

## Reporting Guidelines



Dear Limitless 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 showcase the efforts of Rotaract Clubs under RI District 3191.

Link to Reporting Website: [showcase.rotaract3191.org/admin](https://showcase.rotaract3191.org/admin)

### Signing In to your District Account

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



#### Sign in to your account

Not a member? [Request an account here.](#)

Email address

Password

☐ Remember me

[Forgot password?](#)

Sign in



### Reporting Fields

It is expected to report the club activity as and when the project is completed. The following are the fields that are expected to be filled-



1. **Title:** Title/Name of your club activity. Eg: "LinkedIn Profiling and Email Etiquettes"
2. **Description:** A description of an activity provides a concise account of a Rotaract club's event, project, or initiative. Try to keep it concise and apt on point.  
Please note that this field will be used to exhibit your activity on 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/Partner Rotary/Rotaract Clubs. For clubs without any Sponsor/Partner Clubs, this field can be ignored.
7. **Type of Activity:**
  - a. **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.
  - b. **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, 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 by separating with commas.
- c. **Joint Activity:** Mark the field "Is it a Joint Activity?" as "Yes" if your activity matches the below criteria –
  - i. Not a Standalone or a Hosted activity.
  - ii. Fulfilled the criteria set by one of the host clubs.
  - iii. If there are any other partner clubs along with you, please select all the partner clubs from the dropdown.
  - iv. 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.
- d. **Participatory Activity** - The activity will be considered as the participatory activity if it just involves participation in other club activities. Select the Host Club from the dropdown if the activity is hosted by any RI District 3191 Clubs else mention the host club details in the description of the activity.
8. **Collaborated with External Organisation/NGO?:** Mark this field as "Yes" if there was any involvement of External Organisation or NGO in the activity.
9. **Areas of Focus:** Select all the Rotary Areas of Focus which are relevant to your club activity.
10. **Avenues of Service:** Select all the avenues of service which are relevant to your club activity.
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).
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 were benefited due to 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:  
  

$$\text{Total Volunteer Hours} = [(\text{Number of Volunteers} \times \text{Average effort of 1 volunteer per day in hours} \times \text{Number of days involved in activity execution}) + (\text{Duration of activity in hours} \times \text{Number of Participants})]$$
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:** 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.  
**Please Note:** This feature is yet to be released.



