



INTERACT HANDBOOK



Rotary International

Preface

The purpose of this handbook is:

- To guide Rotarians in their efforts to organize Interact clubs.
- To provide Rotarians and Interactors with information on administering an Interact club.
- To define the role of the district Interact committee.
- To illustrate effective project development.
- To highlight the resources of Rotary International and The Rotary Foundation available to Rotarians and Interactors.

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Introduction



What is Interact?

Interact is a Rotary-sponsored service club for young people. Made up of members age 14-18 or secondary-school age, Interact gives young people an opportunity to participate in fun, meaningful service projects. Interact clubs perform at least two projects a year, with one serving the community and the other furthering international understanding. Along the way, Interactors develop their leadership skills and initiative while meeting new friends.

Through their service activities, Interactors learn the importance of:

- developing leadership skills and personal integrity
- demonstrating helpfulness and respect for others
- understanding the value of individual responsibility and hard work
- advancing international understanding and goodwill

Interactors have access to the many resources of Rotary International and The Rotary Foundation. Rotary International provides the administrative support that helps Interact clubs thrive.

A Key Member of the Rotary Family

Rotary International is a worldwide service organization for leading business and professional men and women, with 29,000 Rotary clubs and more than 1.2 million members. Interact clubs are self-supported and self-governing but receive guidance from a sponsoring Rotary club. This sponsorship is a result of Rotary's concern that young people, or "New Generations," should take an active interest in community life and have the opportunity to develop leadership skills. Interact provides a vehicle through which New Generations can find that involvement.

Organizing an Interact club is one of the most rewarding activities a Rotary club can undertake in its community. The Interact



program gives Rotarians the opportunity to mentor promising young men and women interested in service. Rotarians serve as resources for Interactors who are on the path toward becoming professionals and community leaders. In turn, an Interact club can bring new energy to a Rotary club, inspire fresh ideas for service, increase support of projects, and help develop future Rotarians. A successful Interact club will form service partnerships with its sponsoring club.

History

When RI President Harold T. Thomas traveled the world during his year in office in 1959-60, he discovered a deep and

widespread feeling among Rotarians that Rotary's potential for developing youth service had not been fully realized. In 1960 Thomas appointed a committee of five Rotarians to study the issue, and two years later, 23 students at Melbourne High School in Melbourne, Florida, USA, came together to form the first Interact club.

The word Interact stands for *international action*, and today more than 150,000 young people in about 100 countries belong to some 6,500 clubs, making Interact a truly international phenomenon. All over the world, young people are spreading fellowship and international understanding through a wide array of Interact service activities.

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Guidelines for Rotary Clubs



Getting Started

If a Rotary club is interested in sponsoring an Interact club, the chairperson of the club's Community Service committee should form an Interact subcommittee of at least five members. One member of the subcommittee should be designated as the advisor to the new club. As part of the information-gathering process, the subcommittee should consult with the district Interact chairperson (a Rotarian appointed by the district governor to oversee the Interact program within the district) to learn how other Interact clubs function in the district.

The subcommittee should study the requirements of sponsorship (included in the Standard Interact Club Constitution, Appendix B) and then make a presentation to the entire Rotary club, emphasizing that the involvement of Rotarians is essential to the success of an Interact club and highlighting the rewards of sponsoring service-minded young people. The lively video "Serious Fun" (650), which shows Interactors from various parts of the world in action, can be a helpful addition to the presentation.

After the Rotary club board approves the sponsorship of an Interact club, the club must decide whether its Interact club will be community-based or school-based. A community-based club draws its members from several schools within the territorial limits of the Rotary club, and the Rotarian advisor must attend all of the club's meetings. A school-based club draws its members from one school within the

territorial limits of the Rotary club, and the Rotarian advisor is only required to attend the club's board meetings. The majority of Interact clubs are school-based.

Sponsorship of a school-based club requires a member of the subcommittee to meet with school officials to explain the program and its advantages. Rotarians and school officials should continue to work together to determine membership requirements, the time and location of the Interact club's meetings, and other policies.

Joint sponsorship of an Interact club

An Interact club can be sponsored by more than one Rotary club under the following conditions:

- ✓ the district governor approves the arrangement in writing
- ✓ a substantial percentage of the membership must come from within the territorial limits of each sponsoring club
- ✓ the circumstances must be such that the organization of separate Interact clubs, each sponsored by a single Rotary club, would create an artificial division of what is essentially a single body of young adults within the school or community
- ✓ a joint Interact committee is created with representation from each of the sponsoring Rotary clubs

Ideas for Recruiting Prospective Interactors

- Encourage each member of the Rotary club to submit the name of at least one prospective Interactor.
- Ask teachers and local youth leaders to submit names of potential members.
- Contact all prospective Interactors to determine their interest in joining.
- Ask prospective Interactors to provide the names of other young people who might want to join.

Once a group of potential Interactors has been identified, arrange an informational meeting. While it is recommended that an Interact club include at least 15 members, you should make sure that a minimum of 30 young people have been identified before you hold an informational meeting. The meeting should be informal. The Interact subcommittee, the Rotary club president, and the district Interact chairperson should attend the meeting. Also



invite Interactors from nearby clubs who can share their experiences and answer questions.

At the meeting:

- Give the students a general idea of the background of Rotary and its commitment to young people.
- Explain the policies and goals of Interact, including a description of some recent Interact service projects. (*See pages 17-18 for examples.*)
- Show the video “Serious Fun” (650).
- Give the prospective Interactors plenty of time to ask questions and share their ideas for projects for the new club.
- Take a vote at the end of the meeting to confirm that there is enough interest to establish an Interact club.
- Pass out membership application forms (Appendix E) and schedule an organizational meeting for a time in the next two weeks.

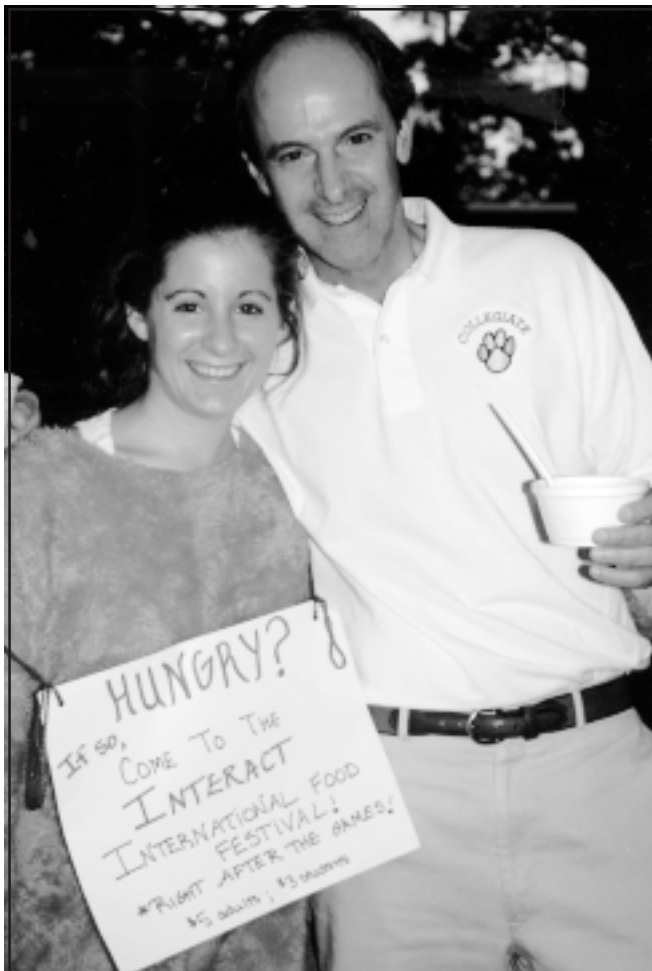
Hold an Organizational Meeting

Once a group of interested prospective Interactors has been assembled, you can begin to organize the club. Hold organizational meetings to plan the club’s activities. Keep the enthusiasm level high by holding the meetings no more than two weeks apart, and be sure to keep a record of the

names and phone numbers of those who attend so you can invite them to future meetings. Encourage them to invite friends.

Each Interact club's development is unique. There are no requirements for the number of meetings held before the certification of a club, but several issues should be addressed during the organizational phase:

- Hold elections for president, vice-president, secretary, treasurer, and other officers. Provide them with copies of the officers' responsibilities outlined in Chapter 2.
- Aim to include equal numbers of students from each grade level.
- Discuss and establish annual club dues.
- Determine where and when the club meetings will be held.
- Begin preliminary planning for service activities, fund-raising events, and the inaugural ceremony.
- Familiarize members with the Statement of Policy Relating to Interact (Appendix



A), the Standard Interact Club Constitution (Appendix B), and the Standard Interact Club By-Laws (Appendix C).

Chartering the Interact Club

When a prospective Interact club has organized itself, it should be ready to proceed with applying for official RI certification. In accordance with the Interact Statement of Policy (Appendix A), the prospective club should first adopt the Standard Interact Club Constitution (Appendix B) and all of its amendments. It should also adopt by-laws consistent with the Standard Interact Club Constitution and policy established by Rotary International. These by-laws are subject to the approval of the sponsoring Rotary club.

The Interact Club Organization List (Appendix F) should then be filled out listing all charter members who have committed to attending a minimum of 60 percent of the club's service and social activities. The organization list must then be signed by the sponsoring Rotary club president and the district governor and sent to RI World Headquarters or the RI Service Center serving the area for club certification.

Upon certification of the Interact club, the sponsoring Rotary club will receive a certificate that can be presented to the newly formed Interact club.

Hold an Inaugural Ceremony

The chartering of an Interact club is an exciting moment. The Rotary club sponsor may wish to host an inaugural ceremony. An inaugural ceremony is a good way for the sponsoring Rotarians to welcome the Interactors as partners in Rotary service. Each ceremony is unique and has no set format. You might wish to invite district leaders such as the district governor, district Interact chairperson, and district Interact representative to this celebration to help establish the presence of the new Interact club in the district.

Hold an Installation Ceremony

Another special moment for your new Interact club will be the installation of club

officers. An officer installation can be a ceremonious occasion or a gala at which the new club officers are officially recognized as the club's leadership for the year. An installation ceremony is then held annually to thank the past officers for their year of dedicated work and to greet new officers for the year to come.

The incoming president and officers of the sponsoring Rotary club should be invited to this event so they can get acquainted with the new Interact club officers. This can increase communication between Interact and Rotary clubs and strengthen joint projects and activities.

Provide Ongoing Support

The support and guidance of the sponsoring Rotary club is a key ingredient in the success of an Interact club. Consider these suggestions for creating lasting bonds between your club and the Interact club:

- Invite Interactors to the Rotary club's meetings to report on their activities.
- Create an annual Rotary/Interact service project.
- Show the Interactors how to produce a club bulletin.
- Help the Interact club develop strategies for recruiting and retaining members.
- Establish a recognition program that acknowledges Interactors' achievements. (Use the sample certificate in Appendix O.)
- Publicize Interactors' achievements to the community and to the Rotary world. (See the Interact Project Data Form in Appendix L.)
- Inform Interactors of other Rotary programs available to them. (See Chapter 6.)
- Invite the Interact president and secretary to meet with the district governor during the governor's official visit to your club.

