

CLUB EXCELLENCE AWARD FREQUENTLY ASKED QUESTIONS

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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. 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?

Pay each club invoice promptly (within 60 days after you receive it), and:

1. Go to [Rotary Club Central](#).
2. Review the available goals.
3. Select and set at least half (or 13) of the 26 listed goals for your club to achieve within the Rotary year.
4. Achieve your goals.
5. Report your achievements in Rotary Club Central by 30 June. (Note: Club leaders can edit their goals and report their achievements throughout the year.)

Some achievements are recorded automatically, such as membership growth, Rotary Foundation contributions, and paid invoices.

What happened to the Rotary Citation?

The Rotary Citation became the Club Excellence Award in 2024. Established in 1992, the award has undergone some changes 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

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 coming year, it might not have been set.

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 Rotary and Rotaract club leaders can set goals for the current year and the upcoming two years: president, vice president, secretary, treasurer, membership chair, public image chair, service projects chair, Rotary Foundation chair, learning facilitator, and executive secretary/director (Rotary clubs) or Rotaract club adviser.

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 temporarily [delegate their online access](#) to a member to allow them to enter a club's accomplishment in Rotary Club Central. Rotaractors aren't yet able to delegate online access but will be able to in the future.

Note that any active member, as well as nonmember executive secretaries, can report service projects in the [Service Project Center](#). These will appear in Rotary Club Central as achievements when they are marked "complete" in the Service Project Center.

AWARD ELIGIBILITY

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

Yes. To be in good standing means a club has paid each club invoice balance in full within 60 days after the invoice is issued. Learn more in the [Club Invoice FAQ](#).

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 60 days. To check your daily club balance, go to **My Rotary** and click on **View Club**, then **Finance**, then **Club Invoice**. It should show no outstanding balance. If you have questions about the club invoice, 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 they selected at any time during the year.

Are clubs that were chartered this 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 paid the January invoice balance on time.

Are satellite clubs eligible for the Club Excellence Award?

No. Satellite clubs are extensions of their sponsor clubs, so their goals and achievements should be combined with their sponsor clubs' goals.

Are clubs that merged or were terminated this Rotary year eligible for the Club Excellence Award?

No. The Club Excellence Award recognizes outstanding performance, and termination or merging indicates a struggle to perform at this level. Also, a terminated club no longer exists, so it can't receive an award.

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 (just under your club's name).
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 the goals to achieve the Club Excellence Award?

Every club is different. Rotary recognizes that, for each club, some goals are more important or more achievable than others.

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

Some of the goals that are most closely aligned with Rotary's Action Plan have been prioritized, but these goals count the same as the others in earning the award. Clubs can still choose the goals they want to set and achieve.

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

Setting longer-term goals allows clubs to plan beyond this Rotary 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 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. Members who joined the club before 1 July aren't considered new members.

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

If it has been a few years since your club 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](#).

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.

Here are a few 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 expertise to advise other members about service projects outside your club, district, or country.
- Rotary Action Groups provide global networking opportunities.

[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 any interested individual. Only Rotarians, Rotaractors, and Rotary Peace Fellows can chair a fellowship, but anyone can serve in other leadership roles, even if they aren’t affiliated with Rotary.
- Rotary Fellowships unite people around a common interest. Their primary purposes are building relationships and exploring pastimes.
- Many fellowships offer opportunities to attend activities and events that are related to the pastime, 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 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 counts as a leadership development program?

A leadership development program can be anything that is designed to give members opportunities to develop their leadership skills. Examples include asking members to be on a committee or lead a club initiative, creating a mentoring program, writing succession plans to help people learn about club leadership roles, or having members take [professional development courses](#) in Rotary’s Learning Center and then supporting

them as they practice their skills in the club. Be sure to ask members what they want from a leadership program before you develop one.

What events satisfy the leadership development participation goal?

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

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

Any social activity held separately from the regular club meeting that is open 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 youth protection 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 counts as 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 many goals in Rotary Club Central by marking them as achieved. Data-driven goals related to membership numbers and Rotary Foundation giving are automatically updated by Rotary. For the service project goal, club leaders need to upload project information into the [Service Project Center](#) to record the goal as achieved.

