



Interact Guidance Notes for 2021/22

Introduction

These Interact Guidance Notes are for Rotary use only and should be read in conjunction with the Rotary International (RI) Interact Guide for Rotary Club Sponsors which can be downloaded from the [RI website](#). Since Interact is an Approved Activity Provider for the Duke of Edinburgh's Award, there is an additional set of guidance notes which you must refer to. These guidance notes are available from the Rotary GB&I website rotarygbi.org as part of the Interact information pack. There is also a section within this handbook. If you have any queries please contact your District Interact Chair or the Rotary Interact Specialist interact@rotarygbi.org

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Background to Interact

Interact is Rotary International's service club for young people aged 12 to 18. Interact clubs are sponsored by individual Rotary clubs, which provide support and guidance, but they are self-governing and self-supporting. In Great Britain and Ireland it is not unusual for Interact membership to begin in Year 7 so therefore the young person may be 11 years old. Other examples are, if the student body at a school is for ages 10-13, then members of the Interact club could be ages 10-13 at the school.

this is acceptable as it links as a natural progression within the family of Rotary from RotaKids to Interact.

The name Interact is derived from two words - International Action

The 1st Interact club was chartered in Melbourne, Florida, USA in 1962. There are over 10,700 clubs in 109 different countries, with over 200,000 members.

Club membership varies greatly. Clubs can be large or small, draw from the student body of a single school or from two or more schools in the same community or can be community based, for example within a youth group.

Objectives

Interact exists to provide opportunities for young people to work together, dedicated to service and understanding. It develops leadership skills and self-confidence through teamwork and doing things for others:

- Give service to the community and international service.
- To encourage and practice thoughtfulness and helpfulness.
- Build respect for rights of others, based on recognition of the worth of individuals.
- Develop personal integrity.
- Advance international understanding and goodwill.
- To promote opportunity to gain knowledge and understanding of local and world affairs.
- Demonstrate helpfulness and respect for others.
- Understand the value of individual responsibility and hard work.

Club Operations

All activities are carried out by club members. Club officers are elected to carry out specific roles:

- President.
- President-Elect.
- Treasurer.
- Secretary
- Public Image Officer.
- Committee Chair - International, Community, Fundraising.

Clubs will undertake a minimum of two projects per year - one community and one International.

It is advisable to hold a business meeting once a month, Meetings being short and sweet, with fun activities also being a focus, it is advised but not mandatory that one other 'fun' meeting a month be considered.

The Rotarian Interact Advisor needs to be present at their business meetings and many attend all meetings. An adult should be at all meetings i.e. teacher, teaching assistant, youth leader, Rotary member.

Teams within the Club

Community - helping with KidsOut, assist in special needs units, organise outings for children/elderly/disabled, visiting elderly, help with shopping, cleaning.

International - twinning with other clubs, Youth Exchange, International projects, i.e. shoe boxes, emergency boxes, Purple4Polio, Life Straws.

Fellowship - social - discos, go-carting, fancy dress events.

Fundraising - needs to be legal and safe i.e. sponsored events, walks, bag packing in a supermarket. Assisting at Rotary, Rotaract and RotaKids events.

Insurance - Interact clubs are covered by Rotary GB&I insurance. School based Interact clubs are also covered by school insurance – but it is always advisable to check. This may also apply to a community group, i.e., Youth Club – again always needs to be checked. If an event is not covered by insurance, consult with Rotary GB&I insurance brokers -

Bartlett Insurance brokers

0113 259 3636

ribi@bartlettgroup.com

Interact's Impact On....

Young People

Interact is all about fun, meeting new people and developing life-skills. You are part of this journey and must enable Interactors to get the best from their experience.

Broadly speaking the school curriculum now states that youngsters need to participate in community activities. Interact can be used to meet this need.

Interactors may be undertaking The Duke of Edinburgh's Award. This may be in school or within a youth group i.e. Scout or Guide Interact club. Interact is a Duke of Edinburgh's Award Approved Activity Provider (AAP) for Volunteering. Hours completed for Interact community projects can be used for the volunteering section of The Duke of Edinburgh. Please see the section in this handbook which will further explain your role in supporting participants and gathering essential information. Please also read the guidance notes within the Youth Service section in the members' area of the Rotary GB&I website: [Interact and the Duke of Edinburgh's Award](#)

Teachers, Schools, Youth Organisations

Interact can broaden the teacher and youth leader's own CV and extend their students' experience and curriculum. It also help to fulfil the citizenship and global awareness elements of are part of the school curriculum.