The Rotarian advisor

The Rotarian advisor plays a major role in the club's support of its Interact club. The advisor attends the board meetings of school-based clubs and all meetings of community-based clubs. Responsibilities include:

- Counseling the Interactors when they plan service projects or fund-raising activities.
- Acting as a liaison between the Rotary club and the Interactors and between the Rotary club and the faculty advisor (for school-based clubs).
- Overseeing the Interact club's elections each year and reporting the names and addresses of new officers to the district Interact committee.

The faculty advisor

It is extremely helpful to have a faculty advisor at a school-based club. The faculty advisor oversees the activities of the Interact club and maintains regular contact with the Rotarian advisor and school administration so that they are kept abreast of the club's business and any problems that should arise. Specifically, the faculty advisor:

- Attends all of the club's meetings.
- Advises the Interactors on service projects, particularly in-school projects.
- Monitors the flow of club funds.
- Verifies that new members meet the school's academic requirements.

Sponsor an Annual Meeting

Your Rotary club's Interact committee should host an annual meeting at the beginning of the school year or, in the case of a community-based club, at the beginning of the Rotary year. Invite all Interactors, your Rotary club president, and all interested members of your club. The meeting should cover the following topics: meeting programs, procedures, completed projects, ongoing projects, attendance, membership development, publicity, and future plans.

Insurance

There are no Rotary International insurance requirements for Interact clubs. Your Rotary club's Interact committee is advised to assess Interact-related liability issues and seek appropriate insurance. Rotary clubs covered by group insurance may contact their carrier and ask about provisions that allow adding an Interact club to their existing coverage.

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Guidelines for Interact Club Officers



Structure

Under the leadership of the Interact club president, the members of an Interact club plan fund-raising activities, service projects, and social events. It is the role of the Interact club's board of directors to review and approve those plans. The board of directors consists of all of the club officers (president, vice-president, secretary, and treasurer) and an additional number of officers determined by the size of the club. The Interact club's board of directors is the governing body of the club and meets at least once a month. Club members in good standing may attend board meetings as observers, speaking only with permission of the board.

All club administrative matters should be conducted at board meetings, which should be held at least once a month. At the next club meeting, the board must make a full report on actions taken. The Rotarian advisor must attend all board meetings.

President

The president presides over all meetings of the club and the board of directors, appoints all standing and special committees (with board approval), and serves as a member of all committees. As the club leader, the president helps members to develop as leaders and works to ensure that the club's activities and service projects are successfully promoted and completed. The president should develop a talent for identifying members' skills and interests and put them to work in club projects.

Before taking office, the president should:

- Study the Interact Statement of Policy, Constitution, and By-Laws (Appendices A, B, and C).
- Meet with the current president to review the club's records and discuss its current activities.
- Meet with the new board of directors to review current activities and plan new ones.
- Decide which of the existing committees should be retained for the upcoming year, and think about any new committees that can be created.
- Appoint committee chairpersons based on qualifications and Interact experience (see Appendix J, The Interact Club Committee Appointment Worksheet) and discuss the new chairpersons' choices for committee members.

While in office, the president should:

- Conduct effective meetings by preparing a detailed agenda that includes what will be covered and for how long. Allow time for reports from officers and committee members.
- Pay attention to membership growth and development. Maintain a balance among age groups and keep current members' interest high by giving them plenty of opportunity to participate and voice their opinions.
- Be creative when planning the club's meeting programs and plan them well in advance. Vary the types of programs (speakers, panel discussions, trips,

- entertainment) to satisfy a wide range of interests.
- Avoid getting caught up in the details. Delegate responsibility to help other members develop their leadership skills.
- Actively communicate and collaborate with the Rotarian advisor, the faculty advisor, and the district Interact chairperson.

Vice-President

The vice-president presides over meetings when the president is absent, serves as a member of the board of directors, and may handle special assignments for the president. Before taking office and throughout the year, the vice-president should keep up to date on all of the club's goals and ongoing activities. The vice-presidency is not an automatic steppingstone to the presidency, but it serves as an excellent training ground for a future club leader.

Secretary

The secretary maintains all club records, including membership records, which are necessary for determining who is eligible to vote. These consist of: the membership activities record (Appendix I), the committee appointment worksheet (Appendix J), attendance records (Appendix G), record of dues payments (Appendix H), and each member's original application form (Appendix E).

The secretary also completes the Interact Incoming Officer Data Form (Appendix K) and the Interact Project Data Form (Appendix L) and submits them to Rotary International.

The secretary must also take minutes at all meetings. Properly prepared minutes will:

- Reflect what was said at a meeting in a clear, concise manner.
- Report actions taken at a meeting without including details as to how decisions were reached.
- Cover the following points:
 - kind of meeting (e.g., board meeting, club meeting, committee meeting, etc.)
 - date
 - time

- place
- presiding officer
- attendance
- approval and correction of last meeting's minutes
- treasurer's statement, in totals only
- summary of reports from officers and committees
- summary of actions taken and of the program
- announcements
- time of adjournment

Treasurer

The treasurer works with the secretary to maintain accurate financial records. The treasurer should be a responsible, detail-oriented person. The treasurer, who serves as the chairperson of the finance committee, collects membership dues (see Appendix H), deposits the dues and all proceeds from fund-raising projects, and handles most of the work of preparing and administering the budget. The treasurer also prepares a monthly report that shows the following:

- money on hand at the beginning and the end of the month
- receipts, with their source (dues, sale of items, etc.) clearly indicated
- payments, showing for what and to whom

A final report summing up the year's operation should be given to the club and to the incoming treasurer. All of the treasurer's reports form part of the club's permanent record, which should be maintained by the club secretary.

Other officers

Along with the president, vice-president, secretary, and treasurer, an additional number of officers may be determined by the club for inclusion on the board of directors. This must be approved by the sponsoring Rotary club. Members of the board of directors should be familiar with the Interact constitutional documents (Appendices A, B, and C). The board is required to meet at least once a month and report at the following club meeting on any action taken. Board members should think

of project ideas, encourage all members to participate, and delegate responsibilities. At the end of the year, the board makes an annual report that covers all major action of the year.

Form Committees

Each Interact club has four standing committees: the club committee, the finance committee, the service committee, and the international understanding committee. The president appoints the members of these committees, and the board must approve those appointments. Depending on the club's size, the president may appoint other committees, such as membership, program planning, and public relations. The board must approve those appointments as well. Committees handle many of the club's administrative and service responsibilities, but they may not take action without the approval of the membership.

Club Committee

This committee is responsible for attendance, membership, meeting programs, fellowship, and public relations. This committee comes up with ideas for the programs at club meetings, ways to recruit new members and keep current members, and methods for publicizing the club's activities. The committee should maintain a historical record of the club, such as a scrapbook, that includes pictures and descriptions of the club's activities.

Finance Committee

This committee decides how the club will fund its activities, always with an eye toward keeping dues low and making sure that the club remains self-supporting. Interactors raise money in a variety of ways, such as sales, events, or odd jobs. The committee also finds ways to solicit funds from businesses and organizations by offering something of value - perhaps services or recognition — in return.

Service Committee and International Understanding Committee

The Service Committee has one purpose: to initiate one project each year that benefits either the school or the community. The

International Understanding Committee also has one purpose: to undertake one project each year that promotes international goodwill. For examples of successful projects carried out by Interact clubs, see Chapter 4.

Strong committee leadership

Interact committee chairpersons should consider these suggestions:

- Give everyone a job to do and keep track of assignments.
- Establish a set schedule of committee meetings for the year.
- Make sure all committee members are familiar with the club's constitutional documents and the club's organization and goals.
- When you call a meeting, notify the committee members in writing, giving the date, time, place, and subject of the meeting.
- Prepare an agenda for the meeting and stick to it.
- Contact members scheduled to make reports at the meeting and ask if they need any help preparing their reports.
- Ask members for their opinions.
- Keep meetings short and to the point.
- Keep accurate records but avoid unnecessary paperwork.

Conduct Effective Meetings

Club meetings should be held at least twice a month at a time and place that suits the members (and the school for school-based clubs). This suggested format can help you hold productive meetings:

- Open the meeting with a pledge, anthem, or some other local custom.
- The president introduces guests and makes announcements and reminders.
- The secretary, treasurer, and committee chairs make any relevant reports.
- Introduce new members.
- Present the meeting program.
- Close with thanks to the speakers or others who have participated.
- Adjourn the meeting.



Recruit and Retain Members

The success of an Interact club depends on the commitment and hard work of its members. When recruiting new members, seek out those with special interests and abilities who would be enthusiastic about the social and service opportunities Interact provides. The following suggestions can help you build a strong, committed membership:

- Set membership goals and encourage all club members to work to meet them.
- Challenge members to bring in one new Interactor every six months.
- Give out an award to the member who recruits the most new members.
- Organize a special event to attract new members. Explain the purpose of Interact, and show the video “Serious Fun” (650) along with slides or pictures of your club’s activities. Display the Interact poster (639-MU) and hand out the “Serious Fun” brochure (600).
- Publicize your club’s activities in the school paper and in the community.
- Ask experienced Interactors to “adopt” new members and make them feel welcome.
- Assign committee responsibilities to veteran members. This will let them know they’re important to the club.
- Monitor attendance. Make sure everyone attends at least 60 percent of the meetings.

- Maintain a good balance among age levels and a good balance among males and females if the club is co-educational.
- Get feedback from the members on the types of meeting programs they would like to see.

Develop a Strong Service Program

Carrying out interesting and creative service projects is a key element of an Interact club’s success. Each year, Interact clubs conduct two service projects — one that benefits the school or the community, and one that promotes international understanding. See Chapter 4 for a description of successful projects conducted by other clubs. Also consult Chapter 6 for information on Rotary International’s community and international program resources.

School or community projects

School or community projects cover a wide scope, so it is helpful to focus your efforts. Think of the following questions when planning your service activities:

- What services does our school/ community need?
- What other community organizations could use our Interact club’s assistance?
- Can we collaborate with our sponsoring Rotary club or local Rotaract club on their service efforts?
- What types of community service projects fit within our club’s budget?

School and community project ideas:

- ✓ Hold a blood drive.
- ✓ Collect books for a school, library, or literacy program.
- ✓ Raise awareness of drug or alcohol abuse, HIV / AIDS, or other health issues.
- ✓ Participate in a clean-up program at a park or other public place.
- ✓ Raise funds to buy equipment or books for your school.
- ✓ Host a holiday party for disadvantaged youth or residents of a nursing home.

International projects

International projects often involve an exchange of correspondence or visits between members of Interact clubs in different countries. Establish ongoing correspondence with a club before planning an exchange or a visit. Correspondence can include an exchange of photos or yearbooks, a joint meeting conducted on the telephone, or a regular exchange of e-mail or letters.

There are three ways to contact a foreign club:

1. Consult the Interact Correspondence Exchange List. Sent by RI to Interact clubs each September, this list includes contact information for Interact clubs that have indicated an interest in corresponding and exchanging with other clubs.
2. Contact district Interact chairpersons in other countries. Your sponsoring club's president has a list of all of the district Interact chairpersons around the world.
3. Search the World Wide Web for the home pages of Interact clubs.

