



INTERACT HANDBOOK

A Guide for Interactors

Interact 

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A GUIDE FOR INTERACTORS

This handbook is for youth interested in forming or participating in an Interact club. You will learn how to:

- ▶ Start an Interact club
- ▶ Build a dynamic club that offers all members meaningful service and leadership opportunities
- ▶ Promote your club's work to your community and the Rotary world



Throughout the handbook you will find question prompts and spaces with the pencil icon to take notes to organize your thoughts and focus your goals for your Interact club.

Your club adviser and sponsors can help if you have any questions or need support. You can also send questions or comments about Interact to interact@rotary.org.

Policy references are based on the [Rotary Code of Policies](#). Decisions made by the Rotary International Board of Directors take precedence over information in this publication.



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CHAPTER

1

WHAT IS INTERACT?

Interact is a service club for young people ages 12-18 who are passionate about making a difference while learning about the world and themselves. And having fun! Your Interact club will be expected to organize at least two projects every year: one that helps your school or community and one that promotes international understanding.



WHY PARTICIPATE IN INTERACT?

You'll find that Interact makes an impact in so many ways: on you personally, on your community, and beyond. Here are just a few reasons to join or start an Interact club:

Taking the lead. You and your fellow club members get to shape your own club. You'll plan and do everything from service projects to leadership development and social activities, all tailored to your members' interests and your community's needs. In doing so, you'll gain lifelong leadership skills.

Learning the value of service. Your club's projects will create real and lasting change. You'll get to observe the results of your service and understand the enormous impact that Rotary's members and other volunteers make around the world.

Becoming a global citizen. When you join an Interact club, you become part of a global community. You connect with other young leaders from around the world, gain a deeper understanding of international events, and forge new friendships.



BE PART OF SOMETHING BIGGER

When you join Interact, you become part of something bigger: Rotary! More than 1.4 million Rotary and Rotaract club members worldwide are working to create lasting change. Interact has a global reach, too, with more than 300,000 Interactors around the world. And just like you, they are all dedicated to making a difference in their communities and beyond.

Through this network of Interact, Rotaract, and Rotary clubs, you can share ideas with an international group of leaders. To foster this connection to Rotary, your club must be sponsored by a Rotary club. Your sponsor club will tell you about the other programs Rotary offers for young leaders, connect you to other clubs in your district, and help you get involved in districtwide training and service opportunities. Finally, sponsor club members will serve as mentors for your club.

GOOD TO KNOW

You can participate in other Rotary youth programs to enhance your leadership skills and become even more of a global citizen. Learn about [Rotary Youth Leadership Awards](#) and [Rotary Youth Exchange](#).



What interests you about an Interact club: leadership, service, learning about people and other countries, or making friends? What does an Interact club look like to you?

Your club will also receive guidance from an Interact adviser, whose name must be **reported to Rotary International** every year through My Rotary, the online portal for members. Your adviser provides support, answers questions, and ensures that all of Rotary's **youth protection policies** are followed. You will learn more about the role of the Interact adviser throughout this handbook.



HOW IT ALL BEGAN

Rotary International started with the vision of one man, Paul Harris. An attorney in Chicago, Illinois, USA, Harris founded the Rotary Club of Chicago in 1905. Harris realized that in joining together with other professionals from different backgrounds, that he and others could exchange ideas and develop lifelong friendships. Over time, Rotary's reach gradually extended to humanitarian service. Members have a long record of addressing challenges in their communities and around the world.

Empowering young people has always been an essential part of Rotary's work. In the late 1950s, Rotary members began seeking ways to strengthen these efforts, through a Rotary-wide program designed to encourage service among young people and offer them opportunities to develop their leadership skills. After a few years of study under the direction of 1959-60 President Harold Thomas, Rotary approved plans for the Interact program.

In November 1962, Rotary members helped students at Melbourne High School in Melbourne, Florida, USA, form the first Interact club. The name "Interact" came from combining the words "international" and "action."

GOOD TO KNOW

Are you interested in history? Rotary's archives include tens of thousands of photos, recordings, publications, and artifacts. Explore Rotary history and learn about our collections at rotary.org/history.

CHAPTER

2

Starting an Interact Club

What if you're passionate about service but there's no Interact club in your area? Follow just seven steps to start an Interact club.

1 FIND A CLUB SPONSOR AND ADVISER

First, you'll need to find a Rotary club to sponsor your Interact club. A sponsor Rotary club maintains a connection to Rotary's vast network and resources, mentors your Interact club, and connects you to additional service and leadership opportunities through Rotary. To find a sponsor, contact a local Rotary club. Explain why you want to start an Interact club and what you hope to accomplish. When you have found a sponsor club, its members will guide you through the process of starting an Interact club.

If you need help connecting with a Rotary club, use the [Club Finder](#) on My Rotary, Rotary's online member portal.

You will also need to find an adviser for your Interact club. Your club adviser can be a member of a sponsor Rotary or Rotaract club, a teacher, a parent, or a community volunteer. This person will oversee the day-to-day activities of your club, communicate with your club sponsors and Rotary International, and ensure that Rotary's [youth protection policies](#) are followed. If your club is school-based, a teacher or school administrator may need to serve as your adviser, depending on your school's policies.

Learn more about advisers and club sponsors in chapter 7.

2 CUSTOMIZE YOUR CLUB

Next, you will need to choose the kind of club that will work best for your club's members. Consider these factors.

CLUB BASE

You can decide whether your Interact club is school-based or community-based. In a school-based club, all the members attend one school. You'll need approval from your school, and depending on its policies, you may need a teacher or administrator to serve as your club adviser.

If you organize a community-based club, you'll be able to recruit members from several schools and from local youth programs.

GOOD TO KNOW

Want support and guidance from more than one sponsor club? Up to three Rotary or Rotaract clubs can co-sponsor your club. (At least one of your sponsors must be a Rotary club.) Co-sponsors share the responsibilities of supporting and mentoring your club and having more than one increases your Rotary connections.

Although you can report only one adviser to Rotary International, your club may benefit from the support of multiple advisers. They can offer different perspectives and bring additional skills and expertise to your club.

GOOD TO KNOW

If your club chooses to meet online, it is very important to work with your club adviser to choose a safe platform. For school-based Interact clubs, sponsors are encouraged to adopt the school's internet and communication policies.

AGE RANGE

Interact is open to people ages 12-18, but you can choose a narrower age range for your club. Doing so may help your club meet members' needs and interests, especially if it's a community-based club, which will have a larger pool of potential members.

For a school-based club, be sure to check your school's policies on eligibility for activities like Interact. If they require that students of all ages be allowed to join, your club may admit members who are younger than 12 or older than 18. Note also that Interactors can remain active in school-based clubs until they graduate, no matter their age.

