

**Milestone Calendar Preparing to be Rotary Club President
Based on the experiences of past presidents**

Months Before/ After Start of Rotary Year	Month	Description Items
-6	Jan	<ul style="list-style-type: none"> ▪ President-Elect name given to District 5240 (1 Jan) ▪ President-Elect Begins Assembling a Board of Directors (BOD) ▪ President-elect learns what the District Designated Grant value is, while attending the District Mid-term meeting.
-5	Feb	<ul style="list-style-type: none"> ▪ Notify the Atascadero Chamber who the President-Elect is, with contact information, as they will contact the PE to invite to the Tuesday in the Park BBQ drawing in March ▪ President-Elect, working with other BOD members, begins planning the use of the District-Designated Fund money
-4	Mar	<ul style="list-style-type: none"> ▪ Atascadero Chamber draws for Tuesday in the Park
-3	Apr	<ul style="list-style-type: none"> ▪ Review the Continuing Resolution. Share draft with the upcoming Board.
-2	May	<ul style="list-style-type: none"> ▪ Hold a BOD Meeting to perform the following functions: <ul style="list-style-type: none"> ○ Approve the District Designated Grant MOU ○ Approve the Continuing Resolution ○ Any other pre-Rotary Year business
-1	Jun	<ul style="list-style-type: none"> ▪ Fund raising committees begin working on dates, ticket designs, and getting organized
0	Jul	<ul style="list-style-type: none"> ▪ President's Decision whether or not to be DARK for first week in July (remember – each meeting is revenue opportunity!) ▪ Announce fund raising programs. Advise of ticket distributions
1	Aug	<ul style="list-style-type: none"> ▪ Foundation presents Rotary Scholarship checks to students ▪ District Governor often visits in August. Have a BOD meeting prior to lunch, and be sure to send e-mail invite to all BOD reminding them to attend. ▪ District Governor's social typically held at time of DG visit.
2	Sep	<ul style="list-style-type: none"> ▪ President-Elect Retreat typically held ▪ Consider a World Series Pool Fundraiser (Invite John Falkenstein)

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3	Oct	<ul style="list-style-type: none"> ▪ Colony Days (in case President wants to have a float in the parade) ▪ Public Safety BBQ typically held in October ▪ District Conference typically held (location varies)
4	Nov	<ul style="list-style-type: none"> ▪ Typical Atascadero-Paso Robles Senior Football Team luncheon ▪ Youth Services – typical month for Financial Workshop ▪ Veterans’ Day, 11 NOV (consider something special at club mtg)
5	Dec	<ul style="list-style-type: none"> ▪ Dark week of Christmas and New Years ▪ Typically a special holiday theme for one of the meetings (Club Service function)
6	Jan	<ul style="list-style-type: none"> ▪ Crab Feed typically held this month ▪ Foundation presents Rotary Scholarship Checks to students ▪ Take the Lead Conference typically held ▪ District Mid-terms typically held (Santa Maria and Oxnard) ▪ District Foundation Gala typically held ▪ Collect for Super Bowl Pool (invite John Falkenstein) ▪ STEPS Conference often held this month
7	Feb	<ul style="list-style-type: none"> ▪ Valentine’s Day program is usually a big special ▪ PETS typically held this month near LAX
8	Mar	<ul style="list-style-type: none"> ▪ Past-President’s Meeting (guidance get together to help incoming PE and PEN) in-lieu of Joint Board Meeting (something new in 2016)
9	Apr	<ul style="list-style-type: none"> ▪ Past-President begins plans for Come Down Party ▪ Secretary inquires with past 10 presidents for names for a PEN ▪ Past-President works to secure a PEN
10	May	<ul style="list-style-type: none"> ▪ Children’s Day in the Park (Bertha Shultz Ice Cream Social) ▪ Family BBQ typically held ▪ Youth Service – typical month for Financial Workshop ▪ Vocational Service – Typical month for Career Day ▪ Hit-n-Giggle Golf Event (non-fundraiser) optional event
11	Jun	<ul style="list-style-type: none"> ▪ Come-Down Party last Wednesday of the month ▪ Rotary International Convention typically this month ▪ President prepares a Rotary Year Summary memorandum and e-mails to the club prior to the last club meeting. The memo highlights the activities of the year, talks about budget performance and the club’s fundraising and giving for the year. ▪ District Governor Step-Down Luncheon (location varies)