

CLUB EXCELLENCE AWARD FREQUENTLY ASKED QUESTIONS

Find answers to questions in these categories:

[Rotary and Rotaract Club Excellence Award](#)

[Rotary Club Central access](#)

[Award eligibility](#)

[Club excellence goals](#)

[Reporting your achievements](#)

[Recipients](#)

[Interact Club Excellence Award](#)

ROTARY AND ROTARACT CLUB EXCELLENCE AWARD

Why should clubs strive to earn the Club Excellence Award?

The Club Excellence Award isn't just an honor for your club to receive, it's an important tool to help monitor the health and growth of your club. Taking action toward achieving the [club excellence goals](#) helps clubs engage their members, stay relevant in their communities, and function more efficiently. A welcoming and engaging club also reflects the values of Rotary. When clubs achieve their goals, they contribute to the overall health and culture of Rotary for generations to come.

How do Rotary and Rotaract clubs achieve the Club Excellence Award?

1. Go to [Rotary Club Central](#).
2. Review the available goals.
3. Select and set at least half of the goals available.
4. Achieve your goals.
5. Report your achievement in Rotary Club Central by 30 June. (Note: Some achievements are recorded automatically, such as membership growth and Rotary Foundation contributions.)
6. Pay each club invoice upon receipt (no later than within 60 days).

Club leaders can return to edit these goals throughout the year and to report achievement.

What happened to the Rotary Citation?

The Rotary Citation was renamed the Club Excellence Award, effective 1 July 2024. Established in 1992, the award has undergone some changes over the years to remain relevant and to continue to align with Rotary's strategic objectives. The RI Board approved the name change to better convey the award's intent as a recognition of club excellence. The award continues to recognize Rotary, Rotaract, and Interact clubs that successfully achieve goals that are aligned with Rotary's Action Plan.

ROTARY CLUB CENTRAL ACCESS

How do I access Rotary Club Central?

You can find [Rotary Club Central](#) directly on the homepage of My Rotary or by opening the **My Rotary** menu in the navigation. To learn how to use Rotary Club Central, you can take the online course in the Learning Center called [Rotary Club Central Resources](#).

Who can review goals in Rotary Club Central?

All Rotarians and Rotaractors can review the goals in Rotary Club Central set by their club leaders for any specific year. If a member doesn't find a goal for the incoming year, it might not have been set, or the person might not have been reported as a member of the club.

Who can set and manage goals in Rotary Club Central?

If they have been reported to Rotary for these roles, any of these current and incoming club leaders can set goals for the upcoming year: president, vice president, secretary, treasurer, membership chair, public image chair, service projects chair, Rotary Foundation chair, learning facilitator, and executive secretary/director (Rotary) or Rotaract club adviser.

Note that any active member or nonmember executive secretaries can report service projects in the [Service Project Center](#), which appear as achievements in Rotary Club Central.

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

Only club leaders can set goals and mark achievements in Rotary Club Central. However, a club leader can [delegate online access](#) temporarily to a member to allow them to enter a club's accomplishment in Rotary Club Central. Note that Rotaractors

aren't yet able to delegate online access, but will be able to in the future.

AWARD ELIGIBILITY

Do clubs have to be in good standing to earn the Club Excellence Award?

Yes. To be eligible for the Club Excellence Award, Rotary and Rotaract clubs need to begin the year as active clubs in good standing and remain so throughout the year. For the purposes of the Club Excellence Award, good standing means a club has paid each club invoice balance in full within 60 days after the invoice is issued. If a club's payment isn't received by that date, the club will receive a 60-day reminder letter from Rotary International and the club will no longer be eligible. For Rotary clubs, dues are invoiced semiannually in July and January. Rotaract clubs receive one invoice per year in January.

New clubs that are chartered during the current Rotary year are also eligible for the award if they are in good financial standing and have achieved at least half of the available goals before the end of the Rotary year.

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

To find out whether your club is in good standing, you can check whether the club balance has been paid in full within the 60-day time frame.

To check your daily club balance, go to **My Rotary** and click on **View Club**, then **Finance**, then **Club Invoice**. You should have an outstanding balance of 0.00. Invoices are due when they are posted, in mid-January for Rotary and Rotaract clubs, and also in mid-July for Rotary clubs.

