



Interact Handbook



Rotary International

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Introduction to Interact

What is Interact?

Interact is a Rotary-sponsored service club for young people. Made up of members ages 14-18 or secondary-school age, Interact gives young people an opportunity to participate in fun, meaningful service projects. Along the way, Interactors develop their leadership skills and initiative while meeting new friends.

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

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 explore 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 nearly 200,000 young people

in more than 110 countries belong to some 8,700 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.

How does Interact fit into the Rotary family?

Rotary International is a worldwide service organization for leading business and professional men and women, with more than 1.2 million members in over 31,000 Rotary clubs. Interact clubs are self-supporting and self-governing but receive guidance from a sponsoring Rotary club. This sponsorship is a result of Rotary's belief 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 serving their own communities as well as the global community. Rotarians also act 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.

The Standard Interact Club Constitution defines the role of the Rotary club sponsor in Articles III, V, and XIII.

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

All clubs undertake activities to enhance leadership skills, serve their community, and expand international understanding.

What does an Interact club do?

The goal of international service through 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. Interact clubs organize a variety of projects and activities, depending primarily on the interests of the club members. However, within the Interact program, all clubs undertake activities to enhance leadership skills, serve their community, and expand international understanding. Together, these activities ensure a balanced club program and provide important experience and opportunities for the personal development of each Interactor.



Service Above Self is Rotary's foremost guiding principle. An Interact club's service projects are designed to improve the quality of life at home and abroad. These projects often address today's most critical issues, such as violence, drug abuse, AIDS, hunger, the environment, and illiteracy. Each Interact club is required to complete at least two major service projects annually, one to serve the community and another to promote international understanding. Each should involve all or most of the members of the club.

Article VII of the Standard Interact Club Constitution outlines Interact club activity and project guidelines.

Why organize an Interact club?

Today's young people will become tomorrow's parents, professionals, business leaders, and community leaders. With the help of programs like Interact, they can gain the tools and skills necessary to develop into responsible, productive members of society. Now is the time for Rotary clubs to focus on the future by challenging New Generations to test their talents, develop new skills, and confront issues they will face in their lifetime. The Interact program can instill in its members life skills that can be shared with others for generations to come.

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Organizing an Interact Club

Rotary clubs should fully understand the Interact program before deciding to sponsor a new Interact club. This handbook is one of many resources available to learn about Interact, but potential Interact club sponsors also should talk with other Rotarians and Interactors who are already involved in Interact to get a firsthand perspective on the program. Interact, like Rotary, is diverse, and each club has its own unique qualities. (See the Interact Resource List, page 51, for publications and materials that will help you organize and sponsor a new club.)

Getting Started

A Rotary club interested in sponsoring an Interact club should form an Interact subcommittee (of its community service committee) of at least five members. As part of the information-gathering process, the subcommittee should study the requirements of sponsorship and consult with the

district Interact chair to learn how other Interact clubs function in the district. Next, the subcommittee should 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.

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 locality of the Rotary club, and the Rotarian adviser must attend all of the club's meetings.
- A school-based club draws its members from one school, and the Rotarian adviser is required to attend only the club's board meetings.

Sponsoring 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.

The following sections include detailed strategies for recruiting potential Interact club members and the steps that must be taken for an Interact club to be officially recognized by RI.



Establishing Joint Sponsorship of an Interact Club

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

- The district governor approves the arrangement in writing.
- 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.

Each member of the Interact club agrees to adhere to the provisions of the constitution and bylaws of the club.

Identifying the Membership Base

When you have determined the type of Interact club to start, it's time to develop a recruitment strategy. To identify eligible youth, you may wish to start with the sons, daughters, and other younger family members of Rotarians in the area. Community centers, churches, athletic clubs and teams, and secondary schools are just a few community sources for potential club members. Also keep in mind that Youth Exchange students and RYLA participants may be excellent Interact candidates. Brainstorm to develop as wide a membership pool as possible.

Refer to Article IV of the Standard Interact Club Constitution for more details regarding membership qualifications for Interact.

Holding an Informational Meeting

Once you have identified the membership base, your Rotary club is ready to convene an informal informational meeting for the prospective members. The Interact subcommittee, the Rotary club president, and the district Interact chair should attend the meeting. Also invite Interactors from nearby clubs who can share their experiences and answer questions.

At the meeting:

1. Give the students a general idea of Rotary's history and commitment to young people.
2. Explain the policies and goals of Interact, including a description of some recent Interact service projects.
3. Show the video *Serious Fun* (650-EN).
4. Provide copies of the *Interact Brochure* (600-EN), which prospective Interactors can give to friends who may be interested.
5. Give the prospective Interactors plenty of time to ask questions and share their ideas for projects for the new club.
6. Take a vote at the end of the meeting to confirm that there is enough interest to establish an Interact club.
7. Distribute membership application forms.

Holding Organizational Meetings

Once a group of prospective Interactors has been assembled, you can begin to 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 or e-mail addresses of those who attend so you can invite them to future meetings. Encourage them to invite friends.

Each Interact club's development is unique. Although holding a particular number of meetings isn't required before a club can be certified, several issues should be addressed and actions taken during the organizational phase:

- Hold elections for president, vice president, secretary, treasurer, and other officers. Provide the officers with copies of their responsibilities outlined in chapter 4 of this handbook.
- Aim to include equal numbers of students from each grade level or age group.
- Discuss and establish annual club dues.
- Determine where and when the club meetings will be held (clubs must meet at least twice a month).
- Begin preliminary planning for service activities, fundraising events, and the inaugural ceremony.
- Familiarize members with the constitutional documents.

Chartering the Interact Club

When a prospective Interact club has achieved a strong base of members, it should be ready to proceed with applying for official RI certification. A minimum of 15 charter members is recommended. In accordance with the Statement of Policy Relating to Interact, the prospective club should first adopt the Standard Interact Club Constitution and all its amendments. It should also adopt bylaws consistent with the Standard Interact Club Constitution and policy established by Rotary International. These bylaws are subject to the approval of the sponsoring Rotary club.

The Interact Club Organization List (page 41) 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 completed list must be signed by the sponsoring Rotary club president and the district governor and sent to RI World Headquarters or the international office serving your area. Once the Interact club has been certified, the sponsoring Rotary club will receive a certificate that can be presented to the newly formed club.



Interact Club Chartering Checklist

- Adopt Standard Interact Club Constitution.
- Complete Interact Club Organization List.
- Have the list signed by sponsoring Rotary club president and district governor.
- Send list to RI World Headquarters or international office for your area.

Developing Interact Ceremonies

Inaugural Ceremony

The chartering of an Interact club is an exciting event. The Rotary club sponsor may wish to host an inaugural ceremony so that sponsoring Rotarians can welcome the Interactors as partners in Rotary service. Invite district leaders such as the district governor, district Interact chair, and district Interact representative to this celebration to help establish the presence of the new Interact club in the district.