MEETING FORMAT

Your club can choose to meet in person, online, or a combination of both. Ask members which format works best for them. If your club chooses to meet in person, try to select a location that's convenient for everyone, such as a place where members already gather to study, play sports, or socialize.



Where will your club be based?
What age range will you include in your club?
How will you meet?

3 RECRUIT MEMBERS

Create promotional materials that tell potential members about your new club and explain how they can learn more. For a school-based club, hang flyers around the school and work with faculty to encourage students to join. For a community-based club, display your promotional materials at youth centers or other local gathering spots. You can also develop content for social media and other online platforms to reach more of your peers. And don't forget to invite your friends! Learn more about attracting new members in chapter 6.

GOOD TO KNOW

The [Rotary Code of Policies](#) lists all of

Rotary's general and permanent policies. Find the information related to Interact in section 41.010.

What are a club constitution and bylaws?

Many groups benefit from having a set of rules that outline how they will function. That is true for Interact clubs. The club constitution is a basic set of guidelines that apply to all Interact clubs worldwide. The club bylaws allow your club to create additional rules for day-to-day operations, based on your unique needs and local practices. Remember that bylaws may provide additional guidance, but they cannot contradict the standard constitution.



Where will you find club members and how will you spread the word?

4 DETERMINE HOW YOUR CLUB WILL BE GOVERNED

Review the [Standard Interact Club Constitution](#) and fill in your club information. It includes important policies on membership, sponsorship, meeting structure, and more. Anyone who joins your Interact club will need to comply with the principles outlined in the Standard Interact Club Constitution.

When you've recruited a group of members, your club can also adopt the [Recommended Interact Club Bylaws](#). Your club bylaws supplement the Standard Interact Club Constitution and help develop common club practices. Members can work together to customize the bylaws to meet your club's needs, as long as they don't conflict with the policies in the constitution and the [Rotary Code of Policies](#).



Once you have read these documents, check them off your list.

- Standard Interact Club Constitution
- Recommended Interact Club Bylaws
- Rotary Code of Policies

What bylaws would you like to add for your club?

5 ELECT A BOARD OF DIRECTORS

Your club can now hold elections for its board of directors using the guidelines you developed in your bylaws. Each Interact club should have a president, vice president, secretary, and treasurer, and its bylaws should outline their roles and responsibilities. Learn more about the responsibilities of club officers in chapter 4.

Your club can establish other officer roles as needed. Just be sure that your sponsor club approves of any added roles.

6 MAKE IT OFFICIAL

You can now officially charter your new Interact club! Working with your club adviser, complete the [Interact Club Certification Form](#).

Save or scan and email your completed form to interact@rotary.org. You can also email, fax, or mail a copy of the form to your region's [international office](#).

There is no fee to charter an Interact club. After Rotary receives your form, it will take four to six weeks to prepare your official Certificate of Organization. Rotary will email your certificate to the sponsor Rotary clubs' presidents to sign and present to your club.

GOOD TO KNOW

You don't have to wait for your official certificate to start club activities. Your club can meet, organize, and begin taking action.

7 CELEBRATE!

When your certificate arrives, plan an event to commemorate the official start of your new club. There's no standard ceremony when you start an Interact club, induct members, or recognize club officers, so be creative! Organize a celebration that combines your district's Rotary traditions and local customs into something new. To get ideas, see the sample ceremony in [appendix 1](#).

CHAPTER

3

Safety and Inclusion

As an Interactor, you can have fun, meet new people, and learn lifelong skills. We all make that possible by creating clubs that are safe, welcoming, and inclusive.

This chapter covers what you can expect from your club's adult advisers, sponsors, and mentors. It also outlines steps you can take to create a safe club.

WHAT YOU CAN EXPECT FROM YOUR ADVISERS, SPONSORS, AND MENTORS

Your Interact club advisers and sponsors are responsible for creating and maintaining a safe environment for all Interact club members. They must safeguard Interactors from physical, sexual, and psychological abuse and harassment.

Rotary provides your advisers, sponsors, and district leaders with resources and information on our youth protection policies so they can confidently implement them. These include:

- ▶ **Rotary Youth Protection Guide**
- ▶ **Protecting Youth Program Participants** (online course)
- ▶ **Electronic and Online Safety Considerations**
- ▶ **Developing a Crisis Management Plan**
- ▶ **Rotary Code of Policies, section 2.120.**

Statement of Conduct for Working With Youth

Rotary International strives to create and maintain a safe environment for all youth who participate in Rotary activities. To the best of their ability, Rotary members, their partners, and other volunteers must safeguard the children and young people with whom they come into contact and protect them from physical, sexual, and psychological abuse.



YOUR ROLE IN SAFETY




Your adviser is responsible for ensuring that your club follows Rotary's youth protection policies, but you can also do your part to create a safe environment for your peers.

A safe environment begins with a culture of accountability, where everyone takes responsibility for their words and actions and holds others to the same standard. In the Rotary community, one of our guiding principles is The Four-Way Test. This refers to four things we consider about our words, thoughts, and behavior:

1. Is it the TRUTH?
2. Is it FAIR to all concerned?
3. Will it build GOODWILL and BETTER FRIENDSHIPS?
4. Will it be BENEFICIAL to all concerned?

You can use The Four-Way Test to help create a club environment that promotes safety, courtesy, dignity, and respect for all.

Here are some more things you can do to promote a safe and welcoming environment:

-  Consider developing a code of conduct for your club that reflects the principles of The Four-Way Test. Include clear expectations for acceptable and unacceptable behavior, including physical, verbal, and electronic interactions. Learn more in chapter 4 of the [Rotary Youth Protection Guide](#).
-  Emphasize to all members that your club will not tolerate disrespectful behavior and that it is everyone's responsibility to create a respectful environment.
-  Empower members to stand up to disrespectful behavior when it occurs and report it to your advisers, sponsors, or district leaders.



Sample code of conduct

As an Interactor, I will:

Follow Rotary's youth protection policies

Treat others with respect, regardless of their race, ethnicity, sexual orientation, or background

Create an environment in which members feel safe from physical, verbal, and sexual harassment or abuse

GOOD TO KNOW

Leaders of Rotary districts also work to create safe environments for Interactors. Your district governor and district youth protection officer help clubs develop additional youth protection policies, training, and resources to reflect local and regional laws and practices.



As an Interactor, I will:



REPORT YOUTH PROTECTION CONCERNS

Even with clear rules, abuse or other misconduct can occur in any organization or program. If something happens that affects your safety or the safety of another Interactor, or if you have a safety concern, here's how to respond:

- ▶ **Tell a trusted adult.** Tell your parent or guardian, adviser, sponsor, mentor, or district leader. Share the details of what happened, when, and who was involved.
- ▶ **Report it online.** If you're not comfortable telling an adult, or if you want to report what happened anonymously, you can use Rotary International's [online youth protection report form](#). Find a link for reporting a youth protection concern at rotary.org/youthprotection.

