

## **19 MONTH CALENDAR –Your Opportunity to Lead through Service**

### **JANUARY, 2019**

- Create your MyRotary Account if you have not already.
- Submit your incoming Club Officers (President, Secretary, Treasurer, Foundation Chair, Membership Chair) names and contact information to Rotary International at [www.rotary.org](http://www.rotary.org) through member access.
- Log on to the pre PETS webinar - January 22, 2019 at 4:30 p.m.
- Review status of current budget and ongoing club projects.
- Begin to develop goals and appoint committee chairs.
- Register for **North Central PETS**, March 14-16, 2019 at [www.ncpets.org](http://www.ncpets.org).
- Encourage President Nominee to attend PETS with you in March.
- Explore the District 5970 Website at [district5970.org](http://district5970.org).
- **Support the Rotary Monthly Theme “Vocational Service”**

### **FEBRUARY, 2019**

- Hold your first meeting with your Board-elect to prepare for North Central PETS.
- Register and start preparing goals for North Central PETS.
- Log on to the pre PETS webinar - February 19, 2019 at 4:30 p.m.
- Register yourself and family members to attend the **DISTRICT CONFERENCE** April 26-27, 2019 in Clear Lake, Iowa. Register [here](#).
- Continue to visit the district website [district5970.org](http://district5970.org).
- **Support Rotary Monthly Theme - “Peace/Conflict Prevention/Resolution”**

### **MARCH, 2019**

- Attend North Central PETS March 14 and 16 in Ames, Iowa.
- **Club Goals must be reported for Annual Fund, Polio Plus and Membership**
- Promote attendance to club members at **DISTRICT CONFERENCE**, April 26-27 in Clear Lake. Register [here](#).
- Grant Management Seminar March 30, 2019 (online). Ensure someone from your club attends for your club to be eligible for a District Grant. Register [here](#)
- Makeup at another club in your area.

- Register for **ROTARY INTERNATIONAL CONVENTION** in Hamburg, Germany June 1-5, 2019.
- Order **President-Elect Luncheon** ticket at RI International Convention.
- **Support Rotary Monthly Theme “Water/Sanitation”**

#### **APRIL, 2019**

- Attend **DISTRICT CONFERENCE** April 26-27 in Clear Lake. Register [here](#).
- Recruit an attendee from your club to ensure eligibility for a District Grant in person at the District Conference of April 26. Recruit an attendee from your club to ensure eligibility for a District Grant. Register [here](#).
- Schedule Assistant District Governor visit as your program in July or August.
- Schedule your District Governor’s Club visit - Consider a service project, evening meeting, group meeting, town hall or fundraiser.
- Have second meeting with your Board-elect for goal planning.
- Invited your Assistant Governor to your Board-elect meeting.
- **Support Rotary Monthly theme – “Maternal/Child Health”**

#### **MAY, 2019**

- Hold Club Assembly to discuss plans, goals, and upcoming RI theme, Rotary Connects the World
- Makeup at another club in your area.
- **Support Rotary Monthly Theme – “Youth Service”**

#### **JUNE, 2019**

- Attend the International Convention in Hamburg, Germany June 1-5.
- Finalize the club budget for the coming year.
- Arrange for a joint meeting of the incoming and outgoing boards.
- Verify date of District Governor’s Official Club Visit (available at [district5970.org](http://district5970.org))
- Look for your first President’s newsletter.
- Prepare and distribute schedule for club Board of Directors’ meeting.
- Attend **District Governor’s installation and Celebration** June 27, 2019  
Lowe Park & Arts Environment Center  
4500 N 10th Street  
Marion, IA 52302  
Register [here](#)
- **Support Rotary Monthly Theme – “Rotary Fellowship Month”**

## JULY, 2019

- Participate in President and Officers installation ceremony at club meeting.
- Make sure the District dues payment is made.
- Plan and conduct monthly Board meeting, send out a reminder to members a week in advance.
- Invite your Assistant Governor to the Board meeting.
- **Print copies of the District Governor's newsletter for members who don't have access to technology.**

## AUGUST, 2019

- **Register: One Rotary Summit**
- Plan and conduct monthly Board meeting. Agenda should include a review of goals especially new member recruitment. Send out agenda in advance of meeting as a reminder.
- Invite your Assistant Governor to a Board meeting during the quarter.
- Begin sharing Strategic Planning information with your club members.
- Plan Strategic Planning training for your club.
- **Print copies of the District Governor's newsletter for members who don't have access to technology.**

## SEPTEMBER, 2019

- Work with the Club Secretary to update August monthly membership and ensure the pro-rata District dues payment is made.
- Plan and conduct monthly Board meeting. Agenda should include a review of goals especially new member recruitment. Send out agenda in advance of meeting as a reminder.
- Recruit outbound youth exchange applicants for upcoming year.
- Invite your RYLA and YRYLA camp participants and Interact members to do presentations at your Club.
- Begin plans to organize a new Interact at another middle/high school or Rotaract at a college or Community based club.
- Begin recruiting for RYLA and YRYLA 2020.
- **Print copies of the District Governor's newsletter for members who don't have access to technology.**

## OCTOBER, 2019

- Plan and conduct monthly Board meeting. Agenda should include a review of goals especially new member recruitment. Send out agenda in advance of meeting as a reminder.
- Promote attendance at the Rotary International Convention in Honolulu, Hawaii June 2020!

