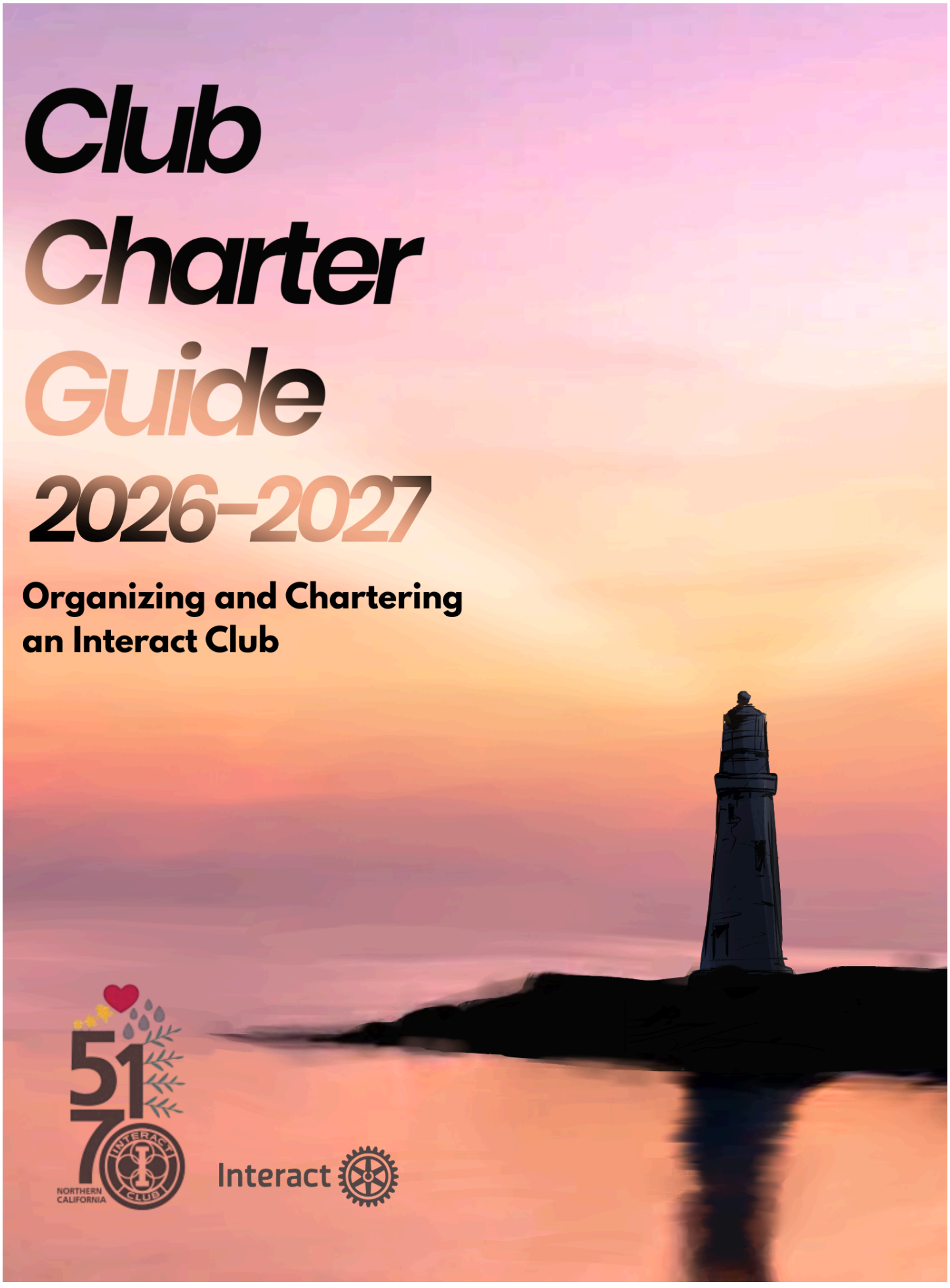
Club Charter Guide 2026-2027

Organizing and Chartering an Interact Club



NORTHERN CALIFORNIA

Interact

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INTRODUCTION

MESSAGE FROM GOVERNOR AND LIEUTENANT GOVERNOR

Hello Interact District 5170,

We're Ian Gomez and Myiesha Manzoor, Interact District 5170 Governor and Lt. Governor. We are pleased to welcome you to our district! Whether you are a previous Interactor hoping to recharter your club or a new Interactor hoping to start a club in your local community or school, we are glad that you chose Interact.

