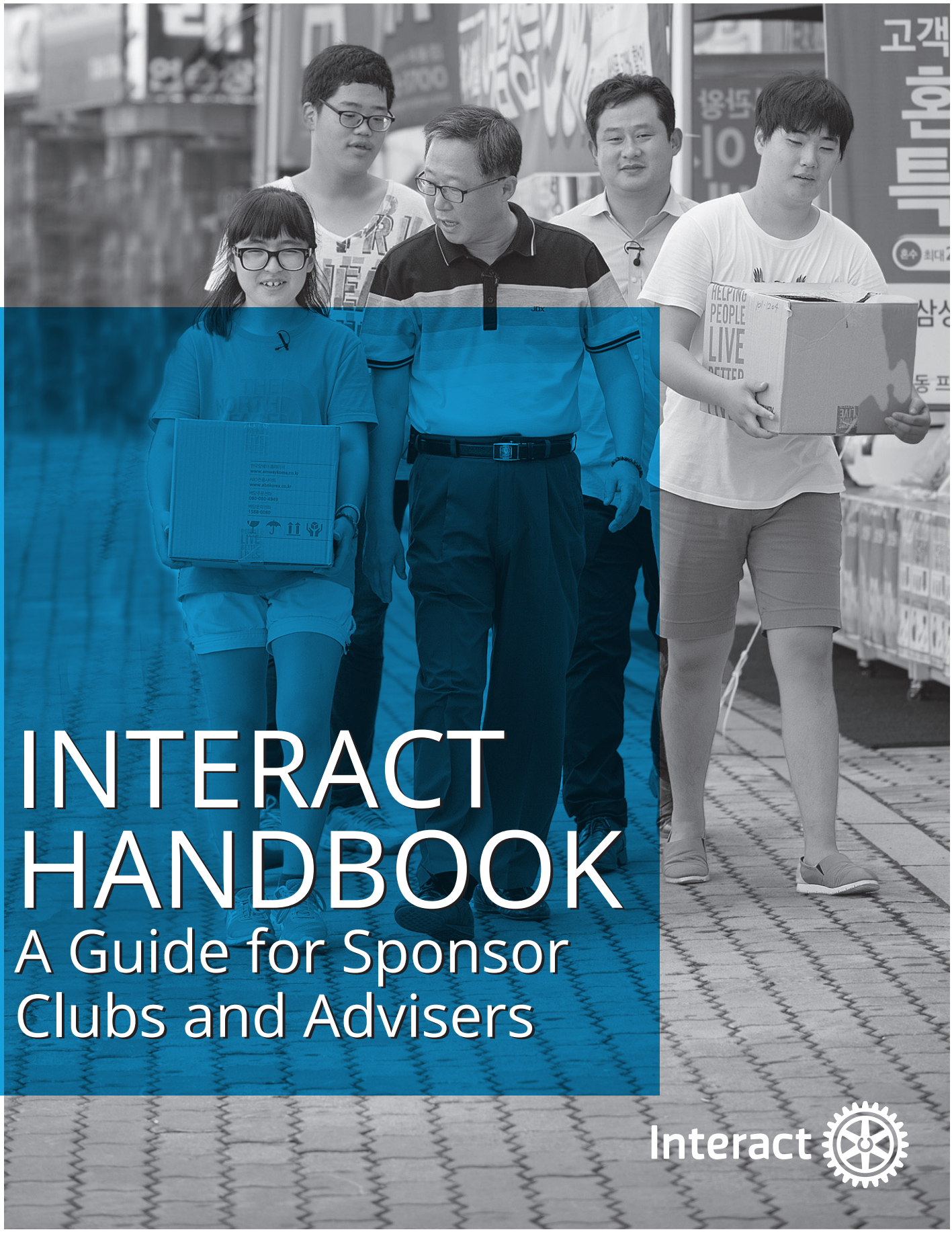


INTERACT HANDBOOK

A Guide for Sponsor Clubs and Advisers

Interact

Interact offers opportunities for young people ages 12-18 to serve their communities and expand their global understanding. Through Interact clubs, members, known as Interactors, also develop leadership skills and learn about themselves and others within a community of their peers. This guide is for the adults who support Interactors in these endeavors, whether you're a longtime member of a Rotary or Rotaract club or this is your first contact with a Rotary program. We also have a version for youth participants, **Interact Handbook: A Guide for Interactors**.

HOW TO USE THIS GUIDE

Use this guide in whatever way works best for you. If you're new to Interact, you may want to read it from start to finish. If you're already familiar with Interact, you may prefer to read the most relevant parts now and refer back to various chapters as needed. If you want even more information, the text includes links to more in-depth materials.

The guide covers:

- How to start an Interact club
- How to sustain an existing one
- The roles and responsibilities of the adults who support Interact
- Tips for developing safe and inclusive experiences that will help Interactors grow and learn how to lead
- How to offer young people meaningful service and leadership opportunities that let them make an impact in your community and globally
- How to promote the Interact club's work to your community and the Rotary world
- Additional options for lifelong learning and service through Rotary

Thank you for taking the time to learn more about Interact and for your interest in supporting young leaders.

You can send questions or comments about Interact to **interact@rotary.org**.

Policy references are based on the **Rotary Code of Policies**. Decisions made by Rotary International's Board of Directors take precedence over information in this publication. The Rotary Code of Policies compiles all of our general and permanent policies. The revised version is available after each meeting of the RI Board and the Council on Legislation. A separate **revisions document** records amendments made to the code whenever it is updated.

Note: When using the digital version of the guide, select the PDF Bookmarks icon to open or close the panel at your convenience.

WORDS TO KNOW

INTERACTOR
A young person age 12-18 who is a member of a Interact club

INTERACT
A program in which people ages 12-18 come together in clubs to develop leadership skills while discovering the power of service and international understanding; each Interact club is sponsored by at least one Rotary club

INTERACT SPONSOR CLUB
A sponsor Rotary club, or a co-sponsor Rotary or Rotaract club, that mentors and guides Interactors as they carry out projects and develop leadership skills

SPONSOR
A member of a sponsor club that supports Interactors as guides and mentors; the word is also sometimes used for the whole sponsor club

INTERACT ADVISER
An adult who guides and mentors an Interact club and attends all Interact club meetings; this person does not need to be a Rotary member but does work with the sponsor club; school-based clubs need an adviser or co-adviser who is school faculty member to make sure that the club complies with school rules

ROTARY
A global network of service clubs whose members use their skills and resources to solve problems and address community needs; Interact is one of Rotary's youth programs

ROTARY CLUBS
Clubs that bring together adults across generations who wish to create lasting change in the world, in their communities, and in themselves; Interact is one of the programs that Rotary clubs can support, and one way they do that is by sponsoring Interact clubs

ROTARACT CLUBS
Clubs that bring together people ages 18 and older to exchange ideas with leaders in the community, develop leadership and professional skills, and have fun through service; Rotaract clubs can co-sponsor Interact clubs

CONTENTS

How to Use This Guide

Words to Know

Chapter 1: What Is Interact? 3
- What is Rotary? 3
- How it all began 4

Chapter 2: Why Choose Interact? 5
- Why young people participate in Interact 5
- Why adults serve as sponsors and advisers 5
- Why should your Rotary or Rotaract club sponsor an Interact club? 6

Chapter 3: How an Interact Club Works 7
- 1. Identify an opportunity 7
- 2. Customize the club 8
- 3. Recruit members 9
- 4. Determine how the Interact club will be governed 9
- 5. Elect a board of directors 10
- 6. Make it official 10
- 7. Celebrate 10
- 8. Take action! 10

Chapter 4: Fulfilling the Roles of Sponsors and Advisers 11
- Committing to sponsorship 12
- Deciding if sponsorship is right for your clubs 12
- Requirements and responsibilities of a sponsor 13
- Interact advisers 16
- Deciding if advising an Interact club is right for you 16
- Requirements and responsibilities of Interact advisers 17
- Adapting the roles to your circumstances 19

Chapter 5: Working With Young People 21
- Youth voice and youth-adult partnerships 21
- Measuring participation in youth-adult partnerships: Hart's ladder 22
- Positive youth development 23

Chapter 6: Practicing Safety and Inclusion 24
- Everyone's role in youth safety 25
- Reporting youth protection concerns 27
- Online safety 28
- Creating an inclusive club 28

Chapter 7: Building a Club Foundation 31
- Constitution and bylaws 31
- Club leaders 31
- Club committees 33
- Elections 33
- Setting goals 34
- Funding club activities 34
- Running an effective meeting 35
- Admitting new members 35
- Member engagement 36

Chapter 8: Making Membership Meaningful: 37
- Service-learning 37
- The service-learning journey 38
- Promoting international understanding 39
- Leadership development 40

Chapter 9: Promoting the Club 41
- Public image and branding 41
- Publicizing the club's impact 42
- Recruiting new members 44

Chapter 10: Partnering With Rotary 45
- District support 46

Chapter 11: Growing With Rotary — Beyond Interact 48
- After Interact 48

Chapter 12: Using Rotary Resources 50
- Online tools 50
- Other resources 50

Appendixes 51
- Appendix 1: Sample Club Charter Ceremony 52
- Appendix 2: Guiding Questions for Setting Goals 53
- Appendix 3: Recognition for Interact Clubs 54
- Appendix 4: Setting Specific Goals 57
- Appendix 5: Sample Meeting Agenda 58
- Appendix 6: The Rotary Calendar 60

CHAPTER 1

What Is Interact?

Interact is a Rotary-sponsored service club for participants ages 12-18. Interact creates opportunities for young people to build leadership skills, connect with others, and have fun, all while serving their communities and learning about the world. Interact clubs are sponsored by at least one local Rotary club and can be co-sponsored by additional Rotary or Rotaract clubs. Interact clubs are either school-based or community-based and typically meet twice a month. They plan and carry out at least two projects every year: one that helps their school or community and one that promotes international understanding. Advisers and members of sponsor clubs serve as mentors, listeners, facilitators, and advocates for youth empowerment.

WHAT IS ROTARY?

Rotary

Interact is a part of something bigger: Rotary! Rotary is a global network of neighbors, friends, leaders, and problem-solvers who unite and take action to create lasting change — across the globe, in our communities, and in ourselves.

Rotary and Rotaract clubs around the world are made up of dedicated adults who share a passion for community service and friendship.

Rotaract clubs are university- or community-based and are often the next step for Interact alumni who want to stay involved with Rotary.

Learn more at rotary.org/about-rotary or by taking the Rotary Basics course in Rotary's Learning Center.

GOOD TO KNOW
Rotary and Rotaract clubs sponsor Interact clubs with more than 300,000 members around the world. Through the network of Interact, Rotaract, and Rotary clubs, participants can share ideas and organize service projects in their communities and internationally. Because we want to foster this connection to Rotary, Interact clubs must be sponsored by at least one Rotary club. Learn more about the role of sponsor clubs in chapter 4.

HOW IT ALL BEGAN

Rotary International started with the vision of one man, Paul Harris. An attorney in Chicago, Illinois, USA, Harris founded the Rotary Club of Chicago in 1905. Harris realized that in joining together with other professionals from different backgrounds, he and others could exchange ideas and develop lifelong friendships. Over time, Rotary's reach gradually extended to humanitarian service. Members have a long record of addressing challenges in their communities and around the world. Empowering young people has always been an essential part of Rotary's work.

In the late 1950s, Rotary members began seeking ways to strengthen these efforts through a Rotary-wide program designed to encourage young people to get involved in service and develop their leadership skills. After a few years of study under the direction of 1959-60 President Harold Thomas, Rotary approved plans for the Interact program. In November 1962, Rotary members helped students at Melbourne High School in Melbourne, Florida, USA, to form the first Interact club. The name "Interact" came from combining the words "international" and "action."

GOOD TO KNOW
Are you interested in history? Rotary's archives include tens of thousands of photos, recordings, publications, and artifacts. Explore Rotary history and learn about our collections at **rotary.org/history.**

CHAPTER 2

Why Choose Interact?

Is supporting an Interact club right for you? Start by considering why young people, advisers, sponsor clubs, and sponsor club members get involved in Interact.

