



## ROTARY INTERNATIONAL SEMIANNUAL REPORT JULY 2014

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Current Semiannual Report writable documents are located at

<http://www.rotary.org/myrotary/en/document/730>

### ATTENTION CLUB OFFICERS:

1. Submit membership to Rotary International **no later than 1 June and 1 December** to be reflected on the upcoming Semiannual Report via My Rotary (Manage/Club & District Administration) or e-mail [data@rotary.org](mailto:data@rotary.org) (allow a few extra days if sending via email). Clubs using a software provider that participates in [Member Data Integration Services](#) initiative should use their local database.
2. Make sure that the names of all current officers are correctly entered in the system and that all future officers are named no later than 1 June.
3. Ensure that email addresses for all members, especially current and future officers, are current.
4. Set up a club email address that can be transitioned to future officers in order to help maintain a consistent flow of communications with Rotary.
5. **Add Rotary email addresses to your contacts.** To help ensure that email from Rotary is not rejected or filtered as spam, add [rotary\\_international\\_sar@microdg.com](mailto:rotary_international_sar@microdg.com) and [ri\\_club\\_finance@rotaryintl.org](mailto:ri_club_finance@rotaryintl.org) to your email contacts, but do not reply to those emails. [rotary\\_international\\_sar@microdg.com](mailto:rotary_international_sar@microdg.com) belongs to provider approved by RI to send emails with files to club officers.
6. **Go paperless.** If the upper right corner is flagged with 'No', then consider to update your Semiannual Report preferences in My Rotary to receive only the electronic version of the SAR.

Contact your [finance representative](#) with any question regarding this process.

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# Rotary SEMIANNUAL REPORT (SAR) WORKSHEET

**JULY 2014**

Recalculate or confirm your club's membership dues, magazine subscriptions, and other RI fees, and send this worksheet to your Rotary Office or the address on page one of your SAR. If you used the online process, you are not required to submit this form, but use it to calculate correct membership number and a payment amount.

Rotary club of (name) \_\_\_\_\_

District \_\_\_\_\_ Club Number \_\_\_\_\_ Club email address \_\_\_\_\_

## MEMBERSHIP

1. Enter the total number of active members from the club list provided by RI \_\_\_\_\_
2. Enter the number of members terminated **before** 1 July 2014 \_\_\_\_\_
3. Enter the number of new members admitted **before** 1 July 2014  
(Use a New Member Form for each new member or submit new members online.) \_\_\_\_\_
4. Calculate the club's total membership (line 1, minus line 2, plus line 3) \_\_\_\_\_

## MAGAZINE

5. Total number of *The Rotarian* (in English) subscriptions:  
\_\_\_\_\_ club members plus \_\_\_\_\_ others paid by club = TR- \_\_\_\_\_

## SEMIANNUAL DUES

6. Calculate semiannual dues at US\$27.00 multiplied by line 4 \$ \_\_\_\_\_
7. Amount due for Pro-Rata Dues (see club invoice) \$ \_\_\_\_\_
8. **Total amount due to RI for membership dues** (line 6 plus line 7) \$ \_\_\_\_\_

## ADDITIONAL FEES

9. Magazine subscriptions fees to *The Rotarian* multiplied by line 5  
(Fees vary by country - see club invoice) \$ \_\_\_\_\_
10. Magazine subscriptions fees to the Rotary Down Under  
(please pay as indicated on the invoice; this amount may not be adjusted) \$ \_\_\_\_\_
11. Council on Legislation at US\$1.00 for each active member\* (line 4 above) \$ \_\_\_\_\_
12. Annual General Liability Insurance assessment\* (if applicable, see club invoice)  
times the total online 4 \$ \_\_\_\_\_
13. Annual D&O/EPL insurance assessment\* (if applicable, see club invoice)  
times the total on line 4 \$ \_\_\_\_\_
14. Other miscellaneous items \$ \_\_\_\_\_
15. Clubs in India and Australia should also pay appropriate taxes. Please see the  
insert sheet for more information on paying this tax. \$ \_\_\_\_\_

**TOTAL AMOUNT DUE to RI for 1 July 2014** (Add lines 8 through 15)

See SAR instructions for membership reporting and payment. Payments are due to Rotary on July 1st, 2014.

\$ \_\_\_\_\_

Signed, \_\_\_\_\_  
President Date

Signed, \_\_\_\_\_  
Secretary Date

Name (please print) \_\_\_\_\_

Name (please print) \_\_\_\_\_

\*Paid only on July report



# SEMIANNUAL REPORT (SAR) INSTRUCTIONS

Follow three steps to complete your club's semiannual report (SAR).

