

2009 LEAD TIMELINE-CALENDAR

Please add these dates to your personal calendar and Rotary Club calendar.

January

15 - Review and update all forms and documents

February

1 - Review and update website

15 - Send notice to Clubs with Intent to Participate Forms

15 - Send notice to Schools with Intent to Participate Forms

20 - Club reviews the LEAD website for current information

20 - School reviews the LEAD website for current information

March

1 - Club Chair contacts School they sponsor

1 - Club Board approves LEAD as a budget item for following Rotary year

April

15 - Send notice to Rotarians to apply to be a Facilitator

30 - Club Intent to Participate Form due

30 - School Intent to Participate Form due

30 - Match sponsoring Club with School and notify each

May

15 - School selects participants and alternates

31 - School collects Student Applications and sends Student Applications to the Registrar

31 - Registrar contacts students

June

July

1 - Club Chair requests payment for LEAD from Club Treasurer

1 - Arrange for LEAD recognition meeting at Club in late October

31 - Deadline for Facilitator Applications

31 - Payment due for Facilitators and students – send to LEAD Registrar

August

1 - Select and notify Facilitators and Alternates

1 - Verify transportation schedule, location, riders

15 - Registrar follow-up – verify attendance, bus schedule, what to bring, etc.

15 - Last day for refunds

September

1 - School confirms attendance of students, replaces if necessary, notifies Registrar of change(s)

12 - Facilitator Training

26-27 - LEAD Conference

October

LEAD recognition meeting at Club with students, parents and school representative

November

December