

## Southwest Rotary PETS 2025 Presidents Elect Pre-PETS PRE-PETS Learning Calendar

**All Classes listed below are on the My Rotary Learning Center**

### **Recommended Timeline**

#### **Month of September– Zoom\_Only – Dacdb and ClubRunner Training**

September 21	2:00 p.m. EDT(CR) and 3:30 p.m. EDT(DB)
September 25	Dacdb 9 pm EDT
September 26	ClubRunner 9 pm EDT

**DGE's review with PEs**

#### **Month of October – President Training - General**

October 1 - 11	Getting Started with the Learning Center
October 1 - 11	Get Ready – Club Presidents Basics 101
October 22	Managing Club Business-ie Club Meetings. Agenda, Finances and Communication—Zoom 9 p.m. ET(6pm California Time)
October 12-25	Work with your Club Leadership Team

**DGEs review with PEs**

#### **Month of November - TRF**

November 1-12	Rotary Foundation Basics
November 1-12	Get Ready – Club TRF
November 12	How to gain access to TRF Reports, Zoom 9:45 p.m. EDT
November 12	Why TRF? – Martha Peak Helman, TRF Trustee (22-26)- Zoom 9pm(6 p.m. California Time)

**DGEs review with PEs**

#### **Month of December - Membership**

December 1-16	Membership 101
December 10	Health check - Zoom – RI Membership expert, A. Lopez 9pm, ET
December 12-24	Rotary's Action Plan and You

**DGEs Review with Pes**

#### **Month of January – Public Image**

January 1- 9	Get Ready – Club Public Image Committee
January 1-9	Learn to use the RI Brand Center
January 11	RI Staff Branding/ Logos Zoom 11am (California Time)

**DGEs review with PEs**

### **Overview**

The resources needed to complete these assignments are available on the My Rotary Learning Center. Access and utilize the online materials so that you will be able to:

1. Enter and adjust goals and reports for your Club in Rotary Club Central
2. Access and understand Club reports
3. Access and use trends to assist your planning

## My Rotary Learning Center: Month of September

1. Learn how to use database for communication, calendar, reports, etc.
2. Learn website and accounting features
3. Explore use of the IGNITE App

## My Rotary Learning Center: Month of October

### October 1-11

1. **Getting started with the Learning Center – 15 minutes**
  - a. Set up your personal My Rotary account
  - b. Learn the “how-tos” for accessing the Learning Center.
  - c. Assist you in learning how to set your goals, input your Officers and
  - d. To access the courses outlined for the Pre-PETS classes
  - e. If you have any problems reach out with questions or problems to your DGE for guidance
2. **Club Presidents Basics - Get Ready – 15 minutes**
  - a. This course shares with you a great deal of what you need to know to be prepared in taking on your new exciting role and taking you through the roles and responsibilities
  - b. Helping you prepare and plan for the role and;
  - c. How to build a strong leadership team?

### October 12 – 25

1. **Managing Club Business - 30 minutes**
  - a. This takes you through your administrative responsibilities
  - b. Learning about the Club Standards and how your Club operates
  - c. Also, reporting and financial requirements  
Online Resources available to you
2. **Working with your Club Leadership Team – 30 minutes**
  - a. Overview of what your Club Leadership Team should look like
  - b. What the board’s role is
  - c. How to work with each other and the District
  - d. How to prepare a Communications Plan?

### October

Your DGE will review with you the month of October’s Learning Session, including the “What’s Next” Quizzes posted at the end of each session

## My Rotary Learning Center: Month of November

### November 1-12

1. **Rotary Foundation Basics – 45 minutes**
  - a. November is Foundation month, this program will give you information regarding The Rotary Foundation’s causes, including eradicating polio
  - b. Our Areas of Focus
  - c. Rotary Grants Programs
  - d. Rotary Peace Centers and Fellowships and.
  - e. How programs are funded
2. **Get Ready – Club Rotary Foundation Committee - 15 minutes**
  - a. This seminar helps you understand your role and that of the Committee
  - b. Talks about promoting The Rotary Foundation and,
  - c. What Online resources are available to you?
3. **How to access Foundation Reports and why TRF - Zoom**

## **November**

Your DGE will review the month of November's Learning Session, including the "What's Next" Quizzes posted at the end of each session

### **My Rotary Learning Center: Month of December**

#### **December 1-10**

- 1. How healthy is your Club?**
- 2. Why is membership important?**
- 3. How to impact your Club Culture?**

#### **December 11-19**

- 1. Rotary's Action Plan and You – 15 minutes**
  - a. Learn what Rotary's action plan is, and
  - b. What you can do

#### **December**

Your DGE will review the month of December's Learning Session, including the "What's Next" Quizzes posted at the end of each session

### **My Rotary Learning Center: Month of January**

#### **January 1-9**

##### **The Rotary Brand Center**

- 1. Get Ready – Club Public Image Committee**
  - a. Learn here about what your role is and how to promote your club
  - b. What resources are available to you
- 2. The Rotary Brand**
  - a. Learn the answers to what IS a brand?
  - b. How a strong brand helps YOUR own Club?
  - c. How can YOU strengthen the Rotary Brand?
  - d. Resources that are available to you
  - e. Extra work – create and download your Club logo from The Rotary Brand Central*
- 3. Rotary Brand Center – RI Zoom**

#### **January**

Your DGE will review the monthly Learning Session, including the "What's Next" Quizzes posted at the end of each session

#### **February**

Recommended each DGE hold a review of the Learning Center topics and maybe hold their own Pre-PETS session, either in person or on Zoom