

DISTRICT 7030 PETS 2017



Club Administration



JOSEPH NOUH-CHAIA
Past president | District 7030

Club Administration

YOUR JOB AS CLUB ADMINISTRATION




FIRST THINGS FIRST

- Connect online rotary.org
- Engage other members
- Collaborate on Rotary Ideas
- Share on Showcase
- Connect in person



MY ROTARY | Club Administration

 **Rotary** | **My Rotary**

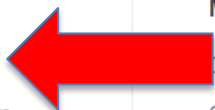
[Rotary.org](#) | [Club Finder](#)

[JOIN](#) | [GIVE](#)

[Exchange Ideas](#) | [Take Action](#) | [Learning & Reference](#) | **Manage** | [The Rotary Foundation](#) | [News & Media](#) | [Member Center](#)

Club & District Administration

Club Administration
District Administration
Contributions
Reports
Rotary Club Central



Community Marketplace

Official Rotary Apps
Club Management Systems & Website Providers
Marketplace Resources

Brand Center

Our Story
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Strengthening Rotary Resources

Products & Services


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Licensed Vendors
Special Offers
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Travel & Expenses



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 **My Rotary**

Rotary.org | Club Finder


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Club Administration

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Club Finances

★ **Club Invoice**
View your club's invoice, pay dues with a credit card, or update invoice preferences
[Club invoice](#) | [Daily club balance report](#) | [Edit invoice preferences](#) | [About the club invoice](#) | [Rotary exchange rates](#)






Club & Member Data


★ **Update Member Data**
Report membership changes within 30 days, no later than 1 January or 1 July, to ensure your club invoice reflects the latest information. Record new member sponsors so they receive recognition.
[Add, edit, or remove members](#) | [Add, edit, remove club officers](#) | [Record a new member sponsor](#)

★ **Update Club Data**
Provide club contact information and choose club management providers.
[Update meeting details](#) | [Update mailing address and contact information](#) | [Designate a club management vendor](#)

What do you want to do?

I want to...

 **My Quick Links**

Click ☆ to add links and ★ to remove links.

★ **Club Data**
[View reports](#)

★ **Club Invoice**
[Club invoice](#) | [Daily club balance report](#) | [Edit invoice preferences](#) | [About the club invoice](#) | [Rotary exchange rates](#)

★ **Official Directory**

MY ROTARY | Club Administration



Account Overview

Rotary Club Of P (balance as of 15 April 2017)

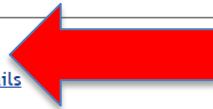
Please confirm your payment amount and currency under Make Payment, and click continue. You'll be asked to enter your credit card information on the next screen. If you want to make a partial payment, uncheck the individual line items to change your payment amount. Please contact your [Financial Representative](#) for assistance or questions.

ITEM NUMBER	ITEM DATE	ITEM DESCRIPTION	USD AMOUNT
		Outstanding Balance	0.00

At this time your club balance is either zero or a credit. No further action is required from you. If you have any questions please contact your [Financial Representative](#) for assistance.

Download

[View Current Invoice](#)
[View Current Invoice Details](#)
[View Previous Invoice](#)
[View Previous Invoice Details](#)



Make Payment

Payment Amount


USD equivalent 0.00

Current RI Exchange Rate per USD 1.00

Dues are calculated based on RI membership information as of 1 January and 1 July. Payment is due upon receipt. If you have questions about your account, please contact your [Financial Representative](#).



MY ROTARY | Club & Member Data

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Club & Member Data

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Report membership changes within 15 days of January 1 or July 1, to ensure your club invoice reflects the latest information. Record new member sponsors so they receive recognition.
[Add, edit, or remove members](#) | [Add, edit, remove club officers](#) | [Record a new member sponsor](#)
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MY ROTARY | Club & Member Data



[Contact Us](#) | [FAQ](#)

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[Reports](#) | [Membership](#) | [CRS](#)

Rotary Club of: |

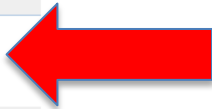
Club Number:

Active and Honorary Members 69 record(s)

[Add Members](#)

[Terminated Members](#)

[Deceased Members](#)




The following are active and honorary members

1 2 3

	Membership ID	Last Name	First Name	Admitted	Member Type
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 **My Rotary**


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MY ROTARY | Club & Member Data

Manage Club Data

Your club information will be listed in the Official Directory as shown below. To make changes, click "Edit" for each of the sections below. **Information must be entered by 10 March, each Rotary year, to appear in the Official Directory.**

Note: Club contact information will be published in Rotary media, including Club Locator on the RI website. Club officer information will be published in the Official Directory only.

