***Rotary Calendar***

***Rotary Club of Litchfield-Morris***

***January***

Golf Tournament Committee to commence meetings. Make sure Golf Committee has announced the date and pre-notified potential and past golfers. Make sure Golf Committee gets entire club to participate in Golf Sponsorships.

Treasurer pays Rotary dues to RI/District

Membership Committee designee to schedule evening social for February

Golf Tournament Committee to have finalized Golf Brochure and sent to printers. Correspondence being mailed to sponsors and golfers finalized and printed. Save the Date information posted to website and Facebook

RYLA Chair must contact both schools for candidates to attend the event in June.

Education Foundation Board to meet to decide how much we can give to the schools and begin to communicate that to the Guidance Departments.



Make sure we have an Earth Day Chairman. Chairman must communicate with Town of Litchfield to make it clear Rotary will organize the event. Coordinate marketing with the Town, develop materials, invite Interact, plan food, update cleanup map, service and cleanup. Get word out to member ship to sign up. Include on website and Facebook page.

Membership Committee designee to schedule evening social for April

Donations Committee to hold meeting to decide on donations for the Give Local Campaign.

Make sure Golf Committee is already getting sponsorships and that they have goals.

RYLA Chair reminds both schools about candidates to attend the event in June.

100% participation in foundation donations must be submitted by March 31st to be eligible for a grant



Make sure Earth Day Prep is done: advertising, club sign up, food, cleanup, Interact, etc.

Rotary Grant application due by May 1st

Education Endowment Chair needs to send the scholarship application to both schools.

Youth Exchange Officers to coordinate with District to plan the Youth Exchange Picnic in June. Must communicate directly with all district clubs

Golf Committee to be distributing and gathering drawing donations, golfer enrollments, sponsorships. Reminders to be posted on website and Facebook. Get word out to membership about support activities. Communicate with all district clubs, media

Beverage Booth Committee will send out donation request letters

RYLA Chair reminds both schools about candidates to attend event in June



Make sure the Beverage Booth Committee Chair knows where the tent is, the cash box, the signage, etc. Committee must be discussing who will set up, take down, purchase and staff. Must notify Interact Clubs, etc. . Membership chair needs to send out letters requesting donations for the beverage booth. Needs to order the light up toys for the Saturday evening event Road Race Weekend.

Inform Club Members that the President Elect will soon be choosing officers and Board Members as well as talking with people about what committees they want to chair and serve on. All positions are up for grabs, so make your desires known, but the President-Elect has the final say.

President-Elect begins quiet discussions with potential officers, committee chairs.

Make final arrangements for the Youth Exchange Picnic: venue, food, membership attendance sheets, district announcements, cost, etc.

Installation Dinner to be planned for mid-summer (7/1) transition.

Rotary Education Foundation committee must request checks from the Treasurer and deliver to the schools. Committee must also arrange for a Rotarian to present the scholarships.

Make sure Golf Committee is done fundraising by second Friday in May. Final drawing prize brochures are created and prize drawing is prepared for tournament day.

Golf Tournament occurs on the third Friday in May. Committee members to secure location for the following year, run the event.

RYLA applications are due May 25th with fee.

Litchfield Club of Litchfield-Morris Foundation Inc. e-postcard tax filing due by 5/30

End of month: Treasurer mails out Dues Invoices



Make sure Beverage Booth Committee is 100% ready for Road Race Weekend.

Donations picked up, set up and takedown scheduled, staffing scheduled

President-elect chooses officers and committee chairs, gets their agreement.

Membership Committee designee to schedule evening social for July

Golf tournament to close their books and disburse funds raised to the Rotary Foundation and the Lions Club of Litchfield. Save the date cards, photos and thank you letters mailed to golfers, sponsors and donors.

President-Elect finds out what every member wants to do.

President Elect chooses Board Members, gets their agreement.

Announce officers, committee chairs and Board Members

Incoming officers to work with outgoing officers to transition smoothly, especially the Treasurer, Secretary, Golf Chair and Beverage Booth Chair.

Ask Treasurer for balance sheet and draft budget for the year.



New President starts. Hold first Board Meeting and pass budget. Discuss goals for year.

Treasurer pays Rotary dues to RI/District

Beverage booth donation thank you letters to be sent

Make sure that every member is chairing and/or serving on a committee.

New President asks each committee chairperson to announce his/her goals to the club, with a timeline.

Ask Executive Board for income projection

Donations Committee to plan donations based on the success of the Golf Tournament

New President-Elect to serve ex-officio on key committees: golf, finance, donations, scholarship and Board of Directors.

Website must be updated with new officers and committee chairs.





Youth Exchange Officers to visit both schools to drum up interest in NEXT year’s program. Applications must be in by mid-November (?)

Membership Committee designee to schedule evening social for October

Interact Chair to meet with both schools and encourage club formation. Forman School? Offer assistance. Invite to a lunch meeting.



Holiday Party plans to commence

Alumni Basketball Game Chair to contact both schools’ athletic directors, get names, contact players and referees, plan food, begin to raise donations for prizes.

Annual Food Drive preparations should begin including contacting Stop & Shop to make arrangements with them, any signage and advertising should be prepped.

Youth Exchange for next year should be in full court press at the schools.



Salvation Army Chair to contact Stop & Shop to make arrangements for permission and kettle storage.

Alumni Basketball Game preparations should be coming together. T-shirts ordered.

Youth Exchange Committee should be interviewing candidates before referring them to the District.

Final Collection and delivery of all food collected during food drive

Salvation Army Bell Ringing Sign up must go around. All preparations must be made. Invite Interact to participate.

Rotary Club of Litchfield-Morris e-postcard for tax filing due by 11/30 for the Rotary year ending 06/30



Treasurer sends Dues Invoice

Holiday Party preparations should be done.

***Year Round Considerations:***

Is the Secretary reporting to RI properly? Logged monthly on the District Website

Is attendance data being reviewed at Board Meetings?

Do we have an active Finance Committee to serve as a check-and-balance along with the Treasurer?

Is the Education Foundation Committee managing the endowment well?

Is the Speaker/Program Chair lining up speakers? These are updated as obtained.

Is the Membership Committee getting new members?

Is the Secretary announcing all our activities to the press?

Is the Rotary Foundation Committee getting good participation? Innovative strategies to improve giving levels? Paul Harris Fellowships?

Does the Donations Committee have a target disbursement pattern (local, national, international, etc)?

Is the Sunshine Committee recognizing personal events with cards, etc? Are they planning any club social events?

Is our website up to date? Events, members, meeting minutes, etc?

Are all members active? Are they all engaged? Are all chairmen performing on schedule?

The Foundation’s tax year runs calendar year, 01/01 thru 12/31 and the e-postcard needs to be filed by 5/15

The Club’s tax year runs 07/01 thru 06/30 and the e-postcard needs to be filed by 11/15.  It is always within 5 months of the end of the last tax year.