

ROTARY DISTRICT 5020 CALENDAR FOR 2023-2024

DISTRICT COUNCIL MEETINGS

OCTOBER 14 2023 (ZOOM)
FEBRUARY 10 2024 (ZOOM)
MAY 2 2024 (IN PERSON)

ASSISTANT GOVERNOR AND COMMITTEE CHAIRS MONTHLY MEETINGS

First Tuesday of each Month Virtually

JULY 18 2023 at 7:00PM (*July 4th meeting is moved the third Tuesday*)
SEPTEMBER 5 2023 at 7:00PM
OCTOBER 3 2023 at 7:00PM
NOVEMBER 7 2023 at 7:00PM
DECEMBER 5 2023 at 7:00PM
JANUARY 16 2024 at 7:00PM (*January 2nd meeting is moved the third Tuesday*)
FEBRUARY 6 2024 at 7:00PM
MARCH 5 2024 at 7:00PM
APRIL 2 2024 at 7:00PM
MAY 7 2024 at 7:00PM
JUNE 4 2024 at 7:00PM

DISTRICT GOVERNOR LINE MEETINGS

Second Tuesday of each Month Virtually

JULY 11 2023 at 7:00PM
AUGUST 8 2023 at 7:00PM
SEPTEMBER 12 2023 at 7:00PM
OCTOBER 10 2023 at 7:00PM



NOVEMBER 14 2023 at 7:00PM
DECEMBER 12 2023 at 7:00PM
JANUARY 9 2024 at 7:00PM
FEBRUARY 13 2024 at 7:00PM
MARCH 12 2024 at 7:00PM
APRIL 9 2024 at 7:00PM
MAY 14 2024 at 7:00PM
JUNE 11 2024 at 7:00PM

UNITE DISTRICT 5020 ARTICLE DEADLINE

Third/Fourth Tuesday each Month

JULY 18 2023
AUGUST 22 2023
SEPTEMBER 19 2023
OCTOBER 24 2023
NOVEMBER 21 2023
DECEMBER 19 2023
JANUARY 23 2024
FEBRUARY 20 2024
MARCH 19 2024
APRIL 23 2024
MAY 21 2024
JUNE 18 2024

DISTRICT 5020 CONFERENCE AND TRAINING

SEMIAHMOO RESORT | BLAINE WASHINGTON

Semiahmoo Resort | 9565 Semiahmoo Pkwy | Blaine, WA 98230

SPACE WILL BE LIMITED, PLEASE REGISTER EARLY

May 2 2024 | District Council Meeting

May 3 - 5 2024 | District 5020 Conference and Training



FULL DISTRICT CALENDAR

JANUARY 2023 (2023/2034 PRESIDENT ELECT CALENDAR)

- Begin developing goals and appointing committee chairs.
- Begin preparing for next year's club budget and reviewing the status of continuing club projects.
- Encourage all incoming club officers and new members to attend the District Training Assembly.
- Check with the District Rotary Foundation Chair to determine the availability of DDF to support projects
- Check with the District Scholarships Subcommittee Chair to determine the district deadline to submit Peace Scholar and Global Grant applications.
- Identify and recruit a public relations (PR) chairperson and committee for the club.
- Obtain Rotary Foundation contribution and recognition reports from current club leaders via Club Central

FEBRUARY 2023 (2023/2034 PRESIDENT ELECT CALENDAR)

- Make sure that your club secretary registers you, your incoming Club Secretary, Club Treasurer and Club Foundation and Membership Committee Chairs with Rotary International so that you and they can use Rotary Club Central.
- Distribute Club Officer and Committee Manuals and the Presidential Citation brochure and the Rotary Club Central Worksheet to your leadership team and ask them to use the committee manual and Presidential Citation form to formulate their goals and action plans and to send the completed form to for you to enter on Club Central in May to guide your club.
- Encourage your public relations committee to read the Club Public Relations Manual; to register on the Rotary International website and use the numerous PR materials found in the My Rotary section; register for Rotary PR Tips, e-newsletter, and ordering PR training materials. .*
- Conduct a Community Needs Assessment to set meaningful service goals for your year.

