



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](http://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](https://rotary5440.org/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](https://rotary5440.org/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](https://rotary5440.org/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 – March 16-19, 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 – March 16-19, 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.