

Administrative Checklist for Rotary Club **District 5930**

<u>Due Date</u>	<u>Administrative Task</u>
Now/Jan 1 st	Dues of \$44 per member to District for Rotary year. Dues of \$32 to RI per Member on July 1 st and January 1 st .
Now	Club Goals input to RI Club Central at rotary.org. Sign into My Rotary. These Goals should be updated at least quarterly. Presidential Citation comes from the data you input on these goals.
10 th monthly	Membership: Send Ignite Report to Luis Cavazos (Lrcavazos@aol.com).
Nov 15, 2018	Club Tax Exempt Tax Return filed with IRS. File either 990, 990N, 990EZ, 990T. Send email to nross@rotary5930.com once return filed as District needs confirmation that club is in compliance with tax filing requirements to keep Your tax-exempt status and a requirement for Club Awards and Grants.
Feb 1, 2019	Input New Officers for 2019-2020 to Club Runner and RI. At a minimum, You need President, Secretary and Treasurer entered.
Feb 28, 2019	Send President-Elect to PETS . In Dallas ending on March 3, 2019.
Sept 15, 2018	Attend District Events and encourage Club members to participate.
May 2-5, 2019	4in1 Leadership Training – Kingsville, TX
May 18, 2019	District Conference – Rancho Viejo, TX
	District Assembly – Kingsville, TX
Monthly	Do Club Newsletter/Bulletin . Can do more often, but keep members Informed of club activities.
Monthly	Enter Membership/Attendance to Club Runner.
Ongoing	Update CR/RI for Members Info on email, phone, addresses, birthday.
Ongoing	Update your Club Constitution/Bylaws .

If you have questions or concerns on Club Administration contact:

LTG Club Administration Nancy Ross, nross@rotary5930.com, 361-726-8122