MARCH 2023 (2023/2034 PRESIDENT ELECT CALENDAR)

- Encourage all incoming club officers and new members to attend the District Training Assembly.
- Work with the current club president to ensure continuity.
- 30 March: Obtain and review Monthly Contribution Report (MCR) toward suggested benchmark of 65% of Annual Programs Fund goal achievement.*



APRIL 2023 (2023/2034 PRESIDENT ELECT CALENDAR)

- Attend the District Training Assembly with other incoming club officers in April or May.
- Ask the PR chair to finalize the PR plan for the club, and identify key local media contacts.
- Rotarians at Work Day: Conduct a visible service project in your community to increase awareness of your club and recruit new members.
- Finalize the club budget for the coming year.

MAY 2023 (2023/2034 PRESIDENT ELECT CALENDAR)

- Hold the first meeting of the board-elect to review the status of current club projects and how they will affect planning for the upcoming year.
- Review the status of current grants and ensure progress/final reports have been submitted.
- Hold a club assembly to discuss your goals and activities to achieve those goals.
- Confer with the secretary and incoming secretary to update the RI membership database via DACDB before 1 June, so that the July invoice from Rotary International will be up-to-date and accurate.

JUNE 2023 (2023/2034 PRESIDENT ELECT CALENDAR)

- Enter data on Rotary Club Central before 1 July.
- Confer with the outgoing president to ensure a smooth transition.
- Arrange for a joint meeting of the incoming and outgoing club boards to ensure continuity.
- Ask the PR chair to promote new club officers to local media contacts.

JULY 2023

CRITICAL DATES

- 1 July Ensure membership updates are current in ClubRunner **AND** DACdb.
All club goals **MUST** be entered by July 1, 2023 by club presidents in Rotary Club Central
Rotary Peace Fellowship applications due to RI
- 11 July District Governor Line Monthly Meeting
- 18 July Assistant Governor and Committee Chairs Monthly Meeting
UNITE DISTRICT 5020 Article Deadline

CLUB ADMINISTRATION

- Plan and conduct monthly board meeting.
- Promote attendance at the district conference.
- Change Rotary theme logo on websites, social media and all marketing materials
- Review Presidential Citation criteria with Rotary Club Board and Rotary Club



- In mid-July, RI sends club invoices to all officers (their email addresses must be current) or mails them to club secretaries. Invoices for any clubs with no officers on record will be sent to the governor.
- Pay Rotary International dues per invoice
- Pay District dues (head count and fees may be delayed if needed, contact District Treasurer, Roan Blacker for more info)

PUBLIC IMAGE

- Ask the PR chair to promote the club as planned

MEMBERSHIP

- Initiate membership development programs for the year.

FOUNDATION

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- Lead by example and make your personal gift to the Annual Fund. Share your inspiration for giving with your district.
- Lead by example and encourage every Rotarian to make a personal contribution to The Rotary Foundation or enroll in Rotary Direct at the first meeting of the new year or in the month of July.
- Work with your Rotary Foundation committee to review the district qualification memorandum of understanding (MOU) and confirm that your district is following its implementation plan.

DISTRICT/RI

- Service Award for a Polio-Free World – Nomination period July 1st – October 1st. Any Rotarian can nominate for a regional or international award
- Polio Plus Pioneer Award July 1 – October 1, any Rotarian can nominate an Honors Rotarian who provided extraordinary service to polio eradication prior to November 1, 1992
- Review information about Rotary International and District awards and take action as required to get recognition.

AUGUST 2023

MEMBERSHIP AND NEW CLUB DEVELOPMENT MONTH

CRITICAL DATES

- 1 Aug Assistant Governor and Committee Chairs Monthly Meeting
- 8 Aug District Governor Line Monthly Meeting
- 22 Aug **UNITE DISTRICT 5020 Article Deadline**

CLUB ADMINISTRATION

- Plan and conduct monthly board meeting.
- Promote attendance at the district conference.
- Conduct club activities to support membership development by inducting appropriate Rotary Foundation alumni into membership in the club and working to help create new clubs.
- RI sends 1 July club membership numbers.
- RI first half payment for dues is now past due
- District Dues past due at end of August (unless District Treasurer has been notified)
- If any clubs have not received their Rotary International invoices, please contact RI: riclubfinance@rotary.org.

