

Our annual District Service Impact Report allows Utah Rotary Clubs to showcase the significant service contributed by Rotarians all over the State.

For ease of annual reporting, **Club Community Service Chairs** should use the **Club Service excel reporting document** under [Useful Club Documents](#) on the rotary.org website to record the specified service information regularly.

The excel document – which your Service Chair could upload to a sharing software such as Google Drive - should make it easier for your club to:

- Select a featured service project at the end of this Rotary Year. We encourage your club to select the project with the most impact, or a focus area in which your club has done multiple projects.
- Use the document to report ongoing service tallies (using Excel's Sum function) to your members, or in social media or press releases, or in information you provide to new or potential members.
- Report cumulative figures for the 2021-22 Service Impact Report, which will be made available starting in May 2022. [Click here](#) to see what your club will be asked to report at that time or up to mid-June 2022. ***Do not enter ANY information till May 2022.***

Of course, if your club chooses not to use the excel document to record ongoing service activities, we hope your club will complete the Google Survey for the District Service Impact in May-June 2022 from memory so that we can celebrate all that Utah Rotary clubs do to help in our communities.

Remember to take photos at every service project, save them for your featured project, and share them on your club's website and social media.