

# Club Presidents – a month by month guide

***Congratulations! You have been chosen by your club to serve as President and lead your club through another successful year! Rotary International and District 6760 have developed many resources to assist you navigate your term as President. This month-to-month guide will provide an overview of important information to help you prepare for this Rotary year.***

## July – Transition Month

**Be a Goal Setter:** As Club President you are expected to enter your Club Goals and keep your Service Activities entered and updated on the Rotary International website (**Rotary.org**). Goals are entered at the beginning of your term and Service Activities need to be entered and updated as they are completed. **This is the responsibility of the Club President.** This is very simple process and will not require more than an hour or maybe two during your entire term of office. Goals for your Presidential term should be entered no later than **July 15<sup>th</sup>**.

**Remember you are setting goals for the 2022-23 Rotary term of office.**

Include your Board of Directors in the Goal setting process. Meet with them before your term of office begins and decide together the Goals for your club.

**How to enter these Goals:** Enter **Rotary.org** into your search bar. Click the **For Members** tab (login is required); go to **Rotary Club Central > Goal Center**. You will see the 5 areas where goals need to be entered: **Members & Engagement, Rotary Foundation Giving, Service, Young Leaders, and Public Image**. Be sure to use the **Edit** feature and check the **Select Goal** box to enter the goals, and then **Save** when you were finished.

**How to enter and edit Service Activities:** **Rotary.org > For Members > Rotary Club Central > Service Activities > Add New Service Project**. If you need to **EDIT** a project, click **To Manage a Project**. Be sure to **Save** after you are finished editing.

If you have need further assistance, the **Resource** tab in the left column of Rotary Club Central has detailed instructions for entering Goals & Service Activities. You can also contact your Assistant Governor; they will be happy to help you.

*Be sure to save your sign-in/password information for Rotary.org as you will use this website during your term.*

**Learning Center:** You have been asked to complete the **Club Presidential Basic Course** in the **Rotary Learning Center**. Did you know there are also courses in the Learning Center for club members, club officers and committee members? There is a large catalog of courses including **About Rotary Courses** and there are also courses on **Club Leadership, Public Images, Service, The Rotary Foundation; General Information; Membership; and Professional Development**. The Rotary Learning Center is located on the Rotary International Website - **Rotary.org/learn**.

**Who are your Officers:** Your 2022-23 club officers and committee chairs need to be entered to the District & Club Database (**dacdb.com**). This can be done by the President or the Secretary – just be sure it's done. Recommended committees include **Club Administration, Membership, Public Image, Service Projects, and Rotary Foundation**. In addition, **verify the contact information (including email) for each officer and committee chairperson**. This information can be entered before you begin your term in July.

**To enter your new officers & committee chairs:** Enter **dacdb.com** in the search bar; enter your **login** information; click **My Club** tab at the top left of your screen; click the **Club Member** icon; in the left column of the screen click the **Admin Functions** tab under **RI Integration**; now click **Edit Club Positions**. Using the edit feature, you can add the new club positions. Be sure you are adding officers and committee members for the **2022-23** term of office.

Be sure to save your sign-in/password information for **dacdb.com** – you will use this site for event registrations and for checking and verifying club members status information.

**Prepare a Budget:** Club Officers should prepare and agree upon an approved budget for the 2022-23 Rotary year. The budget should include sources of income and areas of expenses. Clubs should also consider maintaining a reserve fund for emergency expenses.

**When is the District Governor Visit?** You will be given the date District Governor Eddie Allred will visit your club. Please be sure this is added to your club calendar. The Governor will be the speaker for that schedule day, and he will want to meet with the Board of Directors before or after the regular meeting.

**Rotary International Member Dues and District 6760 Member Dues:** **Rotary International semi-annual dues and Rotary District 6760 annual dues** are billed in July and are due upon billing. Check with your Club Treasurer to make sure the dues have been paid.

**Helpful hint:** Check your Rotary International dues invoice balance in **Rotary.org: For Members > Club & Administration > Manage My Club > Club Invoice**. This report shows the status of the club dues invoice.

**Helpful hint:** The District & Club Database (**dacdb.com**) has an easy-to-use email feature which will allow you to communicate with your club members and establish groups within your club list. Login to **dacdb.com**, click the **My Club** tab, then click the **PMail** icon. This feature will allow you to e-mail club members with a personalized message.