To find out whether your club dues were received on time, check the Club Excellence Recipients Report in My Rotary. Sign in to **My Rotary** and click on **Membership and Foundation Reports**. In the **Awards** section, you'll find the Club Excellence Award. Clubs are in good standing if they haven't received a 60-day reminder to pay their dues.

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

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

Yes. If club leaders find that a goal they set is going to be unattainable, but another will be achievable, they can edit the goals selected at any time during the year. If more than

half the goals are reported as achieved by the end of the Rotary year, and each club invoice was paid within 60 days, the club is eligible for the award.

Are clubs chartered during the current Rotary year eligible for this year's Club Excellence Award?

Yes. If a newly chartered club is in good financial standing and has achieved at least half of the available goals before the end of the Rotary year, it is eligible. If it was chartered after January, it will be considered in good standing. If it was chartered before January, it is considered to be in good standing if it has satisfied the January invoice payment on time.

Are satellite clubs eligible for the Club Excellence Award?

No. Satellite club goals and achievements should be combined with their sponsor club's goals.

CLUB EXCELLENCE GOALS

How do I find the Club Excellence Award goals in Rotary Club Central?

1. Go to **Club Goals** on the left side of the page.
2. Select the Rotary year (in the middle of the screen).
3. Select the **All Goals** tab.

If goals have already been selected, all reported club leaders can click on the edit button to change the club's selection.

Why do clubs need to choose at least half of the goals to achieve the Club Excellence Award?

Allowing clubs to choose their goals provides flexibility. It also recognizes that some goals are more important or achievable than others, and this varies from club to club. Clubs need to achieve at least half of the goals available to receive an award for excellence.

Why are some goals marked as priority goals in Rotary Club Central, and how do they affect eligibility for the Club Excellence Award?

Changes to Rotary Club Central include prioritizing some goals that are most closely aligned with Rotary's Action Plan. Clubs can still choose the goals they want to set and achieve, and which goals they set has no impact on their eligibility for the award.

Clubs can now set longer-term goals in Rotary Club Central. How does this affect the Club Excellence Award?

Setting longer-term goals is a change in Rotary Club Central that allows clubs to plan beyond the current year. The Club Excellence Award is still tied to goals and achievements for the single year aligned to the award. We encourage clubs to set long-term goals as well. Although they won't apply to the current year's achievements, they will count toward the award in a future year.

Where can I find a list of the Club Excellence Award goals that I can print?

You can find the goals for [Rotary](#), [Rotaract](#), and [Interact](#) clubs on the [Club Excellence Award page](#).

How are new and existing members defined?

For the Club Excellence Award, new members are defined as those who were added on or after 1 July of the Rotary year specified. Existing members are those who were members before 1 July of the Rotary year specified.

What additional resources are available to guide my club on updating our bylaws?

If it has been a few years since your club last updated your bylaws or you cannot locate them, use the [Recommended Rotary Club Bylaws](#) or [Recommended Rotaract Club Bylaws](#) as a starting point. Your club can tailor these bylaws to your needs, as long as your changes align with [Rotary's constitutional documents](#) and the [Rotary Code of Policies](#). Complete the [Creating an Inclusive Club Culture](#) course in the Learning Center to find examples of how your club can ensure that your bylaws reflect the needs of your members.

What does it mean to sponsor a new club member?

Sponsoring a club member means inviting someone to attend a meeting, service project, or other event, and then helping them become a member of your club. A club sponsor can be reported to Rotary when [adding that member](#) to your club in My Rotary.

What are Rotary Action Groups and Rotary Fellowships?

[Rotary Action Groups](#) are independent, international, Rotary-affiliated groups whose members have expertise in a particular topic. Aligned with Rotary's priority to increase our impact, they use their knowledge and expertise to help clubs and districts plan and carry out large-scale humanitarian service projects. By connecting clubs with experts, partners, and funding and offering guidance on the best practices and project management strategies, action groups help Rotary members plan and implement projects that make a greater impact.

Other things to know about Rotary Action Groups:

- Membership is open to anyone. Rotarians, Rotaractors, and Rotary Peace Fellows can serve in leadership roles.
- By joining a Rotary Action Group, you can use your skills and expertise to advise other members about meaningful service projects outside your own club, district, or country.
- Rotary Action Groups provide networking opportunities with like-minded individuals from around the world.

