

RESOURCE GUIDE



This guide is compiled to assist you with accessing Rotary tools.

This is not an official Rotary publication.

Note: all <u>blue underlined</u> text in this document are hyperlinks to online resources.

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Finding the latest version of this guide:

- 1. Visit <u>www.zone2627.org</u>
 - 2. Click on "TRF" at the top of the page
- 3. Click on "TRF Resource Guide (Zones 26 & 27)" on the top right
- 4. Save to your desktop.

FUNDRAISING: ACHIEVING SUCCESS

1. Give first & lead by example.

"Give generously to create a better world" is what Knight Kiplinger suggests in his article "<u>Eight Keys to</u> <u>Financial Security</u>." Kiplinger writes, "Your own financial security depends far more than you may think on the financial, physical and spiritual health of others in your community, our nation, our world. When you share your good fortune by donating your money, time and talent to charity, you help create a stronger economy and a healthier, safer world."

Your contributions help us strengthen peace efforts, provide clean water and sanitation, support education, grow local economies, save mothers and children, and fight disease. The <u>Every Rotarian Every Year</u> initiative asks every Rotarian to support The Rotary Foundation every year. In addition to contributing to the Annual Fund on a regular basis, members are encouraged to get involved in a Foundation project or program. Consider joining the Paul Harris Society and give joyously to the Foundation and be personally fulfilled knowing that your gift is *doing good in the world*.

Contribute now • Sign up for Rotary Direct • Join the Paul Harris Society • Join the Bequest Society

2. Acknowledge previous giving and say thanks.

People like to be <u>thanked</u> when they do nice things including donating to Rotary. Rotarians who feel that their time and money is well spent will continue volunteering with Rotary and giving to The Rotary Foundation. Rotarians who feel their contributions are appreciated are more likely to contribute again and often times increase the level of their donations. Here are some sample presentation remarks.

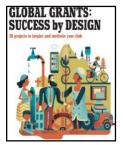
<u>Thank You: Handout</u> • Recognition: <u>Web</u> • <u>Recognition & Transfer Request Form</u> • <u>Using Recognition Points Handout</u>

Presentation Remarks

Foundation Giving: <u>Paul Harris Fellow</u> | <u>Multiple Paul Harris Fellow</u> | <u>Paul Harris Society</u> | <u>Major Donor</u> Planned Giving: <u>Benefactor</u> | <u>Bequest Society</u> • Club Banner: <u>100% Paul Harris Fellow Club</u>

*Learn about individual recognition opportunities on pages 6-7 and club recognition opportunities on page 8.

3. Educate and inspire others to give. Resources to Educate



Create a culture of giving by educating Rotarians, Rotaractors and Interactors about our impact. The best way to reach our members is through visiting them at their club. Storytelling can help create connections and <u>inspire</u> people to give generously. Testimonials from donors, beneficiaries and grant participants can be very powerful. I believe that once donors realize the impact of their contribution, they will give more. Giving testimonials are excellent tools that not only educate but inspire others to become donors or increase their gifts.

<u>Rotary Giving Works</u> • <u>Successful Grants</u> • <u>Centennial Brochure</u> • <u>Reference Sheets</u>

<u>Tell Your Rotary Story</u> • <u>Storytelling</u> • <u>Rotary Focus Works</u> • <u>Rotary Giving Works</u>

Weekly: Thoughts | Messages • Advertisements • Event Banners • Publications: List | Table Mats • Newsletters: Subscribe

Videos to Inspire Giving

Note: Use these instructions for downloading Rotary Videos from www.vimeo.com

Rotary Channels: Rotary Vimeo Videos | Rotary's Best Global Stories

Doing Good in the World & Thank YouBecause of You | They Won't Give Up | Make A Difference | Every SmileThank You: 1 • 2 • 3 • 4 | Do Good With Us | No Limits | Give the GiftRotary Causes | A Century of Doing Good | Better World | People of ActionEndowment Fund | Beautiful Beginning | Clean Water | Mothers & ChildrenTransforming the World | Supporting the Foundation | Sustainability

Eradicate Polio Drop to Zero | This Close | Pride Funding | PolioPlus | Why Zero Matters Last to See | Faces | Thanks | Agents Sticking to Zero | Empty Ward | Rotary Fights Bono (from U2) | Bill Gates | Guinness Book

Rotary Peace Centers: A Peace Fellow's Journey: <u>1 • 2 • 3</u> Voices for Peace: <u>Video</u> • Practicing Peace: <u>Video</u>

Use these instructions for downloading Rotary Videos from www.vimeo.com





4. Committed to transparency. Your Gift: From Start to Finish: PDF • Web



CHARITY Navigator

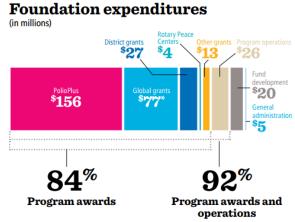
Four Star Charity

Explain our grant stewardship & fiscal responsibility. TRF Cadre of Technical Advisers offers its expertise to assist Rotarians who are planning and implementing projects. It also ensures that Foundation grant funds are used properly and assists the Foundation Trustees in the funding process. Cadre members are Rotarians from around the world who are familiar with the grant program and have technical and professional expertise in one or more of Rotary causes and financial auditing.

Program awards were 84 percent of total expenses, while program operations were 8 percent of total expenses. This means 92 percent of the Foundation's expenses directly supported our mission-

critical program awards and operations. (<u>Annual Report</u> <u>page 13</u>)

For 11 consecutive years, The Rotary Foundation has



*Net of returned funds and other adjustments

received the highest rating of four stars from <u>Charity Navigator</u>. In the most recent ratings, the Foundation earned the maximum of 100 points for demonstrating both strong financial health and commitment to accountability and transparency. <u>The Rotary Foundation</u> was named as the "World's Outstanding Foundation for 2016" by the <u>Association of Fundraising Professionals</u>. Chronicle of Philanthropy lists The Rotary Foundation as 65th largest of the 400 largest US charities.

<u>Cadre</u> • <u>CNBC</u> • <u>Influential Nonprofits</u> • <u>Forbes</u> • <u>Chronicle on Philanthropy</u>

Finance: Web | Investments: Web • Sheet • Staff | Funding Model: Guide • Presentation & Notes • Sheet

5. Show donors impact.

Use Rotary tools to share your projects and ideas.

Showcase 🗀	Ideas 🚞
Share successful project stories, photos, and video; report the project's contribution to Rotary's Global Impact. <u>Website</u> • <u>Guides</u> • <u>Video</u> • <u>Staff</u>	Find donors, partners and volunteers for your projects. <u>Website</u> • <u>Guides</u> • <u>Video</u> • <u>Staff</u> Four Part Series: <u>Video 1</u> • <u>Video 2</u> • <u>Video 3</u> • <u>Video 4</u>
Brand Center 🚞	Discussion Groups

6. Ask others to give.

Regardless of the size of the gift, face to face communication is the most effective method for personal giving discussions. Past Rotary International President Sakuji Tanaka said, "I never lost a friend when I asked them to give to Rotary."

