

No	Things to be done	Status
BEFORE YOUR TERM STARTS		
1	Complete Club Information - BOD	
2	Update Club Information - Membership	
3	Update/Add Club Members with Rotary International <ul style="list-style-type: none"> - Go to <https://my.rotary.org/en/> Manage → Club & District Administration → Club Administration → Update Member Data → Add, edit, or remove Rotaract member 	
4	Update/Add Club Leaders Information with Rotary International <ul style="list-style-type: none"> - Go to <https://my.rotary.org/en/> Manage → Club & District Administration → Club Administration → Update Member Data → Add, edit, or remove Rotaract club officers 	
5	Update Club Information with Rotary International <ul style="list-style-type: none"> - Go to <https://my.rotary.org/en/> Manage → Club & District Administration → Club Administration → Update Club Data → Update Data 	
6	Update All Club Information with Rotaract District <ul style="list-style-type: none"> - Inform District Trainer - Update through website <http://rotaract3300.org/> - Click the 'Update Club Info' button at the top right of the website → Get Password from District Secretary → Fill in the form and submit. 	
7	Have a pre-Board Meeting with the incoming BOD to plan for the term <ul style="list-style-type: none"> - Discuss your club's AAP <ul style="list-style-type: none"> - Meetings - Events - Goals for the Term - Pre-schedule AGM - Pre-schedule DRR Visit - Pre-schedule Installation Date 	
8	Submit Club's AAP to respective District Directors in terms of events	
9	Joint Outgoing-Incoming BOD Meeting <ul style="list-style-type: none"> - Handover Club Accounts - Outstanding Projects to be continued in the incoming term - Ongoing Projects 	

CLUB CHECKLIST

WHEN YOUR TERM STARTS (1st July Onwards)		
1	Pay District Dues (RM10/member, min RM100, max RM300)	
2	Pay RI Dues before the due date <ul style="list-style-type: none"> - Institutional-based Club (\$5 USD/Member) - Community-based Club (\$8 USD/Member) 	
3	Induction of New Members <ul style="list-style-type: none"> - Get the Induction Charge and Pledge from the District website at http://rotaract3300.org/resources/ <p>*Suggestion: Potential members to attend at least attend 3 meetings and a project by the Rotaract Club as guests before a club decides to invite them to join the club.</p>	
4	Submission of new members' email addresses to the District Secretary to be included as members of the Rotaract mailing list (or personally subscribe by emailing d3300rotaract+subscribe@googlegroups.com)	
5	Booking Club Installation and DRR Visits <ul style="list-style-type: none"> - Book DRR Calendar with District Secretary, ensure no clashes with ANY District Activities and other clubs' Installations 	
6	Book Club's Calendar for District Rotaract Conference (DRC) <p>*Suggest discussing with Sponsoring Rotary Club for monetary support</p>	
7	Book Club's Calendar for District Rotaract Assembly (DRA)	
8	Book Club's Calendar for District Awards Night (DAN)	
9	Plan for submission for Rotary Citation to DG through Sponsoring Rotary Club. Inform DRR and the District Secretary of the submissions.	
10	Plan submission for District Awards <ul style="list-style-type: none"> - Download District Awards Guidelines at http://rotaract3300.org/resources/ 	
11	Plan for submission for DRR Citation (2 weeks before DAN)	
12	Promote and Plan for attendance to <ul style="list-style-type: none"> - Sister District, D3501, Taiwan Goodwill Visit (alternate yearly) - APRRC (Yearly) - Interota (once in 3 years) 	