

Dear Club Secretary:

This is the form your secretary's manual refers to under "Information for the *Official Directory*." The original copy MUST be mailed by 31 December if the information about your club's new officers is to appear in the 2005-2006 *Official Directory*. The address you report on the form will update the mailing records at RI World Headquarters.

Please follow these instructions while filling out the form:

- If any of the preprinted data on the upper portion of the form is incorrect, cross it out and print the correction alongside or attach the correction to the form.
- Your Rotary club's contact phone number will be published for the benefit of traveling Rotarians wishing to confirm place, time, and day of meetings.
- A gratis copy of Official Directory will be sent to Club Secretary in July. Please indicate preference, Book or CD-ROM.
- Lines 1-9: Type or print legibly the names, addresses, and other requested information of your club's 2005-2006 president and secretary. Their names and Member ID numbers should appear as they do on your latest Semiannual Report. DO NOT USE LINES 1-9 TO CORRECT PREPRINTED DATA (See item 1 above).
- Between lines 2 and 3 check-off the type of address you are providing.
- If your club employs an executive secretary/director, please provide data in space provided.
- After completing this data form please make copies for the incoming District Governor, current District Governor, and your records. Use the attached envelope to return the original copy by 31 December 2004 to the office of the Secretariat serving your club. Their addresses are printed on the back of this data form.

We encourage you to update your club's current and incoming Official Directory data on-line by accessing Rotary Web, [www.rotary.org](http://www.rotary.org) at the "Member Access" - "Rotary Business Online" links. This application is available to each club president/secretary and is password protected.

**NO NEED to return this form if data is already entered on the Rotary Web.**

CLUB NAME  
MEETING PLACE

CLUB NUMBER  
DAY TIME

MEETING PLACE ZIP/POSTAL CODE

**Club's gratis copy of 2005-06 Official Directory**

Your Rotary club's contact phone number to be published \_\_\_\_\_

**Please check one**  **Book**  **CD ROM**

2004-2005 PRESIDENT

2004-2005 SECRETARY

2004-2005 EXECUTIVE SECRETARY/DIRECTOR

Please print name of the 2005-2006 President

Please print name of the 2005-2006 Secretary

Complete only if your club employs an executive secretary/director.

1. \_\_\_\_\_  
First Name Last Name

1. \_\_\_\_\_  
First Name Last Name

Title:  executive secretary  executive director

2. \_\_\_\_\_  
Member ID No. Spouse first name  
(see your Semiannual Report)

2. \_\_\_\_\_  
Member ID No. Spouse first name  
(see your Semiannual Report)

Please print name of the 2005-2006 Executive Secretary/Director

Mailing address: Select type of address you are providing  
 club office  business  residence

Mailing address: Select type of address you are providing  
 club office  business  residence

\_\_\_\_\_

Type or print address below

Type or print address below

Executive secretary/director is a  Rotarian  non-Rotarian

3. \_\_\_\_\_  
Street Address or P.O. Box

3. \_\_\_\_\_  
Street Address or P.O. Box

Type or print address below

4. \_\_\_\_\_  
This line for street address continuation

4. \_\_\_\_\_  
This line for street address continuation

\_\_\_\_\_

5. \_\_\_\_\_  
City State/Province

5. \_\_\_\_\_  
City State/Province

\_\_\_\_\_

6. \_\_\_\_\_  
Zip/Postal Code/Pin Country

6. \_\_\_\_\_  
Zip/Postal Code/Pin Country

\_\_\_\_\_

7. \_\_\_\_\_  
Business Phone Fax Number

7. \_\_\_\_\_  
Business Phone Fax Number

\_\_\_\_\_

8. \_\_\_\_\_  
Residence Phone

8. \_\_\_\_\_  
Residence Phone

\_\_\_\_\_

9. E-Mail  
\_\_\_\_\_ @ \_\_\_\_\_

9. E-Mail  
\_\_\_\_\_ @ \_\_\_\_\_

Residence Phone

E-Mail  
\_\_\_\_\_ @ \_\_\_\_\_

Date \_\_\_\_\_ Secretary's Signature \_\_\_\_\_

RI EUROPE AND AFRICA OFFICE

Rotary International  
Witikonerstrasse 15  
CH-8032 Zurich  
Switzerland

RI SOUTH ASIA OFFICE

Rotary International  
Thapar House, Central Wing, 2nd Fl.  
124 Janpath  
New Delhi  
India 110 001

RI SOUTH PACIFIC AND PHILIPPINES OFFICE

Rotary International  
McNamara Centre, Level 2  
100 George St.  
Parramatta, NSW  
Australia 2150

WORLD HEADQUARTERS

Rotary International  
One Rotary Center  
1560 Sherman Avenue  
Evanston, IL 60201-3698  
USA