Rotary

HOW TO UPDATE ROTARACT AND INTERACT CLUB INFORMATION

When you need to know the status of each Rotaract and Interact club in your district, it's easy to get all of that information in one place. The *Listing of Club-Sponsored Organizations* report's information comes directly from club records in Rotary's database.

- Every Rotarian has access to the *Listing of Club-Sponsored Organizations* report through Rotary Club Central – (Learn how to access your report.)

- District Rotaract representatives who have been added to Rotary's database can also get this report through My Rotary (available on the District Administration page of My Rotary).

ROTARACT CLUBS

UPDATING DATA FOR AN ACTIVE CLUB OR REACTIVATING A SUSPENDED ONE

Rotaract club presidents need to update club and member information **by 30 June every year**. Rotaract clubs that don't submit this information to Rotary over a two-year period will be terminated.

You can report club and member information for active or suspended Rotaract clubs through My Rotary or a participating data integration vendor.

The steps below will not change the status of a terminated the status of a terminated club or one that is not in Rotary's records at all.

Making updates through My Rotary

Rotaract club presidents and advisers and the sponsor Rotary club officers who have been reported to Rotary International can update Rotaract club membership and general club contact information through their My Rotary accounts.

1. Sign in to My Rotary.
2. Go to the **Member Center** tab, find **Resources & reference**, and then select **Club & District Administration**.
3. Under **Club Administration**, choose **MANAGE MY CLUB**.

4. Go to the **Rotaract** section, where you'll see links to **Add, edit, or remove Rotaract club member**, to **Add, edit, or remove Rotaract club officers**, and to **Update data**.

Here are some tips as you update your club and member information:

- A person must be listed in Rotary's database as a Rotaract club member before you can designate them as a Rotaract club president. To add the person as a Rotaract club member, select **Add, edit, or remove Rotaract club member**.
- Rotaract club members can report their membership to Rotary by creating a My Rotary account. The Rotaract club president, adviser, and sponsor Rotary club officers can then add the registered Rotaractors to the Rotaract club.
- When you update a club's meeting address, this allows your club's location to be included in Club Finder.

If you have trouble adding members, email data@rotary.org for help. If you can't sign in to My Rotary, email rotarysupportcenter@rotary.org or your region's international office.

Making updates through a club management system

Rotary's licensed vendors of club management systems can now manage Rotaract club data. These participating vendors can upgrade their systems to add this ability, allowing Rotaract clubs to use a club management system to manage their membership data and enter their presidents. Contact data@rotary.org for assistance.

CERTIFYING UNLISTED CLUBS OR CLUBS LISTED AS TERMINATED

Rotaract clubs that aren't in Rotary's database, or that are listed as terminated, need to be certified by Rotary. To get a club certified:

1. Complete the Rotaract Club Certification form (PDF). Note the club's locally established date so we can acknowledge its history.
2. All sponsor Rotary clubs must pay a certification fee of US$50 to certify Rotaract clubs. Contact your district's financial representative for fee payment instructions.
3. Send the completed form to rotaract@rotary.org or your region's international office.

TERMINATING INACTIVE CLUBS LISTED AS ACTIVE OR SUSPENDED

To terminate an inactive club, contact rotaract@rotary.org or your region's international office. Copy the Rotaract club president, Rotaract adviser, sponsor Rotary club presidents, and district Rotaract leaders.