Contributions to The Rotary Foundation are voluntary and are an investment. Giving to The Rotary Foundation helps support the programs and projects identified, developed and managed by Rotarians all over the world.

"...Asking your donors to make an investment in your organization that will make an impact on the world is one of the greatest things you can do for a donor. Donors *want* to give. They *need* to give. Donors experience joy in their lives when they give their money away." ("Serving your Donors Means Asking" By Richard Perry & Jeff Schreifels).



<u>Give the Gift Form | Sample Pledge Card</u> • Objections & Responses: <u>Handout</u> Fundraising: <u>53 Ways to Raise \$1,000</u> | <u>Suggestions | Web</u> • <u>Event Guide</u>

*Use the <u>Club Foundation Banner Report</u> to monitor the Annual Fund support by the individuals in your club. You can thank those that have made gifts and share ask the others to give today!

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FUNDRAISING: ROTARY DIRECT

Support Rotary's efforts year round by making a recurring gift. You choose how much, how often (monthly, quarterly or annually) and the method (debit card, credit card or checking account) for giving. Give to the Annual Fund, PolioPlus Fund and/or the areas of focus.

Purpose

You want to give— it's a simple and secure way to make a big impact. Save time, money & lives by signing up for Rotary Direct. Ensure that your contributions go directly to The Rotary Foundation resulting in faster processing.

Rotary Direct Toolkit

<u>Form (US)</u> • <u>Form (Canada)</u> <u>Presentation</u> • <u>FAO</u>

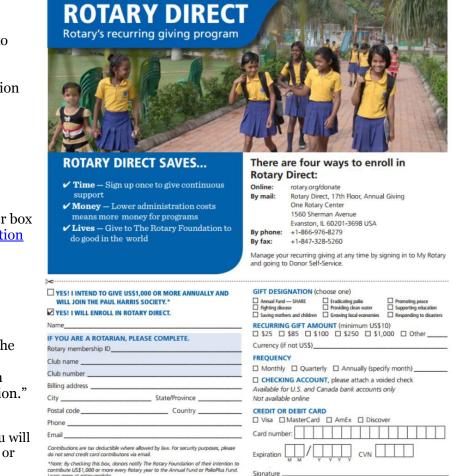
Sign Up

- a) **Web:** Select "Recurring donation" under box titled "Donation" on the <u>online contribution</u> page.
- b) Phone: 866-976-8279
- c) Form: Fax to 847-328-5260

 <u>Rotary Direct (USA)</u>
 <u>Rotary Direct (Canada)</u>
 <u>TRF Contribution Form (123)</u> check the frequency box (monthly, quarterly or annually) under section "3. Contribution Details- Make this a recurring contribution."

Frequency

If you choose to make a recurring contribution, you will be registering to make a gift every month, quarter, or year on the first week of the month.



Note: You may select the month to start your quarterly donation from a selection of three months and future quarterly charges depend on the month you choose to start.

Modify

Donor Self-Service is accessible via Profile or Account Settings in My Rotary and allows donors to manage their *recurring* arrangements without contacting the Rotary Support Center. Donors can add a recurring gift, cancel/edit an existing gift to change fund, amount, frequency, and payment details. They will also receive automated alerts when their credit card is about to expire and can update their card through their My Rotary.

Acknowledgement

Upon enrollment, new Rotary Direct participants will receive an acknowledgement email confirming the amount and frequency of their contribution. Each scheduled contribution, depending on the fund you chose, will be credited to a donor's individual account, Rotary club and district if the donor logs in with their My Rotary account and or uses the email we have on file. (Donors setting up a new recurring arrangement will receive an automatic one time email confirmation. Donors will only receive email notifications if a credit card will expire soon, if there was a failed payment attempt, if the recurring account was edited, and if the recurring account was canceled.)

Reports

For a listing of Rotary Direct gifts processed during the current Rotary year, email your Senior Annual Giving Officer (steven.solomon@rotary.org).

RECOGNITION: PAUL HARRIS SOCIETY

The Paul Harris Society (PHS) is an official recognition program of The Rotary Foundation for individuals who join the program as members and personally contribute \$1,000 or more to the Annual Fund, PolioPlus Fund and/or an approved global grant every Rotary year, when financially able. Contributions to the Endowment Fund are <u>not</u> eligible for PHS membership.

We say "when financially able" to allow some wiggle room if an individual is having financial issues one Rotary year that may prevent them from meeting their expressed intent as a PHS member.

Join

- 1. Visit the PHS page to join online: <u>https://www.rotary.org/phs</u>
- 2. E-mail <u>RotarySupportCenter@Rotary.org</u> or call +1-866-976-8279
- 3. Use the <u>PHS form</u> which can be faxed to 847-328-5260 or email <u>annualfund@rotary.org</u>

Questions & Resources

Your <u>District Paul Harris Society Coordinator (PHSC)</u> is the primary contact for your PHS questions and is responsible for providing PHS insignia for members.

Acknowledgement

After joining, new PHS members will receive an acknowledgement email confirming their PHS membership from The Rotary Foundation and an email is sent to your District Paul Harris Society Coordinator who provides the PHS recognition to you.

 Paul Harris Society Toolkit

 Join: Web • Form • Brochure (099) • Advertisement • Your PHSC • PHS Web

 PHS Report: Guide | Recognition: Remarks • Certificate | Your Gift: Handout

 How to: Presentation • Guide • Webinar | Marketing: Guide | FAQ: Handout

 History: Essay • Video | Convention Breakout: Presentation | Slides • Notes



Recognition

The Trustees approved the Chevron-style recognition pin as the official Paul Harris Society wearable recognition which is given to members in appreciation for their support by their <u>District Paul Harris Society Coordinator</u>. The District Paul Harris Society Coordinator can request more insignia by emailing <u>annualfund@rotary.org</u> with their preferred mailing address and reasonable quantities needed.

Reports

The second tab of the <u>Paul Harris Society Report</u> includes PHS join date, donor contact information including email, telephone and mailing address. The second tab is useful for doing email and mail merges (i.e. thank you letters, email reminders, invitations to recognition events, etc.)

Note: Donors can see their PHS membership and PHS eligibility on their individual <u>donor history report</u>. The <u>Club Foundation</u> <u>Banner Report</u> also lists PHS membership.

Club	ID	Name	PHS	PHS Join	Rotary	PHS Eligible	PHS Eligible	PHS Eligible	PHS Eligible
			Member	Date	Direct	14-15	13-14	12-13	11-12
Chicago	13245	Paul Harris	Y	1 July 2013	Y	1 July 2014	1 July 2013	1 July 2012	1 July 2011

A "PHS Member" is an individual who has joined the Paul Harris Society and agreed to support the Foundation every Rotary year with a \$1,000 or more contribution to the Annual Fund, PolioPlus Fund and/or an approved global grant, when financially able.

