

## MASTER CALENDAR FOR CLUB PRESIDENTS

### Before your term begins:

1. Ensure that all officers and directors have been confirmed and are entered in the Club's Executives section of ClubRunner
2. With your board, create or update your Club's Strategic Plan
3. Enter Club Goals in Rotary Club Central
4. With your treasurer and board, create your club's annual budget
5. Schedule your new officer/director installation (and acknowledge outgoing officers and directors).
6. Identify your club's next DDF grant and submit your request by June 15
7. Ensure that your current list of members is completely updated in ClubRunner before June 30 of the Rotary year (so that RI bills for annual dues are accurate).

### JANUARY: VOCATIONAL SERVICE MONTH

1. Receive and pay semi-annual dues from Rotary International

### FEBRUARY: PEACEBUILDING AND CONFLICT RESOLUTION MONTH

1. Confirm your President-Elect to register and attend PETS
2. Pay Rotary International semi-annual dues  
(invoices are sent in January)
3. February 23 is Rotary's anniversary (founded 2/23/1905)
4. Begin interviewing candidates for RYLA (Rotary Youth Leadership Awards)
5. February through May: Clubs adopt and place Inbound Youth Exchange Students for August arrival

### MARCH: WATER, SANITATION AND HYGIENE MONTH

1. Ensure that your club is represented at PETS
2. Four Way Test Essay Contest entries due to D5520 March 17, 2023
3. Register for the District Conference!
4. ClubRunner Features Training, on Zoom, March 30, 2:00-3:30 pm MDT
5. March 31: Interim reports on outstanding district grants are due

6. Schedule at least two club members to take *Grants Management Training* before April 30, 2024
7. RYLA tuition payments are due to D5520 by April 1

#### **APRIL: ENVIRONMENTAL MONTH**

1. Tax returns due for FY 2022 by April 18<sup>th</sup> (See November)
2. District Conference in Roswell, April 20-23 (Register on District web site)
3. Rotary International semi-annual dues (invoiced in January) **MUST** be paid before the end of April.

#### **MAY: YOUTH SERVICE MONTH**

1. RYLA student applications due to RYLA chair by May 1
2. Preliminary District Grant applications accepted May 1-June 15
3. Schedule your board members to attend District Assembly (trainings)

#### **JUNE: ROTARY FELLOWSHIPS MONTH**

1. June 1: Deadline for final reports on District Grants awarded in the previous Rotary year.
2. June 15<sup>th</sup> is the deadline for submitting requests for District Grants (Final District Grant applications are due by July 1)
3. Ensure that your member list in ClubRunner is current and accurate, to ensure accurate billing of Rotary International dues after July 1
4. July 1: Deadline for submitting Interact Club registration info to RI

#### **JULY: MATERNAL AND CHILD HEALTH MONTH**

1. Install new officers and directors - and send out a press release!
2. Ensure that your club's goals are entered in Rotary Club Central
3. Pay Annual District dues and semi-annual Rotary International Dues
4. Send kids to RYLA camp! (2023, Boys' Camp 7/9 - 7/15, Girls' 7/15-7/21)
5. With your Board, approve an annual budget for your Club

**AUGUST: MEMBERSHIP AND NEW CLUB DEVELOPMENT MONTH**

1. Begin to identify and interview outbound youth exchange students (applications due in October, District interviews will take place in Nov.)
2. Register for Bi-District Conference in September: Plan on sending representatives and projects from your club

**SEPTEMBER: BASIC EDUCATION AND LITERACY MONTH**

1. Bi District Conference will be held in El Paso (date to be determined)
2. Sept. 30: Deadline for second interim report on outstanding District grants

**OCTOBER: COMMUNITY /ECONOMIC DEVELOPMENT MONTH**

1. Form a Nominating Committee for Club officers and directors' elections
2. October 24 is World Polio Day! Plan a community education/fund-raising event and encourage Rotary members to contribute to End Polio Now

**NOVEMBER: ROTARY FOUNDATION MONTH**

1. IRS Form 990 due for clubs and club foundations using Rotary year as Fiscal year (e.g., July 1-June 30)
2. First Saturday: Rotary Foundation Training for all Rotary members (TBA)
3. Encourage club members to participate in EREY (Every Rotarian Every Year)
4. November 5<sup>th</sup>: Interact Day
5. Present your slate of officer/director nominees to your Club members

**DECEMBER: DISEASE PREVENTION AND TREATMENT MONTH**

1. Hold your officer/director elections before 12/15 and ensure that new officers are entered in ClubRunner for the following Rotary year.
2. Present a mid-year financial report to your Club members
3. Ensure that your member list in ClubRunner is current and accurate, to ensure accurate billing of Rotary International dues after January 1