

Trustee Timeline

March/April/ May

- Review Trustee Handbook
- Provide Host families with Host family job description and follow up questions
- Notify GRSP Office of attendance at Summer Meeting and book accommodations

July

- Begin meeting students at airport – July/August
- Meet with host families and coordinate arrival, initial planning and orientation for student
- Visit clubs and get on agenda for GRSP and Endowment presentation
- Work with host family to ensure that student is on agenda for first presentation
- Send host families information on Conclave and follow-up with them
- Register for Conclave and book accommodations – July/Aug

August

- Continue to meet students at the airport (see above)
- Follow-up with host families on Conclave
- Initial orientation for students: information regarding moving into dorm, college orientation, -- class registration, Conclave
- Assist host families as needed with moving students into dorms
- Coordinate transportation to Conclave for student(s)
- Attend Conclave
- Get on Club schedules for student and trustee presentations

September

- Contact host families to assure all is well with students
- Work with host families on transportation to Clayton County student weekend
- Follow-up with Clubs regarding bus rides to student weekends for year
- Attend student presentations at your clubs - mention endowment – Sept/Oct/Nov
- Solicit clubs to find applicants for Oslo Scholarship – deadline 12/30

October

- Continue to attend student presentations at clubs (see above)
- Follow-up with Clubs regarding bus rides to student weekends (Savannah upcoming)
- Work with host families on transportation to Savannah student weekend- Pay bus fare if applicable
- Solicit clubs to find applicants for Oslo Scholarship – deadline 12/30
- Solicit clubs to find applicants for the Barbara M. and Donald L. Thomas Peace Award – deadline November 15

November

- Continue to attend student presentations at clubs (see above)
- Work with host families on transportation to Sandy Springs student weekend
- Distribute Summary Book to President Elects and assist with commitment forms.
- Follow-up with students and host families to be sure where student attends Thanksgiving
- Make reservations for Trustees Meeting in January and book accommodation – Nov/Dec/Jan
- Solicit clubs to find applicants for Oslo Scholarship – deadline 12/30
- Solicit clubs to find applicants for the Barbara M. and Donald L. Thomas Peace Award – deadline November 15
- Determine Host Families for next year students

December

- Follow-up with students and host families to ensure student has holiday plans
- Follow-up with host families to ensure there are no issues with student

- Meet with clubs on selection process- select top 6 in order of preference
- Get signatures from all Clubs sponsoring next year's students to GRSP Office
- Make reservations for January GRSP selection meeting at hotel
- Confirm and follow-up to be sure clubs have paid entire payment to GRSP for current student
- Solicit clubs to find applicants for Oslo Scholarship – deadline 12/30
- Follow up on student classes selected for 2nd semester
- Review Clubs alignments for next Rotary year

- January
- Work with host families on transportation to Leadership Conference
 - Follow-up with clubs to be sure commitment form is in
 - Notify GRSP Office of attendance at January meeting and make reservation for accommodations
 - Attend January Meeting and Selection Process
 - Check with clubs to be sure student is on agenda for final presentation
 - Check 1st semester grades and participation in Host Club events.
 - Check on 1st semester grades with GRSP office
- February
- Visit Clubs and get on agenda for GRSP and Endowment talk, if one hasn't been given already
 - Check with clubs to be sure student is on agenda for final presentation (see above)
 - Follow up with students for Classes
- March
- Follow-up to be sure clubs have registered their student for district conference and have transportation to Conferences
 - Work with host families on transportation to Pelham student weekend
 - E mail your incoming students and introduce yourself when you receive notification.
 - Follow-up and encourage President Elects and host families to Email students.
 - Wales Applications due- If appropriate
 - Work with clubs to update number of Rotarians/Club with GRSP for Endowment giving award
- April
- Follow-up to be sure current students are attending, are registered and have transportation to Conferences
 - Work with host families on transportation to Camden County student weekend
 - Continue follow-up campaign to email incoming students and stay in touch.
 - Meet with host family/families and coordinate arrival and orientation for incoming student – Apr/May
 - Work with clubs to coordinate giving for \$50 minimum per capita
- May
- Continue follow-up campaign to email incoming students and stay in touch.
 - Visit your clubs and present a program, if you have not done so already
 - Get printout of endowment record and update Rotarian membership – May/June
 - Work with host families to ensure student has transportation to airport for trip home
 - Work with clubs to coordinate giving for \$50 minimum per capita for Endowment rebate
- June
- Continue follow-up campaign to email incoming students and stay in touch.
 - Visit your clubs and present a program, if you have not done so already
 - Get print out of Endowment record and update Rotarian list
 - Work on Clubs to coordinate giving for the \$50 minimum per capita giving to achieve the Endowment rebate