

## 附錄二 APPENDIX 2

### 總監月報行事曆

請考慮將下列的項目加入您的總監月報中\*。

\*請參考國際扶輪網站上的截止日期。

#### 7 月—識字月

- 強調一個識字計劃並鼓勵其他的識字活動/計劃。
- 提醒扶輪社秘書半年報告及會費的繳交。
- 通知扶輪社開始籌劃 8 月份的社員及擴展月及 9 月份的新世代月。
- 強烈要求扶輪社要更新他們的職業分類調查並列出補充及待補充的職業分類表。
- 邀請扶輪社提名地區總監的人選(國際扶輪施行細則第十三章"總監之提名與選舉")。
- 鼓勵扶輪社在 8 月份籌劃一個社員會議。
- 強調國際扶輪的主題和國際扶輪社長計劃。
- 開始地區年會推廣活動。
- 宣傳地區扶輪基金研習會的開會日期。
- 提醒/通知扶輪社地區所設定的扶輪基金會目標。
- 提醒扶輪社注意可運用人道計劃中的分享基金。

### Monthly Letter Calendars

Consider including the following items in your monthly letters\*.

\* Check deadlines on RI's Web site.

#### JULY — Literacy Month

- Highlight a literacy project and encourage other literacy activities/ projects.
- **Remind club secretaries of semiannual reports and per capita dues payments.**
- Alert clubs to plan for Membership and Extension Month in August and New Generations Month in September.
- Urge clubs to update their classification survey, making a current list of filled and unfilled classifications.
- **Invite Rotary clubs to submit names for nomination for district governor (Article XIII, "Nominations and Elections for Governors," RI bylaws).**
- Encourage clubs to plan a membership meeting in August.
- Highlight the RI theme and the RI president' s program.
- Begin district conference promotion.
- Promote the date(s) of the district Rotary Foundation seminar.
- Remind/advise clubs of Foundation goals established by district.
- Alert clubs of SHARE funds available for Humanitarian Programs.

- 促請扶輪社從 8 月 1 日之後要儘快將扶輪基金會獎學金申請書寄交給地區小組委員會。

- Urge clubs to send applications for Rotary Foundation scholarship awards to the district subcommittee as soon as possible after 1 August.

## 8 月—社員及擴展月

促請扶輪社檢討社員發展及擴展獎計劃(截止日期是 5 月 15 日)，以及擬定該年度的社員計劃(請在扶輪網站上用"社員"來搜尋出相關資訊)。

- 宣佈業已向國際扶輪報告的地區社員目標。
- 提醒扶輪社注意開始籌劃 10 月份的職業服務月活動。
- 提醒扶輪社有機會要與新世代一起工作。
- 鼓勵扶輪社建立新社員訓練計劃來教育新加入的社員。
- 再次呼籲扶輪社提名地區總監人選(國際扶輪施行細則第十三章"總監之提名與選舉")。

## AUGUST — Membership and Extension Month

Urge clubs to review the Membership Development and Extension Award program (deadline is 15 May) and develop a membership plan for the year (search for "Membership" at [www.rotary.org](http://www.rotary.org)).

- Announce the district membership goal that has been reported to RI.
- Alert clubs to plan for Vocational Service Month in October.
- Remind clubs of opportunities to work with new generations.
- Encourage clubs to educate new members by establishing a new member orientation program.
- Include an additional call for Rotary clubs to submit names for nomination for district governor (Article XIII, "Nominations and Elections for Governors," RI bylaws).

## 9 月—新世代月

- 提醒扶輪社輔導扶輪少年服務團和扶輪青年服務團的好處。
- 推廣世界社區服務的計劃。
- 提醒扶輪社長注意開始籌劃 11 月份的扶輪基金月活動。
- 藉著強調一個扶輪社的參與或發表一篇現任或前青少年交換學生的文章來鼓勵參加扶輪青少年交換的活動。
- 提醒扶輪社開始籌劃世界扶輪少年服務團週 (11 月 5 日的那一整個星期當中來慶祝)。

## SEPTEMBER — New Generations Month

- Remind clubs about the benefits of Interact and Rotaract club sponsorship.
- Promote World Community Service projects.
- Alert club presidents to plan for Rotary Foundation Month in November.
- Encourage participation in Rotary Youth Exchange by highlighting a club's involvement or publishing an article from a current or former Youth Exchange student.
- Alert clubs to plan for World Interact Week (observed during the week in which 5 November

