

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 should have been paid in July. Dues of \$35 plus \$1 for Council of Legislation, \$6 magazine subscription Fee and other RI fees (total of about \$47.94 per member) is due on July 1 st and January 1 st (total \$95.88 per member per year).
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. Post club events to District Calendar. If you are synched with R.I., your data input to Club Runner will update to RI database.
Ongoing	Update your Club Constitution/Bylaws .
10th Monthly	Membership: Send Ignite report to Helen Peters (Helenthetailor.peters@gmail.com).
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.
9-25-2021	Assistant Governor Leadership Training. Kingsville 10:00 am – 2:00 pm
10-24-2021	World Polio Day (Rotary Polio Moto is 10-23 to 10-24)
10-31-2021	Deadline to submit District Scholarship applications
Nov 6, 2021	District Leadership Training covering Foundation and Public Image at TAMU, Kingsville. Email about registration will be sent to clubs. Counts toward District Awards. 9 am – 5 pm.
Nov 8, 2021	2d Virtual World Project Fair (Nov 8 - 10)

- Nov 15, 2021 Club **Tax Exempt Tax Return** filed with IRS. File either 990, 990N, 990EZ, 990T. Send email to ross5357@aol.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.
- Dec 31, 2021 Must complete electing all Club officers for 2022-2023.
- Feb 1, 2022 Input **New Officers** for 2022-2023 to Club Runner and RI. At a minimum, You need President, President-Elect, Secretary and Treasurer entered.
- Feb 24, 2022 Send President-Elect to **PETS**. In Dallas. (Feb 24-27, 2022)
- Jun 12-16, 2022 Rotary International Convention in Houston. Register at Rotary.org, cost \$475.

If you have questions or concerns on Club Administration contact:

LTG Club Administration Nancy Ross, ross5357@aol.com, 361-726-8122