Every month Rotary International asks for a report of the attendance at our Rotary club meetings. Club Secretaries can use the on-line database functions to report their club's attendance for the month. Attendance must be reported by the 15th of the month. You can report your club attendance at anytime, and then at anytime afterwards (if necessary), you can "update" it with makeup data. The system will send several "reminder" notices to the clubs until the report has been submitted.

This paper discusses **how to** submit the monthly attendance report, and not how to calculate the monthly attendance percentages. The formula for calculating the percentages is rather complex and is explained in detail in the HELP - FAQs of the DaCdb program.

> **Total # Members that attended**
> **(plus) # excused (MOP, Art. 9, §3 & 4)**
>
> *Divided by -*
>
> **Total # Active Club Members**
> **(minus) # excused (MOP, Art. 9, §3 & 4)**
> **(plus) # excused that attended**

Once you have gathered the attendance statistics for the month you can enter the data by clicking of the ATTENDANCE button in Section 1 – Club Information on your club's "MY CLUB" page.

You will need to know:

- Total Membership at the end of the month of the report

- The Average Attendance (Percentage) for the month

- The number of regular meetings held during the month.

Notes:

- **Make sure that the total number of active members reported in the Attendance Report for June is accurate.**

- Note: DaCdb provides a hint as to the total active members in the database and your report should agree with that number.

- Upon clicking on the "submit report" button the report will be sent to District.

The Attendance Record Module of DaCdb is available as a **PREMIUM MODULE** to individual clubs.   This module automates the attendance reporting process.

- If you can get 'online' at your meeting location you can check members directly in DaCdb.

- If you cannot get 'online' at your meeting location you can download an electronic attendance form to your computer before you go to your Rotary meeting. While at Rotary you check attending members on the downloaded form. When you are able to get online you can upload the data collected at the meeting and complete the attendance collection process.

On the 15th of the next month the club secretary can submit the attendance report with one key stroke. Several clubs are using this module and have found it to be very convenient in managing the club's attendance reporting requirements. In addition to the attendance reporting feature of this premium module, there are other features of the module that can be recommended. Call Phil Morris for details.