**Planning Calendar**

**Rotary Year 2022-23 Important Dates and Reminders**

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| **July 2022** |
| 1 July | Rotary Peace Fellowship endorsements are due to The Rotary Foundation. |
| Constitutional document changes from the 2022 Council on Legislation take effect. |
| 15 July to 1 Oct | [Nominations](https://rotary.qualtrics.com/jfe/form/SV_9RG7oHviieQmAkd) for the [Service Award for a Polio-Free World](https://my.rotary.org/en/learning-reference/learn-topic/awards) are open. |
| * RI sends information about your role in managing online membership inquiries.
* The Foundation sends world percentages of grant reporting compliance.
* In mid-July, RI sends club invoices to all officers (their email addresses must be current) or mails them to club secretaries. Invoices for any clubs with no officers on record will be sent to the governor.
* Remind clubs to set their annual goals in Rotary Club Central.
* Remind the immediate past district governor to provide an annual statement and report of district finances to all clubs in the district for adoption at a district meeting and send it to RI by 30 June 2023.
* Lead by example and make your personal gift to the Annual Fund. Share your inspiration for giving with your district
* RI sends governor funding to districts.
* Work with your Rotary Foundation committee to review the district qualification memorandum of understanding (MOU) and confirm that your district is following its implementation plan.
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| **August 2022 — Membership and New Club Development Month** |
| 15 July to 1 Oct | [Nominations](https://rotary.qualtrics.com/jfe/form/SV_9RG7oHviieQmAkd) for the [Service Award for a Polio-Free World](https://my.rotary.org/en/learning-reference/learn-topic/awards) are open. |
| * RI sends 1 July club membership numbers.
* RI sends 30-day reminder letters to clubs with balances of $250 or more. (Clubs with balances of $250 or more will not be eligible for the Rotary Citation.)
* If any clubs haven’t received their invoices, refer them to riclubfinance@rotary.org.
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| **September 2022 — Basic Education and Literacy Month** |
| 30 Sept | This is the last day for governors-elect to return the Rotary funding questionnaire to CDS. |
| 15 July to 1 Oct | [Nominations](https://rotary.qualtrics.com/jfe/form/SV_9RG7oHviieQmAkd) for the [Service Award for a Polio-Free World](https://my.rotary.org/en/learning-reference/learn-topic/awards) are open. |
| * RI sends Rotary, Rotaract, and Interact Citation certificates to current and immediate past governors.
* RI sends 60-day reminder letters to clubs with balances of $250 or more. (Clubs with balances of $250 or more will not be eligible for the Rotary Citation.)
* Determine who your district will nominate for the Service Above Self Award.
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| **October 2022 — Community Economic Development Month** |
| 1 Oct | [Nominations](https://rotary.qualtrics.com/jfe/form/SV_9RG7oHviieQmAkd) for the [Service Award for a Polio-Free World](https://my.rotary.org/en/learning-reference/learn-topic/awards) are due. |
| 1-31 Oct | [Nominations](https://rotary.qualtrics.com/jfe/form/SV_3QqKGOfQReFIluJ) for the [Service Above Self Award](https://my.rotary.org/en/learning-reference/learn-topic/awards) are open. |
| 3-9 Oct | Rotary Alumni Reconnect Week |
| 15 Oct to 15 Nov | Council on Resolutions |
| 24 Oct | World Polio Day |
| * Foundation banners from the previous year are mailed and should be presented to club leaders at an appropriate time.
* The Foundation sends world percentages of grant reporting compliance.
* RI sends 90-day reminder letters to clubs with balances of $250 or more. (Clubs with balances of $250 or more will not be eligible for the Rotary Citation.)
* Clubs that were terminated in May are no longer eligible to be reinstated and must apply for new charters.
* Start the governor-nominee selection process so it can be completed by 30 June.
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| **November 2022 — Rotary Foundation Month** |
| 15 Oct to 15 Nov | Council on Resolutions |
| 31 Oct to 6 Nov | World Interact Week; Interact’s anniversary is 5 November. |
| 1 Nov to 31 Dec | District Rotary Foundation chairs can submit [nominations](https://rotary.qualtrics.com/jfe/form/SV_6SaqTiH3QyjdFR3) for [The Rotary Foundation Citation for Meritorious Service](https://my.rotary.org/en/learning-reference/learn-topic/awards), with endorsements by district governors. |
| * RI sends 120-day reminder letters to clubs with balances of $250 or more. RI may terminate clubs that have owed $250 or more for 120 days or longer.
* Remind clubs to update their membership data through My Rotary or their club management systems by 1 January to ensure that their club invoices will be accurate.
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| **December 2022 — Disease Prevention and Treatment Month** |
| 15 Dec | This is the last day to get the deeply discounted registration rate for the 2023 Rotary Convention. Register at [convention.rotary.org](http://convention.rotary.org/). |
| 31 Dec | This is the last day for clubs to elect officers. |
| This is the last day to make Rotary Foundation contributions that will be credited to 2022. |
| This is the last day for district Rotary Foundation chairs to submit [nominations](https://rotary.qualtrics.com/jfe/form/SV_6SaqTiH3QyjdFR3) for [The Rotary Foundation Citation for Meritorious Service](https://my.rotary.org/en/learning-reference/learn-topic/awards), with endorsements by district governors. |
| * Check with your district Rotary Foundation chair that the Citation for Meritorious Service nomination has been submitted.