Why is my club's membership growth for last Rotary year not showing? I didn't remove members who left until 1 July.

Members who are added on 1 July are counted toward membership growth in the year that's just starting. 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 2026 are counted toward membership growth for 2026-27. Members who are removed on 1 July 2026 are counted for the previous year (2025-26).

The membership trends graph in Rotary Club Central reflects your club's starting figure as of 1 July, 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**. Under **Club Reports**, expand the **Rotary Club Members** section and follow the link.

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

This goal is not reported directly in Rotary Club Central. Instead, add your club's completed projects in the [Service Project Center](#) and make sure to mark them as completed. About 24 hours after you do that, Rotary Club Central will reflect the achievement.

What if our service project is long-term or ongoing?

Only projects that are finished this Rotary year will be counted toward the goal. 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 club members who have My Rotary accounts can review their clubs' accomplishments in the Club Excellence Recipients Report. Go to My Rotary, then **Membership and Foundation Reports**. In the **Awards** section, you'll find **Club Excellence Award**. Please remember that invoice payments that are processed more than 60 days after the invoice date won't be reflected in the report, even if the payment was made before the due date. If this is the case, ask your [financial representative](#) to verify 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 Rotary cannot update the report during the Rotary year.

I just recorded the achievement of a goal for my club. Why isn't the achievement showing on the Club Excellence Recipients report?

For most of the goals in Rotary Club Central, you or another club leader can report the achievement at any time in Rotary Club Central. It may take up to 48 hours to appear as achieved in the Club Excellence Recipients report.

For a few goals, such as those related to membership growth or Rotary Foundation giving, the achievement is reported automatically and the data may not appear in Rotary Club Central for 24 hours. Please refer to the Club Excellence Recipients report in My Rotary a day or two after reporting membership changes or submitting contributions.

Why doesn't my club show 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. Sometimes clubs pay their invoice in full within 60 days, but it's not reflected in the report. This may be because it was processed after the due date. 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. Finally, if your club received an exception for one of the requirements, it won't be reflected on the report.

RECIPIENTS

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

If your club achieves half the goals listed in Rotary Club Center it will receive a digital Club Excellence Award certificate signed by the RI president and Rotary Foundation trustee chair.

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

RI Awards staff email the certificates for qualifying clubs to immediate past district governors in July or August, and then to immediate past club presidents and secretaries a few weeks later. District leaders may present the certificates to club recipients at a local event.

How will certificates be distributed to clubs?

RI staff will email a link to the certificates to immediate past governors of districts where clubs earned the award. This allows district leaders to present the certificates to the clubs if they choose to. A few weeks after these links are sent, past club presidents will be notified directly.

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.

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 affect the club's eligibility if club membership was one of the goals it selected. 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 will be reflected in the current Rotary year report.

What is the District Excellence Award?

A district can earn the District Excellence Award if 50% or more of its Rotary and Rotaract clubs receive the Club Excellence Award. Districts that earn this award are notified in October or November and receive a digital certificate.

INTERACT CLUB EXCELLENCE AWARD

How do Interact clubs achieve the Club Excellence Award?

Interact clubs need to achieve more than half of their goals to earn this award. The sponsor club president or Interact club adviser submits an online nomination form, indicating which goals the club met. You can find a [list of goals](#) and a link to the [nomination form](#) on the [Club Excellence Award page](#). If the club meets 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.

How does the Club Excellence Award work for Interact clubs?

Interact clubs can be [nominated](#) for the Club Excellence Award for Interact Clubs. Nominations are completed online by the sponsor club's president or the Interact club's adviser. They aren't accepted by email, mail, or phone. You can find more information and resources 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.

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 someone submits the nomination, they'll receive an email with a link to the certificate. The nominator can then download the certificate and present it to the club. If the nominator can't find the email message with the certificate link, it may be in their junk mail. Write to riawards@rotary.org for help.