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

- Membership is open to anyone. Rotarians, Rotaractors, and Rotary Peace Fellows can serve as a chair of a fellowship, but anyone can serve in other fellowship leadership roles.
- Rotary Fellowships globally unite individuals around a common interest, culture, vocation, or recreational activity with the primary purpose to network, further friendship, and build community.
- Many fellowships offer opportunities to attend thematic activities and events online or in person.

How can I find out which members of my club are also members of a Rotary Action Group or a Rotary Fellowship?

RI currently does not track the membership information of Rotary Action Groups and Rotary Fellowships. Every action group and fellowship maintains its own membership

data. You can find out about your club members' engagement with action groups and fellowships by surveying your club members.

What are examples of a leadership development program?

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

Some clubs engage members who are knowledgeable about a specific topic, such as communication or team building, to help create seminars for members to develop skills in these areas. Some ask members to complete the [communication courses](#) in the Learning Center created by Toastmasters International and then practice giving a prepared speech.

What events are eligible for the learning event participation goal?

Any club leader who has attended a learning event to help them prepare for their role — virtually or in person — can be included toward this goal. Any additional leadership seminars can be included as well.

What social activities are eligible for the goal in Rotary Club Central?

Any social activity held separately from the regular club meeting that is available to all club members can be included toward this goal, including virtual events.

Can anyone host or sponsor youth exchange students?

No. Because we all need to adhere to RI policies and Rotary Youth Exchange certification standards, participating clubs need to function under district supervision of the district Rotary Youth Exchange program. Visit the [Youth Exchange page for members](#), contact your district's Youth Exchange chair, or write to youthexchange@rotary.org for information on how you can participate in Rotary Youth Exchange.

What is eligible for RYLA participation?

This goal can include sponsoring or funding RYLA participants; planning, organizing or managing the event; or participating in, facilitating, or speaking at the event.

REPORTING YOUR ACHIEVEMENTS

Where should I report my club's achievements?

You or another club leader can report your achievement of most goals in Rotary Club Central by marking them "Achieved." Data-driven goals like membership numbers and Rotary Foundation giving are updated by Rotary automatically, so you don't need to report your achievement of those. For the service project achievements, club leaders need to upload project information into the [Service Project Center](#) for the goal to be achieved.

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

Members who are added on 1 July are counted toward the next year's membership growth. Members who are removed on 1 July are counted toward the previous year's loss, since they aren't members at the start of the Rotary year. For example, members who are added on 1 July 2025 are counted toward membership growth for 2025-26. Members who are removed on 1 July 2025 are counted for the previous year (2024-25).

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, sign in to My Rotary and select **Membership and Foundation Reports**.

How can I report that my club achieved our service project goal?

This goal is marked as achieved by the system, so members cannot report it in Rotary Club Central. Instead, you need to add completed projects in the [Service Project Center](#). About 24 hours after you've done that, the achievement will update in Rotary Club Central.

How can I report an ongoing or completed service project?

Only service projects with end dates that occur during the current Rotary year will be counted toward the goal achievement in Rotary Club Central. If you have a multiyear project, you can opt to select other goals to achieve for the current year.

How can I review my club's progress toward the Club Excellence Award?

Rotary and Rotaract members who have My Rotary accounts can review their club's accomplishments in the Club Excellence Recipients Report. You can find the report in My Rotary. Go to My Rotary, then **Membership and Foundation Reports**. In the **Awards** section, you'll find Club Excellence. Please remember that invoice payments processed after the due date won't be reflected in the report, even if the payment was made before the deadline. If this is the case, verify with your financial representative that your payment was received within 60 days. If they confirm it, the club won't be penalized, despite what the report shows. Please note that we cannot make updates to how the report displays information throughout the Rotary year.

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

For most of the goals in Rotary Club Central, you or another club leader can report the achievement at any time. It may be 48 hours before it appears as achieved in the report.

For a few goals, such as membership numbers or Rotary Foundation giving, reporting the achievement happens automatically by RI and the data may not appear in Rotary Club Central for 24 hours. Please refer to the Club Excellence Recipients Report a day or two after reporting membership changes or submitting contributions. You can find instructions about how to access this report in the previous question.

