



2026-27 DG Albon Shaw – 307-251-2535, albonrotary@gmail.com

District 5440 President Elect/President Action Items by Month:

*****Check the District Newsletter (emailed monthly) for updates***

March 2026

- Register to attend District 5440 Virtual Assembly to be held April 11. Click [here](#) to register.
 - Required Training offered for PE's for clubs to be eligible to receive District Grants.
 - Post PETS session specific for PE's/PEN's/AGs.
- Registration is open for the Innovation Summit (District Conference), June 5-7, 2026 in Fort Collins, CO. Click [here](#) for more details.
- Begin recruitment and confirmation of committee chairs
- Begin goal setting/planning with Board & Club

Theme Month: Water & Sanitation/Hygiene Month

April 2026

- April 11, 2025 – Attend District 5440 Virtual Assembly. Click [here](#) to register.
 - Required Training offered for PE's for clubs to be eligible to receive District Grants.
 - Post PETS session specific for PE's/PEN's/AGs.
- Confirm date for District Governor's visit and place on club calendar
- Conduct a Board retreat including new board members
- Promote & encourage leadership training opportunities
- Continue recruitment of open committee chair positions
- Begin Planning for change of leadership & celebration
- Advise your Area Governor (AG) of any significant planned events
- Review RI Club Excellence requirements on Rotary Club Central (RCC)
- Enter your clubs goals in Rotary Club Central.
- RYLA & Young RYLA Applications being accepted. Visit <https://rockymountainryla.org/> for more details
- Register to attend the Innovation Summit (District Conference) in June 5-7, 2026 in Fort Collins, CO. Click [here](#) for more details.
- Register to attend the RI Convention in Taipei, Taiwan, June 13-17, 2025 - Visit <https://convention.rotary.org/en-us/> to register & for updates.

Theme Month: Environment Month

May 2026

- Confirm date for District Governor's visit and place on club calendar
- 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 2026-2027 club budget
- Review RI Club Excellence requirements on Rotary Club Central (RCC)
- Enter goals in Rotary Club Central before June 30th
- Begin identification of President Elect Nominee candidates if not yet selected.
- Get with your grants committee and start planning your grants. If you were unable to attend Grants Training at April 11 Assembly, grants training is available online at [rotary 5440.org](https://rotary5440.org) click on Grants/Foundation info, then choose Grant Qualification Training- it is very easy!
- Register to attend the Innovation Summit (District Conference) in June 5-7, 2026 in Fort Collins, CO. Click [here](#) for more details.
- Register to attend the RI Convention in Taipei, Taiwan, June 13-17, 2025 - Visit <https://convention.rotary.org/en-us/> to register & for updates.

Theme Month: Youth Service Month

June 2026

- Confirm date for District Governor's visit and place on club calendar
- If registered attend the Innovation Summit (District Conference) in June 5-7, 2026 in Fort Collins, CO. Click [here](#) for more details.
- If registered attend the RI Convention in Taipei, Taiwan, June 13-17, 2025 - Visit <https://convention.rotary.org/en-us/> to register & for updates.
- Review RI Club Excellence requirements on Rotary Club Central (RCC)
- 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
- Build your leadership succession to support you and your club.
- District Grants: June 1st deadline: For more info visit <https://rotary5440.org/page/grants-training-2> (apply on matchinggrants.org-if your grant is not on matchinggrants.org it will not be considered.
- 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 21- 26, 2026, Estes Park, CO

Theme Month: Rotary Fellowships Month

July 2026

- Congratulations!! You are officially President!! You've got big plans- let's get to work! Display RI Theme at meetings
- Young RYLA-2: June 28 – July 3, 2026, Estes Park, CO
- RYLA, July 12 - July 17, 2026, Estes Park, CO
- Confirm your committees have regularly scheduled meetings
- Promote your goals to club
- Present the club budget
- Check for nominations to RI for awards
- Be sure bank signature cards are updated
- Be sure your membership roster is accurate in Clubrunner and on RI's roster. RI Dues are generated off the number of members as of June 30th. Rotary International Semi-Annual dues are sent by email to President and Secretary- with a 30 day due date

Theme Month: Maternal & Child Health Month

August 2026

- Register to attend District Assembly. Date TBD as of printing but email invitation will be sent out.
 - 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

Theme Month: Membership & New Club Development Month

September 2026

- Attend District Assembly if registered. Date TBD as of printing but email invitation will be sent out.
- Quarterly Goal Review with Board/Club
- Cowboy Country Rotary Youth Exchange (CCRYE) inbound orientation, Shelly, WY – date TBD.