### Reporting Your Club Activity

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



Rotaract  
District 3191

Home

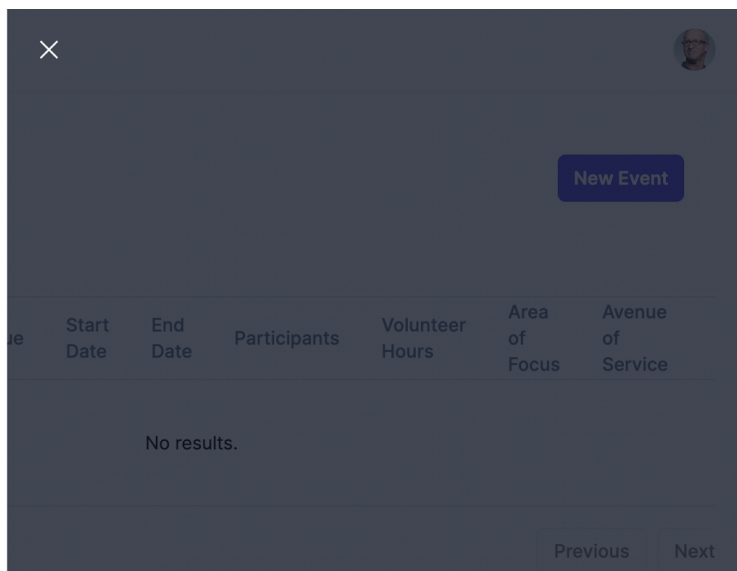
Users

Club Activity

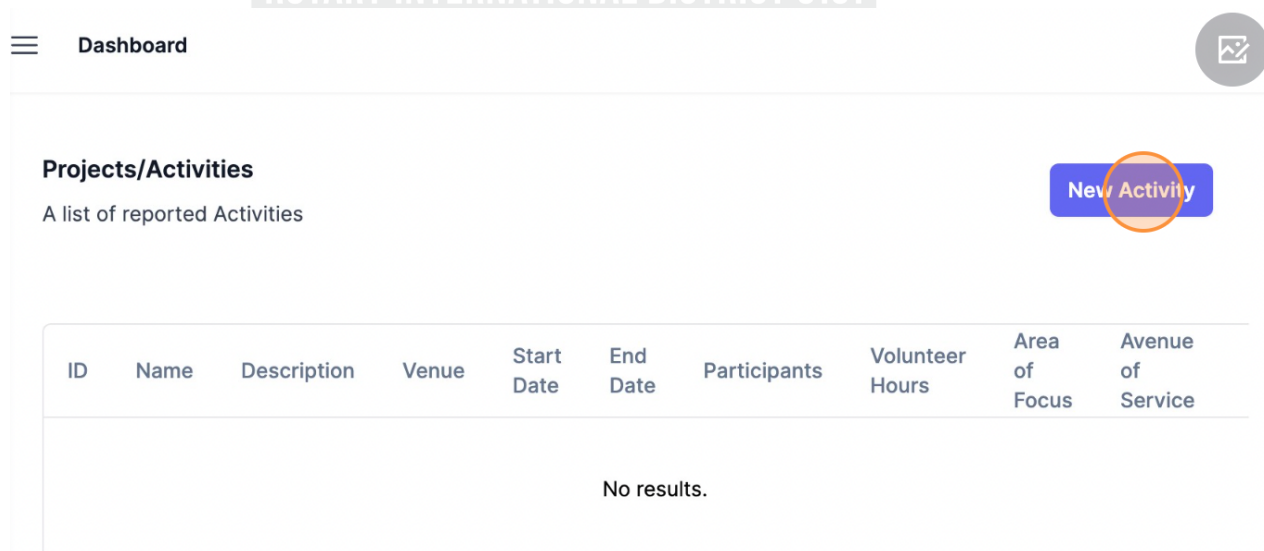
Rotaract Clubs

Rotary Clubs


Zones



3. Projects/Activities Page will be displayed. Click on "New Activity" button to report your club's new activity.



4. Fill the form and click on Submit Button.



Rotaract  
District 3191

Dashboard

**Projects/Activities**  
A list of reported Activities

ID	Name	Description

**Add Activity**  
Add a new event to the system.

Title

Description

Start Date

End Date

Venue

- Repeat the above steps for all the activities done.
- Once all the projects 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**

The mail should only contain the following-

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

### 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 <Name>.

7. 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 details of the project in the website. **This step is mandatory for every club.**

For example, 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 1<sup>st</sup> to August 7<sup>th</sup> can be reported in the August report via email.

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
PP. Rtr. Akshay Kumar B S	Zone Conquerors	3191ZoneConquerors@googlegroups.com
IPP. Rtr. Madhumita N		
PP. Rtr. Padma Nesar R	Zone Guardians	3191ZoneGuardians@googlegroups.com
PP. Rtr. Vempati Bala Tatwick		
IPP. Rtr. Madhusudhan A Kallur	Zone Titans	3191ZoneTitans@googlegroups.com
PP. Rtr. Rohan A		
PP. Rtr. Nagendra E	Zone Warriors	3191ZoneWarriors@googlegroups.com
IPP. Rtr. Shreya M Gupta		

### 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.
- Should I report the General body meetings and BOD meetings?**  
**Ans:** No. The GBMs and BOD meetings are administrative activities. Just mention these in the mail and do not report the same 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.
- I haven't received the credentials for the reporting website. What should I do?**  
**Ans:** Drop a mail to the secretariat team ([3191drs2324@gmail.com](mailto:3191drs2324@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.
- I have lost my password for the district account. What should I do?**  
**Ans:** Reset password feature will be enabled shortly. Meanwhile, contact any district secretaries, password will be reset for you until this feature is rolled out.







# ROTARACT DISTRICT COUNCIL 2023 - 2024

Rotary International District 3191



CREATE HOPE  
in the WORLD

6. **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 [3191drs2324@gmail.com](mailto:3191drs2324@gmail.com) asking for data correction. The details will be corrected it for you. Please report the projects only after the name is corrected.



Together, Let's CONNECT to PARTNER & GROW our ideas & learnings and turn them into splendid experiences unlocking the Endless Collaboration, Innovation & Potential, for we are LIMITLESS TOGETHER.

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:

PP Rtr. Rtn. Akshay Kumar Kanive M

District Joint Secretary

RI District 3191

**Email ID:** [3191drs2324@gmail.com](mailto:3191drs2324@gmail.com)

**Contact Number:** 9611261259

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ROTARY INTERNATIONAL DISTRICT 3191

LIMITLESS  
TOGETHER

RTR. RTN. ARUN TEJA GODAVARTHI | DRR 2023-24



PP. RTR. LALITHA DEEPAK  
District Rotaract Secretary

PP. RTR. RTN. ARUN TEJA GODAVARTHI  
District Rotaract Representative

PP. RTR. SHASHANK Y R  
District Rotaract Secretary

PP. RTR. KARTHIK CHIKMATH  
District Rotaract Secretary

PP. RTR. RTN. AKSHAY KUMAR KANIVE M  
District Joint Secretary



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[rotaract3191.org](http://rotaract3191.org)

#TeamLimitless

#LimitlessTogether