Why isn't my club showing as having earned the Club Excellence Award on the Club Excellence Recipients Report?

Sometimes clubs achieve their goals but forget to report their achievements in Rotary Club Central. The award is given to clubs that achieve their goals and report their achievements. Clubs also need to pay all club invoices within 60 days to be eligible. In addition, if your club received an exception for one of the requirements, it won't be reflected on the report. Sometimes clubs pay their dues invoice in full within 60 days but it's not reflected in the report. This may be because it was processed after the deadline. If this is the case, it won't be an issue when the award is processed at the end of the year, because the goal requirement is also fulfilled.

RECIPIENTS

When do recipients of the Club Excellence Award get their certificates?

Rotary and Rotaract clubs should report their achievement of their goals by 30 June, the last day of the Rotary year. On 1 July, RI staff members download the Club Excellence Recipients Report to determine which clubs will receive the award. Certificates will be generated and sent via email in the first quarter of the new Rotary year. Requests for exceptions are considered individually through the end of September and should come from the club's president for the previous Rotary year.

What does my club get for earning the Club Excellence Award?

If a club successfully completes all the goals necessary, it will receive a digital Club Excellence Award certificate signed by the RI president.

How will certificates be distributed to clubs?

RI staff members will email immediate past governors in districts where clubs have earned the award. The email will include a link to a folder with the certificates. This allows district leaders to present their clubs with the certificates if they choose. A few weeks after links are sent to the past governors, the link to the certificates will be emailed directly to immediate past club presidents. The certificates will be organized by district number and club name.

My club earned the Club Excellence Award, but we didn't get the certificate. Where can we find it?

If you believe you earned this award in the previous Rotary year and didn't receive your certificate, write to riawards@rotary.org. A link to the certificates for the 2024-25 Rotary year will be shared with the appropriate Rotary and Rotaract club and district leaders in the first quarter of 2025-26.

My club showed as having achieved the Club Excellence Award when I checked the report earlier in the Rotary year. Why didn't we receive the certificate?

The Club Excellence Recipients Report updates as membership or Foundation giving figures change. If it shows a club as having earned the award in May, for example, but not in June, it may be that members were terminated at the end of the year. This could have affected the club's eligibility if membership growth was one of the selected goals. The report is downloaded on 1 July to identify the recipients, with the goals achieved as

of that date according to the report determining eligibility. Members terminated on 1 July will be counted as membership losses for the previous Rotary year. Members added on 1 July will be counted as membership gains for the current Rotary year. If goal achievements are updated after 30 June, they won't affect eligibility for the previous Rotary year.

INTERACT CLUB EXCELLENCE AWARD

How does the Club Excellence Award work for Interact clubs?

Interact clubs can be [nominated online](#) for the Club Excellence Award for Interact Clubs. Nominations aren't accepted by email, mail, or phone. You can find a link to the nomination form on the [Club Excellence Award page](#).

When does the nomination form for Interact Clubs open?

The [nomination form](#) for Interact clubs is available starting in late August or September of the current Rotary year until 15 August of the following Rotary year.

How do Interact clubs achieve the Club Excellence Award?

Interact clubs need to achieve more than half of their goals to earn the Club Excellence Award. The sponsor club president or Interact club adviser needs to submit the online nomination form indicating which goals have been met. You can find a [list of goals](#) and a link to the [nomination form](#) on the [Club Excellence Award page](#). If the club met at least half of the goals, the nominator receives a link to the certificate that they can download, print, and present to the Interact club. Only Interact clubs that have an active charter with Rotary International are eligible.

Who can nominate an Interact club for the Club Excellence Award?

Only sponsor club presidents and Interact club advisers can submit the nomination form for Interact clubs. If the Interact club is sponsored by more than one club, sponsor clubs should coordinate to submit the nomination.

Is there a list of Interact clubs that have achieved the Club Excellence Award?

Rotary International does not maintain or distribute a list.

What do I do if the Interact Club Excellence Award certificate doesn't arrive?

When the person nominating the Interact club submits the nomination form, they'll receive an email that links to the certificate if the club qualifies. The nominator can then download the certificate and present it to the club. If the nominator doesn't have that email with the certificate link, it may be in their junk mail. If it's not there, they can write to riawards@rotary.org for help.