



2024-25 DG Julie Johnson Haffner – 970-481-5792, juliehaffner5440@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*****

March 2024 – Water & Sanitation/Hygiene Month

- Register to attend District 5440 Virtual Assembly being held April 13, 2024 [here](#).
- Register for District Conference in Steamboat Springs, CO, May 16-18, 2024
Visit [the District Conference website page](#) for info & registration

April 2024-Maternal & Child Health Month:

- Attend District 5440 Virtual Assembly being held April 13 – register [here](#) to receive Zoom link
- Confirm date for District Governor's visit and place on club calendar
- Quarterly Club Board Meeting
- Quarterly Club Business Meeting
- Promote & encourage leadership training opportunities
- Begin Planning for change of leadership & celebration
- Advise your Area Governor (AG) of any significant planned events
- Review RI Citation requirements
- Enter goals in Rotary Club Central before June 30th
- RYLA & Young RYLA Applications being accepted. Visit <https://rockymountainryla.org/> for more details
- RI 2024 Convention in Singapore, May 25-29, 2024
Visit <https://convention.rotary.org/en> to register & for updates.

May 2024 - 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 2024-2025 club budget
- Conduct a Board retreat with new board
- Review RI Citation requirements
- Enter goals in Rotary Club Central before June 30th
- Get with your grants committee and start planning your grants. Grants training is available online at [rotary 5440.org](http://rotary5440.org) click on Grants/Foundation info, then choose Grant Qualification Training- it is very easy!
- Rotary District Conference in Steamboat Springs, CO – May 16-18, 2024
- RI 2024 Convention in Singapore– May 25-29, 2024

June 2024 - Rotary Fellowships Month:

- Confirm date for District Governor's visit and place on club calendar
- Review RI Citation requirements
- Enter goals in Rotary Club Central before June 30th

- Recognize outgoing Club President at celebration for entire club with a passing of the Gavel
- Affirm that all committees are fully staffed
- 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.
- Young RYLA-1: June 23rd - 28th, Estes Park, CO

July 2024 – 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
- RYLA, July 28th - August 2nd, Estes Park, CO
- Young RYLA-2: July 7th – 12th, Estes Park, CO

August 2024 – 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 2024 – Basic Education & Literacy Month:

- Register for Fall Assembly – October 12, 2024 – Laramie County Community College, Clay Pathfinder Building, Cheyenne, WY
- 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 2024 – Economic & Community Development Month:

- Promote End Polio Now Campaign, World -Polio Day is October 24, 2024
- Fall Assembly October 12, 2024 – Laramie County Community College, Clay Pathfinder Building, 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, 2024 – contact [Dirk Miller](#) for questions

November, 2024 – 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, 2024 – Disease Prevention & Treatment Month:

- CCRYE outbound interviews are on December 7, 2024, 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 2025 – 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 2025 – 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 Calgary, Canada, June 21-25, 2025
Visit <https://convention.rotary.org/en> to register & for updates.
- Submit RYLA & YRYLA conferee applications - <https://rockymountainryla.org/>

March, 2025 – Water & Sanitation Month

- President Elect Training Seminar (PETS) - March 21-23, 2025 – Embassy Suites, Loveland, CO - information at [highcountrypets.org](#)
- Register for District 5440 Virtual Assembly, April 12, 2025
- Register for District Conference – June 12-15, 2025 – Embassy Suites, Loveland, CO
- Register for RI 2025 Convention in Calgary Canada, June 21-25, 2025
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, 2025 – Maternal & Child Health Month

- Register & Attend District 5440 Virtual Assembly, April 12, 2025
- Register for District Conference – June 12-15, 2025 – Embassy Suites, Loveland, CO
- Register for RI 2025 Convention in Calgary Canada, June 21-25, 2025
Visit <https://convention.rotary.org/en> to register & for updates.
- CCRYE outbound orientation, date & location TBD but it will be held this month

May, 2025 – Youth Service Month

-Register for District Conference – June 12-15, 2025 – Embassy Suites, Loveland, CO

-Register for RI 2025 Convention in Calgary Canada, June 21-25, 2025

Visit <https://convention.rotary.org/en> to register & for updates.

June 2025 – Rotary Fellowships Month

-If registered attend District Conference – June 12-15, 2025 – Embassy Suites, Loveland, CO

-If registered attend RI 2025 Convention in Calgary Canada, June 21-25, 2025

Visit <https://convention.rotary.org/en> to register & for updates.

-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.