Other ideas for international projects:

- ✓ Collect money or goods to send to needy people in another country.
- ✓ Conduct a service project in a neighboring country.
- ✓ Involve exchange students in your club's activities.
- ✓ Support a project on the RI World Community Service Projects Exchange listing (see page 25).
- ✓ Hold an international festival to increase your school's awareness of different cultures.

Carry Out Effective Fund-Raising Activities

Interact clubs are self-financed and dues should be kept low, so the best way to finance club service projects and other activities is through fund-raising activities. The basic rule to remember when raising funds is that you must offer something of value in return.

When holding a fund-raiser:

- Set realistic goals based on how much financial support you'll need and how much money you can raise. Remember that some projects may be expensive to conduct but will also raise more than enough money to cover the costs.
- Draw upon the resources you have at hand. If your members can sing or act, consider putting on a show. Other ideas include a car wash or a bake sale.
- Involve all members of the club.
- Promote the project through the local media, including the school newspaper. Invite a reporter to attend. Immediately after the event, send action photographs and a brief report of your project to the local media and to RI.

Maintain Good Communication

Keeping in touch with people who have an interest in your activities is a good way to help keep your Interact club thriving. You have three basic lines of communication: a newsletter for your members and your sponsoring club, the forms that you complete and send to RI, and publicity through the local media.

The club newsletter

The club newsletter should be designed to provide information about your club to all interested parties, including club members, the school newspaper, your sponsoring Rotary club, the district Interact committee, the local media, and RI. When creating a newsletter remember to include the following:

- Information about proposed, ongoing, and recently completed service projects and fund-raising efforts
- News from RI that pertains to Interact
- Reports from your club's officers, committee members, and directors
- A synopsis of each meeting
- Information about your sponsoring Rotary club's activities that would be of interest to your club

Be sure to include in every issue the name and address of your club, its meeting time and place, the name of the sponsoring

Rotary club, and your Rotary district number.

World Wide Web

Consider creating a Web site for your Interact club. A Web site can serve as an effective tool for sharing information about your club with your sponsoring club, other Interact clubs, and your community. It can also include links to your sponsoring Rotary club's Web site and the Web site of RI (www.rotary.org).

Forms to be sent to RI

The Interact Incoming Officer Data Form (Appendix K) and the Interact Project Data Form (Appendix L) should be completed and returned to the Community Programs section at RI World Headquarters. These reports are essential for RI Interact records and also provide material for use in various RI publications.

Public Relations

Your club and its projects are likely to receive more support if the community knows about them. A good image in the community can also help your club recruit new members and contributes to an accurate, positive image of Interact and Rotary. Publicize your club's activities in the local and school newspapers and other media. The public relations committee of your sponsoring Rotary club should be able to provide lists of local media contacts.

Make sure that someone is taking action pictures at all of your club's events. Send pictures and information about the events to the district Interact chairperson for use in the district Interact newsletter and to the district governor for inclusion in the monthly letter to Rotary clubs in the district. Also send the pictures and information to the Community Programs section at RI World Headquarters for use in various RI publications.

Sample Interact news release

CONTACT: (Name, address, and telephone number of the Interact club president or Rotarian advisor of the Interact club)

Interact club to collect supplies for needy Mexican village

(City, State, Date) — Members of the Interact Club of (*name*) will be collecting toys, clothing, blankets and other essentials to provide to residents of the village of Cerro Azul, Mexico.

Cerro Azul, a hillside community near Tecate, is made up of families who live in small shacks or sheds without furniture, electricity or running water. The residents' primary source of income is brickmaking, but they have no kilns, so bricks must be sun-dried in a field. A sudden rainstorm can destroy a family's entire livelihood.

Donations may be left in bags at a drop-off center at the school. Members of the Interact club will prepare the collected goods for shipping next month.

Interact is a Rotary-sponsored service club for young people age 14-18, with more than 150,000 members in more than 6,500 clubs in 100 countries and geographical areas. The worldwide program was launched by Rotary International in 1962. The Interact Club of (*name*) is sponsored by the Rotary Club of (*name*).

Rotary International is a global network of 29,000 clubs in 161 countries and geographical areas. It consists of more than 1.2 million professional men and women who, as civic leaders, volunteer to improve the quality of life in their home and world communities. Rotary clubs support programs that address today's most critical issues, including violence, drug abuse, AIDS, hunger, the environment, illiteracy, youth development and international understanding.

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3

District Interact Structure



District Interact chairperson

The district Interact chairperson is appointed by the district governor to administer the Interact program districtwide and to offer assistance to Rotary clubs. The chairperson, along with the district Interact committee, publicizes the program and promotes the organization of new Interact clubs. The committee offers assistance to clubs by sponsoring Interact district meetings and providing leadership training for Interact club officers and others.

District Interact representative

Districts with five or more clubs elect a district Interact representative (DIR), an Interactor who acts as a liaison between the district Interact committee and the district's Interact clubs. The DIR helps the district Interact committee plan districtwide meetings and presides at these meetings whenever possible. The DIR also encourages clubs to broaden their service programs and helps to involve Interactors in Rotary projects in the district.

Promote the Interact Program Among Rotary Clubs

Encourage Rotary clubs in your district to sponsor Interact clubs by speaking at club meetings and by making presentations at the Rotary district conference and district assembly. Provide plenty of Interact

information by using materials available from the RI Secretariat (see Chapter 6), and invite Interactors to participate in the presentations by giving firsthand accounts of the program's benefits.

Provide Leadership Training for Interact Club Officers

The district Interact committee has the responsibility of providing training for incoming Interact club officers, committee chairpersons, the incoming district Interact representative, and the Rotarian and faculty advisors. Training should take place after all the officers in the district have been elected for the coming year but no later than one month before they take office.

The DIR should lead all general sessions of the training program with assistance from the district Interact chairperson. Interactors should lead the group sessions. Make sure that a Rotarian is assigned to each group to serve as a resource person, providing information and advice when asked, but not lecturing or leading the group.

Everyone involved in running the training program should meet together as a group in advance to make sure that all participants understand their roles and are adequately prepared. For a sample agenda of an Interact Leadership Training Program, see Appendix M.



Sponsor District Interact Meetings

A district Interact meeting gives Interactors throughout the district a chance to congregate, exchange information and ideas, evaluate completed projects, plan new projects, and strengthen the spirit of teamwork and friendship.

Every Interactor in the district should be invited to the district meeting. The district Interact representative should assist the district committee in planning the event. There are no set guidelines for program content, but it should be informative and enjoyable and should promote the formation of districtwide friendships.

District meetings are funded by the Interact clubs themselves, so costs should be kept to a minimum. For more information on district Interact meetings, see Article 20 of the Statement of Policy Relating to Interact (Appendix A).

Arrange Multidistrict Meetings

Multidistrict meetings, especially those that involve Interact club members from more than one country, are recommended whenever feasible. They are held under the guidance of the district governor and your committee and must be approved by the RI Board of Directors.

For more information on multidistrict meetings, see Article 21 of the Statement of Policy Relating to Interact (Appendix A).

Publicize the District Interact Program

Your district governor can help you publicize news about the Interact program districtwide through the *Governor's Monthly Letter*. Keep your district governor informed about the following:

- All of the activities and accomplishments of Interact clubs in the district
- News about a district Interact conference or assembly
- Election of a DIR

Also keep the local news media informed. Urge Interact clubs and their sponsoring Rotary clubs to send news releases on outstanding Interact activities to the local media and to RI for use in its publications. The clubs should also include coverage of these activities in their club bulletins.

Suggested Activities for District Interact Chairpersons

<i>Month</i>	<i>Activity</i>
July/August	<p>Review materials contained in District Interact Chairperson's Kit sent by Rotary International, especially the status report of all Interact clubs in the district. Report any changes to the Community Programs section at RI and follow up with the appropriate sponsoring Rotary clubs.</p> <p>Collect the names, addresses, and telephone numbers of Interact club advisors from each Interact club in the district, both Rotarians and non-Rotarians. Use this list as a working district Interact directory and distribute it to those involved with the program.</p> <p>Obtain a submission schedule for governor's monthly newsletter to plan Interact-related article submissions. Ideas include publicizing Interact projects or upcoming conferences, writing a profile on an outstanding Interactor, or reminding Interactors to submit forms to RI.</p> <p>Begin planning for the following:</p> <ul style="list-style-type: none">• Networking meeting for sponsoring Rotary clubs and faculty advisors• District training meeting for Interact club officers• Election of district Interact representative (if there are more than five clubs in your district)• District-wide Community and International Service projects
September	<p>Review first program mailing sent by RI to Interact clubs, sponsoring Rotary clubs, district Interact chairpersons, and representatives including:</p> <ul style="list-style-type: none">• Interact Project Data Form (Appendix L)• World Interact Week Celebration Recognition entry form• Community Programs fact sheet• Interact Correspondence Exchange List• Updated list of district Interact chairpersons• Updates on outstanding Interact projects and other news
October	<p>CELEBRATE WORLD INTERACT WEEK</p> <p>World Interact Week occurs during the week of 28 October in honor of the anniversary date of the first Interact club's charter. Share the spirit of Interact by planning joint activities or cooperative service projects between Interact clubs and their sponsoring Rotary clubs. Consider visiting Rotary clubs that do not sponsor an Interact club and give a presentation on the value of the Interact program. Invite Interactors or Rotarians from a sponsoring Rotary club to join you at the presentation. Remind Interact clubs to complete the World Interact Week Celebration Recognition entry form and return it to RI.</p>

<i>Month</i>	<i>Activity</i>
February	<p>Review second program mailing sent by RI to Interact clubs, sponsoring Rotary clubs, district Interact chairpersons, and district Interact representatives including:</p> <ul style="list-style-type: none"> • Interact Incoming Officer Data Form (Appendix K) • Other program news and updates <p>Encourage Interactors to engage in activities that promote international goodwill and cultural appreciation in honor of RI World Understanding Month.</p> <p>Plan activities in celebration and recognition of the importance of the family for RI Family Week (second week of February).</p>
March	<p>Remind Interact clubs to begin the process of electing officers for the upcoming year.</p> <p>Complete and return the District Interact Annual Survey sent by RI to all district Interact chairpersons.</p>
April	<p>Recognize the activities of outstanding Interact clubs in the district, or honor Rotary clubs demonstrating an outstanding commitment to the growth or success of the program.</p>
May	<p>Submit Interact Incoming Officer Data Forms (Appendix K), due at RI on 1 May. Please emphasize the importance of submitting these forms in a timely fashion.</p>
June	<p>Remind Interact clubs to submit any remaining Interact Project Data Forms (Appendix L).</p> <p>Consider hosting a district conference or meeting for your Interactors to celebrate the year's achievements.</p> <p>Meet with the incoming district Interact chairman for training, exchanging ideas, and discussing strategies for improving the Interact program in the upcoming year.</p>

4

Interact in Action



Service projects play a leading role in an Interact club's success. While your Interact club is free to generate its own ideas for projects, you can also adapt ideas that have proved successful for other clubs, such as the examples that are presented below. See also Chapter 2 for ideas on project development and Chapter 6 for a list of RI resources.

