

**CLUB ADMIN AND DISTRICT TRAINING SUPPORT**

Presidents Elect

Recommendations & Check List

What Should You Be Doing Now?

* Attend club board meetings, if not already doing so.
* Review your club’s Constitution and Bylaws, capture any changes you think are needed.
* Finalize your board (probably elected) and committee chair positions (usually volunteers or appointed) include club learning facilitator, **membership chair, PI chair, Foundation Chair, service chair.**
* Review previous year’s Goals/Outcomes on Club Central.

**March/April­­–Prepare for Your Year**

* Attend PETS March 6-8 in Salina, KS (Hilton Garden Inn)
* Post PETS, formulate your draft club goals and who will be responsible to help you achieve them - use the RI Presidential Citation, District Goals, and info from Rotary TEAM Training (D5710). Target end of May approval by your board
* During April, have a planning meeting (joint meeting/retreat of current and incoming boards) with your club leadership, (defined earlier). During this meeting develop your goals including how your club will make it happen, by what date, and who will be responsible.
	+ Set the RI Foundation Goal for the year working with Foundation Chair.
	+ Set Membership Goals working with Membership Chair.
	+ **Set PI Goals working with your Public Image Chair**
	+ Set Polio Plus Goal working with Foundation and Polio Plus Chairs
* After this meeting – share with club membership
* Gathering for Good—March 29 (D5710 District Foundation Fundraiser)

**May–Club Administration—Get Ready for Your Year**

* If you have not already, not later than May, enter all Club Goals on Rotary Club Central!! **These are your** 2025/2026 Goals developed at your April planning meeting.
* Start work on club’s budget for the year. Complete by end of May.
* Work with board to update Constitution and Bylaws, if necessary.
	+ Constitution provides guidelines for operation of Rotary Club, club cannot change, required for chartering.
	+ Bylaws guide operation of the club, can be tailored by club to meet its needs, must be in harmony with RI.
	+ Templates for Constitution and Bylaws can be downloaded from RI website.

**June—Pull Everything Together**

* Finalize the club budget **with your board approval by June 15th. Share with membership.**
* Review insurance coverage of club for upcoming year.
* Update membership roster for July Rotary and District Dues Invoices.
* Work on updating Constitution and Bylaws, as needed.
* Attend/Follow Rotary International Convention **from 21-25 June in Calgary, Alberta**

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| **July** | **Transition Month** |
|  | * **Pay District Dues Invoice to District Treasurer D5710/D5680 Bills in September**
* **Pay Rotary International Dues Invoice**
* Promote and recruit members for TEAM Training (August 16) for D5710/D5680 does not do this
* **Confirm** DG official visit—DG is the only program on that date.
* District Grant Deadline July 31 D5680
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| **August** | **Membership and Extension Month** |
|  | * Promote and Attend TEAM Training (August 16) for D5710; D5680 does not do this
* District Grant Deadline **August 31**, D5710
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| **September** | **Basic Education and Literacy Month** |
|  | * Deadline to Pay District Dues Invoice
* District Conference September 18-20; **Lenexa**, KS
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| **October** | **Economic and Community Development Month** |
|  | * District Conference October 17/4:00 pm to October 18/ 9 pm—Hilton Garden Inn-Hays, KS D5680
* World Polio Day – Oct. 24
* Conduct Polio Fundraising event recognizing World Polio Day
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| **November** | **Rotary Foundation Month** |
|  | * Conduct annual election of club officers
* **Submit IRS Form 990 (and possibly form 990-T) to U.S. Internal Revenue Service,** **deadline is November 15**; Contact IRS for report forms, filing limits, and other requirements. Contact club accountant for advice, as appropriate.
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| **December** | **Disease Prevention and Treatment Month** |
|  | * Ensure membership roster is updated for accuracy of Semi-Annual Dues Invoice from RI.
* Report all board members and their contact information for upcoming year on ClubRunner.
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| **January** | **Vocational Service Month** |
|  | * **Pay Rotary International Dues Invoice D5710**
* Evaluate progress in achieving Presidential Citation, Every Rotarian Every Year Commitment.
* Work with incoming president to ensure they are registered and prepared for PETS.
* Assist incoming president in developing goals and appointing committee chairs.
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| **February** | **Peacebuilding and Conflict Prevention Month** |
|  | * Encourage President-elect Nominee to attend PETS.
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| March | Water, Sanitation, and Hygiene Month |
|  | * Promote Gathering for Good – Foundation Event, Lawrence, KS (Foundation Event for D5710/D5680 does this event at the District Conference)
* Ensure attendance of President-Elect at PETS
* Recruit student(s) to attend RYLA in June and make application by announced date.
* **Pay District Dues Invoice to District Treasurer D5680**
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| **April** | **Maternal and Child Health Month** |
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| **May** | **Youth Service Month** |
|  | * Hold joint meeting/retreat of current and incoming boards.
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| **June** | Rotary Fellowships Month |
|  | * Hold Annual Meeting/Changing of the Guard Ceremony.
* Update membership roster for RI and District Dues Invoices. (D5710)
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| Weekly | * Preside over weekly club meetings.
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| Monthly | * Plan and conduct monthly board meetings.
* Review the District Newsletter and make club aware of the newsletter.
* **Submit news for newsletter.**
* Update Club Information with District for Facebook Page.
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| Quarterly | * **Hold Club Assembly.**
* Review Goals on Club Central, record outcomes.
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| Annually | * District Governor Visit, no other speaker that day.
* **Hold club Election in November for upcoming Rotary year.**
* Submit information on President and Secretary-elects by December 31.
* Review Club Constitution, update as needed, using RI template (www.rotary.org).
* Appoint a club trainer.
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| Ongoing | * Stay aware of deadlines, requirements of Rotary International and District
* **Meet the reporting deadlines.**
* Hold membership drive/special events to recruit members.
* Hold new member orientations, as necessary.
* Ensure the AG receives each copy of the club’s bulletin.
* **Work with Membership Chair to increase membership.**
* **Work with Foundation Chair to promote “Every Rotarian Every Year”.**
* **Work with Polio Chair to ensure that Polio Plus Goal is met.**
* Monitor results of Foundation giving via RI websites you have access to.
* Promote District Website and encourage member access.
* Look for ways to increase club member knowledge of Rotary.
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To register for PETS go to: [www.heartlandpets.org](http://www.heartlandpets.org) or access through district website.

Review the district website ([www.rotary5710.org](http://www.rotary5710.org)) and ([www.rotary5680.org](http://www.rotary5680.org/)) to become acquainted with the wealth of information it contains.

**District 5710 no longer issues a hard-copy Directory, all information will be posted on the district website.**

**District 5680 will provide a printed Directory for any President who requests one and it will also be posted on the district website.**