Also, an Ofsted inspector (different equivalent in different parts of Great Britain and Ireland) may be impressed if a school has an Interact club

Rotary Members and Rotary Clubs

Interact is a source of future Rotaractors and Rotary members. Even the younger siblings can become RotaKids and importantly parents, carers and grandparents may also be interested in Rotary activities or membership. Teachers and youth leaders are also potential Rotaractors and Rotary members.

Interact can build links with the community, that can then benefit Rotary, i.e. with children - can identify better with each other.

Interactors, being younger and more able, both in energy and enthusiasm, can help Rotary with projects that they may not be able to undertake. Interact and Rotary provides a larger age range when working together.

Interact Projects

The projects must be created by the Interact club and have benefits to all involved. Ideally, this should be a learning journey whereby Interactors really understand the need of the people involved and how Interact can help. The best projects are active and involve everyone in the club. Here are some suggestions:

Community

Tree planting

Collecting used stamps for charities

Fundraising for local hospitals or other causes

Kids Out

Helping at care homes for the elderly

Helping at special educational needs schools

Brightening up a tired garden at a care home

International

Sending school books to children in developing countries.

ShelterBox and other Rotary box charities

Organising a collection for shoeboxes with essential items such as baby grows or toiletries

Sightsavers

Sponsoring children in developing countries

Fundraising ideas

Discos

Bar-b-q

Bucket collection

Sponsored events

Sponsorship from local businesses



Events and Opportunities available to Interactors

There are so many ways for Interactors to make new friends and enjoy new experiences. There is a big Interact world out there and you can help them to embrace it. Interact rallies and conferences are great for connecting people and sharing ideas. A team building day or weekend with the opportunity to exchange ideas with other Interactors and form links/friendships can create more ideas and worthwhile friendships. It is also a way for clubs to develop a district-wide service project. You will need to boost your knowledge of social media too in order to keep up with their plans!

Interact members are ideal candidates for RYLA, Youth Exchange programmes and all Rotary GB&I Youth competitions. They are future Peace and Ambassadorial scholars.

Use Interact to fulfil volunteering aspect of their Duke of Edinburgh's Award. More information is available in this handbook and the rotarygbi.org website. Make sure you know that your Interact is doing their Duke of Edinburgh's award. You must track their success and how many people are undertaking the award.

Invite Interactors to attend meetings of the sponsoring Rotary club and include them in service projects, such as polio eradication. Interact is part of the Rotary family, welcome them in. Share information about Rotary with Interactors to develop a lifelong interest in Rotary. Ask Interactors to give presentations on their club's projects at Rotary clubs, district meetings and district conference.

Your help is vital in to Interactors who have reached 18 or are relocating. You can find new potential Rotaract or Interact clubs. These students may wish to join or form Interact clubs in colleges or the community. Your help will be needed then as well.

The Duke of Edinburgh's Award and Interact



Interact is an Approved Activity Provider (AAP) for the volunteering section only of The Duke of Edinburgh's Award. This means that certain Interact activities can be used for the volunteering section of the DofE, providing that it meets certain criteria of duration and content. RYLA activities do not apply.

As a Rotary member looking after an Interact club, you will assess the activities to ensure the participant has fully completed their challenge with success and contribute to their report. You will also count how many people are doing their award, at what level and what the activity involved. This information is for the twice yearly DofE Award audit which assesses Rotary's performance.

It is not only Interactors who will take on the awards, you may be approached by DofE participants who would like to take part in an Interact volunteering activity for their award. This is warmly welcomed and the person should be greeted and supported as you would any Interactor. This participant may become an Interactor later.

Your motivation and support are the keys to helping an Interactor and DofE participant to do the best they can and enjoy the experience. It should be a positive experience for all.

Please download and read the guidance notes which are available for download from the Rotary GBI website and also from the Interact Specialist:

[The Duke of Edinburgh's Award Guidance for Interact volunteer placements](#)

There is a very useful e-learning module which provides a good introduction to the Duke of Edinburgh's Award. It takes between 30-40 minutes to complete: <https://www.edofe.org/elearning>

The Duke of Edinburgh's Award Audit - IMPORTANT

To enable Rotary to retain its Duke of Edinburgh's Award Approved Activity Provider status, there is a twice-yearly audit to record participation numbers. The dates that this information is required are:

- March 31st
- September 30th
- Interact Officers who are providing volunteer placements **must** provide the following information:
 - Total number of participants whether Interactors or just DofE participants.
 - Award level (bronze/silver/gold)
 - Type of placement e.g. helping animals in a shelter, working with children and so on.
 - Number of Interactors working on their DofE Award.
 - Number of Duke of Edinburgh's Award participants who did their placement with Interact.