Rotary's policies require any allegation of sexual abuse or harassment that involves youth to be reported to local law enforcement.

The safety and well-being of youth program participants and all young people are Rotary's highest priority, and we take all youth protection concerns seriously. If you have any general questions or concerns about how to protect yourself or your fellow Interactors, visit our [Youth Protection page](#) or write to youthprotection@rotary.org.



ONLINE SAFETY

As we noted in chapter 2, your club has the option to organize itself online and meet virtually. If you choose to meet online, work with your club adviser to review the safety features of online tools and platforms you use. Ask your adviser to provide guidelines for online communications, not only between club members but also between members and adults.

Social media can also be a great way to connect with others and share important information. When you're using social media, remember:

- ▶ Never post photos or personal information about club members without their permission and the permission of a parent or legal guardian.
- ▶ Never tag a club member or share their username or handle on your club's official social media platforms. This could expose you and their personal information, interests, and favorite locations and make you vulnerable to unwanted communication.



CREATING AN INCLUSIVE CLUB

In Rotary, we believe that demonstrating and embracing diversity, equity, and inclusion (DEI) should be part of everything we do. These principles are key to fostering a welcoming and vibrant club.

our commitment to diversity, equity, and inclusion



At Rotary, we understand that cultivating a diverse, equitable, and inclusive culture is essential to realizing our vision of a world where people unite and take action to create lasting change.

We value diversity and celebrate the contributions of people of all backgrounds, across age, ethnicity, race, color, disability, learning style, religion, faith, socioeconomic status, culture, marital status, languages spoken, sex, sexual orientation, and gender identity as well as differences in ideas, thoughts, values, and beliefs.

Recognizing that individuals from certain groups have historically experienced barriers to membership, participation, and leadership, we commit to advancing equity in all aspects of Rotary, including in our community partnerships, so that each person has the necessary access to resources, opportunities, networks, and support to thrive.

We believe that all people hold visible and invisible qualities that inherently make them unique, and we strive to create an inclusive culture where each person knows they are valued and belong.

In line with our value of integrity, we are committed to being honest and transparent about where we are in our DEI journey as an organization, and to continuing to learn and do better.

EQUALITY**EQUITY****WHAT DOES DIVERSITY, EQUITY, AND INCLUSION MEAN?**

- ▶ Diversity = representation from people with different identities/ characteristics within a group
- ▶ Equity = people are treated with fairness (not equally)
- ▶ Inclusion = everyone has a chance to be seen, heard, and has a seat at the table for decisions that affect them

Your Interact club is encouraged to develop its own DEI statement. Work together to write a statement that all club members agree to follow to make the club inclusive for current and future members.

When you develop a DEI statement, consider taking the following steps.

- ▶ Welcome and introduction:
 - Make sure your club uses inclusive introductions. If appropriate, consider inviting participants to mention their pronouns when they introduce themselves if they wish.
 - Ask participants what diversity, equity, and inclusion mean to them, and give them an opportunity to contribute to your club's DEI statement.
- ▶ Reflection:
 - Allow time for discussing DEI during club meetings. Ask members to review the club's DEI statement and consider how the club could better support diversity, equity, and inclusion.
- ▶ Feedback:
 - Plan to collect feedback from club members every year. Based on their answers, identify any gaps in your club's DEI statement, and consider whether the club should add or change any policies for the coming year. Before you make any changes, make sure all club members agree and consult your club constitution and bylaws.
- ▶ Recruitment:
 - Develop a recruitment strategy that seeks out participants from underrepresented groups and encourages them to join.
 - Create a fair and unbiased process for admitting new members.
- ▶ Service projects:
 - Design service projects that are physically accessible to all of your club's members.
 - Make sure all members are comfortable with the topics or issues that your service projects are related to.
- ▶ Training:
 - Make DEI the foundation of any training your club offers, including orientation for new members.

• Social activities:

- Organize social activities that are inclusive, making sure that everyone can participate equally regardless of their physical, cognitive, or cultural needs.
- Remember that some participants might be uncomfortable with, or unable to participate in, certain social activities. If that's a concern, consider making social events optional or offering alternative activities.

• Venues:

- Be sure to select venues that are accessible to all participants, whether they're for service projects, training, social activities, or club meetings.



What are three things that your club can do to be more diverse, equitable, and inclusive? What are some ideas for your DEI statement?

CHAPTER

4

Building a Foundation

You will likely want to start some club service projects and other activities right away. But taking some time to get organized will prepare your club for success. In this chapter, you'll learn more about organizing your club, writing its bylaws, electing members to leadership roles, establishing committees, and recruiting and retaining members.



CONSTITUTION AND BYLAWS

Your club's constitution and bylaws provide guidance on how to run and structure your club. All Interact clubs automatically adopt the **Standard Interact Club Constitution**. This universal constitution helps unite all the world's Interact clubs around the same goals. After your club reviews and adopts the constitution, you can customize your club by writing bylaws that will guide members. Review the **Recommended Interact Club Bylaws** and adapt them to meet your club's needs. In the bylaws, you can establish the committees, meeting frequency, fees, and other practices that work for your club.

Refer to the standard Interact constitution and recommended bylaws as you review this chapter. The topics covered here will help you decide what to include in your bylaws.



CLUB LEADERS

In Interact, young people take the lead in designing their club. You and your fellow members shape your club's agenda, plan projects, and work together to implement real change. You can play an even bigger part in club decisions by taking on a club leadership role. Serving as a club leader will also help you develop critical skills like management, negotiation, and relationship building.

Your club's board of directors will serve as the leaders of your club. They will hold regular meetings to discuss club business and will be responsible for writing an annual report to share important information about club operations with the adviser and sponsoring club and district interact committee.

The directors are members of your club who are elected to serve one-year terms unless your bylaws specify otherwise. (Read more about club elections later in this chapter.) The board should have a president, vice president, treasurer, and secretary.

Here are their usual responsibilities:

PRESIDENT

- Oversees and leads most club meetings
- Plans creative club programming
- Arranges speakers, panel discussions, trips, and other activities
- Appoints all standing and special committees with the approval of the board
- Communicates regularly with sponsor clubs, the club adviser, and the district Interact committee
- Promotes the club's DEI statement

VICE PRESIDENT

- Presides over club and board meetings when the president is absent
- Handles special assignments as directed by the president
- Coordinates with your club committees and stays informed of their work

TREASURER

- Oversees all funds
- Chairs the club finance committee
- Manages the distribution of funds, with oversight from the board of directors

SECRETARY

- Maintains all club records
- Takes attendance at club meetings and service projects
- Records minutes of all meetings of the club and board of directors. These are notes that record the key points and ideas of the meeting and who says them. It is a way to keep track of tasks, activities, responsibilities, and goals.

