



2023-24 DG Steve Sehnert - 303-3584197, SteveRotary5440@gmail.com

District 5440 President Elect/President Action Items by Month:

*****Check the District Newsletter (emailed monthly) for updates, and our District YouTube channel (Search Rotary 5440) for monthly messages from our DG and our membership committee*****

March 2023 – Water & Sanitation/Hygiene Month

-Register to attend District 5440 Virtual Assembly being held April 22, 2023 [here](#).

April 2023-Maternal & Child Health Month:

- Attend District 5440 Virtual Assembly being held April 22– register [here](#) to receive Zoom link
- Quarterly Club Board Meeting
- Quarterly Club Business Meeting
- Confirm date for District Governor's visit
- Promote & encourage leadership training opportunities
- Begin Planning for change of leadership & celebration
- Advise your AG of any significant planned events
- Review Presidential Citation requirements
- Enter goals in Rotary Club Central before June 30th
- RYLA & Young RYLA Applications being accepted. Visit <https://rockymountainryla.org/> for more details
- Register for District Conference in Estes Park, CO, June 8-10, 2023
Visit <https://rotary5440.org/page/rotary-district-5440-conference/> for info & registration
- RI 2023 Convention in Melbourne, Australia, May 27-31, 2023
Visit <https://convention.rotary.org/en> to register & for updates.

May 2023 - Youth Service Month:

- Talk to your Treasurer or Accountant about filing your IRS Form 990 (If you are on a Jan-Dec fiscal year, it is Due May 15th)
- Finalize 2023-2024 club budget
- Conduct a Board retreat with new board
- Review Presidential Citation requirements
- Enter goals in Rotary Club Central before June 30th
- Get with your grants committee and start planning your grants. Grants training will be online only this year-go to [rotary 5440.org](https://rotary5440.org) click on Grants/Foundation info, then choose Grant Qualification Training- it is very easy!
- Register for District Conference in Estes Park, CO, June 8-10, 2023
Visit <https://rotary5440.org/page/rotary-district-5440-conference/> for info & registration
- RI 2023 Convention in Melbourne, Australia, May 27-31, 2023
Visit <https://convention.rotary.org/en> to register & for updates.

June 2023 - Rotary Fellowships Month:

- Review Presidential Citation requirements
- Enter goals in Rotary Club Central before June 30th
- Recognize outgoing President at celebration for entire club with a passing of the Gavel
- Affirm that all committees are fully staffed
- If able, attend District in Estes Park, CO, June 8-10, 2023
Visit <https://rotary5440.org/page/rotary-district-5440-conference/> for info & registration
- District Grants: June 16th deadline: For more info visit rotary5440.org (apply at matchinggrants.org)
- Be sure your membership roster is accurate in Clubrunner and on RI's roster. Dues are generated off the number of members as of June 30th.
- RYLA, June 25-30th Estes Park, CO
- Young RYLA-1: June 18th - 23rd, Estes Park, CO

July 2023 – Transition Month:

- Congratulations!! You are officially President!! You've got big plans- let's get to work!
- Quarterly Club Board Meeting
- Quarterly Club Business Meeting
- Confirm your committees have regularly scheduled meetings
- Promote your goals to club
- Present the club budget
- Check for nominations to RI for awards
- Display RI Theme at meetings
- Be sure bank signature cards are updated
- Rotary International Semi-Annual dues are sent out- sent by email to President and Secretary- 30 day due date
- Young RYLA-2: July 16th – 21st, Estes Park, CO

August 2023 – Membership & Extension Month:

- District Annual Dues sent out (emailed to Treasurer)- 30 day due date
- Encourage membership growth & development
- Confirm fellowship activities have been planned for the year
- Check current levels of giving to The Rotary Foundation

September 2023 – Basic Education & Literacy Month:

