

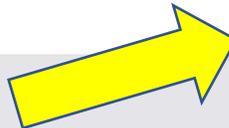
Instructions to Apply for District Grant

Rotary5730.org

This is the website address to get to clubrunner: rotary5730.org

rotary5730.org

[Member Login](#)



Rotary District 5730

Serving the Texas Panhandle & South Plains



[MISSION OF RI](#)

[DISTRICT 5730 WELCOME](#)



District 5730

Enter your login information below:

Login Name

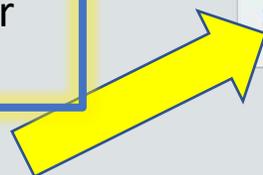
Password

Keep me logged in

Login »

[New and existing users: retrieve login and/or reset password](#)

Click here if it is your first time to login or if you forgot your password.



Retrieve Login Information

All members in the District have login accounts in the system. If you cannot retrieve your login information through this page, please contact your Club President, or email logins@clubrunner.ca.

Please select your club, then enter your last name and email address to retrieve your login name and/or reset your password.

* Denotes a required field.

Select Club: *

Last Name:

Email Address: *

Enter Info

Retrieve Login Information

All members in the District have login accounts in the system. If you cannot retrieve your login information through this page, please contact your Club President, or email logins@clubrunner.ca.

Please select your club, then enter your last name and email address to retrieve your login name and/or reset your password.

* Denotes a required field.

Select Club: *

Last Name:

Email Address: *

Your member profile was successfully located. An email has been sent to your address above with instructions on retrieving your login name and resetting your password.

Check Your Email!

Wed 4/26/2017 12:09 PM



Webmaster <mailservice@clubrunner.ca>

ClubRunner Login for District 5730 Website

To: Jana Bishop

Bing Maps

This is message you will receive.



Click here to reset password.

Hello Jana Bishop,

You recently requested to retrieve your login name and/or password for the District 5730 website. Please click on the link below to continue:

[Reset Password Link](#)

<https://www.crsadmin.com/Gen/PasswordReset.aspx?eaid=1IR15WzLWu0X9b263W8crA%3d%3d&emid=B1NLzq93IS4rA3gC1pzAQw%3d%3d&etoken=aQ2DDfxGS7JFoJOyBxZt8XTAPUZquxSUek3pb9%2bivqY%3d>

If the link above does not work, copy and paste it into the address bar of your browser. Please note that this link is only valid for **24 hours**, after which you will need to retrieve your login information again.

For assistance or technical support, please visit www.ClubRunnerSupport.com.