Theme Month: Basic Education & Literacy Month

October 2026

- October 24, 2026 - Promote & hold event for World Polio Day
- 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, 2026 – contact [Dirk Miller](#) for questions

Theme Month: Economic & Community Development Month

November 2026

- Hold a program on The Rotary Foundation (TRF) (contact the District Rotary Foundation Chair, [Robin Steele](#), for ideas) or present club foundation projects.
- Recognize The Rotary Foundation 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 or 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.

Theme Month: Rotary Foundation Month

December, 2026

- Identify and elect President Elect Nominee for 2028-2029
 - If available, second round of District grant applications are due December 5th on matchinggrants.org
- CCRYE outbound interviews are on December 5, 2026, Laramie County Community College
- Ensure your President Elect and President Elect Nominee is named in ClubRunner & MyRotary
 - Be sure your membership roster is accurate in Clubrunner and on RI's roster. RI Dues are generated off the number of members as of December 31st. Rotary International Semi-annual dues are sent by email to President and Secretary- with a 30 day due date
 - Confirm IRS form 990 has been filed.
 - Update accomplishments in Rotary Club Central (RCC)

Theme Month: Disease Prevention & Treatment Month

January 2027

- Registration opens for 2027 PETS-PEs/PENs/AGs register at highcountrypets.org.
- Quarterly Review of Goals & updates made in Rotary Club Central (RCC)
- Annual Club Member Satisfaction Survey
- Rotary International Semi-Annual dues are sent out- sent by email to President and Secretary- with a 30 day due date

Theme Month: Vocational Service Month

February 2027

- Ensure your President Elect is registered for PETS- register at highcountrypets.org. PENs are highly encouraged to attend. Area Governors must attend.
- 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 2027 Convention in Dubai, UAE (tentative selection) May 22-26, 2027.
Visit <https://convention.rotary.org/en> to register & for updates.
- Submit RYLA & YRYLA conferee applications - <https://rockymountainryla.org/>

Theme Month: Peacebuilding and Conflict Prevention Month

March, 2027

- Ensure your President Elect is registered for PETS- register at highcountrypets.org. PENs are highly encouraged to attend. Area Governors must attend.
- Register to attend District 5440 Virtual Assembly, April 10, 2027
- Register to attend District Conference – June 4-5, 2027, Casper College, Casper, WY.
- Register for RI 2027 Convention in Dubai, UAE (tentative selection) May 22-26, 2027.
Visit <https://convention.rotary.org/en> to register & for updates.
- Work with the PE and PEN 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/>

Theme Month: Water, Sanitation, & Hygiene Month

April, 2027

- President Elect Training Seminar (PETS) – April 2-4, 2027 – Hotel Colorado, Glenwood Springs, CO – for more information & registration visit highcountrypets.org
- April 10, 2027 - Attend District 5440 Virtual Assembly
- Begin Planning with your PE for change of leadership & celebration
- Register to attend District Conference – June 4-5, 2027, Casper College, Casper, WY.
- Register for RI 2027 Convention in Dubai, UAE (tentative selection) May 22-26, 2027.
Visit <https://convention.rotary.org/en> to register & for updates.
- CCRYE outbound orientation, date & location TBD but it will be held this month

Theme Month: Environment Month

May, 2027

- Register to attend District Conference – June 4-5, 2027, Casper College, Casper, WY.
- If registered attend the RI 2027 Convention in Dubai, UAE (tentative selection) May 22-26, 2027. Visit <https://convention.rotary.org/en> for updates.

Theme Month: Youth Service Month

June 2027

- If registered attend the District Conference – June 4-5, 2027, Casper College, Casper, WY.
- 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.

Theme Month: Rotary Fellowships Month