Rotary District 5580

SERVE TO CHANGE LIVES

Suggested Calendar 2021-2022

This checklist is designed to help you as your Rotary Club President plan and, thereafter, monitor Club activities monthly. It also serves as a monthly reminder of activities and deadlines.

The purpose of this checklist is to be a starting point for YOUR planning as YOU personalize it to your club. In other words, convert this calendar/ checklist into your checklist. Just start here with this calendar and tailor it to make it your own.

Now, don't forget about the sitting 2020 - 2021 club president. It is important that some of your planning activities be coordinated with your current club president. Two examples are requests to meet with your new officers or to hold a club retreat before you take office. During your year as president, you will not want members unduly distracted from tasks they agreed to do for you. Naturally, you will want to extend that same courtesy to your current 2020 - 2021 club president. Be your current club president's supporter through the end of June 2021. They'll be an important supporter for you during your year.

Remember the message from Siegal + Gale: People stay in Rotary for a sense of community and to make a difference in their communities.

As 2021 - 2022 Club President

Prior to July 2021

Get your goals, plans and team in place

✓ Select your leadership team/ Select committee chairs

- Draw up your list of open positions and suitable members for each position. Remember to create a balance with experience, those who are keen to contribute and first-time leaders in the club. Have a clear understanding of the role and outcomes you want achieved in each position.

- You may have already invited some people to be on your leadership team, to maintain their current positions for the next year with you, or have them in position on succession/strategic plans.
- Approach identified members in a timely manner.
- Ensure that those accepting your invitation to serve have key dates (i.e., District Conference)

✓ Set 2021-22 club goals in consultation with your Board and key committee Chairs. For example, set a percentage of retained members as a strategy for growth; along with specific plans to reach out to them (i.e., identifying members at risk and why); Reduce Number of Members Terminated between May 1 and June 30th; set a goal of 100% of members giving to the Rotary Foundation.

Meet with Club Rotary Foundation Chair:

- Discuss and agree on giving goals to be recommended (annual fund, Paul Harris Society, permanent fund in the form of Bequest Society, Polio giving, see the District Goals for Foundation when planning your goals)
- Share Rotary Foundation project ideas with your Board/Club.
- Develop a plan for implementation.

Meet with Club Membership Chair:

- Discuss and agree on membership net growth, new members and retention goals.

✓ Lead the Club board in setting and approving the 2021-22 Budget.
✓ Provide training for your new club Board---so all board members understand their roles, responsibilities and obligations.
✓ Hold a planning retreat with your 2021-22 Leadership Team, to set goals and action plans for the year. Invite club members to attend.

Consider these opportunities for positive change:

✓ Will your club modify its Bylaws to give it the flexibility granted by the 2016 Rotary Council on Legislation regarding membership, attendance and more? Something to discuss with your new board.
✓ How about surveying your club members? Find out what members love, what turns members off ask questions such as their recommended "3 things to improve the club experience (increase value of club to our Customers – club members)".

Get your systems in place

✓ Assign someone up update the Club website and your club Facebook presence
✓ Meet with the people who prepare your club bulletin to discuss any improvements you might like to see implemented. For example, some club presidents write a weekly message in the club bulletin. If you are going to do this, start planning your messages.
✓ If your club has a tax-exempt Foundation or a Charity, meet with the elected leadership to make sure you understand their processes and key reporting dates. You and your club are relying on them to manage your club foundation/charity in accordance with state/provincial and national reporting requirements.

Get inspired

- ✓ The 2021 District Conference will be held virtually April 26- May 1, 2021.
  https://www.bemidji2021.com/
- ✓ If you can, attend the 2021 Rotary International Virtual Convention (June 12-16).
  www.RIConvention.org

Key dates for the Club Secretary:

- ✓ Your Club Secretary should have already informed RI about Club officers for the 2021 - 2022 year!
- ✓ The Club Secretary updates Club membership on Club Runner and online with RI before July 1.
  Note: Club membership as of June 30, is the basis for the Rotary International (RI) invoice to your club/club treasurer for Rotary International Semi-annual dues on July 1(SAR). Membership as of December 30 is the basis for RI's second semi-annual dues invoice sent on January 1.
  District 5580 Dues are payable annually in July and based on your club's membership as of June 30.
- ✓ District Grant Applications are due June 30, 2021. Visit the District Website (Grants Tab) for additional information, instructions and forms.

