

# CLUB AND ROTARY FOUNDATION CONTRIBUTIONS



The Rotary Foundation, Rotary's charitable arm, is supported solely by voluntary contributions from Rotary members and friends of Rotary. Club officers process and maintain records of contributions to The Rotary Foundation that aren't made through My Rotary.

To make sure the treasurer has access to Foundation reports for all contributions made by club members, the secretary should enter the treasurer's name in My Rotary.

## CONTRIBUTIONS

Club officers, including club secretaries, may submit contributions on behalf of the club or one or more club members:

- After signing in to My Rotary, navigate to the Manage tab, then to the Club & District Administration list, click on Club Administration. Scroll to the Club Giving section, where you'll find options for making a contribution on behalf of a club or club members.
- Individual contributions may also be submitted by mail, email, or fax using [The Rotary Foundation Contribution Form](#).
- When sending multiple donations, complete a [Multiple Donor Form](#).
- If sending contributions other than monetary gifts, such as stock, appreciated securities, life insurance policies, property, and bequests, contact staff at [Rotary headquarters](#) or your international office for assistance. See the Foundation's [Gift Acceptance Policy](#) for more information.
- Give your members a receipt for their dues and donations, and record any other transactions, including purchases related to contributions.

If you have questions about local laws or procedures, contact your [international office](#) or fiscal agents, located in Bangladesh, Chile, Colombia, Nepal, Pakistan, Peru, Sri Lanka, Thailand, Ukraine, and Venezuela. You can also contact your [financial representatives](#), who can answer many administrative questions and direct other inquiries to appropriate RI and Foundation staff.

## **CLUB FOUNDATIONS**

If your club has a foundation or plans to establish one, be sure it adheres to local laws. Some countries require foundations to register with the government or follow specific rules. For example, a club that accepts contributions to its foundation is often expected to issue tax receipts from the foundation. Consult your local tax authority or fiscal agent about reporting requirements.

If you send a check from your club's foundation to The Rotary Foundation, it will be processed as a donation from your foundation. If member's names are included with the foundation's contribution, only the individuals listed will receive the appropriate recognition points. The Rotary Foundation doesn't issue a tax receipt for these types of contributions; it is the club foundation's responsibility.