

**ROTARY INTERNATIONAL
DISTRICT 3300 MALAYSIA**

**ROTARACT DISTRICT AWARDS SUBMISSION CRITERIA
RY 2018/2019**

1. OBJECTIVE

The Rotaract District Award serves as an esteem recognition to Rotaract clubs for their outstanding projects successfully organised within the term **2018/2019**.

2. ELIGIBILITY

- All Rotaract clubs of good standing within the Rotary International District 3300.
- Project(s) must be successfully carried within the stipulated period, by one or more Rotaract club(s).
- The project must be organised **within June 1st, 2018 and 31st May 2019**.
- Each club is only allowed one submission for each of the awards to be presented.

3. CLOSING DATE

31st May 2019

4. AWARDS TO BE PRESENTED

Project oriented

- Best Community Service
- Best International Service
- Best Professional Development
- Best Fellowship

Non-project oriented

- Membership Growth
- Best Rotaractor
- Best Rotaract Club

5. AWARDS COMMITTEE

- District Rotaract Chair (DRC),
- Immediate District Rotaract Representative (IPDRR) (Awards Chairperson),
- District Rotaract Representative Elect (DRRE),
- Any other distinguished Rotaractor duly invited by the District Awards Chairperson.
- The committee shall consist of no less than 5 members, including DRC, IPDRR and DRRE.

Decision of the committee is final and shall not be disputed.

6. AWARDS PRESENTATION

An Award Presentation Ceremony will be held during the District Awards Night, in June 2019.

7. SUBMISSION GUIDELINES

- Each club is only allowed to submit one (1) submission per category only.
- No clubs can submit one project for all avenue submission. In the event it happens, the District Awards Committee reserves the right to decide which avenue does the project best fit.
- In the event if it is a joint project between different clubs, the lead club will be the club allowed to submit for the awards. The term “lead club” means the club the Organizing Chairman is from, or club that is recognised as lead club by all participating clubs. In the event, the lead club decides not to submit the project for awards submission, then the next club in line with majority committee member will be allowed to submit for awards submission.
- Clubs who are organizing district events are allowed to submit the district event as part of awards submission with a condition that the majority organizing committee has to be from that club including the Organizing Chairperson, and is agreeable by majority of the event committee.
- Submission(s) must be submitted in softcopy to the submission link :
<https://forms.gle/sLb9s9vDazvKqFLP7>
- All submission must be completed in A4 size (in portrait orientation) and in PDF format.
- Kindly name your files in this format for easier tracking by the committee <CLUBNAME_AWARD> (example : RACAMPANG_FELLOWSHIP AWARD)

Each submission must be duly signed off by the Club President and Organising Chairperson(s) of the respective project(s).

** The District Awards Committee reserves the right to reject or not to award any submission if in its sole opinion the submission or projects undertaken do not meet the minimum standards expected for the award.*

8. JUDGING CRITERIA

Outstanding Community Service Award

Projects submitted for the above award should be reflecting Rotary International focus on education and job training, providing clean water, combating hunger, improving health and sanitation and eradicating polio. The achievement of the following aspects within the project will be an added advantage:

- Originality
- Innovation
- Creativity
- Commitment
- Involvement
- Effectiveness
- Embodies Rotary Year's theme, "Be the Inspiration".

Outstanding International Service Award

Projects submitted for the above award should encompass the promotion of international understanding, cultural exchanges, outbound/inbound visits and world peace. The achievement of the following aspects within the project will be an added advantage:

- Originality
- Innovation
- Creativity
- Commitment
- Involvement
- Effectiveness
- Embodies Rotary Year's theme, "Be the Inspiration".

Outstanding Professional Development Award

Projects submitted for the above award should expand members' understanding of the work environment and business opportunities within the community, while promoting the need to respects and recognize the value of all useful occupations as opportunities to serve. Projects that improve members' personal, social, leadership skills also qualify for this award. It will be an added advantage if the project achieved any or all of the following:

- Originality
- Innovation
- Creativity
- Commitment
- Involvement
- Effectiveness

FOR SUBMISSION:

All Project Oriented Awards submissions must be presented in the following order for the ease of reference, documentation and judging:

- Part A : Introduction, Background and Summary of the project (I.e. Executive Summary) -5%
- Part B : Objectives, Team Members (i.e. Organizing Committee, etc.) -5%
- Part C : Project Schedule and Budget -10%
- Part D : Photos, press cuttings, promo literatures, etc -15%
- Part E : Project Planning -15%
(Share with us how the project was conceived, planned and organised. Emphasize on the challenges and effort by team members)
- Part F : Project Execution -20%
(Describe how well is this project executed and what positive outcome is gained. Emphasize on the results of the project)
 - Has the project focused on the Purpose of Rotaract as stated in the Rotaract Club Constitution, Article 2 – Purpose and Goals; and how has this been achieved?
 - Did the project achieved one or more of the Rotaract Goals and how has this been achieved?
 - Has the project managed to demonstrate and practise the Rotaract motto, “Fellowship Through Service”, Rotary motto “Service Above Self” and Rotary Theme for this term; “Be the Inspiration”? Please elaborate.
 - Has the project manage to achieve any of the Rotary International focus e.g. Education and Training, Literacy, Water Management, Health, Hunger and Polio Eradication. Please provide supporting argument on this.
 - Did Rotaract awareness and membership increased because of the success of this project? Please provide supporting evidence on this.
- Part G : Project Impact -30%
(Convince us why this project deserves the award and be selected as the most outstanding in its category. Emphasize on the impact of the project)

