



PAUL HARRIS FELLOW REQUEST FORM

This form should be used for applying for a Paul Harris Fellow or a Certificate of Appreciation, Please see the notes overleaf to assist you in completing this form

(I) ROTARY CLUB, DISTRICT OR INDIVIDUAL MAKING REQUEST

Rotary Club of: _____	District _____	RI Club No: _____
Rotarian completing this form _____		
Daytime telephone number _____		Date completed _____

(II) RECIPIENT OF PAUL HARRIS FELLOW RECOGNITION

	<input type="checkbox"/> ✓ if Rotarian is deceased
Name of Recipient: _____	BLOCK CAPITALS (Circle surname)
<i>(Name as you wish it to appear on certificate)</i>	
Recipient's Rotary Club _____	District _____
<i>(leave blank if non-Rotarian)</i>	
Recipient's Membership ID Number <i>(if known)</i> _____	

(III) RECOGNITION ITEMS REQUESTED

<input type="checkbox"/> New Paul Harris Fellow <i>(certificate and pin only)</i> <input type="checkbox"/> Multiple Paul Harris Fellow <i>(please circle one)</i> 1 2 3 4 5 <i>sapphire pin</i> 1 2 3 <i>ruby pin</i>	<input type="checkbox"/> Certificate of Appreciation <i>(business /organisation)</i> <input type="checkbox"/> Memorial Paul Harris Fellow <i>(if recipient is deceased)</i>
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Paul Harris recognition items should be sent to:

Name _____

Address: _____

<input type="checkbox"/> Tick if recognition is a surprise Please indicate the approximate presentation date: _____ _____ _____
<i>*Please note: average processing time for PHF recognition is four weeks</i>

(IV) CONTRIBUTION DETAILS

- | | |
|--|---|
| (i) To be taken from Club credits <input type="checkbox"/> | (iv) Individual Giving Amount enclosed <input type="checkbox"/> |
| (ii) To be taken from District credits <input type="checkbox"/> | (v) Club - New Amount enclosed <input type="checkbox"/> |
| (iii) To be taken from Individual credits <input type="checkbox"/> | (vi) District - New Amount enclosed <input type="checkbox"/> |

If a new contribution, please make your cheque payable to RF (UK) and complete below

Amount enclosed: £ _____ *(do not send cash)*

Privacy Statement - Your Personal Information

Rotary Foundation of the United Kingdom (RFUK) is an associate Foundation of The Rotary Foundation (TRF) of Rotary International Evanston, USA. RFUK collects personal information about you to process your donation and, where applicable, Gift Aid. Some of your personal information is shared with The Rotary Foundation/Rotary International for the maintenance of donation records. Upon creation of an account, you will be able to view your donation records online via Rotary International services. Your information will be processed in accordance with the Rotary privacy statements. RFUK will not sell, trade or share your personal information with non-Rotary third parties nor will it send you mailings on behalf of other unrelated organisations. Details of the full privacy statements for RFUK and Rotary International are available on the RFUK website (www.rotarygbi.org/donate/) or copies can be requested from our office at: RFUK, Kinwarton Rd., Alcester, B49 6PB, tel: 01789 765411, email: rfuk@rotarygbi.org

RECOGNITION ITEMS REQUESTED – EXPLANATORY NOTES

1. Completing the form:

- (I) **Rotary Club, District or Individual Requesting PHF Recognition** - Please complete this section of the form in full. RI club number can be found in the RIBI directory, under the district section
- (II) **Recipient of Recognition** - It is important to **PRINT** this section in **BLOCK CAPITALS** very clearly so that the recipients name on the certificate will be correct.
- (III) **Recognition Items Requested** - Please read below to ascertain which item you require. Don't forget to include the date of presentation. It would be appreciated if a date is used and *NOT* "asap". We will ensure that you receive your certificate and pin prior to a presentation date.
- (IV) **Medallion** –The certificate and pin are the only PHF regalia items provided. A PHF Medallion is available to purchase separately from the Rotary International On-line shop at www.rotary.org as is the previous PHF certificate presentation wallet.
- (V) **Contribution Details** – Either using club or district Foundation recognition points, or by an individual giving, club or district using new contributions. If the value of the recognitions points is short, you can make up by sending a new contribution.

2. Information on the individual recognition: -

Paul Harris Fellow Recognition is simply a request for recognition of a cash donation of \$1,000. For each US dollar donated Clubs receive one PHF credit. Once Club donations have reached 1,000 credits a PHF can be purchased with these credits. A PHF can be a Recognition to local/national individuals (Rotarians and non-Rotarians alike) who have demonstrated commitment to the goals and purposes of The Rotary Foundation. A Paul Harris Fellow receives a certificate and pin. There is an option to purchase a PHF medallion.

A Multiple Paul Harris Fellow is a Paul Harris Fellow who has already been recognised. Multiple Paul Harris recognition is based on the guidelines below.

\$ or Recognition Points	Type of Recognition	\$ or Recognition Points	Type of Recognition
2,000 – 2,999	One sapphire	6,000 – 6,999	Five sapphires
3,000 – 3,999	Two sapphires	7,000 – 7,999	One ruby
4,000 – 4,999	Three sapphires	8,000 – 8,999	Two rubies
5,000 – 5,999	Four sapphires	9,000 – 9,999	Three rubies

Certificate of Appreciation is to recognise a business or other organisation. Since Paul Harris Fellow Recognition can only be presented to individuals, the Certificate of Appreciation provides a popular alternative. Recipients of a Certificate of Appreciation receive a certificate and cover only.

- 3. **Contribution and Recognition Reports** – Club and District Officers can view the Club Recognition Summary Report through visiting "My Rotary" at www.rotary.org.
- 4. **Gift Aid** - If you make a donation to Rotary Foundation and you are a taxpayer all you have to do is sign a Gift Aid form and send it with your contribution. If you pay your personal contribution to your club treasurer, either direct or as part of your subscription, you can give the signed Gift Aid form to him or her and they can send all the signed forms to RF(UK) at Alcester with one cheque (see below). If you do this, our charity will receive another 25p for every £1 you contribute. Gift Aid Forms may be obtained at; <https://www.rotarygbi.org/members/humanitarian-service-programmes/rotary-foundation-2/clubindividual-giving/>

5 Submitting the Form -

Please send the completed form to the RIBI Support Centre for processing, for the attention of:

RFUK, Kinwarton Road, Alcester, Warwickshire B49 6PB

For any further queries please phone: 01789 765411 or E-mail: RFUK@rotarygbi.org