- Continue making contact and providing support to Interact/Rotaract Club(s).
- Ask members to give their vocational classification as a roll call at one meeting during this month.
- **Print copies of the District Governor's newsletter for members who don't have access to technology.**

## NOVEMBER, 2019

- Plan and conduct monthly Board meeting. Agenda should include a review of goals especially new member recruitment. Send out agenda in advance of meeting as a reminder..
- Invite your Assistant Governor to a Board meeting.
- Hold a Foundation event.
- Prepare a slate of candidates for Club officer elections in December.
- Promote attendance at the Rotary International Convention in Honolulu, Hawaii June 2020
- Deadline to submit IRS form 990 (and possibly 990-T) to IRS by November 15.
- **Print copies of the District Governor's newsletter for members who don't have access to technology.**

## DECEMBER, 2019

- Plan and conduct monthly Board meeting. Agenda should include a review of goals especially new member recruitment. Send out agenda in advance of meeting as a reminder..
- Recruit Global and Peace Fellowship Scholarship applicants.
- Hold annual election of officers for the 2020-2021 Rotary year
- Promote attendance at **President** webinar in January.
- Promote attendance at the Rotary International Convention in Honolulu, Hawaii June 2020
- **How are we doing? Check on progress to meeting the requirements for the Rotary Citation.**
- **Print copies of the District Governor's newsletter for members who don't have access to technology.**

## JANUARY, 2020

- Submit your incoming Club officers (Pres, Sec, Treas, Foundation, Membership) names and contact information to Rotary International at [www.rotary.org](http://www.rotary.org) through member access.
- Plan and conduct monthly Board meeting. Agenda should include a review of goals especially new member recruitment. Send out agenda in advance of meeting as a reminder..

- Plan and conduct semi-annual **Club Assembly** to review progress toward goals.
- Review goals and progress for the Rotary Citation.
- **Print copies of the District Governor's newsletter for members who don't have access to technology.**
- ***Support the Rotary Monthly Theme "Vocational Service"***

## **FEBRUARY, 2020**

- Begin finalizing the Presidential Citation Form for the District Governor (due in March).
- Plan and conduct monthly Board meeting. Agenda should include a review of goals especially new member recruitment. Send out agenda in advance of meeting as a reminder..
- Support your President-Elect in preparation for North Central PETS March 12-14, 2020.
- Celebrate World Understanding and Peace Day - February 23 .
- Step up recruiting student applications for RYLA and YRYLA in July.
- **Print copies of the District Governor's newsletter for members who don't have access to technology.**
- ***Support Rotary Monthly Theme - "Peace/Conflict Prevention/Resolution"***

## **MARCH, 2020**

- Plan and conduct monthly Board meeting. Agenda should include a review of goals especially new member recruitment. Send out agenda in advance of meeting as a reminder.
- March 31 – deadline for registration to **RI International Convention** Honolulu, Hawaii June 2020.
- Mentor President Elect in preparation for North Central PETS.
- Promote attendance and registration for the **District Conference Connecting the World with 2020 Vision** April 17-18, 2020 in Cedar Rapids, Iowa.
- **Print copies of the District Governor's newsletter for members who don't have access to technology.**
- ***Support Rotary Monthly Theme "Water/Sanitation"***

## **APRIL, 2020**

- Plan and conduct monthly Board meeting. Agenda should include a review of goals especially new member recruitment. Send out agenda in advance of meeting as a reminder..
- Attend the **District Conference - Connecting the World with 2020 Vision** April 17-18, 2020 in Cedar Rapids, Iowa.
- Recruit Peace Fellowship applicants.

- **Print copies of the District Governor’s newsletter for members who don’t have access to technology.**
- ***Support Rotary Monthly theme – “Maternal/Child Health”***

## **MAY, 2020**

- May 31 deadline for **Rotary Foundation Annual Giving and Polio Plus** payments to The Rotary Foundation.
- Plan and conduct monthly Board meeting. Agenda should include a review of goals especially new member recruitment. Send out agenda in advance of meeting as a reminder.
- Invite your Assistant Governor to a Board meeting in this quarter.
- **Print copies of the District Governor’s newsletter for members who don’t have access to technology.**
- ***Support Rotary Monthly theme – “Youth Service”***

## **JUNE, 2020**

- Coordinate with President Elect for joint session of Boards.
- Attend Rotary International Convention in Honolulu, Hawaii June 2020
- Check the pro-rata schedule and pay pro-rata dues as necessary.
- Present Club and final report on status of **Goals** year end.
- Mentor President Elect to ensure smooth transition.
- Plan and hold a year end celebration of ***Rotary Connects the World***
- Encourage your President Elect to attend the installation of the new District Governor.
- **Print copies of the District Governor’s newsletter for members who don’t have access to technology.**
- ***Support Rotary Monthly Theme – “Rotary Fellowship Month”***

## ***The Most Important Item During your Presidency***

- **Celebrate your own accomplishments and consider a District position!**