



SEMIANNUAL REPORT (SAR) WORKSHEET

JULY 2013

Recalculate or confirm your club's membership dues, magazine subscriptions, and other RI fees, and send this worksheet to your Rotary Office or the address on page one of your SAR. If you used the online process, you are not required to submit this form.

Rotary club of (name) _____

District _____ Club Number _____ Club email address _____

MEMBERSHIP

- 1. Enter the total number of active members from the club list provided by RI _____
- 2. Enter the number of members terminated before 1 July 2013 _____
- 3. Enter the number of new members admitted before 1 July 2013
(Use a New Member Form for each new member or submit new members online.) _____
- 4. Calculate the club's total membership (line 1, minus line 2, plus line 3) _____

MAGAZINE

- 5. Total number of *The Rotarian* (in English) subscriptions:
_____ club members plus _____ others paid by club = TR- _____

SEMIANNUAL DUES

- 6. Calculate semiannual dues at US\$26.50 multiplied by line 4 \$ _____
- 7. Amount due for Pro-Rata Dues (see club invoice) \$ _____
- 8. **Total amount due to RI for membership dues** (line 6 plus line 7) \$ _____

ADDITIONAL FEES

- 9. Magazine subscriptions fees to *The Rotarian* multiplied by line 5
(Fees vary by country - see club invoice) \$ _____
- 10. Council on Legislation at US\$1.00 for each active member* (line 4 above) \$ _____
- 11. Annual D&O/EPL insurance assessment* (if applicable, see club invoice)
times the total on line 4 \$ _____
- 12. Annual General Liability insurance assessment* (if applicable, see club invoice)
times the total on line 4 \$ _____
- 13. Other miscellaneous items \$ _____

TOTAL AMOUNT DUE to RI for 1 July 2013 (Add lines 8 through 13)
See SAR instructions for membership reporting and payment. \$ _____

Signed, _____
President Date

Signed, _____
Secretary Date

Name (please print)

Name (please print)

* Paid only on July report

NEW MEMBER FORM

(DATA NOT INCLUDED IN MEMBERSHIP LIST)

PLEASE PRINT

Please report the name as it appears in Latin alphabet in the individual's passport or other government issued document.

TITLE	FIRST NAME	M.I.	SURNAME
MR. / MS.			
EMAIL			
ADDRESS			
CITY			
STATE / PROV.			
COUNTRY / POSTAL CODE			
PREFERRED PHONE NUMBER			
ADMISSION DATE / SUBSCRIPTION	(DD/MM/YYYY)	PREVIOUSLY REPORTED?	YES NO TR
LANGUAGE CODES			
KIND OF MEMBER (CHOOSE ONE)	ACTIVE	HONORARY	SPECIAL SUBSCRIPTION
FORMER ROTARY CLUB	CLUB NAME		MEMBER #
NAME OF THE NEW MEMBER SPONSOR	MEMBER NAME		MEMBER #

PLEASE PRINT

Please report the name as it appears in Latin alphabet in the individual's passport or other government issued document.

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KIND OF MEMBER (CHOOSE ONE)	ACTIVE	HONORARY	SPECIAL SUBSCRIPTION
FORMER ROTARY CLUB	CLUB NAME		MEMBER #
NAME OF THE NEW MEMBER SPONSOR	MEMBER NAME		MEMBER #



SEMIANNUAL REPORT (SAR) INSTRUCTIONS

Follow three steps to complete your club's semiannual report (SAR).

STEP 1 – UPDATE MEMBERSHIP

Review your club's membership list. RI Bylaws require confirmation of your membership information even if there have been no changes to your list. Update online* (preferred method) or by paper copy. Add/update club's permanent email address, if available.

*Clubs in the OneRotary database integration initiative update their local online system and then follow the online e-mail reporting instructions below.

ONLINE (PREFERRED METHOD)

Log into www.rotary.org/memberaccess

Presidents, secretaries, and executive secretaries are able to update their member list online.

Click **“Update Membership”** to add new members, terminate members, and update member contact data.

Send an email to data@rotary.org

Email subject: SAR Date/ Club Name & Number

Include the SAR date and write the total number of active members and subscribers as of 30 June 2013.

RI Bylaws require verification of membership even if there are no changes to your list.

PAPER COPY

Revise RI paper copy of your club's member list.