An email with a link to a short survey will be sent out to you by the Rotary GB&I Projects Manager or the Interact Specialist.

****Please respond to the survey with the necessary information by the requested due date as the information is very important****

An image of the audit survey is below



Duke of Edinburgh's Award Audit Questions

Thank you for supporting Duke of Edinburgh's Award participants. This audit records the number of people undertaking the award at all badge levels through Interact volunteering activities. You will need to know how many people have taken part, which award level they are working towards and what activities they did.

This survey must be completed by

To which district do you belong?

--Click Here-- ▾

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Please read the following document which is available in the Duke of Edinburgh's Award section of the Rotarygb.org website and in the Interact information pack, also available from our website: [The Duke of Edinburgh's Award Guidance for Interact volunteer placements](#)

Starting an Interact Club

- Must be sponsored and supported by a Rotary club or clubs
- Suggest a subcommittee of five Rotary members from the sponsoring club(s). At least one needs to act as an advisor/mentor to the Interact club.
- The school/youth group and the Rotary club need to work together. Interact clubs work better where there is a teacher/youth leader within the school/youth group that is enthusiastic and will help.
- Initial meeting with teachers/youth leaders to discuss Interact and the benefits that can be achieved. Suggested people who may attend interest meeting - District Interact Officer, teachers, Interactors from other clubs and potential Interactors. Not too many Rotary members, as this can be off putting. At the interest meeting, Rotary needs to make an inspirational presentation to the potential Interactors. For initial interest meeting suggest 30, to allow for waning interest as you need at approximately 15 members to have a sustainable group – this is suggested, but not mandatory.
- Established Interactors will 'sell' Interact. Teachers/youth leaders from established Interact clubs can answer the 'day to day' questions of potential leaders.
- Need to establish membership criteria i.e. age - suggest not all from one year, as need continuity through the club - the younger members gain experience and move up 'through the ranks'. Need to establish time, place and day of meeting, taking into account school timetable (if school based). Need to establish what subscription (if any) the Interactors will pay
- **Interactors** that meet and carry out their programme during school-based activities do not require an additional Rotary GB&I Interact consent form to be completed. If Interact is run outside school, a Rotary GB&I Interact consent form is required. A Rotary GB&I Interact consent is required for participation in the Duke of Edinburgh's Awards if Interact community projects are being used to fulfil the voluntary aspect of the award. The consent must be stored in a secure place. The Rotary GB&I Interact consent form is available to download as part of the [Interact Information Pack](#).
- Needs to be informal, yet organised. Too formal and young people will not attend.
- Meetings can be physical or online – if online the Rotary GB&I guidance for young people meeting online must be followed.
- Needs an annual meeting (either at the end or beginning of the school year), to elect club officers and set the years objectives.
- Some school based Interact clubs will have handover i.e. prior to Easter, as older Interactors undertaking exams
- Club officers meet once a month outside of club meetings, to discuss issues club council.
- Regular attendance by members is advised – but absence for exams, school trips etc is acceptable and should be built into the diary planning. It is up to the Interact club to decide how strict they are in enforcing attendance, and is not for Rotarians to enforce their idea of what is acceptable.
- Need to delegate jobs, belong to active teams / committees. They may get bored if just drifting.
- Belonging to Interact can be used as a CV, job application, UCAS or personal statement entry.
- See 'Rotary GB&I Policies and Procedures to be followed', including GDPR.

Rotary GB&I Policies and Procedures to be followed

Child Protection/Safeguarding: The Rotary GB&I Safeguarding Guidelines MUST be followed. The sponsoring club's Rotary Liaison Officer are advised to liaise with Club and/or District Safeguarding Officers.

Health and Safety: Health and Safety procedures MUST be followed. The sponsoring club's Rotary Liaison Officer are advised to liaise with Club and/or District Health and Safety Officers. Even if Interact activities and events are acceptable events under the Rotary GB&I Insurance Policy, the Rotary Event Checklist and a Risk Assessment Form MUST be completed.

Insurance: The sponsoring club's Rotary Liaison Officer MUST check the Rotary GB&I Club Insurance Guide annually - available on the Rotary GB&I website. As our insurance policies are reviewed on an annual basis, changes to cover may be made from year to year. Rotary's insurance brokers, Bartlett & Company Ltd, have confirmed that Interact is covered under the Rotary GB&I insurance. However, not all activities will be covered automatically so it is the responsibility of the sponsoring Rotary club to ensure that individual events/activities covered and refer to Bartlett & Company Ltd where appropriate. A list of excluded activities and those that require referral can be found in the Rotary GB&I Insurance Guide.

