

Rotaract District Council 2025-26

Rotary International District 3191

Reporting Guidelines

Dear Royal Leaders,

Greetings from Rotaract District Council 3191!

As a part of Rotary International, Rotaract Clubs uphold the values of accountability, transparency, and impactful service. Monthly reporting plays a vital role in highlighting each club's initiatives, tracking progress, and ensuring alignment with Rotary's standards and expectations.

To support this process, Rotaract District 3191 has developed a dedicated reporting platform - "**3191 Showcase**." This portal enables clubs to submit their activity reports and gain valuable insights into performance. The dashboard offers a user-friendly, graphical overview of club progress on a monthly basis. All data is updated in real time as new entries are submitted, ensuring timely and accurate tracking.

The portal uses simple form-based entries to make report submissions easy and accessible. Key performance indicators such as contribution trends, volunteer hours, and participation rates provide clear, measurable insights into each club's impact. Additionally, the platform assists club leaders in maintaining well-structured meeting records and minutes, supporting better organization and continuity.

This document outlines the official guidelines for reporting club activities. Adhering to these practices is essential for effective documentation, strategic planning, performance evaluation, communication, recognition, and for showcasing the collective efforts of Rotaract Clubs under RI District 3191.

Link to Reporting Website: <https://showcase.rotaract3191.org/>

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District Rotaract Secretary - Administration

PP. Rtn. Rtr. Karthik Chikmath

District Rotaract Representative

PP. Rtr. Rohan A

District Rotaract Secretary - Operations

PP. Rtr. Madhusudhan A Kallur

District Rotaract Secretary - Initiatives

PP. Rtr. Ajay Kumar S

District Joint Secretary



Rotaract District Council 2025-26

Rotary International District 3191

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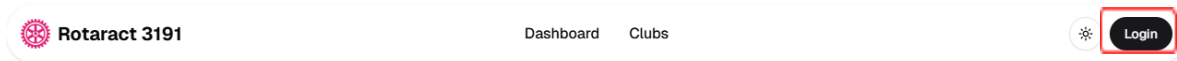
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Rotary International District 3191

Signing In to your District Account

1. Navigate to <https://showcase.rotaract3191.org/> and click on the "Login" button



2. Click on the 'Login with Google' button and sign in using the **same email ID** that was shared with the District.



3. Once logged-in, Dashboard Page will be visible.

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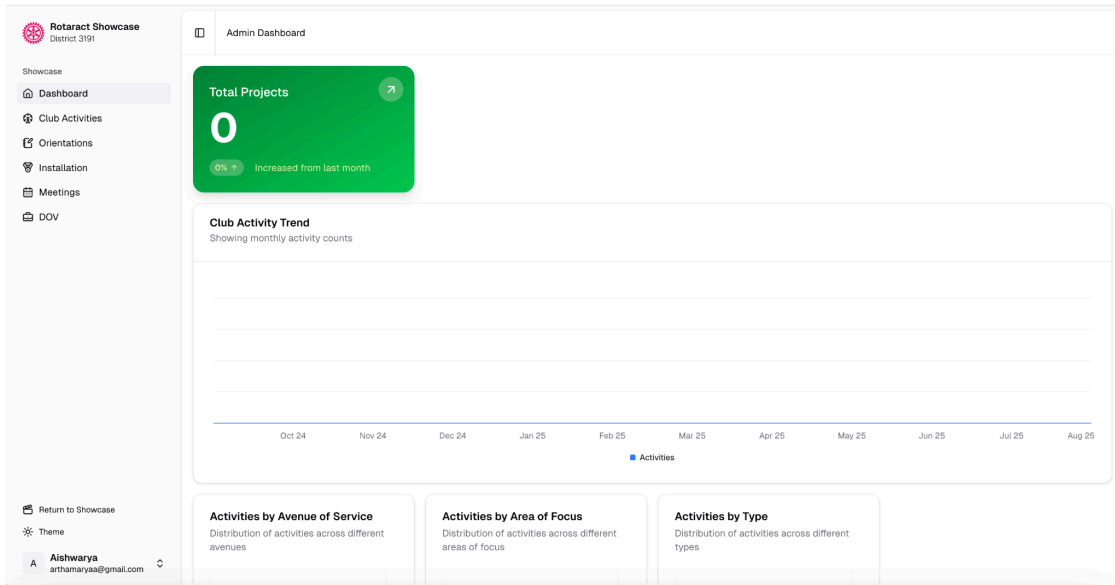
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3191 Showcase Dashboard



In reference to the above picture, the dashboard page provides a comprehensive graphical representation of the club's overall performance, quantifying all the important and necessary data that has been reported by the club.

