

Rotaract District Council 2024 - 25

Rotary International District 3191

Monthly Club Reporting Guidelines

Dear Miracle Leaders,

Greetings from Rotaract District Council 3191!

Rotaract Clubs which are a part of Rotary International organisation, place great emphasis on accountability and transparency. Monthly reports help us to demonstrate the Rotaract Club's activities, progress and align with the organisation's guidelines and expectations.

This document summarises the guidelines to report your club activities which are essential for documentation, planning, evaluation, communication, recognition, and showcasing the efforts of Rotaract Clubs under RI District 3191.

Link to Reporting Website: showcase.rotaract3191.org/admin

Signing In to your District Account

1. Navigate to <https://showcase.rotaract3191.org/admin>
2. Enter the credentials sent to you via email.
3. Click the "Sign In" Button.

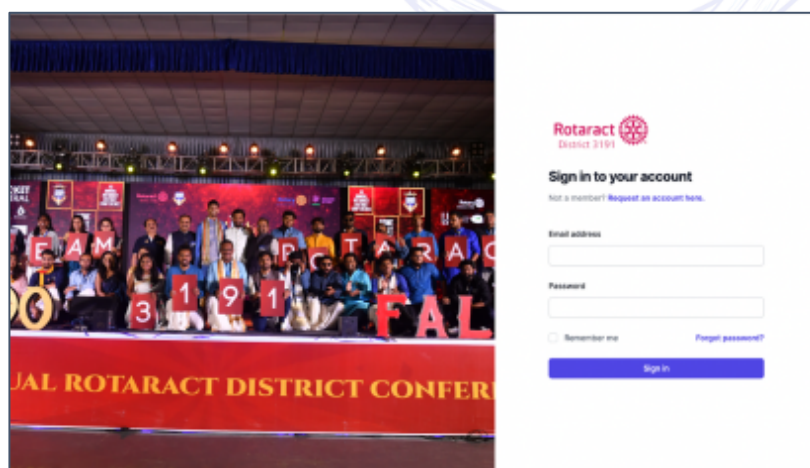


Fig. 1

PP Rtr. Shreya M Gupta
District Rotaract Secretary

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District Rotaract Representative

PP Rtr. Rtn. Anirudh Kulkarni
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PP Rtr. Rtn. Abhinav Hooli
District Rotaract Secretary

Rtr. Gouthami Parthasarathy
District Rotaract Joint Secretary

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Reporting Portal Home Page

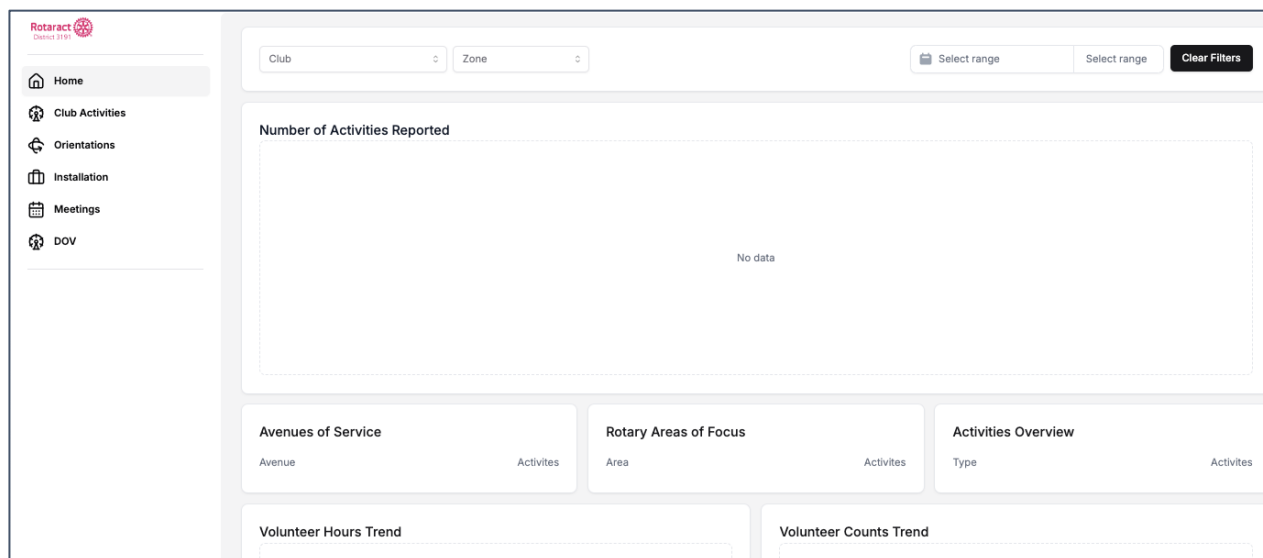


Fig. 2

In reference to Fig. 2, it 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.