WHY YOUNG PEOPLE PARTICIPATE IN INTERACT

Through Interact, young people experience the power of service, discover new cultures, and promote international understanding while developing leadership skills and making new friends.

With the support of sponsor clubs and committed advisers, Interact members:

- **Take the lead.** Interactors shape their clubs, planning and implementing everything from service projects to leadership development programs to social activities. Interactors can tailor their clubs to members' interests and community needs. In the process, they develop lifelong leadership skills.
- **Learn the value of service.** In choosing, planning, implementing, and reflecting on their service projects, Interactors learn about service and the enormous impact that Rotary members and other volunteers can make. Their service can create real and lasting change.
- **Become global citizens.** When they join an Interact club, young people become part of the global community, connecting with other young leaders from around the world, gaining a deeper understanding of international events, and forging new friendships.

WHY ADULTS SERVE AS SPONSORS AND ADVISERS

Adults who serve as Interact sponsors and advisers believe in young people's power to do good. They realize that they can have a positive impact on Interactors who are developing skills, interests, and community connections. Sponsors and advisers:

- **Provide a safe environment** where young people can feel supported as they find their voices
- **Mentor and support** Interactors as they design the club's structure and set its goals

- **Guide and coach** members through service projects
- **Expand opportunities** for young people, facilitating connections both in the community and around the world

In doing so, sponsors and advisers:

- **Grow personally and professionally** as facilitators and leaders
- **Discover new perspectives** as they learn from Interactors
- **Achieve a sense of accomplishment** by empowering young people
- **Create positive change** in their communities and around the world

WHY SHOULD YOUR ROTARY OR ROTARACT CLUB SPONSOR AN INTERACT CLUB?

Interact is a terrific way to introduce young people to service and to Rotary. Members of Rotary model community service and team building. As sponsors, Rotary and Rotaract clubs empower Interactors to begin a lifelong habit of service. By sponsoring an Interact club, you invest in the young people of your community and get an opportunity to share ideas across generations.

ROTARY'S COMMITMENT TO SERVICE
Members of Rotary channel their commitment to service through five Avenues of Service. Youth Service, one of the five, recognizes the importance of empowering young people through leadership development. Interact is one of several youth leadership programs Rotary offers.

ROTARY'S FIVE AVENUES OF SERVICE:

- **Club Service** focuses on making clubs strong.
- **Vocational Service** calls on every Rotary member to work with integrity and contribute their expertise to address the problems and needs of society.
- **Community Service** encourages every Rotary member to find ways to improve the quality of life for people in their communities and to serve the public interest.
- **International Service** exemplifies our global reach in promoting peace and understanding.
- **Youth Service** recognizes the importance of empowering youth and young professionals through leadership development programs such as **Interact**, **Rotary Youth Leadership Awards**, and **Rotary Youth Exchange**.

CHAPTER 3

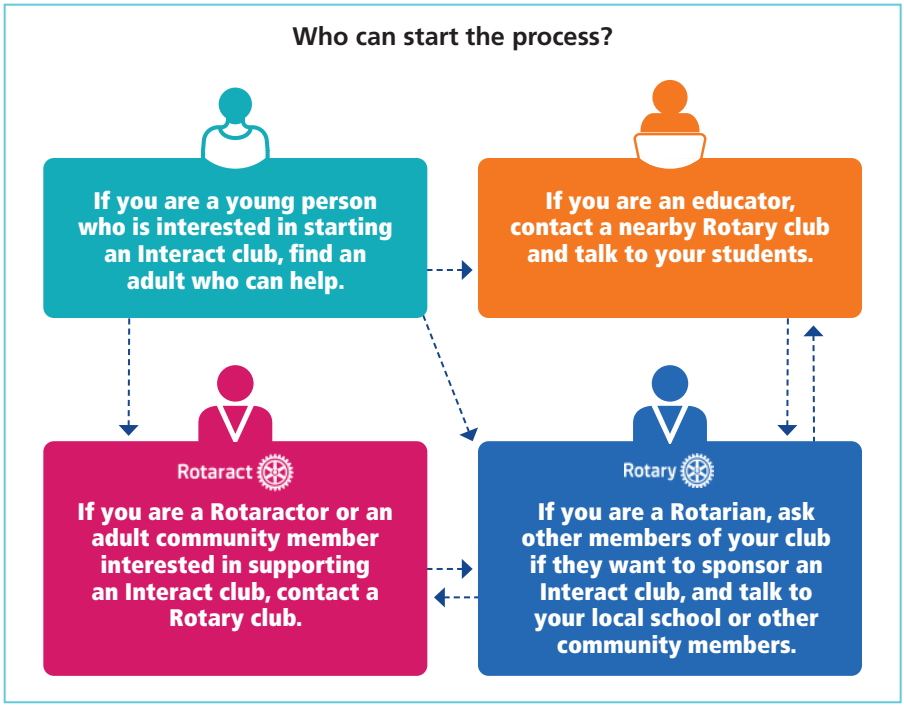
How an Interact Club Works

Before you decide whether to sponsor or advise an Interact club, let's cover how these clubs work. Whether you're considering starting a new club or supporting an existing one, the eight steps detailed in this chapter will help the club and its members thrive. Don't forget that you can work with future or current Interactors throughout the process. The **Interact Handbook: A Guide for Interactors** is a companion guide to help Interactors develop their clubs.

GOOD TO KNOW
It's helpful to follow all of these steps once and then refer to them each year to build and maintain a sustainable club. Interact clubs evolve every year as new members join and others' membership ends. According to Interact rules, membership ends *either* when an Interactor graduates *or* after they turn 18, at the end of June, whichever is later. If it's a school-based club and the school has a different policy, the Interact club follows its rules.

1 IDENTIFY AN OPPORTUNITY

Interact clubs introduce young people to service and help them develop their skills and become leaders. Is there a school or community in your area that might benefit from having an Interact club? Talk with school staff, community leaders, local Rotary clubs and Rotaract clubs, and young people to determine where an Interact club might fill unmet needs.



Respond to a community need. A school, teacher, parent, or potential Interactor can start the process of establishing an Interact club by contacting a Rotary club to inquire about opportunities for young people to learn about service.

Partner with others to increase your impact. The Interact chair or the governor of your Rotary district might have ideas about where a Rotary or Rotaract club could add value to an existing Interact club. A Rotary club that is already sponsoring an Interact club might benefit from a Rotaract club, or another Rotary club, serving as a co-sponsor.

When you find an opportunity to sponsor or co-sponsor an Interact club, read about the requirements and responsibilities of sponsors in chapter 4.

2 CUSTOMIZE THE CLUB

Next, you'll need to decide on some details, including the club base, age range, and meeting format. This will customize the club to best serve its members' needs.

CLUB BASE

An Interact club can be school-based or community-based.

- School-based clubs have members who all attend the same school. You'll need approval from the school, and depending on its policies, you may need a teacher or administrator to serve as the club adviser or co-adviser.
- Community-based clubs can draw participants from throughout the community. A club's members might attend different schools, or some or all of them may be home-schooled. You can also recruit them from online communities or other local youth programs. Work with community partners to find members as well as meeting locations.

AGE RANGE

Interact is generally for people ages 12-18, but in certain circumstances clubs can adjust the age range to meet members' needs and interests.

- **Narrow the age range.** Community-based clubs, which usually have a larger pool of potential members, can choose a more limited age range to address the unique needs of certain age groups. School-based clubs might have an age range that matches that of the student body of the school, which is often narrower than the full age range of Interact.
- **Expand the age range.** In some school-based clubs, school policies on student activities may require clubs to accept students of all ages. In such cases, Interact clubs can admit members who are under 12 or over 18. Note also that Interactors can remain in school-based clubs until they graduate, no matter their age.

GOOD TO KNOW
You might be interested in developing an Interact club for children younger than 12. Rotary International, however, does not currently offer any programs for children under 12. Interact's emphasis on local and global community service and leadership development and Rotary's youth protection policies are designed for ages 12-18. The interests, needs, and maturity levels of younger children — and the risks associated with working with them — are very different, so take special care if you design a program for children under 12.

MEETING FORMAT

Interact clubs can choose to meet in person, online, or a combination of both. Ask Interact members which format works best for them and determine whether you have the tools, skills, and availability to support that meeting format. If the club meets in person, try to select a location that's convenient for everyone, such as a place where members already gather to study, play sports, or socialize. Hybrid meetings may make Interact club participation easier for rural communities and home-schooled students. Online meetings also offer an opportunity to keep members engaged during school breaks.

3 RECRUIT MEMBERS

Sponsors, advisers, and Interactors can create promotional materials that tell potential Interact members about a new or existing club. These materials should explain how prospective members can learn more. For a school-based club, hang flyers around the school and work with faculty to encourage students to join. For a community-based club, display promotional materials at youth centers or other local gathering spots. Encourage young people who are interested in promoting the club to create and distribute materials. You can also have young people develop content for social media and other online platforms to reach more of their peers. Fifteen club members is the recommended minimum, but it is not a requirement. Learn more about attracting new members in **chapter 9**.

4 DETERMINE HOW THE INTERACT CLUB WILL BE GOVERNED

As a sponsor or adviser, work with participants to review and complete the **Standard Interact Club Constitution**, adding your club's information. The constitution includes important policies on membership, sponsorship, meeting structure, and more. Anyone who joins the club will be required to comply with the principles outlined in the Standard Interact Club Constitution.

When you and the club's Interactors have recruited a group of members, the club should review and adapt the **Recommended Interact Club Bylaws**. These bylaws supplement the Standard Interact Club Constitution and lay the groundwork for developing the club's own practices. Members can work together to customize the bylaws to meet the club's needs, as long as the amended bylaws don't conflict with the club constitution or the **Rotary Code of Policies**.

GOOD TO KNOW
What are the club's constitution and bylaws?

Many organizations benefit from having rules about how they function, and that is true for Interact clubs. The club constitution is a set of basic guidelines that apply to all Interact clubs worldwide. The bylaws allow each club to create additional rules for their operations, based on the club's unique needs and local practices. Club members can develop their own bylaws, but the bylaws can't contradict the standard constitution. Encourage the club's Interact members to discuss what rules they might want to add to help the club operate smoothly.

5 ELECT A BOARD OF DIRECTORS

After the club reviews the **Rotary Code of Policies** and adopts the constitution and its own bylaws, it can elect a board of directors by following the bylaws that its members developed. Each Interact club must have a president, vice president, secretary, and treasurer, and its bylaws should outline their roles and responsibilities. (Learn more about the responsibilities of club officers in **chapter 7**.) A club can establish additional officer roles as needed in its bylaws.

6 MAKE IT OFFICIAL

Now the club can be officially certified! Working with Interactors, complete the **Interact Club Certification Form**. Email it to **interact@rotary.org** or to your region's **international office**. There is no fee for chartering an Interact club. After Rotary receives the club's form, it will take four to six weeks to charter the club and prepare your official Certificate of Organization. Rotary will email the Interact club's certificate to the sponsor clubs' presidents to sign. The sponsors will then present the certificate to the Interact club.

7 CELEBRATE

When the certificate arrives, plan an event to commemorate the official start of the new club. There's no standard ceremony when you start an Interact club, induct members, or recognize club officers. Interactors, advisers, and sponsors can be creative! Plan a celebration that combines your district's Rotary traditions and local customs into something new. To get ideas, see the sample ceremony in **appendix 1**.

8 TAKE ACTION!

Support Interactors in developing service projects that build on their strengths and help them learn new skills. Assist Interactors in keeping members involved and devising effective succession planning to keep the club thriving from year to year. Remember, your role is to guide, nurture, and support Interactors so that their club will grow and flourish now and for years to come!

You don't have to wait for your official certificate to get started. The club can meet, organize, and begin taking action!

GOOD TO KNOW
If a club chooses to meet online, it's very important to choose a safe meeting platform. For school-based Interact clubs, sponsors are encouraged to adopt the school's internet and communication policies. **Electronic/Online Safety Considerations** offers additional information.

The **Rotary Code of Policies** lists all of Rotary's policies. Find the information related to Interact in section 41.010.