Sincerely,

The ClubRunner Team

toll-free: 1-877-469-2582

in the US: 1-905-899-5000

Reset Password for jbishop

1 **Login Name:** jbishop9101

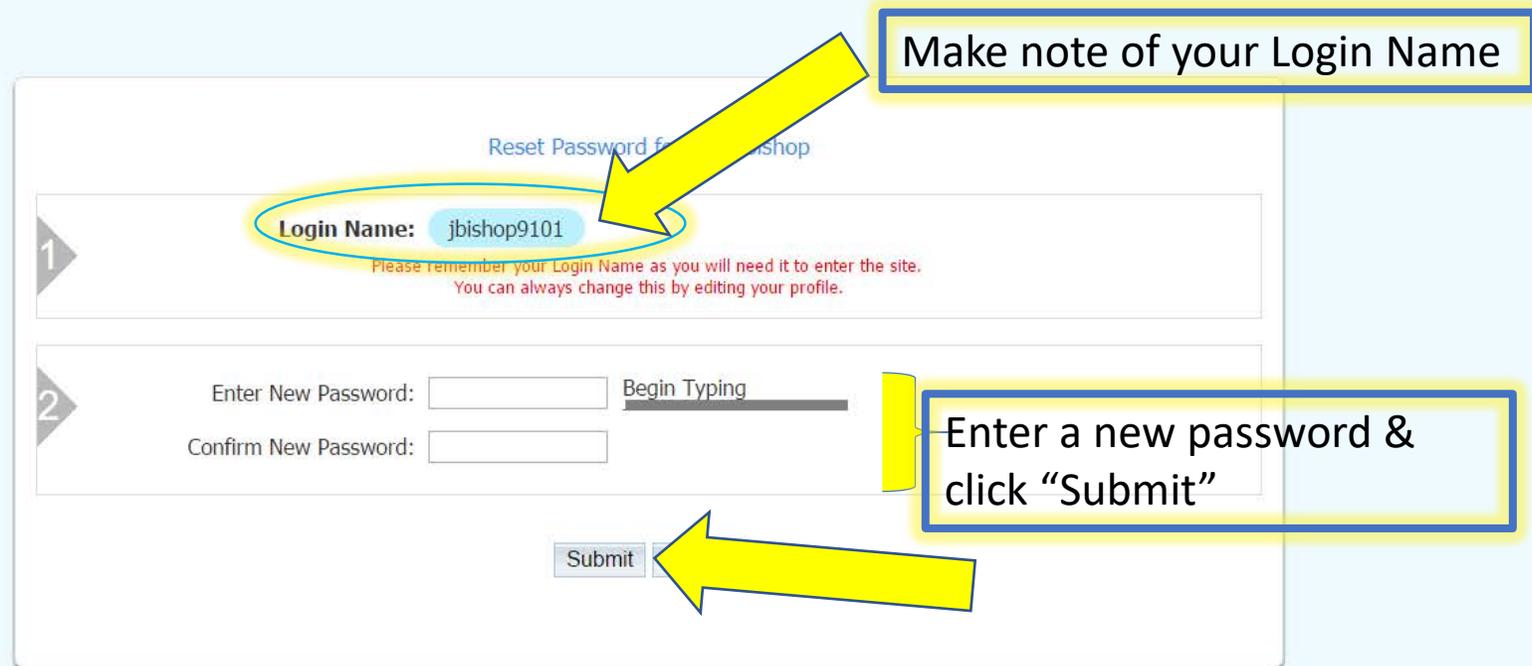
Please remember your Login Name as you will need it to enter the site.
You can always change this by editing your profile.

2 Enter New Password: **Begin Typing**

Confirm New Password:

Make note of your Login Name

Enter a new password & click "Submit"



Reset Password for Jana Bishop

Your password has been successfully reset. Click on the Return button to go to the Login page.

Return

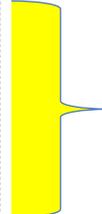
Enter your login information below:

Login Name

Password

[New and existing users: retrieve login and/or reset password](#)

Keep me logged in



Enter Login Name & Password



Learn about our new District Launchpad!

This area can be changed and edited by the district itself.

[Edit Launchpad Message](#)

RI Integration

All clubs have RI Integration activated in your district.

Need Help?
[Access Support](#)

Welcome, Jana!

Your last district login was on Wednesday, April 26, 2017

 My Profile Update your personal information, change your password, and other preferences.	 My Club's Info For club executives, update your member data, attendance, officers, and meeting information.	 Calendar View and register for upcoming events, and create new district events.
 Website Design the layout, theme, and content of the district website.	 Communication Send emails, bulletins, and other notices to all members and groups within the district.	 Reports View, download, or print the district directory or export member data.
 Membership View and modify all club and membership data in the district.	 Organization View and modify all club and district executives, directors, and committees.	 Attendance Update club attendance, send reminders, and access attendance reports.

System Notices

Important: Please note that we will be performing our bi-weekly updates to ClubRunner on **Thursday, April 27, 2017** between **9:00 AM and 11:00 AM Eastern Time**. During this time, certain services may not be available. Thank you for your patience as we continue to improve ClubRunner.

Latest Updates - Release Notes Available on [Service Updates](#) page.

Click "Submit a Grant Request"

Help

- Support
- Downloads
- Service Updates
- Submit a Ticket

ClubRunner Add-Ons

- MyEventRunner
- Online Payment & eCommerce Module (US)
- Online Payment & eCommerce Module (Canada)

Administration

Important: Please note that we will be performing our bi-weekly updates to ClubRunner on **Thursday, April 27, 2017** between **9:00 AM and 11:00 AM Eastern Time**. During this time, certain services may not be available. Thank you for your patience as we continue to improve ClubRunner.

Latest Updates - Release Notes Available on [Service Updates](#) page.