1. **Club Activities Trend:** A line graph illustrating the total number of activities reported by the club, organized monthly for the current Rotary year.
2. **Avenues of Service Trend:** A detailed breakdown of the number of activities in each avenue of service.
3. **Rotary Areas of Focus Trend:** A detailed breakdown of the number of activities in each Rotary Area of Focus.
4. **Activities Type Trend:** A breakdown of the types of club activities, categorized into Standalone, Hosted, Joint and Participated activities.
5. **Volunteer Hours Trend:** A bar graph illustrating the total volunteer hours spent for each calendar month.
6. **Volunteer Count Trend:** A bar graph illustrating the number of volunteers involved for each calendar month.
7. **Activities Expenses Trend:** A breakdown of the total operational and logistical expenses incurred for club activities, organized monthly for the current Rotary year.

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8. **Contribution Trend:** A breakdown of the total cash contributions and in-kind contributions made by the club for community service activities, organized monthly for the current Rotary year.

The Club Activities

Club Activities are categorized into the following types:

- **Installation:**
Used to report the **Installation Ceremony** of **your club**. Please report **only your club's** **installation** details.
- **Orientations:**
For reporting **orientation sessions** conducted by **your club**. These sessions may be held for the Board of Directors, Prospective Members, General Members, or as a combined session for all.
- **Meetings:**
To record official **club meetings**. This category helps in systematically maintaining the **minutes of the meetings**.
- **DOV (DRR's Official Visit):**
Used to report the **District Rotaract Representative's Official Visit** of **your club**.
- **Club Activities:**
Covers all other activities conducted by the club that **do not fall under the above** **categories**.

Understanding Reporting Fields

1. **Title:** Title/Name of your club activity. Example: "LinkedIn Profiling and Email Etiquettes"
2. **Description:** A brief summary of your Rotaract club's event, project, or initiative. This description may be featured in the District Showcase and Newsletters (if opted, as mentioned in **Point 20**). Please ensure the description is a minimum of 200 characters.
3. **Start Date:** Start Date of the Activity.
4. **End Date:** End Date of the Activity. For **"One Day Activity"**, please check the box **"End Date is same as Start Date"**.

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Please Note: Activities should be reported **only after they are completed**. Ongoing or incomplete activities **should not be reported**.

5. Venue:

- a. **For Offline Events:** Please specify the name of the activity location (e.g., venue or place name). Kindly **do not** include any location links such as Google Maps URLs in this field.
- b. **For Online Events:** Indicate the venue as "Online – <Platform Name>."

Example: If the event was conducted via Google Meet, enter the location as "Online – Google Meet."

6. Type of Activity

a. Participatory Activity

- i. An activity will be classified as a **Participatory Activity** if it involves your club's participation in events organized by **other** clubs.
- ii. Please enter the names of the **Host Clubs** along with their corresponding **RI District** numbers in the provided text box, separating each entry with a comma.

b. Partnered with Sponsored Club Activity

Select the activity type as "**Partnered with Sponsored Club**" if the activity meets the following criteria:

- i. The activity is owned by the **Sponsor Club** and/or your club.
- ii. Your club is actively involved in planning or execution, with clearly defined responsibilities, working in partnership with the Sponsor Club. The details of the same shall be mentioned in the Description field.

