

Dear Club Secretary:

This is the form your secretary's manual refers to under "Information for the *Official Directory*." The original copy MUST be mailed by 31 December if the information about your club's new officers is to appear in the 2007-2008 *Official Directory*. The address you report on the form will update the mailing records at RI World Headquarters.

Please follow these instructions while filling out the form:

- If any of the preprinted data on the upper portion of the form is incorrect, cross it out and print the correction alongside or attach the correction to the form.
- Your Rotary club's contact phone number will be published for the benefit of traveling Rotarians wishing to confirm place, time, and day of meetings.
- A gratis copy of Official Directory will be sent to Club Secretary in July. Please indicate preference, Book or CD-ROM.
- Lines 1-9: Type or print legibly the names, addresses, and other requested information of your club's 2007-2008 president and secretary. Their names and Member ID numbers should appear as they do on your latest Semiannual Report. DO NOT USE LINES 1-9 TO CORRECT PREPRINTED DATA (See item 1 above).
- If your club employs an executive secretary/director, please provide data in space provided.
- After completing this data form please make copies for the incoming District Governor, current District Governor, and your records. Use the attached envelope to return the original copy by 31 December 2006 to the office of the Secretariat serving your club. Their addresses are printed on the back of this data form.

We encourage you to update your club's current and incoming Official Directory data on-line by accessing Rotary Web, www.rotary.org at the "Member Access" - "Rotary Business Online" links. This application is available to each club president/secretary and is password protected.

NO NEED to return this form if data is already entered on the Rotary Web.

CLUB NAME
MEETING PLACE

CLUB NUMBER
DAY TIME

MEETING PLACE ZIP/POSTAL CODE

Club's gratis copy of 2007-08 Official Directory

Your Rotary club's contact phone number to be published _____

Please check one **Book** **CD ROM**

2006-2007 PRESIDENT

2006-2007 SECRETARY

2006-2007 EXECUTIVE SECRETARY/DIRECTOR

Please print name of the 2007-2008 President

Please print name of the 2007-2008 Secretary

Complete only if your club employs an executive secretary/director.

1. _____
First Name Last Name

1. _____
First Name Last Name

Title: executive secretary executive director

2. _____
Member ID No. Spouse first name
(see your Semiannual Report)

2. _____
Member ID No. Spouse first name
(see your Semiannual Report)

Please print name of the 2007-2008 Executive Secretary/Director

Print Rotary Club mailing address below. If none, use personal mailing address.

Print Rotary Club mailing address below. If none, use personal mailing address.

Executive secretary/director is a Rotarian non-Rotarian

3. _____
Address

3. _____
Address

Rotary Club mailing address below.

4. _____
This line for street address continuation

4. _____
This line for street address continuation

5. _____
City State/Province

5. _____
City State/Province

6. _____
Zip/Postal Code/Pin Country

6. _____
Zip/Postal Code/Pin Country

7. _____
Business Phone Fax Number

7. _____
Business Phone Fax Number

8. _____
Residence Phone

8. _____
Residence Phone

9. *E-Mail
_____ @ _____

9. *E-Mail
_____ @ _____

*E-Mail
_____ @ _____

* If incoming officer does not want E-mail address published, write "No" in E-Mail spaces above. This will also remove E-Mail address already on file.

Date _____ Secretary's Signature _____

RI EUROPE AND AFRICA OFFICE

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