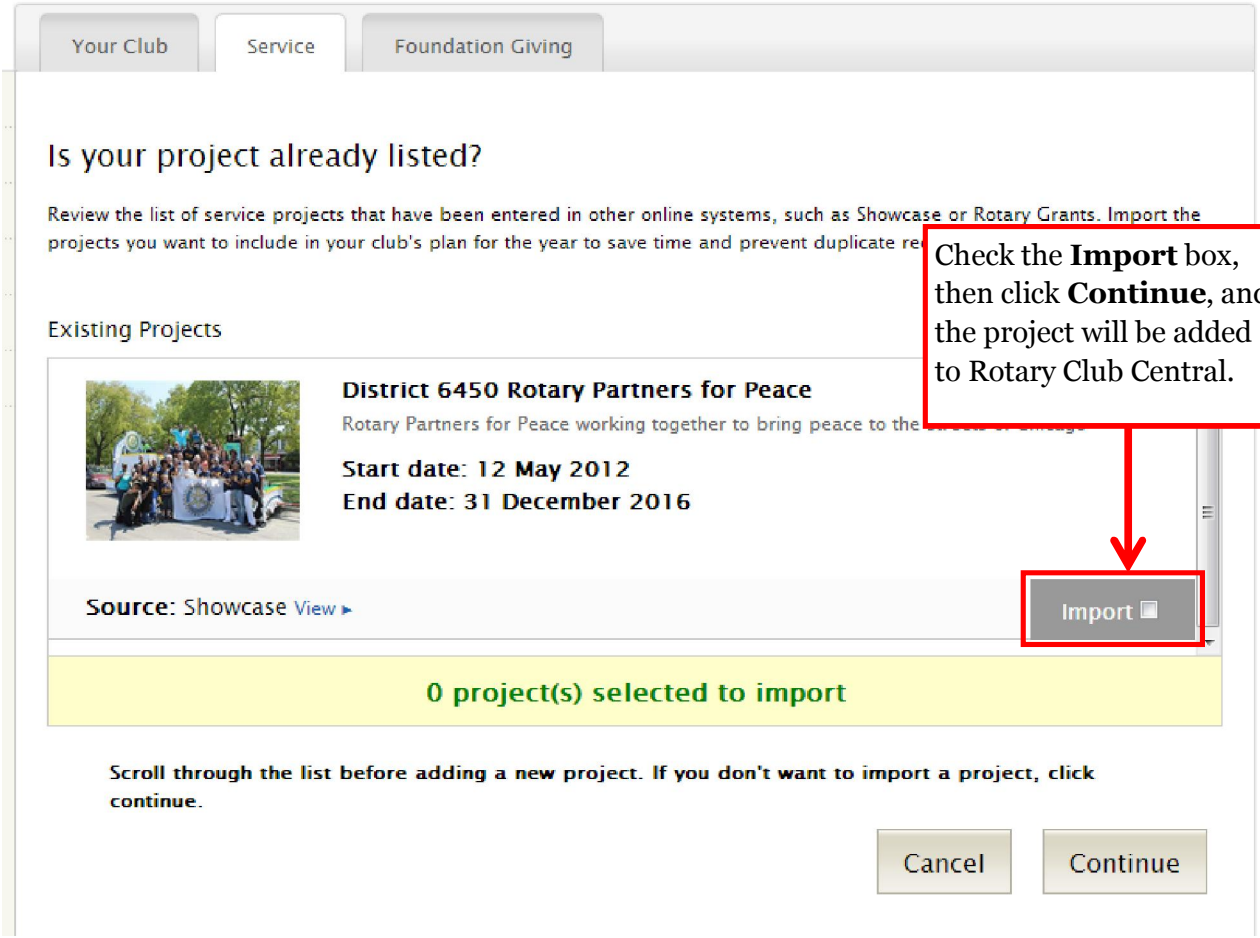
Enter the resources you actually used for the project.

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

Click to add details such as project partners, area of focus, and more.

These three links appear at the bottom of the page. When you **Add a new project**, you will be taken to the screen shown below. This is a list of your club's projects in Showcase and Rotary Grants.