- **Number of Activities Reported:** A bar graph illustrating the total number of activities reported by the club, organized monthly for the current Rotary year.
- **Avenues of Service:** A detailed breakdown of the number of activities in each avenue of service. Clicking on any entry will filter the entire representation to show only that specific avenue of service.
- **Rotary Areas of Focus:** A detailed breakdown of the number of activities in each Rotary Area of Focus. Clicking on any entry will filter the entire representation to show only that specific Area of Focus.
- **Activities Overview:** A breakdown of the types of club activities, categorized into Hosted, Joint and Participated activities.
- **Volunteer Hours Trend:** A bar graph illustrating the total volunteer hours spent for each calendar month.

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- **Volunteer Count Trend:** A bar graph illustrating the number of volunteers involved for each calendar month.
- **Activities Expense Trend:** A breakdown of the total operational and logistical expenses incurred for club activities, organized monthly for the current Rotary year.
- **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.

Understanding the reporting fields

The events have broken down to Club Activities, Orientations, Installations, Meetings (BOD & GBM) and DOV. It is expected to report the activities as and when they are completed. The following are the fields that are expect to be filled

1. **Title:** Title/Name of your club activity. Eg: "LinkedIn Profiling and Email Etiquettes"
2. **Description:** Provide a concise overview of your Rotaract club's event, project, or initiative. This description will be used for the District Showcase and Newsletters. (Only if opted as stated in Point Number 20).
3. **Start Date:** Start Date of the Activity.
4. **End Date:** End Date of the Activity. For "One Day Activity", please enter Start Date as End Date.
5. **Venue:**
 - a. **Offline Events:** Please specify the activity location. Do not enter the location link (Google Map Link) in this field.
 - b. **Online Events:** Please mention the venue as "Online - <Platform Name>"
Eg: If the event was done via Google Meet, mention the location as "Online - Google Meet"
6. **Collaborated with the sponsored club:** Mark this field as "Yes" if the activity is done along with Sponsor Rotary/Rotaract Clubs. For clubs without any Sponsor Clubs, this field can be ignored.

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7. Type of Activity:

- a. **Participatory Activity** – The activity will be considered as the participatory activity if it just involves participation in other club activities.
Enter the Host Club names in the corresponding field by separating with commas, if the activity is hosted by any RI District 3191 Clubs else mention the host club details in the description of the activity.
Note – When marked as Participatory Activity, the rest of the options gets disabled
- b. **Standalone Activity:** Mark this field as “Yes” if the activity matches the below criteria
 - i. The event ownership is solely taken by the club.
 - ii. No other Rotary/Rotaract/Interact Clubs partnership involved.
 - iii. The event can be standalone if it is collaborated with the sponsored club only for sponsorship. Ensure to mark Collaborated with sponsored clubs as mentioned in point number 6.
 - iv. The participants can be general public or Rotaractors/Rotarians from other clubs.
Please Note: If you mark the activity as Standalone. Other irrelevant options will be disabled automatically.
- c. **Hosted Activities:** Mark the field “Are you the Host?” as “Yes” if your activity matches the below criteria
 - i. Not a standalone activity as the activities involve other Rotary/Rotaract Clubs.
 - ii. Directly involved in the planning of events and expenses.
 - iii. Involved in setting the partnership criteria and managing the partner clubs involved in the activity. (If any partner clubs are involved)
 - iv. If the field “Are you the Host?” is marked as “Yes”, you will be prompted with the question asking if there are any partner clubs involved.
 - v. If you have a defined partnership criteria and if any clubs meet this criteria, this activity will be a Joint Activity for the partnered clubs. If the activity is marked as “Yes” with Partnered Clubs,

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select the list of clubs from the dropdown list (Multiple Clubs can be selected).

- vi. If there are any clubs involved outside RI District 3191, specify in the External Partner Clubs field, separated by commas.

Please Note: If you mark the activity as Hosted activity, other irrelevant options will be disabled automatically.