PUBLIC IMAGE

- RI sends 30-day reminder letters to clubs with balances of \$250 or more. (Clubs with balances of \$250 or more will not be eligible for the Rotary Citation.)
- Initiate Club Rotary Public Image campaign by highlighting your members using the People of Action

MEMBERSHIP

- Emphasize membership – Recruitment and Retention for year — share goals with club

FOUNDATION

- Log on to Rotary Club Central and download TRF contribution and recognition reports like new Paul Harris Fellows, etc. This task can also be assigned to the club secretary, treasurer or club Foundation chair.

DISTRICT/RI

- Consider nominating a club member for one of these service awards from The Rotary Foundation: District Service Award, Citation for Meritorious Service, or Distinguished Service Award.
- Ask the PR chair to promote club as planned – including any literacy projects for 8 September, International Literacy Day.

SEPTEMBER 2023

BASIC EDUCATION AND LITERACY MONTH

CRITICAL DATES

- 1 Sept Service Above Self Nomination deadline
- 5 Sept Assistant Governor and Committee Chairs Monthly Meeting
- 12 Sept District Governor Line Monthly Meeting
- 19 Sept **UNITE DISTRICT 5020 Article Deadline**

CLUB ADMINISTRATION

- Plan and conduct monthly board meeting.
- Promote attendance at the district conference.
- Identify/promote/celebrate literacy initiative
- Highlight and promote youth-related activities and programs and celebrate club success in Interact, Rotaract, RYLA and Youth Exchange programs.
- RI sends 60-day reminder letters to clubs with balances of \$250 or more. (Clubs with balances of \$250 or more will not be eligible for the Rotary Citation.)

PUBLIC IMAGE

- Ask the PR chair to promote club as planned – including any polio efforts for 24 October, World Polio Day.

DISTRICT/RI

- Nominate a Rotarian for Service Above Self Award
- District Governor interviews for Governor 2026-2027

OCTOBER 2023

COMMUNITY ECONOMIC DEVELOPMENT MONTH

CRITICAL DATES

- 1-31 Oct Submit Rotarian for Service Above Self Award
- 3 Oct Assistant Governor and Committee Chairs Monthly Meeting
- 4-10 Oct Rotary Alumni Reconnect Week
- 10 Oct District Governor Line Monthly Meeting
- World Polio Day
- 24 Oct **UNITE DISTRICT 5020 Article Deadline**

CLUB ADMINISTRATION

- Plan and conduct monthly board meeting.
- Promote attendance at the district conference.
- Conduct vocation-related activities and programs.
- Promote the activities of your World Community Service Committee



- RI sends 90-day reminder letters to clubs with balances of \$250 or more. (Clubs with balances of \$250 or more will not be eligible for the Rotary Citation.)
- Clubs that were terminated in May are no longer eligible to be reinstated and must apply for new charters.

PUBLIC IMAGE

- Ask the PR chair to promote club as planned – including any service projects that might be highlighted by local media during the upcoming holidays

MEMBERSHIP

- Monitor membership development initiatives and goals.

FOUNDATION

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- Based on the club's contributions to The Rotary Foundation, submit a timely request for Paul Harris Fellow recognition items, for presentation at a club ceremony during November, "Rotary Foundation" Month.
- Log on to Club Central and download TRF contribution and recognition reports.

