

Rotary



DELHI, INDIA
Rotaract
RI DISTRICT 3011



RTN. | RTR. SARTHAK BANSAL
DISTRICT ROTARACT REPRESENTATIVE
R.I. District 3011
2020 - 2021

The logo for "Rotary Opens Opportunities", featuring three colorful vertical bars (pink, yellow, blue) and the text "Rotary Opens Opportunities" to the right.

ROTARACT DISTRICT 3011

REPORTING FORMAT

2020-2021

GUIDELINES

✦The club report must contain details of the projects undertaken by the club till **25 of every month**. For the month of July, the report must contain details of projects **from July 1, 2020 to July 25, 2020**. Post July, the reporting cycle shall begin from **26th of a month to 25th of the next month**.

✦The monthly report of the clubs must be mailed at **districtreporting3011@gmail.com**, keeping the **Zonal Committee Chair** and your **respective Zonal Rotaract Representative** in **CC**, with the subject of the mail as per the format-

(CLUB NAME) / MONTHLY REPORT / JULY

✦The last date to send the report is **30th/31st of every month (28th in February, 2021)**. Post the deadline, **no reports shall be accepted**. Additional Points will be given on sharing the report by 25th of every month. ***The report should be sent from Club's official email address/ President's email address***

✦Event details can be shared in following order

**CLUB MEETINGS, COMMUNITY SERVICES, VOCATIONAL SERVICES, INTERNATIONAL SERVICES, CLUB SERVICES, FLAGSHIP PROJECTS,
DISTRICT INITIATED EVENTS, DIGITAL PROJECTS**

✦The report must be sent in two formats – **PDF and open file (Word or PPT)** .

- **Note** : Orientation drive and training seminar conducted before July 1, 2020 will be considered in the monthly report of July, 2020

✦The reporting format is given below

PAGE 1 REPRESENTS BEGINNING OF THE FORMAT WHEREAS PAGE 7 REPRESENTS THE END OF THE FORMAT



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CLUB NAME

(CLUB LOGO)

SUMMARISED REPORT FOR THE MONTH OF _____

(ROTA YEAR)

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 Rotary Opens
Opportunities

REPORT FOR THE MONTH

:

CLUB NAME

:

PARENT ROTARY CLUB NAME

:

CLUB ID

:

CURRENT CLUB STRENGTH

:

ZONE

:

AREA OF OPERATION

:



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CLUB'S SOCIAL MEDIA HANDLES

CLUB WEBSITE : _____

FACEBOOK : _____

INSTAGRAM : _____

LINKEDIN : _____

TWITTER : _____

YOUTUBE : _____

OTHER HANDLES : _____



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CORE TEAM

S NO	NAME OF ROTARACTOR	DESIGNATION	ROTARY ID	EMAIL
1				

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BOARD OF DIRECTORS

S NO	NAME OF ROTARACTOR	DESIGNATION	ROTARY ID	EMAIL
1				



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AVENUE/SEGMENT DETAILS

(The reporting of the events from various avenues/segments can be done in the following manner)

CLUB MEETINGS

COMMUNITY SERVICES

VOCATIONAL SERVICES

INTERNATIONAL SERVICES

CLUB SERVICES

FLAGSHIP PROJECTS

DISTRICT EVENTS

DIGITAL PROJECTS



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EVENT NAME
EVENT DATE/DURATION

EVENT DETAILS (IN FOLLOWING MANNER)

