SEMIANNUAL REPORT (SAR) WORKSHEET

JANUARY 2013

Recalculate your club's membership dues, magazine subscriptions, and other RI fees, and send this worksheet to your Rotary Office or the address on page one of your SAR. If you used the online process, you are not required to submit this form.

Rotary club of (name) _____

District _____ Club Number _____ Club email address _____

MEMBERSHIP

1. Enter the total number of active members from the club list provided by RI _____

2. Enter the number of members terminated before 1 January 2013 _____

3. Enter the number of new members admitted before 1 January 2013
   (Use a New Member Form for each new member or submit new members online.) _____

4. Calculate the club's total membership (line 1, minus line 2, plus line 3) _____

MAGAZINE

5. Total number of *The Rotarian* subscriptions:

   _____ club members plus _____ others paid by club = TR- _____

6. Total number of subscriptions to *Revista Rotaria*: RR- _____

SEMIANNUAL DUES

7. Calculate semiannual dues at US$26.00 multiplied by line 4
   (Clubs with fewer than 10 members must pay for a minimum of 10 members.) $ _____

8. Amount due for Pro-Rata Dues (see club invoice) $ _____

9. **Total amount due to RI for membership dues** (line 7 plus line 8) $ _____

ADDITIONAL FEES

10. Magazine subscriptions to The Rotarian multiplied by line 5
    (Fees vary by country - see club invoice) $ _____

11. Magazine subscriptions to Revista Rotaria at US$9.50 multiplied by line 6 $ _____

12. Other miscellaneous items $ _____

TOTAL AMOUNT DUE to RI for January 2013 (Add lines 9 through 12)
See SAR instructions for membership reporting and payment. $ _____

Signed, _____

President   Date

Signed, _____

Secretary   Date

Name (please print)

Name (please print)

wkst_en.pdf

SEMIANNUAL REPORT (SAR) INSTRUCTIONS

Follow three steps to complete your club's semiannual report (SAR).

STEP 1 – UPDATE MEMBERSHIP

Review your club's membership list. RI Bylaws require confirmation of your membership information even if there have been no changes to your list. Update online* (preferred method) or by paper copy. Add/update club's permanent email address, if available.

*Clubs in the OneRotary database integration initiative update their local online system and then follow the online e-mail instructions below.

ONLINE (PREFERRED METHOD)

Log into www.rotary.org/memberaccess
Presidents, secretaries, and executive secretaries are able to update their member list online.

Click **"Update Membership"** to add new members, terminate members, and update member contact data.

Send an email to data@rotary.org

Email subject: SAR Date/ Club Name & Number
Include the SAR date and write the total number of active members and subscribers as of 31 December 2012.

RI Bylaws require verification of membership even if there are no changes to your list.

PAPER COPY

Revise RI paper copy of your club's member list.

Terminations: Put an X through the member's name if terminated before 1 January 2013. Indicate the date and termination reason (attendance, business obligations, deceased, family obligations, health/personal, joining other club, relocation, or other reason).

New members: Complete a New Member Form for each new active and honorary member admitted before 1 January 2013 that is not on the list.

Changes: Update address/email and member type (active/honorary). Draw a line through old data and write in the change.

Complete the SAR Worksheet (lines 1-6) to report total club members and subscribers as of 31 December 2012.

Magazine Subscriptions: All active club members must subscribe to *The Rotarian* or an official regional magazine. Only subscriptions to *The Rotarian* or *Revista Rotaria* are included in the SAR payment and reported on the club list provided by RI. Update the RI club list with changes or use the New Member Form for new subscribers. Clubs may request subscription to *The Rotarian* instead or in addition to their official regional magazine.

STEP 2 – MAKE YOUR PAYMENT

Use the invoice and the SAR Worksheet to calculate the amount owed. Refer to page 1 of your invoice for instructions on where to submit your payment and acceptable payment methods. Club president, secretary, executive secretary, or treasurer may pay online by credit card using Member Access.

STEP 3 – SEND YOUR DOCUMENTATION

If you followed the online instructions (updated membership and emailed data), your work is done. Membership adjustments are done only if RI receives an email or a SAR. For paper copies, send the following items to the address on the front page of your SAR or email scanned paperwork
to data@rotary.org:

1. SAR Worksheet – Required
2. Updated Member List – Required
3. New Member Forms – Send if you have new members or other data changes.