We understand that it may be difficult to navigate the complex policies and guidelines that many schools have adopted regarding the club chartering process. However, this guide, brought to you by our very own Outreach Coordinators: Andrea Lou Morales and Ethan Do (Duo Name: ANTEATER), will break down the club-starting process step by step.

We encourage you to take this opportunity to join other service-oriented, passionate youth in the San Francisco Bay Area, and manifest change in our local and global communities! We are excited for you to become a part of Interact District 5170, home of thousands of Interactors and more than 100 Interact clubs, but always remember we're here with you every step of the way!

We are here to help you on your journey. Never hesitate to reach out to anyone on Interact District Council (starting with your Outreach Coordinators, outreach@interact5170.org)! Starting this process will be challenging, but we hope you will find it worth your while. We have the potential to become world-shakers – so let's get started!

As you learn more about our organization and become a part of our Interact community, dare to be limitless in all of your endeavors- we are wishing you the best!

Peace. Love. Interact.
Ian Gomez & Myiesha Manzoor
Interact District 5170 Governor & Lt. Governor

WHAT IS INTERACT?

Interact is the teen branch of Rotary International, open to students aged 12-18. Interactors focus on promoting international understanding and gaining leadership skills and personal integrity. While doing this, they also collaborate with Rotarians, Rotaractors, middle school Interactors, and other Interactors to positively impact the world.

What is Interact 5170? We are the largest and most effective Interact District in the world. With over 4,500 members from over 110 clubs spanning 4 counties (Santa Clara, Santa Cruz, San Benito, and Alameda), Interact 5170, over the past nine years, has been able to raise over $1,000,000 towards its International Projects[3], as well as contribute over 300,000 hours of service centered around our Community Projects[4]. We, Interact 5170, are to look back on what has shaped us, and remember not only why we have joined but why we have stayed, bound together through cycles of service and love. This year, we will Be the Beacon of service by providing opportunities to engage community members in efforts to give back to those around us--Be the Beacon (2026-2027 Interact 5170 Theme). Interact 5170 unifies the 150+ clubs in our district with a Theme and Goals adopted by a 26-member student District Council with Area Directors serving as the connection between clubs and the District. We are guided by a team of advisors and the District Chair who helps oversee logistics and maintain our connection to Rotary International.

Why start an Interact club?

There are many benefits for an Interact club:

- ★ Develops career-ready leadership, project governance, and social responsibility in students.
- ★ Fosters meaningful peer networks and mentorship opportunities with local business and civic leaders.
- ★ Provides access to district-wide leadership summits[1], hands-on service initiatives[2], and keynotes, such as our large-scale district event, the Fall Leadership Conference, in which Interactors from across the district come together and take away essential leadership experiences through keynote speakers, workshops, and a hands-on service project.

8 STEPS

TO START AN INTERACT CLUB (HIGH SCHOOL, MIDDLE SCHOOL, OR COMMUNITY).
*COMMUNITY CLUBS MAY SKIP STEPS 1 & 3.

STEP 1: CHECK WITH YOUR SCHOOL

Make sure the school administration approves of a service club, and that there isn't an inactive Interact club already in your school that needs to be revived.

STEP 2: GATHER YOUR OFFICERS

Look to Pg. 6 for your Executive Leadership Team (President, Secretary, and Treasurer). You may opt to find more officers and extend your board, but the three listed are required to begin your club. Officers must be of ages 12-18 years old. Officers should serve with the same passion and dedication to the club.

STEP 3: FIND A FACULTY ADVISOR

Look for a faculty member that is willing to offer their classroom for general meetings when possible during lunch and board/officer meetings after school (the faculty advisor must be present at meetings). Meeting times and dates may be flexible relative to your advisor's schedule. Share this Interact Guide for Advisors to let them know what to expect: Interact Guide

STEP 4: FIND A ROTARY ADVISOR

Rotary International requires that every Interact club has a sponsoring Rotary club to help guide and support the Interact club. Contact the Outreach Coordinators to help find Rotary clubs near your school to sponsor your club at: outreach@interact5170.org.

