**THE ROTARY FOUNDATION**

**INSTRUCTIONS FOR MAKING CLUB and INDIVIDUAL CONTRIBUTIONS**

Contributions to the Rotary Foundation can be made in several ways, including My Rotary, credit card, bank transfer and cheque. Please note that:

* It is essential that RISPPO is able to identify the source of all donations.
* Rotary International’s strong preference for personal contributions is that donors use [My Rotary](https://my.rotary.org/donate), as this is a fully automated and highly secure process.

**WAYS OF MAKING CONTRIBUTIONS**

***My Rotary***

Go to the Rotary webpage [www.rotary.org](http://www.rotary.org), click on the Donate button and, on the [Donate page](https://my.rotary.org/donate), select the cause/fund you wish to support. If you select Australian dollars as your currency, you will receive an Australian tax receipt. Contributions over A$2.00 are tax deductible (***except*** contributions to the Endowment). Enter your payment details, review the contribution and click Submit. You will receive a tax-deductible receipt and contributions will go toward your donor history as long as you provide the email address tied to your My Rotary registration.

(You can also access the RI [Donate page](https://my.rotary.org/donate) from the [RotaryFoundationAustralia.org.au](file:///C%3A%5CUsers%5Candoi%5CAppData%5CLocal%5CPackages%5Cmicrosoft.windowscommunicationsapps_8wekyb3d8bbwe%5CLocalState%5CFiles%5CS0%5C5%5CAttachments%5CRotaryFoundationAustralia.org.au%5C) website, using the Donate button at the top of each page.)

***Debit or Credit Card***

Complete the [Contribution Form](https://www.dropbox.com/s/kavztc2827kzekk/ContributionForm.pdf?dl=0) and ***mail*** it to RISPPO, PO Box 6985 Norwest, NSW, 2153. To protect your financial data, it is ***not*** ***advisable*** to send your card details via email.

To find this form (along with scores of other useful resources) go to the [My Foundation](http://My Foundation) page in the [Rotary Foundation Australia website](https://www.rotaryfoundationaustralia.org.au) and click [Guides](https://www.rotaryfoundationaustralia.org.au/resources#guides) (under [Key Resources](https://www.rotaryfoundationaustralia.org.au/resources#more)).

***Cheques***

Cheques are still accepted:

* Make club contributions payable to ‘The Rotary Foundation’.
* For contributions from individuals and businesses (***and*** clubs requiring a tax-deductable receipt), make the cheque payable to ‘The Australian Rotary Foundation Trust’.

Post the cheque with accompanying letter/note identifying the Fund/s and donor’s details to RISPPO, PO Box 6985 Norwest, NSW, 2153.

If a Club is making a multi-member contribution, listing members to be credited against their name, the cheque should be payable to *The Australian Rotary Foundation Trust*.

Do not put off sending your donations to the last week of the month/financial year as these may not be delivered in time to be processed accordingly.

***Bank Transfers***

RISPPO in Sydney receives thousands of deposits into the Foundation bank accounts and many have little or no description of the donor. This can create long delays in recording the deposits and significant expense in tracing transactions. To ensure that you receive recognition for your contributions, please use the following descriptions in the **Reference** **field** of your bank deposits:

* **Polio Plus:** Donor Name (ID Number) PP — e.g. Yea23679PP or JSmith1234567PP
* **Annual Fund:** Donor Name (ID Number) AF — e.g. Yea26379AF or JSmith1234567AF
* **Disaster Fund:** Donor Name (ID Number) DF — e.g. Yea26379DF or JSmith1234567DF
* **Global Grants:** Donor Name (ID Number) GG (add number of GG)
* **Endowment Fund:** Donor Name (ID Number) EF

**Notes:**

**ID Numbers**: club & member IDs are required. They can be found in My Rotary or from your club Secretary or Treasurer. If the ID cannot be found, an email to risppo.finance@rotary.org is essential.

**Club Names:** please do not use “Rotary Club of XYZ” in the bank’s description or reference field (all that comes through is “Rotary Club of X”). Use the club name and ID ONLY.

**Multiple Donors**: please use the name of the club in the description and then email the list of donors to risppo.finance@rotary.org OR complete a [Multiple Donor Form](https://www.dropbox.com/s/3y9u65lyijvmwua/Multiple_Donor_Form_094en.pdf?dl=0).

**Endowment Fund**: contributions do not attract PHF points and are **NOT** tax-deductible in Australia.

**EREY and Sustaining Member**: only contributions to the Annual Fund are eligible

**Centurion:** Centurion contributions ($100+) are directed to the Annual Fund.

**PHF**: contributions to approved global grants and all funds except the Endowment earn PHF recognition points.

**TRF** Bank Accounts are now held with **HSBC** and NOT St George Bank.

If your **Club** is making the contribution, use this account:

|  |  |  |
| --- | --- | --- |
| HSBC: | **BSB:** | 342-011 |
|  | **A/C No:** | 523370001 |
|  | **A/C Name:** | The Rotary Foundation |
|  | **Reference** | *see information above – Bank Transfers* |

*A receipt will be issued but this is not a tax receipt.*

Members, individuals, and businesses, as well as **clubs requiring a** **tax receipt,** should use this account.

|  |  |  |
| --- | --- | --- |
| HSBC: | **BSB:** | 342-011 |
|  | **A/C No:** | 663499001 |
|  | **A/C Name:** | The Australian Rotary Foundation Trust |
|  | **Reference** | *see information above – Bank Transfers* |