Project Examples

- Interactors in New Jersey, USA, conducted a bicycle collection in cooperation with Pedals for Progress, Inc., a charitable organization that recycles bicycles and distributes them to working adults in developing countries. The one-day collection netted a total of 71 bikes, which were dismantled and shipped abroad.



- Four Canadian Interact clubs joined forces to help the Rotary Club of Singapore in its effort to assist people in Cambodia who have chronic eyesight problems. The Interactors collected nearly 500 pairs of eyeglasses and some small medical equipment that were shipped to the Rotarians in Singapore.
- An Interact club in Maharashtra, India, helped its sponsoring Rotary club hold its annual sports meet for mentally disabled students. The meet, which attracted more than 200 students, included races and games, with prizes awarded. Interactors assisted by registering participants, organizing events, and distributing snacks and drinks.
- Students and faculty at a school in Seria, Brunei, learned about CPR, the Heimlich maneuver, bandaging techniques, and other aspects of emergency medical treatment as part of a first-aid education program organized by Interactors. The program included a talk by a member of the Red Cross, whom the Interact club invited to raise awareness of life-saving techniques.
- When a community in Latina, Italy, took action to discourage an increasing amount of drug and alcohol abuse by teenagers, Interactors stepped in to do their part. The source of the problem was identified as a lack of alternative forms of recreation, so the Interactors, in partnership with their sponsoring Rotary club, proposed the building of an "after school" library. The Interactors



- Needy families in the vicinity of Juti, Brazil, received recycled clothing collected by the Interact club there. The Interactors collected 1,500 pieces of old clothing, repaired the garments by sewing, dyeing, and adding zippers, then distributed the goods to more than 300 families.
- Some 48 hours of labor by 40 Interactors in South Africa resulted in the world's longest piece of spaghetti, a healthy donation of money for the Nelson Mandela Children's Fund, and considerable community support and media coverage. The Interactors received all of the goods necessary through donations from the community, and after the mile-long spaghetti was created, it was donated to various local shelters.

and Rotarians donated books, a computer with Internet access and CD-ROM, videos, and furniture.

- A benefit concert organized by Interactors in Modling, Austria, helped to raise money for a new heating system in a local orphanage. The concert featured classical and modern music, as well as a poetry reading.
- Helping to spare the environment from the effects of discarded batteries, Interactors in Ayacucho, Argentina, collected used batteries and sealed them in tubes of cement. The project inspired other similar environmental efforts in other parts of the country.



5

Rotary International and Interact



Basic Policies and Procedures of Interact

The following are the basic policies and procedures that govern the Interact program as approved by the RI Board of Directors. Both Rotarians and Interactors should be familiar with this material, as well as with the more detailed information included in the Statement of Policy Relating to Interact (Appendix A) and the Standard Interact Club Constitution and By-Laws (Appendices B and C).

- Each Interact club must carry out two service projects a year — one that benefits the school or community and one that furthers international understanding. Although Rotarians provide guidance on these projects, the Interactors are responsible for planning, financing, organizing, and carrying out their own program of activities.



- Each Interact club must have a Rotarian advisor who is a member of the sponsoring club. This resource person must attend Interact club and board meetings and provide advice on organizing service projects, fund-raising activities, and club administration. The Rotarian advisor also acts as a liaison between the Interact club and the sponsoring Rotary club.
- An Interact club can be school-based or community-based. A community-based Interact club may draw members from several different schools within the territorial limits of the sponsoring Rotary club. The Rotarian advisor must attend every meeting of a community-based club. A school-based club is subject to the policies and regulations governing all other organizations of that particular school. In most instances, a faculty advisor — who may or may not be a Rotarian — is appointed to work with the Interactors. In the case of a school-based club with a faculty advisor, the Rotarian advisor is only required to attend the Interact club's board meetings.
- A minimum of 15 members is recommended for an Interact club.
- The Interact constitution requires clubs to meet at least twice a month. To remain eligible for membership, Interactors must attend 60 percent or more of the regular meetings.
- Interact clubs are self-supporting organizations that require little or no financial input from the sponsoring club.
- Each Interact club must elect a new slate

of officers and directors annually; the names and addresses of these individuals must be reported to the district Interact committee by the sponsoring Rotary club.

- If there are five or more Interact clubs in the district, a district Interact organization may be formed, and the Interactors may elect a district Interact representative (DIR).
- Dues, if any, should be minimal; money for projects and activities should be raised through club activities.
- Each Interact club must submit an Interact Incoming Officer Data Form (Appendix K) and an Interact Project Data Form (Appendix L) to RI annually.
- Two Rotary clubs may jointly sponsor an Interact club with the approval of the district governor. A substantial percentage of the Interactors must be drawn from within the territorial limits of each sponsoring club, and a joint Interact committee must be established and include representatives of both clubs.
- A Rotary club may sponsor more than one Interact club, provided each club draws its members from within the sponsoring club's territorial limits and has its own five-member Interact committee of Rotarians.
- An Interact club is not allowed to merge with any other organization.



RI Secretariat and Interact

The RI Secretariat is made up of the RI World Headquarters in Evanston, Illinois, USA, and its eight Service Centers in Argentina, Australia, Brazil, India, Japan, Korea, the Philippines, and Switzerland. RI staff are committed to providing excellent service in administering the Interact program worldwide. Addresses and phone/fax numbers for RI Secretariat offices can be found in Appendix Q.

Communication

Good communication between RI, Interact clubs, and their sponsoring Rotary clubs is key to the health and growth of this important program. To facilitate this, mailings are sent each year from RI World Headquarters providing Interact program updates, information on new publications, and announcements about special activities such as World Interact Week to all district Interact chairpersons, Interact clubs, and sponsoring Rotary clubs.

RI President's Theme

Each year the new RI president introduces a special theme that aims to unite the service projects of your Interact club and sponsoring Rotary club with those of Interact and Rotary clubs around the world. Through this theme, the president invites Interact clubs to take part in a global effort to improve world understanding and peace.

RI Interact Committee

At the discretion of the RI president, an international committee is often appointed to serve in an advisory capacity to the RI Board of Directors regarding the Interact program. Interactors and Rotarians who wish to make proposals to the Board regarding the Interact program should work through the RI Interact Committee.

Interact Club Certification and Registration

The RI Secretariat acts as an administrative center for Interact clubs. Each new Interact club is required to submit an Interact Club Organization List (Appendix F) to the office of the RI Service Center serving its area. This information becomes part of a database of officially organized Interact clubs maintained at RI World Headquarters,



World Interact Week

During the week in which 28 October falls, Interact clubs and their sponsors join in a worldwide celebration of Interact. World Interact Week coincides with the date that the first Interact club was officially certified by Rotary International in 1962. In celebration of this week, Interact clubs are invited to join with their Rotary club sponsors to carry out partner activities and promote the positive effects Interact clubs have on their communities.

International Convention

Interactors are invited and encouraged to participate in the four-day RI Convention held each year in a different part of the world. Interactors can take part in special forums, idea-exchange assemblies, the projects exhibition, and plenary sessions. Participation in the RI Convention gives Interactors a broader understanding of Rotary, its internationality, and its service to the world. The convention can provide Interactors with a better sense of how Interact fits into the Rotary family.

making it possible to promote international and regional communication among Interact clubs. An official charter certificate is then sent to the president of the sponsoring Rotary club for presentation to the Interactors.

Each year, Interact clubs are required to provide updated address information to RI World Headquarters to ensure the records are accurate. Please use the Interact Incoming Officer Data Form (Appendix K).

<h1>The Rotary International Calendar</h1>	
<p>JULY Literacy Month <i>1 July, Beginning of Rotary Year</i></p>	<p>FEBRUARY World Understanding Month <i>Second week of February, Family Week 23 February, Rotary's Anniversary and World Understanding and Peace Day</i></p>
<p>AUGUST Membership Extension Month</p>	<p>MARCH No official RI designation</p>
<p>SEPTEMBER New Generations Month</p>	<p>APRIL Magazine Month</p>
<p>OCTOBER Vocational Service Month <i>Week of 28 October, World Interact Week</i></p>	<p>MAY <i>1 May, Deadline for submission of Incoming Officer Data Form</i></p>
<p>NOVEMBER The Rotary Foundation Month</p>	<p>JUNE RI Convention <i>30 June, End of Rotary year</i></p>
<p>DECEMBER No official RI designation</p>	
<p>JANUARY Rotary Awareness Month</p>	

6

Resources



One of the primary goals of Interact clubs is to provide service both locally and internationally. Rotary International and The Rotary Foundation have a variety of programs, activities, and emphases to support the efforts of both Rotary and Interact clubs in developing their service projects. The following section details Rotary International and Rotary Foundation programs, activities, and emphases and explains how your Interact club can obtain additional information. Publications listed as resources below can be ordered from the latest *RI Catalog* (019-EN), or by completing the Publication Order Form (Appendix O) and sending it RI World Headquarters or to the Service Center for your area.

Resources of Rotary International

The RI Programs Department acts as a clearinghouse for information on club and district service activities worldwide. Through its program publications and Projects Database, Programs staff can help Interactors develop effective service projects by sharing the experience and knowledge of others from around the world.

The Projects Database contains several hundred project models and ideas along with project contact information and resource organizations, providing concise information on Community, Vocational, and International Service projects. Rotarians and Interactors are encouraged to submit their projects for possible inclusion so that others might benefit from their experience. To obtain information from the Projects

Database, write to the Programs Department at RI World Headquarters specifying what types of project examples you are interested in receiving.

AIDS

The RI Board encourages clubs to work with governmental health agencies and non-governmental organizations to increase awareness among their membership and the broader community about AIDS education and prevention. Rotary clubs have been asked by the Board to use United Nations Programme on HIV/AIDS (UNAIDS) materials in expanding collaborative activities with Interactors and Rotaractors. Interactors can be key leaders in enhancing AIDS awareness among their peers, while taking into account cultural and community sensitivities.

For more information, consult the RI publication *Rotary Responds to AIDS* (604-EN).

Children at Risk

Many of the world's children face a variety of daunting challenges in their lives. Poverty, hunger, homelessness, illiteracy, violence, drugs, and a lack of recreational facilities all threaten this most vulnerable segment of the world's population. Interactors are encouraged to contribute to this emphasis of RI by thinking of creative ways to assist at-risk children.

Concern for the Aging

As people's life expectancy expands, concern for the aging is a growing need in many communities. This Community Service activity is designed to encourage Rotary and Interact clubs to undertake projects that respond to the social, physical, vocational, and educational needs of senior citizens. These projects incorporate senior citizens into community activities and help break down generational barriers.

For more information, consult the RI publication *Learning from Experience: A Handbook for Working with Seniors* (621-EN).

Conflict Resolution

Because of such problems as crime, gang violence, and ethnic or religious conflict, peace can be elusive in many communities throughout the world. Rotarians address the need for conflict resolution in a number of ways. As young leaders, Interactors can have an effect on peace in their own communities by helping to deter other young people from choosing a life of violence or crime.

For more information, consult the RI publication *Building Peace in the Community: A Role for Rotarians* (377-EN).

