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, review the [Health Check](#) and 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. Sign your club's agreement to host a Rotary Youth Exchange Student by the end of March. This is important for the club budget.
7. Sign the District Grant Memorandum of Understanding (MOU) by the end of April (currently training is scheduled for March 17th, March 25th and April 2nd, and confirm at least two members to take those trainings)
8. Identify your club's next District Grant and submit your request by June 1.
9. 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)

JULY: MATERNAL AND CHILD HEALTH MONTH

1. Install new officers and directors – and send out a press release!
2. Update permissions in social media accounts such as ClubRunner, Instagram, LinkedIn to provide access if there are new people in positions to manage the social media
3. Ensure that your club's goals are entered in Rotary Club Central
4. Pay Annual District dues and semi-annual Rotary International Dues
5. Send kids to RYLA camp! (2026, Boys' Camp 7/12 – 7/18, Girls' 7/18-7/24)
6. Register for the International Project Fair on August 21-22 and confirm Rotary members to attend. Plan on sending projects from your club
7. With your Board, approve an annual budget for your Club
8. Invite your Assistant Governor to your board meetings
9. Schedule Post-RYLA presentations for your club

AUGUST: MEMBERSHIP AND NEW CLUB DEVELOPMENT MONTH

1. Register for and attend Foundation training in preparation for the International Project Fair (this will probably move upto July, with Marina's IPF dates.)
2. Begin to identify and interview outbound youth exchange students (applications due in October, District interviews will take place in Nov)

SEPTEMBER: BASIC EDUCATION AND LITERACY MONTH

1. Sept. 30: Deadline for second interim report on outstanding District grants
2. Clubs begin interviewing students for Outbound Exchnages

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
3. Clubs submit students they have selected for Outbound Exchange Candidates to the District Youth Exchange Committee.

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. Encourage club members to participate in EREY (Every Rotarian Every Year)
3. November 5th: Interact Day
4. 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. Check for upcoming officer training and register (including Pre-PELS and PELS and others)
3. Present a mid-year financial report to your Club members

4. Ensure that your member list in ClubRunner is current and accurate, to ensure accurate billing of Rotary International dues after January 1

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 (President-Elect Learning Seminar (PELS)
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. Plan for Epic Day of Service (third Saturday in May each year)
2. Ensure that your club is represented at PELS (March 13/14)
3. Confirm the schedule for the Four Way Test Essay Contest and set your club up to participate
4. Register for the District Conference!
5. March 31: Interim reports on outstanding district grants are due
6. Ensure RYLA tuition payments are made on time
7. Club Officers register for Club Leadership Assembly (to be held in May)

APRIL: ENVIRONMENTAL MONTH

1. File your tax returns for the previous fiscal year on time (see November)
2. Attend the District Conference
3. Rotary International semi-annual dues (invoiced in January) MUST be paid before the end of April

MAY: YOUTH SERVICE MONTH

1. The 3rd Saturday in May (5/16/2026) is Epic Day of Service around the Rotary world, join in!
2. RYLA student applications due to RYLA chair by May 30
3. Preliminary District Grant applications accepted May 1-June 1
4. Club Officers attend Club Leadership Assembly

JUNE: ROTARY FELLOWSHIPS MONTH

1. June 1: Deadline for final reports on District Grants awarded in the previous Rotary year
2. June 15th is the deadline for submitting requests for District Grants (Final District Grant applications are due by June 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