ROTARY CLUB LEAD TIMELINE
Please complete the actions by the date indicated to ensure participation by your students
Please remember to include your club's name and your name in all Communications

DON'T FORGET TO INCLUDE LEAD IN YOUR CLUB BUDGET
ITEMS CAPITALIZED IN RED ARE DEADLINES

LEAD Website: www.rotary5340lead.org

May-June
- President and President-Elect make sure that LEAD is in the club's budget

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
- Ongoing - Periodically – Remind Rotarians to apply to be a LEAD 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

September
- **SEPTEMBER 1 OR EARLIER –** LEAD Chair submits the online Rotary Club Registration Form – *The completed form is your invoice for payment*
- **SEPTEMBER 8 – PAYMENT DUE -** Mail check for Delegates payable to "District 5340 LEAD" to Paul Pierce, LEAD Treasurer, 701 Palomar Airport Road, Suite 30030, Carlsbad, CA 92011
- *Your students are not guaranteed a spot at LEAD until payment is received*
- Ongoing - Club LEAD Chair periodically contacts the school LEAD contact to check on the progress of selecting Delegates and Alternates
- **September 11** – 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 (Alternates are essential in case your Delegate(s) cannot attend at the last minute – (see September 30 deadline provisions below)
- **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 **(As soon as possible email the LEAD Registrar the names of your selected delegates)**
    - • 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 22 – LAST DAY TO EMAIL PDF COPY OF EACH DELEGATE AND ALTERNATE APPLICATION TO THE LEAD REGISTRAR**
- **SEPTEMBER 22 – LAST DAY TO EMAIL 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 28 – LEAD Parent Information Night Zoom Meeting** (New to 2023**) @6:00pm**
- **SEPTEMBER 30 – LAST DAY TO REQUEST A REFUND FOR ANY REASON … SORRY - NO REFUND REQUESTS ACCEPTED AFTER THIS DATE DUE TO CAMP COMMITMENTS.** If a Delegate reports that he or she cannot attend after this date, then you must coordinate sending one of your Alternates with the Registrar. If you did not select Alternates, then the Registrar will select an Alternate from another school that is underrepresented at LEAD

October

- **LEAD ADVISOR ORIENTATION – MANDATORY ATTENDANCE IS REQUIRED** at one of the following days and times via Zoom (Invitation to be sent)
  - **• October 3 (Tuesday) @ 6:00 pm**
  - **• October 5 (Thursday) @ 6:00 pm**

- **OCTOBER 14-15 – LEAD CONFERENCE**

- **After October 15 –** Schedule a LEAD recognition meeting at Club – invite students, parents, and school representatives