

18-Month Calendar and Checklist for Club Presidents and President-Elects in Years 2014-15

This checklist is designed to help Rotary Club presidents-elect plan and monitor club activities on a monthly basis. It also serves as a monthly reminder of activities and deadlines that apply to all Rotary Clubs. This document includes **District 5470 dates** and information as well as **RI dates**. The Calendar will be updated quarterly or as needed. Write the dates for the events on the lines below and then add them to the appropriate month on the calendar.

2015 RI Convention: June 6 - 9, 2015, Sao Paulo, Brazil

RYLA in Glenwood Springs: June 12-15, 2015

2015 - 2016 District Conference: June 17-19, 2016, in Grand Junction at the Colorado Mesa University

District Training Assemblies:

April 18, 2015, Grand Junction, Two Rivers Convention Center

May 16, 2015, Pueblo, Pueblo Convention Center

Presidents-Elect Training Seminar (PETS): March 6 through noon March 8, 2015

Your official visit by the District Governor: _____

Your Installation of Club Officers _____

Your President's Party _____

Your Assistant Governor visits: _____

Your Club Assemblies: _____

**Update Club Membership Information MONTHLY on
Rotary International Club Central and District Websites**

Calendar Updates or Changes:

All requests to make updates or changes in the Calendar must be made as follows:

- E-Mail your written request to Dwight Burgess, the District 5470 Webmaster, at dsburgess@durango.net
- Include the exact wording as it is to be put on the Calendar
- Show dates, including month, day and year (since this covers months over 2 calendar years)
- Request must come from a District 5470 Officer or chair
- Identify whether an RI or a District date or event (If possible color code Blue for RI and Green for District)



November 2014- Rotary Foundation Month

Promote attendance at the RI Convention in Sao Paulo, Brazil, June 6-9

Nov. 1: Deadline to submit nomination forms for the International Service Award for a Polio-Free World

Nov. 15: Deadline to submit nomination forms for The Rotary Foundation Distinguished Service Award

Nov. 30 – Dec. 2: Peace Without Borders, Berlin, Germany

On or before 1 December: Consult with the secretary to update the RI membership database via the web, www.rotary.org/ member access, so that the January semiannual report (SAR) from Rotary International will be up-to-date and accurate, especially emails.

- Conduct related activities and programs on Rotary Foundation programs, including PolioPlus, and fund development.
- First week in November is World Interact Week. Support local Interact club or help organize one.
- Monitor membership development initiatives and goals.
- 15 November: Deadline to submit IRS Form 990 (and possibly form 990-T) to U.S. Internal Revenue Service. Contact the IRS for report forms, filing limits, and other requirements (www.irs.ustreas.gov).

5470: Assistant Governors will work with clubs regarding selecting officers for 2015-16

5470: November 8, District Scholarship Committee interviews for Global Grant Scholar applicants

December 2014- Family Month

Promote attendance at the RI Convention in Sao Paolo, Brazil, June 6–9

Dec. 31: - Deadline to submit zone nominations to the Foundation for The Rotary Foundation Global Alumni Service to Humanity Award

- Assess the progress of club projects and provide progress reports for Humanitarian Grants as required by the Foundation.
- Conduct activities to demonstrate your club's commitment to family and community.
- Monitor membership development initiatives and goals.



5470: Dec 5-7, 2014, RYE Outbound Interview Weekend AND Inbound Winter Meeting in Grand Junction

5470: Hold annual club election no later than 31 December.

5470: Notify your Assistant Governors re. new officer names and contact info so they can forward that important information to the District Governor Elect for PETS 2015 planning

5470: December 15, 2014 – Global Grant and Peace Fellow applications due to district Rotary clubs for review, interviews, and selection for endorsement to the District Scholarship Committee.

January 2015- Rotary Awareness Month

Promote attendance at the RI Convention in Sao Paolo, Brazil, June 6–9

Ensure the semiannual report (SAR) has been received by the club secretary.

Work with the secretary to complete the SAR and send with dues to RI.

Submit district per capita dues, if applicable. A past-due reminder notice will be sent on 1 April if RI dues have not yet been paid.

