

# Using the Monthly Contribution Report (MCR)

Rotary Foundation Monthly Contribution Report Date: Month Year to Date: Month Year (In US Dollars)													
Club No	Name	No. of Mem- bers	APF Goal Amount	APF Goal % Achieved	APF Per Cap	---Annual Giving---		---Restricted Giving---		---Permanent Fund---		---Total---	Annual Giving Per Capita Rank
						Month	Period	Month	Period	Month	Period		
District: 1234													
1234	District 1234 Contribution	0	\$0.00	0%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
101	Arbor Hills (Sunset), CA, USA	9	\$1,200.00	108%	\$144.44	\$0.00	\$1,300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,300.00	
102	Beach, CA, USA	41	\$7,200.00	55%	\$96.34	\$0.00	\$3,950.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,950.00	
103	Berry Fields Valley, CA, USA	27	\$6,200.00	91%	\$208.89	\$2,645.00	\$5,640.00	\$0.00	\$0.00	\$0.00	\$50,000.00	\$55,640.00	2
104	Big Bear Meadow Sunrise, CA, USA	22	\$2,100.00	119%	\$134.77	\$556.00	\$2,965.00	\$0.00	\$1,250.00	\$0.00	\$0.00	\$4,215.00	
105	Big Bear Meadow, CA, USA	79	\$7,400.00	83%	\$77.34	\$2,100.00	\$6,110.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$7,110.00	

The MCR is available through Member Access to DGs, DGEs, District Rotary Foundation Chairs, Annual Giving Subcommittee Chairs, Club Presidents and Club Secretaries.

- A. The Monthly Contribution Report (MCR) is updated once a month and generally available through Member Access after the 15<sup>th</sup> when the books for the prior month are closed. Member Access also offers access to the final MCR of the previous Rotary Year to provide a benchmark for ongoing fundraising activities.
- B. The total membership count per club is populated once during the Rotary Year on the MCR (typically in November). Once included, this number does not change until the next Rotary Year.
- C. The Annual Programs Fund (APF) Goal Amount reflects the number submitted on the Club Goal Report Form. Clubs that do not submit a goal will show a US\$0.00 amount.
- D. Percentage determined by comparing the Annual Giving year-to-date total (G) with the Club Goal amount reflected in column C. Clubs that do not submit a goal remain at 0% throughout the Rotary Year.
- E. The APF Per Capita amount is determined by dividing the Annual Giving year-to-date total with the Number of Members reflected in column B.
- F. Total APF giving in the past month.
- G. Total APF giving for the period indicated at the top of the MCR (A).
- H. Restricted Giving reflects contributions to specified Matching grants, PolioPlus, etc. Contributions to restricted funds **do not count towards the Club Goal** for the year and do not affect the per capita giving ratio.
- I. Permanent Fund Giving reflects outright contributions to the Permanent Fund and **do not count towards the Club Goal** for the year and do not affect the per capita giving ratio.
- J. Shows the Club's combined giving total for Annual, Restricted, and Permanent Fund contributions for the time period indicated at the top of the MCR (A).
- K. Lists the rank of the top three clubs in the district in per capita giving to the Annual Programs Fund.



# Using the Monthly Contribution Report (MCR)

## Tracking progress towards our Annual Programs Fund goal

Columns **C** (goal amount) and **G** (actual contributions to date) are the primary benchmarking tools on the Monthly Contribution Report (MCR). Use the APF per capita average (column **E**) to track how close the members of a specific club are in achieving an average US\$100 contribution (Foundation Sustaining Member amount) to The Rotary Foundation (TRF), or possibly an average double-sustainer US\$200 contribution.

For clubs who do not report a club goal, using the APF per capita amount becomes a tool to benchmark their contribution towards TRF's worldwide Annual Programs Fund goal.

## Increase available DDF by working with large and non-contributing clubs

Large clubs have a significant impact on the APF total in the district. These Rotary Clubs have the unique opportunity to set a positive tone in the district, and can impact and inspire other clubs with their support of TRF.

Clubs with no recorded giving for the year will show an amount of US\$0.00 in column **G**. Converting clubs with a history of not supporting TRF creates great opportunities for increased Annual Giving and additional available District Designated Funds (DDF) in the future.

## Identifying Banner Recognition opportunities for your Rotary Club

Three types of banners recognizing clubs for their support of TRF are automatically prepared and sent once the Rotary Year is concluded: **Top 3 Per Capita in Annual Programs Fund Giving** in the District, **Every Rotarian Every Year Club**, and **100% Rotary Foundation Sustaining Member Club**.

To qualify for the Every Rotarian Every Year Club recognition, your club needs to achieve a minimum of US\$100 per capita in APF support along with every member contributing at least some amount to TRF during the Rotary Year. To qualify for 100% Rotary Foundation Sustaining Member Club recognition, each active member of your Rotary Club needs to contribute at least US\$100 or more to TRF during the Rotary Year. Use the per capita average in column **E** to determine if your club is potentially on track for either of these two recognition banners.

To determine if your club qualifies for the Top 3 Per Capita in APF Giving recognition, refer to column **K**, which continually updates the top three clubs as the year progresses.

