

# HOW TO USE THE CLUB FOUNDATION BANNER REPORT

1

Go to [rotary.org](https://rotary.org) and sign in to MyRotary.

Then go to **My Rotary**

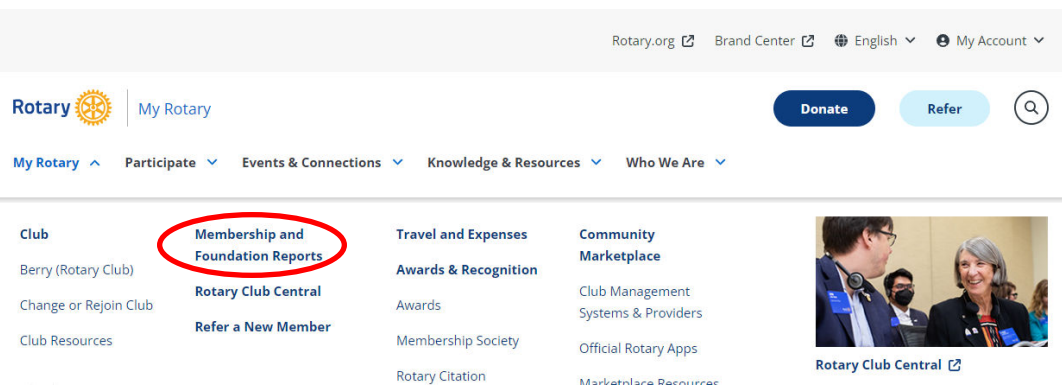
My Rotary tab, then **Membership and Foundation Reports**.

2

Once there, scroll down to **Contributions & Recognition** and under **Club Giving**, click **View reports**.

3

Below **Club Reports** you can find **Club Foundation Banner Report**



## Contributions & Recognition

### Club Giving

Benefactor Report, Club Recognition Summary, EREY Eligibility, Major Donor, Arch Klumph Society and Bequest Society Report, Club Fundraising Analysis, Paul Harris Society Report, Current Club Officer Giving Report, Incoming Officer Giving Report

**View reports**



[Have a question?](#)  
[Visit our FAQ.](#)

## Contribution & Recognition Reports

Click on the report name that you want to view. You will see a report opening in  
For detailed instructions, download the [Contribution and Recognition Report](#)

### Club Reports

- [Benefactor Report](#)
- [Club Recognition Summary](#)
- **[Club Foundation Banner Report](#)**
- [Major Donor, Arch C. Klumph Society and Bequest Society Report](#)
- [Club Fundraising Analysis](#)
- [Paul Harris Society Report](#)

# HOW TO USE THE CLUB FOUNDATION BANNER REPORT

4

You will be prompted to enter the Rotary Year. To see banner progress put in current year. To see banner recipients put in previous year.

5

Export to your computer as a PDF, Excel, or CSV format.