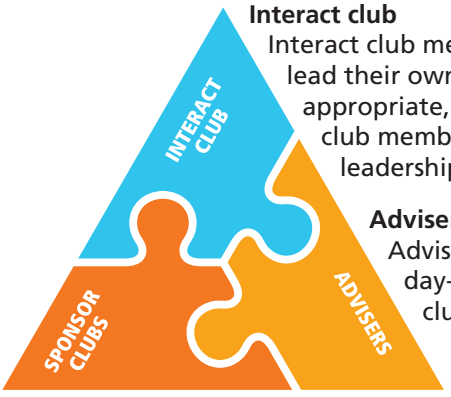
CHAPTER 4

Fulfilling the Roles of Sponsors and Advisers

Now that you understand how an Interact club is created, we'll explore the role that you, as an adult adviser or a sponsor club member, could play in an Interact club. For every Interact club, a sponsor provides a supportive foundation that introduces Interactors to the family of Rotary and connects them to Rotary's world of service. Sponsor clubs are accountable for ensuring that Interact club activities are conducted safely and effectively. Sponsor clubs delegate the responsibility of carrying out day-to-day club operations to an Interact adviser. Advisers champion the service and leadership contributions of Interactors. When adults invite Interactors to contribute to their communities through service, and when they offer Interactors leadership opportunities that help them discover their potential, they guide young people toward a lifetime of taking action for communities and for the causes they care about.

An Interact club must have one primary Rotary club sponsor, but it can be co-sponsored by additional Rotaract or Rotary clubs. It can have no more than three sponsor clubs unless the district governor grants an exception. Co-sponsorship is a good option if you're not able to commit to being the sole and primary sponsor.

INTERACT ORGANIZATION STRUCTURE



Interact club
Interact club members get to shape and lead their own club experience. When appropriate, adults step back to let Interact club members explore and develop their leadership abilities.

Advisers
Advisers are adults who support the day-to-day operations of Interact clubs.

Sponsor clubs
A sponsor club provides a supportive foundation to its Interact club, and sponsor clubs are accountable for ensuring that Interact club activities are conducted safely and effectively.

COMMITTING TO SPONSORSHIP

Sponsoring an Interact club is an important responsibility. A successful sponsor ensures that participants feel safe and supported and that they understand how to manage their club and its activities. Dedicating your time, expertise, and resources empowers young people to plan and conduct fun and productive meetings and to develop innovative and meaningful service projects. Interact clubs can thrive with the support of dedicated sponsor clubs. Remember that members of sponsor clubs can also serve as Interact club advisers.

DECIDING IF SPONSORSHIP IS RIGHT FOR YOUR CLUB

Any Rotary club can sponsor an Interact club, but before you do, think carefully about the time, energy, and commitment that are involved.

Questions to ask your club:

- Is working with and empowering young people one of your club's goals?
- Have you considered how you might measure your contributions and successes?
- What resources can your club offer an Interact club? What service projects are you planning that Interactors might want to participate in, in addition to their own?
- What knowledge, expertise, or interests do your members have that could benefit Interactors?
- Does your club, or do any of its members, already have a relationship with a school or a youth community center?
- Is your club ready for the long-term commitment of supporting an Interact club?
- Does your club have enough members who could commit to supporting the Interact club?
- Have you carefully considered how you will manage the responsibility of working with young people to ensure their safety and well-being? This will require youth protection training and volunteer screening in order to comply with Rotary's youth protection policies.

Interact clubs in your district may be supported by a district Interact chair. This person can be a helpful source of information and advice as you make your decision. Your district leaders can also connect you to other Rotary and Rotaract clubs that sponsor Interact clubs so you can learn from their experiences.

Questions to ask your Rotary network:

- How much time is involved in supporting an Interact club?
- How many adult members or other advisers are needed to meaningfully and sustainably support an Interact club?
- As a sponsor club, how do you support an Interact club's projects and activities?
- What kinds of support do sponsor clubs provide, and how much time and money does it take?
- What have been the biggest rewards and the biggest challenges in sponsoring an Interact club?
- For school-based clubs, how did you approach the school and find a faculty adviser?
- What are the advantages and disadvantages of co-sponsoring an Interact club with a Rotary or Rotaract club?

If you don't find answers to all of these questions right away, that's OK. Continue to have these conversations with your fellow club members or your Rotary network until you can confidently agree to sponsor or co-sponsor an Interact club. If your club is already a sponsor, consider these questions regularly to maintain a vibrant and well-supported Interact club.

If your research and reflection lead to excitement and motivation to sponsor an Interact club, it's time to create a plan for supporting an Interact club.

SHARING YOUR RESPONSIBILITIES

Depending on your club's size and the resources it has, you can arrange for the oversight of an Interact club in several ways. Supervising the Interact club could be the responsibility of:

- Your club's community service committee
- A general youth service committee that supports all of your club's youth programs and activities
- An Interact committee, especially if your club sponsors more than one Interact club
- A joint committee with members from more than one club if you are co-sponsoring with another Rotary club or a Rotaract club

GOOD TO KNOW
Remember, becoming the sponsor of an Interact club doesn't always require forming a new club. Your club can co-sponsor an established Interact club or take over sponsorship if a sponsor club disbands or can no longer adequately support an Interact club.

REQUIREMENTS AND RESPONSIBILITIES OF A SPONSOR

There are numerous ways to engage, partner with, and support an Interact club, but every sponsor must meet certain requirements and fulfill certain responsibilities. Requirements are what sponsors must do to comply with Rotary International's policies. Responsibilities are tasks that sponsors accept as part of their role in empowering young people.

REQUIREMENTS

Sponsor clubs commit to protecting youth safety, appointing and supporting an adviser, and overseeing the finances of the Interact club.

Protecting youth safety

- Make sure Rotary policies are followed whenever young people travel, work with adults, or use social media. (Find details and resources in **chapter 6** and the **Rotary Youth Protection Guide**.)
- Ensure that the club is welcoming to all and has a diversity, equity, and inclusion statement and policy.
- Develop a risk management plan and know how to contact your district youth protection officer.

Appointing and supporting an adviser

- Find, screen, and vet at least one Interact adviser.
- Train the Interact adviser in how to uphold Rotary's youth protection policies.
- Use the **Report Your Interact Club Adviser Information Form** to report current information about your Interact adviser to Rotary International by 1 July every year. If the Interact club has more than one adviser, report the primary adviser. If an adviser serves for more than one year, you still need to submit the form annually. Reporting the adviser's name and contact information notifies Rotary that an Interact club remains active.

Overseeing the finances of the Interact club

- Establish clear financial guidelines for Interact clubs. These guidelines should ensure that all Interact club funds are managed in a responsible and transparent manner that is consistent with the laws and banking regulations of your country. They should provide for oversight by an adult signatory for all accounts. Advisers should collaborate with sponsor clubs to manage funds.
- Set clear expectations about how much financial support the sponsor club is willing to offer. The Interact club is responsible for raising the funds it needs for its activities, but sponsor clubs may provide financial support when it is mutually agreed to. Interact clubs may occasionally request support for club activities, service projects, or fundraisers. Decide when and how the Interact clubs you sponsor may request financial support. See **Rotary Code of Policies** 41.010.9. for detailed information on Interact club finances.

GOOD TO KNOW
Interact clubs that keep their adviser contact information up-to-date also:

- Receive important updates and resources from Rotary
- Can participate in the **Interact Awards**
- Are eligible to receive **recognition from Rotary**

RESPONSIBILITIES

Sponsor clubs assume responsibility for supporting Interactors by welcoming them to the Rotary community. You'll also partner with them in service, promote the club, and celebrate its successes.

Welcoming Interactors to the Rotary world

- Exchange ideas about how to create a vibrant club that engages members and attracts new ones. As a member of a successful club, explain how your club works.
- Suggest meeting speakers who can address topics that are of interest to the Interact club and align with **Rotary's causes**.
- Invite Interactors to attend club, district, or zone events as partners and participants.
- Attend Interact club meetings and offer input when it's requested.
- Introduce Interactors to **Rotary Youth Leadership Awards (RYLA)** and **Rotary Youth Exchange**.
- Connect new Interact alumni to Rotaract clubs and other Rotary opportunities.

Partnering with Interactors in service

- Share successes and what you've learned from your Rotary service projects.
- Help Interact clubs align their service-learning with **Rotary's causes** by offering connections and resources.
- Support the Interact club by volunteering at youth-led service projects.
- Help Interactors plan a service project or other event to celebrate **World Interact Week** each November. Attend district Interact training events and learn about other clubs and their projects.

Promoting the club and celebrating its successes

- Showcase Interact club projects in your club newsletter, club social media, and on your district website.
- Invite Interactors to participate in the **Interact Awards**.
- Encourage clubs to earn **recognition from Rotary for achieving their goals**.
- Host an event to recognize Interactors for their accomplishments.

INTERACT ADVISERS

Interact advisers are adults who support the day-to-day operations of Interact clubs. They serve as a liaison to Rotary International and make sure that everyone who is involved in Interact follows Rotary policies for safeguarding young people. They also serve as advocates for Interactors in schools and communities. Each Interact club must have at least one adviser to guide its members in service and to help in developing young leaders' skills. Although only one adviser is required, Interact clubs may benefit from having several advisers to mentor and support them. Advisers can be Rotarians, Rotaractors, teachers, parents, or community volunteers. Anyone who works with young people must be properly vetted. See the **Rotary Youth Protection Guide** to learn about screening procedures.

School-based Interact clubs must have a faculty adviser who ensures that club members meet the school's extracurricular and academic requirements.

DECIDING IF ADVISING AN INTERACT CLUB IS RIGHT FOR YOU

Interact advisers believe in young people's power to do good. Advisers support and facilitate opportunities for future leaders. Advisers may be introducing Interactors to their first experiences with local and global service. It's important to think carefully about the commitment you're making.

Questions to consider:

- Do you have experience working with people ages 12-18?
- Are you good at facilitating while letting young people lead?
- Do you have a relationship with a school or with a youth community center?
- Do you have the time for regular club meetings, supervising service-learning projects, and a long-term commitment of a year or more?
- Have you carefully considered how you'll manage the additional responsibility of working with young people to ensure their safety and well-being? This includes getting special training and being screened in accordance with Rotary's youth protection policies.

GOOD TO KNOW
What if I'm not a Rotary member?

Rotary and Rotaract clubs welcome nonmembers to serve alongside them as honorary members or friends of Rotary. Whether you are helping to start an Interact club or becoming an adviser to an existing club, you can expect guidance from the sponsor club or clubs. In addition, Rotary International provides guidelines for youth protection, materials on service-learning, and a network of other clubs, ideas, and resources.

Ask people who are involved in Interact about their experiences. Talk to Interact advisers, Rotarians, and Rotaractors. Your district may have an Interact chair who supports the Interact program and can offer insights and connect you with Interact club advisers.

Questions to ask:

- How much time is involved in advising an Interact club?
- What have been the biggest rewards and the biggest challenges?
- What are your suggestions for building an effective relationship with the sponsor club?
- What projects did the Interactors do, and how did the adviser and the sponsor club support their efforts?
- How much time and financial support did the sponsor club give the Interact club?
- What are the advantages and disadvantages of co-advising an Interact club?

If you don't find answers to all of these questions, that's OK. Continue to have these conversations until you're sure about becoming an adviser. If you're already an adviser, consider these questions regularly to help you maintain a vibrant and well-supported Interact club.

If your research and reflection lead you to feel eager and motivated to be involved, then you're ready to advise an Interact club.

REQUIREMENTS AND RESPONSIBILITIES OF INTERACT ADVISERS

As an adviser you have a unique opportunity to mentor and support young people. Along with that opportunity come requirements that you must meet in order to comply with Rotary policies and responsibilities that you accept in order to empower young people.

REQUIREMENTS

As an Interact adviser, you commit to maintaining youth safety, overseeing the finances of the Interact club, and mentoring and supporting Interactors.

