



# Assistant Governor To-Do List

## January - June 2023

- Encourage your PEs to complete the requirements necessary for their clubs to be qualified for Foundation grants & scholarships –
  - Submit a DAP Grant Request not later than April 1
  - Attend a Grant Management Training Seminar
  - Submit their IRS Form 990 for the tax year ending June 30, 2022
  - Submit their Memorandum of Understanding (MOU)
  - Submit any required reports for DAP Grants, Scholarships and/or Global Grants
  - Input their Foundation Goals for the Annual Fund and PolioPlus in Rotary Club Central

## January 2023

- **Register** for Pre-PETS and **encourage** your PEs to register
- **Register** for Lone Star PETS and **encourage** your PEs to register
- **Attend** January PE/AG Collaborative Zoom –  
Focus: 1) Foundation reports,  
2) How to complete the club Foundation Giving Goal Form by using the Club Fundraising Analysis.

## February 2023

- **Attend** Pre-PETS – February 11, Texas A&M Central Texas  
At Pre-PETS we will set membership and Rotary Foundation goals for their clubs and input to Rotary Club Central
- **Work** with your PEs to schedule my Official Visit not later than **March 31**
- **Attend** Lone Star PETS February 23-26 at DFW Hyatt Regency Hotel and **encourage** your PEs to attend.
- **Encourage** your clubs to submit candidates for the District Career and Technical Education Scholarship Program (applications due on 14 April)

## March 2023

- **Attend** March PE/AG Collaborative Zoom –  
Focus: DAP process, ensuring DAP Request received by district; review frequent mistakes that cause rejection/delay and other information pertinent to the process.
- **Register** for Club Leader Training (District Assembly) and **encourage** your PEs and their club leadership teams to register.

## April 2023

- **Attend** Club Leader Training (District Assembly) – April 1, Temple College
- **Attend** the District Celebration of Clubs and encourage your PEs and their club members to attend – 28-30 April, Holiday Inn Downtown Marina, Corpus Christi

## June 2023

- **Register** for and **attend** the District Installation Luncheon – June 24, Texas A&M Central Texas

- **Encourage** your PEs to register for and attend District Installation Luncheon
- **Encourage** clubs to have a program on **Maternal and Child Health** (July) and **Membership and New Club Development** (Aug)
- Remind clubs about the June 30 deadline for updating RI membership lists
- If a DAP Request was submitted, **remind** your PEs to be on the lookout for the DAP application which will be sent by email sometime in June; **offer** to help them with the application prior to submittal

### July – August 2023

- **Deadlines**
  - Semi-annual RI dues and Annual District dues (1 Jul)
  - DAP Grant applications (Aug 31)
- **To Do List**
  - **Deliver** the RI President's theme message
  - **Coordinate** the DG's Official Visits
  - Consider **visiting** RYLA (9-14 Jul, Peaceable Kingdom)
  - Set the example by **donating** to the Annual Fund
  - **Remind** clubs that DAP Grant applications are due no later than Aug 31
  - **Promote and attend** the Public Image, Rotary Foundation, and Membership seminars
  - **Encourage** clubs to have a program on **Basic Education and Literacy** (Sep) and **Economic & Community Development Month** (Oct)

### September – October 2023

- **Deadlines**
  - Global Grant applications entered into the Grant Center (Sep 30)
  - Rotaract membership rosters due to RI (Sep 30)
  - Submission of candidates for District Governor (Oct 12)
  - Club Global Grant presentations to committee (Oct 14)
  - RI and District dues deadline (Oct 31)
- **To Do List**
  - Continue to **coordinate** the DG's Official Visits
  - **Promote** the Rotary Citation
  - Remind clubs that RI & District dues are payable no later than Oct 31
  - **Promote** and **attend** End Polio Now Events
  - Encourage clubs to have a program on **The Rotary Foundation** (Nov) and **Disease Prevention & Treatment** (Dec)

### November – December 2023

- **Deadlines**
  - Submission of IRS Forms 990 for tax year ending June 30, 2023 (Nov 15)
  - Submission of 2024-25 Global Grant scholarship applications (Nov 20)
  - Challenging District Governor nomination (Dec 24)
  - Club election results due to RI (Dec 31)

- By-name membership updated in My Rotary (Dec 31)
- **To Do List**
  - **Attend** AG training (Date and location TBD)
  - Continue to **coordinate** the DG's Official Visits
  - Continue to **promote** the Rotary Citation
  - **Remind** clubs about the deadlines for club elections and updating RI membership lists
  - **Promote** the Foundation Gala (Jan 20)
  - **Support** DGE Doug as he begins ramping up for 2024-2025
  - Encourage clubs to have a program on **Vocational Service** (Jan) and **Peace and Conflict Resolution** (Feb)

### **January – February 2024**

- **Deadlines**
  - Submission of RYLA club sponsorship forms and payment (Jan 4)
- **To Do List**
  - **Promote** and **attend** the Foundation Gala (Jan 20, Sheraton Austin Georgetown)
  - Continue to **support** DGE Doug
  - Continue to **promote** the Rotary Citation
  - **Remind** clubs that RI dues must be paid no later than Mar 31
  - **Register** for and **attend** Pre-P.E.T.S. and Lone Star P.E.T.S.
  - **Encourage** PEs to **register** for and **attend** Pre-P.E.T.S. and Lone Star P.E.T.S.
  - **Encourage** clubs to have a program on **Water & Sanitation** (Mar) and **The Environment** (Apr)

### **March – April 2024**

- **Deadlines**
  - Submission of RYLA camper registration packets (Mar 14)
  - 2024-25 DAP Grant Request Forms due (Apr 1)
  - 2024-25 Career & Technology scholarship applications due (Apr 12)
  - Completion of 2023-24 DAP Grant projects (Apr 30)
- **To Do List**
  - **Attend** Club Leader Training (Apr 1, Central Texas College)
  - Begin to **promote** the Conference of Clubs (May 3-5, Courtyard Marriott, Killeen)
  - Continue to **promote** the Rotary Citation
  - Continue to **support** DGE Doug
  - **Remind** clubs that RI dues must be paid no later than March 31
  - **Remind** clubs that DAP Grant projects must be completed no later than April 30
  - **Encourage** clubs to have a program on **Youth Service** (May) and **Rotary Fellowships** (Jun)

### **May – June 2024**

- **Deadlines**
  - Rotary Peace Fellowship applications due to District (May 31)

- 2022-23 Career & Technology Education Scholarship final reports due (Jun 15)
- 2023-24 Career & Technology Education Scholarship interim reports due (Jun 15)
- 2023-24 DAP Grant final reports due (Jun 15)
- 2024-25 Global Grant scholarship application into the Grant Center (Jun 30)
- Global Grants funded in October 2023 into Submitted status (June 30)
- By-name membership updated in My Rotary (Jun 30)

- **To Do List**

- **Promote** and **attend** the Conference of Clubs
- Continue to **promote** the Rotary Citation
- Continue to **support** DGE Doug
- **Remind** clubs that DAP Grant and scholarship final reports are due no later than June 15
- **Attend** the District Governor's Installation Luncheon (TBD)
- **Remind** clubs about the deadline for updating RI membership lists (Jun 30)
- **Encourage** clubs to have a program on **Maternal and Child Health** (July) and **Membership and New Club Development** (Aug)