Note: If your club is **only participating** in an activity conducted by the Sponsor Club, it should be reported as a **Participatory Activity**, not a Partnered with Sponsor Club activity.

c. Standalone Activity

Select the activity type as "**Standalone Activity**" if it meets the following criteria:

- i. The event is solely owned and organized by **your club**.
- ii. No other Rotary, Rotaract, or Interact clubs share ownership of the event.
- iii. The event may receive sponsorship support from the Sponsor Club (*unless the criteria for the project is sponsorship where it is considered as Joint Event - refer 6.e.ii*); however, if there is **active partnership beyond**

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sponsorship, please mark it as “Partnered with Sponsored Club” as per Point 6.b

- iv. Participants may include the general public or Rotaractors/Rotarians/Interactors from other clubs.

d. Hosted Activity

Select the activity type as “Hosted Activity” if your activity meets the following criteria:

- i. The activity is **not** a standalone event, as it involves ownership sharing with other Rotary or Rotaract clubs.
- ii. Your club is directly involved in planning the event and managing expenses along with other host clubs.
- iii. Your club takes part in establishing partnership criteria and oversees the partner clubs involved in the activity (if any).
- iv. If there is a defined partnership criteria and other clubs meet this standard, the activity qualifies as a Joint Activity for the partnered clubs. The host club shall include details of the partner clubs in the activity description.

e. Joint Event

Select the activity type as “Joint Activity” if your activity meets the following criteria:

- i. The activity is **neither Standalone nor Hosted**.
- ii. Your club **has fulfilled the criteria established by the Host Clubs**.
- iii. Please provide the details of the Host Club(s) in the text box, including the **Name of the Club** and **RI District** number. If there are multiple Host Clubs, separate each entry with a comma (,).

8. Is any External NGO or Organization involved?

Mark this field as “**Yes**” if the activity involved any collaboration with an External Organisation or NGO. Upon selecting “Yes,” a text box will appear for you to enter the names of the organisations involved. Please list the names of the External Organisations or NGOs in the provided field, separating each with a comma.

9. Avenues of Service: Select all the avenues of service which are relevant to your club activity.

10. Areas of Focus: Select all the Rotary Areas of Focus which are relevant to your club activity. (You will be prompted with the options only when you have selected Avenues of Service to be Public Image/Public Relation or Community Service).

11. Activity Expenses: Mention the total expenses incurred in INR (Indian Rupees) for all the logistics and operational costs of the activity.

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Please Note: Do not include Cash Contribution or In-Kind Contribution amount.

12. **Cash Contribution:** Mention the total amount of cash donated/contributed (if any).
13. **In-Kind Contribution:** Mention the total value of In-Kind Donation done (if any).
Please Note: Points 12 & 13 are applicable only for Community Service Activities.
14. **Number of Participants:** Mention the number of participants who participated in the club activity. This includes the number of people who attended the event as participants, guests, volunteers from other clubs/organisations. In other words, this is the total headcount of members involved in the activity.
15. **Number of Beneficiaries:** Mention the number of people who benefited from the activity.
16. **Number of Volunteers:** Mention the number of people who worked for the project from planning till execution.
17. **Total Volunteer Hours:** This is the measure of time from planning till execution. This throws light on the amount of time spent on Rotary/Rotaract Movement. Total Volunteer Hours can be calculated using the below formula:
Total Volunteer Hours = [(Number of Volunteers x Average effort of 1 volunteer per day in hours x Number of days involved in activity execution) + (Duration of activity in hours x Number of Participants)]
18. **Cover Photo:** Upload a hero image of your event. This will be used as the cover photo on the showcase.
19. **Activity Photos:** Upload photos of the club activities. Maximum of 5 photos are allowed. Please upload PNG or JPEG format photos.
20. **Submit for District Publication:** Mark this field as “Yes”, if you want to publish this activity in the district Newsletter.
Please Note:
 - a. If you choose to submit an event for editorial consideration, the description must be between **250 and 500 words**.
 - b. When multiple events are submitted by a single club, and if there is a limit on the number of articles per club for the newsletter, the **editorial team will shortlist** the activities to be featured.
21. **Feature this activity:** Mark this field as “Yes”, if you want to display this project in the 3191 District Showcase website. The projects in the showcase page will be moderated by the District Secretariat Team.

