

ROTARY INTERNATIONAL

DISTRICT 5150

AWARDS GUIDELINES

Submission Criteria & Instructions

Books due no later than March 27, 2010 at the District Assembly



DISTRICT GOVERNOR

RIKI INTNER

2009 - 2010

Each project is an idea to share with other clubs for possible replication.
We are building a stronger community through Rotary service.

AWARD CATEGORIES

Awards are arranged in three categories: Avenues of Service, Club Enrichment and Special Emphasis Projects.

Individual awards are presented within each category as listed below.

One binder for the Avenues of Service Projects: Application instructions are the same for all awards within this category.

- **Vocational Service:** serve others through members' work and the practice high ethical standards
- **Community Service:** projects/activities that improve life in the club's community
- **World Community:** actions/projects that expand humanitarian reach around the globe and promote world peace
- **Youth:** activities & projects that benefit the community's children
- **Interact:** interactive activities/projects in collaboration with youth ages 14-18
- **Rotaract:** : interactive activities/projects in collaboration with young adults ages 18 - 30

One binder for Club Enrichment Projects: Application instructions are the same for each category. Individual categories have differing specific criteria to be described.

Membership – Fellowship – Fundraising- Public Relations

One Binder for Special Emphasis Projects: Application instructions are the same as for club Enrichment.

Literacy – Health – Water – Family of Rotary

Best Club Awards: To be considered for "Best Club" (large, medium, small) a club must have award submissions in at least 9 of the 13 possible categories (Vocational, Community, Youth, Interact, Rotaract, World Community, Membership, Fellowship, Fundraising, Public Relations, Literacy, Health, Water). Also list the name of your buddy club and the two projects/activities (including dates) that you did with them. In addition write a statement describing why you are the best club in 50 words or less.

Multiple Categories Awards:

Individual projects may be considered in multiple categories. Indicate on the application all categories that might apply e.g. (community + international + vocational, etc.)

Special note: A project that occurred during the 2008-09 Rotary year, too late to be submitted, may be presented this year. A project that will be substantially completed during this Rotary year 2009-10 may be submitted even if not totally completed

*Please limit submissions to no more than 2 projects that showcase your best effort in each category.

*For those clubs wanting to have their Awards book displayed on the District website contact District Webmaster Jay Kuhlman at johnkuhlman@comcast.com.

INSTRUCTIONS FOR AWARD SUBMISSIONS **AVENUES OF SERVICE AWARDS**

Award Description

Please submit one three ring binder for the Avenues of Service Awards which honor those Rotary Clubs that have successfully met the criteria stated.

- The identical overview format is used for each avenue of service submission
- Please provide an overview page for each submission.

Submission Instructions

1. Submit one “tabbed section” for each “Avenues of Service” category project in the binder
2. Limit submission to 4 pages (2 double sided) for each of the 2 projects.
3. Provide detailed information about the project – **THESE ARE THE ELEMENTS BY WHICH EACH PROJECT WILL BE EVALUATED**
4. Highlight elements that are unique, innovative, and worthy of replication
5. Please list any additional projects in each category with a **one** sentence description.
6. Maximum Total notebook submission may not exceed 30 pages.
7. Supporting documentation may not exceed 2 – 2 sided pages - e.g. Any photos, presentations, reports, and news articles or other documentation that will enhance the submission.

INSTRUCTIONS FOR AWARD SUBMISSIONS **CLUB ENRICHMENT AWARDS** ***AND*** **SPECIAL EMPHASIS AWARDS**

Award Description

Please submit one three ring binder for Club Enrichment and one three ring binder for Special Emphasis awards which honor those Rotary Clubs that have successfully met the criteria stated.

Submission Instructions

- One notebook should include no more than 2 Club Enrichment projects in each category being submitted plus a list of additional projects.
- One notebook should include no more than 2 Special Emphasis projects in each category being submitted plus a list of additional projects.
- Please provide an Over View page for each submission.
- Provide “tabbed sections” to separate each submission
- Provide detailed information about each project – **THESE ARE THE ELEMENTS BY WHICH EACH PROJECT WILL BE EVALUATED**
- Highlight elements that are unique, innovative, and worthy of replication
- Please list any additional projects in each category with a **one** sentence description.
- Limit submission to 4 pages (2 two-sided pages) for each project.
- Supporting documentation may not exceed 2 – 2 sided pages - e.g. Any photos, presentations, reports, and news articles or other documentation that will enhance the submission.
- Maximum Total notebook submission may not exceed 30 pages.