## August – Membership & Extension Month

**Bring a Friend:** *This would be a great month to host a ‘bring a friend/invite a future Rotarian’ meeting or event. Don’t forget to show appreciation for your current club members and their contributions to your club and your community.*

**Rotary Leadership Institute:** *Clubs should receive information about the upcoming RLI training around this time. Locations and dates for both in person and virtual training will be sent to the Club President for Parts I, II, and III. This training is available to any Rotarians who wants to learn more about Rotary. Registration is required through the District Calendar on the District & Club Database ([dacdb.com](http://dacdb.com)). It is recommended the cost of this course be covered by the club for attending members.*

**Rotary Grad School:** *This course is for anyone who is considering a District Leadership role and is by invitation. Contact your Assistant Governor for more information about Rotary Grad School. This is an 8-month on-line course and usually beings in the fall.*

*Although Foundation Month is in November, now is the time to discuss with your club leaders how your club will achieve your Club Foundation contribution goals. It is crucial for members to understand the importance of the Rotary Foundation and what we are accomplishing around the world with our donated dollars. Our global work would be impossible without the generosity of our members. One way to achieve your Foundation goals is for members to have a monthly contribution deducted automatically from their checking account. With just a small **\$9.00** monthly donation, each member would reach the suggested \$100.00 Foundation donation per member, and your club would reach **Every Rotarian Every Year Club & 100% Foundation Giving Club** status. In addition, your club members would be working toward their **Paul Harris Fellow** distinction.*

**Helpful hint:** *To check the contribution status of club members utilize the **Club Recognition Summary** in [Rotary.org](http://Rotary.org). [Rotary.org](http://Rotary.org) > **For Members** > **Club & District Administration**, now look for **View Reports**, next find the **Club Reports** heading - look for **Contributions & Recognition** under this heading, click **View Reports** under **Club Giving**; click **Club Recognition Summary**.*

**Helpful hint:** *When your club is planning an event it can be added to the District & Club Database Calendar ([dacdb.com](http://dacdb.com)). Click the **District** tab at the top left of the screen; Click the **Calendar** icon, then **Add Event** (right corner of screen). This will allow your club to share their event/fundraiser with other clubs who might be interested in attending.*

## **September – Basic Education & Literacy Month**

**Club Visioning:** *Club Visioning is a facilitated four-hour session with key club leaders and interested members providing a framework for identifying the club's key areas of focus in establishing goals, objectives, and an action plan for the next few years (normally 3 years). This activity will help guide your club in planning for both focus and continuity in the future. To schedule a session in Club Visioning contact the District Visioning Team.*

**Remember to have the District Governor scheduled as the guest speaker if he is visiting in September.**

## **October – Economic & Community Development**

**Club Nominating Committee:** *According to Standard Club By-laws, October is the month to organize a nominating committee to select your **2023-24 Club Officers**.*

**Purple Pinky Donut Project:** *District 6760 will participate in the annual Purple Pinky Donut Project to recognize World Polio Day on October 24, 2022. Information will be emailed to all Club Presidents in late September or early October. Proceeds of the sale of the purple pinky donuts will benefit the Rotary Polio Plus Project.*

**Mid-Year Conference/Rotary Foundation Dinner:** *Club Presidents will receive information in September or October for the Mid-Year Conference & District Rotary Foundation Dinner. The dinner recognizes and celebrates our clubs and district contributions to the Rotary Foundation. Awards & recognitions at this dinner are based on the previous Rotary year's accomplishments.*

**Remember to have the District Governor scheduled as your guest speaker if he is visiting in October.**

*Most Clubs are busy with their service projects this time of year – remember to update your **Service Activities in Rotary.org**.*

## **November – Rotary Foundation Month**

*This is the time to review your club Foundation goals and if you are on track to achieve your Club's chosen goals. Below are just a few of the recognitions available to each club:*

**100% Foundation Giving Clubs:** Clubs reaching \$100.00 in per capita giving, with each member donating at least \$25.00 to the Annual Fund or Polio Plus are designated as 100% Foundation Giving Clubs.

**Every Rotarian Every Year Club:** Clubs that reach \$100.00 in per capita giving, with each member donating at least \$25.00 to the Annual Fund.

**Paul Harris Fellow:** Every member who donates \$1,000.00 to the annual fund or polio plus will be recognized as a Paul Harris Fellow.

Members who would like to have their donations deducted each month from their checking account can sign up for this option through **Rotary.org**. Look for **Our Foundation** under the **For Members** tab. Then click **Donate Now** for further instructions.

Information about additional Individual and Club Donor Recognitions can be found at **Rotary.org** in **Our Foundation**.

**Rotary District 6760 Mid-Year Conference/Foundation Dinner:** Send a Club Representative if possible.

**Present the Slate of 2023-24 Club Officers:** According to Standard Club By-laws November is the month to present your slate of Club Officers to your Club for the **2023-24** Rotary year.

**501(c)(3):** 501(c)(3) clubs will need to file the IRS annual return report by Nov 15<sup>th</sup> if using the Rotary calendar year.

**Remember to have the District Governor scheduled as your guest speaker if he is visiting in November.**

## **December – Disease Prevention & Treatment Month**

**Election of Officers:** December is the month to elect your **2023-24 Club Officers**. After the election, enter the 2023-24 Officers information into the District & Club Database (**dacdb.com**). It is important that all contact information for the new officers is correct. Make sure this information is entered for the **2023-24** term of office.

**Rotary International Dues:** The semi-annual Rotary International dues are due in January. This is the month to review and verify your club membership list is accurate in the District & Club Database (**dacdb.com**). Current dues are \$35.50 per member semi-annually.

