

RI and District Information Management, Reports and Reporting

RI Reporting via [MEMBER ACCESS](#)

[First you must register](#) and set your password when RI sends you a temporary password.

Now you can access the following (Green Menu):

The club president and secretary (Exec Sec also) are the only club members who can keep all your clubs info in the RI database correct.

It is critical that the secretary keep the current club contact info, meeting place and time, and club officer assignment for the current year and following year's correct and UP TO DATE at the changes happen.

The club is allow to list and should list the president*, president-elect, secretary*, treasurer, club Foundation chair and executive secretary.

****only the club president, secretary and executive secretary or record can make changes to club's database with RI.***

1. Membership Reporting: This includes addition and termination of member, change to status between active and honorary and keeping the member's contact information (mailing address (for The Rotarian), phone numbers and email address!!!! This is data in NOT kept current by most clubs.

2. Semi-Annual Report: This report is mail the club secretary of record's primary address with RI. OR it is mailed to the club permanent address of record with RI. This report allows you to confirm your member roster is correct and allows you to reconcile your account payable to RI. The dues are based on your clubs active membership at of Nov 30 and May 31 each year. The report arrives about Jan 1 and July 1. You can print out the complete report from this site.

3. Daily Club Balance Report: This is simply a statement of your club's financial report with RI

4. Club Recognition Summary (CRS) This is a report of the club's members giving to the Annual Fund of the Rotary Foundation, + a count of PHF and Benefactors.

5. EREY Eligibility Report: This report is a record of those members of your who qualify as a EVERY ROTARIAN EVERY YEAR.

District 5520 Reports via the District Website

WWW.Rotary5520.org

You can find almost anything you want by looking at the links on the district website home page.

1. Reporting new members at <http://rotary5520.org/membership/newmemberreport.html>
2. The club must make their monthly Membership and Attendance Report by the 15th of the following month at <http://rotary5520.org/districtadministration/phpclubmembershipattendancereport.html>
3. Much administrative manuals and how to(s) have be found at <http://rotary5520.org/districtadministration/index.html>
4. Contract information for all clubs and the district leadership and support team can be found at <http://rotary5520.org/directory/index.html>