Each ceremony is unique and has no set format, but modeling the ceremony after the sponsoring Rotary club's traditions is a good way to get started. Additional suggestions include:

- Present a brief explanation of Rotary and The 4-Way Test.
- Explain how the new Interactors are now part of the Rotary family.
- Review the history of Interact and how the new club was formed (a funny story or anecdote).
- Induct members individually and announce board members and officers.
- Include school- or community-related themes, mottoes, and traditions.
- Present each member with an Interact pin.
- Create an inauguration ceremony pamphlet with the agenda and names of the members.
- Take photos to commemorate the event.

Installation Ceremony

Another special event 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. Continue to hold annual installation ceremonies to thank the past officers for their year of dedicated work and to greet new officers for the year to come. Consider acknowledging Interactors with a certificate of recognition. An example of this type of certificate can be found on page 57.

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.

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Rotary Club 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 a lasting bond with the Interact club:

- Invite Interactors to the Rotary club's meetings to report on their activities.
- Create an annual Rotary-Interact service project and participate in World Interact Week.
- 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.
- Publicize Interactors' achievements to the community and the Rotary world.



- Inform Interactors of other RI or Rotary Foundation programs available to them.
- Invite the Interact club officers to meet with the district governor during the governor's official visit to your club.

Annual Meeting

The sponsoring Rotary club's Interact subcommittee should host an annual meeting at the beginning of the school year or Rotary year. Invite all Interactors, the Rotary club president, and all interested members of the Rotary club. The meeting should cover the following topics:

- Meeting agendas
- Procedures
- Completed projects
- Ongoing projects
- Attendance
- Membership development
- Publicity
- Future plans

Roles and Responsibilities of Advisers

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

- Counseling Interactors when they plan service projects or fundraising activities
- Acting as a liaison between the Rotary club and the Interactors and between the Rotary club and the faculty adviser (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 adviser, who is a faculty member at a school-based club, oversees the activities of the Interact club and acts as a liaison between the Rotary club and school administration. Patience, organization, and desire to work with young people are essential qualities of effective faculty advisers. Suggested areas of responsibility for a faculty adviser include:

Meetings

- Attend all club meetings and ensure they run smoothly.
- Assist with campaigns and elections of Interact officers.
- Coordinate a leadership training workshop for new officers.
- Recommend that Interactors participate in youth-leadership seminars and any other Rotary-sponsored opportunities for youth.

Projects

- Advise on service project implementation, especially for in-school activities.
- Maintain a calendar for scheduling Interact events to avoid conflicting with other school activities.
- Attend all Interact activities outside of school hours or help arrange chaperones.
- Facilitate equipment requirements and logistics of project sites.

Ongoing Support

- Help maintain accurate club records and documentation and monitor the flow of club funds.
- Verify that Interact committees meet their requirements and deadlines.
- Oversee editing, publication, distribution, and announcement of Interact newsletters.
- Encourage Interactors to resolve disagreements on their own but arbitrate when necessary.
- Guide efforts to recruit members.
- Work on Interact promotion with the school newspaper staff and local media.

School Administration

- Verify that members meet school academic requirements.
- Approve all Interact-related announcements and communications.
- Act as a liaison between the sponsoring Rotary club and the school principal, faculty, and staff.
- Elicit support from colleagues and parents.

Risk Management

Risk management, or identifying future events that may cause harm, provides a framework for recognizing possible risks and strategies for avoiding such events.

Rotary International is committed to creating and maintaining the safest possible environment for all participants in Rotary activities. It is the duty of all Rotarians, their spouses or partners, and any volunteers to safeguard, to the best of their ability, the welfare of the young people they come into contact with through Rotary and to prevent any physical, sexual, or emotional abuse. A risk management program can provide a basis for understanding what risks are possible in your program so that participants may make good choices in dealing with these risks. Injury, illness, abuse, and other risks are inherent in many aspects of our society. While a risk management program cannot guarantee elimination of all risk, it can reduce the number and effect of negative occurrences.

Refer to the RI Statement of Conduct for Working with Youth, page 40.

Interact clubs in the United States are covered under Rotary's General Liability Insurance Program. For Interact clubs outside the United States, there are no Rotary International insurance requirements. Your Rotary club's Interact subcommittee is advised to assess Interact-related liability issues and seek appropriate insurance.

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Club Administration and Service

For an Interact club to thrive, the development of strong leadership and a committed, interested membership is vital.

Structure

Under the leadership of the Interact club president, Interact club members plan fundraisers, service projects, and social events. The Interact club's board of directors reviews and approves those plans. The board consists of the following elected officers: president, vice president, secretary, and treasurer, as well as any additional officers determined by the size of the club. The board is the club's governing body and meets at least once a month. Club members in good standing may attend board meetings as observers.



As a procedural matter, most of the club's business should be transacted during board meetings, rather than club meetings. The board must report to the membership on all actions taken and policies approved during its meetings, at the earliest opportunity. The Rotarian adviser must attend all board meetings.

Roles and Responsibilities of Club Officers

President

As the club leader, the president works to ensure that the club's activities and service projects are successfully promoted and completed. 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 an ex-officio member of all committees. The president should develop a talent for identifying members' skills and interests and put them to work in club projects.

President's Responsibilities

Before taking office

- Study the Interact constitutional documents.
- Meet with the outgoing president to review the club's records and discuss its current activities.
- Meet with the incoming 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 might be needed.

- Appoint committee chairs based on qualifications and Interact experience and discuss their choices for committee members.

While in office

- 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 interest among current members high by giving them plenty of opportunities to participate and voice their opinions.
- Be creative when planning the club's meeting agendas, plan them well in advance, and ensure variety (e.g., speakers, panel discussions, trips, entertainment) to satisfy a wide range of interests.
- Delegate responsibility to help other members develop their leadership skills and to avoid getting caught up in details.
- Communicate and collaborate actively with the Rotarian or faculty adviser and the district Interact chair.

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. To that end, it is important that the club president and vice president work together as a team. This can be particularly helpful for clubs that choose to have the incoming president serve as vice president before taking office. The vice presidency is not an automatic stepping stone to the presidency, but it serves as an excellent training ground for a future club leader.

Secretary

The secretary maintains all club records, which are necessary for determining who is eligible to vote. Suggested means of record keeping include:

- A membership activities record
- A committee appointment worksheet
- Attendance records
- Record of dues payments
- Original application form for each member

The secretary can also be responsible for completing the Incoming Interact Officer Data Form and the Interact Project Data Form and submitting 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 and report actions taken at a meeting without detailing how decisions were reached.

Minutes should cover the following points:

- Type of meeting (e.g., board meeting, club meeting, committee meeting)
- Date, time, and place
- Presiding officer
- Attendance
- Approval and correction of last meeting's minutes
- Treasurer's statement
- Summary of reports from officers and committees
- Summary of actions taken and of the agenda
- Announcements
- Adjournment



Treasurer

The treasurer should be a responsible, detail-oriented person who works with the secretary to maintain accurate financial records.