Link to showcase portal: <https://showcase.rotaract3191.org/>

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Reporting Your Club Activities

1. Log in to your district account.
2. Once logged in, navigate to the menu and select **Club Activities**.

3. The **Activities** page will be displayed, showing a table with entries of previously reported activities. To report a new activity for your club, click the **"Add"** button.
4. Before submitting the activity at the bottom of the page, please verify that **your name, club name, and zone name are correct**.

Cancel

Submit

5. Fill the form and click on **Submit** Button.

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Report New Club Activity

Click to upload cover photo

Title

Event Title

Venue

Venue

Description

Tell us more about the event

Start Date

August 1st, 2025

End Date

August 1st, 2025

☐ End date is same as start date

Activity Type

Standalone Activity

☐ Is any External NGO or Organization involved?

Avenues Of Service

Club Service

Community Service

Professional Development

International Service

Public Image

Finance and Foundation

Public Relations

Editorial/Publication

Next Gen

Areas of Focus

Promoting Peace

Fighting Disease

Providing Clean Water, Sanitation and Hygiene

Saving Mothers and Children

Supporting Education

Growing Local Economies

Protecting The Environment

Activity Expenses (INR)

0

Cash Contribution (INR)

0

In-Kind Contribution (INR)

0

No. of Participants

0

No. of Beneficiaries

0

No. of Volunteers

0

Volunteer Hours

0

Photos

+

☐ Submit for District Publication☐ Feature this activity

A, Aishwarya | Bangalore JP Nagar | Zone Yodha

Cancel

Submit

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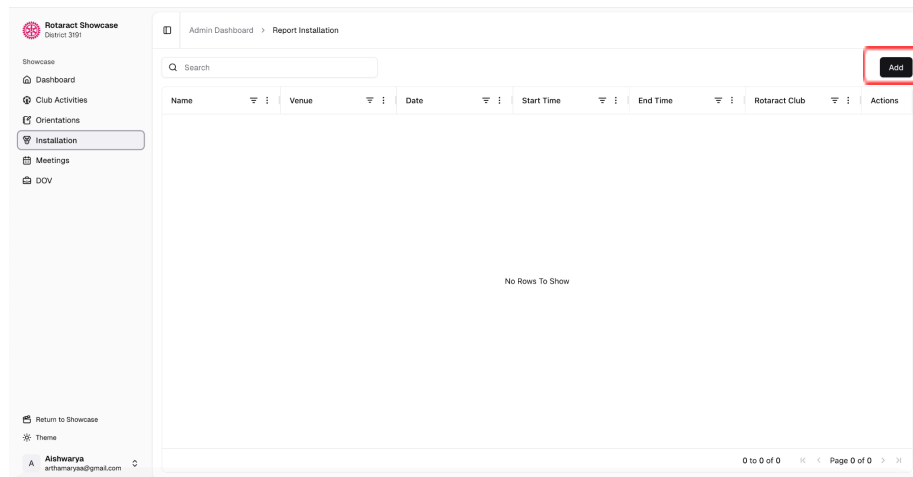
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Reporting Your Installation

1. Sign in to your district account.
2. Once logged in, locate and click on the **"Installation"** option in the main menu.



3. Installation Page will be displayed. Click on the **"Add"** button to report **only your club's Installation**

Report Club Installation

Click to upload cover photo

Event Name

nth Installation of Rotaract Club of ABC

Venue

Venue

Date

August 1st, 2025

Start Time

--:-- --

End Time

--:-- --

Participants

0

Number of Newly Inducted Members

0

Current Strength of the Club (RI Records)

0

Total Number of Board of Directors

0

Board of Directors Spreadsheet Link

Please provide public view access for the li

Photos

+

☐ Current Year President reported in RI Portal?

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4. Enter the total number of participants, including guests, family members, Rotaractors, Rotarians, Interactors, college staff, and any other attendees.
5. Enter the total number of newly inducted members.
Note: These new members must be reported on Rotary International (RI) to be officially recognized as Newly Inducted Rotaractors.
6. Enter the total number of Rotaractors in your club, including the newly inducted members, as reported on **Rotary International (RI) as of the date of installation.**
7. Enter the **total number of Board of Directors** in your club. Provide the URL of the Google Sheet containing the details of your club's Board of Directors.
Note: Ensure the link has public view access so it can be accessed without restrictions.
Template: (go.rotaract3191.org/ClubBod)
8. Mark the checkbox if the **Current Year President (RY 2025-26)** has been reported on the **RI Portal**.
*If the Current Year President has not been reported, please contact **your ZRR(s)** to initiate the process and obtain RI President access.*
9. Upload the cover photo along with up to 5 additional photos from the event. The maximum file size supported for each photo is **10 MB**.

