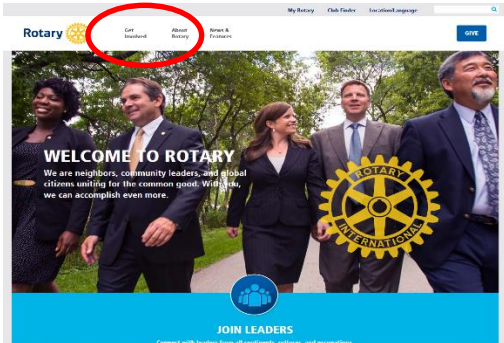


# Finding your Club PHF Recognition Points

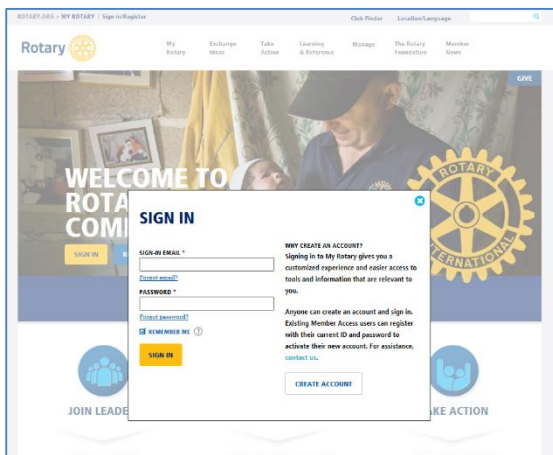
## Step 1

Go to [www.rotary.org](http://www.rotary.org) to log in. Then click My Rotary.



## Step 2

Click on yellow sign in box and the sign in screen appears. Log in using your e mail address. Create an account if you don't already have one