Treasurer's Responsibilities

- Collect membership dues
- Deposit dues and all proceeds from fundraising projects
- Handle most of work of preparing and administering the budget
- Prepare monthly report that shows
 - Money on hand at the beginning and end of the month
 - Receipts, with their source (dues, sale of items, etc.) clearly indicated
 - Payments, detailing for what and to whom
- Prepare a final report summing up the year's operation

The outgoing treasurer should give the final report to the club and 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

The club may determine that an additional number of officers should be included on the board of directors. Any additions must be approved by the sponsoring Rotary club. All members of the Interact club board of directors should be familiar with the Interact constitutional documents. The board is required to meet at least once a month and report any action taken at the next club meeting. 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 the major actions of the year.

Articles V, VI, and VIII of the Standard Interact Club Constitution provide a more detailed overview of the Interact club structure.

Interact Club Committees

Club committees are vital in effectively carrying out the activities of the Interact club. The club president appoints four standing committees, with the approval of the board of directors, as prescribed by the Standard Interact Club Consti-

tution: club committee, finance committee, service committee, and international understanding committee. Additional committees may be appointed as needed.

Committees should meet at least once a month to discuss plans and activities and share them with the president. All committee activities and expenses are subject to board approval.

Club Committee

The club committee is responsible for attendance, membership, meeting agendas, fellowship, and public relations. It develops ideas for the presentations 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

The finance committee decides how the club will fund its activities, always with an eye toward keeping dues low and ensuring that the club remains self-supporting. The committee finds ways to solicit funds from businesses and organizations by offering something of value — perhaps services or recognition — in return.

Service Committee

The service committee initiates one project each year that benefits either the school or the community.

International Understanding Committee

The international understanding committee undertakes one project each year that promotes international goodwill.



Interact committee chairs have the following responsibilities:

- 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.
- Notify committee members in writing of a meeting, giving the date, time, place, and subject of the meeting. E-mail and instant messaging are convenient ways for Interact committee members to communicate.
- Prepare an agenda for the meeting and make sure it is followed during the meeting.
- 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.

Meetings and Membership

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

1. Open the meeting with a pledge, anthem, or some other local custom.
2. Have the president introduce guests and make announcements and reminders.
3. Have the secretary, treasurer, and committee chairs make any relevant reports.



4. Introduce new members.
5. Present the meeting agenda.
6. Close with thanks to the speakers or others who have participated.
7. Adjourn the meeting.

The success of an Interact club depends on the commitment and hard work of its membership. 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 each year.
- Present 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-EN) along with slides or pictures of your club's activities. Display the *Interact Poster* (639-MU) and hand out the *Interact Brochure* (600-EN).
- 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 and make sure everyone attends at least 60 percent of the meetings.
- Maintain a good balance among age levels and among males and females, if the club is coed.
- Get feedback from members on the types of meeting agendas they would like.

Service Project Ideas

School and community projects can cover a wide scope of issues, 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 a local Rotaract club on their service efforts?

- What types of community service projects fit within our club's budget?

International projects usually require correspondence between members of Interact clubs in different countries and may sometimes involve an exchange or visit. Establish ongoing correspondence with a club before planning an exchange or a visit. Correspondence can include photos or yearbooks, a meeting conducted by telephone, or a regular exchange of e-mail or letters.

The following resources are available for contacting a club in another country:

- Interact Correspondence Exchange List, available from the RI Secretariat and updated every September. This list includes contact information for Interact clubs that have indicated an interest in corresponding and exchanging with other clubs.
- District Interact chairs in other countries. Ask your district Interact chair for a list of chairs from around the world, or contact the Secretariat for a copy.
- Internet. Search the Internet for the home pages of Interact clubs.

Because Interact clubs are self-financed and keeping dues low is important, the best way to finance club service projects and other activities is through fundraising. The basic rule to remember when raising funds is that you must offer something of value in return. Examples of successful Interact fundraisers include car washes, food festivals, raffles, walkathons, rummage sales, fashion shows, and benefit performances.

The projects that Interact club members undertake are limited only by their imagination and that of the sponsoring Rotary club. Following are some project activities that Interact clubs may choose to pursue. For other project ideas, visit the online Community Projects Database at www.rotary.org.

Community Facilities

- Respond to a serious community need by volunteering at a clinic or shelter for abuse victims or at a drug treatment center.
- Find a building to use as a community youth center or plan a multiuse community center.
- Plan community-improvement projects such as cleanups, tree plantings, and fairs or celebrations.

Guidelines for Holding a Fundraiser

- Set realistic goals based on the amount of financial support needed and how much money can reasonably be raised. Remember that some projects may be expensive to conduct but will also generate more than enough money to cover the costs.
- Draw upon the resources at hand. If Interact club members can sing or act, consider putting on a talent show.
- 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 a brief report of your project to the local media and to RI and include photographs that show club members actively participating in the event.

Youth Programs

- Start activities such as art classes, sports leagues, and tutoring sessions.
- Mentor young children.
- Help children gain access to services they need such as medical treatment, meals, and safe places to play.

Help for People with Disabilities

- Ensure that buildings and parks are accessible to people with disabilities.
- Coordinate an outing or a short trip for people with disabilities.
- Distribute donated medical equipment and supplies such as wheelchairs, eyeglasses, and crutches to assist people in low-income communities.

Health Care and Nutrition

- Educate community residents on health concerns by organizing awareness campaigns (e.g., AIDS walk, immunization campaign, blood drive).
- Volunteer at a clinic or hospital that focuses on a group with special needs, such as underserved women or families affected by disease.
- Fund nutrition and agriculture education in developing countries.

Education and Literacy

- Coordinate the collection of books for students and for class libraries at home and abroad.
- Volunteer at a literacy center and read aloud for recorded books.
- Provide child care for parents attending literacy classes.

Hunger and Food Banks

- Start a seed bank and provide training to impoverished families to enable them to raise food in their own gardens.
- Volunteer at a soup kitchen.
- Coordinate a hunger banquet to raise funds and awareness of the issue.

Preserve Planet Earth

- Support beautification projects such as urban gardens, parks, woodlands, and greenbelts.
- Help needy communities obtain safe water and sanitation systems.
- Organize a community program to collect and sort glass, paper products, and other recyclable materials.

Communicating Club Activities

Keeping in touch with people who have an interest in the club's activities is a good way to help keep it thriving. Four basic lines of communication include a club newsletter, project forms that are completed and sent to RI, the Internet, and public relations.

Club Newsletter

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

- Information about proposed, ongoing, and recently completed service projects and fundraising efforts
- News from RI that pertains to Interact
- Reports from the club's officers, committee members, and directors
- A brief summary of each meeting
- Information about the sponsoring Rotary club's activities that may be of interest to the Interact club

Be sure to include the name and address of the Interact club, its meeting time and place, the name of the sponsoring Rotary club, and the Rotary district number. Consider distributing the club newsletter electronically.

Project Forms Submitted to RI

The Incoming Interact Officer Data Form and the Interact Project Data Form should be completed and returned to the Data Services Department at RI World Headquarters. These reports are essential for RI Interact records and also provide an opportunity for Interact club projects to be promoted in various RI publications.