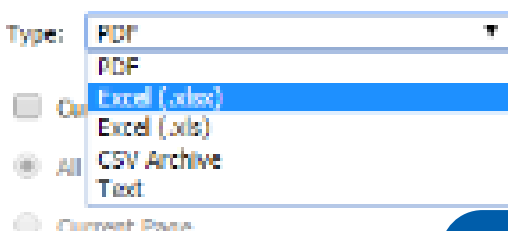
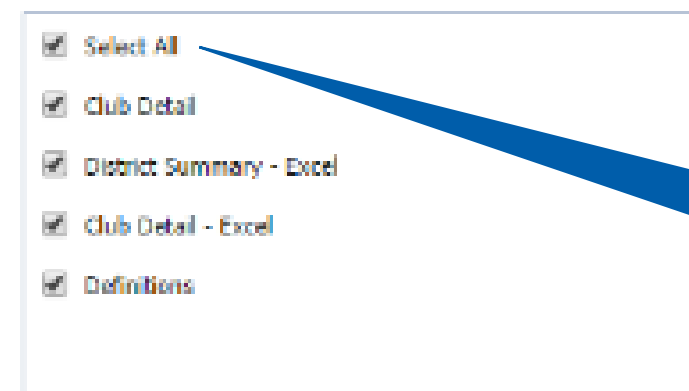
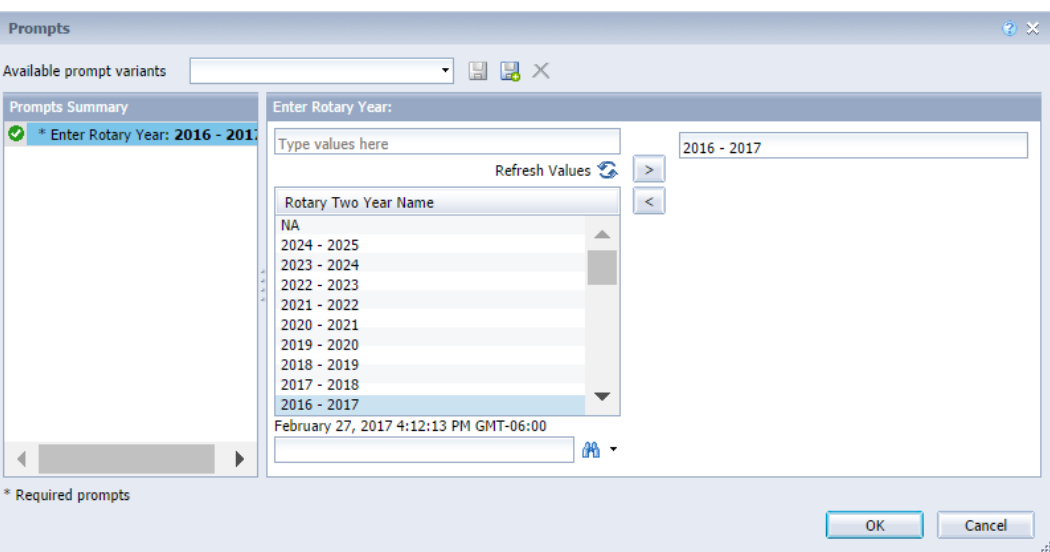
This report has multiple tabs. The export prompt will let you select all or specific tabs. The District Summary tab is only available for district officers. Club officers will only be able to see their club.

Additionally, the export prompt will allow you to select format. PDF is the default format. Only the Club Detail tab works best for PDF. Excel works best for the remaining tabs. Excel is the recommended format.

\*\*\***PLEASE NOTE:**

Typically, District Governors receive banners for distribution from late-October to early-November.

Final calculations for banner recognitions are completed by staff after year-end giving numbers are made official.



# HOW TO USE THE CLUB FOUNDATION BANNER REPORT



## CLUB FOUNDATION BANNER REPORT FOR ROTARY YEAR: 2016-17

Rotary Club of Narnia, IN (1234), District 4321

All Active Rotarians	25	TRF Giving Rotarians:	14	EREY Rotarians:	14	Sustaining Member Rotarians:	4	PHS Eligible Rotarians:	0	1 July Members	27
<b>A</b> Existing Active Rotarians	25	<b>B</b> Percent TRF Giving:	56.0%	<b>C</b> Percent EREY:	56.0%	Percent Sustaining Members:	16.0%	<b>D</b> Percent PHS Eligible:	0.0%	<b>E</b> Annual Fund Per Capita:	\$39.83
										<b>F</b> Average TRF Giving:	\$39.83

Existing Active Rotarians are those who have an admission date prior to 1 July. Beginning in 2015-16, only existing members are counted for EREY, TRF Giving, RESM or PHS participation.

Not all recognition types included may be eligible for a banner for the selected year. Please see definitions tab.

### Has My Club Earned A Banner?

	100% Foundation Giving Club	Every Rotarian, Every Year Club	100% Paul Harris Society Club
Yes if...	Item <b>B</b> = "100%" <u>AND</u> Item <b>F</b> = \$100 or more	Item <b>C</b> = "100%" <u>AND</u> Item <b>E</b> = \$100 or more	Item <b>D</b> = 100%

\*Item **A** is the number of members counted toward Foundation participation in banner recognitions. This count excludes members of your club who have joined during the Rotary year. Contributions from member who joined your club neither help nor hurt your club's banner achievement.

Rotary ID	Rotarian Name	<b>A</b> Club Member on 27-Feb-17	<b>B</b> TRF Giving Achieved	<b>C</b> EREY Achieved	Sustaining Member Achieved	<b>D</b> PHS Eligible Achieved	Paul Harris Society Member	Rotary Direct
1554108	Allday, Robert L	Y	31-Dec-2016 C	31-Dec-2016	31-Dec-2016			
5872546	Badger, Stacey	Y						
992698	Benihana, George	Y	09-Oct-2016 C	09-Oct-2016	09-Oct-2016	31-Dec-2016	Y	Y

### Which Members Helped My Club Earn A Banner?

	100% Foundation Giving Club	Every Rotarian, Every Year Club	100% Paul Harris Society Club
Yes if...	Item <b>A</b> = "Y" <u>AND</u> Item <b>B</b> = date listed	Item <b>A</b> = "Y" <u>AND</u> Item <b>C</b> = date listed	Item <b>D</b> = date listed

**A Club Member On:** 'Y' indicates the person is a current club member. 'New' means the member joined within the Rotary year, and thus does not count among those members whose gifts count toward any club giving banner.

