

## President's Checklist of District Deadlines

Located in this PETS notebook and posted on our district website under  
RESOURCES: DOCUMENTS, LINKS, VIDEOS, ON LEFT, CLICK "FOR PRESIDENTS-ELECT"

<b>Due Date</b>	<b>Item or Report</b>
____ January 15, 2017	Submit incoming Officer Info to District office for Leadership Directory:  President for 2017-18 President for 2018-19 Secretary (Executive Secretary if applicable) Treasurer Rotary Foundation Chair Membership Chair Public Image Chair Service to Youth Chair / Youth Exchange Officer Community Service Grants / Global Grants Chair  <b>AND</b> For R.I.: confirm club Sec. or Pres. has reported these 5 <b>incoming</b> officers: <u>President, Secretary, Treasurer, Membership Chair &amp; Foundation Chair</u>
____ <b>Today</b>	<b>Verify that your District Governor Club Visit date is works for all</b>  Register for a "My Rotary" account on R.I. website if you haven't already
____ May 1	DEADLINE to submit your Foundation & Membership Goals online
____ July-November	Schedule a Club Board Meeting prior to the DG's Official Visit to your club
____ August	Register for a One Rotary Summit training session near you
____ December	Hold election of Club Officers for the 2017-18 Rotary year
____ January 15	Report incoming Club officer info to District office for Leadership Directory  <b>AND</b> Report the 5 Incoming Officers on the <u>Manage</u> tab of "My Rotary"