



# ROTARACT CLUB CERTIFICATION FORM

Rotaract is an organization of young adults who take action through community and international service, learn leadership skills, and participate in professional development. Rotaract clubs can be sponsored by a Rotary club or clubs or another Rotaract club, or they can organize themselves without a sponsor. Before certification, the club must adopt the [Standard Rotaract Club Constitution](#) and club bylaws (use the [Recommended Rotaract Club Bylaws](#) to get started).

To officially certify a Rotaract club:

1. Pay the US\$50 certification fee. Contact your district's [Rotary International Financial Representative](#) for fee payment options and instructions.
2. Complete all required fields (marked with an asterisk) on this form.
3. Supply all of the requested information including email addresses, which are a vital part of Rotary's communication strategy. Note that the information you submit is subject to [Rotary's privacy policy](#).
4. Obtain all applicable signatures. Rotary will not certify the club if required signatures are missing.
5. Submit the completed form by email ([rotaract@rotary.org](mailto:rotaract@rotary.org)), or by mail or fax to the appropriate [Rotary International office](#).

Once Rotary receives your form and payment, it will take up to six weeks to certify the club and prepare the certificate. Even before the official certificate arrives, members of the Rotaract club can meet, organize, and take action in the community.

## ROTARACT CLUB NAME AND GENERAL CONTACT INFORMATION

\*Rotary district number \_\_\_\_\_

\*The name of this organization shall be the Rotaract Club of \_\_\_\_\_

\*Founded on (day \_\_\_\_\_ month \_\_\_\_\_ year \_\_\_\_\_)

(This is the date the club adopted the Standard Rotaract Club Constitution and club bylaws.)

\*Rotaract club base (check one):

- University (the term "university" is intended to include all institutions of higher education)
- Community

\*In what language does the Rotaract club prefer to receive correspondence? (check one):

English  French  German  Italian  Japanese  Korean  Portuguese  Spanish

\*State/Province \_\_\_\_\_ \*Country \_\_\_\_\_

Rotaract club email (Cannot be the same as any club member's email address) \_\_\_\_\_

Rotaract club website \_\_\_\_\_

## ROTARACT CLUB PRESIDENT INFORMATION

\*First name \_\_\_\_\_ Middle name \_\_\_\_\_ \*Last/Family name \_\_\_\_\_

\*Is the Rotaract club president a Rotarian?  Yes  No If yes, provide your membership ID number: \_\_\_\_\_

\*Rotaract club president's email \_\_\_\_\_

(Enter the email address associated with your [My Rotary](#) account or your individual email address. Do not use a shared or club email address.)

\*City \_\_\_\_\_ \*State/Province \_\_\_\_\_ \*Country \_\_\_\_\_

\*In what language does the Rotaract club president prefer to receive correspondence? (check one):

English  French  German  Italian  Japanese  Korean  Portuguese  Spanish

By signing below, you agree to share the contact information you provided above with Rotary International and accept [Rotary's Privacy Policy](#).

\_\_\_\_\_ (day \_\_\_\_\_ month \_\_\_\_\_ year \_\_\_\_\_)

\*Rotaract club president's signature

## ROTARACT ADVISER INFORMATION (OPTIONAL)

The Rotaract adviser may be a Rotarian, Rotaract member from another club, faculty member, or community leader who supports the Rotaract club. Although several people may serve in this role, Rotary International asks that only one person be reported as an adviser each Rotary year (1 July – 30 June). *If an adviser is provided, all items marked with an asterisk \* are required.*

\*First name \_\_\_\_\_ Middle name \_\_\_\_\_ \*Last/Family name \_\_\_\_\_

\*Is the Rotaract adviser a Rotarian or a Rotaractor?  Yes  No If yes, share your membership ID number: \_\_\_\_\_

\*In what year(s) will this adviser serve? (check all that apply):  Current Rotary year  Next Rotary year  
 Year following next Rotary year

\*Rotaract adviser's email \_\_\_\_\_

(Enter the email address associated with your [My Rotary](#) account or your individual email address. Do not use a shared or club email address.)

\*City \_\_\_\_\_ \*State/Province \_\_\_\_\_ \*Country \_\_\_\_\_

\*In what language does the Rotaract adviser prefer to receive correspondence? (check one):

English  French  German  Italian  Japanese  Korean  Portuguese  Spanish

By signing below, you agree to share the contact information you provided above with Rotary International and accept [Rotary's Privacy Policy](#).

\_\_\_\_\_  
\*Rotaract adviser's signature (day \_\_\_\_\_ month \_\_\_\_\_ year \_\_\_\_\_)

## SPONSOR CLUB(S)

Rotaract clubs may be sponsored by up to three Rotary or Rotaract clubs within the boundaries of the district in which the sponsored Rotaract club is located; district governors must approve in writing any additional Rotary or Rotaract club sponsors after carefully considering whether it is in the best interest of the sponsored Rotaract club.

If this Rotaract club is being sponsored, all items marked with an asterisk \* are required.

By signing below, I affirm that I understand and accept the provisions of the [Rotary Code of Policies](#), as it pertains to Rotaract, and the [Standard Rotaract Club Constitution](#) and [Recommended Rotaract Club Bylaws](#). Our club agrees to mentor the members of this new Rotaract club, guide them in service, and ensure that Rotary receives club leadership contact information annually.

\*Sponsor club name \_\_\_\_\_ \*Sponsor club ID \_\_\_\_\_

\*Sponsor club type (choose one):  Rotary Club  Rotaract Club

\_\_\_\_\_  
\*Sponsor club president's name \*Sponsor club president's signature Date

Sponsor club name \_\_\_\_\_ Sponsor club ID \_\_\_\_\_

Sponsor club type (choose one):  Rotary Club  Rotaract Club

\_\_\_\_\_  
Sponsor club president's name Sponsor club president's signature Date

Sponsor club name \_\_\_\_\_ Sponsor club ID \_\_\_\_\_

Sponsor club type (choose one):  Rotary Club  Rotaract Club

\_\_\_\_\_  
Sponsor club president's name Sponsor club president's signature Date

## DISTRICT GOVERNOR'S ENDORSEMENT

By signing below, I approve the establishment of the Rotaract club. I will support and promote the club, connect its members with other clubs, and include its members in district service and training events.

\_\_\_\_\_  
\*District governor's name

\_\_\_\_\_  
\*District governor's signature

\_\_\_\_\_  
Date

## ROTARACT CLUB CERTIFICATION FEE

Contact [Rotary International Financial Representative](#) for fee payment and instructions.

Currency in which the certification fee has been or will be paid \_\_\_\_\_

### CHARTER FEE IS BEING PAID BY:

- Check – check number \_\_\_\_\_ date on check (day \_\_\_\_\_ month \_\_\_\_\_ year \_\_\_\_\_)
- Fiscal Agent \_\_\_\_\_ date of transaction (day \_\_\_\_\_ month \_\_\_\_\_ year \_\_\_\_\_)
- Credit Card \_\_\_\_\_ date of transaction (day \_\_\_\_\_ month \_\_\_\_\_ year \_\_\_\_\_)
- Bank Transfer \_\_\_\_\_ date of transaction (day \_\_\_\_\_ month \_\_\_\_\_ year \_\_\_\_\_)
- Other \_\_\_\_\_ date of transaction (day \_\_\_\_\_ month \_\_\_\_\_ year \_\_\_\_\_)