



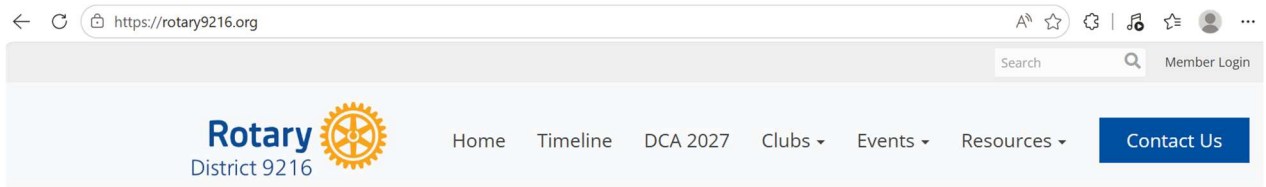
# Club Runner

Club Qualification

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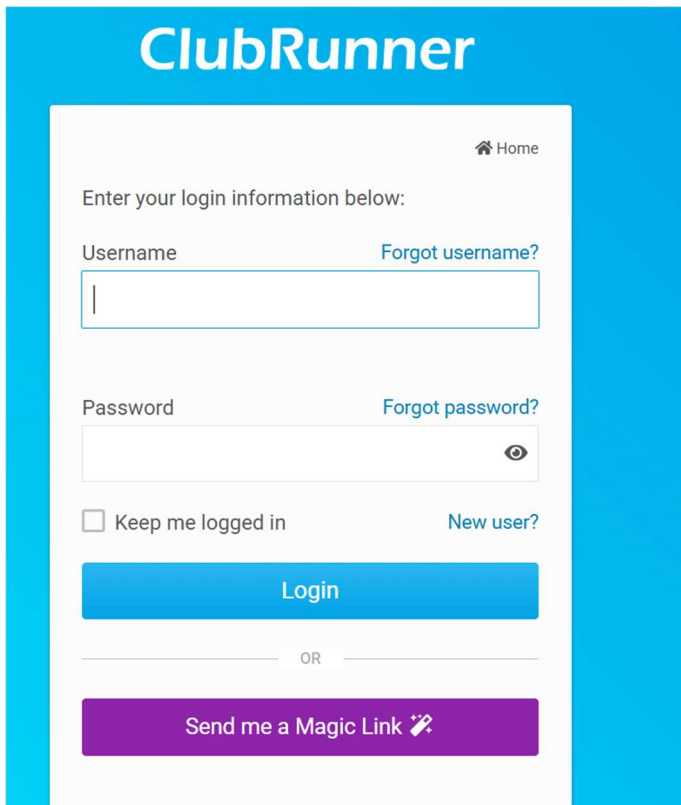
### Step 1

Go to [rotary9216.org](https://rotary9216.org) and click on 'Member Login'.



### Step 2

Log in using send 'Send me a Magic Link'.



### Step 3

Enter your email address to get the login link.

#### Send me a Magic Link

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Provide your email address to receive an email containing a link for a password-free login.

Email address

innovation@rotary9216.org

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CANCEL

SEND

### Step 4

You will get an email notification with the 'Log In' button.

**ClubRunner™**

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Hi District Innovation,

Here Is Your Magic Link

You requested a magic link to access your ClubRunner account associated with this email address. To log in, use the button below. This link will expire in 30 minutes.

Log In

If the button above does not work you can copy and paste the URL below into your browser:

<https://portal.clubrunner.ca/50422/User/MagicLinkLogin?MagicLinkId=53cf3790-1c8a-4941-a2ce-80401d6aba52&OriginalUrl=TNNTX4AGqLAqkDscdzMJuYsiU%2FC4mF8oPgOngRdVddM%2FEn0Y%7z54n7%2Fc450i8Y>

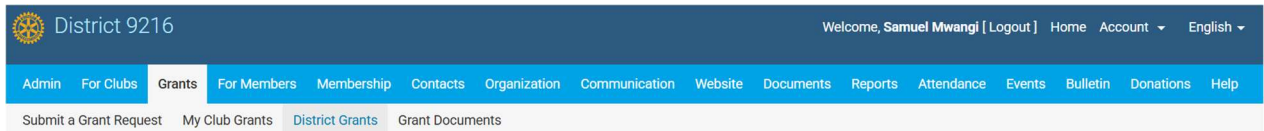
## Step 5

Once logged in, click on 'Member Area'.



