

Recalculate 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. **Note:** If you used the online process, you are not required to submit this form.

**Rotary club of (name)** \_\_\_\_\_

**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 January 2012	
3.	Enter the number of new members admitted before 1 January 2012 (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 <i>The Rotarian</i> subscriptions:  _____ club members plus _____ others paid by club =	TR-
6.	Total number of subscriptions to <i>Revista Rotaria</i> :	RR-

**Semiannual Dues**

7.	Calculate semiannual dues at US\$25.50 multiplied by line 4 (Clubs with fewer than 10 members must pay for a minimum of 10 members.)	\$
8.	Amount due for Pro-Rata Dues (see club invoice)	\$
9.	Total amount due to RI for membership dues (line 7 plus line 8)	\$

**Additional Fees**

10.	Magazine subscriptions to <i>The Rotarian</i> multiplied by line 5 (Fees vary by country - see club invoice)	\$
11.	Magazine subscriptions to <i>Revista Rotaria</i> at US\$9.50 multiplied by line 6	\$
12.	Other miscellaneous items	\$
	<b>TOTAL AMOUNT DUE TO RI FOR JANUARY 2012</b> (Add lines 9 through 12) See SAR instructions for membership reporting and payment.	\$

Signed, \_\_\_\_\_  
President Date

Signed, \_\_\_\_\_  
Secretary Date

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Name (please print)

# 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.

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

#### ONLINE (preferred method)

##### Log into [www.rotary.org/memberaccess](http://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](mailto: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 31 December 2011.

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 January 2012. Indicate the date and termination reason (attendance, business obligations, deceased, family obligations, health/personal, joining other club, relocation, or other reason).

**New members:** Complete a New Member Form for each new active and honorary member admitted before 1 January 2012.

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

**Complete the SAR Worksheet (lines 1-6)** to report total club members and subscribers as of 31 December 2011.

**Magazine Subscriptions:** All active club members must subscribe to *The Rotarian* 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.

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](mailto: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](mailto:data@rotary.org) or your Rotary international office [www.rotary.org/io](http://www.rotary.org/io)  
Contact Rotary staff listed on your invoice or Finance at [www.rotary.org/en/reps](http://www.rotary.org/en/reps) for payment questions.

# 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.			
Address			
City			
State / Prov.			
Country			
Postal Code			
Email			
Admission Date / Subscription	(dd/mm/yyyy)	Previously Reported?	Yes No TR RR ORM
Language Codes			
Kind of Member (choose one)	Active	Honorary	Special Subscription
Former Rotary Club	Club Name		Member #
Former Rotary Foundation Alumnus?	If yes, what program:		

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## CODES

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 language noted.

2 = WRITES FLUENTLY.

EXAMPLE: A club member is fluent in spoken and written Spanish (ES). Advise RI of these language skills by indicating the following combination of abbreviations and codes next to the member's name – ES 1,2.

## LANGUAGE CODE

Abkhazian (ab)	Dutch (nl)	Japanese (ja)	Nepali (ne)	Spanish (es)
Afar (aa)	Dzongkha (dz)	Javanese (jv)	North Ndebele (nd)	Sundanese (su)
Afrikaans (af)	English (en)	Kalaallisut (kl)	Northern Sami (se)	Swahili (sw)
Akan (ak)	Esperanto (eo)	Kannada (kn)	Norwegian (no)	Swati (ss)
Albanian (sq)	Estonian (et)	Kanuri (kr)	Norwegian Bokmål (nb)	Swedish (sv)
Amharic (am)	Ewe (ee)	Kashmiri (ks)	Norwegian Nynorsk (nn)	Tagalog (tl)
Arabic (ar)	Faroese (fo)	Kazakh (kk)	Occitan (oc)	Tahitian (ty)
Aragonese (an)	Fijian (fj)	Khmer (km)	Ojibwa (oj)	Tajik (tg)
Armenian (hy)	Finnish (fi)	Kikuyu (ki)	Oriya (or)	Tamil (ta)
Assamese (as)	Flemish (nl)	Kinyarwanda (rw)	Oromo (om)	Tatar (tt)
Avaric (av)	French (fr)	Kirghiz (ky)	Ossetian (os)	Telugu (te)
Avestan (ae)	Fulah (ff)	Kirundi (m)	Pali (pi)	Thai (th)
Aymara (ay)	Galician (gl)	Komi (kv)	Panjabi (pa)	Tibetan (bo)
Azerbaijani (az)	Ganda (lg)	Kongo (kg)	Pashto (ps)	Tigrinya (ti)
Bambara (bm)	Georgian (ka)	Korean (ko)	Persian (fa)	Tonga (to)
Bashkir (ba)	German (de)	Kurdish (ku)	Polish (pl)	Tsonga (ts)
Basque (eu)	Greek (el)	Kwanyama (kj)	Portuguese (pt)	Tswana (tn)
Belarusian (be)	Guaraní (gn)	Lao (lo)	Quechua (qu)	Turkish (tr)
Bengali (bn)	Gujarati (gu)	Latin (la)	Raeto-Romance (rm)	Turkmen (tk)
Bihari (bh)	Haitian (ht)	Latvian (lv)	Romanian (ro)	Twi (tw)
Bislama (bi)	Hausa (ha)	Limburchish (li)	Russian (ru)	Uighur (ug)
Bosnian (bs)	Hebrew (he)	Lingala (ln)	Samoan (sm)	Ukrainian (uk)
Breton (br)	Herero (hz)	Lithuanian (lt)	Sango (sg)	Urdu (ur)
Bulgarian (bg)	Hindi (hi)	Luba-Katanga (lu)	Sanskrit (sa)	Uzbek (uz)
Burmese (my)	Hiri Motu (ho)	Luxembourgish (lb)	Sardinian (sc)	Venda (ve)
Catalan (ca)	Hungarian (hu)	Macedonian (mk)	Scottish Gaelic (gd)	Vietnamese (vi)
Chamorro (ch)	Icelandic (is)	Malagasy (mg)	Serbian (sr)	Volapük (vo)
Chechen (ce)	Ido (io)	Malay (ms)	Serbo-Croatian (sh)	Walloon (wa)
Chichewa (ny)	Igbo (ig)	Malayalam (ml)	Shona (sn)	Welsh (cy)
Chinese (zh)	Indonesian (id)	Maltese (mt)	Sichuan Yi (ii)	Western Frisian (fy)
Church Slavic (cu)	Interlingua (International Auxiliary Language Association) (ia)	Manx (gv)	Sindhi (sd)	Wolof (wo)
Chuvash (cv)	Interlingue (ie)	Maori (mi)	Sinhala (si)	Xhosa (xh)
Cornish (kw)	Inuktitut (iu)	Marathi (mr)	Slovak (sk)	Yiddish (yi)
Corsican (co)	Inupiaq (ik)	Marshallese (mh)	Slovenian (sl)	Yoruba (yo)
Cree (cr)	Irish (ga)	Moldavian (mo)	Somali (so)	Zhuang (za)
Croatian (hr)	Italian (it)	Mongolian (mn)	South Ndebele (nr)	Zulu (zu)
Czech (cs)		Nauru (na)	Southern Sotho (st)	
Danish (da)		Navajo (nv)		
Divehi (dv)		Ndonga (ng)		