



15 BEFORE 15TH NEW TRIO TRANSITION CHECKLIST

1. Facilitate/ conduct handover meetings.
2. Share and receive handover materials and protect/ secure them in a Google Drive or other alternative.
3. Ensure district officers establish one-to-one connections with outgoing officers to encourage mentorship where possible.
4. Submit the district leader list to TI before July 15th *(along with signed District Leader Agreement and Release Statement).*
5. Submit the Area and Division alignment change to TI before July 15th. *(Note: This year it's crucial as the 4 clubs 4 areas rule is getting implemented.)*
6. Prepare the district calendar and submit to TI before July 15. *(Note: Make this a collaborative process involving Division and Area leaders.)*
7. District Leader training. *(Note: PQD to continue training till 100% EXCOM members are trained.)*
8. PQD to ensure 80-100% of club officers are trained in July.
9. CGD to work on the district marketing plan.
10. CGD to ensure the Moment of Truth (MoT) is conducted in July.
11. Trio to lead the creation of the District Success Plan (DSP): *(Note: Ensure Divisions, Areas, and Clubs submit their success plans.)*
12. Prepare and get the district budget ready before attending the District Leaders Training (DLT). *(Note: Make this a collaborative process with inputs from district officers.)*
13. PRM to submit a communication plan
14. Facilitate district bank account(s) signatory change before July 15th.
15. Schedule and conduct interviews with the International Director (ID) candidates.

Consult the [District Leaders Handbook](#) for more

CARE-GROW-WIN

We **CARE** for our members, help them **GROW** so they **WIN**