Internet

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 RI site (www.rotary.org).

Public Relations

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

Make sure that someone is taking pictures at all of club events and that these pictures show participants in action (not just people shaking hands

and facing the camera). Send photos and project information to the district Interact chair for use in the district Interact newsletter and to the district governor for inclusion in the governor's monthly letter to Rotary clubs in the district. Also send the photos and information to the Community Programs Section at RI World Headquarters for potential use in various RI publications.



5

The District Structure and Beyond

Interact activities at the district level provide opportunities for joint projects between Interact clubs, training of new club officers, sharing ideas for strengthening club service, and promoting Interact extension to new areas. Interactors involved in these activities inevitably get to know Interact better. For Rotary districts with only one Interact club, district Interact activities focus on extending Interact to new communities in the district. The more you promote Interact in neighboring communities, the more Interact grows in your own.

Roles of the District Governor, District Interact Chair, and District Interact Representative

District Governor

Each of the more than 500 Rotary districts worldwide is led by a district governor, an elected Rotarian who serves as an officer of RI and represents the RI Board of Directors in the field.

Among other responsibilities, the district governor is concerned with the organization and development of Interact clubs. The governor appoints a district Interact chair, and the district Interact committee works to organize new Interact clubs in the district, increase communication among existing clubs, and plan districtwide training for club officers.

District Interact Chair

The district Interact chair is appointed by the district governor to administer the Interact program and to offer assistance to Rotary clubs sponsoring Interact clubs. The chair, along with the district Interact committee, publicizes the program and promotes the organization of new Interact clubs. See the sample 20-minute presentation on Interact on pages 17-18, which can be used as a guideline for these presentations.

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 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, to serve as a liaison with the district Interact committee. The district Interact representative helps the committee plan district-level meetings and presides at these meetings whenever possible. The district Interact representative also encourages clubs to broaden their service programs and helps to involve Interactors in Rotary projects in the district.



Promoting the Organization of New Interact Clubs

Consider the following guidelines and suggestions as you prepare to make a presentation about Interact to Rotary clubs:

1. Review the Interact presentation and customize it if desired. The presentation can be adapted for prospective Interactors as well.
2. Arrange to have an overhead or LCD projector if you decide to use transparencies or PowerPoint.
3. Consider distributing RI materials. You may contact RI Publications Order Services at (847) 866-4600, or the international office serving your area, or place an order via the Online Publications Catalog at www.rotary.org. The following materials provide valuable information on sponsoring an Interact club and serve as resources for promoting the program:

Interact Handbook (654-EN)

Interact Brochure (600-EN)

Serious Fun video (650-EN)

Interact Poster (639-MU)

4. Take a look at the Interact section of the RI Web site, which provides program updates and examples of successful projects (www.rotary.org/programs/interact).
5. Review the structured discussion questions.
6. Plan closing remarks.

The following is a suggested format to introduce Interact to Rotary clubs and generate interest in sponsoring a club. Leaders may wish to use aids, such as transparencies or PowerPoint, as they present the material and to modify it as needed to include local project examples. The first half outlines the program, provides project examples, and describes steps for organizing an Interact club. The second half engages participants in a structured discussion.

Sample Interact Presentation 10 minutes

Organizing an Interact club is one of the most rewarding activities a Rotary club can undertake in its community. It gives Rotarians the opportunity to mentor promising young men and women interested in service. Rotarians act as resources for Interactors who are on the path toward becoming professionals and community leaders. In turn, an Interact club can bring fresh ideas for service, increase support of projects, and help develop future Rotarians.

Made up of members ages 14-18, Interact gives young people an opportunity to participate in fun, meaningful service projects in their community and communities in other countries. Along the way, Interactors develop their leadership skills and initiative while meeting new friends. The word *Interact* stands for “international action,” and today nearly 200,000 young people in more than 110 countries belong to some 8,700 clubs, making Interact a truly international phenomenon.

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

Interact in Action!

Each Interact club is encouraged to perform at least two service projects a year — one that benefits the school or community and one that furthers international understanding. Below are examples of several Interact projects undertaken around the world.

- Four Canadian Interact clubs joined forces to help the Rotary Club of Singapore to assist people in Cambodia who have chronic eyesight problems. The Interactors collected

nearly 500 pairs of eyeglasses and small pieces of medical equipment that were shipped to Rotarians in Singapore.

- To raise money for the Nelson Mandela Children's Fund, Interactors in South Africa worked more than 48 hours to create the world's longest piece of spaghetti. Considerable community support and media coverage helped promote the event and encouraged members of the community to donate money and goods for the event. After the mile-long spaghetti was finished, the Interactors cut it into edible portions and donated them to various local shelters.
- 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 to prevent damage caused by battery acid leakage. This project inspired other similar environmental efforts in other parts of the country.
- Every year, the Interact Club of Madera, California, USA, travels to Ensenada, Mexico, to conduct an international service project. They combine efforts with other California Interact and Rotary clubs to build playgrounds in the Ensenada area. Preparations begin months before the trip as Interactors refurbish donated playground equipment in California. They transport the equipment across the border and over two days assemble it in various sites, with the help of Ensenada Rotarians. More than 50 playgrounds have been constructed in the past 18 years.
- Interact clubs in the vicinity of Juti, Brazil, collected more than 1,500 pieces of used clothing, repaired the garments, and distributed them to over 300 needy families in the community.

Key Steps for Organizing an Interact Club

1. Form an Interact subcommittee (of the community service committee) of at least five members.
2. Establish strong interest among club members to ensure the Interact club's success.
3. Decide whether the Interact club will be school-based or community-based.
4. Identify and recruit prospective Interactors.
5. Arrange an informational meeting.
6. Hold organizational meetings to address issues such as club's activities, elections, dues, meeting place and time, and Interact policies, constitution, and bylaws.
7. Charter the Interact club and hold inaugural and installation ceremonies.

Discussion questions 10 minutes

- What types of organized service opportunities are already available for youth in our community?
- Who are prospective members we can identify now?
- What types of projects could Interactors participate in to enhance our community? How can we work with Interactors on these activities?
- What funds would we need to allocate to start an Interact club? Once the club is established, what kind of fundraising can Interactors conduct to support themselves?
- How many Interact clubs already exist in the district? How can our Interact club participate on a district level?
- How can our Rotary club provide strong, ongoing support for the Interact club?

District and Multidistrict 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 Interact committee in planning the event. Although there are no set content guidelines, the meeting should be informative and enjoyable and should promote the formation of friendships in the district.

District meetings are funded by the Interact clubs themselves, so costs should be kept to a minimum.

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 the district Interact committee and must be approved by the RI Board of Directors.

Articles 20 and 21 of the Statement of Policy Relating to Interact give more guidance on district and multidistrict meetings.