Home Page Editing

- Home Page Stories
- Story Management
- Edit Home Page Links
- Download Files
- [Site Pages Management](#)
- Photo Albums Management
- [Documents Download](#)
- Website Sponsoring Area
- Website Sponsoring Guide
- Website Designer 3.0

District, Clubs & Membership

- [District Dashboard](#)
- Club & Membership Detail
- Member Detail
- Request Member Updates
- Member Access Rights
- Clubs Attendance Management
- Edit Executives and Directors
- Download Member Data
- Member Data Changes
- RI Integration Archive | Member Synchronization

Grants

[View Club Grants](#)

[Submit a Grant Request](#)

Help

[Grants Module](#)

Submit a Grant Request

Please enter the basic information relating to your Grant Request below.

If you are submitting a grant request on behalf of multiple clubs, you only need to submit this form once, and there must be one main sponsoring club. Enter the estimated budget requested at this stage; you will be able to refine this number later on in the application process once this initial request has been submitted and reviewed.

Note that you will need to be a certified member in order to submit a request. If you do not have the proper access, please contact the District Grants committee. [Edit Help Text](#)

Project Details

Project Name:

Please select the year this project will be completed. Once selected, the year cannot be changed.

Project Year:

Sponsoring Club:

Contact:

Country:

State:

Zip Code:

City:

Description:

Estimated Budget:

Click "Submit" – should be a button here:



Minimum project amount is \$500.00

This is the message received when grant is submitted. DO NOT start your project until it is approved. And be sure to check back frequently to make sure your grant is approved or requires more info by clicking on “My Club Grants.”

ClubRunner™ Connect. Collaborate. Communicate. Welcome, Jana Bishop | Log out

District 5730 Submit Feedback Go Back to Launchpad

Admin For Clubs **Grants** For Members Membership Organization Communication Website Documents Reports Attendance Events Contacts (Beta) New Bulletin (Beta) Help

Submit a Grant Request My Club Grants District Grants

Grants
View Club Grants
Submit a Grant Request

Documents
District Grant Documents

Help
Grants Module

Grant Submitted

Dear Rotary Club of Tahoka,

Thank you for submitting your District Grant project description for the ENTER A NAME FOR YOUR PROJECT project. You will be notified when the project has been approved by the District Foundation Committee and the Rotary Foundation. The District block grant request, which includes all club grant requests. Clubs should not start projects until the grant has been approved.

~~District Grants Chair, Jana Bishop~~
(806) 561-4588 (work)
(806) 470-9270 (mobile)

Click here to see the status of your club's grants and grant requests.

New District Grants Chair, Brenda DeBons
bdebons@Windstream.net

Please welcome Brenda! 😊

You will receive an email when grant has been submitted.

Reply Reply All Forward



Wed 4/26/2017 1:58 PM

District 5730 <mailservice@clubrunner.ca>

Grant Submitted

To Jana Bishop

Dear Rotary Club of Tahoka,

Thank you for submitting your District Grant project description for the ENTER A NAME FOR YOUR PROJECT project. You will be notified when the project has been approved by the District Foundation Committee and the Rotary Foundation. The District block grant request, which includes all club grant requests. Clubs should not start projects until the grant has been approved.

District Grants Chair, Jana Bishop
(806) 561-4588 (work)
(806) 470-9270 (mobile)

This email was automatically generated by [ClubRunner](#) on behalf of [District 5730](#) using the Grants Module.

To check on your grant at any time, click on My Club Grants, make sure you are on correct year & click on your project name to open it up.

District 5730

[Submit Feedback](#)

[Go Back to Launchpad](#)

English [Small](#) [Home](#)

[Admin](#) [For Clubs](#) [Grants](#) [For Members](#) [Membership](#) [Organization](#) [Communication](#) [Website](#) [Documents](#) [Reports](#) [Attendance](#) [Events](#) [Contacts \(Beta\)](#) [New Bulletin \(Beta\)](#) [Help](#)

[Submit a Grant Request](#) [My Club Grants](#) [District Grants](#)

[Go back](#)

[Back to Landing Page](#)

Grant Request Applications

« Previous Year | **2017-18** | Next Year »

Any Status

Filter by Status:

Filter records:

Submitted	Project Name	Sponsoring Club	Estimated Budget	Grant Amount	
Initial Request Submitted					
Apr 26, 2017	ENTER A NAME FOR YOUR PROJECT	Rotary Club of Tahoka	\$500.00	\$0.00	Open

Showing 1 to 1 of 1 records found

Grants

- ▶ [View Club Grants](#)
- ▶ [Submit a Grant Request](#)

Documents

- ▶ [District Grant Documents](#)

Help

- ▶ [Grants Module](#)

ENTER A NAME FOR YOUR PROJECT

Grant Project: ENTER A NAME FOR YOUR PROJECT
 Primary Sponsoring Club: Rotary Club of Tahoka
 Contact: Bishop, Jana
 Date Submitted: Apr 26, 2017 at 1:57 PM
 Project Total Budget: \$500.00
 Project Total Financing: \$0.00
 Requested Grant Amount: \$0.00

This is where your messages will be if anything else is needed. Or you can click on Activity Log.

Status: **Awaiting Further Information** *(Please tell us how your Members will be involved w)*

[Provide Information](#) [✖ Reject](#) [Cancel Grant](#)

Please note, updates to the project and grant information cannot be made after the status has been marked completed or archived

Click on any of the tabs below to access and update the various sections of this Grant application.

[Edit Help Text](#)

- [Details](#) [Application](#) [Budget](#) [Documents](#) [Project Overview](#) [Individual Project Report](#) [Activity Log](#)

This is a General description of the Grant project. Outline in detail the humanitarian need your project will address, the intent of the project, how the project will be implemented, and how Rotarians will be directly involved in the project. Note that the Estimated budget is only the initial grant request amount; to outline details on the various budget items, including those from other funding sources, go to the Budget tab. [Edit Help Text](#)

Project Name: *

Country: ▼

State: ▼

Zip Code:

City:

Description: *

Sponsoring Club: ▼

ENTER A NAME FOR YOUR PROJECT

Grant Project: ENTER A NAME FOR YOUR PROJECT
 Primary Sponsoring Club: Rotary Club of Tahoka
 Contact: Bishop, Jana
 Date Submitted: Apr 26, 2017 at 1:57 PM
 Project Total Budget: \$500.00
 Project Total Financing: \$0.00
 Requested Grant Amount: \$0.00

Status: **Awaiting Further Information** (Please tell us how your Members will be involved w)

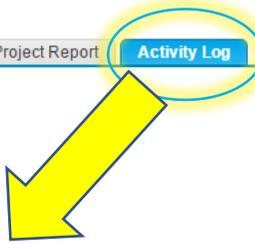
[Provide Information](#) [Reject](#) [Cancel Grant](#)

Please note, updates to the project and grant information cannot be made after the status has been marked completed or archived

Click on any of the tabs below to access and update the various sections of this Grant application.

[Edit Help Text](#)

- Details
- Application
- Budget
- Documents
- Project Overview
- Individual Project Report
- Activity Log**



Project Activity Log

[Add](#)

Here you can see all actions performed on this request application. [Edit Help Text](#)

Filter records:

You can see all the activity that has happened here.

Date	Actions	by
Apr 26, 2017	Status Changed from "Under Review" to "Awaiting Further Information" <i>Jana Bishop: Please tell us how your Members will be involved with this project.</i>	Jana Bishop
Apr 26, 2017	Status Changed from "Initial Request Submitted" to "Under Review" <i>Jana Bishop: Request opened for view.</i>	Jana Bishop
Apr 26, 2017	Grant Request Submitted.	Jana Bishop

Showing all 3 records

Grants

- View Club Grants
- Submit a Grant Request

Documents

- District Grant Documents

Help

- Grants Module

ENTER A NAME FOR YOUR PROJECT

Grant Project: ENTER A NAME FOR YOUR PROJECT
 Primary Sponsoring Club: Rotary Club of Tahoka
 Contact: Bishop, Jana
 Date Submitted: Apr 26, 2017 at 1:57 PM
 Project Total Budget: \$500.00
 Project Total Financing: \$0.00
 Requested Grant Amount: \$0.00

Click on any of the tabs below to access and update the various sections of this Grant application.
[Edit Help Text](#)