Rotary Club of:

Year of Admission:

Number of Active Members (not including honorary)

Go to: [Address](#) | [Current Officers](#) | [Incoming Officers](#) | [Partner Organization](#) | [Sponsored Rotaract Clubs](#)



Club's Permanent Mailing Address and Contact Information

This address is used by RI for mailings to current and future club officers and should reflect only permanent club mailing address, not personal officer address.

	Address	Phone	Fax	E-mail	Website
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MY ROTARY | Rotaract & Club Sponsorship

Rotaract



☆ View Member Data

View membership and officer information for your sponsored Rotaract clubs.

[View Rotaract membership](#) | [View Rotaract club officers](#)

☆ View Club Data

View a list of sponsored Rotaract clubs.

[View sponsored Rotaract clubs](#)

Club Sponsorships

☆ Rotaract

Help young adults develop leadership skills and take action in your community.

[Rotaract club certification form](#) | [About Rotaract club sponsorship](#)

☆ Interact

Sponsor a club for youth ages 12-18.

[Interact club certification form](#) | [About Interact club sponsorship](#)



☆ Satellite Club

A satellite club is a transitional step on the way to becoming a full, independent Rotary club.

[Satellite club member information form](#) | [Satellite club application](#) | [Satellite club FAQ](#)

☆ Rotary Community Corps

A Rotary Community Corps is a group of non-Rotarians who carry out and support local Rotary club projects.

[Sponsor a Rotary Community Corps](#)

☆ Twin Club

Commemorate your twin club partnerships.

[Certificate of Recognition](#)



MY ROTARY | Club Giving

Club Giving

★ Online

Make a contribution to The Rotary Foundation or to a Foundation-approved project on behalf of your club or club members.

[Contribute to a Foundation-funded project](#) | [Contribute on behalf of club or club members](#) | [Multiple donor form](#) | [Individual contribution form](#)

☆ Printable Forms

Send printed forms to The Rotary Foundation with your credit card number or check, or as soon as a wire transfer is initiated.

[Multiple donor form](#) | [Individual contribution form](#)



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MY ROTARY | Club Giving



094-EN—(1013)

THE ROTARY FOUNDATION MULTIPLE DONOR FORM



Complete this form when submitting a single contribution reflecting the combined gifts of multiple club members. Please do not send cash. Club officers can also make contributions to The Rotary Foundation on behalf of their club or multiple club members at www.rotary.org/give.

Contributions to credit Rotary Club of _____
Club Name Club # District #

1. DESIGNATION/PURPOSE (Check one):

- ☐ Annual Fund — SHARE ☐ Endowment Fund — World Fund ☐ Endowment Fund — Rotary Peace Centers
☐ PolioPlus Fund ☐ Endowment Fund — SHARE ☐ Other _____
☐ Approved Foundation grant _____ (number mandatory)

2. CONTRIBUTION DETAILS

Amount of contribution _____ Currency _____

Credit card contributions can be made at www.rotary.org/give.

☐ Check — Payable to "The Rotary Foundation." Check number _____

☐ Wire transfer Date initiated _____ (Please send completed contribution form as soon as possible after initiating a wire transfer.)

3. INDIVIDUAL DONOR DETAILS (Identify and allocate individual contribution amounts.)

Please provide each individual donor's membership ID, name, and personal contribution amount. Membership ID numbers may be obtained from the club secretary and are also listed on the Club Recognition Summary (CRS).

NOTE: Changes to designation can only be requested within 90 days of gift receipt date within current Rotary year.

Membership ID #	Donor Name (as appears on CRS)	Contribution Amount	Membership ID #	Donor Name (as appears on CRS)	Contribution Amount
1.			11.		
2.			12.		
3.			13.		
4.			14.		



