**Annual Fund Administration Ideas**

As your club’s leader for The Rotary Foundation, you are not simply asking for money. **You are helping your club members take the step to becoming Rotarians.**

Making it easy and quick for club members to donate to The Foundation is very important to your success. You don’t want to drag out the process. You want to be efficient.

Goal: have 100% participation by December 31, 2014

* Foundation presentation in November, sign ups November/December
* Some members will want to take the tax deduction this year
* Even if a member wants to donate after the first of the year, the member can indicate on the form this year when the donation is to be made in the new year

Club presidents and secretaries can access TRF reports for clubs, and can grant access to club Foundation liaisons. Review TRF reports to get a “picture” of your club’s giving.

Complete donation forms in advance for each club member so all member has to do is indicate donation, show method of payment, indicate when and sign the form. Club secretaries can get each member’s RI member number, and your club number.

As Foundation Liaison, collect all completed donor forms and mail to RI. Helps track club member participation. Ensure confidentiality. If members want to mail direct, ask them to tell you when it’s in the mail so you can track progress.

Please send report to Dick Farkas weekly, indicating participation progress:

rfarkas@earthlink.net

**Club name\_\_\_\_\_\_\_**

**Progress: X number out of X total members signed up.**

Do not hesitate to ask for assistance.

Consider including testimonials from your members. Donors for the first time this year; experienced donors. Mention club projects funded using district grants.

Clubs having their own foundations can present challenges.

* Club foundations support club community projects/programs
* The Rotary Foundation supports club community projects **and** global projects
* Club foundation donations support club activities
* Club member support for The Rotary Foundation supports Rotary activities
* **The Rotary Foundation is the way we, as Rotarians, fund our Rotary mission.**
* Without Rotary and its mission, there would be no Rotary clubs.

**Contributions to Polio Plus are separate from the Annual Fund. Donations to Polio Plus are very important, but do not count as donations to the Annual Fund.**