

## Rotary Club Leadership Spring Checklist

March 15, 2022

The following is a summary of important responsibilities for Rotary Club leaders (Presidents & Presidents-Elects should help each other out) to ensure are completed in a timely manner:

<i>Current President Items</i>	<i>Deadline/Target Date</i>	<i>Date Completed</i>
<b>1. Legislation Meeting &amp; Club Ballot</b> <a href="#">District Legislation Meeting documents</a> Submit Club Elector to DG Mike Polasek via email ASAP; Voting takes place at PETS March 26!	March 12, 2022	_____
<b>2. Rotary Foundation EREY Giving Challenge</b> <b>Part 2</b> Club Goal: \$144/member to TRF Annual Fund <a href="#">Every Rotarian Every Year Giving Challenge</a> <a href="#">How to Donate Online on Behalf of Club Members</a>	March 25, 2022	_____
<b>3. Enter 13+ 2021-22 Goals to ClubCentral</b> <a href="#">Rotary Club Central Resources</a>	March 31, 2022	_____
<b>4. 2021-22 District Grant Preliminary Report</b> <a href="#">2021-22 District Grant Application Package</a>	May 1, 2022	_____
<b>5. 2021-22 District Grant Final Reports</b> <a href="#">2021-22 District Grant Application Package</a>	June 15, 2022	_____
<b>6. 2021-22 Year Administrative Completion</b> Update Goals on RCC for Rotary Citation, Member list on ClubRunner, EREY Giving, etc. <a href="#">Rotary Club Central Resources</a>	June 15, 2022	_____
<i>President-Elect Items</i>		
<b>7. Enter 2022-23 Officers &amp; Committee Chairs</b> <a href="#">How to Add Executives</a> Verify on MyRotary too!	April 8, 2022	_____
<b>8. 2022-23 District Grant Applications</b> <a href="#">District Grant Application Package</a>	May 14, 2022	_____
<b>9. Complete online Courses on Learning Center</b> <a href="#">Club President Basics Learning Plan</a>	June 15, 2022	_____
<b>10. Rotary Club Central 2022-23 Goals</b> <a href="#">Rotary Club Central Resources</a> Set 13+ Goals!	June 15, 2022	_____
<b>11. 2022-23 Year Administrative Planning</b> Program/Activity Calendar, Budget, etc.	June 15, 2022	_____