THE ROTARY FOUNDATION CONTRIBUTION FORM

123-EN—(1013)



Contributions can also be made at www.rotary.org/give.

1. DONOR OF CONTRIBUTION

Type of Donor (Check one): ☐ Individual ☐ Rotary club ☐ Rotaract/Interact club ☐ District ☐ Business
☐ Charitable organization/Foundation ☐ Other: _____

Name: _____ Donor ID: _____
Club Name: _____ Club No: _____ District No: _____
Billing Address: _____ City: _____ State/Province: _____
Country: _____ Postal Code: _____
Daytime Phone: _____ Email Address: _____

2. DESIGNATION/PURPOSE (Check one):

NOTE: Changes to designation can only be requested within 90 days of gift receipt date within current Rotary year.

- ☐ Annual Fund — SHARE ☐ Endowment Fund — World Fund ☐ Endowment Fund — Rotary Peace Centers
☐ PolioPlus Fund ☐ Endowment Fund — SHARE ☐ Other _____
☐ Approved Foundation grant _____ (number mandatory)

3. CONTRIBUTION DETAILS

Amount of contribution _____ Currency _____

Type of Payment: (Check one). For security purposes, please do not send credit card contributions via email.

Credit card: ☐ Visa ☐ MasterCard ☐ Diners Club ☐ JCB ☐ American Express

Make this a recurring contribution: ☐ Monthly ☐ Quarterly ☐ Annually (Select month) _____

Card Number _____ Expiration Date: _____ CVN*: _____

Name as it appears on credit card: _____ Signature: _____

☐ Check — Payable to "The Rotary Foundation." Check number _____

☐ Wire transfer Date initiated _____ (Please send completed contribution form as soon as possible after initiating a wire transfer.)

*The card verification number, or CVN, is a three-digit number that appears on the back of your credit or debit card; for AMEX, it is a four-digit number on the front of the card. It typically appears following the digits of your credit card number.

4. SHIPPING INFORMATION — Recognition materials only

If recognition materials from this contribution are requested for individual(s) other than donor, please complete the Paul Harris Fellow Recognition Transfer Request Form.

Presentation Date: _____ ☐ Please do not send recognition ☐ Please keep my gift anonymous

Send recognition to: (Check one; if left blank, recognition will be sent to club president)

☐ Club President ☐ Club Secretary ☐ Club Treasurer ☐ Club Foundation Chair ☐ Other, record information below

Name: _____ Address: _____
City, State/Prov.: _____ Country, Postal Code: _____
Daytime Phone: _____ Email Address: _____

5. INDIVIDUAL COMPLETING THIS FORM (if other than donor)

Name: _____ Daytime Phone: _____
Email Address: _____ Date: _____

Please send your completed form with contribution only once.

Mail: The Rotary Foundation, 14280 Collections Center Drive, Chicago, IL 60693, USA (Canada: The Rotary Foundation (Canada) c/o 911600, PO Box 4090 STN A, Toronto, ON M5W 0E9, Canada). Email: contact.center@rotary.org Fax: +1-847-328-5260. For more information, or to make a contribution by phone:

MY ROTARY | Forms & Instructions

Forms & Instructions



Name Change

Notify Rotary about a proposed change to your club's name or locality.

[Change of Rotary Club Name and/or Locality](#)



Merger

Step-by-step instructions on how to merge two clubs.

[Club merger forms and instructions](#)



Member Confirmation

Confirm membership and financial standing for former club members.

[Confirmation form](#)



Insurance and IRS (U.S. only)

Access resources about the U.S. Rotary club and district liability insurance program and tax forms.

[U.S. Rotary club and district liability insurance program](#) | [IRS forms and instructions](#)

Official Directory



Official Directory

Search clubs and districts in the Official Directory.

[Search](#)

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MY ROTARY | Reports

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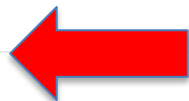
MY ROTARY | Reports

Reports

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Individual Reports

Contributions & Recognition



☆ Donor History Report

View your contributions to The Rotary Foundation and track your progress toward achieving recognition.