GOOD TO KNOW

Your club president is encouraged to delegate responsibilities as needed, depending on club members' interests and backgrounds. For example, if a club member is passionate about the environment, they can organize a panel discussion with local experts. This empowers club members and provides additional leadership opportunities.

While each director has specific responsibilities, the board is meant to collaborate. That's why it's important for your club's directors to feel comfortable working together. Icebreakers and social activities can help directors get to know one another. Activities could include game nights or talent shows, themed dinners, and more.



As a club, what can members do to get to know each other?



CLUB COMMITTEES

Committees play an important role in planning projects and ensuring that your club meets its goals. Interact clubs usually appoint the following committees.

International understanding: Plans at least one major activity each year to promote international understanding within the club, school, or community. Most, if not all, club members should be involved in the activity.

Service: Organizes at least one service project that benefits the school or community. Most, if not all, club members should be involved in the activity.

Finance: Develops a plan to finance all club activities.

Club: Tracks attendance, develops membership strategies, communicates club updates, and promotes club activities.

Your club can choose to elect committee chairs, as outlined in your bylaws to lead committee activities. They will report back to the board of directors on their committees' progress and share updates at club meetings. Additional committees may be appointed as needed. Just remember that your club bylaws will need to define the responsibilities of all committees and that each one should meet regularly to discuss plans and activities.

GOOD TO KNOW

Check whether your Rotary district organizes a training event for Interact club leaders. If not, ask about participating in district training events like the presidents-elect training seminar (PETS). At PETS, incoming Rotary club presidents prepare for their year in office while district governors-elect and incoming assistant governors build their motivation and working relationships. Your club adviser can connect you to district training opportunities. (Learn more in chapter 7.) You can also complete some of the courses under [Club Leadership](#) in Rotary's Learning Center.



What leadership roles are you interested in?
What skills do you want to contribute or develop through a leadership role?



ELECTIONS

Your club will elect directors and, if applicable, committee chairs every year. You have the flexibility to determine your own election process so it will be compatible with local customs.

When organizing club elections, remember:

- ▶ Candidates must accept their nomination in order to be elected.
- ▶ To win an election, candidates should receive a simple majority of votes.
- ▶ Candidates should be current club members in good standing.
- ▶ All voting should be anonymous.
- ▶ Election procedures should be recorded in your club bylaws.

Here are a few ways you could organize elections:

- ▶ Candidates apply for a position using an online form that asks them about their goals. All active club members vote based on their answers.
- ▶ Candidates give speeches about what they plan to achieve in the role. Members who attend vote by secret ballot.
- ▶ Candidates record videos of themselves talking about their vision for the club and how they plan to achieve their goals. Members watch each video and vote online.



List your ideas for how to hold elections:



SETTING GOALS

With your club leaders and committees in place, you are ready to begin setting goals. Setting goals annually will give your club direction and help it succeed.

Need help with setting goals? Find questions to guide you in [appendix 2](#), information about the Rotary Citation for Interact Clubs in [appendix 3](#), and space to list your club's goals in [appendix 4](#).

The Rotary Citation for Interact Clubs

Each year, Rotary International recognizes Interact clubs for achieving goals that strengthen both the clubs and Rotary. Working toward the Rotary Citation can help your club set annual goals and track its progress. Learn more in these resources:

- **Citation Goals and Instructions for Interact Clubs (PDF):** Review the citation goals, indicate which ones you plan to achieve, and set a target.
- **Nomination form:** Work with your sponsor Rotary club officers or Interact club adviser to complete the nomination form by 15 August.



How will you set goals as a club?



FUNDING CLUB ACTIVITIES

Your club may need money to carry out its activities and achieve its goals. Costs could include supplies for service projects and meetings or promotional materials like club T-shirts, for example. Your club treasurer can lead the development of a funding strategy. Here are a few options:

- **Annual membership fees.** Your club can choose to ask members to pay a minimal fee, only to cover administrative costs as defined in your bylaws. Consider whether a fee is necessary, and whether it could prevent some potential members from joining.
- **Support from your sponsors.** Your club may occasionally request minimal financial support from your sponsor Rotary or Rotaract clubs.

Fundraisers. Your club can raise funds from other sources. Consider these suggestions when you plan a fundraiser:

- Be creative. Use your club members' skills, talents, and contacts.
- Be specific. When you raise funds from individuals, businesses, or organizations, clearly explain what the money will be used for and the impact their donations will make.
- Be open to new ideas. Ask your sponsor club, local nonprofit organizations, and other Interactors in your district for fundraising suggestions.



Which strategies will you use to fund your club activities?

GOOD TO KNOW

Learn more about the types of fundraisers your club can organize in the online course

[Youth Guide to Service-Learning](#).

Ask your adviser and sponsor clubs for financial guidance, including on how to set up bank accounts and designate funds based on club activities.



RUNNING AN EFFECTIVE MEETING

Club meetings are an opportunity for members to come together, share news and announcements, plan service projects and events, and have fun! They are also a chance to invite experts and local leaders to speak.

Your club will first need to determine how often to meet and where. Be sure to include the meeting frequency in your club bylaws. Your club will also need to decide how important member attendance is. You can specify how many meetings or projects members can miss and how they can make up for their absences.

See [appendix 5](#) for a worksheet to help you plan club meetings.



ADMITTING NEW MEMBERS

New members will help your club thrive and enable it to make a larger impact. As your club develops its process for admitting new members, consider these suggestions:

- ▶ Allow any member to propose a candidate for membership.
- ▶ Develop a way for prospective members to ask to join the club.
- ▶ Allow other Interact clubs to nominate a transferring or former member to join your club.
- ▶ Tell prospective members within a reasonable time frame whether they have been approved to join your club. In your club bylaws, specify how many days club members have to review a candidate.
- ▶ Develop fair, unbiased, and inclusive criteria for admitting new members. Your club's DEI statement can inform this policy.

GOOD TO KNOW

At least one member of your sponsor clubs should attend your club and board meetings. Work with your Interact adviser to coordinate with your sponsor clubs, making sure they know when and where your club meets and how often they should attend.

Remember that your meetings can be virtual. If you choose to meet online, you will still need a meeting agenda and, ideally, at least one sponsor club member present. See chapter 3 for safety considerations for virtual meetings.



What strategies will you use to appeal to and invite new members?





MEMBER ENGAGEMENT

ENERGIZING NEW MEMBERS






It's important to engage new members in club activities as soon as they join. It tends to work well when clubs:

- ▶ **Offer an orientation.** Describe your club's key activities and the various ways new members can get involved, including by serving on club committees.