Drug and Alcohol Abuse Prevention

Through its focus on drug and alcohol abuse prevention, RI is drawing attention to a problem of global proportions. Rotary and Interact clubs are encouraged to undertake service projects that help reduce substance abuse in the community particularly through educational programs on the dangers of drug and alcohol abuse. Given the importance of addressing this problem as early as possible, Interactors are in an ideal position both to influence younger children and their peers with respect to this issue.

For more information, consult the RI publication *Combating Substance Abuse* (627-EN).

Hunger Alleviation

Poverty is on the rise and one of its chief

ill effects is hunger. RI encourages Rotary and Interact clubs to undertake projects to alleviate starvation, substantially reduce malnutrition and mortality, tangibly reduce chronic hunger, and eliminate major diseases resulting from inadequate nutrition.

Consult *Combating Hunger and Poverty Through Rotary* (307-EN) for further information.

Literacy and Numeracy

RI's Literacy and Numeracy program addresses the critical need of teaching functional literacy and basic math skills. Rotary and Interact clubs are asked to examine community literacy and numeracy needs and develop appropriate projects such as adult literacy classes or reading programs for children.

For more information, consult the RI publication, *Rotary Promotes Literacy* (601-EN).

Preserve Planet Earth



The Preserve Planet Earth program seeks to address rising concerns over the state of the environment. Interact and Rotary clubs can help to increase ecological and environmental awareness in their homes, communities, and throughout the world. Whenever possible, clubs should try to incorporate environmental protection components into all ongoing community and international service projects.

For further information, consult the *Preserve Planet Earth Handbook* (378-EN).

Rotaract



Rotaract is a Rotary-sponsored service and social organization for young men and women ages 18 to 30. Rotaractors carry out a wide range of service projects in their community and also work alongside their sponsoring Rotary clubs on joint projects. Graduating Interactors are encouraged to explore Rotaract opportunities in the community.

For more information, consult the *Rotaract Handbook* (562-EN) or your district Rotaract chairperson.

Rotary Youth Leadership Awards (RYLA)

Organized at the Rotary club, district, or multidistrict level, RYLA seminars focus on topics of interest to students and young professionals. Participants exchange ideas, explore career paths, learn more about Rotary, gain insights for organizing youth and community service projects, and discuss approaches for resolving family, social, and professional problems.

Those Interactors interested in learning more about RYLA activities should contact their sponsoring Rotary club or district RYLA chairperson or consult the RI publication *Rotary Youth Leadership Awards Guidelines* (694-EN).

World Community Service (WCS)



The purpose of the World Community Service program is to encourage international cooperation, carry out projects to improve living standards and satisfy basic needs, and increase international understanding and goodwill through professional, technical, and material assistance. A World Community Service project is one in which two clubs from different countries join forces to address a community need by providing international funding, volunteer assistance, or material support. The *World Community Service Projects Exchange* (754-EN) lists projects that need international Rotary and Interact club partners. Interact clubs may also list projects that need support in the *WCS Projects Exchange* with the endorsement of the sponsoring Rotary club.

Another WCS resource is the Donations-in-kind Information Network (DIN), a database listing goods and services donated by Rotarians and Interactors for use in WCS projects. The availability of these goods is advertised in a quarterly bulletin distributed to all district governors and district WCS chairpersons.

For more information and registration forms for this program, consult the *World Community Service Handbook: A Guide to Action* (742-EN).

Youth Exchange



The Youth Exchange program sends students of secondary-school age to engage in study or travel abroad for up to one academic year in order to advance international understanding and goodwill. Youth Exchange students between the ages of 15 and 19 live with a host family and experience firsthand life, culture, and education in another country. Sponsored by sending and receiving Rotary clubs or districts, the exchangees are selected according to guidelines and procedures suggested by the RI Board.

For more information, consult the *Youth Exchange Handbook* (746-EN) or your district Youth Exchange chairperson.

Interact publications

Rotary International offers a range of publications and supplies that can contribute to a successful Interact program.

- ✓ ***Serious Fun*** brochure (600-EN) — Colorful leaflet that describes Interact to new and prospective members.
- ✓ **“*Serious Fun*”** video (650-EN) — Lively video showing Interact in action; ideal for promoting Interact among Rotarians and prospective Interactors.
- ✓ **Standard Interact Club Constitution and By-laws** (656-EN) *
- ✓ **Statement of Policy Relating to Interact** (653-EN) *
- ✓ **Interact Poster** (639-MU) — Colorful poster that promotes the Interact program.
- ✓ **Interact Club Organization List** (648-EN) — To be submitted to RI after a new Interact club has been established. *
- ✓ **Interact Identification Cards** (659-EN)

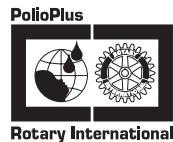
* Denotes that a sample is included in this handbook.



Resources of The Rotary Foundation

Through its humanitarian, educational, and cultural exchange programs, The Rotary Foundation provides financial assistance to international Rotary/Interact service projects that aim to increase world understanding and peace. The guidelines used in judging applications for financial assistance require that projects involve two or more countries and subscribe to established criteria set by The Rotary Foundation Trustees. In addition, funding is available for international scholarships.

PolioPlus



PolioPlus is Rotary's massive effort to eradicate the polio virus and achieve certification of a polio-free world by 2005. Interactors are encouraged to join the hundreds of thousands of volunteers at the local level who are providing support at clinics or mobilizing their communities for immunization or other polio-eradication activities, and all clubs, even those in countries without PolioPlus efforts, may help by raising money.

For more information, consult the PolioPlus brochure (323-EN) or your district governor.

Rotary Foundation Ambassadorial Scholarships

Rotary Foundation Ambassadorial Scholarships help to fund study in another country, during which time scholars serve as goodwill ambassadors and make themselves available to speak about their homeland. Upon return, scholars give talks on their international experiences with the aim of increasing world understanding. Academic-Year Ambassadorial Scholarships are available for one year, Multi-Year Ambassadorial Scholarships for two or three years. In addition, there are Cultural Ambassadorial Scholarships for intensive language training and cultural immersion in another country for either three or six months. (Children and grandchildren of Rotarians are not eligible for these scholarships.)

To learn more about availability, eligibility, and deadlines, consult the *Rotary Foundation Ambassadorial Scholarships Leaflet* (132-EN).

Licensed Suppliers

Your sponsoring Rotary club can help you locate a manufacturer who provides licensed Interact merchandise such as pins and banners. A list of vendors is published in the *RI Official Directory*.



7

Appendices

- A. Statement of Policy Relating to Interact
- B. Standard Interact Club Constitution
- C. Standard Interact Club By-laws
- D. Specifications for Interact Emblem
- E. Interact Membership Application Form
- F. Interact Club Organization List
- G. Interact Club Attendance Record
- H. Interact Club Dues Payment Record
- I. Interact Membership Activities Record
- J. Interact Club Committee Appointment Worksheet
- K. Interact Incoming Officer Data Form
- L. Interact Project Data Form
- M. Sample Agenda — Leadership Training Program for Interact Club Leaders
- N. District Interact Representative Form
- O. Sample Certificate of Recognition for Interactors
- P. RI Order Form
- Q. RI Service Centers and Regional Offices of the RI Secretariat

Statement of Policy Relating to Interact by Board of Directors of Rotary International



1. The Interact program was developed and created by and is an activity of Rotary International, and the authority for the establishment and enforcement of constitutional provisions, organizational requirements and standards of procedure, and for the protection and preservation of the Interact name and emblem is retained by Rotary International.
2. An Interact club is a Rotary club-sponsored organization of young people whose purpose is to provide opportunity for them to work together in a world fellowship dedicated to service and international understanding.
3. The Interact program was originally established as a program for boys only. It still retains a primary emphasis on training in leadership and citizenship. Should local circumstances indicate to the sponsoring Rotary club that good cause would be served by the establishment of an Interact club for girls only or a club of mixed membership, the sponsoring Rotary club is at liberty to use its discretion accordingly.
4. An Interact club is organized, sponsored and supervised by a Rotary club or clubs and is established following the endorsement of the district governor upon certification and recognition by Rotary International; it can be created and sustained in no other way, and its continued existence depends upon the continued sponsorship of its sponsoring Rotary club and continued recognition by Rotary International.
5. Within the framework established by Rotary International, the sponsoring Rotary club is responsible for organizing the Interact club and for providing it with guidance and counsel thereafter and has complete control and supervision over all activities, policies, and programs of the Interact club.
6. Where the Interact club is school-connected, control and supervision by the sponsoring Rotary club shall be exercised in full cooperation with the school authorities, with the understanding that such clubs are subject to the same regulations and policies established by the school authorities for all student organizations and extracurricular activities of the school.
7. All Interact club activities, projects, and programs shall at all times be conducted in harmony with the policies of Rotary International; continued sponsorship of an Interact club by a Rotary club and recognition of it by RI are contingent thereon.
8. There shall be a "Standard Interact Club Constitution" prescribed by Rotary International and subject to amendment only by the Board of Directors of Rotary International. As a prerequisite of its organization and certification, each Interact club shall adopt the "Standard Interact Club Constitution" and shall automatically adopt all amendments thereto subsequently made by the Board of Directors of Rotary International.
9. Each Interact club shall adopt by-laws not inconsistent with the "Standard Interact Club Constitution" and with policy established by Rotary International. Such by-laws shall be subject to the approval of the sponsoring Rotary club.
10. Each Interact club shall be sponsored by the Rotary club whose territorial limits embrace the area of residence of the school(s) from which the Interact members are drawn, unless written authority is granted by the Board of Directors of Rotary International to organize an Interact club outside the territorial limits of the sponsoring Rotary club.
11. An Interact club may be organized and sponsored jointly by more than one Rotary club under the following conditions:
 - a) The district governor must give approval, stating in writing that, in his or her considered judgment, the best interests of the district, the Rotary clubs concerned and the Interact program would be served by the proposed joint sponsorship.

- b) A substantial percentage of the members of the proposed Interact club must be drawn from within the territorial limits of each sponsoring Rotary club.
 - c) The circumstances must be such that the organization of separate Interact clubs, each sponsored by a single Rotary club, would create or result in an artificial division of what is essentially a single body of students within the school or community.
 - d) A joint Interact committee must be created with effective representation from each of the sponsoring Rotary clubs.
12. Each member of an Interact club, by his or her acceptance of membership, agrees to accept and to adhere to the provisions of the constitution and by-laws of his or her Interact club.
 13. Membership in an Interact club shall be evidenced by Interact membership identification cards supplied to Interact clubs through sponsoring Rotary clubs by Rotary International.
 14. The Interact name and emblem, as used in or applied to the Interact program, are the property of Rotary International and shall be preserved for the exclusive use of those involved in the Interact program, including duly established Interact clubs and their members in good standing.
 15. An Interact club member shall be entitled to use and display the Interact name and emblem in an appropriate and dignified manner during the period of membership in an Interact club and he or she shall relinquish such entitlement upon termination of his or her membership in the Interact club or upon the termination of the Interact club itself.
 16. An Interact club may be terminated (a) by Rotary International, with or without the consent, approval or concurrence of the sponsoring Rotary club, for failure to function in accordance with its constitution or for other cause, (b) by its sponsoring Rotary club, or (c) by the Interact club itself upon its own determination.
 17. Upon termination of an Interact club, all rights and privileges relating to the name and emblem shall be relinquished by the club and by its members individually and collectively.
 18. As a matter of policy, the Board does not recognize the right of any individual or organization except RI to circularize Interact clubs for any commercial or other purpose.
 19. District governors are requested to appoint district Interact committees, composed of Rotarians from various parts of the district, to assist the district governor in publicizing the Interact program, promoting the organization of new Interact clubs, and administering the program of Interact within the district. Where feasible and practicable in the appointment of district Interact committees, there should be provision for continuity of membership by appointing one or more members for a second term. Rotary district Interact committees in carrying out their duties might benefit from consultation with members of Interact clubs.
 20. Interact organization and meetings beyond the club level.
 - a) If, within a district of Rotary International, there are five or more Interact clubs, an Interact district may be established, the boundaries of the district to be coterminous with the Rotary International district embracing the respective sponsoring Rotary clubs. The clubs in such Interact district may elect an Interact representative from among their membership. The method of election shall be determined by the district Interact committee. The district Interact representative will be guided and counseled by the Rotary district governor and the Rotary district Interact committee, or other appropriate Rotary district committee, and shall assist the district committee in arranging districtwide meetings and, where possible, shall preside at such meetings, shall give counsel to and provide encouragement and inspiration to the Interact clubs of the district, particularly with respect to broadening and deepening the program of Interact within the district, and shall help focus their attention on the worldwide extent of Interact and the potential and achievements of the program in behalf of international understanding.