Questions? Email data@rotary.org or your Rotary international office www.rotary.org/io.

Contact Rotary staff listed on your invoice or Finance at www.rotary.org/en/reps for payment questions.

NEW MEMBER FORM

(DATA NOT INCLUDED IN MEMBERSHIP LIST)

Please print

Please report the name as it appears in Latin alphabet in the individual's passport or other government issued document.

Title	First Name M.I. Surname
Mr. / Ms.	
Address	
City	
State / Prov.	
Country / Postal Code	
Preferred phone number	
Email	
Admission Date / Subscription	(dd/mm/yyyy) Previously Reported? Yes No TR
Language Codes	
Kind of Member (choose one)	Active Honorary Special Subscription
Former Rotary Club	Club Name Member #
Former Rotary Foundation Alumnus?	If yes, what program:

Please print

Please report the name as it appears in Latin alphabet in the individual's passport or other government issued document.

Title	First Name M.I. Surname
Mr. / Ms.	
Address	
City	
State / Prov.	
Country / Postal Code	
Preferred phone number	
Email	
Admission Date / Subscription	(dd/mm/yyyy) Previously Reported? Yes No TR
Language Codes	
Kind of Member (choose one)	Active Honorary Special Subscription
Former Rotary Club	Club Name Member #
Former Rotary Foundation Alumnus?	If yes, what program:

Return in window envelope provided along with:
1) Semiannual Report Worksheet
2) Invoice stub with payment (or proof of payment)
3) Club Membership List Revisions
4) New Member Form (data not included in membership listing)

RETURN ADDRESS MUST SHOW THROUGH WINDOW

ROTARY INTERNATIONAL SEMIANNUAL REPORT JANUARY 2013

THIS PACKAGE INCLUDES:

1) Window envelope for returning Semiannual Report and invoice payment (for paper version only)

2) Semiannual Report Worksheet

3) Invoice

4) Current Club Membership List as per RI Records as of 1 December 2012

5) New Member Form (data not included in membership list)

Instructions and information forms are found online at www.rotary.org

ATTENTION CLUB OFFICERS:

Here are some suggestions for club officers who submit SAR dues:

1. **Keep membership information current and accurate.**

   a. Make sure to submit membership data to RI in timely manner by 1 June or 1 December to be reflected on the upcoming semiannual report. Use Member Access or email data@rotary.org. Clubs participating in data integration initiative (OneRotary) must not update member data through Member Access Portal (MAP), but use their local data base. Refer to the list of OneRotary data integration participants and exact level of integration at http://www.rotary.org/en/AboutUs/SiteTools/siteintegrations/Pages/data.aspx

   b. Make sure that the names of all current officers are correctly entered in the system and that all future officers are named no later than 1 June.

   c. Ensure that email addresses for all members, especially current and future officers, are current.

   d. Set up a club email address that can be transitioned to future officers in order to help maintain a consistent flow of communications with Rotary.

2. **Add Rotary email addresses to your contacts.** To help ensure that email from Rotary is not rejected or filtered as spam, add rotary_international_sar@microdg.com and ri_club_finance@rotaryintl.org to your email contacts, but do not reply to those emails.

3. **Go paperless.** Update your semiannual report (SAR) preference in http://map.rotary.org/en/selfservice/Pages/login.aspx, Member Access (menu Update club Data) to receive only the electronic copy of the SAR.

Contact your finance representative with any question regarding this process.

encl_en.pdf

CODES
1 = SPEAKS FLUENTLY. Fluency with respect to speaking is defined by the ability to converse easily, follow conversation, and to respond to questions in a group setting in the language noted.
2 = WRITES FLUENTLY.
EXAMPLE: A club member is fluent in spoken and written Spanish (ES). Advise RI of these language skills by indicating the following combination of abbreviations and codes next to the member's name – ES 1,2.