NOVEMBER 2023

ROTARY FOUNDATION MONTH

CRITICAL DATES

- 1-7 Nov World Interact Week; Interact's anniversary is 5 November.
- 7 Nov Assistant Governor and Committee Chairs Monthly Meeting
- 14 Nov District Governor Line Monthly Meeting
- 21 Nov UNITE DISTRICT 5020 Article Deadline**

CLUB ADMINISTRATION

- Plan and conduct monthly board meeting.
- Promote attendance at the district conference.
- Encourage nominations of club officers
- Conduct related activities and programs on Rotary Foundation programs, including PolioPlus, and fund development*. (e.g. Paul Harris Fellows, Paul Harris Society, Benefactors, Bequest Society members and major donors).
- Week including 5 November is World Interact Week. Support your local Interact club or help organize one.
- RI sends 120-day reminder letters to clubs with balances of \$250 or more. RI may terminate clubs that have owed \$250 or more for 120 days or longer.
- 15 November: Deadline to submit IRS Form 990 (and possibly form 990-T) to U.S. Internal Revenue Service. Contact the IRS for report forms, filing limits, and other requirements (www.irs.ustreas.gov).

PUBLIC IMAGE

- Ask the PR chair to promote club as planned – including any health or educational projects related to 1 December, World AIDS Day.

FOUNDATION

- Invite a Foundation alumnus to speak at club
- Conduct Foundation related activities, seek a service grant – celebrate Foundation related activities
- Provide Foundation education: Paul Harris, EREY, Society, Major Donors and the new TRIPLE CROWN
- Focus: Every Rotarian Every Year for Foundation giving (EREY)
- Recognize all of the club's Major Donors, Bequest Society Members, Benefactors, Paul Harris Society members, and Paul Harris Fellows with special acknowledgement during Rotary Foundation Month.
- 15 November: Deadline to submit nominations for The Rotary Foundation Distinguished Service Award.

DISTRICT/RI

- Promote early registration for RI International Convention

DECEMBER 2023

DISEASE PREVENTION AND TREATMENT MONTH

CRITICAL DATES

- 5 Dec Assistant Governor and Committee Chairs Monthly Meeting
- 12 Dec District Governor Line Monthly Meeting
- 19 Dec **UNITE DISTRICT 5020 Article Deadline**
This is the last day for clubs to elect officers.
- 31 Dec Rotary generates Semi-Annual dues Report

CLUB ADMINISTRATION

- Plan and conduct monthly board meeting.
- Plan to send a club representative to the RI Convention. Check Rotary.org for the registration deadline
- Consult with the secretary to update the district database on or before 1 December, so that the January invoice from Rotary International will be up to date and accurate.
- Conduct activities to demonstrate your club's commitment to family and community.
- Hold annual club election no later than 31 December.
- Remind club to choose presidents-nominee by 31 December.
- Submit "new officers' data" & update membership data in ClubRunner and DACdb and make sure Rotary International is updated
- Conduct activities to support your club's commitment to family, friends and community
- Register President-Elect for PETS <https://pnwpets.org/>

- Club Annual Elections MUST BE COMPLETED BY Dec 31, 2021
- 31 December: Deadline for reporting next year's club president; secretary; treasurer; Foundation and Membership Committee chairs.

PUBLIC IMAGE

- Ask the PR chair to promote club as planned – including any family or service projects related to the holidays.

MEMBERSHIP

- Monitor membership development initiatives and goals.

FOUNDATION

- 15 December: Encourage members to make TRF contributions prior to this date in order to receive (USA) tax receipts.
- Assess the progress of club projects and provide progress reports for Grants as required by the Foundation.
- Ensure that all contributions to be counted within the calendar year are received at The Rotary Foundation before 31 December.

JANUARY 2024

VOCATIONAL SERVICE MONTH

CRITICAL DATES

- 7-11 Jan International Assembly
- 9 Jan District Governor Line Monthly Meeting
- 16 Jan Assistant Governor and Committee Chairs Monthly Meeting
- 23 Jan UNITE DISTRICT 5020 Article Deadline**

CLUB ADMINISTRATION

- Plan and conduct monthly board meeting.
- Conduct a semiannual checkup on all committee activities and objectives.
- Plan and conduct club assembly to review progress toward all club goals.
- Confirm and correct club member and officer data.
- Revisit the criteria for the Presidential Citation Awards.
- Promote the Four Way Test.
- Verify with the club secretary that the January invoice has been received and paid. Submit district per capita dues, if applicable. A past-due reminder notice will be sent on 1 April if RI dues have not yet been paid.
- RI may terminate clubs that have owed \$250 or more for 180 days or longer.
- In mid-January, RI sends club invoices to all officers (their email addresses must be current) or mails them to club secretaries. Invoices for any clubs with no officers on record will be sent to the governor.
- Review their past achievements in Rotary Club Central and begin to think about goals for next year.
- REGISTER for District Training and Conference

- Host club assembly or firesides to get feedback from members on club progress – review club goals.