Maintaining youth safety

- Make sure Rotary policies are followed whenever young people travel, work with adults, or use social media. (Find details and resources in **chapter 6** and the **Rotary Youth Protection Guide**.)
- Ensure that the club is welcoming to all and has a diversity, equity, and inclusion statement and policy.

- Seek the help of professionals if serious issues arise that affect the health or well-being of participants.
- Develop a risk management plan and know how to contact your district youth protection officer.

Overseeing the finances of the club

- Collaborate with the sponsor club in managing club funds. Sponsor clubs should establish clear financial guidelines for Interact clubs. They should provide for oversight by an adult signatory for all accounts.
- Support the Interact club in raising the funds it needs for its activities. The Interact club is responsible for raising funds, but sponsor clubs may provide financial support when that is mutually agreed to. Interact clubs may occasionally request support for club activities, service projects, or fundraisers. See **Rotary Code of Policies** 41.010.9. for detailed information on Interact club finances.

Mentoring and supporting Interactors

- Attend all Interact club meetings.
- Offer guidance for two service-learning projects each year: one community service project and one project that promotes international understanding. For detailed information on service-learning, see **chapter 8** and the free **service-learning courses** in Rotary's Learning Center. You don't need to be a Rotary member to take Learning Center courses, but you do need to **create a My Rotary account** and sign in to it before taking courses.

RESPONSIBILITIES

As an adviser, you assume responsibility for guiding club operations and activities, facilitating projects, fostering Rotary connections, and encouraging social and emotional learning.

Guiding club operations and activities

- Make the **Interact Handbook: A Guide for Interactors** available to club members.
- Help maintain accurate club records and a calendar of events, observances, and reporting requirements.
- Assist in managing club funds.
- Oversee officer elections and provide guidance to make sure they are fair.
- Attend meetings and ensure that all members feel safe and respected.

GOOD TO KNOW
Faculty advisers should make sure that school-based clubs follow school policies.

Facilitating projects

- Introduce Interactors to service-learning. (See **chapter 8**.)
- Support innovative project ideas.
- Offer input during project planning.
- Handle equipment needs and coordinate activities at project sites.

Fostering Rotary connections

- Maintain a relationship with the sponsor club.
- Promote the Interact club to Rotary members, school leaders, and community members, as well as Interactors.
- Coordinate leadership training for Interact officers by connecting them with RYLA, district leadership events, and local training opportunities.
- Exchange stories, ideas, and strategies with the district Interact chair.

Encouraging social and emotional learning

- Support Interactors in challenging situations. At times, their projects might not go according to plan. It can be tempting to step in to fix a problem. But giving Interactors a chance to learn from mistakes or failures allows them to grow.
- Help Interactors find constructive ways to resolve conflicts when they arise.
- Encourage, recognize, and celebrate the work that Interactors do.

Make sure you're registered as an adviser with Rotary International. Rotary International is part of your team, providing information and training. Using the **Report Your Interact Club Advisor Information Form** to send Rotary International current information tells us that your Interact club is active. Even if you serve as an adviser for more than one year, you or your sponsor club will still need to submit the form annually.

ADAPTING THE ROLES TO YOUR CIRCUMSTANCES

Each community that starts and supports an Interact club has different resources and people available to support it. We encourage you to customize the roles and responsibilities of sponsors and advisers based on the circumstances. Just make sure to have at least one primary sponsor Rotary club that is accountable for Interact club activities and have at least one qualified adult adviser, who is responsible for supervising the day-to-day activities of the Interact club.

The possibilities include:

- Appointing multiple advisers for an Interact club
- Having a member of the sponsor club serve as an Interact adviser
- Designating one sponsor club member or committee to fulfill the requirements of sponsorship on behalf of the sponsor club
- Co-sponsoring the Interact club with another Rotary or Rotaract club. Rotary policy allows up to three clubs to co-sponsor an Interact club (as long as one Rotary club is the primary sponsor), and district governors may grant special permission to have more.

Interact clubs thrive when everyone involved creates experiences that meet participants' needs and match their abilities. Consider these role descriptions a starting point to designing a positive, productive relationship between the Interact club, its sponsors, and its advisers.

CHAPTER 5

Working With Young People

Working with young people can be exciting, challenging, and rewarding. As you take on the roles of facilitator, supporter, listener, and guide, you create opportunities for young people to discover their leadership abilities. An Interact club allows young people to explore who they are, how they want to contribute, and what they want to achieve as change-makers.

Before you focus on the operations of the Interact club, think about these youth development concepts to shape your approach to supporting Interactors.

YOUTH VOICE AND YOUTH-ADULT PARTNERSHIPS

Youth voice refers to the ideas, thoughts, and actions of young people. Recognizing youth voice means allowing young people a role in making the decisions that affect and shape their lives.

Examples include:

- Interactors running their own club meetings
- Interactors choosing service projects that are meaningful to them
- Interactors giving input on how to train club officers

Youth-adult partnerships are intergenerational relationships in which youth voice and youth participation are valued. Youth-adult partnerships require active listening as well as recognizing that adults and young people each have something to contribute and something to learn from each other. This requires being flexible and honest with each other and accepting cultural differences between generations. When it's appropriate, adults step back to let youth explore and develop their leadership abilities. Drawing on an exciting mix of experiences and innovative ideas, youth-adult partnerships can create real change in our local and global communities.

Examples include:

- Young people and adults all contributing ideas, effort, and their reflections on a service project
- Young people serving on a Rotary club or district committee as equal partners with adult participants

MEASURING PARTICIPATION IN YOUTH-ADULT PARTNERSHIPS: HART'S LADDER

Sociologist Roger Hart developed a useful way to think about youth participation, describing it as a ladder. The following levels of participation were adapted from Hart's "**Children's Participation: From Tokenism to Citizenship**."

HART'S LADDER

PARTICIPATION IN DECISION MAKING

As we go up Hart's ladder to levels four through eight, young people have increasing levels of participation and decision making. This can range from young people being consulted on an adult-led project, to youth running their own Interact meetings, to the creation of advisory youth councils.

NONPARTICIPATION IN DECISION MAKING

In the bottom rungs of the ladder, one through three, young people have little or no say in the decision-making process in programs or events that involve them. Youth voice is not recognized. Young people are told what to do, and their input and wishes are not taken into consideration.

8. Young people initiate activities and share decisions with adults who work as equal partners. For example, Interactors identifying a problem in their community, investigating it with their adviser, and presenting a plan for a service project to their sponsor club and community partners, who then work with the Interact club to complete the project.
7. Young people initiate and direct activities, and adults have limited input. For example, Interactors running their own club meetings and electing officers.
6. Young people share the decision making in activities initiated by adults. For example, co-sponsor clubs holding a book drive for a children's hospital and letting Interactors decide how to collect the books and distribute them to patients.
5. Young people are consulted and are informed about how their input will be used in adult-led activities. For example, a sponsor club choosing its next project by surveying both its own members and Interactors.
4. Young people are assigned a task as part of an activity led by adults, and they understand its purpose and choose to participate. For example, a sponsor club asking Interactors to help pick up litter at a park, with the Interactors deciding to help because they're interested in the environment.
3. Young people are present but have little actual input in decisions, which are made by adults. For example, a Rotary district including an Interactor in a panel discussion but not giving them an opportunity contribute their own ideas.
2. Young people are present but adults don't inform or consult them. For example, Rotaractors inviting Interactors to sing at a Rotaract event without mentioning the purpose of the event.
1. Young people's thoughts or ideas are used, but adults don't consult or inform them as to why. For example, Rotarians asking Interactors to create drawings about the environment without explaining that they'll be displayed at a Rotary event.

Including Interactors in decision making builds their skills as leaders and increases their investment in their service projects and in the community they build with Interact and Rotary.

POSITIVE YOUTH DEVELOPMENT

Positive youth development seeks to help young people develop abilities that will benefit both them and society, rather than focusing on eliminating negative or risky behaviors. Psychologists Richard M. Lerner and Jacqueline V. Lerner's Model of Positive Youth Development is a widely recognized approach. Lerner and Lerner list competence, confidence, connection, character, and caring and compassion as psychological, behavioral, and social characteristics that young people need to develop to lead productive and healthy lives. With these characteristics, young people can develop character and contribute to their communities and society. As sponsors and advisers, you can contribute to an environment that fosters these traits in club meetings and service-learning projects.

GOOD TO KNOW
The service-learning model in chapter 8 is designed to put these ideas into practice. You can also find service-learning courses in Rotary's Learning Center.

Adults should strive to help Interactors develop:

- **Competence:** the ability to successfully function in school and elsewhere
- **Confidence:** a sense of self-worth and belief in their abilities
- **Connection:** a feeling of belonging with others and groups
- **Character:** taking responsibility for themselves and having a core set of values
- **Caring and compassion:** having empathy toward others and an understanding of social issues

Together, these components are at the heart of Rotary's ideal of Service Above Self. When young people form and run a club and undertake service projects, they develop **competence** and **confidence**. They build on their skills and acquire new ones. **Connection** is developed in relationships with other Interactors, advisers, sponsor clubs, and community partners. When Interactors take on responsibilities and leadership roles within the club and in service-learning projects, it develops their **character** and helps establish their core values. In learning more about the needs of their communities and the wider world, Interactors develop **caring and compassion**. With the sum of these attributes, young people **contribute** to make a difference in our world.

Putting theory into action

When you apply the concepts of youth voice, youth-adult partnerships, and positive youth development in an Interact club, you can offer Interactors an experience that promotes learning and personal development.

CHAPTER 6

Practicing Safety and Inclusion

All the learning, skill building, and fun that happens in Interact is possible only when our clubs are safe, welcoming, and inclusive. Sponsors and advisers have a duty to protect and safeguard Interactors.

In this chapter, you'll learn about your role in protecting young people. You'll also find resources and support and learn about the role that others play in keeping youth safe.

Statement of Conduct for Working With Youth

Rotary International strives to create and maintain a safe environment for all youth who participate in Rotary activities. To the best of their ability, Rotary members, their partners, and other volunteers must safeguard the children and young people with whom they come into contact and protect them from physical, sexual, and psychological abuse.

Interact club advisers and sponsors are responsible for creating and maintaining a safe environment for all Interactors. They must safeguard Interactors from physical, sexual, and psychological abuse and harassment. Strong support and effective management of youth programs are essential in order to ensure that all youth protection policies, including district procedures, Rotary International's policies, and local laws and regulations, are followed.

Rotary provides advisers, sponsors, and district leaders with resources and information on our youth protection policies so that they can confidently implement them. Read these materials, and make sure you understand them, before you work with young people:

- **Rotary Youth Protection Guide**
- **Protecting Youth Program Participants** (online course)
- **Electronic/Online Safety Considerations**
- **Developing a Crisis Management Plan**
- **Rotary Code of Policies, section 2.120.**

You can foster an environment that is safe by design. Here are some things you can do with Interactors to maintain a safe and welcoming environment:

- Have Interactors develop a code of conduct for the club that reflects the principles of The Four-Way Test. Include clear expectations for acceptable and unacceptable behavior, including physical, verbal, and electronic interactions. Learn more in chapter 4 of the **Rotary Youth Protection Guide**.
- Emphasize to all members that the club will not tolerate disrespectful behavior and that it is everyone's responsibility to create a respectful environment.
- Empower members to stand up to disrespectful behavior when it occurs and to report it to advisers, sponsors, or district leaders.

Sample code of conduct for an Interactor

As an Interactor, I will:

1. Follow Rotary's youth protection policies
2. Treat others with respect, regardless of their race, ethnicity, sexual orientation, or background
3. Create an environment in which members feel safe from physical, verbal, and sexual harassment and abuse

EVERYONE'S ROLE IN YOUTH SAFETY

All Interact advisers and sponsor club members who engage with the Interact club must understand Rotary youth protection policies and work with the sponsor club presidents to promptly communicate any allegations of abuse or harassment to local law enforcement, Rotary district leaders, and Rotary International.

Local, regional, and national law enforcement must be involved in investigations of physical, sexual, and psychological misconduct or abuse that involves youth. Take time to review local laws that address youth protection. If necessary, the sponsor club may incorporate any additional legal standards into its youth protection policies. You can also talk with other local organizations that work with youth and learn what they do to protect participants and abide by local laws.