General Data Protection Regulations (GDPR): With GDPR effective since 25th May 2018, all personal information collected MUST be GDPR compliant, including information for all Interact clubs.

Each Rotary Club will now have their own privacy policy and all information collected should fall in line with this policy.

Role of the Rotary Liaison Officer

- A Rotary member must attend all Interact club council meetings.
- Oversee all elections of Interact club officers.
- Liaise between the Interact and Rotary clubs.
- A responsible adult must attend each meeting i.e. Rotary liaison officer, school Interact advisor, teacher, teaching assistant, youth leader.
- If a school Interact advisor unable to attend meeting – i.e. sickness, a Rotary member should deputise.
- A Rotary member can be an assessor if the Interactor is undertaking the Duke of Edinburgh's Award and using Interact community projects to fulfil their voluntary hours. You will also gather information as to how many people are taking part and what level of award they are working toward. Please read the guidance section in this handbook regarding the Duke of Edinburgh's Award and the related guidance notes which are available for download from the Youth Programmes section of the Rotary GB&I website. <https://www.rotarygbi.org/members/humanitarian-service-programmes/youth-service/interact-duke-edinburghs-awards/>.
- All involved Rotary members must adhere to and ensure appropriate steps are taken to ensure compliance with Rotary GB&I policies and procedures including GDPR and Disclosure and Barring (DBS) checks.
- Listen, take an interest and advise, but not take over.
- Make recommendations but not dictate.
- Ensure that funds raised are properly managed. Need to be audited annually. Assist with setting up a bank account. Suggest that not only Interactors are signatories to the account, but also a Rotary member. It has happened that Interactors have left school/club gone to University/college/gap year and an Interact club cannot access their own bank account.
- Ensure parental consent forms have been signed (where required). Consent forms to be stored securely, in line with GDPR policy.

- Ensure Interactors are invited to interesting Rotary events and meetings i.e. speakers related to projects that they intend undertaking, club handover.
- Rotary can help provide speakers.
- Joint projects between the Interact and the Rotary clubs.
- Interact doesn't pay subs to parent organisation, but needs to cover running cost of club i.e. paper, badges, membership cards (if not paid by the sponsoring Rotary club).
- The sponsoring Rotary club usually buys President's chain of office (if desired), members pin badges and assists with set up cost - i.e. cost of paper, photocopying leaflets to publish and attract new members.
- If a project fails, who picks up 'the bill'?

Summary of Interact

- It is a group of young people under 18 years of age.
- The club can be either school or community based.
- The opportunity to develop life skills – leadership, self-confidence, respect for others, thoughtfulness, helpfulness, personal integrity.
- Minimum of two projects per year: one international, one community.
- Use Interact to fulfil aspects of the school curriculum.
- Interact can fulfil the volunteering element of the Duke of Edinburgh's Award.
- Must have committed and enthusiastic teacher. If the teacher is only running Interact club, because the headmaster has told them to, but have no interest, the club will not develop and grow. The teacher must have charisma.
- Must have committed, enthusiastic Rotary members – not just because they are on that committee. Their lack of enthusiasm will communicate to the teacher and then the Interactors.

Most importantly – it must be serious fun. If the young people are not enjoying themselves and not gaining anything, they will become fed up and give up.

Resources available

District Interact Officer – check your district directory for contact details

Rotary GB&I Interact Officer – interact@rotarygbi.org

Rotary GB&I tri-fold Interact Leaflets – can be ordered from the Rotary GB&I online shop

[Rotary GB&I Interact Poster](#) - part of the Interact Pack

[RI Interact Facebook page](#)

[Rotary GB&I Interact Facebook page](#)

[RI Interact YouTube site](#)

[RI Interact Guide for Rotary Sponsors](#)

[Interact Certification Form](#) – to be completed and returned electronically to the Rotary GB&I [Club & District Support Team](#) or posted to **Rotary GBI, Support Centre, Club & District Support, Kinwarton Road, Alcester, Warwickshire, B49 6PB**, to receive your Interact club's charter.

[Contact List of Rotary GB&I Interact Clubs](#)

[Rotary GB&I Interact Information Pack](#): Various information sheets - Interact, Starting an Interact Club, Interact - What Is It and How Is It Formed, Interact Care and Guidance, Consent form

Other Interact clubs and their advisors

[RI Interact](#) website

Interact Presidential chains (if wanted), lapel badges and other items can be purchased from [AW Matthews](#)