- ➔ Here is the Rotary Club Sponsorship Guide, which is a good resource for your Faculty and Rotarian Advisors: Sponsorship for Interact and Rotaract

STEP 5: FILL OUT THE FORM

There is a total of 3 forms to complete:

- ➔ Link to fill out the online Club Certification form here: Club Certification
- ➔ Adopt and fill out the Interact Club Constitution: Club Constitution
- ➔ By-Laws: By-Laws

You must complete and submit the online Club Certification form as well as the Constitution and By-Laws. Make sure to notify outreach@interact5170.org with the subject line [name of school - chartering forms] so the District Council can assist and track your progress. We would recommend completing these forms along with your sponsoring Rotary Club.

STEP 6: FOLLOW-UP

The process is as follows:

1. Once submitted, the online form automatically routes to your sponsoring Rotary Club President and Rotary District Governor for digital signatures and processing through Rotary International.
2. Once processed by Rotary International, an official congratulations email and digital charter certificate will automatically be sent to the Rotary Club President and Advisor. Rotary International will also notify the District Council of your official certification.
3. That's it! Plan a chartering party to celebrate! (See next steps.)

While you are forming your club, you likely will already have been assigned and worked with your Interact 5170 District Council Area Director. Contact outreach@interact5170.org to confirm your certification and participation in Area meetings and events.

STEP 7: CONGRATULATIONS!

Congratulations! You are now an officially chartered Interact club of District 5170! Plan accordingly with your officers/board members, faculty advisor, Rotary advisor, and Area Director to put together a general plan for your club, including gathering members. Planning and laying out a road is key for your club's success! In celebration of becoming an officially chartered club, look into planning a kick-off event for your club!

STEP 8: CELEBRATE!

You are an officially chartered Interact Club in our District and now have a team! This is a big deal, and you should be proud to have taken the first step to strengthen service values in your community and school. And if you still need help, let us know at outreach@interact5170.org and visit rotary.org! This is where your story begins, so throw a kickoff event to celebrate!

OFFICER POSITIONS

Keep in mind some of these are suggestions! Every home club is unique, so we recommend talking to your advisors and Area Director about which positions would benefit your club most! Additional positions may be added at the chartering board's discretion! This is only if you need help getting started!

EXECUTIVE LEADERSHIP TEAM

PRESIDENT

Runs weekly meetings at school. Communicates with officers, board members, the Area Director, and advisors to plan big events. Attends area meetings and communicates area events and information to the club. Acts as a liaison between the school club and District Council in reporting community service hours and fundraising money. Ensures the club is run in an upbeat, effective, and cooperative manner. Exemplifies what Interact Club stands for. Larger clubs may have a President and Vice-Presidents or Co-Presidents.

SECRETARY

Keeps track of all hours completed by the club members. Takes notes at all meetings and later sends them to the President and other officers. Writes the general meeting agendas in coordination with the President. Larger clubs may have two or more secretaries, depending on the workload.

TREASURER

Keeps track of all club funds. Knows what the running balance of the club's account is. Collects, deposits, reimburses, and withdraws money for club purposes. Helps set S.M.A.R.T. (Specific, Measurable, Attainable, Relevant, Timely) goals for fundraising within the club.

OPTIONAL POSITIONS

PUBLICIST

Is tech savvy (especially with computers and graphic design). Responsibilities include but are not limited to designing posters/flyers, daily morning announcements, club website updates, designing awards/certificates, etc.

HISTORIAN

Attends most events to take pictures. If needed, update the school's club website by uploading pictures of events. Sends photos and descriptions of events to the Area Director for publication in the district newsletter and on the district site.

EVENTS

The duties of an Interact Events Coordinator include but are not limited to: looking for local community service/fundraising events for the school to participate in, assigning roles and responsibilities for event management, working with the President and Area Director to plan future events, and collaborating with the club to ensure maximum attendance at district and area events.

OUTREACH COORDINATOR

Works closely to reach out to different fundraisers and organizations to start their home clubs. Assisting event coordinators in the logistics of any events as well! Can also serve as a liaison between middle schools in the area to help guide them through their own clubs/encourage them to join and interact when they are in high school!

