<u>Administrative Checklist for Rotary Club</u>
District 5930

Due Date   *Administrative Task*

Now/Jan 1st   **Dues** of $44 per member to District for Rotary year. Dues of $34 to RI per Member on July 1st and January 1st. In addition, magazine subscription cost to RI of $6 per member.

Now   Club **Goals** input to RI Club Central at rotary.org. Sign into My Rotary. These Goals should be updated at least quarterly. Presidential Citation comes from the data you input on these goals.

10th monthly   Membership: Send **Ignite** Report to Luis Cavazos (Lrcavazos@aol.com).

Nov 15, 2018   Club **Tax Exempt Tax Return** filed with IRS. File either 990, 990N, 990EZ, 990T. Send email to ross5357@aol.com once return filed as District needs confirmation that club is in compliance with tax filing requirements to keep your tax exempt status and a requirement for Club Awards and Grants.

Feb 1, 2019   Input **New Officers** for 2020-2021 to Club Runner and RI. At a minimum, You need President, Secretary and Treasurer entered.

Feb 28, 2019   Send President-Elect to **PETS**. In Dallas from Feb 27 to March 1, 2020.

                      Attend **District Events** and encourage Club members to participate.
July 20, 2019   Rotary Leadership Institute part 2, CalAllen, TX
Sept 7, 2019   Multi-District Project Fair (Brownsville)
Sept 21, 2019   4in1 Leadership Training – Kingsville, TX
Oct 24, 2019   World Polio Day
Oct 26, 2019   Adoption Awareness Picnic (Corpus Christi)
Nov 9, 2019   Deadline for Costa Rica, Veteran & Global Grant Scholarships
Jan 31-Feb 2, 2020   RYLA
Feb 8, 2020   Rotary Foundation Awards Dinner (Harlingen)
Mar 21-22, 2020   Rotary Polio Moto
Apr 20, 2020   Deadline to submit Area winner for Student 4-way Speech Contest
Apr 30 - May 3, 2020   District Conference – Corpus Christi, TX

May 1, 2020   Deadline to submit Rooted in Service Club Application

Jun 8-11, 2020   Rotary International Convention (Honolulu, HI)

Jun 30, 2020   Deadline Exemplary Club Checklist due

Jun 30, 2020   Rotary Citation 2019-2020 for Rotary Club Awards are due.
                    Make sure Goals are completed on My Rotary – Club Central at RI

Monthly   Do **Club Newsletter/Bulletin**. Can do more often, but keep members
                    Informed of club activities.

Monthly   Enter **Membership/Attendance** to Club Runner.

Ongoing   Update CR/RI for **Members Info** on email, phone, addresses, birthday.

Ongoing   Update your Club **Constitution/Bylaws.**

If you have questions or concerns on Club Administration contact:

LTG Club Administration Nancy Ross, ross5357@aol.com, 361-726-8122