A "PHS Join Date" is the day that Rotary International processed the request to add the PHS member.

"Rotary Direct" is an individual who is participating in Rotary's recurring giving program. An individual's PHS eligibility will populate with a date after their total contributions has reached at least \$1,000 for a given Rotary year.

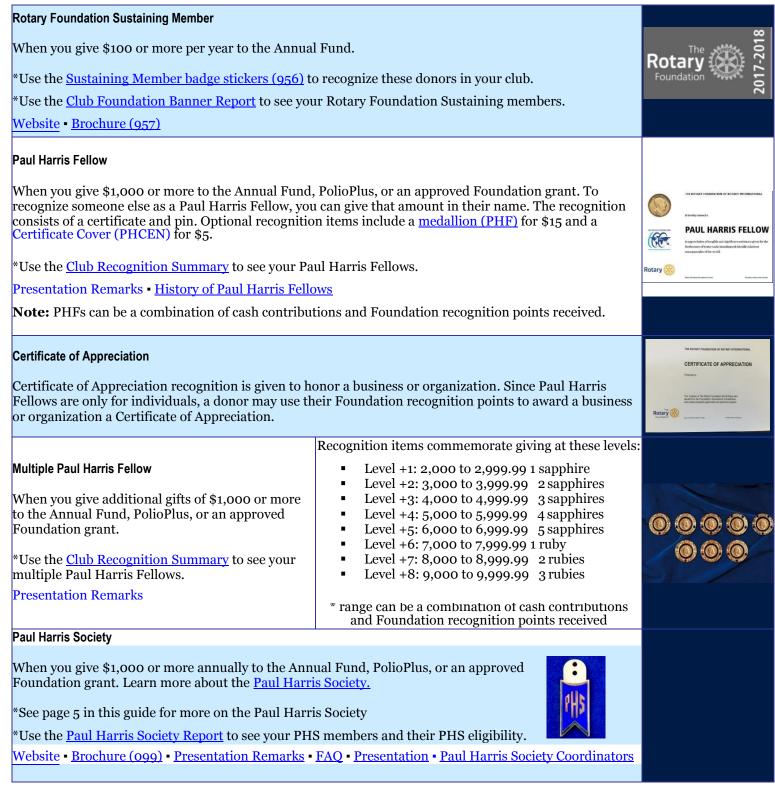
"PHS Eligibility" tracks an individual's achievement toward PHS recognition during a given Rotary year. The eligibility information provides opportunities for thanking donors, identifying prospective PHS members and sending contribution reminders for current PHS members (who are not giving through Rotary Direct).



RECOGNITION: INDIVIDUAL DONORS

The Rotary Foundation welcomes a number of opportunities to show its appreciation to individuals for supporting its grants and programs.

*Through <u>My Rotary</u>, you can view your <u>Donor History Report</u> which includes your personal contribution history and recognition summary. Request your Donor History Report by emailing <u>RotarySupportCenter@Rotary.org</u>



RECOGNITION: INDIVIDUAL DONORS

Major Donor When your cumulative donations reach \$10,000. Major Donors can choose to receive a crystal recognition piece and a Major Donor lapel pin or pendant. *Major Donors are listed on the Major Donor, Arch Klumph and Bequest Society report. Rotary Giving Works Booklet (168) • Form Presentation Remarks	 Recognition items commemorate giving at these levels: Level 1: \$10,000 to \$24,999 Level 2: \$25,000 to \$49,999 Level 3: \$50,000 to \$99,999 Level 4: \$100,000 to \$249,999 	
Arch Klumph Society When your cumulative donations reach \$250,000. Recognition includes an induction ceremony at the Rotary International headquarters in Evanston, Illinois, USA, and your picture and biography in the Arch Klumph Society interactive gallery. You also receive invitations to society events, along with membership pins and crystals. *AKS members are listed on the Major Donor, Arch Klumph and Bequest Society report. Brochure (308) • Rotary Giving Works Booklet (168)	 Recognition items commemorate giving at these levels: Trustees Circle: \$250,000 to \$499,999 Chair's Circle: \$500,000 to \$999,999 Foundation Circle: \$1,000,000 to \$2,499,999 Platinum Trustees Circle: \$2,500,000 to \$4,999,999 Platinum Chair's Circle: \$5,000,000 to \$9,999,999 Platinum Chair's Circle: \$5,000,000 to \$9,999,999 Platinum Foundation Circle: \$10,000,000 and above 	E Contraction of the second se
Benefactor When you include the Endowment Fund as a beneficiary in \$1,000 or more to the fund outright. Benefactors receive a Rotary or Paul Harris Fellow pin. *Benefactors are listed on the Benefactor Report & identifi <u>Brochure (330)</u> • <u>Presentation Remarks</u>	certificate and insignia to wear with a	<section-header><section-header><section-header><section-header><section-header><section-header><section-header><text><section-header><section-header><section-header><section-header><section-header><section-header><section-header><text><text><text><text><text></text></text></text></text></text></section-header></section-header></section-header></section-header></section-header></section-header></section-header></text></section-header></section-header></section-header></section-header></section-header></section-header></section-header>
Bequest Society When you give \$10,000 or more via your estate plans. Bequest Society members are recognized with an engraved crystal recognition piece and a Bequest Society pin. *Bequest Society members are listed on the Major Donor, Arch Klumph and Bequest Society report. <u>Brochure (330) • Presentation Remarks</u> Your Legacy, Rotary's Promise Booklet (824)	Recognition items commemorate giving at these levels: Level 1: \$10,000 to \$24,999 Level 2: \$25,000 to \$49,999 Level 3: \$50,000 to \$99,999 Level 4: \$100,000 to \$249,999 Level 5: \$250,000 to \$499,999 Level 6: \$500,000 to \$499,999 Level 7: \$1,000,000 to \$2,499,999 Level 8: \$2,500,000 to \$4,999,999 Level 9: \$5,000,000 to \$4,999,999 Level 10: \$10,000,000 and above	Image: state of the

RECOGNITION: CLUB BANNERS

The Rotary Foundation shows its appreciation to Rotary clubs for supporting our grants and programs.

*Check out the Club Banner Recognition Guide & visit the Foundation Recognition webpage.

Note: As of 2015-16 Rotary year, new club members will <u>not</u> be included in the participation requirements for club banners (excluding the 100% PHF Banner). This includes Rotarians who joined Rotary or transferred from another club during the current Rotary year. However their contributions will be used for per capita calculations.

*Use the <u>Club Foundation Banner Report</u> to determine if your club will qualify for the following annual recognition banners. Final banner certification is processed by the Foundation following the close of the Rotary year (June 30). Club banners earned for the prior Rotary year are automatically shipped to the sitting district governor in October/November.

