**Membership Award Submission Form**

**Name of Rotary Club**:……………………………………………………….

Name of Club President:…………………………………………………..

Name of Membership Director:……………………………. ………………

Number of members in the Club as at the date you are submitting this entry: ………………………

If your Rotary Club is in Kenya, tick your region:

* Coast
* Eastern
* Nairobi East
* Nairobi West
* Western
* Rift Valley
* Central Highlands
* Each question will be 20 points.
* We expect you to employ the 4-Way-Test.
* Be as detailed as possible and provide evidence to support your statement. It can be in form of photos, videos (insert a video link), screenshots, correspondence, testimonials etc.
1. **Membership growth**
* How many new members has your Club inducted from 1st July 2023? *(Attach screenshot from My Rotary)*
* How many members has your Club lost since 1st July 2023?
* What is the retention percentage?
* Has your Rotary Club chartered a new Rotary/Rotaract/Interact club? (*If yes, provide evidence. Attach the Charter certificate or if Club has not been chartered, provide evidence of meetings. Give an explanation of why the Club was chartered or is being chartered, who are the members etc)*.
1. **Members training**
* How many training sessions have you offered Club Members since 1st July 2023? (*List the trainings. You can include any online courses on My Rotary, Club, District or Zone training sessions. Explain why they attended the training.*)
1. **Rotary exchange**
* Did any member of your Rotary Club participate in any international, regional, inter club or intercountry exchange? *If yes, provide evidence and explain what it was about*.
1. **Polio awareness**
* Demonstrate how your Rotary Club and its members participated in Polio activities or raising awareness. *If yes, provide evidence.*
1. **Creativity and Innovation**
* Describe how your Rotary Club has attracted and retained members and ensured the pay their dues on time. *Provide any documentary or audio-visual evidence to support.*

**Notes:**

To calculate the member retention percentage of a Rotary Club over a specific period, you'll need two pieces of information: the number of members at the start of the Rotary year (1st July 2023) and the number of those members who remained at the end of the period (use 31st March 2024).

***Member Retention Percentage = (Number of Members at End of Period / Number of Members at Start of Period) \* 100***

**Example:** At the beginning of the year, your Rotary Club had 100 members.By the end of the year, 90 of those members remained (assuming no consideration of new members added during the year for this calculation).Using the formula: *Member Retention Percentage = (90 / 100) \* 100 = 90%*

This means the Rotary Club retained 90% of its members over the year. Remember, this calculation gives you a simple retention rate. It doesn't account for new members who joined during the period. If you want to understand overall growth or attrition including new memberships, you might need a more detailed analysis that looks at new member acquisition in addition to retention.

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