Leadership Training

The district Interact committee has the responsibility of providing training for incoming Interact club officers, committee chairs, the incoming district Interact representative, and the Rotarian and faculty advisers. 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 district Interact representative should lead all general sessions of the training workshop with assistance from the district Interact chair.

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.

Workshop leaders should meet in advance to make sure that all participants understand their roles and are adequately prepared. The sample agenda for an Interact leadership training workshop can be modified to meet specific district goals.

Leadership Training Workshop for Interact Club Leaders

0800-0900	Registration
0900-0945	First Plenary Session Announcements, introductions, and icebreakers Welcome remarks from district Interact representative, district Interact chair, and/or district governor (overview of purpose and goals of the training workshop) Presentation by district Interact representative and/or district Interact chair (report on status of Interact in the district)
0945-1000	Break
1000-1200	Group Discussion Sessions Each session begins with an opening presentation addressing administrative responsibilities of the office, effective use of club resources, and service opportunities. Group 1 Interact Club Presidents and Vice Presidents <ul style="list-style-type: none">• Planning and conducting effective meetings• Selecting committee chairs• Delegating to committees• Understanding components of successful Interact clubs Group 2 Interact Club Secretaries and Treasurers <ul style="list-style-type: none">• Keeping adequate secretarial records• Maintaining accurate financial records• Honing organizational skills• Promoting teamwork between the secretary and treasurer Group 3 Interact Club Directors <ul style="list-style-type: none">• Role of the board of directors within the Interact club• Teamwork Group 4 Interact Club Committee Chairs <ul style="list-style-type: none">• Planning and conducting effective committee meetings• Motivating members• Creating activity reports
1200-1300	Lunch
1300-1400	Second Plenary Session Speech by district Interact representative or district Interact chair: “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) Question and answer session
1400-1530	Group Discussion Sessions Group 1 International Understanding Developing effective annual projects and activities designed to promote international understanding, including examples of successful past and current projects Group 2 Service Developing projects aimed at serving the school or community, including examples of successful past and current projects

	Group 3	Club Duties of the club committee Strategies for promoting attendance and developing membership Meeting agendas Public relations
	Group 4	Finance Duties of the finance committee Strategies for carrying out activities and providing funding Ideas for fundraising projects, including examples of successful past and current projects
1530-1545	Break	
1545-1630	Closing Plenary Session	Final announcements, thank-you's, recap of discussions, distribution of written survey to participants to get feedback on the effectiveness of the training workshop Speech by district Interact representative or district Interact chair: "Youth Serving the World — Inspiration and Motivation for Your Year as Interact Club Leaders" Adjournment

6

Interact and Rotary International

Program Policies

Guiding policies for the Interact program come from the RI Board of Directors (18 past district governors from around the world) and the RI president (elected annually by Rotary clubs). Changes to the Interact program that would affect the constitution and bylaws of Rotary International or the RI-prescribed constitution of Rotary clubs must be considered and acted on by the RI Council on Legislation. This legislative body meets every third year and is attended by a representative of the Rotary clubs of each district. The Interact program does not have a separate legislative body for considering constitutional amendments. If an Interact club supports such a change, submitting the proposal for consideration

should be pursued through the sponsoring Rotary club. However, a sponsoring Rotary club is not obliged to submit a proposal on behalf of the Interact club to the Council on Legislation.

Program Administration

RI Theme

Each year the RI president introduces a theme that aims to unite the service projects of Interact clubs and their sponsoring Rotary clubs 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 appointed to serve in an advisory capacity to the RI Board. Interactors and Rotarians who wish to make proposals to the Board regarding the Interact program should work through the RI Interact Committee.

RI Secretariat and Interact

The RI Secretariat is made up of the RI World Headquarters in Evanston, Illinois, USA, and its seven international offices in Argentina, Australia, Brazil, India, Japan, Korea, and Switzerland. The Secretariat staff is committed to providing excellent service in administering the Interact program worldwide. Addresses, phone and fax numbers, and e-mail contact information for the Secretariat offices are listed on page 53.



Interact Club Certification and Termination

The RI Secretariat acts as a central administrator for Interact clubs. Each new Interact club is required to submit a completed Interact Club Organization List to the international office serving its area. This information becomes part of a computerized list, maintained at RI World Headquarters, of officially organized Interact clubs, making it possible to promote international and regional communication among Interact clubs.

To ensure the accuracy of the records kept at RI World Headquarters, Interact clubs submit an Incoming Interact Officer Data Form (page 45) each year. In addition, any club president or contact person whose name or address information changes *at any time during the Rotary year* must notify Rotary International immediately.

Keeping RI informed of such changes is crucial because:

1. If mail sent to a club is returned to the Secretariat as undeliverable and RI staff are unable to reach the club president through the district Interact chair, the sponsoring Rotary club president, or the district governor, the club is in danger of being terminated by RI.
2. The Interact club has a 90-day suspension period in which to provide updated contact information to RI. If an update isn't received within this time, RI will terminate the club.



3. If an Interact club wishes to be reinstated after having been terminated, it may do so at any time, provided it has the support of its sponsoring Rotary club. Please contact the Community Programs Section at RI World Headquarters or the international office serving your area, and provide current Interact club information to reactivate a terminated club.

Communication

Good communication between RI, Interact clubs, and their sponsoring Rotary clubs is key to the health and growth of Interact. 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 chairs, Interact clubs, and sponsoring Rotary clubs. Interact clubs should also make a special effort to keep RI informed of their activities.

Correspondence Exchange List

The Interact Correspondence Exchange List is produced annually by the Community Programs Section of Rotary International to facilitate communication between Interact members and to strengthen the international element of the Interact program. RI encourages Interact clubs and districts to use this list to share ideas and opinions about current issues pertaining to youth or to organize international projects, such as cultural exchanges or service activities. The Correspondence Exchange List includes only the names and addresses of clubs that want to be listed (clubs that have indicated their interest on the Incoming Interact Officer Data Form).

RI Publications

The RI Secretariat consistently promotes the Interact program through three of its periodicals: *THE ROTARIAN*, *Rotary World*, and *Rotary News Basket*.

THE ROTARIAN, published monthly, is the official magazine of Rotary International. Every Rotarian must subscribe either to *THE ROTARIAN* or to one of the 29 regional Rotary magazines published in 21 languages. To subscribe to *THE ROTARIAN*, for US\$12 a year, contact the Circulation Department at RI World Headquar-

ters by mail: Rotary International, One Rotary Center, 1560 Sherman Avenue, Evanston, IL 60201-3698, USA; telephone: (847) 866-3174 or -3168; or e-mail: data@rotaryintl.org.

Rotary World, published five times a year in nine languages, is a tabloid-size newspaper for Rotary club, district, and international leaders. To obtain a year's subscription, for US\$5, contact the Circulation Department by mail (see address above); telephone: (847) 866-3171; or e-mail: data@rotaryintl.org.

Rotary News Basket is a weekly four-page report of Rotary news and features. To subscribe, call the RI Publications Department at (847) 866-3409. An annual subscription, sent by airmail, costs US\$22. *Rotary News Basket* may also be downloaded at the RI Web site (www.rotary.org).

