

**Administrative Checklist for Rotary Club – End of Year**  
**District 5930 (2020-2021)**

It is the end of another successful District 5930 Rotary year. Here are some things your club need to be doing between now and June 30, 2021.

- *Membership:* Cleanup Club Central. Delete members that are no longer in the club and add any new members. Complete ideally by end of May or mid-June. Note that whoever you have listed on July 1<sup>st</sup> is how many you will be billed dues. Also, be sure to update members information if there has been changes.
- *Ignite:* Update your data on the Ignite program and send to Luis Cavazos to show your accomplishments this year. (luis.cavazos@geffinancial.com)
- *R.I. Goals:* Go into My Rotary at rotary.org and input updates on your goals and service projects. If you were unable to complete a service project, delete it from the goals. You have to complete the goals by June 30<sup>th</sup> in order for your club to get recognition for accomplishments this last year.
- *Goals for 2021-2022:* Incoming Club Presidents should input their Goals into My Rotary by June 27<sup>th</sup>. A budget should be drafted and presented to your Board at your first Board meeting in the new Rotary year.
- *Club Officers for 2021-2022:* All of your officers for next year should already be input to Club Runner. But, unfortunately, we have 20 clubs that have not completed this requirement. I have sent an individual email to the Area AG's requesting they contact those clubs who still need to input their officers to Club Runner. As a reminder, we will have to roll over the officers if they fail to elect new ones. RI requires a minimum of President, President-Elect, Secretary and Treasurer to be notated in order to be a Rotary Club. Thank you to the following Area's for having all their clubs having completed this requirement: Area 6 – AG Maria Castillo; Area 7 – AG Charles Clements; and Area 11 – AG Lupita Zepeda.
- *District Grants:* Grants your club received for 2020-2021 should have the final information input to Club Runner and closed by May 31, 2021. Requests for grants for 2021-2022 should be submitted by June 30, 2021.

- *District 2020-2021 Awards:* You have until June 30, 2021 to complete all actions to qualify for District and RI Awards. A form for each award is posted on the District website. Submission will be June 30, 2021. Note – putting in timely Club Officers and goals are a requirement to receive awards.
  
- *New RI Club Award:* District 5930 has a Most Impactful Project of the Year Award will recognize small, medium and large clubs that have successfully developed and implemented at least one significant project during 2020-2021. The project must have been funded in part by the Rotary Foundation. More information is available on District website. Nominations are due November 15, 2021.
  
- *District Assembly:* The yearly assembly will be done virtually this year. Part 1 will be Saturday, May 15<sup>th</sup> from 9am to 12:30. It will cover Foundation and Grant Certification. Part 2 will be Saturday, May 22 from 9am to 12:45. It will cover Membership/Ignite; Rotary Leadership Institute; and Club Administration. All incoming Club officers should attend both sessions. All Rotarians are invited and encourage new members to attend to learn more about Rotary. There is no charge for this training. Zoom link to meeting will be sent to all Rotarians on Wednesday, May 19<sup>th</sup>.
  
- *Meeting Plans for 2021-2022:*
  - DG Chapa installation will be on June 26<sup>th</sup> at Echo Hotel in Edinburg. Go to the District website to register. More information to follow.
  - May 26 at 6 pm – Zoom District 5930 Membership Chair Presentation on How to Grow Your club. Facilitator will be Luis Cavazos. Email sent to Rotarians.
  - 2021 RI Virtual Convention will be June 12-16. Registration is open and fee is \$65. District website has information and link to register.
  - November 6, 2021 will be the District Leadership Training (formerly 4 N 1 Training). It will be held at TAMU Kingsville.

If you need help in working the virtual meetings, the District has several individuals willing to assist you. You can contact your Assistant Governor or the District Webmaster to help you find an assistant. I am available if you have any questions about this guide.

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