PUBLIC IMAGE

- Ask the PR chair to promote club as planned – including Rotary’s anniversary on 23 February

FOUNDATION

- Log on to Rotary Club Central and download TRF contribution and recognition reports.

DISTRICT/RI

- Conduct activities and programs to provide members with continuing education on RI and to publicize Rotary to the community.

FEBRUARY 2024

PEACEBUILDING AND CONFLICT PREVENTION MONTH

CRITICAL DATES

- 6 Feb Assistant Governor and Committee Chairs Monthly Meeting
- 13 Feb District Governor Line Monthly Meeting
- 20 Feb UNITE DISTRICT 5020 Article Deadline**
- 23 Feb World Understanding and Peace Day (Rotary’s anniversary)

CLUB ADMINISTRATION

- Plan and conduct monthly board meeting.
- Promote District Training and Conference
- Promote attendance at the RI Convention.
- Conduct “Peace & Conflict Prevention/Resolution” programs for club
- 23 February (Rotary’s anniversary) is World Understanding and Peace Day. Conduct activities that emphasize Rotary’s commitment to international understanding, friendship, and peace.
- If any clubs haven’t received their invoices, refer them to riclubfinance@rotary.org.
- RI sends 30-day reminder letters to clubs with balances of \$250 or more. (Clubs with balances of \$250 or more will not be eligible for the Rotary Citation.)

PUBLIC IMAGE

- Ask the PR chair to promote club as planned – including water and environmental projects for 22 March, World Water Day.

FOUNDATION

- Promote Benefactor program as a way to build a brighter future for TRF’s programs on Rotary’s birthday.
- Log on to Rotary Club Central and download TRF contribution and recognition reports.

MARCH 2024

WATER, SANITATION, AND HYGIENE MONTH

CRITICAL DATES

- 5 Mar Assistant Governor and Committee Chairs Monthly Meeting
- 12 Mar District Governor Line Monthly Meeting
- 7-13 Mar World Rotaract Week; Rotaract's anniversary is 13 March.
- 19 Mar **UNITE DISTRICT 5020 Article Deadline**

CLUB ADMINISTRATION

- Plan and conduct monthly board meeting.
- Promote attendance at the district conference.
- Ensure incoming board is registered for DTAC (District Training and Conference)
- Conduct literacy related activities and programs.
- Clubs receive their Rotary International Convention credentials.
- RI sends 60-day reminder letters to clubs with balances of \$250 or more. (Clubs with balances of \$250 or more will not be eligible for the Rotary Citation.)
- Host Water & Sanitation programs at the club
- Week including 13 March is World Rotaract Week. Conduct activities in support of your local Rotaract club or help organize one.

PUBLIC IMAGE

- Ask the PR chair to promote club as planned – including environmental or sustainable development projects for 22 April, Earth Day.

MEMBERSHIP

- Monitor membership development initiatives and goals.

DISTRICT/RI

- Clubs conduct the interview and selection process for the Rotary World Peace Fellowship and submit their club-endorsed Fellowship applications to the district in accordance with the district deadline.