-  **Get new members' ideas.** Ask them about the types of service projects and social activities that interest them and try to use their suggestions.
-  **Mentor new members.** Pair experienced club members with new ones. The experienced members can help make sure new members feel included.

KEEPING MEMBERS ENGAGED

The best way to retain members is by keeping them engaged. Here are some ideas:

-  Gather feedback from members regularly and make adjustments to your club as needed.
-  Allow all members to contribute ideas for service projects and social activities.
-  Make sure all members are informed of upcoming activities.
-  Plan social events and icebreakers so members can get to know one another.
-  Encourage members to get involved in club leadership roles.

ROTARY'S LEADERSHIP OPPORTUNITIES

Rotary offers young people many ways to get involved other than through Interact. By highlighting these opportunities, you'll help members stay excited about your club and Rotary. Encourage members to participate in district training events, and connect them to [Rotary Youth Leadership Awards](#), [Rotary Youth Exchange](#), and other Rotary opportunities in your area.



How will you engage and communicate with members?

GOOD TO KNOW

Learn more about promoting your club in chapter 6.

CHAPTER

5

Make Membership Meaningful

Through your Interact club, you can lead service projects, promote international understanding, and help your fellow members develop leadership skills. Interact clubs organize at least two activities every year: one that helps their school or community and one that promotes international understanding. But your club has the potential to accomplish much more. Members can have fun and find purpose in working on causes they care about. This chapter covers the basic steps for conducting club activities and offers ideas for deepening your experience and expanding your impact.



SERVICE PROJECTS

Effective service projects require preparation and planning. To guide your club through a successful project, you are encouraged to use a **service-learning** approach.

Service-learning has five steps:

- 1. **Investigation.** Through research and inquiry, your club identifies a genuine community need and the factors that cause it.
- 2. **Planning and preparation.** Based on your research, your club plans a realistic and meaningful service project with clear goals, timelines, roles, and follow-up plans.
- 3. **Action.** Your club implements the plan through direct, indirect, or advocacy-based service. Throughout this step, collect data about your project and its impact.
- 4. **Reflection.** Think more deeply about what went well, what went wrong, and what you learned. Reflection is important at every phase of service-learning, not just after the action step.
- 5. **Demonstration.** Show what you learned and the impact you made in your community to others who supported your action. Share recommendations based on findings from your reflection activities. Learn more about showcasing your club's success in chapter 6.



START YOUR SERVICE-LEARNING JOURNEY

In partnership with the [National Youth Leadership Council](#), Rotary International developed a set of resources to support you and your club advisers through each step of service-learning. Complete the online course [Youth Guide to Service-Learning](#), available in [Rotary's Learning Center](#), and use the interactive handbook [Service-Learning Workbook for Youth](#) as you carry out service projects. The course will teach you how to conduct a community assessment, find partners, and develop a detailed timeline and budget, and it includes tools such as a checklist for a day of service.

Rotary also has resources just for advisers. Encourage your adviser to explore the [Service-Learning for Advisers](#) learning plan in for more information.

In the early steps of service-learning, decide which types of service will be most effective for addressing the need you've identified. The types of service are:

- ▶ **Direct service** — Working directly with the people who benefit from your service. Examples include documenting oral histories from older people, tutoring younger students, and delivering meals to people who have limited mobility.
- ▶ **Indirect service** — Working to support other efforts that help people, such as cleaning up a playground, raising funds for a cause, or collecting books for a school or library that needs them.
- ▶ **Advocacy** — Raising awareness about an issue. Examples include speaking to a city council to support a policy or launching a public information campaign about an issue like eradicating polio.

Looking for inspiration and service project ideas?

- ▶ Support one of **Rotary's causes**:
 - Promoting peace
 - Fighting disease
 - Providing clean water and sanitation
 - Saving mothers and children
 - Supporting education
 - Growing local economies
 - Protecting the environment
- ▶ Review nominees for the **Interact Awards** which recognize innovative projects that are featured in videos, photos, and essays by Interact clubs around the world.
- ▶ Learn about service projects that Interactors have successfully completed on **Rotary Showcase**. Search for the keyword "Interact" to read stories and share your ideas.

GOOD TO KNOW

To use the **Learning Center**, you will need to create a **My Rotary** account. If you are age 16 or 17, you can create a My Rotary account with the permission of a parent or legal guardian. If you are younger than 16, a club adviser can share the printed resources with you.



What service projects are you passionate about?



PROMOTE INTERNATIONAL UNDERSTANDING

Rotary is a global network that strives to advance international understanding, goodwill, and peace. As an Interactor, you are part of this network, and you can use it to connect with other young people around the world. Here are some ways you can use Rotary's global network to promote international understanding and learn about other cultures:

- Find a twin club.** Build a long-term partnership with an Interact club in another country. You can work together on an international understanding or service project and organize virtual opportunities for members to learn about the other country and club. It is helpful to partner with a club whose members speak a language you know. Ask your adviser or sponsor club to connect you with an Interact club in another country.
- Promote peace.** One of Rotary's causes, promoting peace, can be a way to build international understanding. Work with your sponsor club to find opportunities for conversations and collaborations that will foster understanding within and across cultures. You can also review the [Top 10+ Ways You Can Be an Everyday Peacebuilder](#) on My Rotary for more ideas.
- Use Rotary's global network.** Learn about [Rotary Action Groups](#) and [Rotary Fellowships](#) and find ways to collaborate with one.
- Introduce members to Rotary's exchanges.** Through Rotary, club members can participate in informal virtual or in-person exchanges, experience [Rotary Youth Exchange](#) as either a host or an exchange student, and look forward to opportunities after Interact through [New Generations Service Exchange](#) and [Rotary Friendship Exchange](#).



LEADERSHIP DEVELOPMENT

As an Interactor, you have lots of opportunities to develop lifelong leadership skills. Organizing service projects and taking on club leadership roles are great ways to learn how to build relationships, solve problems, and make decisions as a group.

You can also support other members' leadership development, which will not only enhance your own membership but also further your own skills. Consider covering leadership topics during club meetings. Here are some ideas:

SKILLS

Leadership theories

Learn the main concepts of various leadership theories.

Use a worksheet, survey, or group activity to identify club members' leadership styles.

Communication skills

Let club members take turns leading group activities.

Organize a speech competition in which club members speak about a topic of their choice and get constructive comments from other members.

Collaboration

Emphasize the importance of acknowledging and respecting different perspectives and ideas.

Design challenges that club members can complete successfully only if they work together.

Ethical leadership

Learn about the components of ethical leadership, including respect, service, community, justice, and honesty.

Consider what ethical leadership means to you, and have club members create their own code of ethics.

GOOD TO KNOW

As you're developing meaningful experiences for your club, review the goals of the [Rotary Citation for Interact Clubs](#), which can spark ideas and help keep your club on track.



