

ROTARY DISTRICT 5190
IMPORTANT CLUB ADMINISTRATIVE DATES & DEADLINES
2011-2012



DATE	EVENT
7/1/2011	First day President may be elected for 2013-2014 term.
7/20/2011	Last day to submit June Attendance Report via District website.
7/31/2011	Last day to submit Semi-Annual Report to RI and to DG.
8/20/2011	Last day to submit July Attendance Report via District website.
9/20/2011	Last day to submit August Attendance Report via District website.
10/20/2011	Last day to submit September Attendance Report via District website.
11/15/2011	Last day to submit appropriate version of Form 990 to IRS, or Form 8868 to obtain a three-month extension, and California Clubs to submit forms to State. Failure to do so can result in fines and penalties.*
11/20/2011	Last day to submit October Attendance Report via District website.
11/30/2011	Last day to update the RI membership database so that the January semiannual report (SAR) will not require corrections.
12/20/2011	Last day to submit November Attendance Report via District website.
12/31/2011	Last day to elect President for 2013-2014 and officers other than President for 2012-2013 year.
12/31/2011	Last day to report names of President and Secretary for 2012-2013 to RI and to DGE.

1/20/2012	Last day to submit December Attendance Report via District website
1/31/2012	Last day to submit Semi-Annual Report to RI and to DG.
2/20/2012	Last day to submit January Attendance Report via District website.
3/20/2012	Last day to submit February Attendance Report via District website.
4/20/2012	Last day to submit March Attendance Report via District website.
5/20/2012	Last day to submit April Attendance Report via District website.
5/31/2012	Last day to update the RI membership database so that the July semiannual report (SAR) will be correct.
6/20/2012	Last day to submit May Attendance Report via District website.
Varies	Update RI database of Officer and Member changes as they occur. Report changes of President or Secretary to DG and District Secretary in addition to RI.
Varies	File Statement of Officers and Agent for Service of Process with State. Date varies depending on date of initial filing.*
	*This is not intended to be legal advice. Consult local attorney or CPA.

This chart is designed solely to alert the Clubs to deadlines for reporting to RI and District, tax filings and elections. It is not intended to be an event calendar or to replace the much more detailed President's monthly checklist. The goal is to provide a concise tool for the Presidents and Secretaries that will assist in avoiding missing key deadlines.