To view current and back issues of THE ROTARIAN, *Rotary World*, and *Rotary News Basket*, go to the News and Information section of the RI Web site. To look up regional Rotary magazines and the language editions of *Rotary World*, click on Language Communities on the RI home page.

Special Events and Recognition

RI Convention

Interactors are invited and encouraged to participate in the annual RI Convention. Interactors can take part in special forums, workshops, 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, as well as a better sense of how Interact fits into the Rotary family.

World Interact Week

During the week in which 5 November 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 that Interact clubs have on their communities.



7

RI and Rotary Foundation Resources

One of the primary goals of Interact clubs is to provide service locally and internationally. Rotary International and The Rotary Foundation of RI have a variety of programs, activities, and emphases to support the efforts of Interact clubs in developing their service projects. This chapter details these offerings and lists materials that provide additional information. To order any of the publications listed below, complete the RI Publication Order Form found on page 43 and send it to the international office for your area, or order through the RI Online Publications Catalog at www.rotary.org.

The publication number for each item is listed in parentheses. An asterisk (*) denotes a publication that is also available for download from the RI Web site; WO indicates a publication that is available only by download.



Rotary International Resources



Rotary Youth Leadership Awards (RYLA)

RYLA is a program sponsored by Rotarians at the local level in which young people ages 14-30 attend a training workshop focusing on leadership and professional development topics of interest to their specific age group.

RYLA Brochure (636-EN) — A promotional brochure describing the RYLA program and its benefits

Rotary Youth Leadership Awards Guidelines (694-EN)* — Suggestions for clubs or districts that wish to develop leadership among young people

RYLA Poster (635-EN) — Colorful poster promoting the RYLA program



Youth Exchange

The Youth Exchange program sends secondary-school students to study or travel abroad for up to one academic year in order to advance international understanding and goodwill. Students ages 15-19 live with a host family and experience life, culture, and education in another country firsthand. For more information, consult the *Youth Exchange Handbook* (746-EN)* or your district Youth Exchange chair.



Rotaract

Rotaract is a Rotary-sponsored service and social organization for young men and women ages 18-30. 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 chair.



World Community Service (WCS)

World Community Service occurs whenever a Rotary club in one country assists a club in another country with a service project. The *World Community Service Projects Exchange* is a “help wanted” database where Rotary clubs seeking international assistance can publicize their community service initiatives. This registry, which is available on the RI Web site (www.rotary.org), is updated twice a year.

World Community Service Handbook: A Guide to Action (742-EN)* — Provides information on WCS and gives an overview of the Donations-in-kind Information Network and Rotary Volunteers program

International Service in Action: A WCS Video Workshop (753-EN) — A video outlining four basic steps for Rotarians in developing and carrying out international service projects

Other Resources

Vocational Service

Vocational Service in Your Community (509-EN)* — Guidebook presents a brief history of vocational service and project models from Rotary clubs worldwide. Includes step-by-step instructions on planning and managing vocational service projects.

Community Service

Communities in Action: A Guide to Effective Projects (605A-EN)* — This booklet offers step-by-step instructions on how to develop, carry out, and evaluate a service project, including information on conducting a community-needs assessment and working with other organizations.

A Menu of Service Opportunities (605B-EN)* — This packet of information on recommended types of service projects for clubs and districts is a companion piece to *Communities in Action: A Guide to Effective Projects* (605A-EN). It provides an overview of each of the nine suggested service areas and gives examples of successful club projects in each area.

RI Web Site

The RI Web site (www.rotary.org) provides up-to-date information on Rotary and its programs. Included on the site is the RI Community Projects Database, a searchable collection of project examples. You can use the database to collect project ideas for your club and to get contact information for Rotarians who have completed projects of interest to your club so that you can exchange ideas and experiences.

Rotary Foundation Resources

The mission of The Rotary Foundation of RI is to support the efforts of Rotary International in the fulfillment of the Object of Rotary, Rotary’s mission, and the achievement of world understanding and peace through local, national, and international humanitarian, educational, and cultural programs. For information on how Interactors can use or support these programs, either individually or through their sponsoring Rotary clubs, contact RI Interact staff by e-mail at interact@rotaryintl.org or phone at (847) 866-3296.

8

Forms and Constitutional Documents

This chapter contains all the necessary and relevant forms, documents, and lists needed for Interact club operation. Pages can be removed for photocopying, and photocopies may serve as originals. *Note:* An asterisk (*) denotes material that is also available on the RI Web site (www.rotary.org).

RI Constitutional Documents

- Standard Interact Club Constitution* 31
- Standard Interact Club Bylaws* 35
- Statement of Policy Relating to Interact* 37
- Statement of Conduct for Working with Youth 40

RI Forms, Guidelines, and Contact Information

- Interact Club Organization List* 41
- RI Publication Order Form* 43
- Incoming Interact Officer Data Form* 45
- Interact Project Data Form* 47
- District Interact Representative Form* 49
- Interact Resource List 51
- Authorized Use of the Interact Emblem and Merchandise 52
- International and Regional Offices of the RI Secretariat 53
- RI Interact Calendar 54

Optional Forms for Club Use

- Interact Membership Application 55
- Interact Recognition Certificate 57

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 bylaws, 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 bylaws. 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 bylaws.
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 bylaws. 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 bylaws 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 Bylaws

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 bylaws 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 bylaws on the plea that he or she has not received a copy of them.

ARTICLE XI — Bylaws

This club shall adopt the “Standard Interact Club Bylaws,” 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 Bylaws.”

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 Bylaws” adopted by the Board of Directors of Rotary International shall automatically amend this constitution.

Standard Interact Club Bylaws



Bylaws 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 bylaws 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 bylaws shall contravene any provision of this club's constitution.

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 bylaws not inconsistent with the "Standard Interact Club Constitution" and with policy established by Rotary International. Such bylaws shall be subject to the approval of the sponsoring Rotary club.
10. Each Interact club shall be sponsored by the Rotary club whose locality embraces 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 locality 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 locality 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 bylaws 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.

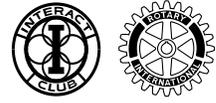
- c) Within a district of Rotary International, any two or more Interact clubs conveniently located with respect to each other are encouraged to hold meetings with representatives from each club, with the advice, guidance and presence of one or more members of the district Interact committee, in order 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.

Statement of Conduct for Working with Youth

Rotary International is committed to creating and maintaining the safest possible environment for all participants in Rotary activities. It is the duty of all Rotarians, Rotarians' partners, and any volunteers to safeguard to the best of their ability the welfare of and to prevent the physical, sexual, or emotional abuse of children and young people with whom they come into contact through Rotary.

Interact Club Organization List



Please type or print clearly

District Number: _____

Interact Club of _____

Mailing address of Interact club: _____

City & State or Province: _____

Country & Postal Code: _____

Telephone: _____ Fax: _____

E-mail address: _____ Internet address: _____

Sponsoring Rotary club(s): _____

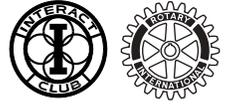
This list constitutes official notification to Rotary International of the organization of an Interact club.

