Use this checklist to insure you are prepared for your PETS training, and as a first step towards a successful year as your club president.

**Creating Your Club’s Future**

* Do you have your club’s leadership team in place? If not, finish making appointments for 2018-19 now. And, once you have a team, work with your current club president to start planning for 2018-19.
* Does your club have a strategic plan?
* Is your club planning to apply for a Foundation grant? Is the club qualified? Has the application been submitted?
* Has your club considered adopting some of the new membership and meeting flexibility policies? Has your club adopted bylaw changes?

**Network with Other Passionate Rotarians**

* Signup for PETS. (This is required training so if you are unable to attend contact DGE Martha Weaver – martha.weaver@gmail.com - right away to make alternate arrangements.)
* Invite your current club president and president-nominee to attend PETS with you.
* Invite your incoming Rotaract club president to attend PETS with you.
* How many people will your club send to District Training Assembly?
* Are you attending the Rotary International Convention in Toronto? How many people from your club will attend the 2019 convention?

**Celebrating Your Club**

* Read the Rotary Citation Brochure and share it with your club members. Bring any questions you have to PETS and get answers from district leadership and from your fellow presidents-elect.

**Your Club Online**

* Do you have an account on ClubRunner? If your club uses ClubRunner, the data you input as club president will propagate to the district ClubRunner database. If your club does not use ClubRunner, you will login directly to the district website rotary7040.com. Most data input to either ClubRunner database will also propagate to the Rotary database my.rotary.org.
* Enter club committee chairs into ClubRunner. Work with your current club president to insure that 2018-19 club officers are input as soon as possible.

Hint: For club data that is maintained in both ClubRunner and MyRotary, it is best to input into ClubRunner and let the data sync into the Rotary database. Don’t input directly into MyRotary because the syncing of data from ClubRunner to MyRotary works automatically, but the syncing of data from MyRotary to ClubRunner is too often a fail.

Bonus hint: ClubRunner offers support so whenever you have a problem you can’t solve, click the help tab on the menu and then, visit the support center for helpful information or submit a support ticket to receive one-on-one help.

* Do you have an account on my.rotary.org ? The Rotary International website for members is your go-to source for the latest information in the Rotary world and help with all things Rotary. Sign in and explore it now.
* Skip the paper and work with your club secretary or e-secretary, and other club leadership to input your club’s goals directly into Rotary Club Central. Do that and you can skip the Rotary Club Central training session at PETS

Hint: These club leaders will have access to edit your club’s goals for the year of their term as officer as long as they have been reported to RI:

* President
* Secretary
* Treasurer
* Foundation Chair
* Membership Chair
* Executive Secretary