Jan. 18-24 - International Assembly (San Diego, California, USA)

Jan. 25-27: The Green Path to Peace (Honolulu, Hawaii, USA)

- Conduct activities and programs to provide members with continuing education on RI and to publicize Rotary to the community.
- Monitor membership development initiatives and goals.
- Conduct a semiannual checkup on all committee activities and objectives.
- Plan and conduct club assembly to review progress toward all club goals.
- Promote availability of Rotary Scholarships. Check with District scholarships chair on procedures for clubs to submit applications
- Secure club approval to participate in RYLA in June 2015

5470: 1 January Deadline for reporting next year's club president and secretary to RI for the Official directory (007-EN) AND for entering that information on the District website and for notifying your Assistant Governors who notify the District Governor Elect

5470: Be sure that PE and PEN are registered for PETS in Denver

5470: Deadline for RYE Short Term (Summer) Exchange Applications

5470: January 15, 2015 -- Endorsed Global Grant and Peace Fellow applications from clubs due to the District Scholarship Committee

February 2015- World Understanding Month

Promote attendance at the RI Convention in Sao Paulo, Brazil, June 6–9
February 23 is Rotary's 110th anniversary & World Understanding and Peace Day.

- Conduct club activities to promote world understanding and peace.
- Advise Club Officers, Directors, committee chairs and new members to save District Assembly dates in April/May

5470: Secure Club approval to participate in RYLA

5470: Feb 28: Have Membership and Foundation goals prepared for PETS

5470: World Peace and Understanding Luncheon in Colorado Springs

5470: Early February 2015 -- Scholarship Committee interviews and selection for further competition and final selection by the Rotary Foundation for Global Grant Scholarships and Peace Fellows.

March 2015 - Literacy Month

Promote attendance at the RI Convention in Sao Paulo, Brazil, June 6–9

Mar. 31 - Deadline for Rotary, Rotaract, and Interact clubs to submit forms for the Presidential Citation to their district governor

- Register to use RI Member Access and ensure incoming Club Secretary has also registered
- Begin developing goals and appointing committee chairs.
- Recruit and register new officers, members, and board members for District Assembly training
- Educate your club about the Rotary Peace Centers and the World Peace Fellowships programs and promote them in your community.
- Arrange funding of student RYLA awards
- Conduct literacy related activities and programs
- World Rotaract Week is in mid-March. Conduct activities in support of Rotaract
- Promote District Assembly in April/May for new officers, members, and board members

5470: March 1, Secure club funding of students' awards for RYLA (date), in (Location)

5470: Presidents-Elect Training Seminar (PETS): Denver March 6 through noon March 8, 2015 at the Renaissance Hotel

5470: March 15, Deadline for Club President to send District Governor application for Changemaker Award form from qualified clubs

5470: Recruit and register officers, committee chairs, new BOD and club members for District Assemblies to be held in April/May

5470: March 1, Secure club approval to participate in RYLA, June 15-18

5470: March 1, Discuss with the club BOD the potential for starting an Interact or Rotaract Club. Plan the strategy for achieving club goals for the coming year.

5470: March 1-30, Solicit applicants for RYLA

5470: March 30, Reserve spaces for probable number of students with District RYLA Chair

April 2015 - Magazine Month

Promote attendance at the RI Convention in Sao Paulo, Brazil, June 6–9

Apr. 6: Deadline for District Governor to receive Presidential Citation form from qualified clubs

Apr. 15: Deadline for clubs to submit forms to district governor for the RI Recognition of Membership Development Initiatives - MDI award

Apr. 15: Deadline for district governors to report the names of Presidential Citation qualifying clubs in Member Access

- Using the RI Presidential Citation as a guide, develop a well-rounded plan for the year incorporating projects and activities that reflect RI President-elect's emphases for 2014-2015.
- Register to use RI Member Access and ensure incoming Club Secretary has also registered
- Hold the first meeting of your Board-elect
- Survey your club members to help you know more about their special interests & strengths
- Begin promoting VTT program within the club and encourage Rotarians to recruit potential VTT team member candidates and/or consider applying for the position of VTT team leader or hosting visiting VTT team members
- Conduct a club program on *THE ROTARIAN*
- Promote District Assembly in April/May for new officers, members, and board members

- Consider submitting an article and/or photo to *The Rotarian*

5470: April 18: District Training Assembly, Grand Junction, Two Rivers Convention Center

5470: April 1-30, Interview applicants for RYLA and send names and payment District by April 30

May 2015 – Planning for Upcoming Rotary Year

May 15: District governors may begin to submit recognition forms for the RI Membership Development and Extension Award - MDEA

May 15: Deadline for district governors to submit submission forms for the RI Recognition of Membership Development Initiatives - MDI

May 15: Deadline to submit nomination forms for The Rotary Foundation Citation for Meritorious Service

- Review the status of current Matching Grants and ensure reports have been submitted.
- Invite returning VTT team members to speak at club about their recent experience. Invite qualified GSE/VTT alumni to consider membership in Rotaract or your club.