100% Foundation Giving Club For clubs where every dues-paying member contributes at least \$25 to The Rotary Foundation, and the average contribution is at least \$100 to any Rotary Foundation gift designation.	Received with a second
100% Every Rotarian, Every Year Club For clubs where every active (dues-paying) member contributes at least \$25 to the Annual Fund and the club achieves at least \$100 per capita to the Annual Fund.	Rotary CLUB US\$100 PER CAPTA 100% MEMBER PARTICIPATION
Top Three Per Capita in Annual Fund Giving Club For the three clubs in each district that give the most, per capita, to the Annual Fund. Clubs that give at least \$50 per capita are eligible.	No. 1 Club in District
 100% Paul Harris Society Club For clubs in which every dues-paying member contributes a minimum of \$1,000 to the Annual Fund, PolioPlus, or global grants within a Rotary year. *See page 5 in this guide for more on the Paul Harris Society 	HOO% PAUL HARRIS SOCIETY CLUB
 100% Paul Harris Fellow Club For clubs in which all dues-paying members are Paul Harris Fellows. This is a one-time recognition. *Use the Club Recognition Summary to determine if your club will qualify for this recognition; once awarded, the date achieved appears on the top of this report. To obtain this recognition: A club representative contacts the district governor after determining that all current, dues-paying club members are Paul Harris Fellows using the Club Recognition Summary The district governor confirms this achievement by emailing RotarySupportCenter@Rotary.org to request the banner for the club. Note: This banner is only awarded once to a Rotary club but the intent is that the club will keep their membership at 100% Paul Harris Fellows in future years. Presentation Remarks 	The Rotary Foundation 100% PAUL HARRIS FELLOW CLUB

RECOGNITION: FOUNDATION RECOGNITION POINTS



Foundation recognition points are awarded to donors who contribute to The Rotary Foundation through the Annual Fund or PolioPlus Fund, or an approved global grant. Donors receive one recognition point for every U.S. dollar contributed to these funds. Contributions to the Endowment Fund are not eligible.

Donors can transfer Foundation recognition points to others to help them qualify as a Paul Harris Fellow or Multiple Paul Harris Fellow. Foundation recognition points belong to the original donor until the donor's death, unless the points are transferred, or until the donor uses them (the surviving spouse of a Major Donor may also use the points).

Note: Foundation recognition points do not count towards Paul Harris Society or Major Donor recognition.

Paul Harris Fellow Toolkit

<u>Form</u> • <u>Medallion</u> • <u>Certificate Cover</u> • <u>FAQ</u> • <u>History</u> | Recognition: <u>Web</u> | 100% PHF Clubs: <u>List</u> Presentation Remarks: <u>PHF</u> • <u>Multiple PHF</u> • <u>Paul Harris Society</u> • <u>100% Paul Harris Fellow Club</u>

Transfer Rules & Recognition Requests

A minimum of 100 Foundation recognition points must be transferred at a time, and each donor must complete and sign their own <u>Recognition and Transfer Request From (102)</u>. The points may not be transferred from individuals to a club or district. Recognition materials are shipped automatically to the club executive secretary/director (or to the club president if this position does not exist in their club) when the new level is achieved. To ship materials somewhere else, complete the "Shipping" section on the Recognition and Transfer Request Form (102) or notify the Rotary Support Center when doing the transfer over the phone.

Note: Foundation recognition points may not be transferred from individuals to a club or district. Donors no longer need to be a Paul Harris Fellow themselves before Foundation recognition points are awarded.

- Individual donors are the only ones authorized to transfer recognition points from their individual account. [Individual's Foundation recognition points are listed in the <u>Club Recognition Summary</u> or their Donor History Report]
- Club presidents are the only ones authorized to transfer recognition points from a club account. [Club's Foundation recognition points are listed in the Club Fundraising Analysis]
- District governors are the only ones authorized to transfer recognition points from a district account. [District's Foundation recognition points are listed in the District Fundraising Analysis]

Reports

Donor History Report

Through your My Rotary account, you can view your personal contribution history, recognition amount, and available Foundation recognition points. You can request a copy of your Donor History Report from the Foundation at <u>RotarySupportCenter@Rotary.org</u>

Club Recognition Summary

Your club and district leaders can view the online <u>Club Recognition Summary</u>, which includes the recognition amount, tally of recognition points, current Paul Harris Fellow level, and date that level was achieved.

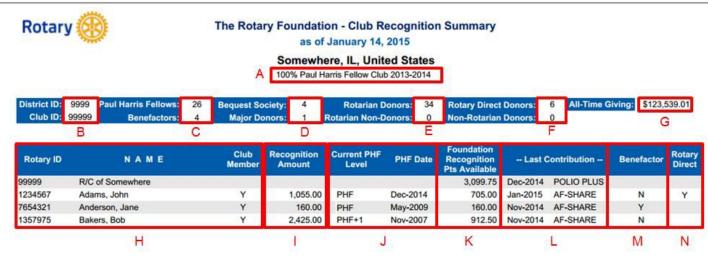
Rotary ID	Name	Club Member	Recognition Amount	Current PHF Level	PHF Date	Foundation Recognition Pts Available	Last Contribution		Rotary Direct
132457	Paul Harris	Y	2,266	PHF +1	Jan- 2013	1,500	July 2013 AF-SHARE	Y	
428413	Arch Klumph	Y	9,000 *	PHF +8	May-2014	11,897	May 2014 AF-SHARE	Y	Y

Recognition amount reflects the total Paul Harris Fellow recognition you have accumulated through your personal contributions plus all recognition points you've been given by other individuals, clubs, or districts. Recognition points given to you do not count toward Major Donor recognition. The maximum amount that can be shown on the <u>Club</u> <u>Recognition Summary</u> report is 9,000; the "+" sign indicates that the actual amount exceeds the 9,000-point maximum.

Foundation Recognition Pts Available reflects points you have accumulated through personal outright giving to the Foundation. All points listed can be transferred to other individuals for Paul Harris Fellow recognition.

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REPORTS: USING FOUNDATION REPORTS



Using the Club Recognition Summary Guide



CLUB FOUNDATION BANNER REPORT

FOR ROTARY YEAR: 2015-16

District:	6440	TRF Giving Rotarians:	32	A Susta	ining Member Rotari	ians: 21	в	PHS Members Rotarians: 3	C 2015-16 Annual	Fund Per Capita:	\$118.57
Club ID:	22901	Non-TRF Giving Rotarians:	33		Non-Sustaining Mer Rotari			Rotary Direct Rotarians: 10	D 2015-16 Ave	rage TRF Giving:	\$147.55
Rotary ID		Name		Club Member on 29-Mar-16	TRF Giving Achieved 2015-16	EREY A 201	chieved 4-15	Sustaining Member Achieved 2015-16	Sustaining Member Achieved 2014-15	Paul Harris Society Member	
8341004	Abrams	, Arthur		Y		22-Ma	y-2015		22-May-2015		Y
1879671	Allen, Jo	hn +		N	30-Dec-2015 E	03-Au	-2014	30-Dec-2015	03-Aug-2014	Y	
9391011	Barker,	Benjamin		Н							
				G	Н				1		

