



ROTARY CLUB LEAD TIMELINE

(Please complete the actions by the date indicated to insure participation by your students)

*****DON'T FORGET TO INCLUDE LEAD IN YOUR CLUB BUDGET*****

*****ITEMS IN RED ARE DEADLINES – NO EXCEPTIONS*****

July

- July 15 – Ask Rotarians to apply to be an Advisor (no cost for Advisors to attend)
- July 31 – Club Board approves LEAD as a budget item
- July 31 – LEAD Chair completes the online Rotary Club Registration Form – *The completed form is your invoice for payment*
- July 31 – Arrange for a LEAD recognition meeting at Club in late October or November

August

- Periodically – Remind Rotarians to apply to be an Advisor (Advisors attend Free!)
- When administration returns to school – Contact the principal of each middle school, describe Rotary, explain Rotary's commitment to youth and the LEAD program, review the School Participation Material, and designate a school LEAD contact
- **August 15 – PAYMENT DUE** - Mail check for Delegates payable to "District 5340 LEAD" to Paul Pierce, LEAD Treasurer, P.O. Box 235080, Encinitas, CA 92023-5080 – **Your students are not guaranteed a spot at LEAD until payment is received**

September

- Club LEAD Chair periodically contacts the school LEAD contact to check on the progress of selecting Delegates and Alternates
- September 10 – The school selects an equal number of boys and girls as Delegates (depending on how many students will be sponsored from the school) and one boy and one girl as Alternates
- September 15 – Delegates and Alternates must complete the online application
- September 20 – Collect the completed and signed Delegate and Alternate applications and check to see that they are complete
 - Make sure that the parents filled in the missing information and signed the parental consent form – **Students will not be allowed to board the bus without a signed parental consent form**
 - Some students may not have medical insurance and that is OK – Medical insurance is not required to attend camp
 - Make sure there are emergency contacts listed and please try to make sure they are different than the students basic contact information – (It is listed in the instructions but not all parents follow them and, if asked, we contact parents/guardians first, then the emergency contact in case we can't reach the primary contact
 - Obtain any missing information
- **September 25 – Prepare a list of Delegates' and Alternates' names and their schools**
- **September 25 – Write "Delegate" or "Alternate," as appropriate, on each application**

- **September 25 – Scan each Delegate and Alternate application to a separate PDF file**
 - Must be a PDF file – photo files (JPEG and JPG files are not acceptable)
 - Please have each complete application scanned to a unique PDF file
 - Please do not have a unique file for each page of the students application
 - Please do not have one file for all students your club is sponsoring
 - Please name the file “*Last Name, First Name – School.pdf*” (The school is important because there are students with the same name, but generally not from the same school)
- **September 25 – Email all Delegate and Alternate application PDF files and the list of Delegates’ and Alternates’ names and their schools to the LEAD Registrar at lead5340@gmail.com**
- **Please KEEP the original application until after the camp in case someone needs to see the original**
- **September 30 – LAST DAY TO REQUEST A REFUND FOR ANY REASON ... SORRY - NO REFUND REQUESTS ACCEPTED AFTER THIS DATE DUE TO CAMP COMMITMENTS**

October

- **October 5 – LEAD Advisor Orientation @ 6:00 pm @ District 5340 Office, 2247 San Diego Avenue, Suite 236, San Diego, CA 92110**
- **October 14-15 – LEAD Conference**
- LEAD recognition meeting at Club – invite students, parents, and school representatives