5470: May 1, Peace Fellowship Application due to clubs from scholars.

5470: May 16: District Training Assembly, Pueblo, Pueblo Convention Center

5470: May 31, Deadline to submit names of RYLA students, registration forms to District RYLA Chair, and arrange transportation to Glenwood Springs in June

June 2015 – Rotary Fellowships Month

June 6 - 9: Rotary International Conference in Sao Paulo, Brazil

June 30: Deadline to submit recognition forms for the Recognition of Smaller Club Membership Growth

Do you have a club member who has demonstrated outstanding efforts in the five Avenues of Service? Consider nominating them for the Avenues of Service Citation (info available at www.rotary.org)

- Arrange for a joint meeting of the incoming and outgoing boards to ensure continuity.
- Promote club members' participation in Rotary Fellowships.
- Send club representatives to the RI Convention
- Prepare a year-end audit of the club's financial transactions, working with club secretary and treasurer. Submit a financial statement to the club about its fiscal status.
- Prepare a final report to the club on its Foundation goal achievements and program participation.
- Provide the club with a final report on membership growth and identify areas for continued action.
- Confer with the president-elect to ensure a smooth transition.
- Assess all Matching Grant activity and provide reports to TRF for all open grant projects.
- Plan an appropriate ceremony for the installation of next year's club officers including recognizing outgoing officers and board members.

Presidents Elect:

- Complete *Planning Guide for Effective Rotary Clubs*
- Finalize the club budget for the coming year.
- Arrange for a joint meeting of the incoming and outgoing club boards to ensure continuity
- Confer with the outgoing president to ensure a smooth transition.
- Work with current President to plan an appropriate ceremony for the installation of next year's club officers including recognizing outgoing officers and board members.

5470: June, Prepare Planning Guide for Effective Rotary Clubs due July 1 to AG

June 1, Have Membership, Rotarian Engagement, Club Communication, Public Relations, Service Projects, and Foundation goals entered in club goals in My Rotary.

5470: June 1, Peace Fellowship Applications due from clubs to District Scholarship Committee

5470: Transport RYLA students to Colorado Mountain College, Spring Valley Campus, in Glenwood Springs

5470: June 12-15 RYLA at Colorado Mountain College, Spring Valley Campus, in Glenwood Springs

5470: Date TBD, Deadline for submission of District Grant applications. Form on website.

5470: Passing the DG Gavel from Clyde Church to Bob Delavan, Date & Place TBD

July 2015 – New Rotary Year

- Initiate membership development programs for the year.
- Plan and conduct a club assembly to discuss and adopt the year's program.

August 2015 - Membership and Extension Month

- Conduct club activities to support membership development and extension efforts.
- Contact RYLA student(s) to give program to your club regarding their experiences.

September 2015 - New Generations Month

Promote attendance at the RI Convention, Seoul, Korea, May 28–June 1

Sept. 1, Deadline to submit nomination forms for the RI Service Above Self Award

- Conduct and celebrate club success in Interact, Rotaract, RYLA and Youth Exchange programs.
- Monitor membership development initiatives and goals.
- Contact RYLA student(s) to give program to your club regarding their experiences.

October 2015- Vocational Service Month

Promote attendance at the RI Convention, Seoul, Korea, May 28–June 1

- Conduct vocation-related activities and programs.
- Based on the club's contributions to The Rotary Foundation, submit a timely request for Paul Harris Fellow recognition items, for presentation at the club during November, "Rotary Foundation" Month.

November 2015- Rotary Foundation Month

Promote attendance at the RI Convention, Seoul, Korea, May 28–June 1

- Conduct related activities and programs on Rotary Foundation programs, including PolioPlus, and fund development.
- First week in November is World Interact Week. Support local Interact club or help organize one.
- Monitor membership development initiatives and goals.
- 15 November: Deadline to submit IRS Form 990 (and possibly form 990-T) to U.S. Internal Revenue Service. Contact the IRS for report forms, filing limits, and other requirements (www.irs.ustreas.gov).

December 2015- Family Month

Promote attendance at the RI Convention, Seoul, Korea, May 28–June 1

- Assess the progress of club projects and provide progress reports for Humanitarian Grants as required by the Foundation.
- Conduct activities to demonstrate your club's commitment to family and community.
- Monitor membership development initiatives and goals.