Using the Club Foundation Banner Report Guide

Rotai			Y CON			REPO	RT				(In US	6 Dollars)
		Number	Annual	Goal %	AF Per	Annual	Fund	Other F	unds	Endowment	Fund	Total
Club No	Name	of Members	Fund Goal Amount	Achieved	Capita	Month	YTD	Month	YTD	Month	YTD	
District	:9999											
9999	District 9999 Contributions	0	\$0.00	0%	\$0.00	\$0.00	\$242.24	\$0.00	\$3,000.00	\$0.00	\$0.00	\$3,242.24
1234	Small Town, IL, United States	24	\$3,700.00	120%	\$185.21	\$875.00	\$4,445.00	\$0.00	\$4,000.00	\$0.00	\$0.00	\$8,445.00
6789	Big City, IL, United States	27	\$4,500.00	89%	\$148.11	\$25.00	\$3,998.85	\$0.00	\$505.00	\$0.00	\$0.00	\$4,503.85
	в	С			D			E		F		G

Using the Monthly Contribution Report Guide

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REPORTS: FUNDRAISING REPORTS

Click on the report name to access the user guide (if available.)

Report	Information Available	Access	Format	Location
<u>Donor</u> History	• Provides a comprehensive breakdown of a donor's transactions (contributions, Foundation recognition point transfers in/out,			My Rotary
<u>Instory</u>	commitments and recognition)	individual	PDF	Support
	*Use to reconcile contributions/recognition issues			Center
<u>Club</u> Foundation	• Provides eligibility dates achieved for club banner recognition for current Rotary year, lists PHS membership & Rotary Direct	club	PDF	My Rotary
Banner	donors	district	Excel	Support Center
Club Fundraising	 Provides a 5 Rotary year of Annual Fund goals, giving and recognition 	club	PDF	My Rotary
Analysis	*Use for goal setting	district		Support Center
<u>Club</u>	Provides club member's Paul Harris Fellow level, recognition			MD
<u>Recognition</u> <u>Summary</u>	amount, Foundation recognition points available, Rotary Direct donors, benefactors, last contribution date & designation.	club	PDF	My Rotary
	 Indicates 100% Paul Harris Fellow Club achievement and date along with the club's all-time Foundation giving 	district	Excel	Support Center
Monthly	• Provides contribution information by club for Annual Fund,		PDF	My Rotary
Contribution Report	Other Funds (global grants & PolioPlus) & Endowment Fund • *Use to identify non-contributing clubs	district	Excel	Support Center
<u>Paul Harris</u> <u>Society</u>	 Provides PHS membership with PHS join date, & a 4 Rotary year history of PHS eligibility 	club	Excel	My Rotary
<u>Report</u>	• Includes tab with donor contact information including email,	district		Support
	 telephone and mailing address. *Learn about the Paul Harris Society on page 5 		PDF	Center
Foundation	• Provides progress toward club banner recognitions (100 %			
Banner Recognition	Every Rotarian, Every Year Club, 100% Foundation Giving Club, Annual Fund Top 3 Per Capita) for a Rotary year			My Rotary
Status	 *Lists the percentage of participation by club for EREY & Foundation Giving recognition 	district	PDF	(only district leadership)
	• *Banner recipients listed in this report may fluctuate throughout	district	Excel	Support
	the Rotary year due to changes in membership and additional or redistributed contributions. Final certification is processed by			Center
	The Rotary Foundation following the close of the Rotary year.			
<u>District</u> <u>Fundraising</u>	 Provides a 5 Rotary year dashboard for district giving to the Annual Fund, PolioPlus, Endowment Fund and Total Giving 			
<u>Analysis</u>	• Lists all-time recognition for Paul Harris Fellow, Benefactor, Bequest Society and Major Donor data		PDF	My Rotary (only district leadership)
	• Provides five Rotary years of Paul Harris Fellow, Benefactor,	district		Support
	Bequest Society, Major Donors, Major Gifts, EREY, Sustaining Member and Paul Harris Society eligible data			Center
	• Lists number of total endowed funds and their market value			
Recognition Report	Provides lists of Bequest Society, Major Donor and Arch Klumph Society members with their recognition data achieved	club	PDF	My Rotary
Report	 Klumph Society members with their recognition date achieved Report includes two additional tabs with mailing address 	district	Excel	Support
	*Use excel version for mail merge for invitations			Center
<u>Program</u> Participants	• Provides a list of current and past program participants associated to a particular district; three tabs provide information	district	PDF	My Rotary
<u>& Alumni</u>	individuals residing, hosted and sponsored by a district.	uistrict	Excel	Support Center

REPORTS: MY ROTARY & ROTARY CLUB CENTRAL

My Rotary

Find everything you need to conduct your Rotary business

Note: The desktop version of the site needs to be viewed on modern browsers – Internet Explorer 9 or higher, Chrome, Firefox and Safari.

<u>Guides</u> • <u>Webinar</u> • <u>FAQ</u> | Learning Center: <u>Video</u> Delegation: <u>Guide</u> • <u>Staff</u>

Resources

Club & District Support Find your representative

Questions

Rotary Club Central 🚞 Helps clubs monitor their membership initiatives, service activities, and Foundation giving **Resources Ouestions** Rotary Club Central: Video | Foundation Reports for Officer Videos: Club • District **Rotary Support Center** How to Guides: Accessing Rotary Club Central • View Information 866-976-8279 Record Service Activities • Set a Goal • Report Progress on a Goal RotarySupportCenter@Rotary.org Task **Club Member Club, District & Zone Leader To Access Rotary Club Central** \mathbf{N} \square View Goals click "My Rotary" \rightarrow see "My Club Snapshot" box on left, see Rotary Club Central below, click "View Goals" below \mathbf{N} Edit Goals

Rotary Foundation Reports

Foundation Reports Videos: Club Officers • District Officers

*To access reports click on "My Rotary" → click on "The Rotary Foundation" → click on "Foundation Reports" Adding Officers: <u>Club Guide</u> • <u>District Guide</u>

	0				
Reports	Available	Clu Member	1b Leader	District Leader	Zone Leader
• Donor History Report		V	\checkmark	\checkmark	\checkmark
Club Reports • Benefactor Report • <u>Club Recognition Summary</u> • <u>Club Foundation Banner Report</u> • Major Donor, Arch Klumph & Bequest Society Report • Club Fundraising Analysis • <u>Paul Harris Society Report</u>	District Reports • <u>Monthly Contribution Report</u> • PolioPlus Report • <u>District Fundraising Analysis</u>		V	V	V
Available DDF by District, Termed/Endowed Global Grant, Gift Availability Report, Endowed Fund Update, Foundation Banner Recognition Status Report, <u>District Fundraising Analysis</u> , Current Club Officer Giving Report & Incoming Club Officer Giving Report				\checkmark	\checkmark
	hairs & Membership chairs gain access a y Rotary" → "Manage" → "Club Adminis				

Additional District Report: <u>TRF District Profiles</u> (not available through My Rotary)

*To request a Foundation report e-mail <u>RotarySupportCenter@Rotary.org</u> or call +1-866-976-8279

RESOURCES: HYPERLINKS

Click the folder image (\Box) to access the folder filled with <u>Foundation resources</u>.

