



How to access and use The Rotary Foundation's Multiple Donor Form

December 14, 2019

In response to those of you who have asked for specific instructions on the **most convenient way to ensure that your Club achieves 100% EREY giving**, please see the following instructions (it's much easier than it sounds!):

Using the Pre-populated Multiple Donor Form

- Go to MyRotary.org <https://my.rotary.org>
- In the top dark blue banner, hover over (but don't click) the "Manage" tab to reveal the next tier of choices and select/click on "Club Administration".
- Under the category "Club Giving" and "Online", select/click on "Multiple donor form".
- That will open a new page labeled "Personalized Contribution Forms". In the box labeled "Multiple Donor Form (094-EN)" select/click on "Generate Pre-Populated Form".
- This will open a new page labeled "Multiple Donor Form" showing ALL members (active and honorary) in your specific Club. You can then choose "Select All" or click on any/all of the members. Once you've selected the members you wish to be included on the form, you should select/click on "Generate form for chosen donors".
- This will generate the customized form, so once it is complete, select/click on "Your report has been generated. Click here to view report.".
- That will open a new page showing your customized pre-populated Multiple Donor Form. This form can be saved/downloaded by clicking on the down-arrow, or printed by clicking the printer symbol, in the upper right corner of your browser.
- Print, then complete the form to indicate the amounts to be donated under each name, choose "Annual Fund - SHARE" to receive credit toward your Club's EREY status, complete all other information on the form, then mail the form and check to TRF at the address shown in Chicago on page 2.

Note that you can save this form for future use, but it should be regenerated any time there is a change in your Club's membership.