TRF Transmittal Form on DACdb

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.
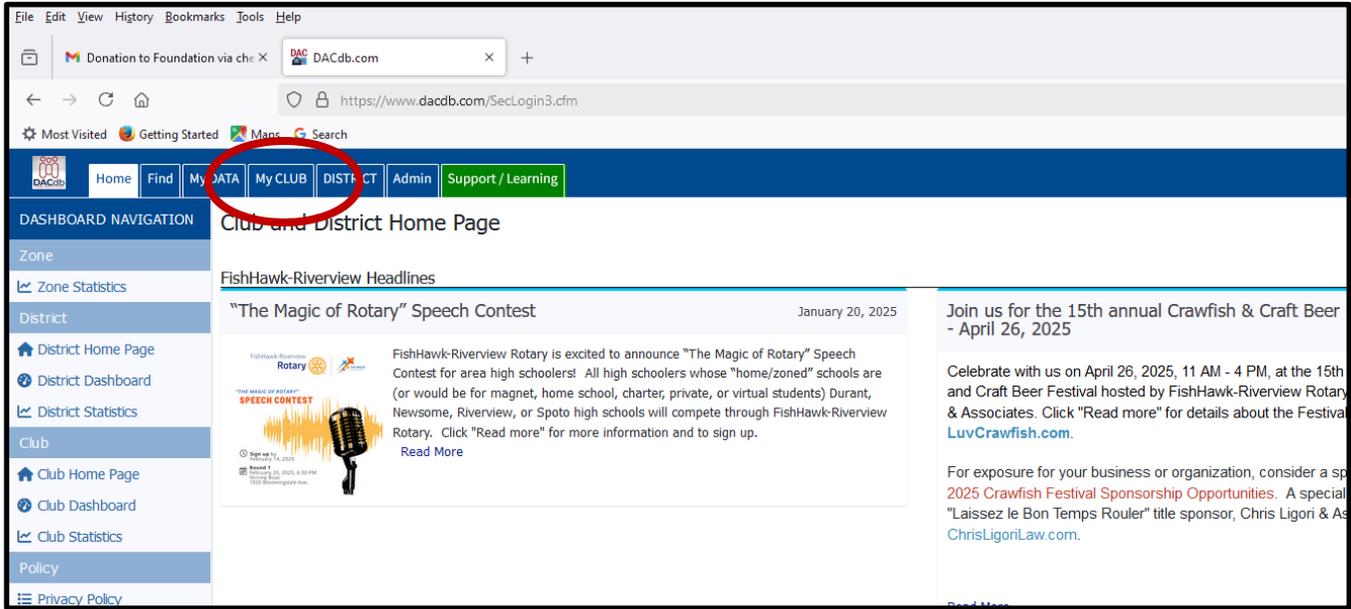
STEP 2
Click the "Reports" icon. NOTE: Your screen and icon arrangement may look different. If you do not see a "Reports" icon, click open the SETTINGS button and add "Reports" to your display (drag & drop icons from the blue "available" field to the yellow "display" field).