[View report](#) | [Give online](#) | [Mail your contribution](#)

Club Reports

Membership

★ Rotary Club Members

Active and terminated members of your Rotary club

[View list](#)

★ Club Data

Club Growth, Member Viability and Growth, Membership Termination Profile, Members in a Club, Goal History by Club, Goals and Achievements by Club, Sponsor Relationship Information

[View reports](#)

☆ Membership Leads

Find a list of active and historical leads in the Membership Leads Report. Review demographics of your leads, and see the average time to admit them in the Membership Leads Executive Summary.

[View reports](#) | [About the membership leads program](#)

My Rotary Account Status

☆ Status of Club Members in the District

Lists all club members in the district, indicates which have active My Rotary accounts, and gives their email addresses.

[View report](#)

☆ Status of Club Members

Lists club members, indicates which have active My Rotary accounts, and gives their email addresses.

[View report](#)

Contributions & Recognition



☆ Club Giving

Paul Harris Fellowship and Benefactor Report, Club Recognition Summary, Club Foundation Banner Report, Major Donor, Arch Klumph Society and Bequest Society Report, Club Fundraising Analysis, Paul Harris Society Report

[View reports](#)

☆ District Giving

Monthly Contribution Report, PolioPlus Report

[View reports](#)

☆ SHARE

Annual Fund-SHARE contributions for each club in a district, source of District Designated Fund.

[View report](#)

Awards



★ Presidential Citation

Plan and report your club's accomplishments for the Presidential Citation.

[View Rotary club report](#) | [View Rotaract club report](#) | [Learn how to nominate an Interact club](#) | [About the program](#)

Alumni


☆ Program Participants & Alumni

Current and past program participants by district.

[View report](#)



MY ROTARY | Club Admin FAQ

 **Rotary** | **My Rotary**

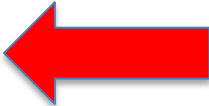
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Club Administration



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FAQ & Help

Learn how to create a MyRotary account, pay your invoice, update club officers, and more.

Frequently Asked Questions

- [Club & District Administration](#)
- [Club Invoice](#)
- [Paul Harris Society \(PDF\)](#)
- [RI Payment Guidelines \(PDF\)](#)
- [Rotary.org](#)
- [Rotary Grants Travel Insurance \(PDF\)](#)
- [Satellite Club \(PDF\)](#)


What do you want to do?

Help

- [How to create a My Rotary account](#)
- [How to pay your club invoice](#)
- [How to add a member](#)
- [How to remove a member](#)
- [How to edit member information](#)
- [How to add a club officer](#)
- [How to update club data](#)
- [How to manage membership leads \(for clubs\)](#)
- [How to manage membership leads \(for districts\)](#)
- [Understanding Membership Reports: Getting Started](#)
- [Exchange rates](#)
- Still have questions? [Contact us](#)

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Learn by Role

- New Member
- Club Roles
- Trainers
- District Roles
- District committees

Learn by Topic

- Membership
- Fundraising
- Projects
- Grants
- Start a Club
- Public Relations
- Awards
- Rotaract
- Interact

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- Our Partners
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- Governance Documents
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Rotary



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- District Governor
- Endowment/Major Gifts Adv...
- Regional Rotary Foundatio...
- Rotary Coordinator
- Rotary Great Britain & Ir...
- Rotary Public Image Coord...

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Running Effective Meetings

Instructor:

Rotary International in Great Britain & Ireland
2



Audience: In this course we outline how to make your meetings more effective in your role as a Chairman

The course was developed by Rotarians on behalf of **Rotary International in Great Britain & Ireland**

Published : 11/2015

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How To Run A Webinar: For Organizers

Instructor:

Learning and Development



Audience: All Rotarians

Are you ready to put together your own webinar? This course


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Home | Joseph Nouh Chaia | Delegation

Joseph Nouh Chaia

Profile Delegation **Connections (0)** Messages (0) Account Settings


Delegation




You can delegate temporary permission to conduct online Rotary business on your behalf to any individual in your club or district who has an active My Rotary account. You control the start and end date and can schedule multiple delegations at one time.

[View the delegation quick guide](#)

Your Roles ?

Roles you have delegated ? 

Roles delegated to you ? 

Q & A