Club Enrichment Submission Categories

Criteria for Evaluation

Public Relations:

Illustrate strategies used to improve the club's visibility in the community

Membership:

- Membership at the start of the year
- Number of members who left the club
- Number of new members
- Number of current members as of (3/27/10)
- Strategies used to grow the club's membership
- Strategies used for member retention

Attention will be given not only to numbers, but also, to creativity in strategies used to attract and retain members

Fellowship: Describe activities that created fellowship within your club
Describe strategies used to maintain/encourage camaraderie

Fundraising: Describe the fundraising activities undertaken by your club
Describe the strategies for fundraising you implemented
Describe how the funds were/are being or will be used

Special Emphasis Categories

Submissions should describe activities/projects advancing the mission of, and promoting each special emphasis area:

- **Literacy:** adult, children programs; dictionary project, school/classroom programs
- **Health:** support of clinics, immunization programs, outreach to under-served populations
- **Water:** support of efforts to supply potable water systems in U.S. and the world
- **Family of Rotary:** club activities/projects that include member/community family members as partners in Rotary projects; includes Rotary Alumni (e.g. GSE, Scholars, Exchange)

OVERVIEW PAGE TO BE COMPLETED FOR EACH OF THE TWO SUBMISSIONS IN EACH CATEGORY

Please print or copy this form for each submission

SUBMISSION CATEGORY** _____

CLUB NAME _____

PROJECT CONTACT: _____

CONTACT PHONE & EMAIL: _____

% OF MEMBERS PARTICIPATING: _____ PROJECT \$ COST: _____

WORK HOURS FOR PROJECT: _____ PROJECT PARTNERS: _____

GOALS FOR PROJECT: _____

POSITIVE RESULTS OF PROJECTS: _____

WHAT MAKES THIS PROJECT UNIQUE, INNOVATIVE, IMAGINATIVE, AND/OR OF VALUE FOR CLUBS TO REPLICATE? _____

NOTE TO JUDGES: Please consider this entry in the multiple categories of (check all that apply):

- | | | | | |
|---|--|---|---|-------------------------------------|
| <input type="checkbox"/> Vocational Service | <input type="checkbox"/> Community Service | <input type="checkbox"/> World Community | <input type="checkbox"/> Youth | <input type="checkbox"/> Membership |
| <input type="checkbox"/> Fellowship | <input type="checkbox"/> Fundraising | <input type="checkbox"/> Public Relations | <input type="checkbox"/> Interact | <input type="checkbox"/> Rotaract |
| <input type="checkbox"/> Literacy | <input type="checkbox"/> Health | <input type="checkbox"/> Water | <input type="checkbox"/> Family of Rotary | <input type="checkbox"/> Other |

** SUBMISSION CATEGORY** (please circle)

Avenues of Service

Enrichment Areas

Special Emphasis Areas

PLEASE USE THIS PAGE FOR LISTING ANY/ALL ADDITIONAL PROJECTS IN A CATEGORY WITH A ONE SENTENCE DESCRIPTION OF EACH

Avenues of Service

Vocational Service Community Service World Community Youth Interact Rotaract

Example: 1. *One by One*: Rotarians read to 2nd graders for 30 minutes each week.

2. Club members and Interactors wrapped 50 holiday gifts and distributed them to homeless families.

**PLEASE USE THIS PAGE FOR LISTING ANY/ALL ADDITIONAL
PROJECTS IN A CATEGORY WITH A ONE SENTENCE DESCRIPTION OF
EACH**

Enrichment Areas

Membership

Fellowship

Fundraising

Public Relations

Example: *Happy Hour*: Rotarians meet for TGIF fellowship hour 4th Friday of every month.

**PLEASE USE THIS PAGE FOR LISTING ANY/ALL ADDITIONAL
PROJECTS IN A CATEGORY WITH A ONE SENTENCE DESCRIPTION OF
EACH**

Special Emphasis Areas

Literacy Health Water Family of Rotary Other _____

Example: Distributed 375 dictionaries to 3rd graders at 2 schools.