- d. **Joint Event:** Mark the field "Is it a Joint Event?" as "Yes" if your activity matches the below criteria –

- Not a Standalone or a Hosted activity.
- Fulfilled the criteria set by one of the host clubs.
- If there are any other partner clubs along with you, please select all the partner clubs from the dropdown and is a multiselect
- If the Host Clubs are from RI District 3191, select the Host club from the dropdown else mention the Host Club details in the description of the activity.

8. **Collaborated with an External Organisation/NGO?:** Mark this field as "Yes" if there was any involvement of an External Organisation or NGO in the activity. Once you mark it as "Yes" a field will be shown to enter the names. Enter External Organisation or NGO in the corresponding field by separating with commas.

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 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.
Do not include Cash Contribution or In-kind contribution amount.
Activity Expenses is the amount spent for the operations of the event.

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 only for Community Service

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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 Editorial:** Mark this field as "Yes", if you want to publish this activity in the district Newsletter.
Please Note:
 - a. If you have opted an event to be submitted for Editorial, the description should be of minimum 250 words and maximum of 1000 words
 - b. When multiple events are sent for the editorial desk and if there are any limits for the number of articles per club for the newsletter, the ZRRs will shortlist the activities to be published in the newsletter.
21. **Showcase Project:** 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 – showcase.rotaract3191.org

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Reporting Your Club Activities

1. Sign in to your district account.
2. In the menu displayed click on Club Activity Menu.

Fig. 3

3. Projects/Activities Page will be displayed. Click on "Club Activity" button to report your club's new activities
4. Fill the form and click on Submit Button.

Fig. 4

5. Repeat the above steps for all the activities done.

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Metadata: Pre-filled information associated with every user and club for reporting any club activity. This information is non-editable, please ensure that information is correct before reporting.

Reporting Your Installation

1. Sign in to your district account.
2. In the menu displayed click on Installation (Fig. 5)

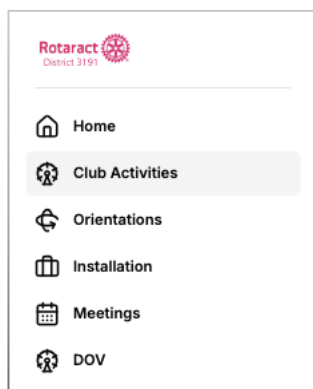


Fig. 5

3. Installation Page will be displayed. Click on "Report Installation" button to report your club's Installation
4. Add the creative well-thought title you've given your Installation
5. You can upload maximum of 1 cover photo and maximum of 5 photos
6. Fill the form (Fig. 6) and click on Submit Button.

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Fig. 6

Note: Fig. 7, Very Important

7. Mark 'Yes' if the Current Year President (RY 2024-2025) has been reported to the RI Portal. If the Current Year President is not reported, contact ZRR to initiate the process and get the RI President access
8. Number of new members joined/inducted as on date of Installation

Fig. 7

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Reporting Your Orientation

1. In the menu displayed click on Orientation (Fig. 5)
2. Click on "Report Orientation" button to report your club's Orientation
3. Add the creative well-thought title you've given your Orientation
4. You can upload maximum of 5 photos
5. Fill the form (Fig. 8) and click on Submit Button.

Fig. 8

Reporting Your Meetings

1. In the menu displayed click on Meetings (Fig. 5)
2. Click on "Report Meeting" button to report your club's Meetings, both General Body Meeting (GBM) and Board of Director meeting (BOD)
3. Add the creative well-thought title you've given your meeting
4. Add in your Minutes of Meeting pointers, helps you keep a track of discussions and for members who've missed out to refer.
5. You can upload maximum of 5 photos
6. Fill the form (Fig. 9) and click on Submit Button.

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Please note: The Minutes of Meeting are considered confidential, and this will not be visible to district leaders, only the count of GBMs and BOD meetings will be tracked.

Fig. 9

Reporting Your DOV

1. Sign in to your district account.
2. In the menu displayed click on DOV (Fig. 5)
3. The process is the same as Reporting Installation.

Note: Fig. 10, Very Important: Only if you have submitted the documents to the district team via email, DOV is successfully completed.

Fig. 10

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Once all the events reported send a mail to your partner rotary YSD /sponsor club president and your respective zonal google group (Mails sent here will reach your ZRRs, DRR and District Secretariat only, not the clubs in your zone).

