



CLUB OF THE MONTH 2016-2017 FAQ'S

Q: Have any changes been made to the program for 2016-2017?

- A: 1. There will now be three awards each month: Large, Medium and Small Clubs
 2. The COTM lapel pins change each year. 2016-17 will be silver and gold

Q: What if my club has a Foundation event planned for January but Foundation Month is November?

A: In your November entry, show the details of the planned activity and the advanced promotion, it will be eligible to gain points in your November submission. Conversely, if the event was held in August, it should be submitted in November. Naturally, this applies to any monthly submission/theme.

Note: During the 2016-17 year, there are many other options to receive awards for specific areas of Rotary service and activity providing additional opportunities for recognition of your club's successes.

Q: What if my submission is a day late?

A: Late entries will be awarded the basic 10 points for the entry. Late entries will not be sent for judging. Only under extreme circumstances, such as bad storms cutting internet access, will late entries be considered for judging.

Q: How many photos can my club submit?

A: : Send a maximum of 6 photos in the document to keep the file size manageable. Please reduce photo resolution prior to inclusion in the submission document. Clubs may, if they wish, send in additional photos for sharing purposes but they will not be included in the judging – only in any newsletters, etc.

Q: What format should my club use when submitting the entry?

A: Please use the official MS Word template provided to clubs for all entries. If preferred, the document may be converted to a PDF prior to submission. JPEG or other image formats are discouraged due to the additional time it takes for conversion back to a PDF or MS Word document.

Q: Must my club submit in English?

A: No, clubs may submit in English or French depending on the language used by the club. The COTM committee will undertake to translate using Google or similar on-line translation services. The translation may not be perfect but the committee considers the accuracy is sufficient for the details of the activities to be understood by the judges and marked accordingly. Literal translations would take too long and, as a consequence would delay the judging process.

Q: If my club wins, when does it receive the certificate and members' lapel pins?

A: The winning certificate is e-mailed to the club President within a day of the winning announcement but the pins will take longer. The stock of pins is held by the District Governor for distribution/presentation to the club during his or her club visits. If the DG has already visited your area. there may be a significant delay in the receipt of the pins (possibly until the district conference). However, every effort is made to pass the pins to a local AG for distribution. Due to high postal costs, it is not possible to send the pins via mail.

Q: Do the judges meet to discuss the entries? How does the judging work?

A: In order to maintain a system which is balanced and fair, there is no communication between the judges. Each judge sends in his or her top three choices for winners in each category. These choices are sent to the Steering Committee, they are not shared with the judges. The Steering Committee collates all the results and the combined totals determine the eventual winners.

COTM Committee

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