

ROTARY CITATION FREQUENTLY ASKED QUESTIONS



What's new?

Beginning this year, Rotary Citation goals live in Rotary Club Central. To earn the citation, club presidents will need to achieve at least 13 goals out of the 25 goals listed to receive the citation. This gives clubs more flexibility in achieving the goals that are relevant to their club.

While a few of the goals are data-generated, such as membership numbers and Rotary Foundation giving, most goals are self-reported and club leaders mark them as “Achieved” in Rotary Club Central. This not only simplifies reporting achievement but makes long-term progress easier to track because the goals will be relatively consistent each year.

How do I find the 2020-21 Rotary Citation goals in Rotary Club Central?

1. Go to the Goal Center on the left side of the page.
2. Select the 2020-21 Rotary year (in the middle of the screen).
3. Select the **All** tab.

Where can I find a list of the 2020-21 Rotary Citation goals?

The goals and instructions can be found in [this document](#).

How do I achieve the Rotary Citation?

1. Go to Rotary Club Central.
2. Review the 25 available goals.
3. Select and set at least 13 goals.
4. Achieve your goals.
5. Report your achievement in Rotary Club Central.

Who can see and set goals?

All Rotarians can see the goals that their club officers set for any given year. If a member doesn't see a goal for the incoming year, it might be because their officer hasn't set it yet.

ROTARY CITATION FREQUENTLY ASKED QUESTIONS



Any incoming officer at the club or district level, including assistant governors, can set goals for the upcoming year.

Is our club still eligible for the citation if we achieve different goals than the ones we set at the beginning of the year?

Yes. As long as 13 goals are reported as achieved by the end of the Rotary year, the club is eligible for the citation.

Where should I enter my club's accomplishments?

You can report accomplishments for most goals in Rotary Club Central by marking them "Achieved." Data-driven goals like membership numbers and Rotary Foundation giving are updated from our database.

Can members who aren't officers enter a club's accomplishments?

Yes. Officers can [delegate online access](#) temporarily to a member to allow them to enter a club's accomplishment in Rotary Club Central.

How can I see my club's progress?

Members who have My Rotary accounts can see their club's accomplishments in the [Rotary Citation Recipients Report](#). You can find the report in Rotary Club Central in the reports tab. The report is also available in My Rotary. Go to **Manage**, then **Reports**, and find **Club Reports**. In the **Awards** section, you'll see the Rotary Citation.

I just achieved a goal for my club. Why isn't the achievement showing?

Achievement of self-reported goals appears as soon as you enter the achievement in Rotary Club Central. You can enter the achievement at any time.

ROTARY CITATION FREQUENTLY ASKED QUESTIONS



If the goal is for a data-generated achievement, such as membership numbers or Rotary Foundation giving, the achievement may not appear for 48 hours. Please check your achievement a day or two after you've reported the goal as achieved.

What are Rotary Action Groups and Rotary Fellowships?

[Rotary Action Groups](#) are independent, international, Rotary-affiliated groups whose members have expertise and experience in a particular area of specialization. Aligned with Rotary's priority to increase humanitarian impact, they use their knowledge and passion to help clubs and districts plan and carry out impactful service projects.

- Membership is open to any individual. Rotarians, Rotaractors, and Peace Fellows can serve in leadership roles.
- By joining a Rotary Action Group, you can use your professional skills to advise on meaningful service activities outside your own club, district, or country.
- Rotary Action Groups provide networking opportunities with likeminded individuals from around the world.

[Rotary Fellowships](#) are international groups that share a common passion. Being part of a fellowship is a fun way to make friends around the world, explore a hobby or profession, and enhance your Rotary experience.

What are examples of a leadership development program?

A leadership development program can be anything designed to give members opportunities for developing their leadership skills. Clubs can offer leadership development opportunities to their members, such as asking them to be on a committee or lead a club initiative. They can also support members interested in professional development by having a mentor program or giving them opportunities to develop new skills through new experiences, such as taking the online professional development courses in [Rotary's Learning Center](#), and creating a supportive environment for them as they complete the assignments involved.

ROTARY CITATION FREQUENTLY ASKED QUESTIONS



What district training events count for the district training participation goal?