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 chair.
4. Ask the district governor to sign the form, and send original to the RI international office 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 chair 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.**

Incoming Interact Officer Data Form



All Interact clubs must submit this form annually by 30 June. Please mail completed forms to: Rotary International, Data Services (IS500), One Rotary Center, 1560 Sherman Avenue, Evanston, IL 60201-3698, USA, or fax to (847) 328-8554.

(Please print or type information)

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

District Number: _____

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

Interact Club President: _____

Interact Club Adviser: _____

Permanent Interact Club Mailing Address: _____

City & State or Province: _____

Country & Postal Code: _____

Telephone: _____ Fax: _____

E-mail address (one per club): _____

Internet address: _____

I give permission for the Interact club name and contact information to be listed in next years 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): _____

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

Rotary Club Name State or Province Country

Rotary Club Name State or Province Country

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

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

Interact Project Data Form



Please return completed form to: Rotary International, Community Programs Section (PD210), One Rotary Center, 1560 Sherman Avenue, Evanston, IL 60201-3698, USA, or fax to (847) 328-8554 or (847) 866-6116.

District Number: _____

Interact Club Name: _____

Project Contact Name: _____

Project Contact Address: _____

City & State or Province: _____

Country & Postal Code: _____

Telephone: _____ Fax: _____

E-mail address: _____

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

Rotary Club Name	State or Province	Country
------------------	-------------------	---------

Rotary Club Name	State or Province	Country
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Project Name: _____

Topic(s) (select topics from list below or add your own in the space provided)

- | | | | |
|---|---|--|---|
| <input type="checkbox"/> Adult Education | <input type="checkbox"/> Education | <input type="checkbox"/> Literacy | <input type="checkbox"/> Schools |
| <input type="checkbox"/> Aging | <input type="checkbox"/> Environment | <input type="checkbox"/> Medical Supplies | <input type="checkbox"/> Small Business |
| <input type="checkbox"/> Agriculture | <input type="checkbox"/> Ethics | <input type="checkbox"/> Mentoring | <input type="checkbox"/> Training |
| <input type="checkbox"/> AIDS/HIV | <input type="checkbox"/> Food Distribution | <input type="checkbox"/> Peace | <input type="checkbox"/> Tree Planting |
| <input type="checkbox"/> Animal Husbandry | <input type="checkbox"/> Four-Way Test, The | <input type="checkbox"/> Population | <input type="checkbox"/> Tutoring |
| <input type="checkbox"/> Awards | <input type="checkbox"/> Fundraising | <input type="checkbox"/> Poverty | <input type="checkbox"/> Unemployment |
| <input type="checkbox"/> Career Development | <input type="checkbox"/> Health | <input type="checkbox"/> RCC | <input type="checkbox"/> Vocational Service |
| <input type="checkbox"/> Children | <input type="checkbox"/> Homelessness | <input type="checkbox"/> Recycling | <input type="checkbox"/> Water |
| <input type="checkbox"/> Clean-up | <input type="checkbox"/> Housing | <input type="checkbox"/> Revolving Loan Fund | <input type="checkbox"/> Women |
| <input type="checkbox"/> Disabilities | <input type="checkbox"/> Hunger | <input type="checkbox"/> Rotaract | <input type="checkbox"/> Youth |
| <input type="checkbox"/> Diseases | <input type="checkbox"/> Immunization | <input type="checkbox"/> Sanitation | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Drug/Alcohol Abuse | <input type="checkbox"/> Interact | <input type="checkbox"/> Scholarships | <input type="checkbox"/> _____ |

Project start date: _____ Completion date: _____

Tell us about Interact involvement, any funds raised, equipment purchased, or activities developed specifically for the project, and whether you received any help from your sponsoring Rotary club or outside organizations. Please attach additional sheets if needed and photos showing the project in action. Be sure to identify the people in the photograph and to explain what is happening in the picture. Projects submitted with photos will be considered for publication in RI promotional materials and publications.

Project Objectives

How did your club determine the need for this project?

Project Description (from planning stage to completion)

Who benefited, either directly or indirectly, from this project?

Why was this project successful?

Do you give RI permission to publicize this project in RI publications, on the RI Web site, and among Rotarians with similar interests? Yes No

District Interact Representative Form



Please use this form to report your district Interact representative and his or her contact information to Rotary International.

Districts with 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 chair (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 5 of the *Interact Handbook* for additional guidance in administering a district Interact program.

District Number: _____

Name of district
Interact representative: _____

Address: _____

City & State or Province _____

Country & Postal Code: _____

Telephone: _____ Fax: _____

E-mail address: _____

District representative's
Interact club: _____

Sponsoring Rotary club(s): _____

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

Interact Resource List



The following Rotary publications and materials may be helpful in organizing and sponsoring a new Interact club in your community. You can order these items from RI Publications Order Services or the international office serving your area; consult the RI *Catalog* for pricing and lot size. Materials can also be ordered at the RI Web site (www.rotary.org).

Note: Publication codes appear in parentheses. An asterisk (*) indicates a printed publication also available for download at the RI Web site.

Interact Handbook*

This publication details the basic steps for organizing an Interact club, including how to start and manage a club. (654-EN)

Interact Club Organization List*

This form should be completed by the new Interact club officers, signed by their sponsoring Rotary club president and the district governor, then submitted to RI. When the completed form is received at RI, the Interact Club Certificate of Organization is issued.

Also in this handbook, p. 41.

Standard Interact Club Constitution*

Also in this handbook, p. 31.

Statement of Policy Relating to Interact*

Also in this handbook, p. 37.

Interact Brochure*

This promotional brochure informs potential members about club activities and purpose. (600-EN)

Interact Identification Cards

Wallet-size ID cards for club members. (659-EN)

Serious Fun

A nine-minute video designed to promote Interact among prospective members. Features Interact projects in Canada, Cyprus, Ireland, Japan, and the United States. (650-EN)

Rotary's Commitment to Youth

This dynamic, four-minute video depicts Rotaract, Interact, RYLA, and Youth Exchange worldwide. Ideal for generating interest among Rotarians and program participants alike. Music only, no narration. (596-MU)

Authorized Use of the Interact Emblem and Merchandise



The Interact logo is a trademark owned by Rotary International. Clubs and districts are welcome to use the Interact logo, subject to the guidelines for the use of the Rotary marks as set forth by the RI Board of Directors.

Firms licensed by Rotary International to produce the Interact emblem on merchandise for sale are listed in the *Official Directory* and in the Administrative Services section at www.rotary.org. If you discover an individual or firm selling emblem merchandise not listed in these sources, please contact the international office for your area or RI's Licensing Section at rlicensing@rotaryintl.org.

