**Administrative Checklist for Rotary Club**

 **District 5930**

 **2023-2024**

*Due Date* *Administrative Task*

Now/Jan 1st  **Dues** of $49 per member to District for Rotary year. Dues of $44.41 plus $1

 for Council of Legislation and $6 to RI per Member on July 1st and the same

 $51.41 for each member on Jan 1st. Dues for RI will increase for 2024-2025 by

 $1.75 per member.

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 synced 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.

Oct 14, 2023 District One Summit covering Foundation, Membership and Public Image at

 Del Mar College, Corpus Christi.

Nov 15, 2023 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, 2023 Must complete electing all Club officers for 2024-25

Feb 1, 2024 Input **New Officers** for 2024-25 to Club Runner and RI. At a minimum,

 You need President, President-Elect, Secretary and Treasurer entered.

Feb 29-Mar 3 Send President-Elect to Dallas for PETS Training

April 2024 District Assembly

May 2024 District Conference

May 25-29, 2024. RI Convention in Singapore

 May 30 2024 Deadline to submit Forms for District Awards; and submit request for District

 Grants for 2024-25

**If you have questions or concerns on Club Administration contact:**

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