LANGUAGE CODE

Abkhazian (ab)
Afar (aa)
Afrikaans (af)
Akan (ak)
Albanian (sq)
Amharic (am)
Arabic (ar)
Aragonese (an)
Armenian (hy)
Assamese (as)
Avaric (av)
Avestan (ae)
Aymara (ay)
Azerbaijani (az)
Bambara (bm)
Bashkir (ba)
Basque (eu)
Belarusian (be)
Bengali (bn)
Bihari (bh)
Bislama (bi)
Bosnian (bs)
Breton (br)
Bulgarian (bg)
Burmese (my)
Catalan (ca)
Chamorro (ch)
Chechen (ce)
Chichewa (ny)
Chinese (zh)
Church Slavic (cu)
Chuvash (cv)
Cornish (kw)
Corsican (co)
Cree (cr)
Croatian (hr)
Czech (cs)
Danish (da)
Divehi (dv)

Dutch (nl)
Dzongkha (dz)
English (en)
Esperanto (eo)
Estonian (et)
Ewe (ee)
Faroese (fo)
Fijian (fj)
Finnish (fi)
Flemish (nl)
French (fr)
Fulah (ff)
Galician (gl)
Ganda (lg)
Georgian (ka)
German (de)
Greek (el)
Guaraní (gn)
Gujarati (gu)
Haitian (ht)
Hausa (ha)
Hebrew (he)
Herero (hz)
Hindi (hi)
Hiri Motu (ho)
Hungarian (hu)
Icelandic (is)
Ido (io)
Igbo (ig)
Indonesian (id)
Interlingua
  (International
   Auxiliary Language
   Association) (ia)
Interlingue (ie)
Inuktitut (iu)
Inupiaq (ik)
Irish (ga)
Italian (it)

Japanese (ja)
Javanese (jv)
Kalaallisut (kl)
Kannada (kn)
Kanuri (kr)
Kashmiri (ks)
Kazakh (kk)
Khmer (km)
Kikuyu (ki)
Kinyarwanda (rw)
Kirghiz (ky)
Kirundi (rn)
Komi (kv)
Kongo (kg)
Korean (ko)
Kurdish (ku)
Kwanyama (kj)
Lao (lo)
Latin (la)
Latvian (lv)
Limburgish (li)
Lingala (ln)
Lithuanian (lt)
Luba-Katanga (lu)
Luxembourgish (lb)
Macedonian (mk)
Malagasy (mg)
Malay (ms)
Malayalam (ml)
Maltese (mt)
Manx (gv)
Maori (mi)
Marathi (mr)
Marshallese (mh)
Moldavian (mo)
Mongolian (mn)
Nauru (na)
Navajo (nv)
Ndonga (ng)

Nepali (ne)
North Ndebele (nd)
Northern Sami (se)
Norwegian (no)
Norwegian Bokmål
  (nb)
Norwegian Nynorsk
  (nn)
Occitan (oc)
Ojibwa (oj)
Oriya (or)
Oromo (om)
Ossetian (os)
Pali (pi)
Panjabi (pa)
Pashto (ps)
Persian (fa)
Polish (pl)
Portuguese (pt)
Quechua (qu)
Raeto-Romance (rm)
Romanian (ro)
Russian (ru)
Samoan (sm)
Sango (sg)
Sanskrit (sa)
Sardinian (sc)
Scottish Gaelic (gd)
Serbian (sr)
Serbo-Croatian (sh)
Shona (sn)
Sichuan Yi (ii)
Sindhi (sd)
Sinhala (si)
Slovak (sk)
Slovenian (sl)
Somali (so)
South Ndebele (nr)
Southern Sotho (st)

Spanish (es)
Sundanese (su)
Swahili (sw)
Swati (ss)
Swedish (sv)
Tagalog (tl)
Tahitian (ty)
Tajik (tg)
Tamil (ta)
Tatar (tt)
Telugu (te)
Thai (th)
Tibetan (bo)
Tigrinya (ti)
Tonga (to)
Tsonga (ts)
Tswana (tn)
Turkish (tr)
Turkmen (tk)
Twi (tw)
Uighur (ug)
Ukrainian (uk)
Urdu (ur)
Uzbek (uz)
Venda (ve)
Vietnamese (vi)
Volapük (vo)
Walloon (wa)
Welsh (cy)
Western Frisian (fy)
Wolof (wo)
Xhosa (xh)
Yiddish (yi)
Yoruba (yo)
Zhuang (za)
Zulu (zu)