HOW TO UPDATE INTERACT CLUB INFORMATION

When you need to know the status of each Interact club in your district, it's easy to get all of that information.

- Every Rotarian has access to the list of sponsored Interact clubs through Rotary Club Central. Once on the Rotary Club Central homepage, select **Reports** from the menu on the left > Select the **Service tab**.

- District Rotaract representatives who have been added to Rotary's database can also get this report. Available on the Club & District Administration page of My Rotary > Select **Reports**.

UPDATING DATA FOR AN ACTIVE CLUB OR REACTIVATING A SUSPENDED ONE

Interact clubs need to provide the name and contact information of an adult adviser to Rotary **by 30 June every year**. Clubs that don't submit this information to Rotary over a two-year period will be terminated.

An Interact adviser may be a Rotarian, Rotaractor, a school administrator or faculty member, or a community volunteer who works with the club. Although many people may serve in this role, Rotary requires only one person to be listed each Rotary year (1 July – 30 June). Telling us who the adviser is updates an active listed club and reactivates a suspended Interact club, but it won't correct the status of a terminated one that is not in Rotary's records at all.

- Report your Interact club adviser every year by 30 June.
- Do not report Interact club members or officers to Rotary International. Interactors who are at least 16 years old and would like to register their participation in Interact can report it to Rotary, with the permission of a parent or legal guardian, through My Rotary.

CERTIFYING UNLISTED CLUBS OR CLUBS LISTED AS TERMINATED

Interact clubs in your district that aren't in Rotary's database, or that are incorrectly listed as terminated, need to be officially certified by Rotary. To get a club certified:

1. Complete the Interact Club Certification form (PDF).

2. Send the completed form to interact@rotary.org or your region's international office.

TERMINATING INACTIVE CLUBS LISTED AS ACTIVE OR SUSPENDED

To terminate an inactive club, contact interact@rotary.org or your region's international office. Copy the Interact club adviser, sponsor club presidents, and district Interact leaders.

CHANGING THE SPONSORSHIP OF A CLUB

Review Rotary's policy related to Interact. In order to change sponsorship of an Interact club, complete and submit the Interact Club Change of Sponsorship Form to interact@rotary.org or your region's international office.

CHANGING A CLUB NAME OR BASE

To change a community-based club to a school-based club, or to change a school-based club to a community-based club, or to change the name of your Interact club, send your request to interact@rotary.org or your region's international office. Copy the Interact adviser, sponsor club presidents, and district Interact leaders.

QUESTIONS?

Contact interact@rotary.org or your region's international office.