

Club President's Calendar/Checklist

2010-2011 Rotary Year

Date	Items To Do	Check Off
January-10	Completed SAR form due and return with payment to Rotary International no later than January 31ST	
January-10	President Elect to submit registration for "Show Me Rotary" in Jefferson City (registration already paid for thru Dist. Dues statement). Hotel reservations additional.	
February-10	Assist President Elect in filling out "Planning Guide", "Membership Goal Report" & "Healthy Club Check List". Balance of all Foundation Goal Forms due to Assistant Gov. at Show Me Rotary in March.	
March-10	President Elect to attend "Show Me Rotary" March 26-27.	
March-10	Annual Foundation money collected due directly to Stacey Self March 9	
March-10	Presidential Citation Requirements Form due March 31	
April-10	Discuss "CAP Grant" and or "PR Grant" possibilities with committees. CAP Grant applications available April - June 2009	
April-10	Plan installation ceremony of new Officers	
April-10	Attend District Conference in Springfield, MO April 15-17.	
May-10	Work with incoming Officers for smooth transition	
June-10	Rotary International Convention	
June-10	Checks for the Foundation collected must be turned in directly to Stacey Self no later than June 15TH.	
June-10	District Grant (CAP Grant) application due June 30TH	
July-10	New President begins July 1ST	
July-10	Completed SAR form due and return with payment to Rotary Intl. no later than July 15TH.	
July-10	District Dues payment due to Rotary District 6060 no later than July 15TH	
August-10	Discuss "PR Grant" possibilities with committees.	
September-10	Review "Presidential Citation" requirements	
October-10	Public Relations Grant Application due Oct. 31ST.	
November-10	(IRS form 990 for clubs with Gross of \$25,000 and up) or (E-Postcard Report for clubs with Gross less than \$25,000) must be submitted for previous year no later than November 15TH.	
November-10	Plan election of New Officers for December	
November-10	Review requirements for Presidential Citation due in April.	
December-10	Review Foundation Goals Due by March 31st	
December-10	President Elect to Submit registration for International Convention in May (also hotel & transportation)	
December-10	Hold new year elections for Officers & President Elect	

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December-10	Report next year's officers (at least President Elect, President Nominee, and Secretary) to District 6060 on DaCDB & to Rotary International electronically no later than December 31ST.	
January-11	Completed SAR form due and return with payment to Rotary International no later than January 31ST	
January-11	President Elect to submit registration for "Show Me Rotary" in Jefferson City (registration already paid for thru Dist. Dues statement). Hotel reservations additional.	
February-11	Assist President Elect in filling out "Planning Guide", "Membership Goal Report" & "Healthy Club Check List". Balance of all Foundation Goal Forms due to Assistant Gov. at Show Me Rotary in March.	
March-11	President Elect to attend "Show Me Rotary" March 25-26.	
March-11	Annual Foundation money collected due directly to Stacey Self March 9	
April-11	Plan installation ceremony of new Officers	
April-11	Presidential Citation Requirements Form due March 31	
May-11	Work with incoming Officers for smooth transition	
May-11	Rotary International Convention	
June-11	Attend District Conference - June 3-4 - Westport Sheraton Chalet Hotel	
June-11	Checks for the Foundation collected must be turned in directly to Stacey Self no later than June 15TH.	