- b) If an Interact district has been established, there may be, with approval of the district governor, a district organization which will provide, in addition to the district representative, for a district secretary and two or more zone representatives, each responsible for a certain number of clubs and such other responsibilities as may be assigned by the district representative.
 - c) Within a district of Rotary International, any two or more Interact clubs conveniently located with respect to each other are encouraged to hold meetings with representatives from each club, with the advice, guidance and presence of one or more members of the district Interact committee, in order to increase friendship, exchange ideas, gain inspiration, and strengthen, broaden and deepen the program of Interact within the district. When distances permit, such meetings may be held on a districtwide basis, under the guidance of the district Interact committee, with one or more members of this committee present.
 - d) The purpose of a districtwide Interact meeting is to provide encouragement, enlightenment, and inspiration to the Interact clubs with respect to school and Community Service and to focus attention on the worldwide potential and achievements of Interact in behalf of international understanding.
 - e) No meeting of members of Interact clubs beyond the club level shall have any legislative authority nor shall be so organized or conducted as to give the appearance of having such authority. Nevertheless, such a meeting may include the opportunity for expression of ideas which might be of value as advisory observations to those who are involved at the district or other levels with the administration of Interact.
 - f) All Interact district activities shall be financed by the Interact clubs in the district. No expenses of district Interact meetings or Interact district representatives shall be paid by Rotary International. The cost of such meetings shall be minimal and within the financial means of those participating.
21. Meetings of Interact club members from more than one district, particularly from districts in more than one country, are recommended and encouraged wherever feasible, such meetings to be held under the guidance of the host Rotary district governor and the Interact committee, with one or more members of the committee present and in conjunction with the host Interact district representative and Interact presidents, and subject to the approval of the Board of Directors of RI. Requests to the Board of Directors of RI for holding multidistrict meetings of Interact clubs must be accompanied by:
- a) Information including the date, location, purpose, program and participants of the proposed meeting;
 - b) A copy of the anticipated budget for the meeting with assurance that the sponsors are in a position to and will assume complete responsibility for contractual and financial obligations inherent in the meeting;
 - c) Proof of adequate liability insurance covering the event;
 - d) Assurance that the planning and implementation of the proposed meeting will be carried out under the direct supervision of Rotarians;
 - e) A statement from the Director or immediate past director of RI resident in the area in which the meeting is to be held that he approves the plan for holding such meeting.
22. Financing the cost of the Interact program.
- a) No part of the expenses of Interact district representatives or meetings of Interact clubs or groups of Interact clubs shall be paid by Rotary International.
 - b) Costs involved in arranging any meetings of Interact clubs or groups of Interact clubs should be kept as low as possible consistent with effective meetings and a meaningful program.
 - c) It is the responsibility of the Interact club to raise the funds necessary to carry out the program of the club.

- d) Rotary clubs sponsoring Interact clubs should not contribute more than occasional or incidental financial assistance to such Interact clubs.
 - e) Interact clubs should not make general solicitations for financial assistance from Rotary clubs or from other Interact clubs.
 - f) Interact clubs should not solicit financial assistance from individuals, businesses or organizations in their respective communities without giving something of value in return.
 - g) Any dues or assessments on the membership of any Interact club should be nominal and should be only for the purpose of covering the cost of administering the club; funds for activities and projects undertaken by Interact clubs should be raised by such clubs apart from such dues or assessments.
 - h) Rotary clubs and Rotary district conferences inviting members of Interact clubs to participate in the programs of such clubs and conferences should subscribe to sufficient trip accident and liability insurance to protect the Rotary club or district conference against any possible legal or moral obligation and liability.
23. As a matter of principle, Interact clubs are not authorized to assume membership or merge with other organizations regardless of the purpose of such organizations.

Standard Interact Club Constitution



ARTICLE I — Name

The name of this organization shall be the Interact Club of _____

ARTICLE II — Purpose and Goals

The purpose of Interact is to provide opportunity for young people to work together in a world fellowship dedicated to service and international understanding.

The goals of Interact are:

1. To recognize and develop constructive leadership and personal integrity.
2. To encourage and practice thoughtfulness of and helpfulness to others.
3. To create an awareness of the importance of home and family.
4. To build respect for the rights of others, based on recognition of the worth of each individual.
5. To emphasize acceptance of individual responsibility as the basis of personal success, community improvement, and group achievement.
6. To recognize the dignity and value of all useful occupations as opportunities to serve society.
7. To provide opportunities for gaining increased knowledge and understanding of community, national, and world affairs.
8. To open avenues of personal and group action leading to the advancement of international understanding and goodwill toward all peoples.

ARTICLE III — Sponsorship

1. The sponsor of this Interact club is the Rotary Club of _____ which, through a committee of not less than five Rotarians, shall exercise supervision and control over all activities, programs and policies of this Interact club. The continued existence of this Interact club shall depend upon the continued active personal participation of the sponsoring Rotary club. In the case of a club composed of young women only, the committee shall also include one or more responsible women as ex officio members.
2. This club is not a part of, and neither this club nor its members have any rights or privileges with respect to, the sponsoring Rotary club.

ARTICLE IV — Membership

1. To be eligible for membership a person must possess good character and leadership potential and (a) in a school-based club be a student at the secondary-school or pre-university level, or be age 14 to 18; (b) in a community-based club be a young person between the ages of 14 and 18.
2. The membership of this club may be all male, all female, or both male and female in any ratio, at the discretion of the sponsoring club.
3. The method of electing members of this club shall be determined by the sponsoring Rotary club in consultation with the Interact club. The method of electing new members of a school-connected club shall have the approval of the school authorities.
4. Each member of this club shall attend at least 60% of this club's regularly scheduled meetings.

5. Membership shall automatically terminate (a) upon removal from the community; (b) in a school-based club upon graduation or otherwise ceasing to be a student in the last four years of school preceding the university level in the area from which the membership is drawn or in a community-based club, not in connection with a school, upon graduation or upon reaching the age of eighteen; (c) by termination of the club; or (d) by failure to meet attendance requirements unless excused by the board of directors of this club for good and sufficient reason.
6. Membership may be terminated for cause as determined by this club by vote of not less than 2/3 of all the members in good standing.

ARTICLE V — Meetings

1. The club shall meet not less than twice per month, as provided in the by-laws, at a time and place suited to the convenience of the members, with due regard for their school obligations.
2. The board of directors shall meet as provided in the by-laws. In a community-based club, no meeting of the club or of the board shall be deemed official unless a member of the Interact committee of the sponsoring Rotary club is in attendance. In a school-based club, no meeting of the board shall be deemed official unless a member of the Interact committee of the sponsoring Rotary club is in attendance.
3. Meetings of the club and of the board of directors may be cancelled during holiday or vacation periods at the discretion of the board of directors, with the approval of the sponsoring Rotary club.

ARTICLE VI — Officers and Directors

1. The officers of this club shall be a president, vice-president, secretary, treasurer, and such additional officer(s) as may be provided in the by-laws.
2. The governing body of this club shall be a board of directors composed of the president, vice-president, secretary, treasurer and additional directors whose number shall be determined by this club with the approval of the sponsoring Rotary club, all to be elected from among the members in good standing. All decisions, policies and actions of the board and of the club shall be subject to the authority of the sponsoring Rotary club, the provisions of this constitution, and policy established by Rotary International.

If school-connected, this club shall be subject to the same regulations and policies established by the school authorities for all student organizations and extracurricular activities of the school.

The board of directors shall have general control over all officers and committees and may, for good cause, declare any office vacant. It shall constitute a board of appeals from the rulings of all officers and actions of all committees.

3. Elections of officers and directors shall be by methods compatible with local customs and procedures, but in no case shall more than a simple majority of the members present and in good standing be required for election.

The term of office of all officers and directors shall be one year, unless a shorter term is provided in the by-laws. No provision shall be made for a term of office shorter than one year except with the written permission of Rotary International.

ARTICLE VII — Activities and Projects

1. Within the limits prescribed in section 1 of Article III, this club shall be responsible for planning, organizing, financing and conducting its own activities and shall itself supply the money, manpower and creative imagination necessary thereto, except that in the case of joint projects or activities undertaken in cooperation with other organizations, such responsibility shall be shared with such other organization(s).
2. The club shall undertake among its activities at least two major projects annually, one designed to serve the school or community, the other to promote international understanding, and each shall involve all or most of the members of the club.

3. The aim of international service in Interact is to encourage and foster the advancement of international understanding, goodwill and peace through a world fellowship of youth united in the ideal of service. The aim of community and school service is to encourage and foster the application of the ideal of service by each Interact club member to his or her personal, community and school life.
4. It is the responsibility of the club to raise the funds necessary to carry out its program. It shall not solicit or accept more than occasional or incidental financial assistance from its sponsoring Rotary club, nor shall it make general solicitations from Rotary clubs other than its sponsoring Rotary club or from other Interact clubs, nor shall it solicit financial assistance from individuals, businesses or organizations in the community without giving something of value in return.

ARTICLE VIII — Committees

1. There shall be provided in the by-laws of this club the following standing committees: international understanding, service, finance, club, and such other standing committees as may be deemed necessary or convenient for the administration of the club.
2. The president, with the approval of the board, may appoint such special committees as he or she may deem necessary, citing their duties at the time of appointment. All such special committees shall lapse upon the completion of their duties, upon discharge by the appointing president, or with the end of his or her term of office, whichever occurs first.

ARTICLE IX — Fees and Dues

Any additional fees, dues or assessments on the membership of the club shall be nominal and shall only be for the purpose of meeting the administrative costs of the club. Funds for activities and projects undertaken by the club shall in general be raised apart from such fees, dues or assessments.

ARTICLE X — Acceptance of Constitution and By-Laws

Every member of this club, by his or her acceptance of membership and continuation thereof, thereby accepts the principles of Interact as expressed in its purpose and goals and submits himself or herself to and agrees to comply with and be bound by the constitution and by-laws of this club, and on these conditions alone is entitled to the privileges of the club. No member shall be absolved from the observance of the constitution and by-laws on the plea that he or she has not received a copy of them.