## 10 月—職業服務月

- 提醒扶輪社舉辦一次扶輪社務行政會議來探討委員會的工作與計劃。
- 提醒扶輪社推選職員的截止日期。
- 提醒扶輪社理事會決議強烈要求下屆社長參加地區講習會議。
- 開始推廣國際年會。
- 鼓勵扶輪社表揚一位扶輪義工。
- 在 10 月 10 日以前公佈合格的總監提名人的姓名及扶輪社，並宣布 10 月 25 日為接受總監挑戰截止的日期。

## 11 月—扶輪基金月

- 11 月 5 日整個星期當中來慶祝世界扶輪少年服務團週。
- 提醒扶輪社擬定計劃邀請扶輪基金大使獎學金學生在扶輪社發表演說，並邀請他們參加服務計劃。提供扶輪社一份正在地區內進行研究的獎學金學生名單及每一位獎學金學生的簡介。將扶輪基金前受獎人加入扶輪社的計劃之內，並邀請他們參與活動。
- 要求扶輪社秘書將新選出的職員立刻通知它們的國際扶輪辦事處、地區總監及總監當選人。
- 報告地區內扶輪少年服務團及扶輪青年服務團的進展。
- 提醒扶輪社元月份是扶輪理解推行月。

## OCTOBER — Vocational Service Month

- Remind clubs to hold a club assembly to discuss committee work and plans.
- Remind clubs of the deadline for electing officers.
- Remind clubs of the Board decision urging incoming presidents to attend the district assembly.
- Begin promotion of the RI Convention.
- Encourage clubs to recognize a Rotary Volunteer.
- Publish the name and club of the selected governor-nominee by 10 October and announce 25 October as the deadline for receipt by the governor of challenges.

## NOVEMBER — The Rotary Foundation Month

- Observe World Interact Week during the week in which 5 November falls.
- Remind clubs to develop plans to invite Rotary Foundation Ambassadorial Scholars to speak at their clubs and to involve them in service projects. Provide clubs with a list of scholars studying in the district that includes a brief biography of each student. Include Rotary Foundation alumni in club programs and invite them to participate in activities.
- Ask club secretaries to notify their RI office, district governor, and governor-elect of newly elected officers immediately after their election.
- Report on the progress of Interact and Rotaract in the district.
- Remind clubs of Rotary Awareness Month in

January.

- 宣導地區參與的扶輪基金會活動(團體研究交換、配合獎助金、根除小兒麻痺等疾病夥伴等)。
  - 鼓勵扶輪社捐獻給扶輪基金會。
  - 如果適宜的話，發佈一份對所選出的總監提名人提出挑戰候選人的扶輪社的公告。
- Promote Rotary Foundation activities in which the district is involved (GSE, Matching Grants, PolioPlus Partners).
  - Encourage clubs to contribute to The Rotary Foundation.
  - Publish a notice to clubs of challenging candidates to selected governor-nominee, if appropriate.

## 12 月—

## DECEMBER

- 提醒秘書繳交半年報告，並要求他們寄一份他們的工作表的影本給地區總監。
- 提醒扶輪社該年度已屆一半，應該要舉行一個扶輪社務行政會議來評估該扶輪社的進展。
- 提醒扶輪社開始籌劃 2 月份的世界瞭解月及 2 月 23 日的國際扶輪週年紀念，同時也是世界瞭解及和平日。
- 提醒扶輪社繳交公式名錄資料的截止日期。
- 提醒扶輪社開始籌劃 2 月份第二個星期的家庭週。
- 開始大力推廣社長當選人訓練會議，地區講習會議及國際年會的活動。
- Remind secretaries of semiannual reports and ask them to send a copy of their worksheets to the district governor.
- Remind clubs that the halfway mark in the year is approaching and that a club assembly should be held to review the club's progress.
- Alert clubs to plan for World Understanding Month in February and the RI Anniversary on 23 February, which is designated World Understanding and Peace Day.
- Remind clubs of deadline for Official Directory information.
- Alert clubs to plan for Family Week, the second week in February.
- Begin intensive promotion for the presidents-elect training seminar, the district assembly, and the RI Convention.

