

2008-2009 District 6270 Club President Check Sheet

Use this tool as a handy reference for you and your club to meet 18 months of deadlines and appointments during your year as Club President. All dates are subject to change.

Not inclusive of everything, check website, emails and newsletter for updates.

Accurate at time of development, March 24, 2008

Check off when completed	When Due, Target date	Task	To whom or where or notes
	At March 08 PETS,	Completed & returned Club Fund Development Goal Form	AG, then to DGE, submission is needed – even if late!
	<i>Early Bird Registration</i> 3/31	Savings for District 6270 Conference, May 16-18, Lake Geneva, Open to ALL Rotarians & Families	http://rotary6270.com/
	By 3/31	Submitting Matching Grant applications, and 3-H grant proposals	Dist WCS Committee or Mike.Slawny@we-energies.com
	Up to 4/16/08	Recruit club leadership team & Interact Officers to attend Spring Assembly	Club leadership team & Interact
	RSVP by 4/7/08	Registration for Foundation Dinner, Cost \$35.00/person	To Betsy Wittenberger, honestbetsy@charter.net
	RSVP 4/ 11/08	Numbers attending Spring Assembly	To Sandy Schulz, Sanshu@aol.com
	On/before 4/16/08	Submit information on Rotarians willing to serve on District Committees	To DGE Tamie, tkoop@wi.rr.com
	April 16	Attend District Foundation Dinner, Hartford	For all Rotarians
	April 19	Attend Spring Assembly, Slinger, Club Leadership Team & Interact officers, Reg. starts 7:15AM – 12 Noon	
	May 16-18, 08	Attend District Conference, Lake Geneva	For all Rotarians & Families
		Determined Club 2008-2009 Goals and Share with club	Club Leadership Team & Member Rotarians
	By June 1,	Determine District Simplified Grant project; submit application	To -- Mary Beth Seiser, mseiser@hnet.net
		Determine 2008-2009 Goals for Presidential Citation Award	
	Before 5/31	Youth Protection Compliance paperwork submitted, required if club works with Youth	To: Sandy Schulz, District Secretary
	June 1	Appendix Form #39, Planning Guide for Effective Clubs DUE	AG for signing, to DGE
	June	<i>Club Changing of the Guard Event. Enjoy! Transition to your term.</i>	
	June 15-18	Rotary International Convention, LA, California	All Rotarians & Families
	June 26	District Changing of the Guard Event, Seven Seas Restaurant, Delafield	By Invitation & RSVP
	July 1	Make Dreams Real Rotary Year Begins	
	Starting 7/1	New Cycle for submitting Grant App's	District WCS Committee
		Consider additional DG visit for special	Member Installation

	2-3 weeks prior to visit	Communicate with District Governor about club visit & Meeting with Officers	DG Tamie Koop, tkoop@wi.rr.com
	DG Visit	Be ready to have meeting with Officers, Club prepared for visit by DG	
	August, Sept, & Oct	Promote & recruit Rotarians to attend District Rotary Fall Seminar	Watch newsletter & website for RSVP date & Information
	Nov 1, 08	District Fall Seminar, AM, Site TBD	Rotarians & New members
	November, 2008	First District Simplified Grant progress Report due	To -- Mary Beth Seiser, mseiser@hnet.net
	<i>Early Bird Discount</i>	Consider attending RI Convention in England, check RI website for forms and fees	
	January 2009	Mid-point of Make Dreams Real Year	
	January & February '09	Work with Pres Elect to prepare them for PETS (March 20-21, 2009)	Remember if the PE doesn't attend, you repeat. Consider sending the PE - Nominee
	March 31, '09	1. Has club achieved net membership increase of at least ONE? 2. Club did a local or international service project to reduce child mortality? 3. Achieved other club 2008-2009 goals?	
	<i>Early Bird</i>	Watch for discount for District Conference Registration	Check Newsletters, Website
	By April 10, '09	Submit Presidential Citation Certificate Form, AND work with DG as to presentation date at club meeting	To DG Tamie or tkoop@wi.rr.com
	April 24-26, '09	Rotary District Conference, Osthoff Resort, Elkhart Lake for Rotarians & Families	
	April, '09	Second District Simplified Grant progress report due	To -- Mary Beth Seiser, mseiser@hnet.net
	May 30, '09	Final District Simplified Grant report Submitted	To -- Mary Beth Seiser, mseiser@hnet.net
	June 30, 2009	Your successful Year is complete! Congratulations! Remain Involved!	Volunteer for District level committees & activities

Administrative Assistant, **Sandy Shultz**, 19405 W Manor Park Drive, West Allis, WI 53227
Office 414-545-5898, Fax 414-543-4288, Sansch@aol.com

DG Tamie Koop, N4 W22714 Lexington Dr., Waukesha WI 53186
Office 262-542-4471, tkoop@wi.rr.com