



BEFORE 1ST JULY

1	Election of Incoming President of Club and Board of Directors (BOD) latest 31 st March of the past Rotary Year. <ul style="list-style-type: none">• Check Appendix 1 for Election Format Suggestion	<input type="checkbox"/>
2	Update Club information with Rotary International (Sept & March). <ul style="list-style-type: none">• Go to https://my.rotary.org/en/document/how-update-rotaract-and-interact-club-information > Fill in club information and Submit.	<input type="checkbox"/>
3	Update Club information with Rotaract District. <ul style="list-style-type: none">• Go to https://rotaract3300.org/update-your-clubs-information/ > Password: rotaractd33001920 > Fill in the form and Submit.	<input type="checkbox"/>
4	Have a pre-Board Meeting with incoming BOD to plan for the term (meetings, AGM, Club Assemblies, activities and OC for each activity).	<input type="checkbox"/>
5	Final Club meeting, joint Outgoing-Incoming BOD Meeting, handover accounts, and outstanding projects to be continued in the incoming term.	<input type="checkbox"/>



AFTER 1ST JULY

1	Pay District dues (RM7/member, min RM70, max RM200).	<input type="checkbox"/>
2	<p>Induct New Members (if any)</p> <ul style="list-style-type: none"> • Get the Induction Charge and Pledge from District website at http://rotaract3300.org/resources/ • Members (and guests) to fill up Membership Form (sample form can be downloaded from District website at http://rotaract3300.org/resources/) for club to have information of members and also to know the preferred avenue by members. <p>*Suggested: Potential members to attend at least 3 meetings and a project by the Rotaract Club as guests before a club decides to invite them to join the club.</p>	<input type="checkbox"/>
3	Submission of new members email address to District Secretary to be included as members in Rotaract mailing list (or personally subscribe by emailing rotaractd3300+subscribe@googlegroups.com)	<input type="checkbox"/>
4	Installation – Book District date, ensure no clashes with District activities and other clubs’ Installations.	<input type="checkbox"/>
5	<p>Book club’s calendar for District Board Meeting (DBM). DBM is usually held once in each quarter of the year at the following period:</p> <ul style="list-style-type: none"> • 1st DBM: after Installation season • 2nd DBM: during District Rotaract Conference (DRC) • 3rd DBM: during District Rotaract Assembly (DRA) • 4th DBM: during District Awards Night (DAN) 	<input type="checkbox"/>
6	<p>Book club’s calendar for DRC.</p> <p>*Suggest to discuss with Sponsoring Rotary Club for monetary support</p>	<input type="checkbox"/>
7	Book club’s calendar for DRA.	<input type="checkbox"/>



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8	Book club's calendar for DAN.	<input type="checkbox"/>
9	Book DRR calendar for DRR Visit (preferably during DG's Visit)	<input type="checkbox"/>
10	Plan for submission for Rotary Citation by 31 st March to DG through Sponsoring Rotary Club. Inform DRR and District Secretary of the submission.	<input type="checkbox"/>
11	<p>Plan for submission for World Rotaract Week (the week of 13 March) through Sponsoring Rotary Club. Inform DRR and District Secretary of the submission.</p> <ul style="list-style-type: none"> Go to https://my.rotary.org/en/document/world-rotaract-week-certificate-recognition to download World Rotaract Week Certificate. 	<input type="checkbox"/>
12	<p>Plan submission for District Awards (clubs can send in their submissions immediately after the completion of their projects and will be awarded additional points for early submission.</p> <p>Download District Awards Guidelines at http://rotaract3300.org/resources/</p>	<input type="checkbox"/>
13	Plan for submission for DRR Citation (2 weeks before DAN, to District Awards Chair, in Hardcopy and Softcopy).	<input type="checkbox"/>
14	Prepare Final Report to submit to Sponsoring Rotary Club at the end of the term.	<input type="checkbox"/>
15	Apply for District Simplified Grant for projects or apply grant from CIMB Foundation for project, through sponsoring Rotary Club.	<input type="checkbox"/>
16	Submit projects for Rotary Awards – Rotaract Outstanding Project Award. Submission deadline is 1 February.	<input type="checkbox"/>



ROTARACT DISTRICT 3300
CLUB CHECKLIST

	<ul style="list-style-type: none">Fill in the nomination form at https://rotary.qualtrics.com/jfe/form/SV_4USAyCAu9r9ZHut	
17	Promote and plan for attendance to Sister District, D3501, Taiwan Goodwill Visit (alternate yearly), APRRC (Yearly), Interota (once in 3 years) and Pre-Convention (yearly).	<input type="checkbox"/>



ROTARACT DISTRICT 3300
CLUB CHECKLIST

Appendix 1: Election Format Suggestion

- A. Current BOD proposes a candidate for each post in club. During AGM, floor can nominate other candidates (I propose 1 candidate only per post, so it'll be 2-way challenge). If there is a challenge, then election will be held amongst members in good standing.
- B. Any members of the club propose a member of good standing to be elected as a BOD. Only with agreement of the nominee, can the nominee be a candidate for the post. If there is a challenge, election will be held amongst members in good standing.

*No campaigning is allowed, unless club has a slot for each nominee to introduce themselves and convey their plans for the incoming term.