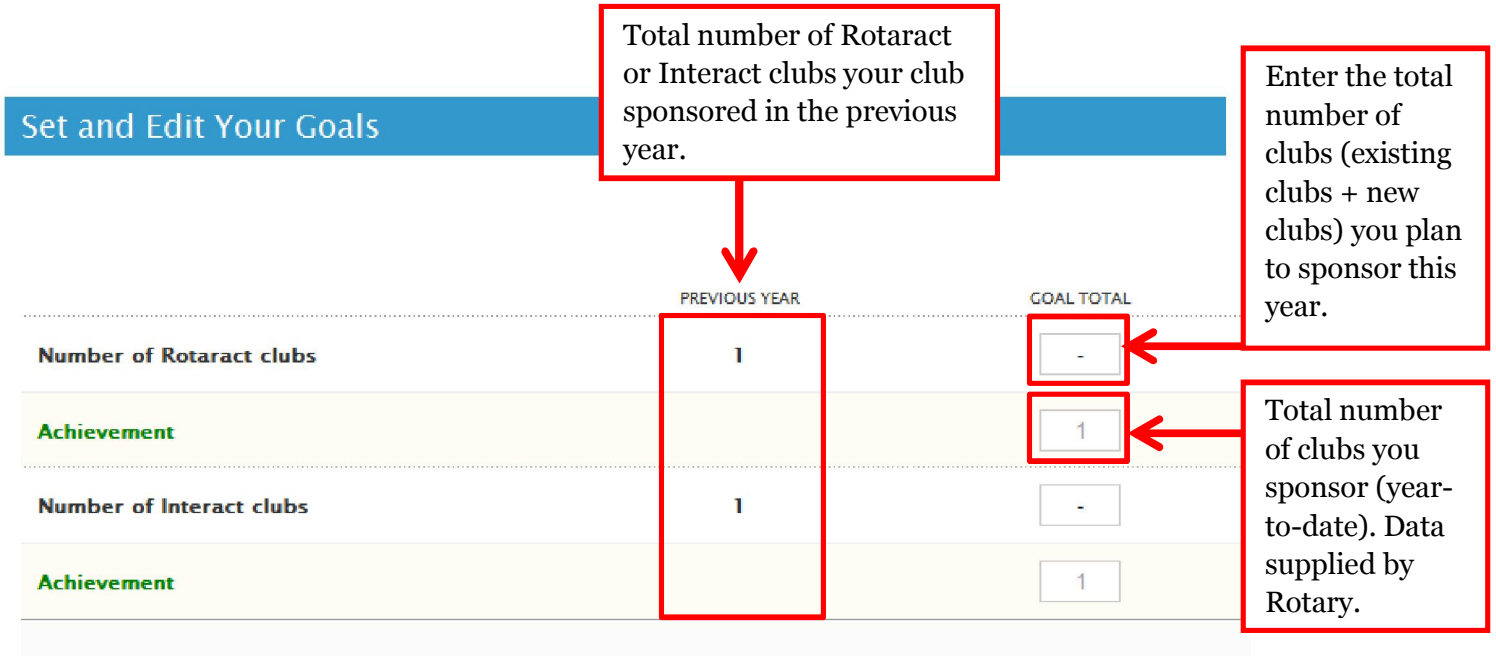




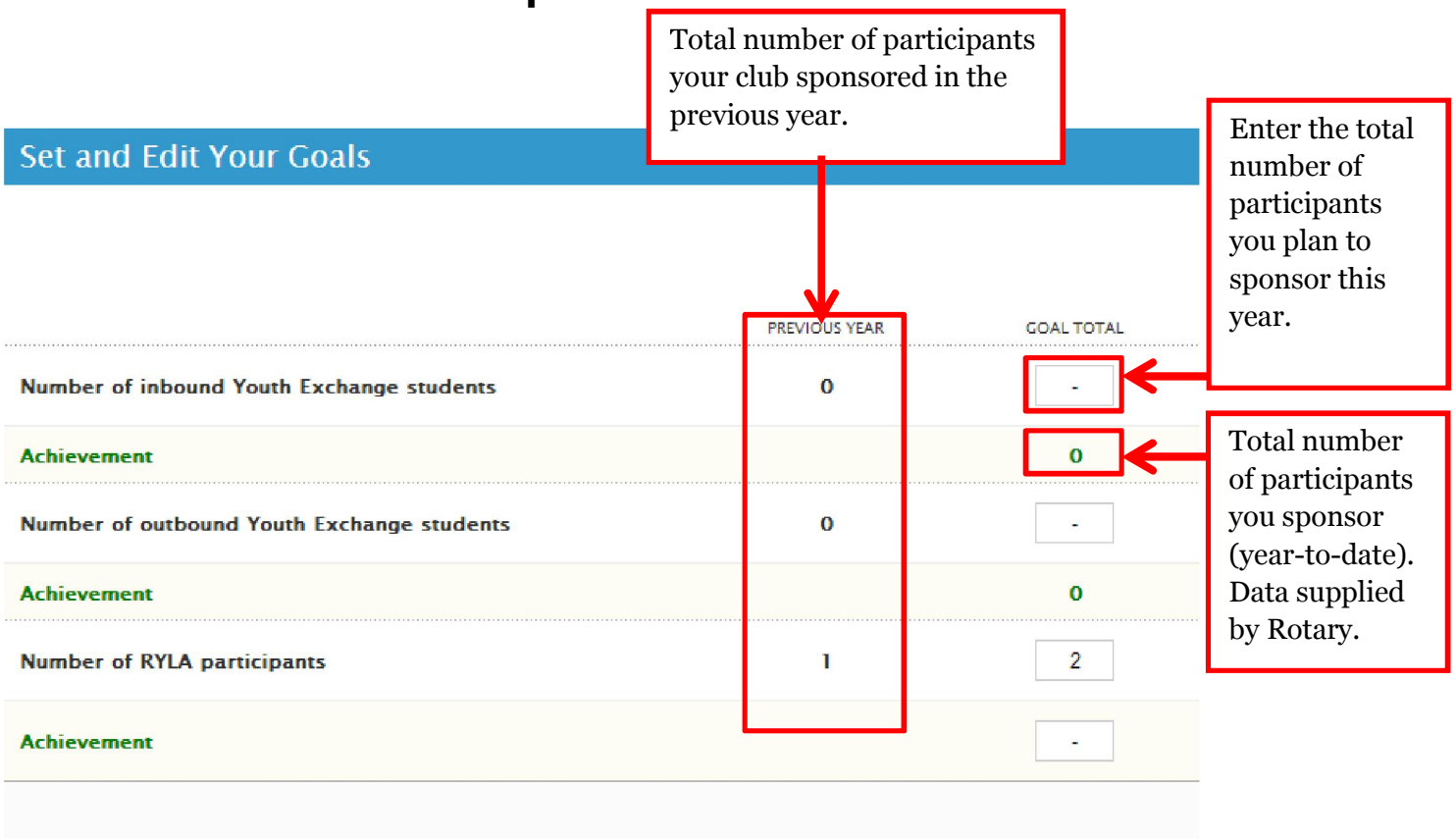
Check the **Import** box, then click **Continue**, and the project will be added to Rotary Club Central.

To set the New Generations goals, go back to the **Goals and Progress** section and click on **EDIT**.

