

DISTRICT 7280 CLUB SECRETARY TRAINING SEMINAR
PROCEDURES FOR REPORTING ADDITIONS,
TERMINATIONS AND CHANGES
TO YOUR MEMBERSHIP ROSTER FILE

This past February, each club submitted a final version of their club's official DIRECTORY to be used for the compilation of the DISTRICT DIRECTORY. Now, on a regular basis (monthly or bi-monthly is acceptable) as you continue to update your rosters, please send the contents of your FILE to the District Co-Secretary/Treasurers, Lee Ahlum and Peter Richdale VIA THE INTERNET so we can maintain a current record of your club's membership.

Lee Ahlum's e-mail address is: ahlum2@netzero.com

Peter Richdale's e-mail address is: peterjody@aol.com.

We will simply replace any previous FILE with your new updated FILE so we ask that you make NO CHANGES to the FILE NAME or to the FORMAT.

These are the FIELDS on each RECORD that we need for the District Directory:

LAST NAME.....As shown on your Semi Annual Report
TITLE, FIRST, MI.....As shown on your Semi Annual Report
ADDRESSEnter the address where they wish to receive Rotary mail.
.....Use US Postal abbreviations for Street (St) Road (Rd), etc
.....Find these PO abbreviations on the SECRETARY PAGE
CITYSelf-explanatory
STATEUse US Postal abbreviations for State (PA, OH, NY, etc.)
ZIP.....Use only the 5 Digit Zip code
PARTNERFirst Name Only
HOME PHONEDO NOT use Parentheses for Area Code, ex: 724-123-4567
CLUB IDENTIFIER.....Found in District Directory
OFFICE PHONEDO NOT use Parentheses for Area Code, ex: 724-123-4567
E-MAIL ADDRESSBe sure to double-check this address for accuracy
PAUL HARRIS STATUSPHF, PH+1,+2,etc. or RFSM or Leave Blank if neither
.....Please note these new listings for Foundation Giving
.....These listings may be found in the District Directory and also
.....at the end of your Club's CSR form.

If any field is not applicable, please leave it BLANK. Please do not change the Type that is set at Arial, 10 Point Regular. By keeping your MEMBERSHIP ROSTER FILE in the same format all year you will make it possible for us to make one large, uniform DISTRICT RECORD. These FILES will be used next FEBRUARY to prepare the mailing list for the March District Governor's Newsletter. If you keep them current you will have little or no work. The deadline for this submission is February 15th.

We will also ask you to send us another updated roster by MAY 15th that will be your final version to be printed in the District Directory. The District Directory is only as accurate as you make it because we can only use what you give us!