

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

### JANUARY, 2020

- 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. Date and time tbd.
- 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, 2020

- 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 - Date and time tbd.
- Register yourself and family members to attend the **DISTRICT CONFERENCE** 24 and 25. 2020 in Cedar Rapids, Iowa. Register [here](#).
- Continue to visit the district website [district5970.org](http://district5970.org).
- **Support Rotary Monthly Theme - “Peace/Conflict Prevention/Resolution”**

### MARCH, 2020

- Attend North Central PETS March 12-14 in Rochester, Minnesota,
- **Club Goals must be reported for Annual Fund, Polio Plus and Membership**
- Promote attendance to club members at **DISTRICT CONFERENCE**, April 24-25. Register [here](#).
- Grant Management Seminar - March 28. Ensure someone from your club attends for your club to be eligible for a District Grant.
- Makeup at another club in your area.
- Register for **ROTARY INTERNATIONAL CONVENTION** in Honolulu, Hawaii June 6-10, 2020..
- Order **President-Elect Luncheon** ticket at RI International Convention.
- **Support Rotary Monthly Theme “Water/Sanitation”**

### APRIL, 2020

- Attend **DISTRICT CONFERENCE** April 24 -25 at the Cedar Rapids Marriott. Register [here](#).
- Recruit an attendee from your club to ensure eligibility for a District Grant in person at the District Conference on April 24.
- 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, 2020**

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

### **JUNE, 2020**

- Attend the International Convention in Honolulu, Hawaii June 6-10..
- 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. Your governor has asked for the type of visit your club would like to participate in.
- Look for your first President's newsletter.
- Prepare and distribute schedule for club Board of Directors' meeting.
- Attend **District Governor's installation and Celebration** on June 28, 2020 at the Twin Lakes Golf Club in Rockwell City, Iowa
- **Support Rotary Monthly Theme – “Rotary Fellowship Month”**

### **JULY, 2020**

- 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, 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.
- 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.**
- ***Support Rotary Monthly Theme "Membership and New Development"***

## SEPTEMBER, 2020

- 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.**
- ***Support Rotary Monthly Theme "Basic Education and Literacy"***

## OCTOBER, 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 one of the District Training Sessions
- Promote attendance at the Rotary International Convention in Taipei, Taiwan June 12-16, 2021.
- 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.**
- ***Support Rotary Monthly Theme "Economic and Community Development"***

## NOVEMBER, 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.
- Invite your Assistant Governor to a Board meeting.
- Hold a Foundation event.
- Prepare a slate of candidates for Club officer elections in December.
- 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.**
- ***Support Rotary Monthly Theme "The Rotary Foundation"***

## DECEMBER, 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..
- 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 Taipei, Taiwan June 12-16, 2021.
- **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.**
- ***Support Rotary Monthly Theme – "Disease Prevention and Treatment"***

## JANUARY, 2021

- 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, 2021**

- 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 in March, 2021.
- Celebrate World Understanding and Peace Day.
- 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 and Conflict Prevention/Resolution”***

## **MARCH, 2021**

- 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 NCPETS (virtual) March, 2021 – deadline for registration to **RI International Convention** Honolulu, Taipei, Taiwan.
- Mentor President Elect in preparation for North Central PETS.
- Promote attendance and registration for the **District Conference – Virtual – April 30/May 1**
- **Print copies of the District Governor’s newsletter for members who don’t have access to technology.**
- ***Support Rotary Monthly Theme “Water and Sanitation”***

## **APRIL, 2021**

- 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 – virtual – April 30/May 1**
- 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 and Child Health”***

## **MAY, 2021**

- 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, 2021**

- Coordinate with President Elect for joint session of Boards.
- Attend Rotary International Convention in Taipei, Taiwan, i June 2021
- 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 Fellowships"**

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

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