- Details**
- Application
- Budget
- Documents
- Project Overview
- Individual Project Report
- Activity Log

This is a General description of the Grant project. Outline in detail the humanitarian need your project will address, the intent of the project, how the project will be implemented, and how Rotarians will be directly involved in the project. Note that the Estimated budget is only the initial grant request amount; to outline details on the various budget items, including those from other funding sources, go to the Budget tab. [Edit Help Text](#)

Project Name: *

Country: ▼

State: ▼

Zip Code:

City:

Description: *

Sponsoring Club: ▼

Comments:

No comments

Cancel Send

Provide Information ✖ Reject Cancel Grant

Please note, updates to the project and grant information cannot be made after the status has been marked completed or archived

If asked to provide more info, do it here & click send.

Reply Reply All Forward

Wed 4/26/2017 2:33 PM



District 5730 <mailservice@clubrunner.ca>

Grant approval

Jana Bishop

Rotary Club of Tahoka

Congratulations, your Rotary district grant has been approved. We wish you every success in your endeavor to improve your community.

ENTER A NAME FOR YOUR PROJECT

If you wish to change the grant, please contact us at 5730grants@gmail.com with the modifications to your project before proceeding. Upon completion of your project, you must submit copies of the receipts that support your project expenditures, as well as a short report that summarizes the project, through the District 5730 grants module that is part of the district website. The grants module can be accessed at <http://www.rotary5730.org>.

Upon submission of the report and documentation, you will receive the district grant funding within 2-3 weeks.

The project report form and a short guide for illustrating how to submit the report can also be accessed at on the district website <http://www.rotary5730.org>

District Grants Chair, Jana Bishop

(806) 561-4588 (work)

(806) 470-9270 (mobile)

This is the email you will receive when your grant is approved. You can then start your project!

This email was automatically generated by [ClubRunner](#) on behalf of [District 5730](#) using the Grants Module.

When finished with project, submit your receipts under the Documents tab & click "Add."

ENTER A NAME FOR YOUR PROJECT

Grant Project: ENTER A NAME FOR YOUR PROJECT
Primary Sponsoring Club: Rotary Club of Tahoka
Contact: Bishop, Jana
Date Submitted: Apr 26, 2017 at 1:57 PM
Project Total Budget: \$500.00
Project Total Financing: \$0.00
Requested Grant Amount: \$0.00

Status: **Approved** (Your grant has been approved. Katie I'm updating)

Make Adjustments

Funded

Reject

Cancel Grant

Please note, updates to the project and grant information cannot be made after the status has been marked completed or archived

Click on any of the tabs below to access and update the various sections of this Grant application.

[Edit Help Text](#)

Details Application Budget **Documents** Project Overview Individual Project Report Activity Log

Project Documents

Attach all related documents and files. [Edit Help Text](#)

Search:

Add Folder

Add

Add Multiple

Documents and folders are sequenced alphabetically. Drag and drop documents and folders to move them from one folder to another or to change the parent folder.

Name	Updated On	Updated By	Actions
<input type="button" value="Collapse All"/> <input type="button" value="Expand All"/>			

Website Libraries

Go back

Grants

- View Club Grants
- Submit a Grant Request

Documents

- District Grant Documents

Help

- Grants Module

Add Document to Root Folder

Document Settings

Title: *

Permalink: *

Description:

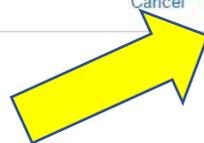
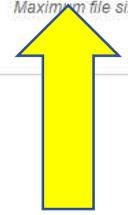
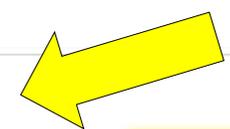
Document Folder:

Access Level: Public Requires Login

File: No file chosen
Maximum file size for upload is 10.00 MB.

Cancel Save

Add a Title for your uploaded document, such as "receipt", the Permalink will automatically fill, enter a description, click choose file & find your receipt on your computer. Be sure & click "SAVE".