District leaders are also a valuable source of information. The district youth protection officer and district governor can tell you if the district already has youth protection policies in addition to Rotary's, and they can advise you about any policies specific to Interact.

Rotary International staff members support clubs and districts that work with young people through Interact, RYLA, and Rotary Youth Exchange in all youth protection matters. Staff responsibilities include:

- Enforcing Rotary policies
- Assisting districts in communicating with their partners abroad
- Making sure that districts and local law enforcement investigate allegations
- Helping respond to media inquiries
- Providing general guidance to clubs and districts in difficult situations that involve youth program participants

If you have any questions about Rotary policies or would like assistance with media relations, contact our Youth Protection staff directly at **youthprotection@rotary.org**.

Interact advisers and Interactors are responsible for ensuring that the Interact club follows Rotary's youth protection policies. Advisers should also work with Interactors to help create a safe environment for them.

A safe environment begins with a culture of accountability, where everyone takes responsibility for their words and actions and holds others to the same standard. In the Rotary community, one of our guiding principles is **The Four-Way Test.** This refers to four questions we ask about our words, thoughts, and behavior. You can use The Four-Way Test to help create a club environment that promotes safety, courtesy, dignity, and respect for all.

Four-Way Test

1. Is it the TRUTH?
2. Is it FAIR to all concerned?
3. Will it build GOODWILL and BETTER FRIENDSHIPS?
4. Will it be BENEFICIAL to all concerned?

REPORTING YOUTH PROTECTION CONCERNS

Even with clear rules, abuse or other misconduct can occur in any organization or program. Rotary's policies require sponsors and advisers to report to local law enforcement any allegation of sexual abuse or harassment that involves a young person.

An allegation of inappropriate behavior by any adult or youth involved in Interact may lead to a report of abuse or harassment. If you suspect abuse or are aware that an incident occurred, follow Rotary policies by immediately suspending the Rotary member or program volunteer from all youth contact, reporting the incident to local law enforcement, and contacting Rotary staff within 72 hours. Go to our Youth Protection page at my.rotary.org/youth-protection, which has instructions on how to report an incident by phone, by email, or online form.

Interactors need to be informed, and they need to be empowered to respond to concerns. Tell Interactors that they can respond to misconduct by:

- **Telling a trusted adult.** Interactors can tell a parent or guardian, Interact adviser, sponsor club member, mentor, or district leader. They can share the details about what happened, when, and who was involved.
- **Reporting it online.** Interactors who aren't comfortable talking to an adult they know and want to report what happened anonymously can use Rotary's **online youth protection report form**. Find a link for reporting a youth protection concern at **my.rotary.org/youth-protection**, which has instructions on how to report an incident by phone, by email, or online.

The safety and well-being of youth program participants and all young people are Rotary's highest priority, and we take all youth protection concerns seriously. If you have any general questions or concerns about how to protect Interactors or other young people, visit the Youth Protection page or write to youthprotection@rotary.org.

ONLINE SAFETY

As noted in **chapter 3**, an Interact club can organize itself online and meet online. If you and the club choose to meet online, review the safety features of the online tools and platforms that will be used. Provide guidelines for online communication, not only between club members but also between members and adults.

Social media can also be a great way to connect with others and share important information. When either you or Interactors use social media, remember:

- No one should post photos or personal information about Interact club members without their permission and the permission of a parent or legal guardian.
- No one should tag an Interact club member or share their username or handle on the Interact club's or a sponsor club's social media accounts. This could expose young people and their personal information, interests, and favorite locations and make them vulnerable to unwanted communication.

CREATING AN INCLUSIVE CLUB

In Rotary, we believe that demonstrating and embracing diversity, equity, and inclusion, or DEI, should be part of everything we do. These principles are key to fostering a welcoming and vibrant club.

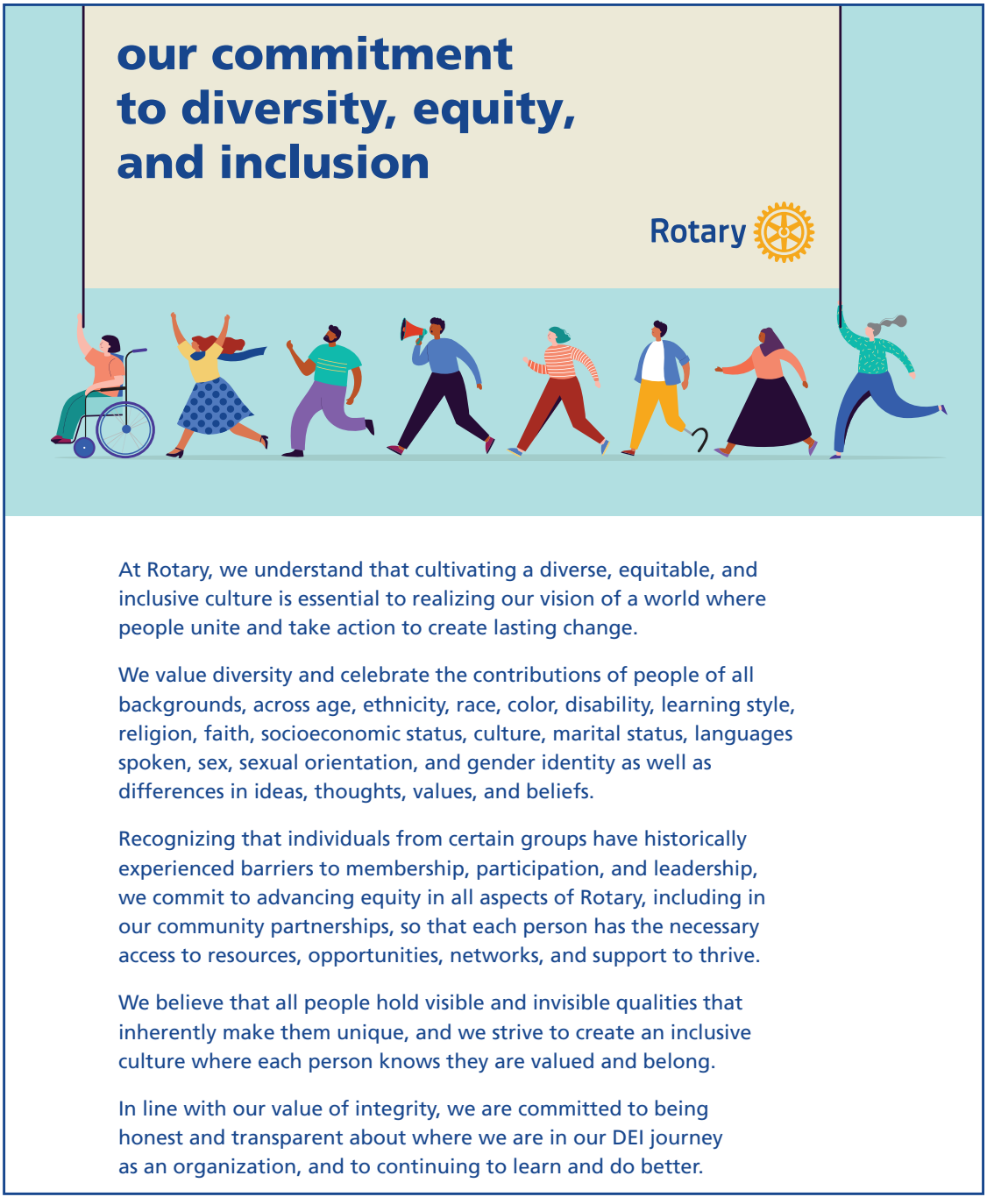
Encourage Interact members to develop their own club DEI statement and policies. Working together, they can write a statement that all club members agree to follow to make the club inclusive for current and future members.

To incorporate DEI principles into their club's values, they can consider the following ideas.

- **Welcome and introductions:**
  - Ask members to introduce themselves. If appropriate, consider inviting participants to mention their pronouns when they introduce themselves if they wish to.
  - Ask participants what diversity, equity, and inclusion mean to them, and give them an opportunity to contribute to the club's DEI statement.
- **Reflection:**
  - Allow time for discussing DEI during club meetings. Ask members to review the club's DEI statement and consider how the club could better support diversity, equity, and inclusion.

GOOD TO KNOW
What does diversity, equity, and inclusion mean?

- Diversity — People of all backgrounds, experiences, and identities regardless of their age, ethnicity, race, color, abilities, religion, socioeconomic status, culture, sex, sexual orientation, or gender identity
- Equity — Carefully considering how to provide differing levels of support, opportunities, and resources so participants have a welcoming and productive experience
- Inclusion or inclusive — Creating experiences in which all people are welcomed, respected, and valued



- **Feedback:**
  - Collect feedback from club members every year. Based on their answers, identify any gaps in the club's DEI statement, and consider whether the club should add or change any policies for the coming year. Before you make any changes, make sure all club members agree, and consult the club's constitution and bylaws.

- **Recruitment:**
  - Develop a recruitment strategy that seeks out participants from underrepresented groups and encourages them to join.
  - Create a fair and unbiased process for admitting new members.
- **Service projects:**
  - Design service projects that are physically accessible to all of the club's members.
  - Make sure that all members are comfortable with the topics or issues that your service projects are related to.
- **Training:**
  - Make DEI the foundation of any training the Interact club offers, including orientation for new members.
- **Social activities:**
  - Organize social activities that are inclusive, making sure that everyone can participate equally, regardless of their physical, cognitive, or cultural needs.
  - Remember that some participants might be uncomfortable with, or unable to participate in, certain social activities. If that's a concern, consider making social events optional or offering alternative activities.
- **Venues:**
  - Be sure to select venues that are accessible. The sites for projects, training events, social activities, and club meetings should accommodate people with physical disabilities and should also be easy for young people to travel to.

GOOD TO KNOW
Looking for more support with DEI?

Your district might have a DEI chair who can aid your DEI efforts. Contact your district through your sponsor club's president to find out. Rotary International offers online courses and lists resources at rotary.org/dei.
You can also write to dei.inquiries@rotary.org.

CHAPTER 7

Building a Club Foundation

Interactors often want to start a service project and other activities right away. Encourage them to take time first to get organized. This will prepare the club for success. In this chapter, you'll learn more about how you can guide Interactors as they organize their club, write their bylaws, elect members to leadership roles, establish committees, and recruit and retain members.

CONSTITUTION AND BYLAWS

An Interact club's constitution and bylaws guide its members in how to structure and run the club. All Interact clubs automatically adopt the **Standard Interact Club Constitution**. This universal constitution helps unite all the world's Interact clubs around the same goals. After the club reviews and adopts the constitution, Interactors can customize their club by writing bylaws. Suggest that Interactors review the **Recommended Interact Club Bylaws** and then adapt them to meet their club's needs. In the bylaws, they can establish the committees, meeting frequency, fees, and other practices that work best for the club's members.

Refer to the standard Interact constitution and recommended bylaws as you review this chapter. The topics covered here will help you support Interactors as they decide what to include in their bylaws.

CLUB LEADERS

In Interact, young people take the lead in designing their club. They set their club's priorities, plan projects, and work together to implement real change.

The club's board of directors, selected from its members, will lead the Interact club. It will hold regular meetings to discuss club business and will be responsible for writing an annual report to convey important information about club operations to their adviser, their sponsor club or clubs, and the district Interact committee.

The directors are elected to one-year terms, unless the club bylaws specify otherwise. (Read more about club elections later in this chapter.) The board should have a president, vice president, treasurer, and secretary.

Here are the usual responsibilities of these officers.

The president:

- Oversees and leads most club meetings
- Plans creative club programming
- Arranges speakers, panel discussions, trips, and other activities
- Appoints all standing and special committees, with the approval of the board
- Communicates regularly with sponsor clubs, the club adviser, and the district Interact committee
- Promotes the club's DEI statement

The club president should delegate responsibilities as needed, depending on members' interests, abilities, and experiences. For example, if a member is passionate about the environment, they can organize a panel discussion with local experts. This empowers members and creates additional leadership opportunities.