- Register for Fall Assembly being held October 14, 2023, Laramie County Community College, Cheyenne - <https://rotary5440.org/page/training-and-events>,
- Quarterly Club Board Meeting and Club Business Meeting
- Governor's grants, Governor's grants scholarships, Rotaract/Interact Grants: Sept. 29th deadline For more info visit: rotary5440.org (apply at matchinggrants.org)
- CCRYE inbound orientation, Shelly, WY – date TBD

October 2023 – Economic & Community Development Month:

- Promote End Polio Now Campaign, World -Polio Day is October 24, 2023
- October 14, 2023 - Fall Assembly – Laramie County Community College, Cheyenne, WY
- Have your Grant Manager update your District grant project log in matchinggrants.org before Oct 10th (Make sure all criteria are met before this date, or funds will be released for another project)
- CCRYE outbound applications due October 31, 2023 – contact [Dirk Miller](#) for questions

November, 2023 – Rotary Foundation Month:

- Program on The Rotary Foundation (TRF) (contact the District Rotary Foundation Chair, [Chris Woodruff](#), for ideas) or present club foundation projects.
- Recognize TRF donors
- Do a self check- How are you doing as a President? How is your club doing with the goals you have set? How is the Visioning and Strategic Planning process progressing?
- Prepare for 2nd round District grant (if \$\$ still available, you will receive an email)
- Prep of Federal Form 990 or make sure an extension has been filed.

December, 2023 – Disease Prevention & Treatment Month:

- CCRYE outbound interviews are on December 2, 2023, Laramie County Community College
- Ensure your President Elect is named in ClubRunner & MyRotary
- Be sure your membership roster is accurate in Clubrunner and on RI's roster. Dues are generated off the number of members as of December 31st.
- Confirm IRS form 990 has been filed.
- Update accomplishments in Rotary Club Central (RCC)

January 2024 – Vocational Service Month:

- Second round of District grant applications are due Jan. 5th on [matchinggrants.org](#)
- Quarterly Club Board Meeting
- Quarterly Club Business Meeting
- Annual Club Member Satisfaction Survey
- Rotary International Semi-Annual dues are sent out- sent by email to President and Secretary- 30 day due date

February 2024 – Peace & Conflict Resolution Month:

- Ensure your President Elect is registered for PETS- register at [highcountrypets.org](#)
- Meet with your President Elect to ensure continuity and smooth transition
- Annual Club Action Plan update according to survey results (review with board and club)
- Register for RI 2024 Convention in Singapore, May 25-29, 2024
Visit <https://convention.rotary.org/en> to register & for updates.
- Submit RYLA & YRYLA conferee applications - <https://rockymountainryla.org/>

March, 2024 – Water & Sanitation Month

- PETS - March 1-3, 2024 in Denver- information at [highcountrypets.org](#)
- Register for District 5440 Virtual Assembly, April 13, 2024, <https://rotary5440.org/page/training-and-events>
- Register for District Conference – May 16-18, 2024 – Steamboat Springs, CO
- Register for RI 2024 Convention in Singapore, May 25-29, 2024
Visit <https://convention.rotary.org/en> to register & for updates.
- Work with the PE to schedule a meeting to update your club's strategic plan to ensure continuity.
- Begin budget preparation with PE for next Rotary year.
- Request RYLA & YRYLA conferee slots - <https://rockymountainryla.org/slot-request/>

April, 2024 – Maternal & Child Health Month

- Register & Attend District 5440 Virtual Assembly, April 13, 2024, <https://rotary5440.org/page/training-and-events>
- Register for District Conference – May 16-18, 2024 – Steamboat Springs, CO
- Register for RI 2024 Convention in Singapore, May 25-29, 2024
Visit <https://convention.rotary.org/en> to register & for updates.
- CCRYE outbound orientation, date & location TBD but it will be held this month

May, 2024 – Youth Service Month

District Conference May 16-19, 2024 – Steamboat Springs, CO

-RI 2024 Convention in Singapore, May 25-29, 2024

June 2024 – Rotary Fellowships Month

-Be sure your membership roster is accurate in Clubrunner and on RI's roster. Dues are generated off the number of members as of June 30th.