SETTINGS
*(click to open
And choose icons
for display)*
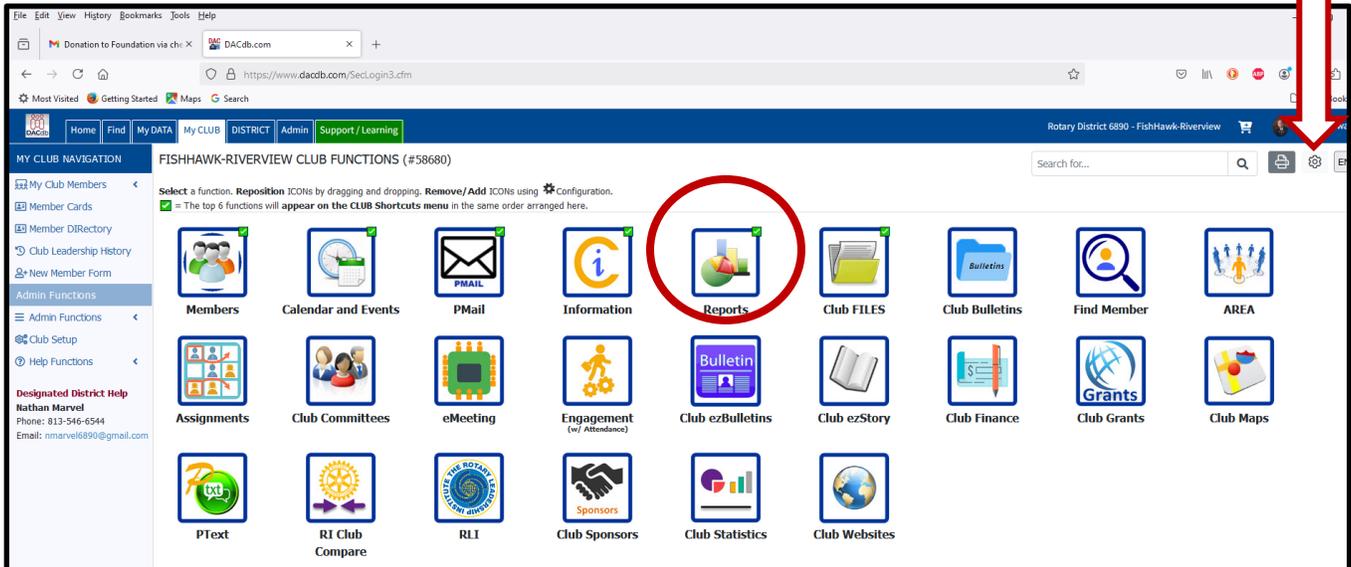
STEP 3
Open the "Rotary Foundation Transmittal (TRF)" report (your menu options may be different).
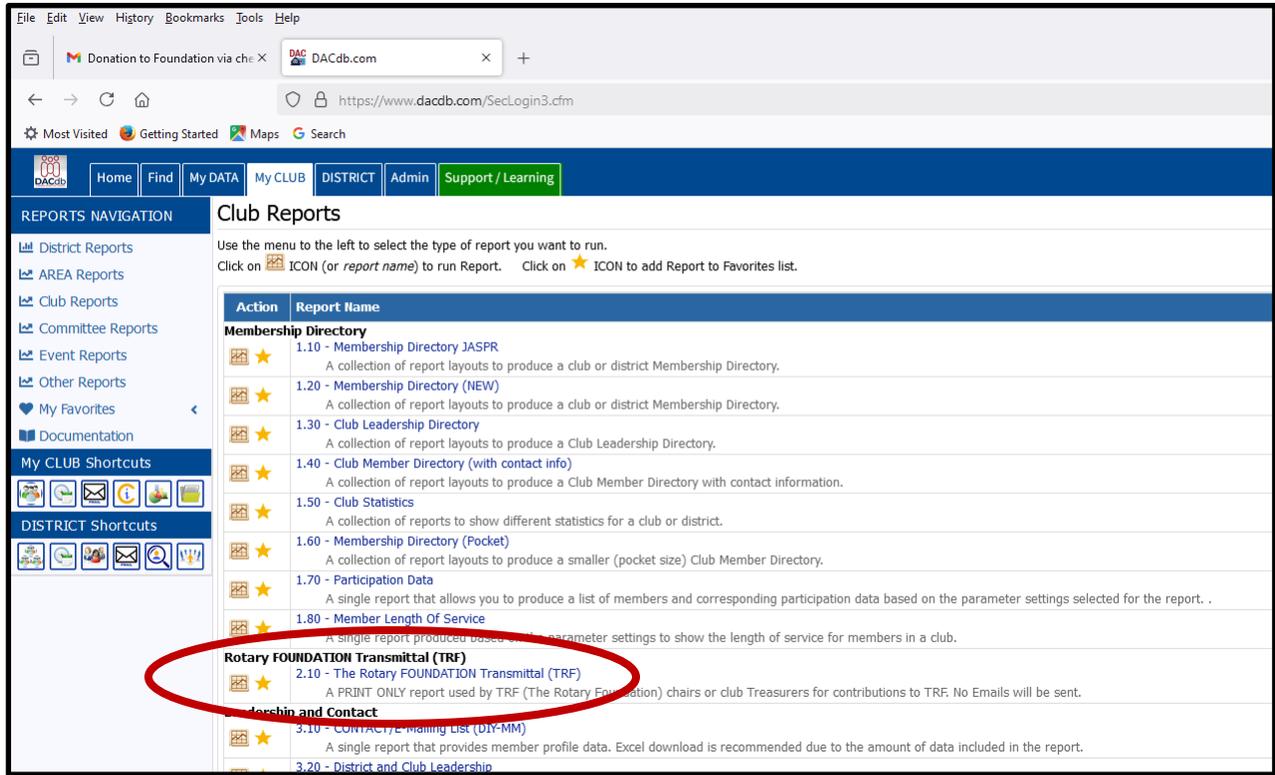
STEP 4
Apply filters as necessary (default selections will be sufficient in almost all cases). Then click "VIEW" icon in the upper right corner.
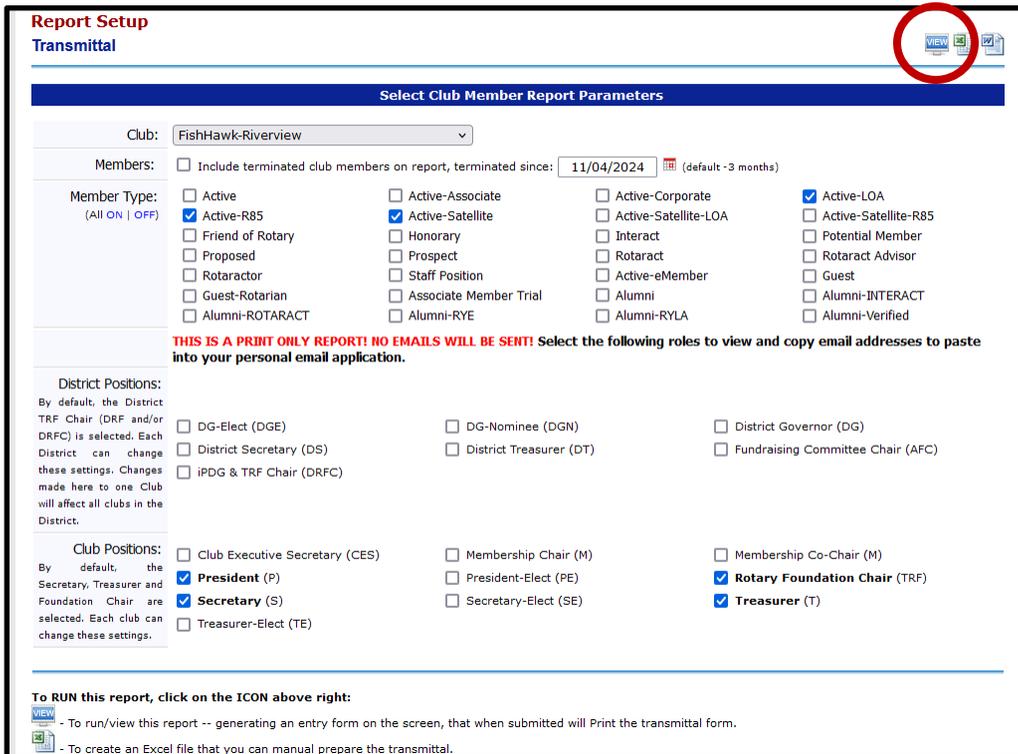
STEP 4