Dead line: 7th of every month before 11:59 PM (ONLY for the first month, deadline is **20th August 2024**)

The mail should only contain the following

- A list of all the projects done in the previous month (Only the activity title, description is not needed).
- Brief of other activities done during the month. Example - Letterhead Exchanges, attending other Club's Installations etc.
- Link to the Monthly Report PPT/PDF (Optional)

Please note: In case you have any attachment in the email, ensure that it is less than 8mb, else the email will not reach any google groups (such as ZRR groups) and will be bounced back. If the email doesn't reach, then it is considered that the reporting is not completed.

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>

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<Details about GBM conducted if any>

<Details about BOD Meetings conducted if any>

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

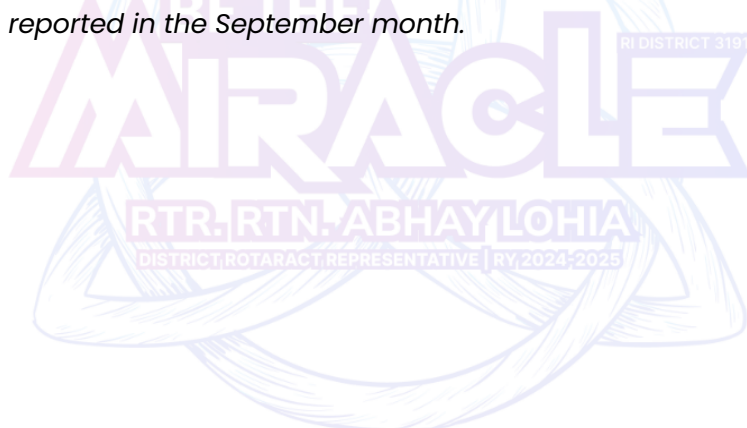
Thanks and Regards,

Rotaract Club of <Name>.

If no project is done, a mail should be sent stating the same. Only after the mail is sent will the projects be considered completed.

Please note that the mail should be sent only after filling in details of the project on the website. **This step is mandatory for every club.**

For example, an email with a list of projects done in the month of July needs to be sent on or before August 7th. Projects done between August 1st to August 7th must be reported in the September month.



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You can find your respective zonal google group ID below. (Emails sent here will reach your ZRRs, DRR and District Secretariat only, not the clubs in your zone).

ZRR Name	Zone Name	Zone Google Group
IPP. Rtr. Rahul R	Zone Enchanters	3191zoneenchanters@googlegroups.com
PP. Rtr. Hemant Chhajer		
Rtn. PP. Rtr. Nagendra Babu	Zone Sorcerers	3191zonesorcerers@googlegroups.com
PP. Rtr. Anuja Torvi		
Rtn. PP. Rtr. Adishesha Sairam KB	Zone Wizards	3191zonewizards@googlegroups.com
IPP. Rtr. Hitaishi Anand		
PP. Rtr. Madhusudhan A Kallur	Zone Illusioners	3191zoneillusioners@googlegroups.com
IPP. Rtr. Harshitaa Parakh		
PP. Rtr. Sanjana Singh	Zone Charmers	3191zonecharmners@googlegroups.com
IPP. Rtr. Ajay Kumar S		

Frequently Asked Questions

- Due to exams or due to some internal reasons within the club, no projects were done in the month. Should I still report?**
Ans. Yes. You still need to send a mail stating that no projects were done in that particular month. No need to fill in or report on the website.
- Can Letterhead Exchanges be reported?**
Ans: No. Letter Exchanges are not projects/events. Mention the details of the letterhead exchanges done in the email. Do not report this as an event on the website.

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3. **I haven't received the credentials for the reporting website. What should I do?**

Ans: Drop a mail to the secretariat team(rotaract3191drs2425@gmail.com) stating the same. Credentials will be sent to the respective Email ID. Ensure that the club president's mail ID is in CC.

4. **I have lost my password for the district account. What should I do?**

Ans: Reset password feature is enabled. Provide your registered email ID and the password reset email will be sent.

5. **Wrong club name or zone name is displayed while I am reporting on the website. What should I do?**

Ans: Drop a mail to the rotaract3191drs2425@gmail.com asking for data correction. The details will be corrected for you. Please report the projects only after the name is corrected.

Together, let's amplify our efforts, build bridges of hope, craft connections that change lives, and **Be The Miracle** the world needs.

For any queries, feel free to contact your ZRRs. If there are any other problems, your ZRRs will get it resolved from the District Secretariat.

POC for any major issues, please contact:

Rtr. Gouthami Parthasarathy

District Joint Secretary

RI District 3191

Email ID: rotaract3191drs2425@gmail.com

Contact Number: 9739219881

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