ARTICLE XI — By-Laws

This club shall adopt the "Standard Interact Club By-Laws," together with such amendments as are not inconsistent with this constitution and which may be deemed necessary or convenient for the government of the club, provided that such amendments are adopted in accordance with the amendment procedure prescribed in the "Standard Interact Club By-Laws."

ARTICLE XII — Emblem

The emblem of Interact shall be preserved for the exclusive use and benefit of Interact members. Each member of this club shall be entitled to wear or otherwise display the Interact emblem in a dignified and appropriate manner during the period of his membership. He or she shall relinquish such entitlement upon termination of his or her membership or termination of this club.

ARTICLE XIII — Duration

This Interact club shall exist so long as it continues to function in accordance with the provisions of this constitution and policy relating to Interact established by Rotary International, or until it is terminated:

- a) by this club upon its own determination and action;

b) by the sponsoring Rotary club upon withdrawal of its sponsorship; or

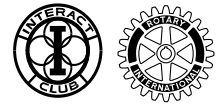
c) by Rotary International for failure to function in accordance with this constitution or for other cause.

Upon termination of this club, all rights and privileges relating to the Interact name and emblem shall be relinquished by the club and by its members individually and collectively.

ARTICLE XIV — Amendments

This constitution may be amended only by action of the Board of Directors of Rotary International, and all amendments to the “Standard Interact Club By-Laws” adopted by the Board of Directors of Rotary International shall automatically amend this constitution.

Standard Interact Club By-Laws



By-Laws of the Interact Club of _____

ARTICLE I — Elections

1. Election for the offices of president, vice-president, secretary, treasurer, and directors shall be held annually prior to _____ (date). Those elected shall take office on _____ (date).
2. Nominations of officers shall be made either in writing or from the floor. Candidates shall be voted upon at the regular meeting following the meeting at which nominations are made. Voting shall be by secret ballot. Those candidates receiving a majority of the votes of the members present and in good standing shall be elected.
3. In addition to the president, vice-president, secretary, and treasurer, there shall be elected _____ directors.

ARTICLE II — Duties of Officers

1. *President.* The president shall preside at all regular and special meetings of the club and the board of directors. He or she shall, with the approval of the board, appoint all standing and special committees and, in the event of a vacancy in the board of directors, shall, with the approval of the board, fill such vacancy by appointment until the next regular election of the club. He or she shall be an ex officio member of all committees.
2. *Vice-President.* The vice-president shall succeed to the office of president in the event of the removal of the latter for whatever cause, and, in the absence of the president, shall preside at all meetings of the club and of the board.
3. *Secretary.* The secretary shall maintain all club records. He or she shall keep minutes of all meetings of the club and board of directors.
4. *Treasurer.* The treasurer shall have custody of all club funds, maintaining all necessary records, and depositing all such funds in a bank approved by the board of directors. He or she shall make all disbursements under procedures determined by the board of directors. He or she shall report the club's financial status at each meeting of the club, and shall hold all records available for inspection by any club member.
5. *Board of Directors.* The board of directors shall be the governing body of the club, as provided in the constitution. It shall make an annual report to the club to apprise all members of the club's operations. It shall hold regularly scheduled meetings, not less than one a month, which shall be open to the attendance of any club member in good standing. Members attending such meetings, however, shall not address the meeting except with the permission of the board.

ARTICLE III — Meetings

1. Meetings of the club shall be held not less than twice per month and meetings of the board not less than once a month, at a time and place suited to the convenience of the membership.
2. A majority of the members in good standing shall constitute a quorum at any regular or special meeting of the club. Any four members of the board, one of whom must be the president or vice president, shall constitute a quorum at any meeting of the board. No meeting of the club or of the board shall be deemed official unless a member of the Interact committee of the sponsoring Rotary club is in attendance.

ARTICLE IV — Fees and Dues

1. The admission fee for new members shall be _____. Annual dues shall be _____ per member.
2. All fees and dues must be paid before a member will be considered in good standing.

ARTICLE V — Committees

1. The president, with the approval of the board of directors, shall appoint the following standing committees:
 - A. *International Understanding.* This committee shall be charged with primary responsibility for devising ways and means of engendering international understanding among the members, in the school and community, and in all other areas. It shall have the duty of initiating and planning one major activity in its field each year which shall involve all or most of the club membership.
 - B. *Service.* This committee shall have responsibility for devising at least one major service project annually, other than international, which shall involve all or most of the membership.
 - C. *Finance.* This committee shall devise ways and means of financing any and all club activities requiring funds, in cooperation with the appropriate committee.
 - D. *Club.* This committee shall be responsible for attendance, membership, programs, fellowship, public relations and such other matters as may be deemed appropriate.
2. No committee shall take any action to carry out its plans until those plans have been approved by a majority of the club membership.

ARTICLE VI — Amendments

1. These by-laws may be amended by majority vote of the members in good standing at any regular or special meeting of the club at which a quorum is present, provided notice of intention to call such a vote is given at least fourteen days earlier at a meeting of the club at which a quorum is present, and provided such amendment is approved by the sponsoring Rotary club.
2. Nothing in these by-laws shall contravene any provision of this club's constitution.

Specifications For Interact Emblem

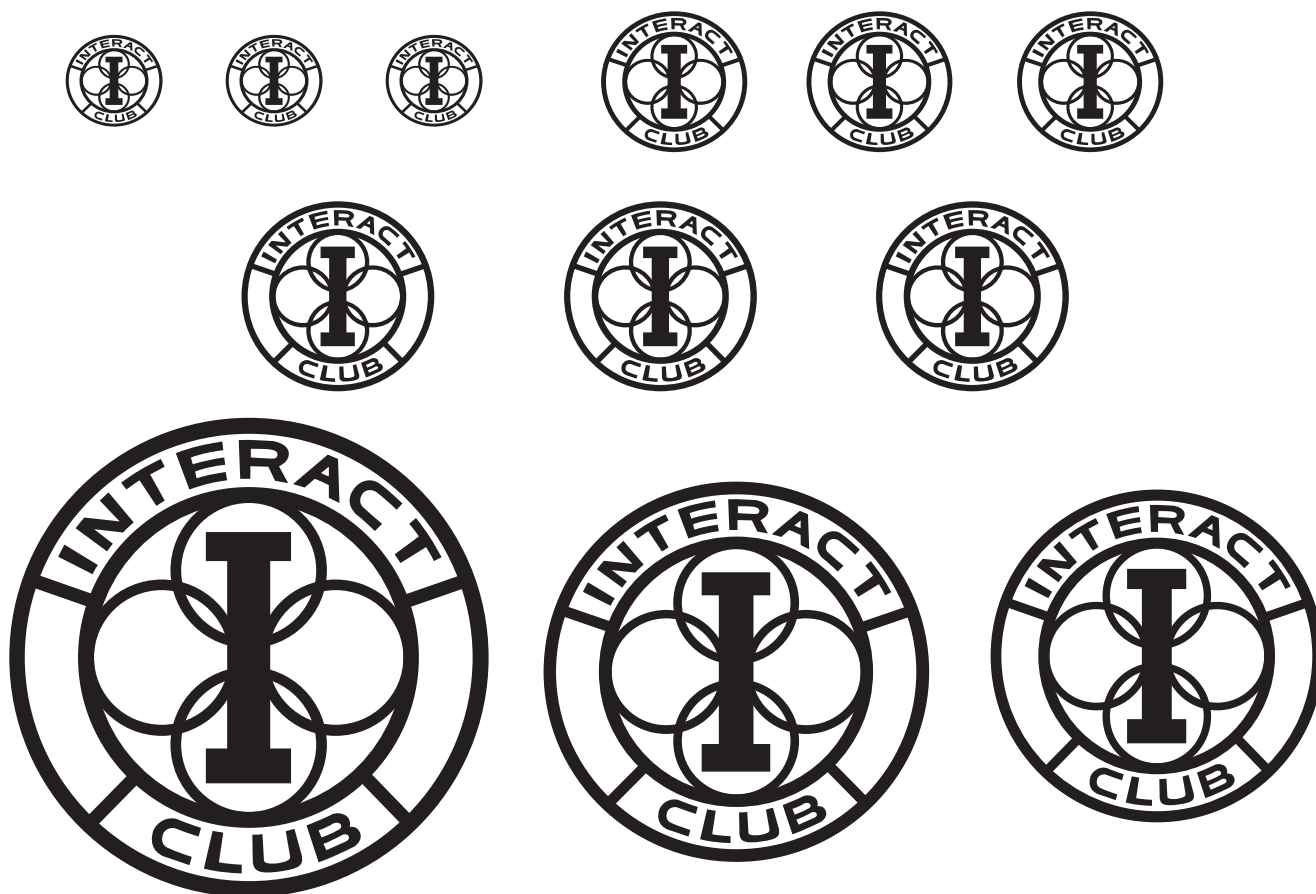


The emblem of Interact is a round emblem with a vertical capital “I” superimposed over four interlocking rings in the center depressed circular space. These elements are designed in accordance with the proportions given in the table below. With the “I” standing vertically, the word “INTERACT” is centered directly above and is contained within the exterior ring with a wall on each side. The word “CLUB” is centered directly beneath the “I” and is contained within the exterior ring, with a wall on each side. This lettering is raised from depressed space. The outside edge is a perfectly round, raised wall to contain all the elements.

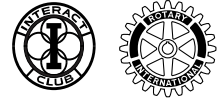
The proportions for the correct design are:

overall diameter	53 units
height of “I”	27.3 units
diameter of rings	18.1 units
width of “I” at top and bottom	7.2 units
width of center body of “I”	2.9 units
width of letters	5.3 units
height of letters	4.1 units

The Interact colors are royal blue and gold and should be worked into the emblem as follows: All depressed spaces are royal blue. All raised detail is gold.



Interact Membership Application Form



Name: _____

Address: _____

City/State/Province: _____

Country/Postal Code: _____

Telephone: _____ Fax: _____

E-Mail: _____

Areas of Interest:

- School Service
- Community Service
- International Service Development
- Fund-Raising Service
- Club Service
- Other: _____

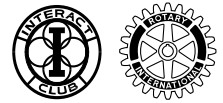
I understand and accept the principles of Intract as expressed in its purpose and objectives, and agree to comply with and be bound by the "Standard Interact Club Constitution," "Interact Statement of Policy," and by-laws of the club.

Signature: _____

Date: _____

Interact club secretary should retain this form for club records.

Interact Club Organization List



District Number _____

Interact Club of _____

Mailing address of Interact club: _____

Telephone: _____ Fax: _____

E-Mail: _____

Sponsoring Rotary club(s): _____

This list constitutes official notification to Rotary International of the organization of an Interact club.

1. Print or type the name of each charter member, including age, gender, and mailing address;
2. Obtain required signatures on the back page;
3. Keep a copy for the Interact club files, and send the original organization list to your district governor and a copy to your district Interact chairperson;
4. Ask the district governor to sign the form, and send original to the RI Service Center serving your area and a copy to your club. The district governor should send copies of the signed "Interact Club Organization List" to the district Interact committee chairman and the district Interact representative.

