



A helping hand for literacy ◀

## **Methods of Payment Options for the Computer-Assisted Literacy Solution (CALs)**

### ***I. Payment for Individuals***

We can add participants to CALs once funds are received by AutoSkill with the information as below in Appendix A. You need to send the funds to: AutoSkill International Inc., 555 Legget Drive, Tower B, Suite 600, Ottawa, ON, K2K 2X3, Canada, attention David Hertendy.

### ***II. Rotary Districts or Clubs arranging monthly billings for new participants***

By sending a deposit of US \$400 (Cdn \$475) Rotary Districts or Clubs can sign up participants by agreeing to a monthly billing process. The first 5 participants will be credited through this deposit.

Send deposit to: AutoSkill International Inc., 555 Legget Drive, Tower B, Suite 600, Ottawa, ON, K2K 2X3, Canada, attention David Hertendy.

Send detailed information regarding the person to whom the monthly billing is to be sent (name, email address and phone number). AutoSkill will send monthly invoice.

Send detailed information as below in Appendix A.

### ***III. Credit Card on Website (pending)***

We would like to set up an option for enrolling on the website [www.autoSkill.com/rotary](http://www.autoSkill.com/rotary) which would allow sponsors to sign up participants. There would need to be a number of required fields as a part of this process. We need to prevent any non-Rotarian sponsored users from registering; we would need to use a special Rotary code only available to Rotarians (i.e.) Membership ID.

## **Appendix A**

### **Three Step process**

Once a Rotary District or Club decides to become involved, individuals can be identified to participate in CALS. The following three-step process is followed:

1. Information about interested Rotary district or club is needed prior to registering individuals on CALS\*:
  - a. Rotary District Number
  - b. Club name (if applicable)
  - c. Geographic location (i.e.) western USA
  - d. Rotary contact person
    - i. Name
    - ii. Role in Rotary (i.e.) Literacy Coordinator
    - iii. Daytime phone number
    - iv. Email address

\*This step may have already been completed as this happens only once

2. Once a Rotary District or club has identified participants for CALS, information about sponsors who are responsible for the US \$80 (or Cdn \$95) needs to be given including:
  - a. Sponsor's name (could be representing a club)
  - b. Email address contact
  - c. Day phone number
  - d. Rotary district number and geographic location
  - e. Club name
  - f. Whether they will act as facilitator
    - i. Yes
    - ii. No, give name of facilitator if known
    - iii. Unknown (need to find/assign facilitator)
  - g. Rotary membership ID Number
3. In addition to the information about sponsors, information on sponsored participants needs to be given including:
  - a. Participant's name
  - b. Email address
  - c. Daytime phone number
  - d. Age of participant (this is required for setting up on the programs)
  - e. If the instructions should be in Spanish (English is the default)
  - f. American content (imperial units for math) or international content (metric units for math)