July - Your First Month

- ✓ Plan an outstanding first meeting! Start with a bang!
- ✓ Have some fun, and set the tone for the year.
  - This first meeting *could be* an interactive Club assembly to discuss the 2021-22 goals, club strengths and opportunities from recent club surveys or just brainstorm other topics of interest to your club.
  - Your club members will see your club goals & accomplishments on their own *MyRotary*. Your DG and AG can access your club's goals and understand where your club is heading for the new Rotary year. Make sure you include goals that permit your club to achieve the RI 's Presidential Citation.
  - *Don't forget to update with actual accomplishments through your Rotary year.*
  - Have a club assembly to launch the "Ask Me About Rotary" campaign.

- ✓ Make sure that committee descriptions are handed out along with cards for members to sign up for 2021-22 Committees (by end of July). *Full engagement means more satisfied members.*
- ✓ Encourage and support your program chair/committee in planning and promoting interesting and diverse programs for your Club. Ask all members to submit ideas to your program chair.
- ✓ Plan and conduct a monthly board meeting—your first official board meeting of the year!
- ✓ Ask your Membership Committee to initiate its club 2021-22 Membership Retention & Recruitment Plans.
  Examples include: fielding club surveys, implement personalized and more meaningful inductions; Ask for Vocational Interviews of newer members; implement meaningful ceremonies to move from new member status (after they have completed the "New Member Passport program with their mentor).
- ✓ Recruit club members to volunteer at any summer community activities you may be having.
- ✓ Lead by example and encourage every Rotarian to make a personal contribution to The Rotary Foundation at the first meeting of the new Rotary year or in the month of July. Encourage the use of Rotary Direct—set a monthly amount that is charged automatically to meet your personal commitment to The Rotary Foundation.
  - my.rotary.org/en/document/rotary-direct-rotarys-recurring-giving-program-form

✓ Ask your Committee Chairs and officers to register and log onto MY ROTARY, my.rotary.org/, to create their profile and to watch the progress towards the goals of the Club. Make sure that all NEW members are given assistance in creating a profile on MY ROTARY.

- ✓ Have a knowledgeable person in the Club demonstrate to Committee Chairs and officers how to log on to Rotary Club Central to create their profile and to watch the progress towards the goals of the Club.
- ✓ Host outbound summer youth exchange student & parents at Club.
- ✓ Hold a summer picnic or some other social.
- ✓ Announce upcoming international trips being led by people in the district or in the zone (including Polio NID's, International hands on projects.) You can find these on our District Website.

DISTRICT ACTIVITIES THIS MONTH:

RYLA CAMP: TBD
Grants Committee Webinar Meeting (July 15, 2021 at 6:30 P.M.)
Monthly Club Call with DG Keith Brokke (third Tuesday of every month at 5:00 P.M.)

Key dates for the Club Secretary and Club Treasurer:

✓ Ensure that the semi-annual Club Report with invoice has been received by the Club secretary and/or Treasurer. Assure that the Club pays these dues to RI.

- ✓ Make sure that District 5580 Dues are also paid.