Name	Age	Gender	Address
(Pres.)			
(Past Pres.)			
(V.P.)			
(Secy.)			
(Treas.)			
(Dir.)			
(Dir.)			

**The RI Board recommends, but does not mandate, a minimum of 15 charter members.
All members must be between the ages of 14-18.**

Name	Age	Gender	Address

What language do you prefer for receiving correspondence?

English French Japanese Korean Portuguese Spanish

The members listed above are all young adults of good character and leadership potential, between the ages of 14 and 18, who live or study in the vicinity of the sponsoring Rotary club. None of them is eligible for membership in a Rotaract club in this community. This club understands and accepts the provisions of the “Standard Interact Club Constitution” and the “Interact Statement of Policy”.

Signatures:

President, Interact club

Date of organization of Interact club

President, sponsoring Rotary club

District Governor

Interact Club Attendance Record (26 Meetings)



NAME	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	REMARKS

P — indicates member present
A — indicates member absent

Interact Club Dues Payment Record (Monthly)



NAME	1	2	3	4	5	6	7	8	9	10	11	12	REMARKS

Pd. indicates dues paid

Interact Club Membership Activities Record



NAME	COMMITTEE ASSIGNMENT	PROJECT PARTICIPATION	PROGRAM PARTICIPATION	SPECIAL ASSIGNMENTS

Develop your own code to indicate various aspects of member participation.
Explain meaning of code here:

Interact Club Committee Appointment Worksheet



Standing Committees

International Understanding

Duties: To devise ways and means of engendering international understanding among the members, in the school and community, and in all other areas. It shall initiate and plan one major activity in its field each year which shall involve all or most of the membership.

Chairman: _____ Member: _____
 Member: _____

Service

Duties: To devise at least one major service project annually, other than international, which shall involve all or most of the membership.

Chairman: _____ Member: _____
 Member: _____

Finance

Duties: To devise ways and means of financing any and all club activities requiring funds, in cooperation with the appropriate committee.

Chairman: _____ Member: _____
 Member: _____

Club

Duties: To be responsible for attendance, membership, programs, fellowship, public relations and such other matters as may be deemed appropriate.

Chairman: _____ Member: _____
 Member: _____

Additional Standing Committees (as provided for in your club's by-laws)

Committee: _____

Duties:

Chairman: _____ Member: _____
 Member: _____

Committee: _____

Duties:

Chairman:	_____	Member:	_____
Member:	_____		_____
	_____		_____
	_____		_____

Special Committees
(as determined by the president, with board approval)

Committee: _____

Duties:

Chairman:	_____	Member:	_____
Member:	_____		_____
	_____		_____
	_____		_____

Committee: _____

Duties:

Chairman:	_____	Member:	_____
Member:	_____		_____
	_____		_____
	_____		_____

Committee: _____

Duties:

Chairman:	_____	Member:	_____
Member:	_____		_____
	_____		_____
	_____		_____

Committee: _____

Duties:

Chairman:	_____	Member:	_____
Member:	_____		_____
	_____		_____
	_____		_____

This form must be submitted annually by all Interact clubs by 1 May. Please mail completed forms to Rotary International, Data Services (FI320), One Rotary Center, 1560 Sherman Avenue, Evanston, Illinois 60201, USA, or FAX to (847) 328-8554.

Incoming Interact Officer Data Form

(Please print or type information)



Term of Office: _____
(month/year to month/year)

District Number: _____

Interact Club Name: _____
(As it appears on your Interact Certificate of Organization)

Interact Club President: _____

Interact Club Advisor: _____

PERMANENT INTERACT CLUB MAILING ADDRESS: _____

City/State/Province: _____

Country/Postal Code: _____

Telephone: _____ Fax: _____

E-mail address (one per club): _____

World Wide Web address: _____

Will this club participate in next year's Interact Correspondence Exchange List? yes no

Type of Interact club (check one): _____ school-based _____ community-based

Number of members _____ male(s) + _____ female(s) = _____ (total)

Date of club organization (day/month/year): _____

Names of sponsoring Rotary club(s):

Rotary Club Name _____ State/Province _____ Country _____

Rotary Club Name _____ State/Province _____ Country _____

Please obtain the signature below before forwarding report to RI World Headquarters.

Signature of sponsoring Rotary club president _____ Date (day/month/year) _____

Please return completed Interact Project Data forms to: Rotary International, Community Programs Section (CP210), One Rotary Center, 1560 Sherman Avenue, Evanston, Illinois 60201, USA, or FAX to (847) 328-8554 or (847) 866-6116.

Interact Project Data Form



District Number: _____

Interact Club Name: _____

Project Contact Name: _____

Project Contact Address: _____

City/State/Province: _____

Country/Postal Code: _____

Telephone: _____ Fax: _____

E-mail: _____

Name(s) of sponsoring Rotary club(s): _____

Rotary Club Name	State/Province	Country
------------------	----------------	---------

Rotary Club Name	State/Province	Country
------------------	----------------	---------

Project Name: _____

Type of project (mark all that apply):

- | | |
|---|--|
| <input type="checkbox"/> Youth (Y) | <input type="checkbox"/> Homeless (HOME) |
| <input type="checkbox"/> Literacy (LIT) | <input type="checkbox"/> AIDS-related (AIDS) |
| <input type="checkbox"/> Health (HTH) | <input type="checkbox"/> Environmental (ENV) |
| <input type="checkbox"/> PolioPlus (PP) | <input type="checkbox"/> Assisting the elderly (AGE) |
| <input type="checkbox"/> Disabled (DIS) | <input type="checkbox"/> Drug or alcohol abuse (DA) |
| <input type="checkbox"/> Hunger (HUNG) | <input type="checkbox"/> Small business development (SBUS) |
| <input type="checkbox"/> Vocational (VOC) | <input type="checkbox"/> Other: _____ |

Date the project began: _____ Date completed: _____

Do you give RI permission to publicize this project in RI publications, on the Internet, and among Rotarians with similar interests? yes no

Describe the project on reverse side of this sheet. Tell us about Interact involvement, any funds raised, equipment purchased, activities developed specifically for the project, and if you received any help from your sponsoring Rotary club or outside organizations. Please attach additional sheets if needed.

Please clip photos showing the project in action here. Be sure to include information about who is in the photograph and what is happening in the picture. Projects submitted with photos will be considered for publication in RI promotional materials.



Sample Agenda — Leadership Training Program for Interact Club Leaders



0800-0900	Registration
0900-0945	<p>First plenary session — Announcements, introductions and “ice-breakers”</p> <p>Welcome remarks from district Interact representative, district Interact chairperson and/or district governor: <i>Overview of purpose and goals for District Assembly</i></p> <p>Presentation by district Interact representative and/or district Interact chairperson: <i>Report on status of Interact in the District</i></p>
0945-1000	Break
1000-1200	<p>Group Discussion Sessions — Each session begins with an opening presentation addressing: <i>administrative responsibilities of the office, effective use of club resources, and service opportunities</i></p> <p>Group I Interact Club Presidents and Vice-Presidents — Discuss: <i>planning and conducting effective meetings, selecting committee chairs, delegating to committees, components of successful Interact clubs</i></p> <p>Group II Interact Club Secretaries and Treasurers — Discuss: <i>keeping adequate secretarial records, maintaining accurate financial records, organizational skills, teamwork between the secretary and treasurer</i></p> <p>Group III Interact Club Directors — Discuss: <i>role of the board of directors within the Interact club, promoting teamwork</i></p> <p>Group IV Interact Club Committee Chairs — Discuss: <i>planning and conducting effective committee meetings, motivating members, creating activity reports</i></p>
1200-1300	Lunch
1300-1400	<p>Second Plenary Session — Speech by district Interact representative and/or district Interact chairperson: <i>“Interact Looks Ahead” — challenges of the coming year, club and district goals, proposing challenges to each club to undertake a new community and international service activity, incorporating the RI annual theme, motivating Interact club members, goal setting</i></p> <p>Question and answer session</p>
1400-1530	<p>Group Discussion Sessions</p> <p>Group I International Understanding and Service — Discuss: <i>development of effective annual projects and activities designed to promote international understanding, including examples of successful past and current projects</i></p> <p>Group II Community Service — Discuss: <i>development of projects aimed at serving the school or community, including examples of successful past and current projects</i></p>

	Group III	Club Service — Discuss: <i>specific duties of the club committee, sharing strategies for promoting attendance, developing membership, creating meeting programs, and increasing public relations</i>
	Group IV	Finance — Discuss: <i>specific duties of the finance committee, sharing strategies for carrying out activities and providing funding, generate ideas for fund-raising projects, include examples of successful past and current projects</i>
1530-1545	Break	
1545-1630	Closing Plenary Session	— Final announcements, thank-you's, recap of discussions. Provide a written survey to participants to facilitate feedback on the effectiveness of the training program.
		Speech by district Interact representative and/or district Interact chair: <i>"Youth Serving the World — inspiration and motivation for your year as Interact club leaders"</i>
		Adjournment

Please mail completed forms to: Rotary International, Community Programs Section (CP210), One Rotary Center, 1560 Sherman Avenue, Evanston, Illinois 60201, USA, or FAX (847) 328-8554 or (847) 866-6116.



District Interact Representative Form

Please use this form to report your district's Interact representative.

Districts containing five or more Interact clubs may form an Interact district organization. A district Interact representative (Interact member) may be elected from among the membership of all Interact clubs within the district. The district Interact representative assists the district Interact chairman (Rotarian appointed by the district governor) to administer the district Interact program. The district Interact representative works under the guidance of the district Interact committee. Please consult Chapter 3 of the *Interact Handbook* for additional guidance in administering a district Interact program.

District Number: _____

Name of district
Interact representative: _____

Address: _____

City/State/Province: _____

Country/Postal Code: _____

Telephone: _____ Fax: _____

E-mail: _____

District representative's
Interact club: _____

Sponsoring Rotary Club: _____

Term of Office: _____
(month/year to month/year)

Sample Interact Recognition Certificate



Interact Award of Merit

is here by awarded to

in recognition of outstanding service efforts

Signed

Date



Rotary International

Tel. (847) 866-4600
0800 – 1700 hours, Central Time (U.S.A.),
Monday – Friday
Fax (847) 866-3276

Order Form

(Please print clearly.)

Date	Club Number	
Name	Club Office Held	
Shipping Address	City	
State/Province	Country	Postal/Zip Code
The Rotary Club of	District	
Daytime Telephone Number	Fax Number	Name of Business

METHOD OF PAYMENT:

- Remittance enclosed
- Bill my club
- Bill me
- Please charge my credit card* (US\$10 minimum on all charges)

- VISA
- MasterCard

To avoid duplicate billing, please fax or mail this form, not both.

Prices of RI Catalog items include the costs of shipping and handling.

If paying by credit card, please fill out the following:

Name of cardholder _____

Signature (as shown on card) _____

Card Number

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 Expiration date _____
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Title	Catalog No.	Language	Quantity	Unit Cost (US\$) or Gratis	Total (US\$)

Subtotal

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Title	Catalog No.	Language	Quantity	Unit Cost (US\$) or Gratis	Total (US\$)
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