



## ROTARY INTERNATIONAL DATA SERVICES

Dear incoming and current Rotary club officers,

We're collecting club and club officer information for the 2020-21 Rotary year, and we need your help. We ask your club to report incoming club officers to Rotary to help us compile resources for Rotary members around the world, including the online interactive directory and the Club Finder found on [My Rotary](#). This will also ensure that incoming club officers receive vital information from Rotary. This is a reminder that if you have not already done so, please submit the names of your club's incoming officers by the end of this month.

Submit or verify:

- The names of your club's 2020-21 president, secretary, executive secretary/director, treasurer, Rotary Foundation chair, and membership chair, as well as their contact details, such as mailing addresses, email addresses, and phone and fax numbers
- Your club's meeting details: place, address, day, and time
- Your club's contact information: a permanent phone number and, if you have them, a permanent email address and mailing address where all club officers can receive mail, as well as your club website.

You can submit this information either through [My Rotary](#) (sign in and, under Manage, select Club Administration>Update Member Data) or by emailing it to [data@rotary.org](mailto:data@rotary.org). Be sure to report current officers who will remain in their roles for 2020-21.

If your club submits membership data to Rotary through local country or district databases connected to RI, such as [Club Collaborator](#), [ClubCommunicator](#), [DACdb](#), [ClubRunner](#), [RIBI Data Management Software](#), [Harmony and SEMDA](#), you can use them to submit officer information, too. Please make updates in your local database and then sign-in to My Rotary to verify the information there.

Please note, incoming club officers may view club information through My Rotary, so please work with your current club officers to report this information if you notice that the 2020-21 club officers have not yet been updated in the club records.

Thank you for helping to keep our records current and accurate.

Sincerely,  
Thomas Woods  
Data Relations Manager

cc: district governors-elect, assistant governors

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