August - Membership and New Club Development Month

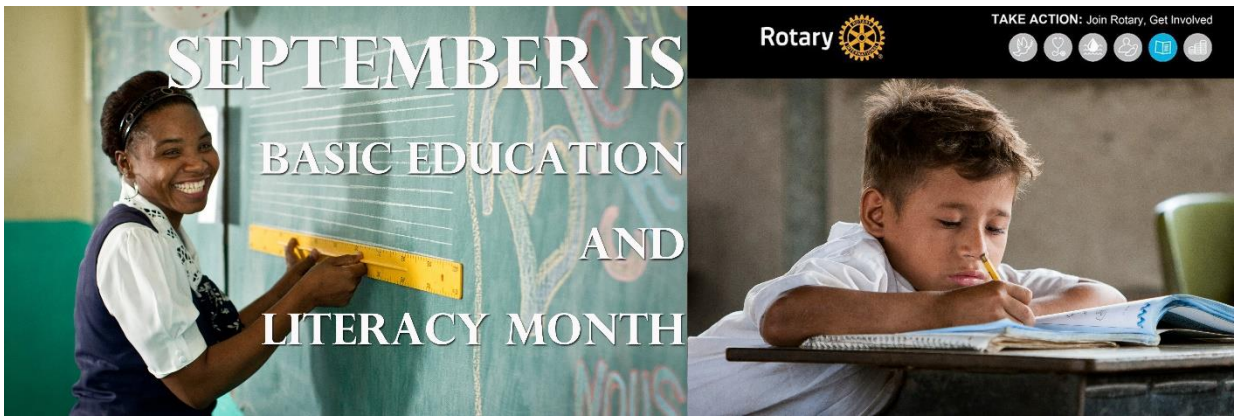
AUGUST IS
MEMBERSHIP
& EXTENSIONS
MONTH

- ✓ Plan and conduct your monthly board meeting.
- ✓ Publish 2021-22 Club Roster (with updated information about Club members' vocations). Provide information about the club's international projects, community service projects, educational awards, current and past club officers).
- ✓ Attend socials or get togethers for newer members.
- ✓ Conduct Club activities to support membership engagement & recruitment efforts.
- ✓ Log on to **Rotary Club Central** and download TRF contribution and recognition reports. This task can also be assigned to the Club secretary, treasurer or Club Foundation chair.
- ✓ Revisit the Club's VISION and start execution of plan to implement that vision. If your club has not taken part in a Club Visioning Session consider doing so this year. Club Visioning information can be found on the District Website under the Club Support Tab.
- ✓ Ask the Club Secretary, Membership Chair or attendance chair to give you a heads-up about people who missed several meetings in the prior month or those whose attendance/engagement has fallen in general. You can then contact them and invite them back to meetings. Work to get them involved in your club's activities.
- ✓ If your club gives scholarships, hold a ceremony to award the scholarships before the students leave for college or community college. *(Good opportunity for press coverage!).*

DISTRICT ACTIVITIES THIS MONTH:

Monthly Club Call with DG Keith Brokke (third Tuesday of every month at 5:00 P.M.)

September - Basic Education and Literacy Month



- ✓ Plan and conduct the monthly board meeting. Plan a club meeting on Basic Education and Literacy.
- ✓ How are your Club meetings going? Making sure your programs are interesting will keep your attendance up and members happy! Are they exploring worthwhile business topics? How about a quarterly Club member evaluation of speakers? If members are bringing guests, it is a good sign that your meetings are fun and your Club programs interesting. No guests? Take a hard look at your meetings to see if improvement is needed.
- ✓ How is your member engagement? This may be a time when Club members are ready for new activities—school is back in session and fall is in the air. Do you have service project or social activity planned?
- ✓ Organize a networking event in which Club members can meet other local professionals and introduce them to Rotary. *(Perhaps business owners & professionals?).*
- ✓ Consider a **Rotary Conversation Café:** my Rotary Story. (*This could be a club assembly), Tables pass the talking stick" where each person at table speaks in turn—telling their Rotary Story.*
- ✓ Prepare a quarterly progress report in meeting 2021-22 goals, communicate to your Club. Enter info on Rotary Club Central. *(End of month).*
- ✓ Host inbound summer youth exchange student and their host family at Club meeting. Highlight and promote youth-related activities and programs and celebrate Club success in Interact, Rotaract, RYLA, and Rotary Youth Exchange.
- ✓ Check the District 5580 Website for information on 4-Way Test Essay Contest for Junior and Senior High School students and distribute materials to school. Mark deadline on your calendar for submission of your club's winning entry to District Chair.

DISTRICT ACTIVITIES THIS MONTH:

Youth Exchange Weekend in Bemidji, MN (Date TBD)
Monthly Club Call with DG Keith Brokke (third Tuesday of every month at 5:00 P.M.)
District Grant Applications are due September 30, 2021.