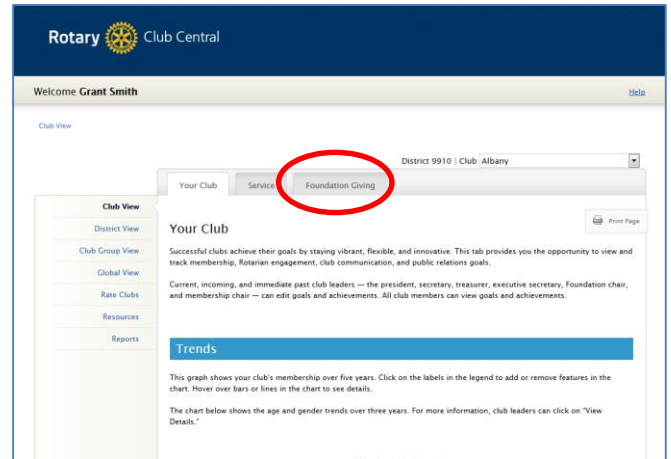
## Step 3

Click on MANAGE then **Rotary Club Central**



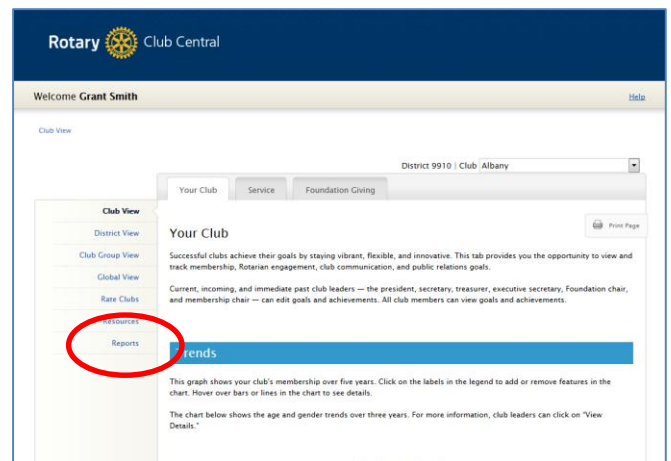
## Step 4

Click on Foundation Giving to open



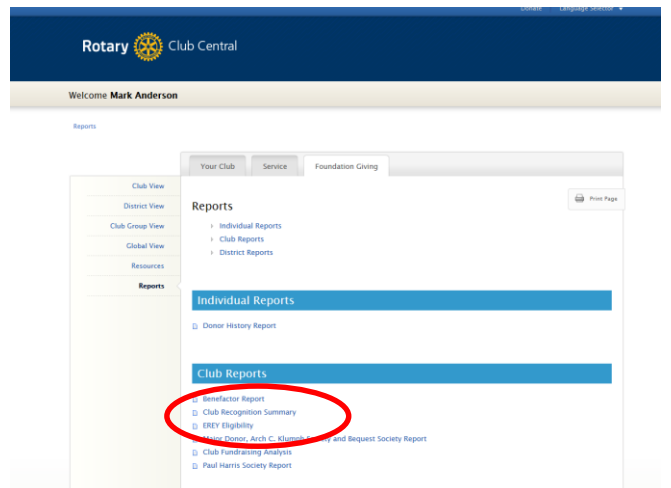
## Step 5

Click on Reports. The reason you click on Foundation Giving first is that you will now be linked to reports about The Rotary Foundation.



## Step 6

The screen below will open. Look under "Club Reports" and click on CLUB RECOGNITION SUMMARY.



## Step 7

The screen below will open with your report. The first line in this report show how many Foundation recognition points that you have available. You will need 1,000 points to affect a transfer. The points linked to the members are their points and **CANNOT** be transferred to the Club for Club use. These points can however be used with the member permission by the member forwarding a signed Recognition transfer request form.

Rotary ID	Name	Club Member	Points Available
18006	R/C of Beecroft		0
4746915	+ Adcock, Dorothy	N	
293605	Adcock, Robert	Y	
8900253	Anderson, David	N	
8442671	Anderson, Lynne F.	N	
5789735	Anderson, Mark	Y	
307915	Andrews, John D.	N	

Rotary ID	Name	Club Member	Points Available
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8442671	Anderson, Lynne F.	N	
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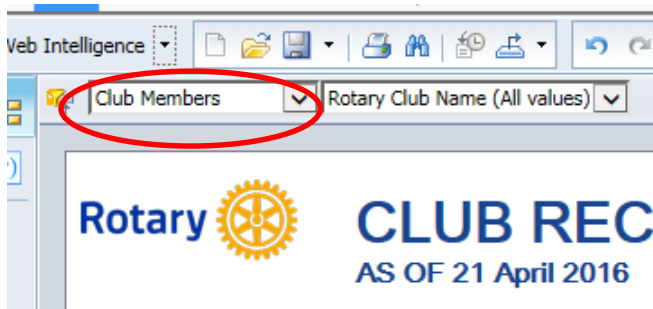
You now have a list of current members “Y”, past members and non-members “N”. You may even see an “H” indicating an honorary member.

With this column visible you have a complete history of who has been recognised with a Paul Harris Fellow. The history is fairly robust back to 1985. Prior to that there may be some gaps.

## Step 8

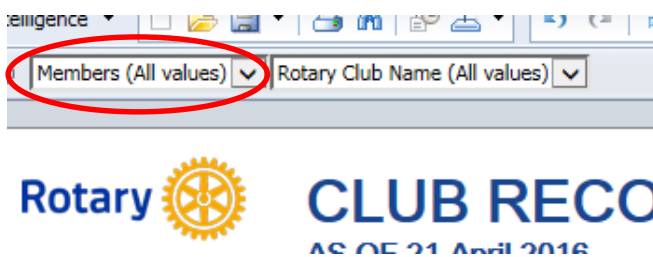
### History and non-member recognitions

In the top left corner of your screen there is a box that says “Club Members”



Click on the down arrow and highlight

“Members(All values)”



This will reset your report, to show every Paul Harris Fellow ever recognised by your Club. Prior to 1985 there may be some gaps in our data history and we do apologise for this.

## Step 9

Search [www.rotary.org](http://www.rotary.org) for the form below.

**Rotary CLUB RECOGNITION TRANSFER REQUEST FORM**

Please send your completed form only once. If you have questions regarding recognition or contributions to the Rotary Foundation, please contact Rotary's Support Center at 1-866-RRROTARY (1-866-967-8279), or email [center.rotary.org](mailto:center.rotary.org) or contact the Rotary International office that serves your area. Contributions can be made at [www.rotary.org/give](http://www.rotary.org/give).