CHECKLIST

- ❏ Talk with school administrators to ask permission to start your Interact club. (for school-based clubs)
- ❏ Recruit a team of reliable and passionate officers to help your club flourish.
- ❏ Look for teachers who are willing to advise the club.
    - ❏ Select the best-fitting teacher who is enthusiastic about Interact and has a schedule that enables you to use their classroom for meetings.
    - ❏ Allow them to understand Interact through this: Interact Guide for Advisors
- ❏ Contact the Outreach Coordinators (outreach@interact5170.org) to find a Rotary club to sponsor your Interact club. If you don't know which Area you are in, the Outreach team will reply and loop in the respective Area Director so you can start coordinating together.
    - ❏ To figure out what Area you are in, use this map: Map of Interact District 5170
- ❏ Work with your sponsoring Rotary club to complete the online form found here: Interact Form
    - ❏ Ensure the online form is submitted so it routes to your Rotary advisor/club president and District Governor for signatures.
- ❏ Make sure to look over and adopt the Interact Constitution and By-Laws found at: (https://tinyurl.com/656constitution) and (https://tinyurl.com/657bylaws)
    - ❏ Send confirmation to outreach@interact5170.org.
- ❏ Contact your Area Director through email to arrange a meeting with them.
- ❏ Create a calendar with events you would like to hold throughout the year. Consult your officer team and faculty advisor.
- ❏ Meet with your officer team, faculty advisor, and Rotary advisor to solidify these plans to have a set outline for your club.
- ❏ Congratulations! Your club is chartered! If your chartering is completed by May, coordinate with the corresponding Area Director and the Outreach Team to be recognized and celebrated at District Sunset and the Rotary District Conference.

CONTACT

POSITION	NAME	Pronouns	EMAIL
Area 1	Salma Kohgadai	she/her	area1@interact5170.org
Area 2	Julianna Tesorero	she/her	area2@interact5170.org
Area 3	Ryan Wong	he/him	area3@interact5170.org
Area 4	Sarah Sharif	she/her	area4@interact5170.org
Area 5	Sai Aditya Kooropati	he/him	area5@interact5170.org
Area 6	Mahika Reddy Mahesh	she/her	area6@interact5170.org
Area 7	Ethan Ng	he/him	area7@interact5170.org
Area 8	Emilio Lopez	he/him	area8@interact5170.org
Area 9	Kelly Kobata	she/her	area9@interact5170.org
Area 10	Isabella Hernandez	she/her	area10@interact5170.org
Area 11	Daeun Jung	she/her	area11@interact5170.org
Area 12	Aadhya Badrinath	she/her	area12@interact5170.org
Co-Outreach	Andrea Lou Morales	she/her	outreach@interact5170.org
Co-Outreach	Ethan Do	he/him	outreach@interact5170.org
District Interact Chair	Vanessa Nguyen	she/her	chair@interact5170.org

Thank you again for your interest in establishing an Interact club. We look forward to helping you! Please remember that though Interact is a club establishing leadership and the importance of service above self, it is also genuinely a lot of fun. District Council members are here to support and guide you in whatever you need this upcoming year, so please do not hesitate to reach out! For any questions about the contents of this Kit, or questions regarding which Area you belong in, please contact the Outreach Coordinators at outreach@interact5170.org.

Serving with spirit,
Andrea Lou Morales & Ethan Do

APPENDIX

1. **New Presidents' Meeting**: Event where presidents from all across the district meet to learn valuable frameworks and tips to better improve their own meetings and service events.
   Fall Leadership Conference: Students from across the Bay Area come together to develop leadership skills with workshops. This opportunity is targeted towards Interactors in leadership positions.
   Interact Fall Rally: A spirit event to share Interact's upcoming International and Community Projects along with a celebration of area competitions.
   President's Winter Retreat: A two-day long leadership retreat taken place over President's weekend. Individuals get to learn different leadership skills such as how to communicate and work with the team, and also how to lead one.

2. **2025-2026 Service Initiatives**:
   Project Hello: The project focuses on local homelessness support. Interactors are partnering with the Open Heart Kitchen non-profit to build and distribute 1,000 supply kits and log over 5,000 hours of volunteer service.
   Interact Fall Rally Workshops: Interactors were able to help assemble care kits to be distributed to the communities in need throughout the Bay Area as one of the workshop rotations at Fall Rally.

3. **International Projects** Examples: The Ripple Effect, Foster our Future, Heartbeats of Hope, Harvesting Hope

   Purpose: Promoting global understanding, peace, and tangible humanitarian aid by uniting youth to solve worldwide issues.

4. **Community Projects** Examples: Plant the Seed, Ignite Ambition, Project Hello

   Purpose: Strengthening local neighborhoods and empowering youth to take direct action on pressing community challenges, including mental health awareness, food insecurity, environmental sustainability, and support for vulnerable populations. Our projects change every year!