- Grants
 - View Club Grants
 - Submit a Grant Request
- Documents
 - District Grant Documents
- Help
 - Grants Module

ENTER A NAME FOR YOUR PROJECT

Grant Project: ENTER A NAME FOR YOUR PROJECT
 Primary Sponsoring Club: Rotary Club of Tahoka
 Contact: Bishop, Jana
 Date Submitted: Apr 26, 2017 at 1:57 PM
 Project Total Budget: \$500.00
 Project Total Financing: \$0.00
 Requested Grant Amount: \$0.00



Click on any of the tabs below to access and update the various sections of this Grant application.
[Edit Help Text](#)

- Details
- Application
- Budget
- Documents
- Project Overview
- Individual Project Report**
- Activity Log

Status: **Approved** *(Your grant has been approved. Katie I'm updating)*

Please note, updates to the project and grant information cannot be made after the status has been marked completed or archived

Print Submit

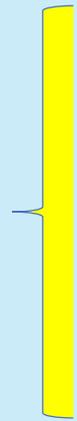
Project Description

project description goes here [Edit Help Text](#)

Rich text editor toolbar with icons for undo, redo, bold, italic, underline, strikethrough, link, unlink, list, indent, outdent, image, embed media, templates, smiley, link, unlink, source, and refresh.

1. Describe the project. What was done, when, and where did the project activities take place?
2. How many people benefited from this project?
3. Who were the beneficiaries, how were they impacted by this project, and what humanitarian need was met?
4. How many Rotarians participated in this project?

Click "Individual Project Report" to answer the 6 questions. Click "Update."



Update

[Go back](#)

Success Grant project description was updated

ENTER A NAME FOR YOUR PROJECT

Grant Project: ENTER A NAME FOR YOUR PROJECT
 Primary Sponsoring Club: Rotary Club of Tahoka
 Contact: Bishop, Jana
 Date Submitted: Apr 26, 2017 at 1:57 PM
 Project Total Budget: \$500.00
 Project Total Financing: \$0.00
 Requested Grant Amount: \$0.00

Status: **Approved** (Your grant has been approved. Katie I'm updating)

[Make Adjustments](#)

[Funded](#)

[Reject](#)

[Cancel Grant](#)

Please note, updates to the project and grant information cannot be made after the status has been marked completed or archived

Click on any of the tabs below to access and update the various sections of this Grant application.

[Edit Help Text](#)

[Details](#) [Application](#) [Budget](#) [Documents](#) [Project Overview](#) **[Individual Project Report](#)** [Activity Log](#)

[Print](#) [Submit](#)

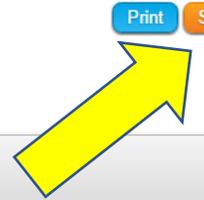
Project Description

project description goes here [Edit Help Text](#)

Rich text editor toolbar with icons for undo, redo, bold, italic, underline, strikethrough, link, unlink, list, indent, outdent, search, link, unlink, image, embed media, templates, smiley, link, unlink, source.

- Describe the project. What was done, when, and where did the project activities take place?
Snack Pack for Kids project was conducted during the months of October and November on every other Wednesday at the school cafeteria.
- How many people benefited from this project?
112 Elementary School Children & their families.

Click "Submit" again.



Submit Individual Project Report

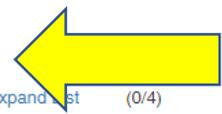
Remember to include brief overview in the email body. [Edit Help Text](#)

Subject: *

Attachment: [enter-a-name-for-your-project.pdf](#)

Recipients:

- Grant Administrators (1/23)
 - Rotary Club of Metropolitan Lubbock [Expand List](#) (0/4)
 - Rotary Club of Midland West [Expand List](#) (0/2)
 - Rotary Club of Greater Big Spring [Expand List](#) (0/1)
 - Rotary Club of Sweetwater [Expand List](#) (0/2)
 - Rotary Club of Dumas [Expand List](#) (0/1)
 - Rotary Club of Canyon [Expand List](#) (0/1)
 - Rotary Club of Lubbock [Expand List](#) (0/1)
 - Rotary Club of Plainview [Expand List](#) (0/2)
 - Rotary Club of Canadian [Expand List](#) (0/1)
 - Rotary Club of Tahoka [Expand List](#) (1/1)
 - Rotary Club of Borger [Expand List](#) (0/1)
 - Rotary Club of Shamrock [Expand List](#) (0/1)
 - Rotary Club of Post [Expand List](#) (0/1)
 - Rotary Club of Midland North [Expand List](#) (0/1)
 - Rotary Club of Odessa East [Expand List](#) (0/1)
 - Rotary Club of Monahans [Expand List](#) (0/1)
 - Rotary Club of Midland [Expand List](#) (0/1)
- Grant Users (1/23)
 - Borger [Expand List](#) (0/1)
 - Canadian [Expand List](#) (0/1)
 - Canyon [Expand List](#) (0/1)
 - Dumas [Expand List](#) (0/1)