Reporting Your Orientations

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1. Sign in to your district account.
2. Once logged in, locate and click on the "**Orientations**" option in the main menu.
3. The orientation page will be displayed. Click on the "Add" button to report your club's orientation.
4. Fill in all relevant details: Orientation Name, Venue, Learning Facilitator Name, and Number of Attendees.
5. Orientation Type can be one of the following:
 - a. **Board of Directors:** Orientation exclusively for the Board of Directors, covering their responsibilities and club-specific administration.
 - b. **Members:** Orientation focused solely on club members, including club functions, Rotaract-related topics, and club history.
 - c. **Prospective Members:** Orientation for individuals interested in joining the club but not yet inducted.
 - d. **Common Session:** General orientation conducted for all club members.
6. Upload relevant photos from the session and click the **Submit** button.

Add New Item

Orientation Name

Venue

Orientation

Venue

Date

Start Time

End Time

July 28th, 2025

--:-- --

--:-- --

Learning Facilitator

Type of Orientation

Select type of orientation

Number of Participants

0

Photos

+

Aishwarya

Bangalore JP Nagar

Zone Yodha

Cancel

Submit

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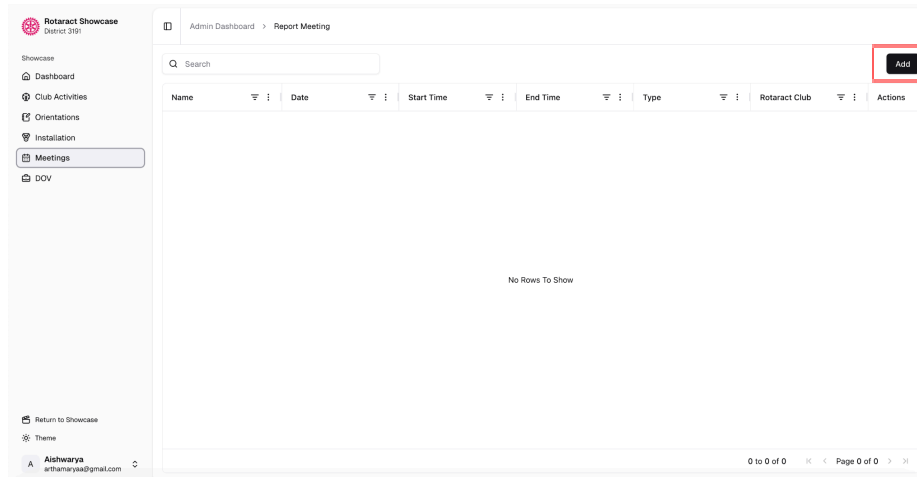
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Reporting Your Meetings

1. Sign in to your district account.
2. Once logged in, locate and click on the **"Meetings"** option in the main menu.



3. Click on the **"Add"** button to report your club's Meetings.

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Report Club Meeting

Meeting title

Meeting of Rotaract Club of ABC

Date

August 1st, 2025

Minutes of the meeting

Meeting type

Zonal Meeting

Participants

0

Start Time

--:-- --

End Time

--:-- --

☐ Are you the host?

Photos

Aishwarya | Bangalore JP Nagar | Zone Yodha

Cancel

Submit

- Choose the type of meeting from the dropdown menu: General Body Meeting (GBM), Board of Directors Meeting (BoD), Zonal Meeting, or District Meeting/Assembly.

Note: District EC/DC meetings should not be included.

- If you are the Host Club for the **Zonal Meeting**, tick "Yes" in the small check box next to "Are you the Host?". This option is exclusive to Zonal Meetings.
- Add in your Minutes of Meeting pointers, this helps you keep a track of discussions and for members who've missed out to refer.
- Upload relevant photos from the meetings and click the **Submit** button.

