HOW TO GENERATE A PRE-POPULATED MULTIPLE DONOR FORM

ON MEMBER ACCESS

A completed Multiple Donor Form (094-EN) must accompany the checks, and here is an easy way to complete it.

As a Club President or Club Rotary Foundation Chair you are entitled to this level of Member Access on the Rotary International website ([www.rotary.org](http://www.rotary.org)) BUT you must have registered with Member Access to do so.

1. Go to [www.rotary.org](http://www.rotary.org)

2. Click on “Member Access” just below the Search Box on the upper right portion of the homepage.

3. Login using your email address and password. If you have not yet registered, follow instructions to do so.

4. On the left side of your Welcome page, click on “Forms” under “Rotary Business”

5. On the next page, click on “Personalized Contribution Forms”

6. On the next page click on “Generate Pre-Populated Form” under the “Multiple Donor Form (094-EN)” listing.

7. You should see a listing of all Rotarians in your Club.

8. Click on the box next to the name of each Rotarian who will be making a contribution.

9. At the bottom of that form, click on “Generate Form for Chosen Donors”

10. Depending on your security settings, this popup may be blocked (there would be a message telling you this- and you can make an exception by clicking on that message box and granting an exception to this block)

11. “Your report has been generated, Click to View” appears on your screen.

12. Click on it.

13. Review it for accuracy and completeness and Print.

14. Verify the information, Complete the CONTRIBUTION DESIGNATION by checking the box for “Annual Programs Fund” or “PolioPlus.” Total, copy, and submit one copy with all checks and ticket stubs.