What skills do you already have as a leader? What leadership skills would you like to develop in Interact?

CHAPTER

6

Promoting Your Club

You and your fellow club members work hard to make a difference. Make sure you tell people about your work, so they'll see your impact and want to get involved. In this chapter, you'll learn about Rotary resources and how to promote your club.



PUBLIC IMAGE AND BRANDING

Rotary's public image is how people outside of the organization think about us. The Rotary brand, built over more than a century, can help bring attention to your Interact club when you use it correctly. Proper branding is critical because not everyone understands what we do and why our clubs matter. When you create promotional materials for your club, make sure they follow our branding guidelines. Find these resources in the [Brand Center](#):

- ▶ **Guidelines:** Develop communications that are clear, concise, and effective with our messaging and visual guidelines.
- ▶ **Logo templates:** Create a club signature, which adds your club's name to the universal Interact logo and clearly communicates its connection to Rotary.
- ▶ **Promotional materials:** Customize promotional cards, posters, banners, and news releases.
- ▶ **Images and videos:** Find high-quality photos and professional videos that can help you share information about Interact and Rotary through your website, social media accounts, and events.

USING THE INTERACT LOGO

A key part of branding your club activities is using the Interact logo correctly with an official Interact club signature. The signature system makes it easier for the public to recognize your club across all your communications. Every club can create its own signature in the [Brand Center](#). Here are some examples:





PUBLICIZING YOUR CLUB'S IMPACT

After you create marketing materials, you'll be ready to showcase your club's impact. By sharing its work, your club will enhance its public image and possibly attract new members, along with donors to support your projects. Here are some ideas:

SHOWCASE



How will you promote your club and projects?

Events

Use events, like a celebratory dinner, cultural exhibition, art show, or musical performance, to showcase your club's accomplishments. Encourage attendees to collaborate with and donate to your future projects and fundraisers.

Portfolios

Report on a project from start to finish. For example, design a webpage that includes updates on the project and clearly tells visitors how they can get involved and contribute.

Presentations

Give presentations to reach audiences with similar interests. Consider speaking to Rotary, Rotaract, or Interact clubs, at your district conference, or at other service-related events.

Local media

Send a press release to television, radio, and newspaper outlets, an essential step if you want widespread attention for your project.

Social media

Post about your project on social media, one of the best ways to tell people about your work. You can also ask your sponsor Rotary or Rotaract club to post your project on [Rotary Showcase](#).

Community leaders

Write to local leaders about your project, or hold meetings to discuss the issue, why you care about it, and what they can do to help.

Interact Awards

Share your projects in a video, photo, or essay for a chance to earn special recognition from Rotary International.



RECRUITING NEW MEMBERS

When you promote your club effectively, you'll be more likely to attract prospective members from diverse backgrounds. Here are some recruitment strategies to try:

SCHOOL-BASED CLUB

Connect with school leaders and share information about your club.

Post club materials around the school, especially in areas where students gather.

Use school events, such as assemblies and activity fairs, to tell people about your club.

Share information about your club on social media, working with your adviser to create club accounts.

COMMUNITY-BASED CLUB

Contact schools and youth organizations and share information about your club.

Work with district leaders, including the district Interact chair, to promote your club across the district.

Ask past participants of Rotary Youth Leadership Awards and Rotary Youth Exchange if they are interested in joining your club.

Share information about your club on social media, working with your adviser to create club accounts.



How will your club reach and recruit prospective members?

CHAPTER

7

Support From Rotary

As an Interactor, you are part of the Rotary family. That means you can expect support from the club, district, and international levels of Rotary. Read on to learn about Rotary's organizational structure, the people and resources that can help you, and opportunities to connect with Interactors across districts.



INTERACT CLUB ADVISERS

Your Interact club adviser supervises, guides, and supports your club. Your adviser is appointed by your sponsor club (see below) and may be a member of a sponsor **Rotary** or **Rotaract** club, an adult nonmember vetted by the sponsor club, or in the case of school-based Interact clubs, a member of the school's faculty or administration.

Ideal advisers have:

- ▶ Strong familiarity with Interact and your club's activities
- ▶ Experience working with young people
- ▶ The ability to be a champion for youth
- ▶ A passion for service and a desire to make a difference in your community

All potential advisers will need to be screened, vetted, and trained in how to uphold Rotary's youth protection policies before they formally become your club adviser.



INTERACT CLUB SPONSORS

An effective Interact club depends on the guidance, support, and active participation of sponsors.

There are over 36,000 Rotary clubs and 10,000 Rotaract clubs in nearly 200 countries and geographic areas, working to unite people and create lasting change in their communities, around the world, and in themselves.

Sponsor Rotary and Rotaract clubs should help train Interact club members, officers, and committee chairs. They should also encourage Interactors to participate in district, multidistrict, and international training opportunities. Your sponsor clubs are also expected to appoint mentors for your club, have a member attend your club meetings, and invite you to participate in their meetings, service projects, and events.

GOOD TO KNOW

Through **Rotaract clubs**, people ages 18 and older develop leadership and professional skills, exchange ideas with community leaders, and have fun through service.

An Interact club may have more than one adviser, but only one adviser can be officially reported to Rotary International. Your club must **report an adviser annually** to maintain its active status.

Remember, your club must have at least one Rotary club sponsor, but you can choose to have up to three additional co-sponsors. Co-sponsors can be either Rotary or Rotaract clubs. Also keep in mind that these clubs may be sponsoring more than one Interact club.



How do you want to collaborate with your sponsor club(s)?

GOOD TO KNOW

You can build a collaborative relationship with your sponsor club when you succession plan and prepare for the year ahead. Elect your club president well in advance of their term, and encourage them to meet with the incoming president of your sponsor club to share any important information and documents.

It takes effort to develop a strong partnership with your sponsor clubs. But by keeping them involved in your activities and maintaining good relationships, you create new connections and opportunities for your club. It's also easier to ask for help when your sponsor clubs are familiar with your club members and activities. You can ask your club adviser or club president to serve as a liaison to your sponsor clubs, or you can create a separate role for that. The liaison should share information about your club meetings, social activities, and service projects with your sponsors and encourage them to participate.

Here are some tips for fostering a strong partnership with a sponsor club:

- ▶ Exchange event calendars and encourage your club members to participate in your sponsor club's activities, and vice versa.
- ▶ Ask some of your club members to attend sponsor club meetings and give updates on your club's activities.
- ▶ Consider asking a representative from each of your Interact club's committees to connect with the corresponding committee of your sponsor club. For instance, a member of your service committee can attend your sponsor club's service committee.
- ▶ Start a mentorship program between your Interact club and your sponsor club.



DISTRICT SUPPORT

In Rotary, clubs are grouped into more than 500 districts. District leaders include the governor (see below) and district committees, who work to strengthen and serve clubs and programs in the district.