Send to Brenda DeBons, Rotary Club of Dumas & Katie Salter, Rotary Club of Lubbock. "Expand List" to find their names.

- Canyon Expand List (0/1)
- Dumas Expand List (0/1)
- Greater Big Spring Expand List (0/1)
- Lubbock Expand List (0/1)
- Metropolitan Lubbock Expand List (0/3)
- Midland Expand List (0/1)
- Midland North Expand List (0/1)
- Midland West Expand List (0/2)
- Monahans Expand List (0/1)
- Odessa East Expand List (0/1)
- Pampa Expand List (0/1)
- Plainview Expand List (0/2)
- Post Expand List (0/1)
- Shamrock Expand List (0/1)
- Sweetwater Expand List (0/2)
- Tahoka Expand List (1/1)

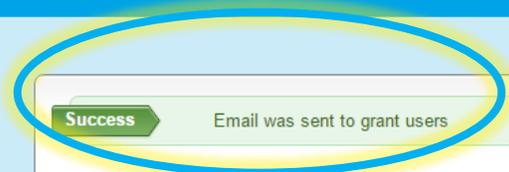
- Club Contacts (0/0)
- Area Governor (0/0)

You can either find your club, then your name, OR click "Send to Myself" at bottom. Enter a brief message in body & click "Send."

Email Body:

Rich text editor toolbar with icons for undo, redo, bold, italic, underline, strikethrough, link, unlink, list, link, image, embed media, templates, and source. Below the toolbar is a text area containing the text "Here is our completed grant project report." A yellow arrow points to the text area, and another yellow arrow points to the "Send" button at the bottom right.

Cancel Send to Myself Send



ENTER A NAME FOR YOUR PROJECT

Grant Project: ENTER A NAME FOR YOUR PROJECT
 Primary Sponsoring Club: Rotary Club of Tahoka
 Contact: Bishop, Jana
 Date Submitted: Apr 26, 2017 at 1:57 PM
 Project Total Budget: \$500.00
 Project Total Financing: \$0.00
 Requested Grant Amount: \$0.00

Status: **Approved** *(Your grant has been approved. Katie I'm updating)*

Please note, updates to the project and grant information cannot be made after the status has been marked completed or archived

Click on any of the tabs below to access and update the various sections of this Grant application.

[Edit Help Text](#)

- Details
- Application
- Budget
- Documents
- Project Overview
- Individual Project Report**
- Activity Log

Project Description

project description goes here [Edit Help Text](#)

Rich text editor toolbar with icons for undo, redo, bold, italic, underline, strikethrough, link, unlink, list, indent, outdent, search, image, embed media, templates, smiley, link, unlink, source.

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- How many people benefited from this project?
112 Elementary School Children & their families.

Reply Reply All Forward

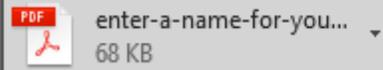


Wed 4/26/2017 3:42 PM

Jana Bishop <mailservice@clubrunner.ca>

Project Report ENTER A NAME FOR YOUR PROJECT

To Jana Bishop



Here is our completed grant project report.

This email was automatically generated by [ClubRunner](#) on behalf of [District 5730](#) using the Grants Module.

This is the message you will receive if you either found your name or clicked on "Send to Myself" in instructions earlier.

If you do not receive an email within 7-10 days, go back to your grant, click on “Activity Log” and see if the grant committee is requesting more information. If nothing is needed, you should receive an email stating you should receive a check in a few days.

As always, the grant committee is there to help you, so don't hesitate to contact either:

Brenda DeBons – District Grants Chair – bdebons@Windstream.net

or

Katie Salter – Foundation Grants Chair – ksalter@ek-ff.com