



## **MyStratPlan RY 2025–2026**

### **Frequently Asked Questions (FAQs)**

*As of August 11, 2025*

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**1. Question:** Where do I submit accomplishments in relation to the 3-Year Strategic Plan?

**Answer:** Go to the District website: <https://rotarydistrict3800.org/club-reports> (Resources > Club Reports).

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**2. Question:** Why does it say “1st submission” only? Are we expecting different form entries for subsequent submissions?

**Answer:** Yes. For every quarterly submission, there will be a different form indicating which submission it is for.

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**3. Question:** Do I need a Gmail account to input in the MyStratPlan?

**Answer:** Yes.

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**4. Question:** I don't see my Rotary Club on the list.

**Answer:** Send an email to **[stratplan3800.2526@gmail.com](mailto:stratplan3800.2526@gmail.com)** so we can gladly add your Rotary Club.

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**5. Question:** Who should input the club accomplishments?

**Answer:** Ideally, the Club Presidents.

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**6. Question:** Our club president is not tech-savvy enough to accomplish the form entries. What should we do?

**Answer:** Anyone may assist the Club President in answering the questions, provided that the Club President is aware of the answers entered into the form.

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**7. Question:** Why are there color coding for each question?

**Answer:** The color coding helps identify which questions are applicable for a specific reporting period, so that unnecessary questions can be skipped.

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**8. Question:** There are questions that are answerable with “No”, but I don’t see it as an option.

**Answer:** If it’s a “No” for a specific question, simply skip it and move on to the next.

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**9. Question:** There are some questions that require additional details. Why?

**Answer:** Certain questions answered with “Yes” require additional details to qualify your answer, and these details are mandatory.

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**10. Question:** For questions related to TRF contributions, should the answer be in USD?

**Answer:** Yes. Do not include any prefix, input only the numerical amount.

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**11. Question:** For mandatory details of service projects, is there a limit on inputted characters?

**Answer:** Yes, depending on the question (500, 1000, or 1500 characters). Keep answers brief and concise. Full details should be submitted in the [Service Project Center](https://spc.rotary.org) (<https://spc.rotary.org>).

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**12. Question:** Are there limits on characters for long-answer questions?

**Answer:** Yes. Character limits are indicated on the specific questions.

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**13. Question:** For questions requiring dates, is there a specific date format?

**Answer:** Yes. The date format is indicated in the form question itself. Alternatively, use the date picker to select the date.

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**14. Question:** What format should I use for “How many...” questions?

**Answer:** Use digits only.

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**15. Question:** There’s a question about trainings taken at Rotary’s Learning Center. To whom should we submit the certificates?

**Answer:** Email the certificates separately to the District Learning Committee; do not upload them in the form.

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**16. Question:** When is the deadline for each submission period?

**Answer:** The deadlines will be indicated at the start of each form.

- **First Quarter Submission:** September 15, 2025
  - **Second Quarter Submission:** December 15, 2025
  - **Third Quarter Submission:** March 15, 2026
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**17. Question:** Are answers still editable?

**Answer:** Yes, but only within the same submission period. After the deadline, the form will be closed.

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**18. Question:** The conforme statement says that the data submitted must be reviewed and verified by the Rotary Club and affirmed by the Assistant Governor and/or Senior Assistant Governor. Is this mandatory?

**Answer:** Yes. Once you affirmatively check this statement, it is assumed that all involved parties have reviewed and verified the data.

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**19. Question:** What is the process for reviewing accomplishments?

**Answer:** This is an internal process initiated by the Club President with club members and the Assistant Governor and/or Senior Assistant Governor. Once submitted to the District committees, it is assumed that the internal review has been completed.

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**20. Question:** Since this is an online form, how can we share the answers with club members, AG, and SAG, when only the person filling it out can see them?

**Answer:** Upon submission, the email address used will receive a confirmation email containing all answers. This can be shared with the relevant parties for the internal review process.