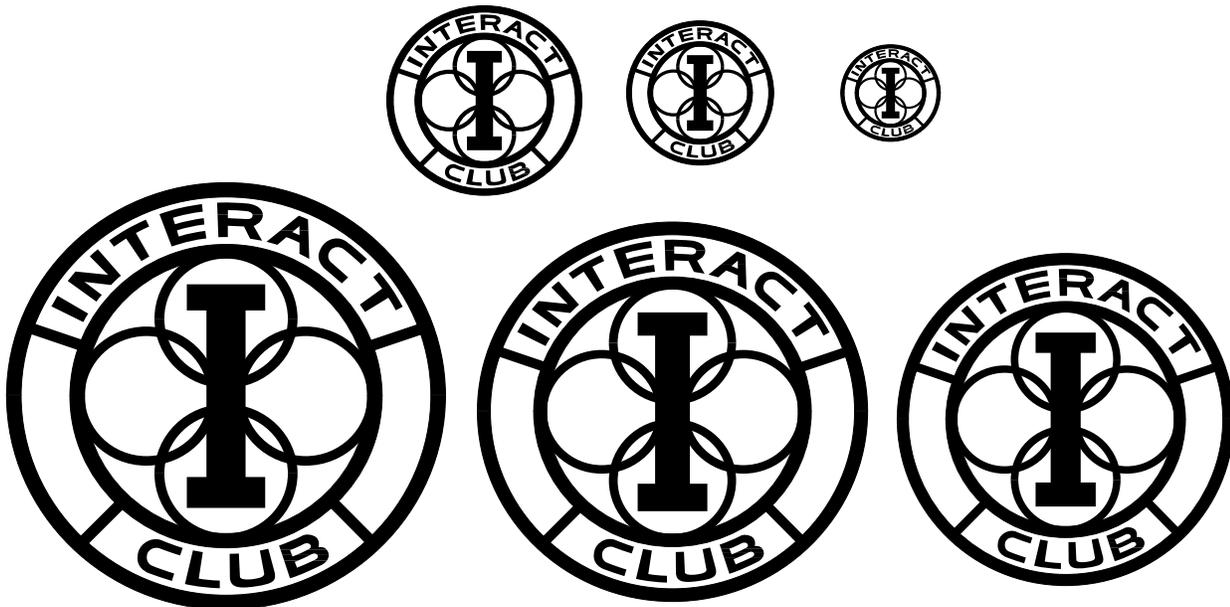
Specifications for Interact Emblem

The emblem of Interact is a circle 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" placed 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 the depressed space. The outside edge is a perfectly round, raised wall to contain all the elements.

The official Interact colors are deep blue and gold and should be worked into the emblem as follows: all depressed spaces are blue, and all raised lettering and detail are gold. Gold can be represented as a metallic color or as yellow. The following specific PMS colors should be used: PMS 286 Blue; PMS 871 Metallic Gold, or PMS 129 Gold (yellow).

Design Proportions

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



International and Regional Offices of the RI Secretariat



World Headquarters

Rotary International
One Rotary Center
1560 Sherman Avenue
Evanston, IL 60201-3698 USA
Tel.: (847) 866-3000
Fax: (847) 328-8554 or -8281, or (847) 866-6116
Web site: www.rotary.org

Brazil International Office

Rotary International
Rua Tagipuru 209
01156-000 São Paulo, S.P., Brazil
Tel.: (55-11) 3826-2966
Fax: (55-11) 3667-6575
Web site: www.rotaryint.com.br

Europe and Africa International Office

Rotary International
Witikonerstrasse 15
CH-8032 Zurich, Switzerland
Tel.: (41-1) 387-71-11
Fax: (41-1) 422-50-41

Japan International Office

Rotary International
NS3 Bldg. 1F
2-51-3 Akabane
Kita-ku, Tokyo, Japan 115-0045
Tel.: (81-3) 3903-3161
Fax: (81-3) 3903-3781

Korea International Office

Rotary International
Rm. 705, Miwon Bldg.
43 Yoido-dong, Yongdungpo-gu
Seoul, Korea 150-733
Tel.: (82-2) 783-3077, -3078, -3080
Fax: (82-2) 783-3079

South Asia International Office

Rotary International
Thapar House (2nd Floor, Central Wing)
124 Janpath
New Delhi, India 110 001
Tel.: (91-11) 2374-8101 to 05
Fax: (91-11) 2334-0895, -0896

Southern South America International Office

Rotary International
Florida 1, Piso 2
1005 Buenos Aires, C.F., Argentina
Tel.: (54-11) 5032-0096, -0097, -0098
Fax: (54-11) 5032-0099

Southwest Pacific and Philippines International Office

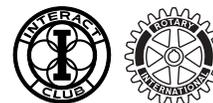
Rotary International
McNamara Centre, Level 2
100 George Street
Parramatta, N.S.W., Australia 2150
Tel.: (61-2) 9635-3537
Fax: (61-2) 9689-3169

RI in Great Britain and Ireland

Rotary International
Kinwarton Road, Alcester
Warwickshire, England B49 6BP
Tel.: (44-1789) 765-411
Fax: (44-1789) 765-570
E-mail: secretary@ribi.org

This information was accurate at the time of printing. For the most up-to-date contact information, consult the RI *Official Directory*.

RI Interact Calendar



<p>JULY</p> <p>Literacy Month</p> <p>1 July, Beginning of Rotary year</p>	<p>FEBRUARY</p> <p>World Understanding Month</p> <p>Family Week (second week of February, Monday-Sunday)</p> <p>23 February, Rotary’s anniversary</p>
<p>AUGUST</p> <p>Membership and Extension Month</p>	<p>MARCH</p> <p>No RI designation</p>
<p>SEPTEMBER</p> <p>New Generations Month</p>	<p>APRIL</p> <p>Magazine Month</p>
<p>OCTOBER</p> <p>Vocational Service Month</p>	<p>MAY</p> <p>No RI designation</p>
<p>NOVEMBER</p> <p>5 November, World Interact Week (Monday-Sunday)</p> <p>The Rotary Foundation Month</p>	<p>JUNE</p> <p>RI Convention</p> <p>30 June, End of Rotary year</p>
<p>DECEMBER</p> <p>No RI designation</p>	
<p>JANUARY</p> <p>Rotary Awareness Month</p>	

Interact Membership Application Form



Name: _____

Address: _____

City & State or Province: _____

Country & Postal Code: _____

Telephone: _____ Fax: _____

E-mail address: _____

Areas of Interest:

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

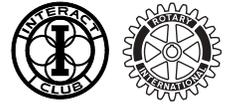
I understand and accept the principles of Interact as expressed in its purpose and objectives, and agree to comply with and be bound by the standard Interact club constitution, Statement of Policy Relating to Interact, and bylaws of the club.

Signature: _____

Date: _____

Interact club secretary should retain this form for club records.

Interact Recognition Certificate



Interact Award of Merit

is hereby awarded to

in recognition of outstanding service efforts

Signed

Date



Rotary International
One Rotary Center
1560 Sherman Avenue
Evanston, IL 60201-3698 USA
www.rotary.org