Foundation Basics	Contribution & Forms 🗀				
Foundation: <u>Reference Guide (219)</u> • <u>Presentation</u>	Fundraising: <u>Presentation</u> IRA Transfer: <u>Form</u> <u>Web</u> <u>Visions</u>				
Annual: <u>Report (187)</u> • <u>Fact (159)</u> Operations: <u>Report</u>	Donor History Report: <u>Guide</u> Matching Gifts: <u>Web</u> • <u>FAQ</u>				
Publications: <u>List</u> • Newsletters: <u>Subscribe</u>	Rotary Direct: <u>Form (US)</u> • <u>Form (Canada)</u> • <u>FAQ</u> • <u>Presentation</u>				
Annual Giving 🗀	Contribution (123): <u>Form</u> • <u>Web</u> Give the Gift: <u>Form</u> • <u>Web</u>				
Annual Fund: Web • Brochure (957) • Presentation	Multiple Donor (094): <u>Form</u> • <u>How to generate</u> Securities: <u>Form</u>				
Doing Good: <u>Video</u> • <u>Advertisements</u> Banners: <u>Guide</u>	Paul Harris Society: <u>Form</u> Disaster Response Fund: <u>Web</u>				
Foundation Minutes: <u>Thoughts</u> • <u>Messages</u>	Ways to Give: <u>Brochure (173)</u> • <u>Web</u> Memorial & Tribute: <u>Form</u>				
Sustaining Member: <u>Stickers (956)</u> • Proud Donor: <u>Logo</u>	Gift Acceptance Policy: <u>Manual</u> Objections & Responses: <u>Handout</u>				
Planned & Major Gifts/Endowment Fund 📋	Finance, Investments & Funding Model				
Major Gifts/Endowment: <u>Web</u> • <u>Brochure (168)</u> • <u>Report</u>	Finance: <u>Web</u> Investments: <u>Web</u> • <u>Sheet</u> • <u>Staff</u>				
<u>Named Funds</u> • <u>Presentation</u> • <u>Awareness Mailer</u> • <u>Webinar</u>	Funding Model: <u>Guide</u> • <u>Presentation</u> & <u>Notes</u> • <u>Sheet</u>				
Arch Klumph Society: <u>Brochure (308)</u>	Recognition & Forms				
Legacy: <u>Presentation 1</u> • <u>Presentation 2</u> • <u>Booklet</u>	Recognition: <u>Web</u> Banners: <u>Guide</u> Rotary Citation: <u>Website</u>				
Planned Giving: <u>Web</u> • <u>Guide</u> • <u>Language</u> • <u>Postcard</u> • <u>Advert</u>	Paul Harris Fellow: <u>Form</u> • <u>FAQ</u> • <u>History</u> • <u>Medallion</u>				
Bequest: <u>Web</u> • <u>Brochure (330)</u> • <u>Donor Stories</u>	Major Donor: <u>Form</u> Recognition Replacement: <u>Form</u>				
Donor Advised Fund: <u>Handout</u> • <u>Circular (382)</u> • <u>Log In</u>	Global Rewards 🚞 & Rotary Credit Card				
Gift & Estate Planning Program: <u>Guide</u> • <u>Webinar</u> • <u>Slides</u>	Rewards: <u>Web</u> • <u>Sheet</u> • <u>Video</u> • <u>Staff</u> Rotary Credit Card: <u>Web</u>				
Paul Harris Society 🚞	Alumni 🗀				
Join: Web • Form • Brochure (099) • Your PHSC Reports: Guide Alumni: Web • Guide • Tool Kit • Newsletter • Staff • Repo					
Presentation • Guide • Webinar Recognition: Remarks • Certi	ficate Facebook • <u>LinkedIn</u> Associations: <u>Map</u> • <u>FAQ</u>				
End Po	olio Now 🗀				
PolioPlus: <u>Fact Sheet</u> • <u>Guide</u> • <u>Figures</u> • <u>Rotary's Role</u> • <u>Presen</u>	tation Gates & Rotary: <u>Article</u> Advocacy: <u>Flyer (943)</u> • <u>Guide</u>				
Ending Polio: <u>Web</u> • <u>Brochure (944)</u> • <u>Poster (941)</u> • <u>Support</u> •	<u>Guide</u> Global Eradication Initiative: <u>Web</u> • <u>Financing</u> • <u>Plan</u>				
<u>Reference Sheet</u> • <u>Facebook</u> • <u>Guide</u> • <u>Pins</u> • <u>Video</u> <u>Lighting G</u>					
Gr	ants 🗀				
Grants: <u>Handout</u> • <u>Manual</u> • <u>Presentation</u> • <u>Terms</u> • <u>Staff</u> • <u>Rese</u>	<u>ources</u> Rotary Causes: <u>Guide (965)</u> • <u>Policy Statement</u> • <u>Videos</u> • <u>Staff</u>				
District: <u>Video</u> • <u>Scholarship</u> Global: <u>Guide</u> • <u>Video</u> • <u>Success</u>	Peace: <u>Video</u> • <u>Guide</u> • <u>Presentation</u> • <u>RAG</u> • <u>Sheet</u>				
<u>Scholarship</u> • <u>Process</u> • <u>Presentation</u> • <u>Reporting</u> • <u>Tips</u>	Disease Prevention: <u>Video</u> • <u>Presentation</u> • <u>RAG</u> • <u>Sheet</u>				
Vocational Training Teams: <u>Guide</u> • <u>Fact Sheet</u> • <u>Video</u>	Water: <u>Video</u> • <u>Guide</u> • <u>Presentation</u> • <u>RAG</u> • <u>Sheet</u>				
Scholarships: <u>Presentation</u> • <u>Sheet</u> • <u>Flier</u> • <u>Orientation</u> • <u>Tips</u>	Econ Develop.: <u>Guide</u> • <u>Video</u> • <u>Presentation</u> • <u>RAG</u> • <u>Sheet</u>				
Sustainability: <u>Guide</u> • <u>Video</u> • <u>Six Steps</u> • <u>Sheet</u>	Maternal & Child Health: <u>Video</u> • <u>Presentation</u> • <u>RAG</u> • <u>Sheet</u>				
Effective Projects: <u>Guide</u> Cadre: <u>Web</u> Tech Coordinator: <u>Lis</u>	t Education & Lit.: <u>Video</u> • <u>Guide</u> • <u>Presentation</u> • <u>RAG</u> • <u>Sheet</u>				
	ace Centers 📋				
Application: <u>Video</u> • <u>Web</u> • <u>FAQ</u> • <u>Tips</u> • <u>Recruiting</u> • <u>Press Rele</u>					
	ar • <u>Newsletter</u> • <u>Brochure (084)</u> • <u>Guide (085)</u> • <u>Logo</u> • <u>Pins (089)</u>				
Support: <u>Web</u> • <u>Making Peace a Reality (850)</u> • <u>Tie</u> • <u>Scarf</u> Pea					
	anuals				
Foundation: District Committee: <u>Manual (300)</u> • Seminar: <u>Man</u>	0 <u></u>				
	(6) • Club Pres: <u>Manual (222)</u> • AG: <u>Manual (244)</u> • DG: <u>Manual (233)</u>				
Code of Policies: <u>Manual</u> • Procedure: <u>Manual (035)</u> • Rotary E-Cl	ubs: <u>Manual</u> • Trainers Resources: <u>Web</u> • Event Planning: <u>Manual (216)</u>				