* Determine who your district will nominate for the Rotary Foundation Distinguished Service Award.
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| **January 2023 — Vocational Service Month** |
| 1 Jan to 28 Feb | [Nominations](https://rotary.qualtrics.com/jfe/form/SV_3Cv2x1V2IoiMoPH) for [The Rotary Foundation Distinguished Service Award](https://my.rotary.org/en/learning-reference/learn-topic/awards) are open. |
| * The Foundation sends world percentages of grant reporting compliance.
* In mid-January, RI sends club invoices to all officers (their email addresses must be current) or mails them to club secretaries. Invoices for any clubs with no officers on record will be sent to the governor.
* RI may terminate clubs that have owed $250 or more for 180 days or longer.
* Remind clubs to report incoming officers through My Rotary or their club management systems by 10 March.
* Check how much DDF from Annual Fund-SHARE contributions in 2020-21 will be available for 2023-24.
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| **February 2023 — Peacebuilding and Conflict PreventionMonth** |
| 23 Feb | World Understanding and Peace Day (Rotary’s anniversary) |
| 28 Feb | [Nominations](https://rotary.qualtrics.com/jfe/form/SV_3Cv2x1V2IoiMoPH) for [The Rotary Foundation Distinguished Service Award](https://my.rotary.org/en/learning-reference/learn-topic/awards) are due. |
| * RI sends 30-day reminder letters to clubs with balances of $250 or more. (Clubs with balances of $250 or more will not be eligible for the Rotary Citation.)
* If any clubs haven’t received their club invoices, refer them to riclubfinance@rotary.org.
* Determine who your district will nominate to receive the Rotary Award for Excellence in Service to Humanity.
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| **March 2023 — Water, Sanitation, and Hygiene Month** |
| 1-31 Mar | [Nominations](https://rotary.qualtrics.com/jfe/form/SV_6VV04kyEKGhyQDz) for the [Rotary Award for Excellence in Service to Humanity](https://my.rotary.org/en/learning-reference/learn-topic/awards) are open.  |
| 13-19 Mar | World Rotaract Week; Rotaract’s anniversary is 13 March. |
| 31 Mar | This is the last day to get a discounted registration rate for the 2023 Rotary Convention. Register at [convention.rotary.org](http://convention.rotary.org/). |
| Submit the online governor-nominee form. |
| * Clubs receive their Rotary Convention credentials.
* RI sends 60-day reminder letters to clubs with balances of $250 or more. (Clubs with balances of $250 or more will not be eligible for the Rotary Citation.)
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| **April 2023 — Maternal and Child Health Month** |
| * The Foundation sends world percentages of grant reporting compliance.
* RI sends 90-day reminder letters to clubs with balances of $250 or more. (Clubs with balances of $250 or more will not be eligible for the Rotary Citation.)
* Clubs that were terminated in November are no longer eligible to be reinstated and must apply for new charters.
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| **May 2023 — Youth Service Month** |
| 1 May | Annual certification renewal mailing for Youth Exchange is sent to all certified districts. Governors-elect need to submit the certification renewal form to confirm their understanding and acceptance of the requirements in order to maintain their district’s certification. |
| 26-27 May | The Rotaract Preconvention is held in Melbourne, Australia.The Youth Exchange Officers Preconvention is held in Melbourne, Australia. |
| 27-31 May | The Rotary Convention is held in Melbourne, Australia. |
| 31 May | This is the last day for the best registration rate for the 2024 Rotary Convention. Register at [convention.rotary.org](http://convention.rotary.org/). |
| This is the last day to complete the payment requirements for 2022-23 district grants. |
| * RI sends 120-day reminder letters to clubs with balances of $250 or more. RI may terminate clubs that have owed $250 or more for 120 days or longer.
* Report the incoming district Rotaract representative through My Rotary.
* Check the amount of DDF that remains for the year.
* Remind clubs to update their membership data through My Rotary or their club management systems by 1 July to ensure that their club invoices will be accurate.
* Governors-elect: Remind club presidents-elect to set their annual goals in Rotary Club Central.
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| **June 2023 — Rotary Fellowships Month** |
| 30 June | Rotaract club membership rosters are due through My Rotary or through authorized club management system vendors. |
| Resolutions for the Council on Resolutions are due. |
| 2023-26 Council representative and alternate selections are due. |
| * Remind Rotaract clubs and their sponsor clubs that they need to report incoming club presidents through My Rotary or through authorized club management system vendors. They may also report an adviser.
* Remind Interact clubs and their sponsor clubs to report their advisers.
* Remind Rotary clubs to make their Foundation contributions by 30 June. Contact the Rotary Support Center to find out the last date to mail gifts, send faxes, or contribute in other ways.
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