Terminations: Put an X through the member's name if terminated before 1 July 2013. Indicate the date and termination reason (attendance, business obligations, deceased, family obligations, health/personal, joining other club, relocation, or other reason).

Changes: Update address/email and member type (active/honorary). Draw a line through old data and write in the change.

New members: Complete a New Member Form for each new active and honorary member admitted before 1 July 2013 that is not on the list.

Complete the SAR Worksheet (lines 1-5) to report total club members and subscribers as of 30 June 2013.

Magazine Subscriptions: All active club members must subscribe to *The Rotarian* (in English) or an official regional magazine. Only subscriptions to *The Rotarian* or *Revista Rotaria* are included in the SAR payment and reported on the club list provided by RI. Update the RI club list with changes or use the New Member Form for new subscribers. Clubs may request subscription to *The Rotarian* instead or in addition to their official regional magazine.

STEP 2 – MAKE YOUR PAYMENT

Use the invoice and the SAR Worksheet to calculate the amount owed. Refer to page 1 of your invoice for instructions on where to submit your payment and acceptable payment methods. Club president, secretary, executive secretary, or treasurer may pay online by credit card using Member Access.

STEP 3 – SEND YOUR DOCUMENTATION

If you followed the online instructions (updated membership and emailed data), your work is done. Membership adjustments are done only if RI receives an email or a SAR. For paper copies, send the following items to the address on the front page of your SAR or email scanned paperwork to data@rotary.org:

1. SAR Worksheet – Required
2. Updated Member List – Required
3. New Member Forms – Send if you have new members or other data changes.

Questions? Email data@rotary.org or your Rotary international office www.rotary.org/io.

Contact Rotary staff listed on your invoice or Finance at www.rotary.org/en/reps for payment questions.

LANGUAGES

Please use this page to report primary language and any additional language for new members and update language skills for existing members. Language list contains majority of known languages with 2-letter code according to international standards (ISO). Report only language skills with high level of proficiency. For example:

1= Speaks fluently. Fluency with respect to speaking is defined by the ability to converse easily, follow conversation, and to respond to questions in a group setting in the specified language.

2= Reads/writes fluently. Fluency with respect to reading is defined by the ability to read and comprehend instructional, business or informal correspondence, and correspond in writing regarding various issues.

Language skills are part of the Rotarian's resume, and Rotary International is using this data for project participation, committees and various Rotary assignments.