October - Economic and Community Development Month

- ✓ Plan and conduct monthly board meeting—you are already into your second quarter. Do you report back to the Club about what happens at the board meetings? Plan a club meeting on Economic and Community Development.
- ✓ Monitor progress in achieving Membership Retention & Recruitment goals.
- ✓ Hold a 2nd Conversation café: Club Service Club service leaders share and discus what they do.
- ✓ Celebrate World Polio Day (October 24) at your club meeting that same week. *For example: hold a special club program, members* wear *End Polio Now pins all week and club members participate in any District activities.* ***We are encouraging clubs to work together if possible to hold an event. More to come regarding this event from our District Public Image Chair and Polio Plus Chair!*** https://www.endpolio.org/world-polio-day

DISTRICT ACTIVITIES THIS MONTH:

District Grants Committee Webinar Meeting October 21, 2021 at 6:30 P.M.
District Leadership will be attending the Zone Institute in Houston on September 7 - 12, 2021
Nomination forms for DG 2024-2025 are due in the District Office by October 1, 2021
Executive and Finance Committee Meeting (October, 2021)
Monthly Club Call with DG Keith Brokke (third Tuesday of every month at 5:00 P.M.)

November - Rotary Foundation Month

- ✓ Plan and conduct monthly board meeting.
- ✓ Guided by your club Bylaws convene a Nominating Committee, to select 2023-24 Club president and 2022-23 Board members. *(This assumes your club selected the 2022-23 President in either late 2020 or early 2021).*
- ✓ Encourage Club members to participate on Polio National Immunization Day trip.
- ✓ Set the stage for Foundation Annual Fund Giving through programs and stories about Foundation- funded projects. Remind Club of 100% giving goal for 2021-22.
- ✓ Recognize the Club's Major Donors, Bequest Society Members, Benefactors, Paul Harris Society members, and Paul Harris Fellows with special acknowledgement during Rotary Foundation Month.
- ✓ Schedule a brief Rotary program about planned giving (the benefit of making a gift to the Rotary Foundation beyond a person's lifetime). They could become benefactors or Bequest Society members. Have your club Foundation Chair order "Your Rotary Legacy" brochures (330EN) and hand them out at this meeting----to make it easy for members to make a planned gift.
- ✓ Ask Rotarians to visit a Rotaract meeting if there is a club in your area and to consider volunteering as a mentor.

DISTRICT ACTIVITIES THIS MONTH:

Monthly Club Call with DG Keith Brokke (third Tuesday of every month at 5:00 P.M.)

December - Disease Prevention and Treatment Month

- ✓ Plan and conduct the monthly board meeting. Plan a club meeting on Disease Prevention and Treatment.
- ✓ Plan a family friendly Holiday program/ event to include spouses and family of your Club members. Strengthening our Family of Rotary is always a priority with special focus during this month. Include Rotaractors? Include grandchildren?
- ✓ Assess the progress of Club projects and provide progress reports in *MyRotary*.
- ✓ Hold the annual Club election in early-Mid December (no later than 31 December) for the 2022-23 President and new 2022-23 Board members.
- ✓ Schedule periodic meetings in the 2021-22 Rotary Year with the 2022-23 President-elect. This is a great way to assure continuity of leadership as well as continuity of significant club project.
- ✓ Grant Applications for District and World Community Service Grants are due December 31, 2021.

Key date for the Club Secretary:

- ✓ Secretary to report monthly membership via ClubRunner no later than 15 days after the last meeting of the month.
- ✓ Secretary to make sure that membership is updated online with Rotary International and District 5580 before January 1st.
- ✓ Deadline for reporting next year's Club president and secretary to the district and entering the information the Rotary International Website (By December 31).
- ✓ Grant Applications are due December 31, 2021

DISTRICT ACTIVITIES THIS MONTH:

Monthly Club Call with DG Keith Brokke (third Tuesday of every month at 5:00 P.M.)