## STEP 1 – UPDATE MEMBERSHIP

Review your club's membership list. RI Bylaws require confirmation of your membership information even if there have been no changes to your list. Update online\* (preferred method) or by paper copy. Add/update club's permanent email address, if available.

\*Clubs using a software provider that participates in *Member Data Integration Services* initiative should update their local online system and then follow the online e-mail reporting instructions below.

### ONLINE (PREFERRED METHOD)

#### Log into [www.rotary.org/myrotary](http://www.rotary.org/myrotary)

Presidents, secretaries, treasurers and executive secretaries are able to update their member list online.

Go to **Manage/Club & District Administration** to add new members, terminate members, and update member contact data.

#### Send an email to [data@rotary.org](mailto:data@rotary.org)

#### Email subject: SAR Date/ Club Name & Number

Include the SAR date and write the total number of active members and subscribers as of 30 June 2014.

RI Bylaws require verification of membership even if there are no changes to your list.

### PAPER COPY

#### Revise RI paper copy of your club's member list.

**Terminations:** Put an X through the member's name if terminated before 1 July 2014. Indicate the date and termination reason (attendance, business obligations, deceased, family obligations, health/personal, joining other club, relocation, or other reason).

**Changes:** Update address/email and member type (active/honorary). Draw a line through old data and write in the change.

**New members:** Complete a New Member Form for each new active and honorary member admitted before 1 July 2014 that is not on the list.

**Complete the SAR Worksheet (lines 1-5)** to report total club members and subscribers as of 30 June 2014.

**Magazine Subscriptions:** All active club members must subscribe to *The Rotarian* (in English) or an official regional magazine. Only subscriptions to *The Rotarian* (TR), *Rotary Down Under* (RDU), and *Revista Rotaria* (RR) are included in the SAR payment and reported on the club list provided by RI. Update the RI club list with changes or use the New Member Form for new subscribers. Clubs may request subscription to *The Rotarian* instead or in addition to their official regional magazine.

## STEP 2 – MAKE YOUR PAYMENT

Use the invoice and the SAR Worksheet to calculate the amount owed. Refer to page 1 of your invoice for instructions on where to submit your payment and acceptable payment methods. Payment is due to Rotary on 1 July 2014. Club president, secretary, executive secretary, or treasurer may pay online by credit card using My Rotary. Please note: any satellite club members are billed on their sponsor club's SAR. The sponsor club is responsible for collecting and remitting these dues back to Rotary.

## STEP 3 – SEND YOUR DOCUMENTATION

If you followed the online instructions (updated membership and emailed data), your work is done. Membership adjustments are done only if RI receives an email or a SAR packet. For paper copies, send the following items to the address on the front page of your SAR or email scanned SAR paperwork to [data@rotary.org](mailto:data@rotary.org):

1. SAR Worksheet – Required
2. Updated Member List – Required
3. New Member Forms – Send if you have new members or other data changes.

Questions? Email [data@rotary.org](mailto:data@rotary.org) or your Rotary international office [www.rotary.org/io](http://www.rotary.org/io).

Contact Rotary staff listed on your invoice or Finance at [www.rotary.org/myrotary/en/contact/representatives](http://www.rotary.org/myrotary/en/contact/representatives) for payment questions.

## NEW MEMBER FORM

(DATA NOT INCLUDED IN MEMBERSHIP LIST)

PLEASE PRINT

Please report the name as it appears in Latin alphabet in the individual's passport or other government issued document.

TITLE	FIRST NAME	M.I.	SURNAME
MR. / MS.			
EMAIL			
ADDRESS			
CITY			
STATE / PROV.			
COUNTRY / POSTAL CODE			
PREFERRED PHONE NUMBER			
LANGUAGE CODES			
ADMISSION DATE	(DD/MM/YYYY)	PREVIOUSLY REPORTED?	YES NO
KIND OF MEMBER (CHOOSE ONE)	ACTIVE	HONORARY	SPECIAL SUBSCRIPTION
SUBSCRIPTIONS	TR	SPECIAL TR (NON-MEMBER)	RDU
FORMER ROTARY CLUB	CLUB NAME	MEMBER #	
NAME OF THE NEW MEMBER SPONSOR	MEMBER NAME	MEMBER #	

TITLE	FIRST NAME	M.I.	SURNAME
MR. / MS.			
EMAIL			
ADDRESS			
CITY			
STATE / PROV.			
COUNTRY / POSTAL CODE			
PREFERRED PHONE NUMBER			
LANGUAGE CODES			
ADMISSION DATE	(DD/MM/YYYY)	PREVIOUSLY REPORTED?	YES NO
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