LANGUAGES WITH CODES

Abkhazian (AB)	Cree (CR)	Indonesian (ID)	Luxembourgish (LB)	Romanian (RO)	Tswana (TN)
Afar (AA)	Croatian (HR)	Interlingua	Macedonian (MK)	Russian (RU)	Turkish (TR)
Afrikaans (AF)	Czech (CS)	(International	Malagasy (MG)	Samoan (SM)	Turkmen (TK)
Akan (AK)	Danish (DA)	Auxiliary Language	Malay (MS)	Sango (SG)	Twi (TW)
Albanian (SQ)	Divehi (DV)	Association) (IA)	Malayalam (ML)	Sanskrit (SA)	Uighur (UG)
Amharic (AM)	Dutch (NL)	Interlingue (IE)	Maltese (MT)	Sardinian (SC)	Ukrainian (UK)
Arabic (AR)	Dzongkha (DZ)	Inuktitut (IU)	Manx (GV)	Scottish Gaelic (GD)	Urdu (UR)
Aragonese (AN)	English (EN)	Inupiaq (IK)	Maori (MI)	Serbian (SR)	Uzbek (UZ)
Armenian (HY)	Esperanto (EO)	Irish (GA)	Marathi (MR)	Serbo-Croatian (SH)	Venda (VE)
Assamese (AS)	Estonian (ET)	Italian (IT)	Marshallese (MH)	Shona (SN)	Vietnamese (VI)
Avaric (AV)	Ewe (EE)	Japanese (JA)	Moldavian (MO)	Sichuan Yi (II)	Volapük (VO)
Avestan (AE)	Faroese (FO)	Javanese (JV)	Mongolian (MN)	Sindhi (SD)	Walloon (WA)
Aymara (AY)	Fijian (FJ)	Kalaallisut (KL)	Nauru (NA)	Sinhala (SI)	Welsh (CY)
Azerbaijani (AZ)	Finnish (FI)	Kannada (KN)	Navajo (NV)	Slovak (SK)	Western Frisian (FY)
Bambara (BM)	Flemish (NL)	Kanuri (KR)	Ndonga (NG)	Slovenian (SL)	Wolof (WO)
Bashkir (BA)	French (FR)	Kashmiri (KS)	Nepali (NE)	Somali (SO)	Xhosa (XH)
Basque (EU)	Fulah (FF)	Kazakh (KK)	North Ndebele (ND)	South Ndebele (NR)	Yiddish (YI)
Belarusian (BE)	Galician (GL)	Khmer (KM)	Northern Sami (SE)	Southern Sotho (ST)	Yoruba (YO)
Bengali (BN)	Ganda (LG)	Kikuyu (KI)	Norwegian (NO)	Spanish (ES)	Zhuang (ZA)
Bihari (BH)	Georgian (KA)	Kinyarwanda (RW)	Norwegian Bokmål (NB)	Sundanese (SU)	Zulu (ZU)
Bislama (BI)	German (DE)	Kirghiz (KY)	Norwegian Nynorsk (NN)	Swahili (SW)	
Bosnian (BS)	Greek (EL)	Kirundi (RN)	Occitan (OC)	Swati (SS)	
Breton (BR)	Guaraní (GN)	Komi (KV)	Ojibwa (OJ)	Swedish (SV)	
Bulgarian (BG)	Gujarati (GU)	Kongo (KG)	Oriya (OR)	Tagalog (TL)	
Burmese (MY)	Haitian (HT)	Korean (KO)	Oromo (OM)	Tahitian (TY)	
Catalan (CA)	Hausa (HA)	Kurdish (KU)	Ossetian (OS)	Tajik (TG)	
Chamorro (CH)	Hebrew (HE)	Kwanyama (KJ)	Pali (PI)	Tamil (TA)	
Chechen (CE)	Herero (HZ)	Lao (LO)	Panjabi (PA)	Tatar (TT)	
Chichewa (NY)	Hindi (HI)	Latin (LA)	Pashto (PS)	Telugu (TE)	
Chinese (ZH)	Hiri Motu (HO)	Latvian (LV)	Persian (FA)	Thai (TH)	
Church Slavic (CU)	Hungarian (HU)	Limburchish (LI)	Polish (PL)	Tibetan (BO)	
Chuvash (CV)	Icelandic (IS)	Lingala (LN)	Portuguese (PT)	Tigrinya (TI)	
Cornish (KW)	Ido (IO)	Lithuanian (LT)	Quechua (QU)	Tonga (TO)	
Corsican (CO)	Igbo (IG)	Luba-Katanga (LU)	Raeto-Romance (RM)	Tsonga (TS)	



ROTARY INTERNATIONAL SEMIANNUAL REPORT JULY 2013

THIS PACKAGE INCLUDES:

- 1) Cover Page
- 2) Semiannual Report Worksheet
- 3) Instructions
- 4) Semiannual Dues Invoice
- 5) Club Membership List according to RI Records as of 1 June 2013
- 6) New Member Form (data not included in membership list)
- 7) Language List with codes
- 8) Window envelope for returning Semiannual Report and invoice payment (for paper version only)

Current Semiannual Report writable documents are located at

http://www.rotary.org/RIdocuments/en_pdf/sar_worksheet_en.pdf

ATTENTION CLUB OFFICERS:

1. Submit membership to Rotary International **no later than 1 June and 1 December** to be reflected on the upcoming Semiannual Report via Member Access or e-mail data@rotary.org (allow a few extra days if sending via email). Clubs participating in OneRotary Hub must use their local database.
2. Make sure that the names of all current officers are correctly entered in the system and that all future officers are named no later than 1 June.
3. Ensure that email addresses for all members, especially current and future officers, are current.
4. Set up a club email address that can be transitioned to future officers in order to help maintain a consistent flow of communications with Rotary.
5. **Add Rotary email addresses to your contacts.** To help ensure that email from Rotary is not rejected or filtered as spam, add rotary_international_sar@microdgc.com and ri_club_finance@rotaryintl.org to your email contacts, but do not reply to those emails.
6. **Go paperless.** If you are a president, secretary or exec. secretary, update your Semiannual Report preferences in Member Access to receive only the electronic version of the SAR.

Contact your [finance representative](#) with any question regarding this process.