

Rotary Club of Burlington Central

New Member Onboarding Checklist

Referral & Application

- Member referral received
- Candidate information form completed

Meetings & Interviews

- Candidate attended three meetings
- Candidate briefed on Rotary values and expectations

Panel Interview

- Panel interview scheduled
- Panel interview completed
- Notes documented and shared

Committee & Board Review

- Membership Committee review completed
- Approval decision logged
- Candidate name posted to club for 3-week review period

Vulnerable Sector Check & Induction

- Vulnerable Sector Check completed
- Induction ceremony scheduled
- Mentor assigned

- Orientation materials provided

First-Year Support: Mentorship

- Mentor–new member intro meeting completed
- Monthly check-ins scheduled
- Progress notes tracked

First-Year Support: Orientation & Engagement

- Orientation program sessions attended
- Social events attended
- Committee/project involvement started

First-Year Support: Growth & Tracking

- Skills development opportunities identified
- Participation milestones recorded
- Mid-year check-in completed

First-Year Support: Year-End Review

- Member feedback collected
- Experience reviewed with mentor
- Improvement actions defined