


Rotary

**DISTRICT 5390 2016-17
DATES TO REMEMBER
January through June 2017**



Due Date	P=President, PE = President Elect, S = Secretary, CC= Committee chair, FC = Foundation Chair, BM = Board Members, DGE = District Governor Elect	By Whom
January 2017	Rotary Awareness Month	
10	Pay RI Dues and District Dues, second half	P/ST
10	Report Monthly Attendance on District Web Site	S
10	District Newsletter contributions due	P/CC
	Conduct Monthly Board Meeting	P
15	Process Quarterly/Semi-annual Rotary Foundation contributions	T/FC
15-21	Rotary International Assembly – San Diego	DGE
	Appoint next Rotary fiscal year committee chairs and board members	PE
	Begin preparation for next year's budget	PE/T
	Conduct activities and programs for continuing education on RI and publicize Rotary in the community	P/CC
31	Deadline for reporting next year's club president and secretary to RI for the Official Directory and reporting to the DGE	S

To view the RI calendar of significant dates, visit: <https://www.rotary.org/en/calendar>

February 2017	World Understanding Month	
10	Report Monthly Attendance on District Web Site	S
10	District Newsletter contributions due	P/CC
	Conduct Monthly Board Meeting with current board and board-elect	P
23	Rotary's 112 th birthday and World Peace and Understanding Day	
	Conduct club activities to support world understanding and peace	
24-26	PETS in Denver	PE/PEN

March 2017	Literacy Month	
10	Report Monthly Attendance on District Web Site	S
10	District Newsletter contributions due	P/CC
13	World Rotaract Week	P/CC
	Conduct Monthly Board Meeting	P
15	RYLA Camp Club Participation Form Completed on District web site	CC
15	Club Officer list is current on RI web site	P/S
15	Significant Achievement nominations due to RI	
31	Grant Applications for 2017-18 are due to District Foundation Committee	
31	Rotary, Interact & Rotaract Clubs Submit Presidential Citation Award form to your AG & DG	P
31	RI Presidential Citation for Rotary & Interact clubs application due	P, DG

District 5390 Dates to Remember		
Due Date	P=President, PE = President Elect, S = Secretary, CC= Committee chair, FC = Foundation Chair, BM = Board Members, DGE = District Governor Elect	By Whom
April 2017	Magazine Month	
5	AG must have Presidential Citation Apps to DG	AG
10	Report Monthly Attendance on District Web Site	S
10	District Newsletter contributions	P/CC
	Conduct monthly board meeting	P
	Conduct a club program on The Rotarian Magazine	P/CC
	RYLA selection interviews should be scheduled and done by 4/30	
15	Process Quarterly Rotary Foundation Contributions	P/S/T/FC
15	Presidential Citations due at RI	DG
15	District Awards nominations due to DG	P
28-29	District Conference in Kalispell	All

May 2017		
10	Report Monthly Attendance on District Web Site	S
10	District Newsletter contributions due	P/CC
15	Process Year-End Rotary Foundation Contributions and send in	P/S/T/FC
15	Membership Development & Extension awards due to RI	
15	TRF Citation for Meritorious Service awards due	
	President and PE confer for smooth transition	P/PE
	Hold second meeting with board-elect to review goals	P/PE
	Complete The Planning Guide for Effective Rotary Clubs	PE
	Finalize club budget for upcoming year	PE/T
30	Selected RYLA Campers must have completed on-line information form for camp	CC/T
30	Clubs update member list for SARS Report and update member information on district web site	P/S
30	Send all information on individual/club donations to TRF to insure 2016-17 credit	FC

June 2017	Rotary Fellowships Month	
10-14	Rotary International Convention in Atlanta, Georgia	
10	Report Monthly Attendance on District Web Site	S
10	District Newsletter contributions due	P/CC
15	Distinguished Service Award due to The Rotary Foundation	Any Rotarian
30	Club Membership updated on District web site in preparation for district dues billing.	