The vice president:

- Presides over club and board meetings when the president is absent
- Handles special assignments as directed by the president
- Coordinates the work of club committees and stays informed about what they're doing

The treasurer:

- Oversees all funds with the adviser and the sponsor club
- Chairs the finance committee
- Manages the distribution of funds, with oversight from the board of directors, adviser, and sponsor club

The secretary:

- Maintains all club records
- Takes attendance at club meetings and service projects
- Records minutes of all meetings of the club and its board (These are notes that record the key points and ideas of the meeting and who says them. It's a way to keep track of tasks, activities, responsibilities, and goals.)

GOOD TO KNOW
Although the board members all have specific responsibilities, they are also expected to collaborate. That's why it's important for the club's officers to feel comfortable working together. Encourage them to do some social activities to get to know one another. Examples include a game night, talent show, or a themed dinner.

Ask your Rotary district whether it holds a training event for Interact club leaders. If not, ask about participating in district training events like the presidents-elect training seminar. At this seminar, incoming Rotary club presidents prepare for their year in office. Club advisers can learn about this training or other opportunities for Interactors. (Learn more in chapter 10.) Interactors can also take some of the **Club Leadership** courses in Rotary's Learning Center with parental permission if 16 or older.

CLUB COMMITTEES

Committees play a vital role in planning projects and helping a club meet its goals. Interact clubs usually appoint the following committees.

International understanding committee — plans at least one major activity each year to promote international understanding within the club, school, or community; most if not all club members should take part in this activity

Service committee — plans at least one service project that benefits the school or community; most if not all club members should take part in this activity

Finance committee — develops a plan to finance club activities

Club committee — along with the club secretary, tracks attendance, develops membership strategies, communicates club updates, and promotes club activities

Additional committees may be appointed as needed. The club bylaws will need to list the responsibilities of each committee and specify that each should meet regularly.

A club can also choose to elect chairs, if outlined in the club's bylaws, to lead committees. They will report to the board of directors on their committees' progress and give updates at club meetings.

ELECTIONS

The club will elect its directors and, if applicable, its committee chairs every year. Interactors have the flexibility to determine their own election process so that it will be compatible with local customs.

When they are organizing club elections, remember:

- To win an election, candidates should receive a simple majority of votes.
- Candidates should be current club members in good standing.
- All voting should be anonymous.
- Election procedures should be recorded in the club's bylaws.

Here are a few ways Interactors might inform their members about the candidates:

- Candidates could apply for a position using an online form that asks them about their goals. All active club members review their answers and then vote.
- Candidates could give speeches about what they plan to achieve in their roles. Members who attend then vote by secret ballot.

- Candidates could record videos of themselves talking about their vision for the club and how they plan to achieve their goals. Members watch each video and then vote online.

SETTING GOALS

When club leaders and committees are in place, Interact members can begin setting goals. Setting goals annually will give the club direction and help it succeed.

If Interactors need help with setting goals, questions to guide them are in **appendix 2**, information about Rotary awards for clubs that achieve their goals is in **appendix 3**, and space to list the club's goals is in **appendix 4**. Helpful information can also be found in the **Interact Handbook: A Guide for Interactors**.

Rotary's recognition for Interact clubs

Each year, Rotary International recognizes Interact clubs for achieving specific goals that strengthen both themselves and Rotary. The prestigious award was called the Rotary Citation for Interact Clubs for many years. Starting in 2024-25, its name will be the Club Excellence Award for Interact Clubs. Working to earn this recognition can help a club set annual goals and track its progress. Learn more in the following resources.

- **Goals and instructions:** Interactors can download this document to review the goals they can achieve to earn recognition, indicate which ones they plan to achieve, and set a target timeline.
- **Nomination form:** Interactors can work with sponsor Rotary or Rotaract club officers, or their Interact advisers, to complete the nomination form by 15 August each year.

FUNDING CLUB ACTIVITIES

A club may need money to carry out its activities and achieve its goals. Costs could include supplies for service projects and meetings as well as promotional materials, such as club T-shirts. The treasurer can lead the development of a funding strategy with the finance committee. Here are a few options:

- **Annual membership fees.** A club can choose to ask members to pay a nominal fee to cover administrative costs, as defined in its bylaws. Consider whether a fee is necessary, and whether it could prevent potential members from joining. School-based clubs' policies might not allow fees.
- **Sponsor club support.** A club may occasionally request minimal financial support from a sponsor Rotary or Rotaract club.

- **Fundraisers.** A club can raise funds from other sources. These are a few things for Interactors to consider when planning a fundraiser:
  - Be creative. What skills, talents, and contacts might club members have?
  - Be specific. When Interactors raise funds from individuals, businesses, or organizations, they should clearly explain what the money will be used for and the impact that their donations will make.
  - Be open to new ideas. Interactors can ask the sponsor club, local nonprofit organizations, and other Interactors in the district for fundraising suggestions.

RUNNING AN EFFECTIVE MEETING

Club meetings are opportunities for members to come together, share news and announcements, plan service projects and events, and have fun! They may also feature speakers — experts and local leaders who have been screened to interact with youth.

A club will first need to determine how often to meet and where. Make sure members include the meeting frequency in their club bylaws. The club will also need to decide the importance of member attendance. A club can specify how many meetings or projects members can miss, and how they can make up for their absences.

See **appendix 5** for a worksheet to help Interactors plan club meetings.

ADMITTING NEW MEMBERS

New members will help a club thrive and enable it to make a greater impact. As a club develops its process for admitting members, its members can consider these suggestions:

- Allow any member to propose a candidate for membership.
- Develop a process for prospective members to ask to join the club.
- Allow other Interact clubs to nominate a transferring or former member to join the club.
- Tell prospective members within a reasonable time frame whether they have been approved to join a club. Club bylaws should specify how many days club members have to finalize their review of a candidate.
- Develop fair, unbiased, and inclusive criteria for admitting new members. The club's **DEI statement** can inform this policy.

GOOD TO KNOW
Learn more about ways that a club can get funding in the online course **Youth Guide to Service-Learning**.

Advisers and sponsor clubs can offer financial guidance, including how to set up bank accounts and how to designate funds based on club activities. Learn more about these responsibilities in **chapter 4**.

MEMBER ENGAGEMENT

It's important to include new members in club activities as soon as they join. It's helpful when clubs:

- Offer an orientation that describes a club's main activities, and the many ways new members can get involved, including by serving on club committees
- Ask new members about the types of service projects and social activities that interest them, and try to use their suggestions
- Mentor new members by pairing them with experienced club members, who can help make sure the new members feel included

ENERGIZING MEMBERS

The best way to retain members is by keeping them involved. Here are some ideas that Interactors can try:

- Gather feedback from members regularly and adjust how the club functions as needed. Remember to update the club bylaws if changes are made.
- Allow all members to contribute ideas for service projects and social activities.
- Make sure all members are informed of upcoming activities.
- Plan social events or even just short activities during meetings that are designed to help members get to know one another.
- Encourage members to get involved in club leadership roles.

OTHER ROTARY OPPORTUNITIES

Rotary offers young people many ways to get involved in the organization, in addition to Interact. By talking about these opportunities, sponsors and advisers help Interactors stay excited about their club and Rotary. Encourage members to participate in district training events, and connect them to **Rotary Youth Leadership Awards**, **Rotary Youth Exchange**, and other Rotary opportunities in your area.

Learn more about promoting a club in **chapter 9**.

GOOD TO KNOW
At least one member of the sponsor club who is screened to work with young people according to local laws should attend Interact club and board meetings. Advisers should make sure they know when and where the meetings will take place.

Remember that meetings can be virtual. If the club chooses to meet online, it will still need a meeting agenda and at least one sponsor club member present. See **chapter 6** for safety considerations for virtual meetings.

CHAPTER 8

Making Membership Meaningful

Through Interact clubs, members can lead service projects, promote international understanding, and help each other develop leadership skills. Interact clubs plan and carry out at least two activities every year: one that helps their school or community and one that promotes international understanding. But clubs have the potential to accomplish much more. Members can have fun and find purpose in working on causes they care about. This chapter covers the basic steps for conducting club projects and offers ideas for deepening these experiences and expanding Interactors' impact.

SERVICE-LEARNING

Effective service projects require preparation and planning. To guide Interactors through successful projects, you're encouraged to use a **service-learning approach**. Service-learning combines community service with learning objectives to develop young people's real-world leadership skills.

Service-learning has five steps:

1. **Investigation.** Through research and inquiry, the club identifies a genuine community need and the factors that cause it and perpetuate it.
2. **Planning and preparation.** Based on members' research, the club plans a realistic and meaningful service project with clear goals, timelines, roles, and follow-up plans.
3. **Action.** The club implements the plan through direct, indirect, or advocacy-based service. Throughout this step, Interactors collect data about the project and its impact.
4. **Reflection.** Interactors think more deeply about what went well, what went wrong, and what they learned. Reflection is important at every phase of service-learning, not just after the action step.
5. **Demonstration.** Interactors share what they learned and the impact they made in their community with others who supported the action. Members can then make recommendations based on findings from their reflection activities. Learn more about showcasing the club's successes in **chapter 9**.

THE SERVICE-LEARNING JOURNEY

The five steps of service-learning are part of a larger service-learning journey. In partnership with the **National Youth Leadership Council** (whose site is in English only), Rotary International developed a set of resources to support Interactors and their sponsors and advisers through each step of service-learning. Take the courses in the online learning plan **Service-Learning for Advisers** in **Rotary's Learning Center** for more information. You'll need a **My Rotary account** in order to use the Learning Center.

Interactors age 16 or over can also complete their own online course, **Youth Guide to Service-Learning**, available in **Rotary's Learning Center**, and use the interactive handbook **Service-Learning Workbook for Youth** as they carry out service projects. The course will teach Interactors how to conduct a community assessment, find partners, and develop a detailed timeline and budget. The workbook includes templates and tools such as a checklist for a day of service.

In the early steps of the service-learning cycle, Interactors decide which types of service will most effectively address the needs they've identified. The types of service are:

- **Direct service —** Working directly with the people who benefit from the service. Examples include documenting oral histories from older people, tutoring younger students, and delivering meals to people who have limited mobility.
- **Indirect service —** Working to support other efforts that help people, such as cleaning up a playground, raising funds for a cause, or collecting books for a school or library that needs them.
- **Advocacy —** Raising awareness about an issue. Examples include speaking to a city council to support or oppose a policy, or launching a public information campaign about an issue like eradicating polio.

GOOD TO KNOW
To use the **Learning Center**, advisers and Interactors need to **create a My Rotary account**. Interactors 16 and over can create a My Rotary account, although 16- and 17-year-olds need the permission of a parent or legal guardian. As a club adviser or sponsor club member, you can share the printed resources from the Learning Center with Interactors younger than 16.

Looking for inspiration and service project ideas?

- Support one of **Rotary's causes**:
  - Promoting peace
  - Fighting disease
  - Providing clean water and sanitation
  - Saving mothers and children
  - Supporting education
  - Growing local economies
  - Protecting the environment
- Review nominees for the **Interact Awards**, which recognize innovative projects featured in videos, photos, and essays by Interact clubs worldwide.
- Learn about service projects that Interactors have successfully completed in **Rotary Showcase**. Filter for "Interact" in organization type to read stories and share your ideas.

PROMOTING INTERNATIONAL UNDERSTANDING

Rotary is a global network that strives to advance international understanding, goodwill, and peace. Interactors are part of this network, and as an adviser or sponsor club member you can use the network to connect young people around the world. Here are some ways an Interact club can use Rotary's global network to promote international understanding and learn about other cultures:

- **Find a twin club.** Build a long-term partnership with an Interact club in another country. Interactors can work together on an international understanding project or service project and can organize virtual opportunities for members to learn about the other club and its country. It's helpful to partner with a club whose members speak a language members know. Interactors, sponsor clubs, and your district Interact chair might have connections with Rotary, Rotaract, or Interact clubs in another country. Interactors can also search online for Interact clubs that have a social media presence and shared interests.
- **Promote peace.** One of Rotary's causes, promoting peace, can be a way to build international understanding. Suggest that Interactors work with their sponsor club to find opportunities for conversations and collaborations that will foster understanding within and across cultures. For more ideas, you and Interactors 16 and over (with parental permission) can review the **Top 10+ Ways You Can Be an Everyday Peacebuilder** on My Rotary.
- **Use Rotary's global network.** Learn about **Rotary Action Groups** and **Rotary Fellowships** and find ways to collaborate with one.

