



Guide for Prospective Rotary Fellowships

Thank you for your interest in starting a new Rotary Fellowship! Rotary Fellowships globally unite individuals around a common interest, culture, vocation, or recreational activity with the primary purpose to network, further friendship, and build community.

Starting a new fellowship requires significant time and dedication. It is equally important to build a founding team of members who are passionate, engaged, and invested in growing the fellowship and a vibrant global community. Fellowship leaders are responsible for creating a meaningful, engaging, interactive, and thriving global community of Rotary and Rotaract members and friends around shared passions, interests, or professions.

Review the enclosed information before submitting a new Rotary Fellowship proposal to Rotary International. Before beginning to work on your application materials, review the Fellowships section of the [Rotary Code of Policies](#).

Prerequisites (see Article 42 of the [Rotary Code of Policies](#) for more details)

- New fellowships cannot duplicate the purposes of an existing fellowship, Rotary International or The Rotary Foundation program or be a means to promote a service project or program. For a complete list of currently active fellowships, visit www.rotary.org/fellowships. Please reach out to rotaryfellowships@rotary.org if you would like to confirm that the topic of your proposed fellowship does not conflict with any of the above categories before applying.
- Fellowships must have at least 25 members representing at least five different countries.
- Fellowships must have at least three officers representing at least two different countries.
- Utilize a commonly understood name reflecting the proposed fellowships' interest, vocation, or recreational activity.
- The Chair of the fellowship must be a Rotarian, Rotaractor or Rotary Peace Fellow. All other members of the Fellowship can be any interested individual regardless of Rotary affiliation.
- Utilize the standard bylaws consistent with RI policy. Create a website or social media presence with the fellowships' proposed name, logo, and contact information. The web page and all communications must clearly indicate the fellowship is "proposed" or "in formation".

Application Process

Proposals to form a new Rotary Fellowships are subject to review by Rotary International for recognition. You may wish to discuss your idea with some of the existing fellowships to gain insight into the details of managing an international group, especially on matters such as structure, bylaws, appropriate membership dues, communication between members, and election and changeover of officers. Addressing these administrative issues early on can help to ensure the long-term viability of a fellowship. You can contact existing Fellowships directly by visiting their website's "contact us" section. For a full list of active Fellowships and their websites, please visit www.rotary.org/fellowships.



Submitting an Application

To apply for recognition as a Rotary Fellowship, complete and submit [this online application](#). You will need to prepare the following items to complete the online application:

- Familiarize yourself with the Fellowships section of the [Rotary Code of Policies](#).
- Draft proposed bylaws consistent with RI policy (please use [this template](#) to create your bylaws).
- List of proposed officers (a minimum of three representing at least two countries) including names, email addresses, phone numbers, club name, country, fellowship role, and description of responsibilities.
- Create a visual identity for the proposed fellowship. Review the [Visual Identity Guidelines for Rotary Fellowships](#) for more information on branding and logos. You can create one online using the Rotary Brand Center using the steps below:

Step 1.) Go to Rotary's [Brand Center](#) and login with your My Rotary login.

Step 2.) Scroll down to the bottom left of the page to find the Templates box (green header) and click "View" in the Templates box.

Step 3.) Click on the words "Logo lockups" (bottom right)

Step 4.) Click on the first (bottom right) template "Rotary Action Groups and Rotary Fellowships Lockup Template"

Step 5.) Click "create" and follow the prompts. Create and Save your Logo. Download your customized logo and prepare to attach to your application submission.

- Establish a website or social media plan and include a link in your application. You will need to provide a short description of your proposed web plan including which platform the group will use and the proposed URL for your Proposed Fellowship

Approval Process

After a preliminary review by staff, the RI Board of Directors will review your proposal and decide whether to officially recognize your group as a Rotary Fellowship. At any point during the application process, suggestions may be offered to you and additional information may be requested from you. You will be notified of a final decision as soon as possible. If approved, your Fellowship can begin communicating with members and planning Fellowship activities.



Maintaining a Fellowship

If your Fellowship proposal is approved, you and your fellow leadership team will be responsible for maintaining a vibrant, global Rotary Fellowship. The leadership team will communicate annually with Rotary staff at the secretariat to keep Rotary International apprised of your activities through the following methods:

- Maintain a web presence (website, social media page) with current information and approved name, logo and use of Rotary Marks
- Report your Fellowship chair and officers annually to Rotary International by 30 June for the new Rotary Year beginning 1 July.
- Submit an annual report to the general secretary and all Fellowship members by 1 September (RI accepts the annual report submission through an online form that is emailed to Fellowship officers early August.)
- Respond promptly (within two weeks) to inquiries from members, prospective members, and the general secretary
- Resolve fellowship disputes in an amicable manner

Please feel free to contact rotaryfellowships@rotary.org if you have any questions. Thank you again for your interest in Rotary Fellowships. We wish you the best in your efforts.