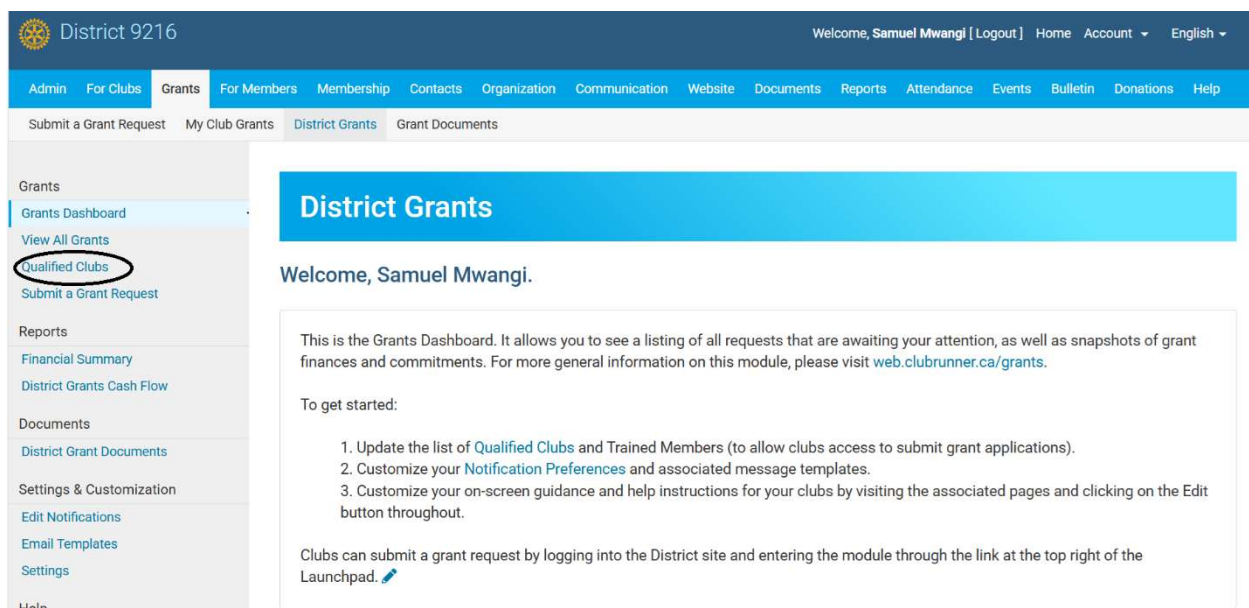
## Step 6

You will be redirected to the Club Runner admin page. Click on 'Grants' then 'District Grants'.



## Step 7

Click on 'Qualified Clubs'.



## Step 8

Check to confirm that you are in the correct Rotary year.

[← Go back](#)

### Thika Qualification

[« Previous Year](#) | 2026 - 27 | [Next Year »](#)

In order to be qualified, a club is required to submit the following documents:

1. Duly signed **Memorandum of Understanding (MoU)**
2. **Minutes** of the Club Assembly approving the signing of the MoU
3. **Audited Accounts** for the year ended 30th June 2024; or ii) a copy of the charter certificate for new clubs (*within the previous Rotary year*)
4. **Minutes** of the Club Assembly approving the audited accounts (*this will not be application for new clubs under 3. ii*)
5. Duly signed **Financial Management Regulations**
6. **Receipt** of the payment of RI dues matching RI invoice
7. **Receipt** of the payment of District dues matching District invoice
8. **Receipt** of the payment of Country dues matching Country invoice
9. **Proof of Grant Management Training Seminar** by club representatives (*President, Secretary, Treasurer and Foundation Director*) and completion of the Grant management course on my.rotary.org



## Step 9

Search for your club.

|                   |   |                              |                      |
|-------------------|---|------------------------------|----------------------|
| Qarsa             | 0 | <a href="#">View Members</a> | <a href="#">Edit</a> |
| RC Utawala        | 7 | <a href="#">View Members</a> | <a href="#">Edit</a> |
| Ruiru             | 0 | <a href="#">View Members</a> | <a href="#">Edit</a> |
| Sagam             | 0 | <a href="#">View Members</a> | <a href="#">Edit</a> |
| Siaya             | 2 | <a href="#">View Members</a> | <a href="#">Edit</a> |
| Stoni Athi        | 4 | <a href="#">View Members</a> | <a href="#">Edit</a> |
| Suna Migori       | 3 | <a href="#">View Members</a> | <a href="#">Edit</a> |
| Syokimau          | 4 | <a href="#">View Members</a> | <a href="#">Edit</a> |
| Taveta            | 0 | <a href="#">View Members</a> | <a href="#">Edit</a> |
| Thika             | 5 | <a href="#">View Members</a> | <a href="#">Edit</a> |
| Thika West        | 0 | <a href="#">View Members</a> | <a href="#">Edit</a> |
| Voi               | 0 | <a href="#">View Members</a> | <a href="#">Edit</a> |
| Watamu            | 0 | <a href="#">View Members</a> | <a href="#">Edit</a> |
| Wau               | 0 | <a href="#">View Members</a> | <a href="#">Edit</a> |
| Westlands-Nairobi | 3 | <a href="#">View Members</a> | <a href="#">Edit</a> |

[← Go back](#)

Step 10

Click on your club name to see the qualification requirements.

[← Go back](#)

Thika Qualification

[« Previous Year](#) | 2026 - 27 | [Next Year »](#)

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Step 11

Click on 'Signed MoU', add qualification documents and trained members. Click 'Save' to complete the submission.

☒ **Signed MOU**

This club has signed a Memorandum of Understanding for this year.

☐ **No Signed MOU**

This club has not signed a Memorandum of Understanding for this year.

Save

Club's Qualification Documents

Add

| Date Added                                         | Added By | File | Actions |
|----------------------------------------------------|----------|------|---------|
| This club has no uploaded qualification documents. |          |      |         |

Trained Club Members

☒ Show All (includes expired and pending).

Add

| Name | Position | Trained On | Effective Date | Expires On | Document | Actions |
|------|----------|------------|----------------|------------|----------|---------|
|------|----------|------------|----------------|------------|----------|---------|

## Step 12

Club status will change to qualified.

[← Go back](#)



Club information was saved successfully.



## Thika Qualification

[« Previous Year](#) | [2024 - 25](#) | [Next Year »](#)



This club is qualified