- **Introduce members to Rotary's exchanges.** Through Rotary, Interactors can participate in informal virtual or in-person exchanges, experience **Rotary Youth Exchange** as either a host or an exchange student, and look forward to opportunities after Interact through **Rotary Friendship Exchange**.

LEADERSHIP DEVELOPMENT

Interactors have lots of opportunities to develop lifelong leadership skills. Organizing service projects and taking on club leadership roles are great ways for Interactors to learn how to build relationships, solve problems, and make decisions as a group.

Suggest that Interactors cover leadership topics during club meetings. Here are some ideas:

- Leadership theories
  - Learn the main concepts of various leadership theories.
  - Use a worksheet, survey, or group activity to identify club members' leadership styles.
- Communication skills
  - Let club members take turns leading group activities.
  - Organize a speech competition in which club members speak about a topic of their choice and receive constructive comments from other members.
- Collaboration
  - Emphasize the importance of acknowledging and respecting different perspectives and ideas.
  - Design challenges that club members can complete successfully only if they work together.
- Ethical leadership
  - Learn about the components of ethical leadership, including respect, service, community, justice, and honesty.
  - Club members can consider what ethical leadership means to them and create their own code of ethics.

GOOD TO KNOW
As Interactors develop meaningful experiences for the club, review the criteria for **Rotary's award for Interact clubs that achieve their goals**, which can spark ideas and help keep the club on track.

CHAPTER 9

Promoting the Club

Interact clubs work hard to make a difference in the world. Your community and the public beyond it should know about Interactors' positive impact. Sponsors, advisers, and Interactors should tell people about the Interact club and Rotary so others will want to get involved. In this chapter, you'll learn about marketing resources from Rotary and how you can promote the Interact club.

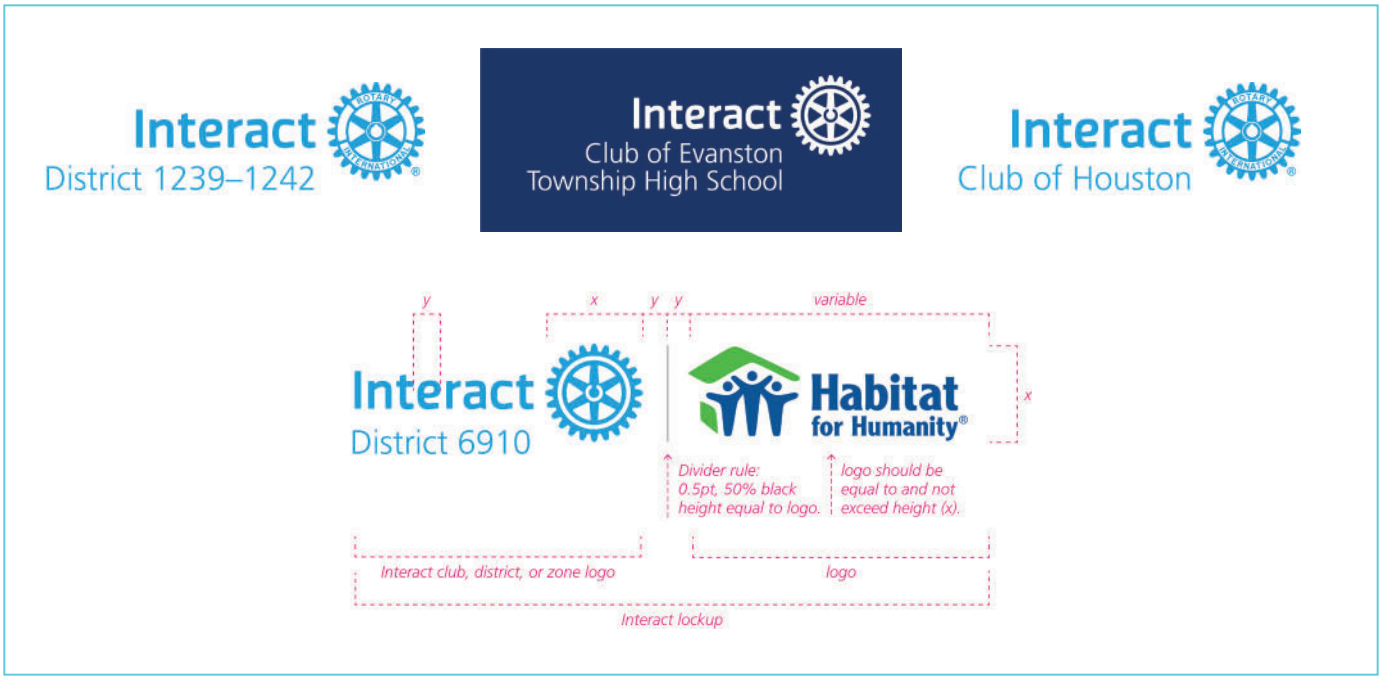
PUBLIC IMAGE AND BRANDING

Rotary's public image is how people outside of the organization think about us. The Rotary brand, built over more than a century, can help bring attention to an Interact club when Interactors use it correctly. Proper branding is critical, because not everyone understands what we do and why our clubs matter. When you or Interactors create promotional materials for their club, make sure to follow our branding guidelines. Find these resources in the **Brand Center**:

- **Guidelines:** Develop communications that are clear, concise, and effective with our messaging and visual guidelines.
- **Logo templates:** Create a club signature, which adds the club's name to the universal Interact logo and clearly communicates its connection to Rotary.
- **Promotional materials:** Customize promotional cards, posters, banners, and news releases.
- **Images and videos:** Find high-quality photos and professional videos that can help you share information about Interact and Rotary through the club's website, social media accounts, and events.

USING THE INTERACT LOGO

A key part of branding a club's activities is using the Interact logo correctly, with an official Interact club signature. The signature system makes it easier for the public to recognize a club in all of its communications. Every club can create its own signature in the **Brand Center**. Here are some examples:



PUBLICIZING THE CLUB'S IMPACT

After your Interact club creates marketing materials, it'll be ready to showcase its impact. In doing this, the club will enhance its public image and attract new members, along with donors to support its projects. Here are some ideas:

SHOWCASE

Events	Use events, like a celebratory dinner, cultural exhibition, art show, or musical performance, to showcase the club's accomplishments. Interactors can encourage attendees to collaborate with them and donate to future projects and fundraisers.
Portfolios	Interactors can report on a project from start to finish or, if they wish, do so in an annual report on the club's activities. For example, Interactors could design a webpage that includes updates on projects, clearly demonstrates their impact, and tells visitors how they can get involved and contribute.

SHOWCASE

Presentations	Interactors can give presentations to reach audiences with similar interests. There may be opportunities to speak to Rotary, Rotaract, or Interact clubs, at your district conference, or at other service-related events.
Local media	Send a press release to television, radio, and newspaper outlets, an essential step if you want widespread attention for the club's projects.
Social media	Interactors can post about their projects on social media, which is one of the best ways to tell people about their work. (Please read the Online Safety section in **chapter 6**.) Sponsor Rotary or Rotaract clubs can also post their projects on **Rotary Showcase**.
Community leaders	Encourage Interactors to write to local leaders about their projects or hold public meetings to discuss the community's needs and why Interactors care about them.
Interact Awards	Interactors can respond to a theme chosen by Rotary International in creating a short video, photo, or essay for a chance to earn special recognition from Rotary International. The theme is announced each September.

RECRUITING NEW MEMBERS

When Interactors promote their club effectively, they'll be more likely to attract prospective members from diverse backgrounds. Here are some recruitment strategies for Interactors to try:

SCHOOL-BASED CLUB	COMMUNITY-BASED CLUB
Connect with school leaders and share information about the club	Contact schools and youth organizations and share information about the club
Post club materials around the school, especially in areas where students gather	Work with district leaders, including the district Interact chair, to promote the club across the district
Use school events, such as assemblies and activity fairs, to tell people about the club	Ask past participants of Rotary Youth Leadership Awards and Rotary Youth Exchange if they're interested in joining the club
Share information about the club on social media, working with their adviser to create and maintain club accounts	
Invite potential members to participate in the club's service projects and other activities	

CHAPTER 10

Partnering With Rotary

Interact is a part of the Rotary family. That means you can expect support from the club, district, and international levels of Rotary. Read on to learn about Rotary's organizational structure, the people and resources that can help you and your Interactors, and opportunities to connect with Interact clubs across districts.

Beyond the sponsor club requirements and responsibilities outlined in **chapter 4**, sponsor clubs further the partnership with Interactors by offering a path to the larger Rotary network.

Here are some tips for fostering strong partnerships between Interactors, Rotaractors, and Rotarians:

- Exchange event calendars and encourage Interactors to participate in sponsor club, district, and zone activities.
- Ask some Interactors to attend sponsor club, district, and zone meetings and give updates about their club's activities.
- Consider asking a representative from each of the Interact club's committees to connect with the corresponding committee of the sponsor club. For instance, a member of the Interact club's service committee can attend the sponsor club's service committee meetings.
- Start a mentorship program between the Interact club and the sponsor club.

GOOD TO KNOW
A succession plan will help an Interact club stay strong. Suggest Interactors elect their club president well in advance of their term, and encourage them to meet with the incoming president of their sponsor club to share any essential information and documents.

DISTRICT SUPPORT

Rotary and Rotaract clubs are grouped into more than 500 districts. District leaders include the district governor (see below) and district committee chairs, who work to strengthen and serve clubs and programs in the district.

THE DISTRICT INTERACT COMMITTEE

The **district Interact committee** oversees all Interact activities in the district. It's responsible for empowering Interact clubs, growing and promoting Interact across your district, and providing training and support to ensure that Rotary's youth protection policies are followed. This committee should also connect Interact clubs with one another and strengthen the link between Interact and Rotary. The Interact committee can include Rotary, Rotaract, and Interact members.

The **district Interact chair** oversees the Interact committee. Appointed by the district governor, the chair can belong to either a Rotary club or a Rotaract club. This person manages the district's Interact program and ensures that all clubs submit their contact information to Rotary International every year.

The district Interact committee may be co-chaired by an Interactor who also serves as the **district Interact representative**. This representative is elected by all the Interactors in the district and offers guidance and inspiration to Interact clubs.

ADDITIONAL DISTRICT ROLES

Clubs can expect support from other district leaders, including:

District governor. The governor supports all programs and activities in the district. The governor approves new Interact clubs and all Interact club sponsors. They appoint the district Interact chair, as well as other leaders.

District youth protection officer. This person advises about Rotary's youth protection policies and procedures.

District alumni chair. The alumni chair helps Interact members transition to Rotaract and connects alumni with other Rotary opportunities.

BEYOND THE DISTRICT

You can find even more support and more opportunities for Interactors at the multidistrict, zone, and international levels of Rotary.

GOOD TO KNOW
Sponsor Rotary and Rotaract clubs must be within the boundaries of the district the Interact club is located in.

Learn more about the roles and responsibilities of the Interact committee in the course **Get Ready: District Interact Committee** in **Rotary's Learning Center**.

Multidistrict
Districts often work together on multidistrict events, training, and service projects. This is a way to bring large, diverse groups of Interactors together to make new friends and learn from one another. If this sparks your Interact or sponsor club's interest, work with your district Interact chair to find a multidistrict event that Interactors could attend, or collaborate to develop one. Multidistrict events always require an agreement from the governors of the participating districts.

Zone
Rotary districts are organized into more than 30 zones around the world. A team of regional leaders and elected directors oversees zones. Interactors are often invited to participate in zone conferences, training meetings, and other events.