## 1 月—扶輪理解推行月

## JANUARY —Rotary Awareness Month

- 提醒扶輪社理事會決議強烈要求下屆社長參加地區講習會議。
- 提醒秘書們完成繳交會費。
- 提醒扶輪社社員目標及達成的重要性。
- 提醒扶輪社可以運用的分享制度人道計劃撥配額。
- 提醒扶輪社開始籌劃世界扶輪青少年服務團週的活動(3 月 13 日的那一整個星期當中來慶祝)。
- 通知扶輪社可申請的世界評比(競爭性)獎學金及基於地區指定基金撥配的獎學金，並通知獎學金小組委員會主
- Remind clubs of the Board decision urging incoming presidents to attend the district assembly.
- Remind secretaries to complete per capita dues payments.
- Remind clubs of membership goal and importance of meeting it.
- Remind clubs of available SHARE Humanitarian Program Allocations.
- Alert clubs to plan for World Rotaract Week (observed during the week in which 13 March falls).
- Inform clubs of available world-competitive scholarships and scholarships based on District

委地區收件的截止日期及聯絡方式。

- 公佈獲選為總監提名人該扶輪社員的姓名。

## 2 月—世界瞭解月

---

- 按照 1 月份收到的扶輪社表揚摘要報告，列出每個扶輪社對扶輪基金會的捐獻。
- 強調 2 月 23 日的國際扶輪週年紀念—世界瞭解及和平日。
- 鼓勵扶輪社慶祝本月份第二個星期的家庭週
- 提醒扶輪社開始準備四月份的扶輪雜誌月。
- 提醒扶輪社預約參加國際年會。
- 繼續推廣國際年會

國際扶輪第 3520 地區 PDG DENS 提供

Designated Fund allocations, and include district deadline and contact information for the scholarships subcommittee chair.

- Publish the name of the Rotarian elected as governor-nominee.

## FEBRUARY — *World Understanding Month*

---

- List the contributions to The Rotary Foundation by club, based on the Club Recognition Summary Report received in January.
- Highlight the RI Anniversary on 23 February — World Understanding and Peace Day.
- Encourage clubs to celebrate Family Week during the second week of the month.
- Remind clubs to begin preparations for Magazine Month in April.
- Remind clubs to make reservations for the RI Convention.
- Continue to promote the RI Convention.

## 3 月一

## MARCH

- 提醒扶輪社有關**社長獎證書**的截止日期。
  - 3 月 13 日的那一整個星期當中來慶祝世界扶輪青少年服務團週
- Remind clubs of deadline for presidential citation certification.
  - Observe World Rotaract Week during the week in which 13 March falls.

## 4 月一扶輪雜誌月

## APRIL —Magazine Month

- 強調國際扶輪公式雜誌中著重與地區有關聯其中的一個特寫故事。
  - 提醒扶輪社開始籌劃扶輪聯誼月。
- Highlight a feature from one of RI' s official magazines focusing on its connection to the district.
  - Remind clubs to plan for Rotary Fellowships Month.

## 5 月一

## MAY

- 提醒扶輪社社長們及秘書們已接近年度尾聲，促請他們完成所有階段性的工作。
  - 提醒扶輪社對扶輪基金會的捐獻必須在 6 月 30 日以前寄到，才能被計算在當年度的目標之內。
  - 提醒扶輪社開始籌劃 6 月份的扶輪聯誼月活動。
- Remind club presidents and secretaries of the approaching end of year and alert them to begin completing all phases of their jobs.
  - Remind clubs that contributions to The Rotary Foundation must be received by 30 June to count toward the year' s goal.
  - Remind clubs to plan for Literacy Month.

## 6 月一扶輪聯誼月

## JUNE —Rotary Fellowships Month

- 提醒扶輪社做年度稽核。
  - 感謝各個扶輪社及扶輪社職員們所提供的協助。
  - 提醒秘書們半年報告並請他們寄一份工作表影本給地區總監。
- Remind clubs of the annual audit.
  - Acknowledge help given by various clubs and club officers.
  - Remind secretaries of the semiannual reports and ask them to send a copy of their worksheets to the district governor.

- 提醒秘書們繳交社員出席報告至地區總監。
  - 提倡扶輪聯誼的社交及計劃活動
  - 感謝每一位對本年度扶輪活動的成功所做的貢獻。
- Remind secretaries to send Membership-Attendance Reports to the district governor.
  - Promote Rotary Fellowships social and project activities.
  - Thank everyone for contributing to the success of Rotary in the district this year.