January 2016- Rotary Awareness Month

Promote attendance at the RI Convention, Seoul, Korea, May 28–June 1

- Conduct activities and programs to provide members with continuing education on RI and to publicize Rotary to the community.
- Monitor membership development initiatives and goals.
- Conduct a semiannual checkup on all committee activities and objectives.
- Plan and conduct club assembly to review progress toward all club goals.
- Promote availability of Rotary Scholarships. Check with District scholarships chair on procedures for clubs to submit applications
- Secure club approval to participate in RYLA in June 2016

February 2016- World Understanding Month

Promote attendance at the RI Convention, Seoul, Korea, May 28–June 1

- Conduct club activities to promote world understanding and peace.

- Advise Club Officers, Directors, committee chairs and new members to save District Assembly dates in April/May

March 2016 - Literacy Month

Promote attendance at the RI Convention, Seoul, Korea, May 28–June 1

- Register to use RI Member Access and ensure incoming Club Secretary has also registered
- Begin developing goals and appointing committee chairs.
- Recruit and register new officers, members, and board members for District Assembly training
- Educate your club about the Rotary Peace Centers and the World Peace Fellowships programs and promote them in your community.
- Arrange funding of student RYLA awards
- Conduct literacy related activities and programs
- World Rotaract Week is in mid-March. Conduct activities in support of Rotaract
- If GSE team member sponsored by club was selected for outbound GSE team, invite the candidate to Rotary club meetings as part of orientation and to speak at club
- Promote District Assembly in April/May for new officers, members, and board members

5470: President Elect Training Seminar (PETS) at Renaissance Hotel , Denver Dates TBD

April 2016 - Magazine Month

Promote attendance at the RI Convention, Seoul, Korea May 28–June 1

Apr. 6: Deadline for District Governor to receive Presidential Citation form from qualified clubs

Apr. 15: Deadline for clubs to submit forms to district governor for the RI Recognition of Membership Development Initiatives - MDI award

Apr. 15: Deadline for district governors to report the names of Presidential Citation qualifying clubs in Member Access

- Using the RI Presidential Citation as a guide, develop a well-rounded plan for the year incorporating projects and activities that reflect RI President-elect's emphases for 2014-2015.
- Register to use RI Member Access and ensure incoming Club Secretary has also registered
- Hold the first meeting of your Board-elect
- Survey your club members to help you know more about their special interests & strengths
- Begin promoting VTT program within the club and encourage Rotarians to recruit potential VTT team member candidates and/or consider applying for the position of VTT team leader or hosting visiting VTT team members
- Conduct a club program on *THE ROTARIAN*
- Promote District Assembly in April/May for new officers, members, and board members
- Consider submitting an article and/or photo to *The Rotarian*

5470: District Training Assembly Dates and location TBD

5470: April 1-30, Interview applicants for RYLA and send names and payment District by April 30

May 2016 – Planning for Upcoming Rotary Year

- Review the status of current Matching Grants and ensure reports have been submitted.
- Invite returning VTT team members to speak at club about their recent experience. Invite qualified GSE/VTT alumni to consider membership in Rotaract or your club.

June 2016 – Rotary Fellowships Month

June 6 - 9: Rotary International Conference in Sao Paulo, Brazil

June 30: Deadline to submit recognition forms for the Recognition of Smaller Club Membership Growth

Do you have a club member who has demonstrated outstanding efforts in the five Avenues of Service? Consider nominating them for the Avenues of Service Citation (info available at www.rotary.org)

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- Confer with the president-elect to ensure a smooth transition.
- Assess all Matching Grant activity and provide reports to TRF for all open grant projects.
- Plan an appropriate ceremony for the installation of next year's club officers including recognizing outgoing officers and board members.

Presidents Elect:

- Complete *Planning Guide for Effective Rotary Clubs*
- Insure that 16-17 club goals have been updated in *Rotary Club Central*.
- Finalize the club budget for the coming year.
- Arrange for a joint meeting of the incoming and outgoing club boards to ensure continuity
- Confer with the outgoing president to ensure a smooth transition.
- Work with current President to plan an appropriate ceremony for the installation of next year's club officers including recognizing outgoing officers and board members.

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5470: June 12-15 RYLA at Colorado Mountain College, Spring Valley Campus, in Glenwood Springs

5470: District Conference and passing the DG Gavel from Bob Delavan to Teresa Anson June 17-19, Colorado Mesa University Campus, Grand Junction

5470: Date TBD, Deadline for submission of District Grant applications. Form on website.

