Directions for Approving on-line Rotary District Grant Applications and Reports

District 6710 has adopted Rotary International's on-line system for administering all District and Global Grant processes. This job aide is designed to assist those less familiar with DACdb on how to approve Club District Grants on-line. Ralph Young, Randy Bridges, Barry Smith, and Clay Howerton are approved.

1. Log in to DACdb. When logging in, make sure that you input your club number (3745) where indicated to open more access to DACdb.

DAC db District and Guid database		
	DACdb The District and Club database was developed to assist districts and clubs to meet the International, and to foster easier communications within the district for the district lear course the members of Rotary Clubs.	ir administrative reporting requirements to Rotary Bership, district committees, club leadership, and of
	Sign In Request Event estime	DACdb Mobile
	User Name: youngrs@bellsouth.net (Usually your R1 MembertD or Last Name) Password:	Have you tried DACdb Mobile yet? https://m.DACdb.com Go To DACdb Mobile Create DACdb Mobile
	Login HELP	
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- 2. When you get to the District Home Page, click on the District Grants shortcut.
- 3. At the District Grants Overview Home Page, click on District Grant View in the menu to the left.



4. Scroll down the list of grants listed until you find the Paducah club grant that is ready for approval.

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RICT Shortcuts	= 2 ×		High School Senior Scholarships	Second Priority	8031	Mayfield Sul Dis	bmitted Grant for trict Approval	0.00	750.00	1,000.00	1,750.00	Harned, Frederic T. Young, Ralph	2
	• Z ×		Weekend Elementary School Food Backpack Program	First Priority	8013	Mayfield Sul Dis	bmitted Grant for trict Approval	0.00	750.00	1,000.00	1,750.00	Harned, Frederic T. Young, Ralph	2

5. Click on the pencil icon to open the grant selected. There will be a number of tabs across the top of the page. Each tab provides information on the grant application. At the top right will be a button **Club: Sign Grant Application**. Click that box.

Home Find My D	DATA My CLUB DISTRICT	Help Admin	Rotary District 6710 - Paducan 🦉 Young, Kalph				
GRANT NAVIGATION	Edit Grant: Sum	ner Reading Backpack Program [2019-20] ID-7914					
 ☆ Grant Overview ➡ Budget Overview ④ Grant Dashboard 	Grant Status: Submitted Grant for Club Approval This Grant is locked and you are unable to save changes in its current state. However, you may continue to add expenses, upload files and file reports. Signature are required from 1 Club:						
E District Grant View							
I AREA Grant View	Details Clubs Invo	ved Contacts Application Budget Documents Activity Log Signature Log					
Club Grants View Grant Secure Files	Complete the basic Grant i Once the Grant is saved, th	formation form below. All the fields on this page must be entered to save the initial Grant application. Ebudget and Document tabs will appear.					
🗰 Admin <	* Project Name:	Summer Reading Backpack Program	· · · ·				
Audit Club Signatures	Priority:	Second Priority					
2 Help	* Org Year:	2019-20 •					
Getting Started Videos	* Round:	1 (e.g., 1 or 2)					
Grant 1 Video	* City:	Paducah					
Grant 2 Video	* State:	Kentucky					
My CLUB Shortcuts	* Country:	United States					
🔊 🗿 🐺 🖓 📄	Target Completion Date:	05/29/2020 Target completion date for this project.					
DISTRICT Shortcuts	Area of Focus:	Promoting Peace Promoting Olean Water, Sanitation and Hygiene Supporting Education Other:					
1 FS 978 Tu	* Project Description:	The Rotary Club of Paducin plans to provide backpacks containing books and other reading/initing materials that will encourse 2nd grade students to read during their summer break. School administrators and teachers from Paducah and MCCacken Courty school systems have expressed that students dramatically fail behind in reading professory of they do not continue to practice reading skills during the summer break and data in iterature supports this suggestion. The purpose of this project is to encourse 2nd grade students to read and practice various literacy fails throughout the summer store litery will be better prepared for the bid grade. The Summer Keading Backpack Program will assist approximately 800 2nd grade students identified by Paducaka Chry Schooly. Rochaels Courty School, S.K. Mays School, and Community Cristian Academs, The program will promote the practice of reading and writing during the summer more listic grant finds to provide materials messations. The Road Charles Courty School, S.K. Mays School, and Community (Cristian Academs, The program will promote the practice of reading and writing during the summer more listic grant finds to provide materials messation of a back in the statement of Paducah is seeing District grant finds to provide materials messation of a back in the statement of the statement program strifty book for All nanose. Terromotion book mechanical throughywork disc.	• Period (1) 1:32 PM				

- 6. When the signature window opens you will see the names of people that have signed the grant. If no one has signed there will be no signatures. (see below)
- 7. At this point, click on the box **Sign Grant**.



- 8. After signing, click on the Signature Log tab and verify that your signature has been recorded.
- 9. Our club needs two signatures before the grant advances for District approval.

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GRANT NAVIGATION Edit Grant: Summer Reading	Backpack Program [2019-20] ID-7914		
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# AREA Grant View Contacts Clubs Involved Contacts	Application Budget Documents Activity L	og Signature Log	
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10. If you have any questions, please contact Ralph Young, Sheila Stoke, or Rick Harned.

Ralph Young	<u>youngrs@bellsouth.net</u>
Sheila Stoke	sheilacpa@hotmail.com
Rick Harned	rickharned@gmail.com