Please note: The Minutes of Meeting are considered confidential and will **not be visible to district leaders. Only the count of GBMs and BoD meetings will be tracked.**

*The Minutes of Meeting section will appear **greyed out** for district leaders to ensure confidentiality.*

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Reporting Your DRR's Official Visit (DOV)

1. Sign in to your district account.
2. Once logged in, locate and click on the "**DOV**" option in the main menu.

3. **Fill in the details:** Name of DOV (**if any**), Venue, Date, Start Time, and End Time.
The Start Time and End Time should include the duration of the District Core Team Meeting, BoD meeting, and the General Assembly.
4. **Add the Activities Report link.** Please ensure the document has public view access. The report can be in the form of a Google Slides presentation or a PDF document.

Very Important:

DOV reporting is considered complete **only** if you have submitted the other required documents (details provided in the DOV Guidelines) to the district team via email.

Kindly report only your club DOV.

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Report DRR's Official Vist

Click to upload cover photo

Event Name

DOV of Rotaract Club of ABC

Venue

Venue

Date

August 1st, 2025

Start Time

--:-- --

End Time

--:-- --

Activity Report Link

Please provide public view access for the link provided

Photos

+

☐ Are documents sent to district team via email?

Aishwarya | Bangalore JP Nagar | Zone Yodha

Cancel

Submit

Monthly Reporting Closure

Once all events have been reported, send an email to your partner Rotary YSD or sponsor club president, as well as to your respective zonal Google Group.

Emails sent to the zonal Google Group will reach your ZRRs, DRR, and the District Secretariat only, **not the clubs in your zone.**

The email should contain only the following:

- A list of all projects completed in the previous month (**activity titles only; descriptions are not required**)
- A brief summary of other activities conducted during the month (e.g., Letterhead Exchanges, attendance at other clubs' Installations, etc.)
- A link to the Monthly Report presentation or document in **PPT or PDF** format (optional)

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Note: If your email contains any attachments, ensure each attachment is **less than 8 MB**. Emails exceeding this limit will not be delivered to Google Groups (such as ZRR groups) and will be bounced back.

If the email does not successfully reach the intended recipients, the reporting will be deemed incomplete.

Sample Mail template

To - <Zonal google group>

CC - Partner rotary / sponsor club / Faculty Coordinator

Dear ZRRs,

Greetings from Rotaract club of <Name>

Here is a list of projects for the month of <month> -

1) <project 1 name>

2) <project 2 name>

3) <and so on>

Here are some of the other activities we took part in during this month - <Details about Letterhead Exchange if any>

<Details about Other Club Installations/projects attended if any>

<Details about MDIO events attended if any>

<Details about GBM conducted if any>

<Details about BOD Meetings conducted if any>

<Any other activities you want to share with the district>

Thanks and Regards,
Rotaract Club of <Club Name>.

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Kindly Note:

1. **Deadline:** Submit all reports by the **7th of every month before 11:59 PM.**
2. **Projects should be reported only after they are completed.**
3. The **End Date** determines the month to which the project belongs.
For example, if an event starts on August 28th and ends on September 3rd, it should be reported as a September activity. Please report such projects under the month of completion and do not include them in the previous month's report.
4. If **no projects** were conducted in a particular month, **an email** must be sent stating this fact. Projects will be considered completed **only after this email is sent.**
5. The email declaring project **completion or absence** of projects should be sent only after filling in the project details on the website. **This is mandatory for every club.**
6. For example, an email listing projects done in July must be sent **on or before August 7th.** Projects conducted between August 1st and August 7th should be reported in the **September report.**

In case of any queries, please reach out to the District Secretariat.

Yours in Rotaract Service,



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PP. Rtr. Aishwarya K R
District Rotaract Secretary - Administration

PP. Rtn. Rtr. Karthik Chikmath
District Rotaract Representative

PP. Rtr. Rohan A
District Rotaract Secretary - Operations

PP. Rtr. Madhusudhan A Kallur
District Rotaract Secretary - Initiatives

PP. Rtr. Ajay Kumar S
District Joint Secretary