

## TO DONATE ONLINE:

1. Go to <http://www.rotary.org/EN/CONTRIBUTE/Pages/rifdefault.aspx> or <http://www.rotary.org/FR/CONTRIBUTE/Pages/rifdefault.aspx> (pour les Français)
2. Down in the PolioPlus Fund area – click the CONTRIBUTE button.
3. A small pop-up will appear, asking you to indicate I AM A ROTARIAN or I AM NOT A ROTARIAN. Click the appropriate button.
4. Rotarians will be asked to login to the Rotary Foundation site with their username and password – or to create an account if they do not yet belong (shame, shame!)
5. When you put in your login info – click the SIGN IN button.
6. When the SELECT A FUND page appears:
  - a. Select the PolioPlus radio button.
  - b. Then click CONTINUE.
7. When the ENTER GIFT DETAILS page appears:
  - a. Make sure the SELECT YOUR COUNTRY box displays CANADA.
  - b. Make sure the CURRENCY box displays CANADIAN DOLLAR.
  - c. In the AMOUNT area – either click one of the available radio buttons or choose OTHER and enter an amount.
  - d. Make sure the FREQUENCY box displays your choice. *BTW...this is where and how easy it is to have monies taken out of your bank account every month!*
  - e. Click CONTINUE.
8. When the ENTER BILLING INFORMATION page appears:
  - a. Ensure that your mailing address information is correctly entered into the appropriate boxes.
  - b. Ensure the PAYMENT TYPE box indicates your preferred (card) method of payment. *(Note: I have my monthly Foundation contribution come off my (travel points) Visa card every month...I'm doing good things...and it gets me to Cuba faster!)*
  - c. Click CONTINUE.
9. At the SUMMARY page:
  - a. Read over the details of your donation to ensure that everything is correct.
  - b. If there are any discrepancies – click the EDIT button to the right of the area that you need to fix and deal with the appropriate screen.
  - c. Click CONTINUE.
10. At the PAYMENT DETAILS page:
  - a. Enter your credit card details.
  - b. Click CONTINUE.
11. The CONTRIBUTION CONFIRMATION window will appear. Give yourself a pat on the back...you're shaping history!

## **TO DONATE BY MAIL**

Send your cheque (with a completed recognition/contribution form) to:

The Rotary Foundation (Canada)  
c/o 911600  
PO Box 4090 STN A,  
Toronto, ON M5W 0E9

(This was a new address – as of May 2012)

The recognition/contribution form can be downloaded from:

[http://rotary.org/RIdocuments/en\\_pdf/123en\\_write.pdf](http://rotary.org/RIdocuments/en_pdf/123en_write.pdf) (English)

[http://www.rotary.org/RIdocuments/fr\\_pdf/123fr.pdf](http://www.rotary.org/RIdocuments/fr_pdf/123fr.pdf) (Francais)

Remember...although donations are a great idea any time...to be included in the Pennies and More for Polio matching program...**your donation must be postmarked by March 1<sup>st</sup>!**