**B TRF Giving Achieved** when \$25 or more is given to any Rotary Foundation fund or grant.

- If a 'C' is listed next to the date, the Rotarian met the 2016-17 presidential citation by contributing a minimum \$26.50 to the Rotary Foundation.

**C EREY Achieved** when \$25 or more is given to the Annual Fund.

- Sustaining member is achieved when \$100 or more is given to the Annual Fund.

**D PHS Eligible Achieved** \$1,000 or more is given to the Annual Fund, PolioPlus and/or an approved Foundation Grant.

# HOW TO USE THE CLUB FOUNDATION BANNER REPORT

		<b>A</b>				<b>B</b>			<b>C</b>			<b>D</b>
Club Name	Annual Fund Per Capita	AF Top 3 Per Capita	Average TRF Giving	TRF Giving Rotarians	Percent TRF Giving	100% TRF Giving Banner	EREY Rotarians	Percent EREY Rotarians	EREY Club Banner	PHS Eligible Rotarians	Percent PHS Eligible	100% PHS Banner
Gotham, IN	\$1,322.25	1	\$1,355.03	24	100.0%	Y	24	100.0%	Y	24	100.0%	Y
Narnia, IN	\$99.89	42	\$95.76	33	100.0%		3	100.0%		0	0.0%	
Metropolis, IN	\$294.76	2	\$294.76	15	100.0%	Y	14	93.0%		2	11.8%	
Shelbyville, IN	\$93.43	18	\$120.84	90	100.0%	Y	90	100.0%		2	2.0%	
Smallville, IN	\$251.65	3	\$266.65	62	82.0%		53	71.0%		1	7.1%	

The District Summary-Excel tab shows progress toward club banner recognitions (Top Three Per Capita in Annual Giving, 100% Foundation Giving, 100% Every Rotary Every Year, 100% Paul Harris Society) for a Rotary year. This tab will have similar information as the Club Detail tab- club name, ID, membership counts.

## Which Club has earned a banner?

	AF Top 3 Per Capita	100% Foundation Giving	EREY Club Banner	100% PHS Banner
<b>Achieved if...</b>	Item <b>A</b> has 1, 2, or 3 listed	Item <b>B</b> = "Y"	Item <b>C</b> = "Y"	Item <b>D</b> = "Y"

**Tactic-** use the Per Capita ranking to encourage competition between clubs.

**Tactic-** use these columns to encourage clubs to achieve banner recognition. Pair this report with the Club Detail Excel tab to identify which individuals to contact.

## Why are clubs not 100% TRF Giving and EREY banner qualified?

	A		B		C		D		E			
	Annual Fund Per Capita	AF Top 3 Per Capita	Average TRF Giving	TRF Giving Rotarians	Percent TRF Giving	100% TRF Giving Banner	EREY Rotarians	Percent EREY Rotarians	EREY Club Banner	PHS Eligible Rotarians	Percent PHS Eligible	100% PHS Banner
Club Name												
Gotham, IN	\$1,322.25	1	\$1,355.03	24	100.0%	Y	24	100.0%	Y	24	100.0%	Y
Narnia, IN	\$99.89	42	\$95.76	33	100.0%		3	100.0%		0	0.0%	
Metropolis, IN	\$294.76	2	\$294.76	15	100.0%	Y	14	93.0%		2	11.8%	
Shelbyville, IN	\$93.43	18	\$120.84	90	100.0%	Y	90	100.0%		2	2.0%	
Smallville, IN	\$251.65	3	\$266.65	62	82.0%		53	71.0%		1	7.1%	

	100% Foundation Giving Banner	EREY Club Banner	100% PHS Banner
<b>Did not achieve if</b>	If <b>B</b> is less than \$100 AND/OR <b>C</b> is less than 100%	If <b>A</b> is less than \$100 AND/OR <b>D</b> is less than 100%	If <b>E</b> is less than 100%