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**).

Rotary District 6890 Club -- FishHawk-Riverview (58680)

THIS IS A PRINT ONLY REPORT! NO EMAILS WILL BE SENT! Click Here to view and copy email addresses based on your selected filter criteria.

Enter default **AMOUNT/per Rotarian:** [ ] (Then click or Tab)

Remit TO: The ROTARY FOUNDATION
14280 Collections Center Drive
Chicago, IL 60693

MEMBERID	AMT CONTRIB	MEMBER NAME	SUST MEMB
▓▓▓▓▓	100.00	Aslaw, Deborah (Active-LOA)	
▓▓▓▓▓		Booth, Edward W. (Active-R85)	✔
▓▓▓▓▓		Fields, Jackie P (Active-R85)	✔
▓▓▓▓▓		Huth, Betty (Active-R85)	✔
▓▓▓▓▓		Odom, Edward A. (Active-R85)	✔
Club #58680		Contribution By **FishHawk-Riverview** Club	
		5 Active Members	4 / 80.0%
TOTAL AMT:	$ 100.00	**Process and Print Page (No E-mail will be sent)**	

Please make your check payable to: *The Rotary Foundation*
And, *TRF*, please send a contribution receipt to all donors.

Contributions Designation (only check one):

☑ **Annual Fund-SHARE** (Default: supports grants and activities chosen by clubs in your district, and generates District Designated Funds (**DDF**)

☐ PolioPlus ☐ for Grant#: [ ]

Other Annual Program Focus Funds: (These Funds do *not* SHARE in **DDF**):

☐ Annual Fund-World Fund
☐ Annual Fund-Peace and conflict prevention/resolution
☐ Annual Fund-Disease prevention and treatment
☐ Annual Fund-Water and sanitation
☐ Annual Fund-Maternal and child health
☐ Annual Fund-Basic education and literacy
☐ Annual Fund-Economics and community development

Please mail check and this document to:

The ROTARY FOUNDATION
14280 Collections Center Drive
Chicago, IL 60693

--Submitted by--
Secretary of Rotary Club: Webster, Jason M (2479989-Odom, Edward A.)

NOTE: If you are submitting contributions for more than one person, they must ALL go to the same area (e.g., one Transmittal form for Annual Fund – SHARE and a separate one for PolioPlus or other TRF Area of Focus).

When finished, click "Process and Print Page." DACdb will notify The Rotary Foundation that a payment is being sent. The printed Transmittal form should be mailed along with the check or checks matching the total among shown.

As shown at the bottom of the Transmittal form, mail payment(s) and form(s) to:

> **The Rotary Foundation**
> **14280 Collections Center Drive**
> **Chicago, IL 60693**