** The submission guidelines and documentations are not set as a hindrance to any presentation style. Please explore on your creativity, in whichever area(s) possible but do present the report based on the 6 parts stated above.*

Membership Growth Award

Judging shall be based on club’s ability to recruit new members and retain its existing membership. Areas to be reviewed are as follows:

- Membership standing as of RY2018/2019 Membership Growth award submission (if the club did not submit for the award, take membership number reported to district in the previous Rotary Year (during 3rd DBM) (Section A in table below) and membership standing at closing date of submission (Section B in table below);
- Number of members increased;
- Overall percentage of membership increased; and
- Number of members resigned or terminated within the above period (and reasons why).

FOR SUBMISSION:

Clubs are to submit in the following presentation:

	SUBJECT	To be completed by Clubs	For Awards Committee Use Only (leave blank)
A.	Initial membership standing		
B.	Final membership standing		
C.	Total NEW members inducted into the club between the period of (A) and (B)		
D.	Total members resigned or terminated between the period of (A) and (B)		

All the above figures submitted by the respective clubs must be attached with supporting documents such as (either or a combination of) the following:

- Club, Board of Directors and Annual General Meeting minutes;
- Club Assembly reports;
- Photocopies of legitimate Club Membership Application forms of newly inducted members.

To ease the Awards Committee’s referrals, kindly ‘highlight’ all specific references in the above documents.

Include a summary of how membership retention and recruitment is done, strategies, success stories and lesson learnt.

Outstanding Fellowship Award

Club(s) that initiated, organised and participated the most activities that promotes goodwill and fellowship amongst members of the club, with other Rotaract Clubs (in the district or internationally) and with their respective Rotary and Interact clubs. Attendance of own club members must be substantial in each activity involved.

Projects listed under club service avenue must be projects listed as part of the Club Service project for the year and involve the majority club member. If it's a club service program after the club meeting, then it must involve majority of the Rotaract attendance in the club meeting.

FOR SUBMISSION:

Clubs are to submit in the following presentation:

Examples:

Item	Project & Activity Description	Organised	Participated	No of Attendance	
				Own Club Members	Other Club Members and Guest
1	District Goodwill Visit with D3501		✓	5	N/a
2	District Sports Day	✓		10	5
3	Club visitation to Gardenia Factory		✓	2	1

This shall be followed by a report of each item as above.

Note:

A member of a club (either one of many) who sits in an organising committee of any fellowship project (of the District, Group or jointly organised with other clubs) is deemed to be a representative of the club (on behalf), thus, the club is deemed to have (partially or jointly) organised the project itself. Provided the said member(s) is officially recognised in the said organising committee. Such condition may also be applied in participation in a fellowship project.

Projects listed under club service avenue must be projects listed as part of the Club Service project for the year and involve the majority club member. If it's a club service program after the club meeting, then it must involve majority of the Rotaract attendance in the club meeting.

The purpose of the Fellowship Award is to encourage fellowship amongst Rotaractors and their respective sponsoring Rotarians. Participants of potential member/guests during the said event(s) should not be included in the headcount.

If a current and newly inducted member was a guest during the occurrence of the event, then he/she shall be considered as a guest/potential member and should not be taken into the headcount above.

All the above activities for the Fellowship Award which are submitted by the respective clubs must be attached with supporting documents such as (either or a combination of) the following:

- *Club, Board of Directors and Annual General Meeting minutes;*
- *Club Assembly reports;*

** The District Awards Committee reserves the right not to award any submission if in its sole opinion the submission or projects undertaken do not meet the minimum standards expected for the award.*

Outstanding Rotaractor Award

Club(s) can nominate any Rotaractor in the District for this award, by providing **ONE page** justification for the selection of the said Rotaractor. DRR is not eligible for this award. Amongst the areas to be emphasized are;

- Contribution to the club/district
- Track record in Rotaract
- Impact on Rotaract Movement in the district or on region/international level
- Involvement in Club/District/Regional/International events

Outstanding Rotaract Club Award

Club(s) can nominate any Rotaract Club in the District for this award, by providing (up to) **TWO pages** justification for the selection of the said club. Amongst the areas to be emphasized are;

- Contribution to the district
- Track record in Rotaract
- Impact on Rotaract Movement in the district or on region/international level
- Involvement of Club in District/Regional/International events
- Participation of members in club activities