## Rotary Miles

## INSTRUCTIONS FOR CLUB AND DISTRICT LEVEL HUMANITARIAN MILES PROGRAMS

- Appoint Rotary Miles program manager to communicate with Rotary International Travel Service (RITS)
- Gather and report donations of 500 United Airlines miles or more to RITS
- Request supporters to make donations to Rotary International directly from their United.Com
  mileage account. The donation section is listed under the About United- Global Citizenship tab
  click on Charity Miles and Donate your Miles and scroll down to Rotary International and place
  your miles into the account. Print screen the final page and send it to the Rotary Miles program
  manager.

Rotary clubs and districts are encouraged to use our partnership with the *United Airlines Foundation Charity Miles Program* to provide free airfare for club- and district-level humanitarian programs. To participate in this program, clubs or districts should appoint a Rotary Miles program manager to coordinate communications with the Rotary International Travel Service (RITS) located at Rotary International World Headquarters. Communications with RITS should be directed to the RITS Travel Manager. The program manager will need to provide RITS with the following information: humanitarian purpose of the program, number of airline tickets that the club or district hopes to obtain, approximate timeframe for donation collection, and anticipated travel dates.

The Rotary Miles program manager will collect mileage donations using the screen prints from donors to keep tract of donations since RITS does not receive detailed information on donations. After the sufficient number of miles has been received to secure the preferred number of airline tickets, the Rotary Miles program manager should e-mail RITS at the addresses below to arrange for the tickets. The ticket request must include a flexible travel schedule and traveler names as they appear on official documents. The Rotary Miles program manager will also supply a valid credit card along with billing address to pay for applicable taxes and security fees when calling either the RITS Travel Manager or Supervisor to make the airline reservations. The ticket(s) will be issued by United and sent via email to the Rotary Miles program manager.

## **RITS Contact Information**

Mr. Robert S. Mintz, Travel Manager Rotary International 1560 Sherman Ave., 12<sup>Th</sup> floor (tel) 847-866-3445 (e-mail Robert.Mintz@Rotary.org Ms. Carla DeSanto, Travel Supervisor Rotary International 1560 Sherman Ave., 12<sup>Th</sup> floor (tel) 847-424-5277 (e-mail) Carla.DeSanto@Rotary.org

During high season it is difficult to secure Mileage Plus space. In such cases, the Rotary Miles program manager should plan on using Standard Award tickets that require approximately 50% to 100% more miles. A complete list of mileage requirements can be found on the United Airlines website at <a href="https://www.united.com">www.united.com</a>.