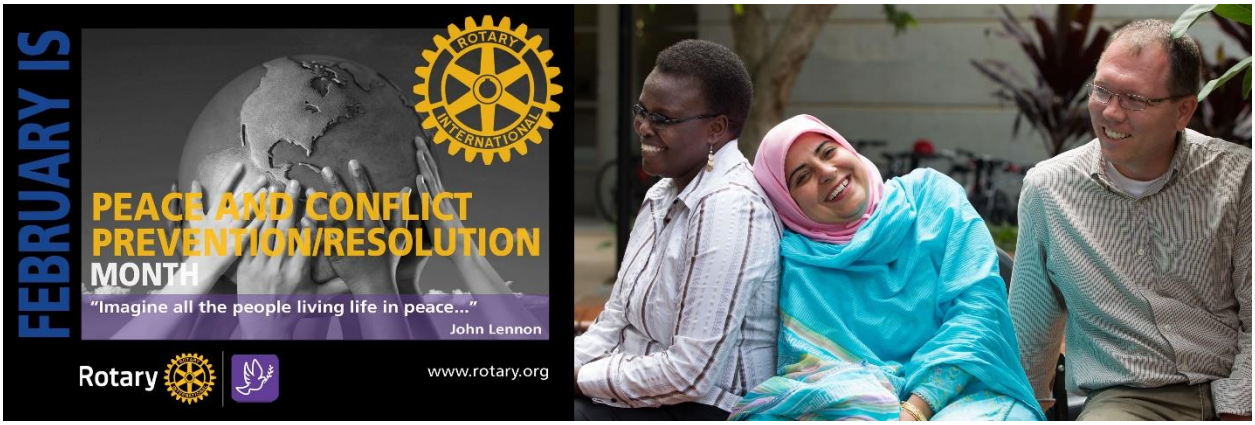
January - Vocational Service Month

- ✓ Plan and conduct monthly board meeting.
- ✓ Re-energize your Club after the holidays! Start off with a great meeting!
- ✓ Prepare 6-month progress report in meeting 2021-22 goals. Enter info on Rotary Club Central. Remind all committee chairs to "Share Our Success". Ask them to compile information for recognition of your Club members and their great work! Communicate success to the Club.
- ✓ Plan and conduct Club assembly to review club: What's going well? What should be changed? How can we be "even better"?
- ✓ Conduct vocation-related activities and programs.
  - How can your members share information on their vocations?
  - Create a "yellow pages" so members can do business with each other.
  - Share your creative ideas for promoting Vocational Service with the district governor.
- ✓ Any social events for newer members as well as seasoned members? If not, get scheduled for this year.
- ✓ Verify with the Club secretary that the January semi-annual report (AR) has been received by RI and resultant invoice received by Club. Assure invoice has been paid. Submit district per capita dues, as well.
- ✓ Make arrangements to have 1-2 members complete the online Grant training/Grant Management Seminar (GMS).

DISTRICT ACTIVITIES THIS MONTH:

Grants Committee Webinar Meeting on January 20, 2021, at 6:30 P.M.
Youth Exchange Weekend (TBD Walker, Deep Portage,)
Monthly Club Call with DG Keith Brokke (third Tuesday of every month at 5:00 P.M.)
Executive and Finance Committee winter meeting (Webinar)

February - Peace and Conflict Prevention/Resolution Month



- ✓ Plan and conduct the monthly board meeting. Plan a club meeting on Peace and Conflict Resolution.
- ✓ Promote attendance at the Tri - District Conference in St. Cloud, MN.
- ✓ Monitor progress in achieving membership engagement & recruitment goals.
- ✓ Promote attendance at the RI Convention in Houston Texas June 4-8, 2022.

DISTRICT ACTIVITIES THIS MONTH:

Monthly Club Call with DG Keith Brokke (third Tuesday of every month at 5:00 P.M.)

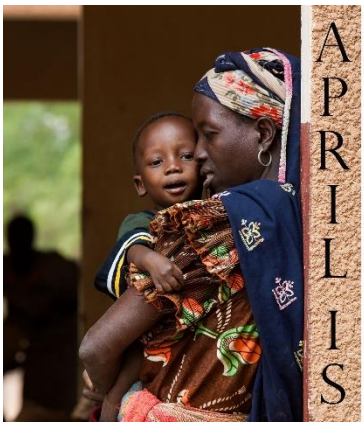
March - Water and Sanitation Month

- ✓ District Grant Applications
- ✓ Plan and conduct monthly board meeting.
- ✓ Promote attendance at the Tri - District Conference in St. Cloud, MN.
- ✓ Recognize World Water day and club grants & activities to address water issues (March 22). Ask any club members to speak who are members of WASRAG (Water & Sanitation Rotarian Action Group). Encourage members to join this action group.
- ✓ 3rd Club Conversation Café: Community Service, Vocational Service and Youth service. Hear from those who lead these activities and have table discussions of what members can contribute and their hopes for the future.
- ✓ Ask your Foundation Chair to keep you AND the Club informed on your club's annual, restricted and endowment fund giving as well as your club's Every Rotarian: Every year (EREY) progress. Report progress/success to your club members.
- ✓ District Grant Applications and World Community Service (WCS) Grant Applications for the 2022 - 2023 Rotary Year are due March 31, 2022 (based on availability of grant funds remaining). This is the FINAL round of applications for the 2022 - 2023 Rotary Year.