New Generations Clubs

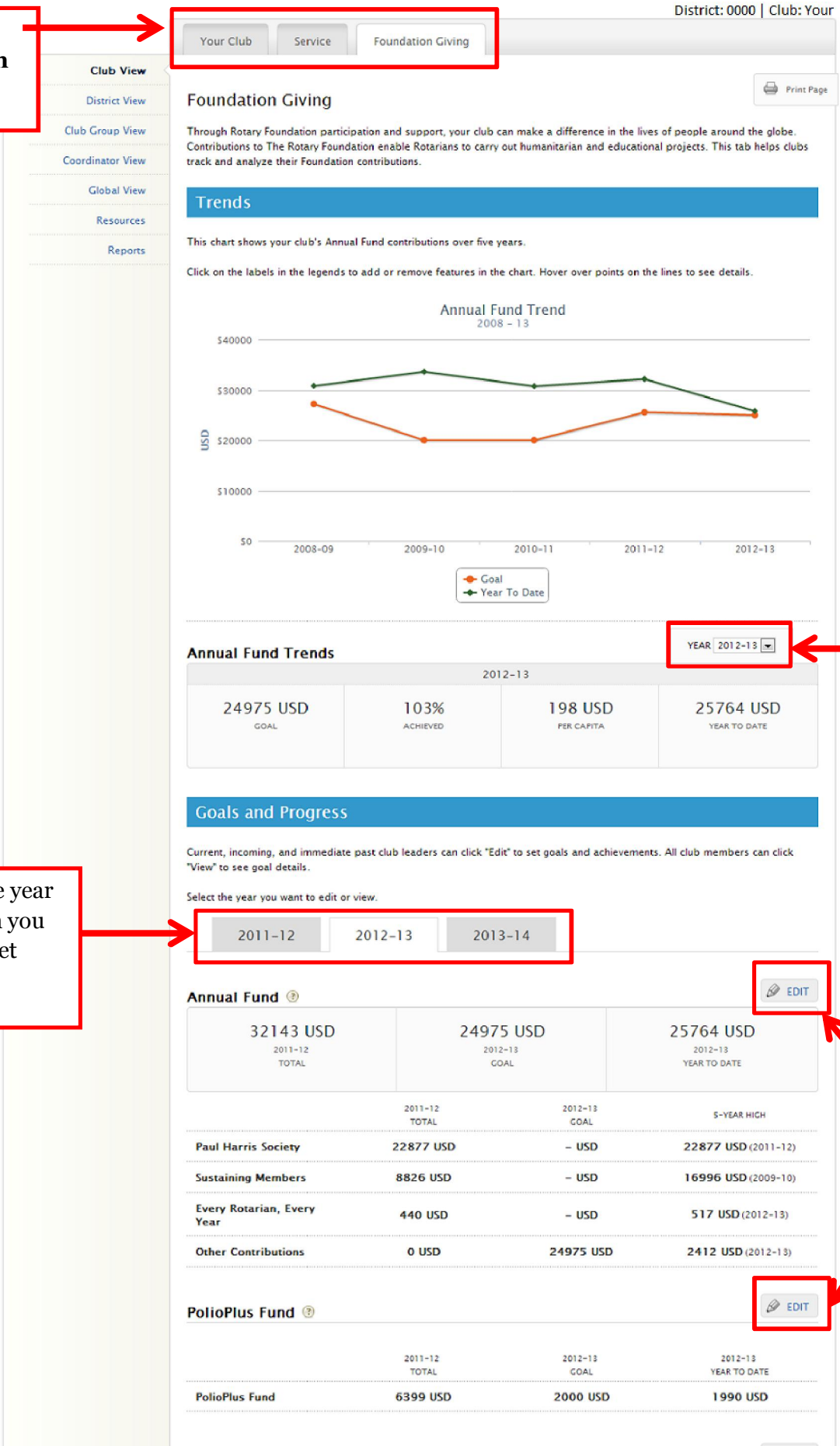


New Generations Participants



Foundation Giving

Select **Foundation Giving**.



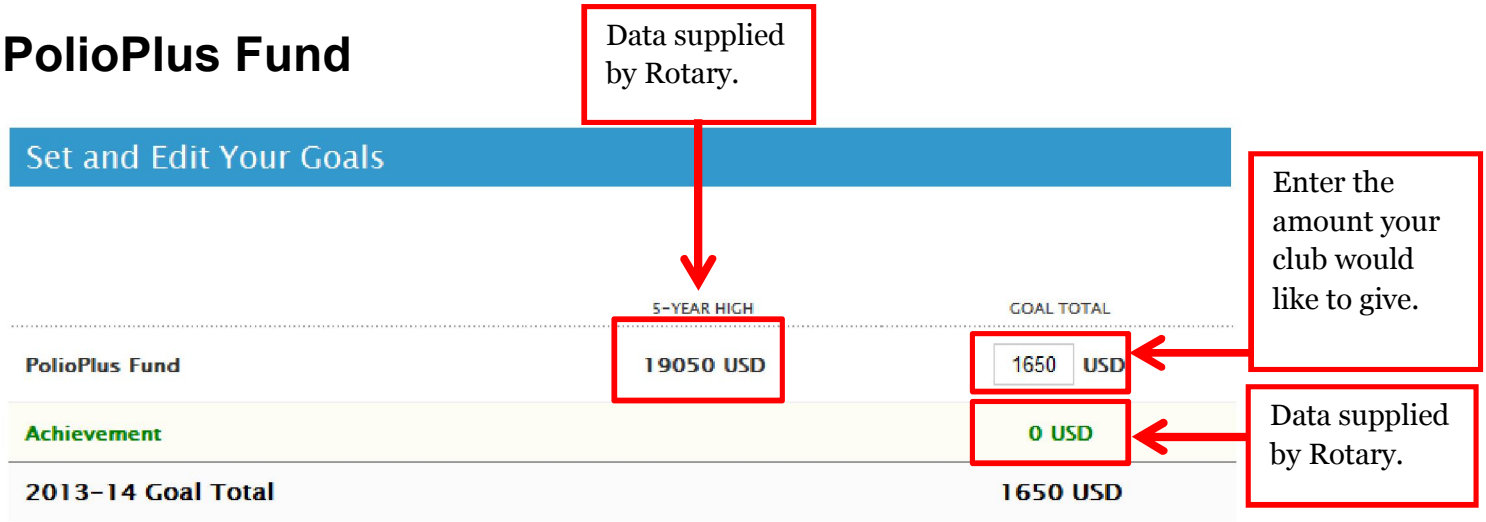
Use the drop-down to see your club's donations to the Annual Fund for the last five years.