DISTRICT INTERACT COMMITTEE

The **district Interact committee** oversees all Interact activities in the district. It's responsible for empowering Interact clubs, growing and promoting Interact across your district, and providing training and support to ensure that Rotary's youth protection policies are followed. This committee should also connect Interact clubs with one another and strengthen the link between Interact and Rotary. The Interact committee can include Rotary, Rotaract, and Interact members.

The **district Interact chair** oversees the Interact committee. Appointed by the district governor, the chair can be either a Rotary or a Rotaract member. This person manages the district's Interact program and ensures that all clubs submit their contact information to Rotary International every year.

The district Interact committee may be co-chaired by an Interactor who also serves as the **district Interact representative**. This representative is elected by all the Interactors in the district and offers guidance and inspiration to Interact clubs.

ADDITIONAL DISTRICT ROLES

Your club can expect support from other district leaders, including:

District governor. The governor supports all programs and activities in the district. The governor approves new Interact clubs and all Interact club sponsors. They appoint the district Interact chair, as well as other leaders.

District youth protection officer. This person advises on Rotary's youth protection policies and procedures.

District alumni chair. The alumni chair helps Interact members transition to Rotaract and connects alumni with other Rotary opportunities.

BEYOND THE DISTRICT

You can find even more support and more opportunities for Interactors at the multidistrict, zone, and international levels of Rotary.

▶ **Multidistrict**

Districts often work together on multidistrict events, training, and service projects. It's a way to bring large, diverse groups of Interactors together to make new friends and learn from one

GOOD TO KNOW

Learn more about the roles and responsibilities of the Interact committee in the course

[Get Ready: District Interact Committee](#) in [Rotary's Learning Center](#).

another. If this sparks your interest, work with your district Interact chair to find a multidistrict event that you could attend or to develop one. Multidistrict events always require an agreement from the governors of the participating districts.

Zone

Rotary districts are organized into more than 30 zones around the world. Zones are overseen by a team of regional leaders and elected directors. Interactors are often invited to participate in zone conferences, training meetings, and other events.

Rotary International staff

Rotary members and programs are supported by an international staff of hundreds of professionals in six international offices and its world headquarters in Evanston, Illinois, USA. The Programs for Young Leaders staff is responsible for supporting Interact by chartering new clubs, sending regular updates to clubs and district leaders, designing opportunities like the Interact Awards and World Interact Week, and developing resources for clubs. If you have any questions, write to interact@rotary.org or your region's **international office**.



How can your district or zone support your Interact club?

CHAPTER

8

Beyond Interact

Supporting Interact is just one of the ways that Rotary invests in young leaders. Through Rotary, you have access to a variety of programs developed to empower you at every age. Contact your district leaders to learn more about these opportunities for young people.

Rotary Youth Leadership Awards (RYLA): RYLA is an intensive leadership program for young people ages 14-30. Organized by clubs, districts, and multidistricts, RYLA events allow participants to learn new skills through civic engagement and personal and professional development. To learn more about RYLA and its impact, read about [past recipients of the Leaders in RYLA Awards](#).

Rotary Youth Exchange: Through Rotary Youth Exchange, students ages 15-19 can learn a new language, discover another culture, and serve as ambassadors for peace. Exchanges are sponsored by Rotary clubs and can be either short-term or long-term. To learn more about Rotary Youth Exchange, [read stories from exchange students and alumni](#) on the Rotary Voices blog.

AFTER INTERACT

Don't worry about what's next after Interact. Rotary has something for you at every stage in life. As your experience with Interact comes to an end, explore these opportunities to stay involved.

Alumni groups: As a former Interactor, you are part of Rotary's alumni network and can connect with fellow leaders engaged in service around the world.

Rotary Peace Fellowships: Designed for leaders with work experience in peace and development, these fellowships fund study at our Rotary Peace Centers. Fellows are committed to community and international service and the pursuit of peace.

New Generations Service Exchange: New Generations Service Exchange is a short-term, customizable international exchange program with a humanitarian or vocational focus for university students and professionals up to age 30.

Rotary Action Groups: Rotary Action Groups are independent, Rotary-affiliated groups of people from around the world who are experts in a particular field, such as economic development, peace, addiction prevention, the environment, or water.

Rotary Community Corps (RCC): A Rotary Community Corps is a group of volunteers who aren't Rotary members but share Rotary's commitment to changing the world through service projects. Sponsored by a Rotary club, an RCC leverages Rotary's network, brand, and

GOOD TO KNOW

Through your Interact club, you can collaborate with your district's RYLA and Rotary Youth Exchange programs. Invite alumni to share their experiences at your club meetings, and work with them to plan service activities or social events.

mentorship by partnering with clubs to plan and implement service projects. More than 11,000 RCCs are active around the world.

Rotary Friendship Exchange: Rotary Friendship Exchange is an international exchange program for Rotary members and friends that allows participants to take turns hosting one another in their homes and clubs. Participants may travel as individuals, couples, families, or groups, and may or may not be Rotary members.

Rotary or Rotaract clubs: When the time comes, you might want to join a Rotaract or Rotary club to make new friends, continue serving your community, and hone your leadership skills. Ask your district leaders to help you find a club that meets your needs.



Which other Rotary programs interest you?

CHAPTER

9

Rotary Resources



ONLINE TOOLS

- ▶ **Brand Center** – Create your own Interact club logo to use on promotional materials, club shirts, and more.
- ▶ **Rotary Showcase** – Get inspired! Read about completed service projects, and have your sponsor post yours for everyone to see.
- ▶ **Interact Facebook page** – Connect with fellow Interactors and the Rotary members who support Interact.
- ▶ **Rotary’s Learning Center**
 - **Service-learning resources** – Find interactive courses and a workbook on designing youth-led service projects.
 - **Protecting Youth Program Participants** – Refer your adviser, sponsor, and other leaders to understand, recognize, address, and prevent abuse and harassment.



Notes

OTHER RESOURCES

- ▶ [Interact Club Certification Form \(PDF\)](#)
- ▶ [Standard Interact Club Constitution \(PDF\)](#)
- ▶ [Recommended Interact Club Bylaws \(DOC\)](#)
- ▶ [How to Update Interact Club Information \(PDF\)](#)
- ▶ [Interact Identification Card \(PDF\)](#)
- ▶ [Young Leaders in Action](#) – Subscribe to this monthly e-newsletter about Rotary’s programs for young leaders, including Interact.
- ▶ [Rotary’s causes](#) – Learn more about our causes and the work we’re doing to advance them.
- ▶ [Youth Programs page](#) – Discover Rotary’s other programs for young leaders.
- ▶ [Rotary Code of Policies](#) – Read policies and procedures established by the RI Board of Directors for the organization, including Interact and other programs for young leaders.