RESOURCES: Big West Foundation Team

Regional Rotary Foundation coordinators & their assistants work in collaboration with the district structure to support and encourage Rotarians and clubs to fully participate in The Rotary Foundation's fund-raising, programs and grant opportunities. They also serve as trainers and facilitators at Rotary institutes, governor-elect training seminars, regional and zone seminars, district training, and other events when asked.

27 Regional Rotary Foundation	1 Leaders
otary Foundation Coordinators ments) Promote Foundation activities and	
Dan Himelspach (26 & 27) 303-349-5689 <u>dg13-14@DisputeManagementinc.com</u>	Steve Lewis (27) 775-720-5092 <u>steve@sterling-air.com</u>
al Rotary Foundation Coordina nments) Promote Foundation activities an	
Barb Redder (5390, 5400, 5440) 307-680-5611 bredder@firstam.com Tom Walker (5420,5520) 505-237-0237 ftwalken@comcast.net Carolyn Schrader (5450, 5470) 303-589-7599 schrader407@gmail.com Elaine Love (Zone Paul Harris Society Coordinator) 970-846-1311 resultsforlife@gmail.com	Bev Reed (5020,5030, 5080) 509-991-8979 bevreed1990@gmail.com Karl Diekman (5130,5150, 5160, 5180) 530-574-4470 kddiekman@aol.com LeAnn Mobley (5100, 5110, 5190) 541-944-0054 leann.mobley@gmail.com
Mary McCambridge (26 & 27) 970-222-1486 <u>marymac5440@gmail.com</u>	Wyn Spiller (27) 530-913-6470 <u>wyn.spiller@gmail.com</u>
Now Coordinator (EPNC) - (zon ss for polio eradication and fundraise for the	le assignments) e PolioPlus Fund
Ken Howell (26 & 27) 208-371-3483 <u>khowell@hawleytroxell.com</u>	Cort Vaughan (27) 541-408-7651 jcortvaughan@gmail.com
mTRIPLE C R O W N D O N O RA district admin honoring Major Society member both Bequest So Handout	ple Crown nistered recognition program r Donors or Arch Klumph rs who are also members of ociety & Paul Harris Society. <u>crict Folders</u>
	ments) Promote Foundation activities and Dan Himelspach (26 & 27) 303-349-5689 dg13-14@DisputeManagementinc.com al Rotary Foundation Coordina nments) Promote Foundation activities and Barb Redder (5390, 5400, 5440) 307-680-5611 bredder@firstam.com Tom Walker (5420,5520) 505-237-0237 ftwalken@comcast.net Carolyn Schrader (5450, 5470) 303-589-7599 schrader407@gmail.com Elaine Love (Zone Paul Harris Society Coordinator) 970-846-1311 resultsforlife@gmail.com ment/Major Gift Advisers (E/N Rotarians' participation in major gifts and Mary McCambridge (26 & 27) 970-222-1486 marymac5440@gmail.com Now Coordinator (EPNC) - (zon ss for polio eradication and fundraise for the Ken Howell (26 & 27) 208-371-3483 khowell@hawleytroxell.com

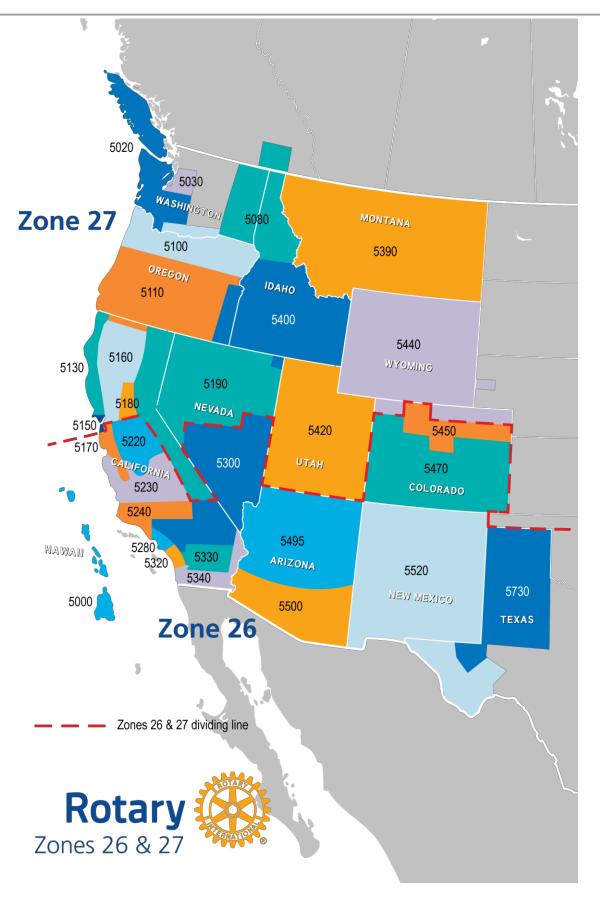
2019-20 The Rotary Foundation Resource Guide for Zones 26 & 27 (July 2019)

RESOURCES: WORLD HEADQUARTERS STAFF

	Rotary Support Center						
	Answers Rotary Questions Provides Reports						
Telephone: 866-9ROTARY (866-976-8279) Email: <u>RotarySupportCenter@Rotary.org</u> Fax: 847-328-4101 Hours: Monday through Friday from 8 a.m. to 5 p.m. Central Time							
							My Rotary • Contributions • Refunds • Corrections • Redistributions
						Questions	All Paul Harris Fellow Issues • <u>Foundation Recognition Points</u> • Recognition Items
	One Rotary Center Visits and Tours						
Services	Enroll in <u>Rotary Direct</u> • Join the <u>Paul Harris Society</u> • Make a Contribution Over the Phone						
	Donor History Report • Club Fundraising Analysis • Paul Harris Fellow Report						
Reports	Monthly Contribution Report • Club Foundation Banner Report • Club Recognition Summary						
	District Fundraising Analysis • PolioPlus Report • Paul Harris Society Report • Banner Report						
Recognition Report for Bequest Society, Major Donor & AKS • <u>Alumni Repo</u>							