**Remember to have the District Governor scheduled as your guest speaker if he is visiting in December.**

## **January – Vocation Service Month**

*Notifications and reminders will be sent regarding RYLA, the 4-Way Test Speech Contest, District and Global Grants, PETS, and possibly even the District Conference during this month and the following months.*

**Rotary International Dues:** *Rotary International semi-annual dues are billed in January and are due upon billing. Check with your Club Treasurer to make sure these dues have been paid.*

**Rotary Youth Leadership Award:** *The information for RYLA will be sent to Club Presidents. The program is scheduled in June and held at Austin Peay State University in Clarksville, TN.*

**4-Way Test Speech Contest:** *Information about this contest will be sent to each Club President. This contest is open to any High School student sponsored by a local rotary club in Rotary District 6760. Local Rotary clubs can host a contest to determine a winner who would then represent the club at the Semi-finals. The top 3 place holders of the Semi-finals will advance to the District Finals to be held at the Rotary District Conference. Prize money is given to top finalist at each level of competition.*

**District Grants:** *Information about the District Grant application process will be sent to each Club President. Any club interested in applying for a grant will need to have a club member designated to attend the grant seminar, fill out the application, and be responsible for getting the MOU signed and returned. The Grants applications are entered in the District & Club database (**dacdb.com**). Follow up documentation will need to be entered and a final report submitted. To be eligible for a District Grant clubs must participate in Rotary Foundation giving.*

**President-Elect Training:** *The President-Elect for your club will receive information about PETS by January. This is considered mandatory training for club presidents-elect. The President-Elect will be asked to complete the **Club President-Elect Basics Training Module** in the **Rotary.org Learning Center**. They should also be familiar with, have access to, and have signed into the District & Club Database (**dacdb.com**) as well as **Rotary.org** before they attend the President-elect training. Registration for PETS is through **dacdb.com**. Because communications and registrations for events and programs are transitioning to these two resources, it is becoming more important for your Club President to be computer literate and have Internet access. Remind your President-Elect to reserve their hotel room for PETS as soon as possible, rooms close to the conference center fill up fast.*

## February – Peace and Conflict Resolution Month

You will receive email reminders about RYLA, the 4-Way Test Speech Contest, and District Grants. **Happy Birthday Rotary! Founded February 23, 1905.**

**District Awards:** The Club President should receive information this month with the criteria for how Clubs can be considered for District Awards. There are several categories for recognition. Awards are presented during the District Conference. The deadline is usually the last week in March.

**District Grants:** The dates for the District Grant seminars will be announced. Designate a club member to attend one of the scheduled seminars.

**PETS:** remind your President-Elect to register for the Rotary District **President-Elect Training** if they haven't already done so, and to register for their hotel room. The club should cover the hotel expense for the President-Elect to attend this training.

**District Conference:** The information for the Rotary District 6760 District Conference will be sent to the Club Presidents. The conference is usually held in April or May. Please share this information with your Club Members. Each club should try to send at least one representative to the District Conference. Registration to attend this Conference is through the District & Club Database ([dacdb.com](http://dacdb.com))

## March – Water and Sanitation Month

The deadlines for RYLA, the 4-Way Speech Contest, and the District Grants will be approaching.

**PETS:** The Club President-Elect will attend the President Elect Training. Remind your President-Elect to complete the **Club Presidents Basic Course** in the **Rotary Learning Center** prior to PETS.

Please help your President-Elect prepare for the President-Elect training by assisting in establishing the required goals to be entered in **Rotary.org** for the 2023-24 term.

Clubs should begin the selection process for selecting the Board of Directors and Committee Chairs for the 2023-24 Rotary year.

**District Awards:** Check deadlines for District Awards.

**District Grants:** Check deadlines for District Grants submission & final reports.

## **April – Maternal & Child Health Month**

**RYLA:** *Check deadlines for RYLA.*

**4-Way Test Speech Contest:** *The deadline for the contest is usually within the first week of April. The Semi-final is usually held in mid-April, followed by the Finals to be held at the scheduled District Conference in April or May.*

**District Conference:** *The District Conference will be held either in April or May.*

**Remember to update your Service Activities in Rotary.org.**

## **May – Youth Services Month**

*Review your club's membership list in the District & Club Database ([dacdb.com](http://dacdb.com)) and review and update your Goals and Service Activities in **Rotary.org**.*

**Presidential Citations** are based on the information entered in the **Goals and Service Activities** of **Rotary.org**.

*Club Officer Installation and awards ceremonies should be planned for late June or early July.*

## **June – Rotary Fellowships Month**

*Review your club's Rotary Foundation and Polio Plus donations.*

*Help your Club President-Elect finalize a club budget for the 2023-24 Rotary year.*

*Entering and updating your Goals & Service Activities during your term of office has provided you with a ready to print summary of your Club's Year of Service, which can be shared with your club. This can also be added to the information packet passed down from President to President to give your President-Elect an idea of projects, programs, fundraisers, and timelines.*

## **Congratulations on a successful year leading your club!**

*If you have any suggestions/improvements or additions for this guide, please contact Melinda Conwell –*

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