



F.A.Q. ABOUT DISTRICT INTERACT CLUB REPORTS

1. I reviewed the Interact club report for my district. What is the next step?

- Compare your district's list of Interact clubs to RI's report.
- Notify RI of any discrepancies.

2. What if an Interact club is NOT listed on the report? How can this be corrected?

If an Interact club doesn't appear on the report must, please follow these steps:

- Fill out the *Interact Club Certification Form*, available for download on the RI Web site (www.rotary.org/en/StudentsAndYouth/YouthPrograms/Interact). This form should list the *current* club members, the signature of the *current* president of the sponsoring Rotary club, and the signature of the *current* district governor. **Please indicate the club's original date of organization so we may recognize the date the club was founded.**
- Mail, fax, or e-mail the form, with all required signatures, to RI or the International Office serving your district. To access contact information for the international offices, visit (www.rotary.org/en/AboutUs/ContactUs/InternationalOffices).

Within two weeks of receiving this document, RI will issue a certificate of organization and add the club to the Interact database.

3. What if an *active* Interact club is listed as "Terminated" on RI's report? How can this be corrected?

Follow the instructions detailed in question #2.

4. An Interact club that no longer exists has "Active" status on RI's report. What action is required?

If any club has ceased to operate, it must be "terminated". This will improve the accuracy of the worldwide Interact statistics and reduce the resources expended by RI mailing materials to clubs that no longer exist.

To terminate an Interact club, the district Interact chair or the president of the sponsoring Rotary club must notify RI in writing that the Interact club has settled its financial affairs and relinquished all rights and privileges collectively, and individually, to the Interact name and emblem. A brief e-mail to interact@rotary.org would suffice. RI will change the club's status to "terminated."

If the club is re-established at a later date, a new *Interact Club Certification Form* will be required, and the new club will receive a new club ID number and certificate of organization.

5. An Interact club in my district has "Address Hold" status. What does this mean? What action is required?

Clubs are given "Address Hold" status, when mail sent to the club is returned to RI. Clubs that fail to provide updated contact information within 180 days are subject to termination. Rotary International requires that Interact clubs provide updated contact information annually. Clubs may submit this data online at (www.rotary.org/en/StudentsAndYouth/YouthPrograms/Interact/Pages/Updatecontactinfo.aspx). Clubs lacking Internet access may submit the *Incoming Interact Officer Data Form* found in the *Interact Handbook*.

If the "Address Hold" club no longer exists, please follow the instructions detailed in question #4. If the club is still operating, the club must update its current contact information immediately at (www.rotary.org/en/StudentsAndYouth/YouthPrograms/Interact/Pages/Updatecontactinfo.aspx). (Clubs lacking Internet access may submit the *Incoming Interact Officer Data Form* found in the *Interact Handbook*.)

6. What else can I do to help my district, and RI, maintain accurate Interact club data?

Encourage all Interact clubs to provide RI with updated contact information. Clubs may submit data online at (www.rotary.org/en/StudentsAndYouth/YouthPrograms/Interact/Pages/Updatecontactinfo.aspx). Clubs lacking Internet access may submit the *Incoming Officer Data Form* found in the *Interact Handbook*.

Please contact RI Staff with any questions/concerns:

E-mail: interact@rotary.org

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