Rotary International staff
Rotary members and programs are supported by an international staff of hundreds of professionals in six international offices and the world headquarters in Evanston, Illinois, USA. The Programs for Young Leaders staff is responsible for supporting Interact by chartering new clubs, sending regular updates to clubs and district leaders, designing opportunities like the Interact Awards and World Interact Week, and developing resources for clubs. If you have any questions, write to **interact@rotary.org** or your region's **international office**.

CHAPTER 11

Growing With Rotary — Beyond Interact

Joining an Interact club can be the start of a life of service. As a sponsor club member or adviser, you can create a path for Interactors that extends beyond Interact. Introduce and connect Interactors to the following programs to continue their growth with Rotary.

Rotary Youth Leadership Awards (RYLA). RYLA is an intensive leadership program for young people ages 14-30. Organized by clubs, districts, and multidistricts, RYLA events allow participants to learn new skills through civic engagement and personal and professional development. Often, successful RYLA events encourage the creation of new Interact clubs, and past RYLA participants are prime candidates for starting Interact clubs.

Rotary Youth Exchange. Through Rotary Youth Exchange, students ages 15-19 can learn a new language, discover another culture, and serve as ambassadors for peace. Exchanges are sponsored by Rotary clubs and can be either short-term or long-term. A virtual exchange may also be an option. To learn more about Rotary Youth Exchange, **read stories from exchange students and alumni** on the Rotary Voices blog.

AFTER INTERACT

An Interactor's Rotary experience doesn't have to end with Interact. Rotary offers something for every stage in life. After Interact, young people who want to stay involved can explore these options.

Alumni groups: Former Interactors are part of Rotary's alumni network and can connect with fellow leaders engaged in service around the world.

Rotary Peace Fellowships: Designed for leaders with work experience in peace and development, these fellowships fund study at our Rotary Peace Centers. Fellows are committed to community and international service and the pursuit of peace.

Rotary Action Groups: Rotary Action Groups are independent, Rotary-affiliated groups of people from around the world who are experts in a particular field, such as economic development, peace, addiction prevention, the environment, or clean water. You do not need to be a Rotary member to join an action group. Anyone who wants to share their expertise to make a positive difference can join.

GOOD TO KNOW
Interact clubs can collaborate with their district's RYLA and Rotary Youth Exchange programs. Invite alumni to speak about their experiences at club meetings, and work with them to plan service activities or social events.

Rotary Community Corps (RCC): A Rotary Community Corps is a group of volunteers who aren't Rotary members but share Rotary's commitment to changing the world through service projects. Sponsored by a Rotary club, an RCC leverages Rotary's network, brand, and mentorship by partnering with clubs to plan and implement service projects.

Rotary Friendship Exchange: Rotary Friendship Exchange is an international exchange program for Rotary members and friends that allows participants to take turns hosting one another in their homes and clubs. Participants may travel as individuals, couples, families, or groups, and may or may not be Rotary members.

Rotary clubs or Rotaract clubs: When the time comes, Interactor alumni may want to join a Rotaract or Rotary club to make new friends, to continue serving their communities, and to hone their leadership skills. Sponsor clubs can work with district leaders to help Interact alumni find a club that meets their needs. Use **Club Search** to find Rotary clubs and university- or community-based Rotaract clubs around the world.

CHAPTER 12

Using Rotary Resources

ONLINE TOOLS

- **Brand Center:** Create an Interact club logo to use on promotional materials, club shirts, and more.
- **Rotary Showcase:** Get inspired! Read about completed service projects. Sponsor clubs can post an Interact club's projects for everyone to see.
- **Interact Facebook page:** Connect with Interactors and the Rotary members who support Interact.
- **Rotary's Learning Center**
  - **Service-learning resources:** Find interactive courses and workbooks on designing youth-led service projects for youth and adults.
  - **Protecting Youth Program Participants:** All adults who work with Interact must complete this course on recognizing, addressing, and preventing abuse and harassment.

OTHER RESOURCES

- **Interact Club Certification Form (PDF)**
- **Standard Interact Club Constitution (PDF)**
- **Recommended Interact Club Bylaws (DOC)**
- **How to Update Interact Club Information (PDF)**
- **Young Leaders in Action:** Subscribe to this monthly newsletter about Rotary's programs for young leaders, including Interact.
- **Rotary's causes:** Learn more about our causes and the work we're doing to advance them.
- **Youth Programs page:** Discover Rotary's other programs for young leaders.
- **Rotary Code of Policies:** Read policies and procedures established by the Rotary International Board of Directors, including those related to Interact and other programs for young leaders.

APPENDIXES

In these appendixes you'll find templates to share with your Interactors. These will be helpful in shaping the club and planning activities. The templates are also in the **Interact Handbook: A Guide for Interactors**.

APPENDIX 1: Sample Club Charter Ceremony

Learn more about starting an Interact club and holding a charter ceremony in **chapter 3**.

When it's time to celebrate your new club's charter, be creative! Hold a ceremony that reflects your club and community. Use this outline and the spaces below to plan and create a charter ceremony for your new club.

INVITATIONS

Consider inviting your sponsor club and the following district leaders to officiate or attend the ceremony:

- District governor
- District Interact chair
- District Interact representative

You can also invite club members' families, teachers and school staff, and community leaders.

CEREMONY IDEAS

Share Rotary's history. Consider providing a brief history of Rotary and Interact, including the founding of Rotary, the start of the first Interact club, and the missions of Rotary and Interact.	
Highlight the international family of Rotary. Emphasize that when young people join an Interact club, they become part of a global community.	
Introduce members. Announce the name of each new club member, and consider presenting everyone with a small token, such as a pin or membership card.	
Announce the club's board of directors. Introduce the board members and briefly explain their roles. You might ask the club president and other officers to say a few words about their goals for the year ahead.	

PHOTO OPPORTUNITY

End the ceremony with a group photo!

APPENDIX 2: Guiding Questions for Setting Goals

Learn more about setting goals in **chapter 7**.

Setting goals every year will help the club plan its activities and events and will help it stay active and productive. Interactors, working together as a club, consider the questions below, and refer to the answers throughout the year.

NEW CLUBS

What characteristics do we want our club to have?	
What will we consider success to be?	
What do we want to do to further DEI?	

ESTABLISHED CLUBS

How are we reaching our current goals? What are some examples? What has worked well?	
What goals are we not reaching? Why? What isn't working well?	
What are our club's strengths? How can we use these strengths?	
How can we continue to gather members' feedback and make the club experience better for all?	

APPENDIX 3: Recognition for Interact Clubs

Learn more about setting goals in **chapter 7**.

As Interactors set goals for their club, they can get inspired by **Rotary's recognition for clubs that achieve their goals**.

Rotary recognizes clubs that increase their impact, expand their reach, enhance participant engagement, and increase their ability to change and grow.

Instructions
Interactors should select at least 11 of the 20 goals listed below. This flexibility permits the choice of goals that are the most relevant and attainable. Interact clubs have the entire Rotary year (1 July to 30 June) to achieve their goals, and if they do, the club will receive recognition from Rotary. Sponsor club officers and the club adviser can refer to this worksheet when they complete the nomination form.

To earn recognition, Interactors should:

- Review the details of the goals.
- With guidance from the club adviser, select at least 11 goals to achieve.
- Specify the target goal in the SET YOUR GOAL column.
- When the club meets a goal, indicate it in the GOAL ACHIEVED column.
- The sponsor club officers and club adviser should refer to this worksheet throughout the year to make sure that the club is on track to meet its goals.
- Work with the sponsor Rotary club officers or the Interact club advisers to **submit the nomination form** by 15 August. Refer to this worksheet in completing the form.

CATEGORY	GOAL DETAILS	SET YOUR GOAL	GOAL ACHIEVED
Club membership	How many total members does your club want by the end of the Rotary year?		
Service participation	How many members will participate in club service activities during the Rotary year?		
Rotary Action Group engagement	During the Rotary year, will club members have the opportunity to learn more about Rotary Action Groups and get inspiration for service projects?		
Leadership development participation	How many leadership development programs will your club organize to enhance members' skills?		
District conference attendance	How many members will attend your district conference?		

CATEGORY	GOAL DETAILS	SET YOUR GOAL	GOAL ACHIEVED
Rotary Fellowship engagement	During the Rotary year, will club members learn more about the opportunities available through Rotary Fellowships?		
District training participation	Will your club members attend district training?		
Learning Center engagement	Will your club adviser or a member of your club complete the service-learning training in Rotary's Learning Center?		
Annual Fund contributions	During the Rotary year, how will your club raise funds for, or increase awareness of, Rotary's Annual Fund?		
PolioPlus Fund contributions	During the Rotary year, how many events will your club hold to raise funds for, or increase awareness of, Rotary's work to eradicate polio?		
Service projects	Will your club partner with your sponsor club or adviser on a significant local or international service project in one of Rotary's causes, known as our areas of focus?		
RYLA participation	How many of your club members will participate in Rotary Youth Leadership Awards?		
Programs for young leaders	Will your club host a meeting that introduces members to other Rotary programs for young leaders, including RYLA and Rotary Youth Exchange?		

CATEGORY	GOAL DETAILS	SET YOUR GOAL	GOAL ACHIEVED
Alumni engagement	Will your club engage with your sponsor club to connect graduating Interactors with university- or community-based Rotaract clubs?		
Strategic plan	Will your club follow its strategic plan or update it if it doesn't reflect your current priorities?		
Update website and social media	During the Rotary year, how many times per month will your club's website or social media accounts be updated?		
Media stories about club projects	Will your club promote an activity it holds during World Interact Week on social media?		
Use the Brand Center	Will you use logos and materials that were created using Brand Center templates and that correctly reflect Rotary's brand?		
Use of official Rotary promotional materials	Will your club use Rotary International's messaging and public service materials, such as broadcast videos, print ads, and other materials from the Brand Center, to promote Interact in your community?		
Promote your club	Will your club participate in the annual Interact Awards?		

APPENDIX 4: Setting Specific Goals

After the Interact club reviews the goals that Rotary suggests for Interact clubs, Interactors might decide to set additional goals for the club.

Interactors should:

1. List the goals in the column labeled GOAL. Make them specific.
2. Under NOTES, write how the club plans to achieve each goal. Include details, such as the committee responsible for overseeing progress, any funding or additional resources that are needed, and due dates.
3. When the club meets a goal, indicate that in the GOAL ACHIEVED column.

GOAL	NOTES	GOAL ACHIEVED

APPENDIX 5: Sample Meeting Agenda

Productive club meetings are well organized, with a clear agenda. Here's an outline presiding Interactors can use for meetings.

AGENDA ITEMS	
1. Call to order and agenda. Write a list of things the group needs to discuss and accomplish in the meeting, so you can present it to club members.	
2. Speakers, other guests, and new members. Note the names of any guests or new members, along with a few details about them, so you can introduce them.	
3. Icebreaker. Plan a fun activity to start your meeting.	
4. Announcements. List important announcements and reminders so you won't forget to mention them at your meeting.	

AGENDA ITEMS

5. Board and committee updates. Note any reports or news that will be presented by the board of directors or committee members.	
6. Open forum. Give club members time to ask questions or discuss club business. Note any questions or items that your board of directors will need to follow up on.	
7. Adjournment. Write any closing words you'd like to say to your club.	

APPENDIX 6: The Rotary Calendar

Each month highlights one of **Rotary's causes** or another topic that's important to our members. Other observances mark significant anniversaries like World Interact Week.

Consider using the events on **Rotary's calendar** to inspire ideas for service-learning projects.

January — Vocational Service Month

February — Peacebuilding and Conflict Prevention Month

March — Water, Sanitation, and Hygiene Month

April — Environmental Month

May — Youth Service Month

June — Rotary Fellowships Month

July — Maternal and Child Health Month

August — Membership and New Club Development Month

September — Basic Education and Literacy Month

October — Community Economic Development Month

November — Rotary Foundation Month

December — Disease Prevention and Treatment Month

Rotary Alumni Reconnect Week — the Monday through Sunday that includes 7 October

World Interact Week — the Monday through Sunday that includes 5 November

World Rotaract Week — the Monday through Sunday that includes 13 March

World Understanding and Peace Day — 23 February (Rotary's anniversary)

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