APRIL 2024

MATERNAL AND CHILD HEALTH MONTH

CRITICAL DATES

- 2 Apr Assistant Governor and Committee Chairs Monthly Meeting
- 9 Apr District Governor Line Monthly Meeting
- 10-14 Apr The Council on Legislation meets in Chicago, Illinois, USA.
- 23 Apr **UNITE DISTRICT 5020 Article Deadline**



CLUB ADMINISTRATION

- Plan and conduct monthly board meeting.
- Promote attendance at the district conference.
- Promote club projects for Maternal & Child Health
- RI sends 90-day reminder letters to clubs with balances of \$250 or more. (Clubs with balances of \$250 or more will not be eligible for the Rotary Citation.)
- Clubs that were terminated in November are no longer eligible to be reinstated and must apply for new charters.
- Clubs should review Presidential Citation to determine which activities are yet required to qualify Rotary Club, Rotaract, and Interact clubs. Entering information in Rotary Club Central should automatically qualify clubs -Deadline for qualification is June 30

PUBLIC IMAGE

- Ask the PR chair to share PR plan with incoming committee, including media contact list; offer ongoing training as needed.

MEMBERSHIP

- Monitor membership development initiatives and goals.

FOUNDATION

- Log on to Rotary Club Central and download TRF contribution and recognition reports.

DISTRICT/RI

- Consider a nominee for The Rotary Foundation Citation for Meritorious Service; nominations received after 15 May will be returned to the nominator. Contact your district governor for details.

MAY 2024

YOUTH SERVICE MONTH

CRITICAL DATES

- 1 May Annual certification renewal mailing for Youth Exchange is sent to all certified districts.
- 3-5 May District Conference and Training in Blaine, WA
- 7 May Assistant Governor and Committee Chairs Monthly Meeting
- 14 May District Governor Line Monthly Meeting
- 24 May The Youth Exchange Officers Preconvention is held in Singapore
- 21 May UNITE DISTRICT 5020 Article Deadline
- 25-29 May The Rotary Convention is held in Singapore

CLUB ADMINISTRATION

- Plan and conduct monthly board meeting.
- Promote attendance at the district conference.

- RI sends 120-day reminder letters to clubs with balances of \$250 or more. RI may terminate clubs that have owed \$250 or more for 120 days or longer.
- Remind club Presidents-elect to set their annual goals in Rotary Club Central.

PUBLIC IMAGE

- Ask the PR chair to promote club as planned – including any local or global community service projects

MEMBERSHIP

- Monitor membership development initiatives and goals.

FOUNDATION

- 15 May: Deadline to submit nominations for The Rotary Foundation Citation for Meritorious Service.

JUNE 2024

ROTARY FELLOWSHIPS MONTH

CRITICAL DATES

- 1 June Rotaract club membership rosters are due through My Rotary or through authorized club management system vendors.
- 4 June Assistant Governor and Committee Chairs Monthly Meeting
- 11 June District Governor Line Monthly Meeting
- 18 June **UNITE DISTRICT 5020 Article Deadline**
- 30 June This is the last day to report Interact club advisers. Report them through My Rotary. This is the last day to report incoming district Rotaract representatives. District Governor or district executive secretaries must report them through My Rotary. This is the last day for clubs and districts to enter achievements for the 2023-2024 Rotary Citation. Resolutions for the Council on Resolutions are due.

CLUB ADMINISTRATION

- Plan joint incoming/outgoing board meetings
- Clubs prepare a year-end audit and review of programs
- Plan an installation ceremony to celebrate/acknowledge new board and outgoing board
- Send club representatives to the RI Convention.
- Report club's progress in meeting the goals of the Presidential Citation
- Conduct fellowship activities and programs
- Arrange for a joint meeting of the incoming and outgoing boards to ensure continuity.
- Promote club members' participation in Rotary Fellowships.
- Prepare a year-end audit of the club's financial transactions, working with club secretary and treasurer. Submit a financial statement to the club about its fiscal status.
- Prepare a status update for the club on its Rotary Foundation goal achievements and program participation.

- Confer with the president-elect to ensure a smooth transition.
- Smile and look forward to a great new Rotary year!

PUBLIC IMAGE

- Highlight any media coverage received and thank the PR committee for their outreach efforts.

MEMBERSHIP

- Monitor membership development initiatives and goals. Provide the club with a final report on membership growth and identify areas requiring continued action.

FOUNDATION

- Prepare the Club and Foundation year-end financial reports
- 1 June: Review Annual Programs Fund (EREY) goal achievement. Ensure that all contributions are sent in by 15 June to be credited in the current Rotary year.