

**ROTARY CLUB OF CLOVIS
ANNUAL TIMELINE OF ACTIVITIES 2017 – 2018**

<p>JULY – Start of New Rotary Year/Rotary Fellowship Month</p> <ul style="list-style-type: none"> - Contact Elementary Schools for number of 3rd graders for dictionary order - Treasurer submits dues invoices to membership - Treasurer sends member dues to District & RI - Review Policies & Procedures for any necessary changes - Freedom Fest – July 4th - Scholarship interviews at CCC - Rotaract Leadership Conference 	<p>AUGUST – Membership and New Club Development Month</p> <ul style="list-style-type: none"> - Membership Chair coordinates recruitment education and events - School and Interact/Rotaract Chairs contact school administrators regarding school and club involvement - Attend School Membership Drive to promote Interact/Rotaract - Recertify Interact/Rotaract Clubs on RI website - Dictionary Captains receive assignments and instructions for distribution - Assign and create member schedule for Crab Feed assignments, begin committee meetings - District Governor Visit on August 11
<p>SEPTEMBER – Basic Education and Literacy Month</p> <ul style="list-style-type: none"> - Dictionary Captains contact schools to schedule distribution in Sept/Oct - School Chair or designee attends Scholarship Night at CCC - Distribute \$500/\$1000 checks to Interact/Rotaract Chairs to present at their first Interact/Rotaract meeting - Distribute \$1000 check to Clovis Boy Scout Troop - Schedule Interact Assembly with schools 	<p>OCTOBER – Economic and Community Development Month</p> <ul style="list-style-type: none"> - Coordinate and recruit Club and Interact/Rotaract members for the Two Cities Marathon and order T-shirts - Contact District if interested in sponsoring an incoming or outgoing Exchange Student for following year - Send out Save the Date email and mailer for Crab Feed
<p>NOVEMBER – Rotary Foundation/Polio Plus Month</p> <ul style="list-style-type: none"> - Foundation Chair coordinates Foundation education, donation drive, and acknowledges PHF's - Club nominations for next Rotary year's Board of Directors and President Nominee - Club Crab Feed table reservations - Activate Crab Feed ticket sales on Club website and Event Bright ticket reservation system. Begin sales of Opportunity Tickets for the event - Two Cities Marathon Event (1st Sunday) - Board review of delinquent financial records of membership - Board review and recommendation of 3 (no less than 2) President Nominee candidates - Christmas stocking decorating and donation collection - Bell Ringing for Salvation Army (Nov/Dec) - Identify and make donation to selected Military family/ies - District Foundation/EndPolioNow Dinner? 	<p>DECEMBER – Disease Prevention and Treatment Month</p> <ul style="list-style-type: none"> - Club election of next years' Board of Directors and President Nominee - First week distribute food collection bins to schools for Christmas Baskets - Third weekend retrieve food collection bins (Fri), separate donations (Sat) and assemble and distribute Christmas Baskets (Sun) - Christmas stocking distribution and caroling - Christmas Social December 9

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<p>JANUARY – Vocational Service Month</p> <ul style="list-style-type: none"> - 31st deadline for scholarship recipients to submit requests for payment - Treasurer submits dues invoices to membership - Treasurer sends member dues to District & RI - Contact Sierra Vista Elementary to begin plans for Spelling Bee - Solicit and collect donation items for Crab Feed silent and dessert auctions - Notify Interact/Rotaract Clubs of volunteer need for Crab Feed 	<p>FEBRUARY- Peace and Conflict Prevention/Resolution Month</p> <ul style="list-style-type: none"> - Notify schools and send applications for Camp Royal. Students complete applications by the end of the month. - District Pre-Pets – February 10 - Crab Feed Fundraiser – February 24 - Reserve venue and auction company for next year’s Crab Feed Fundraiser - Clovis Rotary Charter Date – February 10, 1961 – 57 years
<p>MARCH – Water and Sanitation Month</p> <ul style="list-style-type: none"> - Camp Royal Interviews - Pres – Elect attends PETS (March 2 – 4) and begins planning their Pres year, i.e. Teams/ Committees, budget, projects, goals etc. - Attend District/Global Grant Training program (Mar/Apr) and complete necessary agreements with Officers - Contact HS’s about Clovis Rotary scholarship’s - Schedule date and obtain number of participants, staff and Rotarians involved in Spelling Bee. Order T-shirts, Thesaurus’s and metals - Students of Promise Awards – March 14 	<p>APRIL – Maternal and Child Health Month</p> <ul style="list-style-type: none"> - Camp Royal selections sent to District by April 24 - CLTA – Club Leadership Training Assembly – April 7, 9-2:30, Central High - Scholarship interviews at HS’s - Joe Augustino Annual Spelling Bee (Mar/Apr) - Schedule Spelling Bee winners to attend Club meeting - District 5230 Conference – April 27 – 29, Tenaya Lodge, Yosemite
<p>MAY – Youth Service Month</p> <ul style="list-style-type: none"> - School Chair or designee attend HS Scholarship Night - Contact CCC about Rotary scholarship’s - Board review of delinquent financial records of membership - President-Elect and Finance Committee develop budget and standing contributions - Update Website, RI and DaCdb to reflect new Rotary year, Officers and Board - President – Elect enters goals into RI website 	<p>JUNE – Rotary Fellowship Month</p> <ul style="list-style-type: none"> - Camp Royal week – June 9 - 14 - District Grant agreements sent to District by June 30 - Kick-Out Party - RI Convention – June 23 – 28, Toronto, Canada - Combined meeting of current and upcoming Boards - New Board member orientation - President - Elect presents budget to incoming Board for approval by July 1 - Vote on next year’s Honorary & Friends of Rotary - Submit District Grant Application on July 1
<p>RE-OCCURRING ACTIVITIES</p> <ul style="list-style-type: none"> - 1st Tuesday Salvation Army Food Distribution - 1st Friday birthday/anniversary cake - 2nd Monday Board Meeting - 3rd Friday mix up seating - 4th Tuesday Clovis Rotary Breakfast - Every week Corresponding Secretary distributes News and Notes - Every Friday Reading Program at Sierra Vista Elementary - Every Friday (other than DARK) club meeting 	<ul style="list-style-type: none"> - By the 15 of the month the Recording Secretary reports attendance to the District for the prior month - One month per year a Team provides Club Service - One month per year a Team provides Club Social - Once per month (Sept – May) Interact/Rotaract Chairs arrange for student visitors - Every Friday Speakers Committee arranges for program

Updated 1-7-2018