**1. RECIPIENT OF RECOGNITION**

Transfer Recognition Points to:

Name: \_\_\_\_\_ Recipient ID Number: \_\_\_\_\_  
 Club Name: \_\_\_\_\_ Club No: \_\_\_\_\_ District No: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State/Province: \_\_\_\_\_  
 Country: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
 Daytime Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

**2. TRANSFER RECOGNITION POINTS**

Foundation Recognition Points Amount: \_\_\_\_\_ (Minimum of 100 points)  
 Transferring Recognition Points from:  Individual ID Number: \_\_\_\_\_  Club Number: \_\_\_\_\_  District Number: \_\_\_\_\_  
 AUTHORIZED SIGNATURE (required): \_\_\_\_\_ Print Name: \_\_\_\_\_

**3. SHIPPING INFORMATION — Recognition materials only**

Presentation Date: \_\_\_\_\_  
 Send recognition to: (Check one; if left blank, recognition will be sent to club president)  
 Club President  Club Secretary  Club Treasurer  Club Foundation Chair  Other, record information below  
 Name: \_\_\_\_\_ Address: \_\_\_\_\_  
 City/State/Prov: \_\_\_\_\_ Country/Postal Code: \_\_\_\_\_  
 Daytime Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

**4. INDIVIDUAL COMPLETING THIS FORM**

Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_  
 Email Address: \_\_\_\_\_ Date: \_\_\_\_\_

Please send this form to the appropriate address.

**UNITED STATES:** The Rotary International, 14200 Collection Center Drive, Chicago, IL 60638 USA. Tel: 1-866-967-8279 (toll-free). Fax: +1-847-328-4101. [center.rotary.org](mailto:center.rotary.org)

**CANADA:** The Rotary Foundation (Canada), 60-11628 P.O. Box 4890 STN A, Toronto, ON M5W 0K9 Canada. Tel: 1-866-967-8279 (toll-free). Fax: +1-847-328-4101. [center.rotary.org](mailto:center.rotary.org)

**GERMANY:** Rotary Deutschland, Genserswalld 14, 80710 Düsseldorf, Germany.

**BRASIL OFFICE:** Rotary International, Rua Sagarana 209, 01155-000 São Paulo, SP, Brazil. Tel: 05-11 3026-2966. Fax: 05-11 3667-6575. [rotarybr.org](http://rotarybr.org)

**EUROPE AND AFRICA OFFICE:** Rotary International, Willemstraat 15, CH-8032 Zurich, Switzerland. Tel: 01-481 387 71 11. Fax: 01-481 422 50 41. [rotary@rotary.org](mailto:rotary@rotary.org)

**KOREA OFFICE:** Rotary International, Room 205, Miron Building, 43 Yeong-dong, Yongsang-gu, Seoul 150-733, Korea. Tel: 02-783 3077. Fax: 02-783 3979. [rotary@rotary.org](mailto:rotary@rotary.org)

**JAPAN OFFICE:** Rotary International, Mita Bldg, 4-22, Minato-ku, Tokyo 108-0072, Japan. Tel: 03-5439-5800. Fax: 03-5439-9805. [rotaryjapan.org](http://rotaryjapan.org)

**SOUTH ASIA OFFICE:** Rotary International, Thapar House, 2nd Floor, Central Bldg, 124 Jangpoh, New Delhi 110 001, India. Tel: 01-11 42250101. Fax: 01-11 42250191. [rotary@rotary.org](mailto:rotary@rotary.org)

**SOUTH PACIFIC AND PHILIPPINES OFFICE:** Rotary International, P.O. Box 1415, Paramaribo, NW 1124, Suriname. Tel: 05-2 8984 9800. Fax: 05-2 8984 9899. [rotary@rotary.org](mailto:rotary@rotary.org)

**SOUTH PACIFIC AND IRELAND (RIBI) OFFICE:** Rotary International, Kilmacross, Kilmacross, Wick, Ireland. Tel: 01789 754511. Fax: 01789 754916. [ribi@rotary.org](mailto:ribi@rotary.org)

**SOUTHERN SOUTH AMERICA OFFICE:** Rotary International, Kilmacross, Kilmacross, Wick, Ireland. Tel: 01789 754511. Fax: 01789 754916. [ribi@rotary.org](mailto:ribi@rotary.org)

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