DISTRICT ACTIVITIES THIS MONTH:

Monthly Club Call with DG Keith Brokke (third Tuesday of every month at 5:00 P.M.)

April - Maternal and Child Health Month



MATERNAL AND CHILD HEALTH MONTH

- ✓ **District Awards are due on April 1, 2022.**
- ✓ **Complete criteria for Presidential Citation Award on Rotary Club Central.**
- ✓ Plan and conduct monthly board meeting.
- ✓ Ask committee chairs and Rotarians to attend the District Assembly (*at the District Conference)*.
- ✓ Prepare a quarterly progress report in meeting 2021-22 goals; communicate to Club as a "Share Our Success". Enter info on Rotary Club Central.
- ✓ Attend the District Conference (St .Cloud, MN)Celebrate!!!
- ✓ Recognize World Malaria Day (April 25).
- ✓ Payment for RYLA Campers is due April 30. Check www.ryla.org for current fees.

DISTRICT ACTIVITIES THIS MONTH:

Grants Committee Webinar Meeting April 22, 2022 at 6:30 P.M.
Grants Spending Plan Meeting (TBD)
Monthly Club Call with DG Keith Brokke (third Tuesday of every month at 5:00 P.M.)
District Conference in St. Cloud, MN.

May - Youth Service Month

- ✓ Plan and conduct monthly board meeting.
- ✓ Hold College scholarship Awards ceremony at a club meeting if your club gives awards.
- ✓ 4th Club Conversation Café: International services (including those who lead international hands-on projects). Hear from those who lead these activities. Have table discussions of what members can contribute and how club members could be more personally involved.
- ✓ Monitor progress in meeting membership engagement & recruitment goals.
- ✓ Include your club's President Elect (PE) in discussion of how to maintain the culture of engagement among your Rotary club members. Welcome the PE's new ideas and enthusiasm to build on your success.

DISTRICT ACTIVITIES THIS MONTH:

Monthly Club Call with DG Keith Brokke (third Tuesday of every month at 5:00 P.M.)

June - Rotary Fellowships Month

- ✓ International Convention in Houston, TX (June 4-8, 2022)
- ✓ Report your club's performance in meeting the 2021-22 Presidential Citation goals. This information is required to be entered online **by you** on **Rotary club Central** by June 30, 2022.
- ✓ Review YTD Monthly Contribution Report (MCR) to determine your club's success in meeting its Foundation giving goals (including 100% participation in giving to the Annual Fund). Ensure that all contributions are sent in by 15 June to be credited in the current Rotary year. *Your club Foundation chair key in getting this done.*
- ✓ Recognize and thank donors for their support for The Rotary Foundation.
- ✓ Arrange for a joint meeting of the incoming and outgoing boards to ensure continuity.
- ✓ Confer with the president-elect to ensure a smooth transition. Support her/him in planning, goal setting, and selecting their team.
- ✓ Assure that your Club Foundation Chair and/or Club Treasurer submit final Rotary year contributions to The Rotary Foundation before 30 June.
- ✓ Monitor membership development initiatives and goals. Provide the Club with a final report on membership growth & retention, and progress in meeting other goals (increased membership of younger business people and women, for example). Identify areas requiring continued action.
- ✓ Celebrate your club's achievements in 2021-22. Remind them of the good they have done.
- ✓ Schedule any special event your club holds to acknowledge the success of the 2021-22 Club President. Pass the baton to the PE, and take a moment to enjoy the knowledge that your Club had a great year. Plan a dignified ceremony for the installation of next year's Club officers.

- ✓ **The Club Secretary updates year end Club membership in Club Runner and online with RI before July 1.**

Have a GREAT LAST MEETING. You started with a BANG: now end with a BANG. CELEBRATE! You've completed your year as Rotary Club President.

THANKS and KUDOS to you too!