The description of the goal in Rotary Club Central notes that this goal refers to club committee attendance at the district training assembly. The district training assembly is the RI-Board recommended training held by the district governors-elect for incoming club officers, including club presidents, secretaries, treasurers, and club administration, membership, public relations, service project, and Rotary Foundation committee chairs.

What social activities count for the goal in Rotary Club Central?

Any social activity held outside of the regular club meeting that is open to all club members can count for this goal.

How do these changes affect the citation for Rotaract and Interact clubs?

The changes in the 2020-2021 Rotary Citation have minimal effect on the Rotary Citation for Rotaract Clubs and the Rotary Citation for Interact Clubs. You can nominate [Rotaract](#) and [Interact](#) clubs online for the citation by 15 August. Rotaract and Interact clubs can't be nominated by email, mail, or phone.

Rotaract and Interact citation goals for 2020-21 will be available by 1 July on the [Rotary Citation page](#).

Can clubs earn a presidential distinction for the 2020-21 Rotary Citation?

No. The 2020-21 Rotary Citation doesn't include distinction levels.

Do clubs still have to be in good standing to earn the Rotary citation in 2020-21?

Yes. To be eligible for the Rotary Citation, clubs need to begin the year as active clubs in good standing and remain so throughout the year. For the purposes of the citation only, good standing means that a club has paid each invoice balance in full upon receipt (and

ROTARY CITATION FREQUENTLY ASKED QUESTIONS



hasn't received a 60-day reminder letter from Rotary International Accounts Receivable).

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.

If you have questions about the club invoice or where to send your payment, including whether your club has a zero balance or received a 60-day reminder letter, contact your [financial representative](#).

How can I verify that a club is in good standing?

To see whether your club is in good standing, you will need to check whether the club balance has been paid in full and within the 60 day time frame.

To check your daily club balance, check the report under Manage, then Club Administration, then Club Finances. You should have an outstanding balance of \$0.00. Invoices are due when they are posted, in mid-January and mid-July.

To check whether your July and January club dues were paid on time, check the Citation Recipients Report. This report can be found on My Rotary. Navigate to the **Manage** tab, then **Reports**, and find **Club Reports**. In the **Awards** section, you'll see the Rotary Citation. This report also lives in Rotary Club Central. Clubs are in good standing as long as they haven't received a 60-day reminder to pay their dues.

Where can I find the 2020-21 presidential theme address?

You can read RI President-elect Holger Knaack's theme address, "[Holger Knaack sees opportunities for Rotary to change, thrive](#)," on Rotary.org.

Why is my previous year's membership growth not showing? I didn't remove members until 1 July.

ROTARY CITATION FREQUENTLY ASKED QUESTIONS



Members who are added on 1 July count toward the next year's membership growth. Members who are removed on 1 July count toward the previous year's loss since they aren't members at the start of the Rotary year.

The membership trends graph in Rotary Club Central is updated based on 1 July membership figures so it won't update throughout the year. To find your club's current membership figures, go to your Reports on My Rotary's Manage tab.

We are working on a multi-year service project and can't achieve goals related to service until it's complete.

If you have a multi-year project, and are concerned about it impacting your achievement of the goal in Rotary Club Central, you can break your project into parts that will be achieved each year and mark each part complete when the Rotary year ends.

How are new and existing members defined?

For the purposes of the citation, a new member is defined as those who were added on or after 1 July of the Rotary year in question. Existing members are those who were members prior to 1 July of the Rotary year in question.

Are clubs chartered during the current Rotary year eligible for this year's citation?

We want to recognize the achievements of Rotary's newest clubs. If a newly chartered club is in good financial standing and has achieved 13 goals before the end of the Rotary year, it could be eligible. While achievement is not automatic for these clubs, presidents of newly chartered clubs who are on track for achieving at least 13 goals in Rotary should write to riawards@rotary.org to inquire if their club is eligible.

Where can I find the Rotaract and Interact Citation Goals?

They can be found on <https://my.rotary.org/en/news-media/office-president/rotary-citation>

ROTARY CITATION FREQUENTLY ASKED QUESTIONS



How do Rotaract Clubs achieve the Rotaract Citation?

Rotaract clubs need to achieve 13 of the goals listed on this form to earn the Rotaract Citation. The nominator submits an [online form](#) indicating which goals have been met.

Who can submit a Rotaract Citation nomination?

Any Rotary club or district leader or the Rotaract club president can submit the nomination.