# **District Best Professional Development Project Award**

**Part A. Project Outline (up to 20 points)**

| **Criteria** | **Main Focus** | **Points** |
| --- | --- | --- |
| **Title** | * Creativity/Relevance of project title
* Any meaning behind the naming of the project
 | /5 |
| **Objective** | * Clarity of project’s objective(s)
* Achievability & practicality of objective(s)
* Relevance of the project to its objective(s)
* If the objective(s) set are met
 | /15 |
|  |  | /20 |

**Part B. Participation (up to 20 points and an additional 10 bonus points)**

| **Criteria** | **Main Focus** | **Points** |
| --- | --- | --- |
| **Rotaract Level** | * Total number of participants
* Participation of own Rotaract club members (% Rotaractors)
* Number of committee members participating & executing the project
 | /15 |
| **Rotary Level** | * If the project was jointly organized with the sponsoring Rotary club
* Whether the project was supported by the sponsoring Rotary club in any way
 | /5 |
|  |  | /20 |
| **Rotaract Level (Bonus)** | * Participation of any Rotaractors from other Rotaract clubs
 | +3 |
| **Rotary Level (Bonus)** | * Participation of any Rotarian(s) from the sponsoring Rotary club or other Rotary clubs
 | +5 |
| **Interact Level****(Bonus)** | * Participation of any interactors
 | +2 |

**Part C. Involvement of External Organizations (up to 30 points)**

| **Criteria** | **Main Focus** | **Points** |
| --- | --- | --- |
| **Rotaract Level** | * Involvement of any other Rotaract club in the planning and execution of the event
 | /10 |
| **Rotary Level** | * Involvement of any other Rotary club in planning and execution of the event
 | /10 |
| **External Level** | * Involvement of any other organizations in the planning and execution of the event
 | /10 |
|  |  | /30 |

**Part D. Administration (up to 10 points)**

| **Criteria** | **Main Focus** | **Points** |
| --- | --- | --- |
| **Proposal &** **Schedule** | * Attach the original project proposal and proposed timeline
* Attach meeting minutes or records of discussions for meetings conducted
 | /5 |
| **Budget** **Control and** **Finance** | * Attach a copy of the budget allocated for the project
* Show total spending for the project in accordance with the budget allocation (i.e. prizes)
 | /5 |
|  |  | /10 |

**Part E. Publicity Efforts (up to 20 points and an additional 5 bonus points)**

| **Criteria** | **Main Focus** | **Points** |
| --- | --- | --- |
| **Social** **Media** **Coverage** | * Attach screenshots of posts on social media accounts publicizing the project & how well received they are (i.e. likes, shares)
* Attach group photos taken during the project
 | /10 |
| **Design** | * Attach the project’s poster design (if any)
 | /10 |
|  |  | /20 |
| **Recognition Bonus** | * Letter(s) of commendation or award(s) by beneficiaries or external organizations that collaborated with the Rotaract club
 | +5 |

**Part F. Evaluation (up to 10 points)**

| **Criteria** | **Main Focus** | **Points** |
| --- | --- | --- |
| **Write-up** | * Club president, project chairperson and organizing committee to produce a single write-up assessing the project.
* The write-up (maximum 250 words) should include:
	+ Participant’s general feedback and response to the project
	+ Project’s impact on the club’s morale, reputation to the general public
	+ Member’s commitment throughout the project
	+ How the project can be improved if it is
 | /10 |
|  |  | /10 |

| **Total Points** | **/100** |
| --- | --- |