Notes

APPENDIX 1: Sample Club Charter Ceremony

Learn more about starting an Interact club and holding a charter ceremony in [chapter 2](#).

When it’s time to celebrate your new club’s charter, be creative! Plan a ceremony that reflects your club and community. Use this outline and the spaces below to plan and create a charter ceremony for your new club.

INVITATIONS

Consider inviting your sponsor club or district leaders to officiate or attend the ceremony:

- ▶ District governor
- ▶ District Interact committee chair
- ▶ District Interact representative

You can also invite club members’ families, school teachers and staff (if applicable), and community leaders.

CEREMONY IDEAS

<p>Share Rotary’s history. Consider providing a brief history of Rotary and Interact, including the founding of Rotary, the start of the first Interact club, and the missions of Rotary and Interact.</p>	
<p>Highlight the international family of Rotary. Emphasize that when young people join an Interact club, they become part of a global community. Mention the current membership numbers for Rotary and Interact.</p>	
<p>Introduce members. Announce the name of each new club member, and consider presenting everyone with a small token, such as a pin or membership card.</p>	
<p>Announce the club’s board of directors. Introduce its members and briefly explain their roles. You might ask the club president and other officers to say a few words about their goals for the year ahead.</p>	

PHOTO OPPORTUNITY

End the ceremony with a group photo!

APPENDIX 2: Guiding Questions for Setting Goals

Learn more about setting goals in [chapter 4](#).

Setting goals every year will help your club plan its activities and events and help it stay active and productive. Working together as a club, consider the questions below, and refer back to your answers throughout the year.

NEW CLUBS

<p>What characteristics do we want our club to have?</p>	
<p>What will we consider success to be?</p>	
<p>What do we want to do to further DEI?</p>	

ESTABLISHED CLUBS

<p>How are we reaching our current goals? What are some examples? What has worked well?</p>	
<p>What goals are we not reaching? Why? What isn't working well?</p>	
<p>What are our club's strengths? How can we use these strengths?</p>	
<p>How can we continue to gather members' feedback and make the club experience better for all?</p>	

APPENDIX 3: Rotary Citation for Interact Clubs

Learn more about setting goals in [chapter 4](#).

As you set goals for your club, get inspired by the [Rotary Citation for Interact Clubs](#).

The citation recognizes clubs that increase our impact, expand our reach, enhance participant engagement, and increase our ability to adapt.

Instructions:

Select at least 11 of the 20 goals listed below. This flexibility allows you to choose the goals that are the most relevant and attainable. You have the entire Rotary year (1 July to 30 June) to achieve your goals, and if you do, your club will receive the citation. Your sponsor club officers and club adviser can refer to this worksheet when they complete your nomination form.

To achieve the citation:

- ▶ Review the details of the goals.
- ▶ With guidance from your club adviser, select at least 11 goals to achieve.
- ▶ Indicate the goals you plan to achieve and set a target, if appropriate, in the SET YOUR GOAL column.
- ▶ When your club meets a goal, indicate that in the GOAL ACHIEVED column.
- ▶ Your sponsor club officers and club adviser should refer to this worksheet throughout the year to make sure that your club is on track to meet its goals.
- ▶ Work with your sponsor Rotary club officers or Interact club adviser to [submit your nomination form](#) by 15 August. Have them refer to this worksheet to complete the form.

CITATION CATEGORY	GOAL DETAILS	SET YOUR GOAL	GOAL ACHIEVED
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?		
Rotary Action Group engagement	During the Rotary year, will club members have the opportunity to learn more about Rotary Action Groups and get inspiration for service projects?		
Leadership development participation	How many leadership development programs will your club organize to enhance members' skills?		

CITATION CATEGORY	GOAL DETAILS	SET YOUR GOAL	GOAL ACHIEVED
District conference attendance	How many members will attend your district conference?		
Rotary Fellowship engagement	During the Rotary year, will club members learn more about the opportunities available through Rotary Fellowships?		
District training participation	Will your club members attend district training?		
Learning Center engagement	Will your club adviser or a member of your club complete the service-learning training in Rotary's Learning Center?		
Annual Fund contributions	During the Rotary year, how will your club raise funds for or increase awareness of Rotary's Annual Fund?		
PolioPlus Fund contributions	During the Rotary year, how many events will your club hold to raise funds for or increase awareness of Rotary's work to eradicate polio?		
Service projects	Will your club partner with your sponsor club or adviser on a significant local or international service project in one of Rotary's areas of focus?		
RYLA participation	How many of your club members will participate in Rotary Youth Leadership Awards?		

CITATION CATEGORY	GOAL DETAILS	SET YOUR GOAL	GOAL ACHIEVED
Programs for young leaders	Will your club host a meeting that introduces members to other Rotary programs for young leaders, including RYLA and Rotary Youth Exchange?		
Alumni engagement	Will your club engage with your sponsor club to connect graduating Interactors with university- or community-based Rotaract clubs?		
Strategic plan	Will your club follow its strategic plan or update it if it doesn't reflect your current priorities?		
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	Will your club promote an activity it holds during World Interact Week on social media?		
Use the Brand Center	Will you use logos and materials that were created using Brand Center templates and that correctly reflect Rotary's brand?		
Use of official Rotary promotional materials	Will your club use Rotary International's messaging and public service materials, such as broadcast videos, print ads, and other materials from the Brand Center, to promote Interact in your community?		
Promote your club	Will your club participate in the annual Interact Awards?		

APPENDIX 4: Specific Goals for Your Club

After you review the goals of the Rotary Citation, you might decide to set additional goals for your club.

1. List your goals in the column labeled GOAL. Make them specific.
2. Under NOTES, write how your club plans to achieve each goal. Include details such as the committee responsible for overseeing progress, any funding or additional resources needed, and due dates.
3. When your club has met a goal, indicate that in the GOAL ACHIEVED column.

GOAL	NOTES	GOAL ACHIEVED

APPENDIX 5: Sample Meeting Agenda

Productive club meetings are well organized, with a clear agenda. Here's an outline you can use for your meetings.

AGENDA ITEMS

1. Call to order and agenda. Write a list of things the group needs to discuss and accomplish in the meeting, so you can present it to club members.

2. Guest speakers or new members. Note the names of any guest speakers or new members, along with a few details about them so you can introduce them.

3. Icebreaker. Plan a fun activity to start your meeting.

4. Announcements. List important announcements and reminders so you won't forget to mention them at your meeting.

AGENDA ITEMS

5. Board and committee updates. Note any reports or news that will be presented by the board of directors or committee members.

6. Open forum. Give club members time to ask questions or discuss club business. Note any questions or items that your board of directors will need to follow up on.

7. Adjournment. Write any closing words you'd like to say to your club.



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