



ROTARY CLUB RECOMMENDED TIMELINE

(Actions should be completed no later than the date indicated – please be timely with your actions to insure participation by your sponsored students)

June

- June 5 – Club Sponsorship Documents emailed to Rotary Club President Elect and LEAD Chair
- June 30 – Club Board decides on which school(s) and how many students to sponsor to LEAD
- June 30 – Board decides if the club will sponsor one or more Facilitators to attend LEAD
- June 30 – LEAD Chair completes and sends the Rotary Club Intent to Participate Form to Paul Pierce (District LEAD Chair)
- June 30 – Board approves LEAD as a budget item
- June 30 – LEAD Chair arranges for LEAD recognition meeting at Club in October. Delegates, parents, and school representatives are invited to share their impressions of LEAD

July

- July 10 – LEAD Chair asks Rotarians to apply to be a Facilitator
- Club LEAD Chair periodically reminds Rotarians to apply to be a Facilitator
- July 31 – Facilitators complete the online application

August

- August 5 – LEAD Chair contacts the principal of each middle school the Club desires to sponsor
- August 10 – LEAD Chair meets with the middle school principal, describes Rotary, explains Rotary's commitment to youth and the LEAD program, reviews the School Participation Material, and encourages each principal to designate a school LEAD contact
- Club LEAD Chair periodically contacts the school LEAD contact to check on progress selecting Delegates and Alternates
- August 15 – Club Treasurer sends check payable to District 5340 LEAD to: Paul Pierce, LEAD Chair, P.O. Box 235080, Encinitas, CA 92023-5080
- August 25 – The school selects **an equal number of boys and girls as Delegates and one boy and one girl as Alternates**
- August 25 – Delegates and Alternates are instructed to complete the online application, print a hard copy, and obtain all signatures

September

- September 5 – Delegates and Alternates return the completed and signed applications to the school LEAD contact
- September 5 – The school LEAD contact collects the applications and gives them to the LEAD Chair
- September 7 – The LEAD Chair mails the original applications to the LEAD Registrar
- September 15 – Deadline for turning in Delegate and Alternate applications

- LEAD Conference – September 24 & 25

October

- LEAD recognition meeting at Club with students, parents and school representatives