This feature allows donations by check to be reported to The Rotary Foundation and prepares a page to be mailed with payment.

STEP 1

Log into DACdb and select "My Club" from the home page.



STEP 2

Click the "Reports" icon. NOTE: Your screen and icon arrangement may look different. If you do not see a "Reports" icon, click open the SETTINGS button and add "Reports" to your display (drag & drop icons from the blue "available" field to the yellow "display" field).



STEP 3

Open the "Rotary Foundation Transmittal (TRF)" report (your menu options may be different).

File Edit View History Bookman	rks Tools He	in a second s					
		ιν					
Donation to Foundation	n via che X	DACdb.com × +					
\leftarrow \rightarrow C \textcircled{a}							
🌣 Most Visited 🧕 Getting Starte	d 🔀 Maps	G Search					
Home Find My I	DATA My CL	UB DISTRICT Admin Support / Learning					
REPORTS NAVIGATION Club Reports							
네 District Reports	Use the menu to the left to select the type of report you want to run.						
AREA Reports	Click on 💯 ICON (or <i>report name</i>) to run Report. Click on 🖈 ICON to add Report to Favorites list.						
🗠 Club Reports	Action	Report Name					
🗠 Committee Reports	Membershin Directory						
In Event Peports		1.10 - Membership Directory JASPR					
	<u> </u>	A collection of report layouts to produce a club or district Membership Directory.					
Other Reports	函 🛨	1.20 - Membership Directory (NEW)					
My Favorites		A collection of report layouts to produce a club or district Membership Directory.					
Documentation	图 ★	1.30 - Club Leadership Directory A collection of report layouts to produce a Club Leadership Directory.					
My CLUB Shortcuts	BR +	1.40 - Club Member Directory (with contact info)					
	<u> </u>	A collection of report layouts to produce a Club Member Directory with contact information.					
	网 🛨	1.50 - Club Statistics					
DISTRICT Shortcuts		A collection of reports to show different statistics for a club or district.					
	图 🛨	1.60 - Membership Directory (Pocket)					
		A collection of report hydroxis to produce a smaller (pocket size) club member birectory.					
	🖾 ★	A since report that allows you to produce a list of members and corresponding participation data based on the parameter settings selected for the report.					
	-	1.80 - Member Length Of Service					
	图 📩	A single report produced based on the earameter settings to show the length of service for members in a club.					
	Rotary FO	UNDATION Transmittal (TRF)					
l C	图 🛨	2.10 - The Rotary FOUNDATION Transmittal (TRF)					
		A PRINT ONLY report used by TRF (The Rotary Four action) chairs or club Treasurers for contributions to TRF. No Emails will be sent.					
	dorchi	band contact					
		A single report that provides member profile data. Excel download is recommended due to the amount of data included in the report.					
	-	3.20 - District and Club Leadership					

STEP 4

Apply filters as necessary (default selections will be sufficient in almost all cases). Then click "VIEW" icon in the upper right corner.

	9	Gelect Club Member Repo	rt Parameters	
Club:	FishHawk-Riverview	~		
Members:	Include terminated club member	s on report, terminated since: [11/04/2024 🔳 (default - 3 m	onths)
Member Type: (All ON OFF)	Active Active-R85 Friend of Rotary Proposed Rotaractor Guest-Rotarian Alumni-ROTARACT	Active-Associate Active-Satellite Honorary rospect Staff Position Associate Member Trial Alumni-RYE	Active-Corporate Active-Satellite-LOA Interact Rotaract Active-eMember Alumni AlumniRYLA	Active-LOA Active-Satellite-R85 Potential Member Rotaract Advisor Guest Alumni-INTERACT Alumni-Verified
	THIS IS A PRINT ONLY REPORT! NO) EMAILS WILL BE SENT! Sele	ect the following roles to view	v and copy email addresses to pas
District Positions: y default, the District RF Chair (DRF and/or RFC) is selected. Each histrict can change nese settings. Changes nade here to one Club ill affect all clubs in the histrict.	DG-Elect (DGE) District Secretary (DS) IPDG & TRF Chair (DRFC)	DG-Nominee (DG	SN) Di	strict Governor (DG) Indraising Committee Chair (AFC)
Club Positions: y default, the ecretary, Treasurer and pundation Chair are elected. Each club can nange these settings.	 Club Executive Secretary (CES) President (P) Secretary (S) Treasurer-Elect (TE) 	 Membership Cha President-Elect (Secretary-Elect (ir (M) Mr PE) Z Rd SE) Z Tu	embership Co-Chair (M) stary Foundation Chair (TRF) reasurer (T)

STEP 4

Enter the amount being donated next to the club member(s) to received credit. Check where you wish the funds to go within the Foundation (ONLY Annual Fund – SHARE is held for three years and returns funds to our district in the form of DDF).