VENUE : _____

CLUB STRENGTH : _____

DURATION (IN CASE OF DIGITAL PROJECT) : _____

ROTARY'S AREA OF FOCUS : _____

INITIATED BY ROTARY : YES/NO

INITIATED BY YOUR ROTARACT CLUB : YES/NO

INITIATED BY SOME OTHER ROTARACT CLUB AND YOUR CLUB COLLABORATED : YES/NO

INITIATED BY SOME OTHER ROTARACT CLUB AND YOUR CLUB PARTICIPATED : YES/NO

INITIATED BY SOME OTHER ORGANIZATION AND YOUR CLUB COLLABORATED : YES/NO

INITIATED BY SOME OTHER ORGANIZATION AND YOUR CLUB PARTICIPATED : YES/NO

LINK OF PROJECT UPLOADED ON ROTARY SHOWCASE : _____

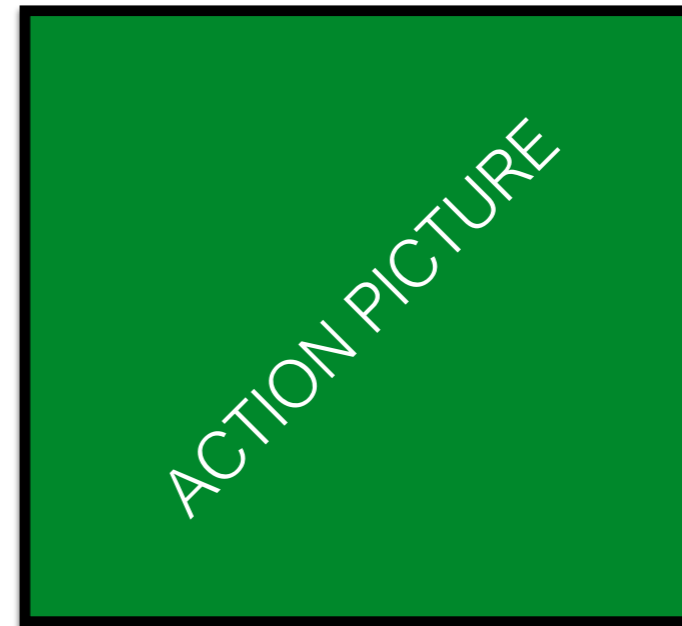
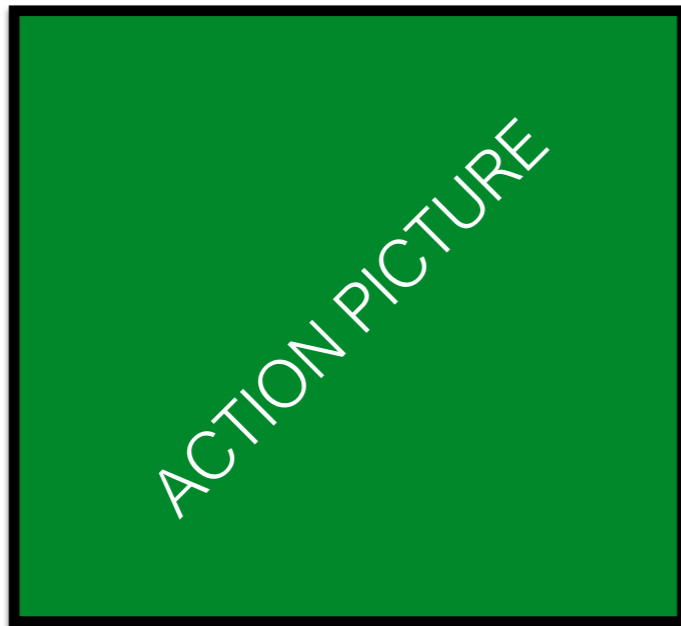
PARTICIPATION AT THE EVENT : *EG. DISTRICT GOVERNORS, DISTRICT ROTARACT REPRESENTATIVE, ROTARIANS, DISTRICT COUNCIL MEMBERS, PRESIDENT/SECRETARY OF OTHER CLUBS*

EVENT DESCRIPTION(60-80 words)

EXAMPLE :

- AIM OF THE PROJECT (WHY IT HAPPENED ?)
- PROCESS OF THE PROJECT (HOW IT HAPPENED?)
- RESULT OF THE PROJECT (WHAT WAS ACHIEVED?)

2 ACTION PHOTOGRAPHS



IMPORTANT POINTS YOU CAN CONSIDER WHILE REPORTING YOUR EVENT/PROJECTS

1. CLUB PROJECTS & EVENTS

- Initiated by Rotary or Rotaract
- Collaboration under Rotaract initiated
- Collaboration with any Rotary Establishment
- Organizing a Polio Camp
- Name of the Area of Focus
- Establishing an Independent Vocational Centre
- Organizing professional Seminars/Workshops
- Club meeting document
- Sister Club Agreement/IDYE/Letterhead Exchange
- Digital projects : Duration and collaboration

2. CLUBS & DISTRICT

- Presence of club leaders in the District Meeting
- Presence of club members in the District Event
- Events done under District Initiatives

3. ROTARY INTERNATIONAL

- Organising events under Rotary 7 Areas of Focus
- Organising projects under Rotary International theme
- Link of Rotary Showcase
- Details of project organised during World Rotaract Week
- Reporting Dual Members and PHF

4. PUBLIC IMAGE

- Promotion of the club or the events through newspaper, online media partners
- Collaboration with Interact/Other Rotaract Clubs/Organizations
- Presence of Rotarians/district members in the club events
- Merchandise (Club T-shirts, hoodies etc.)
- Newsletter/Club Directory
- Collaboration with Third party as their Media partner/Charity partner/sponsors etc.
- Reporting of sponsors/partners who sponsor club events
- Participation of District Governors, District Rotaract Representative, District Council Members, Rotarians at your club event
- Attending events of other clubs

5. DIGITAL PROJECTS

- Duration of the project (time for inviting the entries will also be included)
- Number of clubs with which the project is done in collaboration