

## Semiannual Report of Club Membership and Payment of Per Capita Dues

### 1. Update your club Membership List.

- **CHANGES:** Indicate change of address and e-mail, or change in type of member (active or honorary) on the membership list.
- **LANGUAGE SKILLS:** Indicate each Rotarian's language skills by using the lists of codes provided with the report.
- **TERMINATIONS:** Put an X through any member's name whose membership is terminated before 1 July 2011 and indicate the date and reason. Reasons include: attendance, business obligations, deceased, family obligations, health/personal, joining new club, relocation and other.
- **NEW MEMBERS** (those members admitted before 1 July 2011): Indicate anyone previously reported by circling Yes on the Previously Reported line. Each member must subscribe to *The Rotarian* (TR) or to the Official Regional Magazine (ORM) prescribed by the RI Board for your country. If no choice is indicated, *The Rotarian* will be entered. Countries with *Revista Rotaria* (RR) as their Official Regional Magazine must subscribe to this publication.
- **HONORARY MEMBERS AND SPECIAL SUBSCRIPTIONS:** Follow the above steps for your club's honorary members and special subscriptions. If you are adding an honorary member, please circle Honorary on the New Members Form (data not included in membership listing) and indicate if a subscription to *The Rotarian* is desired. If you wish to enter a special subscription, please circle Special Subscription on the New Member Form (data not included in membership list). Subscriptions to *The Rotarian* for honorary members and special subscribers (organizations and individuals) are paid by the Rotary club.

### 2. Complete the Semiannual Report Form.

- Effective with the July 2011 issue online version of *The Rotarian* is available for subscribers. If a member wishes to receive the digital version, please indicate his/her e-mail address and mark "TR digital" on the right hand column. There is no change to the current subscription rate.

### 3. Make a copy of the Report Form and the Membership List for your files.

### 4. Send a copy of the Report Form to your District Governor.

### 5. Return appropriate information and payment:

- **PAYMENT:** Make check, bank transfer, draft, or money order payable to Rotary International and submit your payment to your RI international office, fiscal agent, or RI World Headquarters. When submitting your payment, put your club identification number (shown at top of mailing sheet) directly on the payment. Payments for RI World Headquarters must be made in U.S. dollars drawn on a U.S. financial institution and sent directly to **Rotary International, 14255 Collections Center Drive, Chicago, IL 60693 USA.**

### 6. The following should be returned to your RI international office or RI World Headquarters:

- A completed Semiannual Report Form, including club name, club number, and officer signatures
- An updated Membership List (only return revisions)
- Any completed New Member Forms (data not included in membership list)

### NOTES:

**ONLINE UPDATES:** Adjustments to your account are not posted automatically via Member Access. Please send an email to [data@rotary.org](mailto:data@rotary.org) with "Adjust [SAR period] Semiannual Report request" in the subject line. Include your club name, club number, officers' names, number of members and number of subscriptions for the SAR period. This information is needed in order for RI to adjust your club's semiannual billing and also to satisfy the club reporting requirements from the RI Bylaws. For information about RI's privacy policy, please see our Web site ([www.rotary.org/en/AboutUs/SiteTools/Legal/Pages/PrivacyPolicy.aspx](http://www.rotary.org/en/AboutUs/SiteTools/Legal/Pages/PrivacyPolicy.aspx)).

**ADDITIONAL ASSISTANCE:** Contact the Data Services Department of RI World Headquarters (tel. 847-424-5216/5217, fax 1-847-733-9340, e-mail [data@rotary.org](mailto:data@rotary.org)) or the RI international office serving your area.