Select the year for which you want to set goals.

Then click **EDIT** to update a goal.

Annual Fund

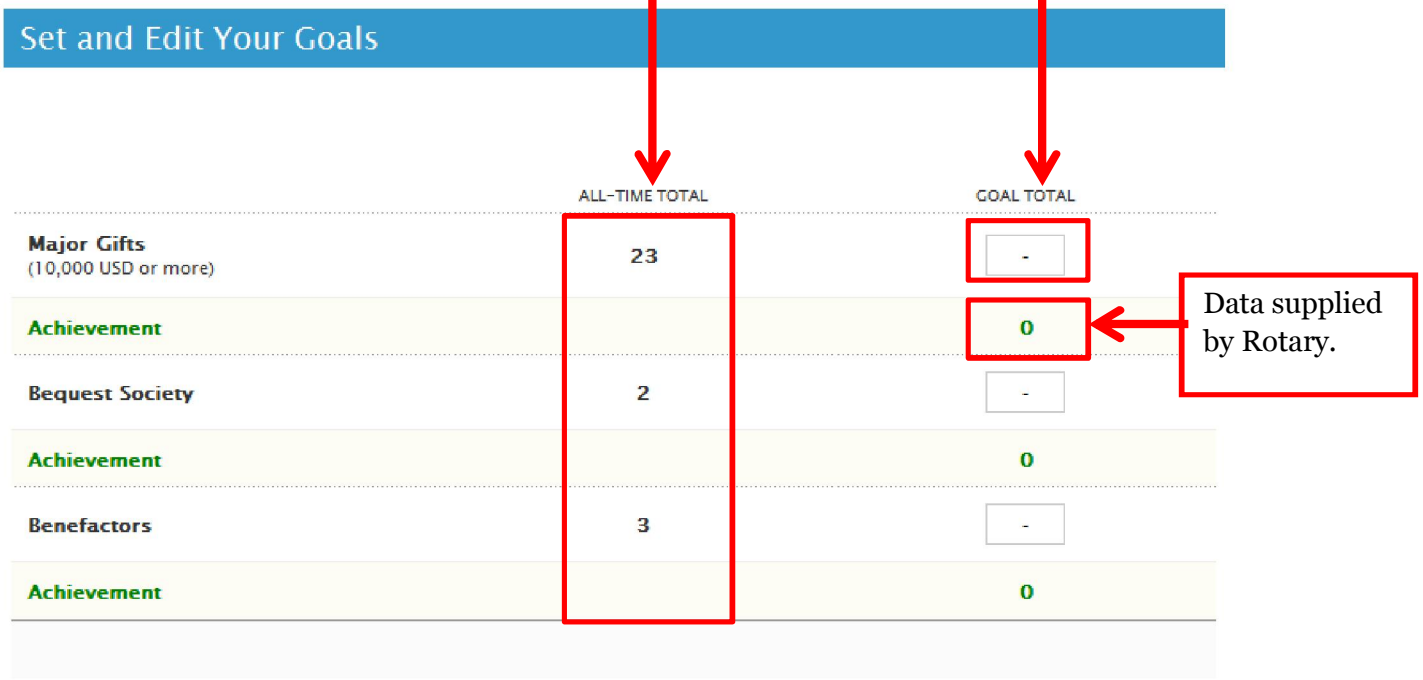
PolioPlus Fund



Major Gifts and Endowment Fund

The 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 each giving level. The donation doesn't have to be received during a club leader's term, but the commitment must be.



Data supplied by Rotary.