Publication Order Services Multimedia Publications Supplies							
	Web: <u>shop.rotary.org</u> Telephone: 847-866-4600 Fax: 847-866-3276 Email: <u>shop.rotary@rotary.org</u>						
	Publications: List Hours: Monday through Friday from 8:30 a.m. to 4:30 p.m. Central Time						
	Club & Di	strict Support	rict Support		Membership		
		tary <u>Find Staff Representative</u>		<u>Website</u> <u>Guide</u>			
James Damato Senior Supervisor		Nick Taylor Associate Officer					
847-866-3405		847-866-3429 847-866-448					
james.damatojr@rotary.org		nick.taylor@rotary.org	julie.aubry@rotary.org		<u>cotary.org</u>		
F	End Polio Now	PolioPlus		SHARE		Rotary Peace	
Han	dles <u>fundraising</u> questions	Handles <u>program</u> questions		District Designated Funds		Centers	
				(DDF)		Handles program questions	
	Clare Monroe	Catherine "Cate" Sauer		Steve Lyons			
PolioPlus Campaign Specialist		PolioPlus Coordinator 847-866-3238		SHARE Supervisor		rotarypeacecenters@rotary.org	
847-424-5244 clare.monroe@rotary.org		o4/-000-3230 polioplus@rotary.org	~	847-866-3362 teve.lyons@rotary.org			
			<u>s</u>			•••	
	Rotary Alumni	Areas of Focus Managers Consults about project design, new		Recognition			
Assists with program questions		initiatives and grants		Assists with Major Donor recognition		Assists with Benefactor & Bequest Society recognition	
				<u>Form</u>		bequest society recognition	
alumni@rotary.org		Staff Contact List	<u>n</u>	najordonorcoord@rotary.org b		bbs@rotary.org	
	District & Global	Major Giving		Planned Giving	5	Annual Giving	
Zone	Grants	Promotes options for major & legacy gifts Brochure (168) Presentation		s Provides planned giving expertise Web		Promotes Every Rotarian	
Q	Handles <u>Rotary grants</u>				E	Every Year, Rotary Direct, and	
N	<u>Web</u> <u>Staff</u> <u>Resources</u>	Major Gifts Major Impact		web		Paul Harris Society Web	
25	Renée Reiling	Elizabeth Cruft-Anderson				·	
U	Regional Grants Officer	Senior Major Gifts Officer 847-866-3074 or 503-744-0865					
	847-866-3314			TBA		TBA	
	renee.reiling@rotary.org	elizabeth.cruft-anderson@rotary.org					
26 Cecelia Walter		Beth Garrow					
Regional Grants Officer 847-424-5266		Major Gifts Officer 847-866-3034 or 630-207-6979					
	cecelia.walter@rotary.org	beth.garrow@rotary.org					
		~ <u> </u>					

RESOURCES: ZONES 26 & 27 MAP



RESOURCES: WORLD HEADQUARTERS STAFF (JULY 2019)

	Rotary Support Center				
Answers Rotary Questions Provides Reports					
Telephone: 866-9ROTARY (866-976-8279)					
Email: <u>RotarySupportCenter@Rotary.org</u> Fax: 847-328-4101					
Hours: Monday through Friday from 8 a.m. to 5 p.m. Central Time					
	My Rotary • Contributions • Refunds • Corrections • Redistributions				
Questions	All Paul Harris Fellow Issues • <u>Foundation Recognition Points</u> • Recognition Items				
	One Rotary Center Visits and Tours				
Services	Services Enroll in <u>Rotary Direct</u> • Join the <u>Paul Harris Society</u> • Make a Contribution Over the Phone				
	Donor History Report • Club Fundraising Analysis • Paul Harris Fellow Report				
Reports	Monthly Contribution Report • Club Foundation Banner Report • Club Recognition Summary				
	<u>District Fundraising Analysis</u> • PolioPlus Report • <u>Paul Harris Society Report</u> • Banner Report				
	Recognition Report for Bequest Society, Major Donor & AKS • <u>Alumni Reports</u>				

Publication Order Services Multimedia Publications Supplies					
Web: shop.rota		847-866-3276 Email: shop.rotary@rotary.org			
Publication		day from 8:30 a.m. to 4:30 p.m. Central Time			
	istrict Support	Membership			
	tary Policy Advisor Club Operations	<u>Website</u> <u>Guide</u>			
	aff Representative				
James Damato	Nick Taylor	Julie Aubry Regional Membership Officer 847-866-4480 julie.aubry@rotary.org			
Senior Supervisor	Associate Officer				
847-866-3405	847-866-3429				
james.damatojr@rotary.org	<u>nick.taylor@rotary.org</u>				
End Polio Now	PolioPlus	SHARE	Rotary Peace		
Handles <u>fundraising</u> questions	Handles <u>program</u> questions	District Designated Funds (DDF)	Centers		
			Handles program questions		
Clare Monroe	Catherine "Cate" Sauer	Steve Lyons			
PolioPlus Campaign Specialist	PolioPlus Coordinator	SHARE Supervisor	rotarypeacecenters@rotary.org		
847-424-5244	847-866-3238	847-866-3362			
<u>clare.monroe@rotary.org</u>	polioplus@rotary.org	steve.lyons@rotary.org			
Rotary Alumni	Areas of Focus Managers	Recognition			
Assists with program questions	Consults about project design, new	Assists with Assists with Benefactor			
	initiatives and grants	Major Donor recognition	n Bequest Society recognition		
		<u>Form</u>			
<u>alumni@rotary.org</u>	Staff Contact List	majordonorcoord@rotary	org bbs@rotary.org		





2019-20 The Rotary Foundation Resource Guide for Zones 26 & 27

(July 2019)

RESOURCES: PHILANTHROPY & GRANTS TEAM (JULY 2019)



Major Giving Promotes options for major & legacy gifts	Promotes structured gifts to the Endowment and other funds	Annual Giving Promotes Every Rotarian Every Year, Rotary Direct, and Paul Harris Society	Rotary Grants District & Global Handles <u>Rotary grants</u>
<u>Brochure (168)</u> <u>Presentation</u> <u>Major Gifts Major Impact</u>	<u>Web</u>	<u>Web</u>	<u>Web</u> <u>Staff</u> <u>Resources</u>
Beth Garrow (Zone 26) Major Gifts Officer 847-866-3034 or 630-207-6979 <u>beth.garrow@rotary.org</u> Eric Thompson (Zone 26 & 27) Major Gifts Officer 847-866-3190 <u>eric.thompson@rotary.org</u> Elizabeth Cruft-Anderson (Zone 27) Senior Major Gifts Officer 847-866-3074 or 503-744-0865 <u>elizabeth.cruft-anderson@rotary.org</u>	TBA	TBA	Renée Reiling (Zone 27) Regional Grants Officer 847-866-3314 renee.reiling@rotary.org Cecelia Walter (Zone 26) Regional Grants Officer 847-424-5266 cecelia.walter@rotary.org

