

# Using the Monthly Contribution Report (MCR)

| Rotary Foundation<br>Monthly Contribution Report<br>Date: Month Year 5 to Date: Month Year (In US Dollars) |                                  |                  |                 |                     |             |                     |                |                             |            |                          |             |                 |                               |
|--|----------------------------------|------------------|-----------------|---------------------|-------------|---------------------|----------------|-----------------------------|------------|--------------------------|-------------|-----------------|-------------------------------|
| Club No  | Name                             | No. of Mem- bers | APF Goal Amount | APF Goal % Achieved | APF Per Cap | ---Annual Giving--- |                | ---Restricted Giving--- (H) |            | ---Permanent Fund--- (I) |             | ---Total--- (J) | Annual Giving Per Capita Rank |
|  |                                  |                  |                 |                     |             | Month               | Period         | Month                       | Period     | Month                    | Period      |                 |                               |
| District: 1234   |                                  |                  |                 |                     |             |                     |                |                             |            |                          |             |                 |                               |
| 1234   | District 1234 Contribution       | 0                | \$0.00          | 0%                  | \$0.00      | \$0.00              | \$0.00         | \$0.00                      | \$0.00     | \$0.00                   | \$0.00      | \$0.00          |                               |
| 101  | Arbor Hills (Sunset), CA, USA    | 9                | \$1,200.00      | 108% (D)            | \$144.44    | \$0.00              | \$1,300.00     | \$0.00                      | \$0.00     | \$0.00                   | \$0.00      | \$1,300.00 (J)  |                               |
| 102  | Beach, CA, USA                   | 41               | \$7,200.00      | 55%                 | \$96.34 (E) | \$0.00              | \$3,950.00     | \$0.00                      | \$0.00     | \$0.00                   | \$0.00      | \$3,950.00      |                               |
| 103  | Berry Fields Valley, CA, USA     | 27 (B)           | \$6,200.00      | 91%                 | \$208.89    | \$2,645.00          | \$5,640.00 (G) | \$0.00                      | \$0.00     | \$0.00                   | \$50,000.00 | \$55,640.00     | (K)                           |
| 104  | Big Bear Meadow Sunrise, CA, USA | 22               | \$2,100.00 (C)  | 41%                 | \$134.77    | \$556.00            | \$2,965.00     | \$0.00                      | \$1,250.00 | \$0.00                   | \$0.00      | \$4,215.00      |                               |
| 105  | Big Bear Meadow, CA, USA         | 79               | \$7,400.00      | 83%                 | \$77.34     | \$2,100.00 (F)      | \$110.00       | \$0.00                      | \$0.00     | \$0.00                   | \$1,000.00  | \$7,110.00      |                               |

The Monthly Contribution Report (MCR) is available through Member Access to district governors, district governors-elect, district Rotary Foundation committee chair, district fundraising chair, Annual Giving subcommittee chairs, club presidents, and club secretaries. Club treasurers and club Foundation chairs also gain access after the club President adds them through their Member Access by "Updating Club Data." This Foundation report is also available upon request at the Contact Center.

- A. The Monthly Contribution Report (MCR) is available through Member Access. The contribution data is finalized after the books for the prior month close, generally on the 15<sup>th</sup> of the month. Member Access also offers access to the final MCR of the previous Rotary year to provide a benchmark for ongoing fundraising activities.
- B. The total membership count per club is populated once during the Rotary year on the MCR (typically in November). Once included, this number does not change until the next Rotary year.
- C. The Annual Programs Fund (APF) Goal Amount reflects the number submitted on the Club Goal Report Form. Clubs that do not submit a goal will show a US\$0.00 amount.
- D. Percentage determined by comparing the Annual Giving year-to-date total (G) with the APF Goal Amount reflected in column C. Clubs that do not submit a goal remain at 0% throughout the Rotary year.
- E. The APF Per Capita amount is determined by dividing the Annual Giving year-to-date total with the Number of Members reflected in column B.
- F. Total Annual Giving this past month.
- G. Total Annual Giving for the period indicated at the top of the MCR (A).
- H. Restricted Giving reflects contributions to specified Matching grants, PolioPlus, etc. Contributions to restricted funds **do not count towards the APF Goal** for the year and **do not affect the APF Per Capita** giving ratio.
- I. Permanent Fund Giving reflects outright contributions to the Permanent Fund and **do not count towards the APF Goal** for the year and do not affect the per capita giving ratio.
- J. Shows the club's combined giving total for Annual Giving, restricted giving, and APF, Restricted Giving, and Permanent Fund contributions for the time period indicated at the top of the MCR (A).

# Using the Monthly Contribution Report (MCR)

K. Lists the rank of the top three clubs in the district in per capita giving to APF.

## Tracking progress towards our APF goal

Columns **C** (goal amount) and **G** (actual contributions to date) are the primary benchmarking tools on the MCR. Use the APF Per Capita average (column **E**) to track how close the members of a specific club are in achieving an average US\$100 contribution (Rotary Foundation Sustaining Member amount) to The Rotary Foundation (TRF).

For clubs who do not report a club goal, using the APF per capita amount becomes a tool to benchmark their contribution towards TRF's worldwide APF goal.

## Increase available District Designated Funds (DDF) by working with large and non-contributing clubs

Large clubs have a significant impact on the APF total in the district. These Rotary clubs have the unique opportunity to set a positive tone in the district, and can impact and inspire other clubs with their support of TRF.

Clubs with no recorded giving for the year will show an amount of US\$0.00 in column **G**. Converting clubs with a history of not supporting TRF creates great opportunities for increased Annual Giving and additional available DDF in the future.

## Identifying Banner Recognition opportunities for your Rotary Club

Three types of banners recognizing clubs for their support of TRF are automatically prepared and sent once the Rotary year is concluded: **Top 3 Per Capita in APF Giving** in the district, **Every Rotarian, Every Year (EREY) Club**, and **100% Rotary Foundation Sustaining Member Club**. You can monitor the progress of your club by using the EREY Eligibility Report.

To qualify for the EREY club recognition, your club needs to achieve a minimum of US\$100 per capita in APF support along with every member contributing at least some amount to APF during the Rotary year. To qualify for 100% Rotary Foundation Sustaining Member Club recognition, each active member of your Rotary Club needs to contribute at least US\$100 or more to APF during the Rotary year. Use the per capita average in column **E** to determine if your club is potentially on track for either of these two recognition banners.

To determine if your club qualifies for the Top 3 Per Capita in APF Giving recognition, refer to column **K**, which continually updates the top three clubs as the year progresses.

