All district and club leaders have access to the Paul Harris Society Report through My Rotary. To find and use the report:

Go to Rotary.org and sign in to My Rotary. Hover over The Rotary Foundation, then click Foundation Reports.

For club leaders: Under Club Reports, find Contributions & Recognition, then Club Giving, and choose View reports.

For district leaders: Under District Reports, find Contributions & Recognition, then Club Giving. Choose View reports.

Under Club Reports, choose Paul Harris Society Report.
Tab 1: Paul Harris Society

The Paul Harris Society Report (February 2020)

Rotary

PAUL HARRIS SOCIETY (PHS) REPORT
As of 1 January 2020
For District 7210

Zone 32
District 7210

<table>
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<td>Kingston, NY</td>
<td>1234567</td>
<td>Smith, John</td>
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<td>Klumph, Arch</td>
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<td>6-Nov-2017</td>
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</table>

Total PHS Members For District 7210: 43

1. The number of society members in the club, district, or zone — that is, the number of donors who have expressed their intent to join the Paul Harris Society

2. Basic information for each donor, including Rotary ID and club name

3. A Y indicates that the person is registered as a Paul Harris Society member

4. A Y indicates that the donor makes recurring contributions through Rotary Direct. This does not automatically make the donor a society member, even if the recurring gifts total $1,000 per year. Donors must register for society membership.

5. The PHS Eligible columns give the date when the donor reached $1,000 in contributions for the indicated Rotary year. Consider using the information in these columns to:
   a. Thank any donors who have contributed at least $1,000 this Rotary year
   b. Remind society members who have not yet reached $1,000 in giving this Rotary year
   c. Identify donors who are already giving $1,000 or more yearly and invite them to join the Paul Harris Society

Tab 2: PHS Excel Format

At the bottom of the report is the PHS Excel Format tab. It displays some of the same information as the Paul Harris Society tab, but it also includes a PHS Join Date column to allow you to identify new members.
To identify new members:

1. Export the data to an Excel file as shown here:

2. Open the Excel spreadsheet. On the Home tab, click **Sort & Filter** and choose **Filter** from the drop-down menu. Drop-down arrows will appear in the column headers, as shown below.

3. Click the drop-down button in the **PHS Join Date** column.

4. In the menu that appears, in the **Search** box:
   a. Type the first three letters of a month to search for members who joined during that month, or
   b. Type a year to find members who joined that year

5. Click **OK**.
The **PHS Excel Format** tab of the report also lists each donor’s club number, email address, and mailing address (scroll to the right to view). You can use this information to perform email or mail merges to send thank-you letters, email reminders, invitations to recognition events, and more.

Paul Harris Society coordinators are encouraged to familiarize themselves with this report, run it periodically to identify and welcome new members, and make sure every new member is presented with a Paul Harris Society chevron at an appropriate occasion.