



South Everett/Mukilteo Rotary New Member Procedure Outline

Following are the basic steps in the new member process, from sponsor proposal through mentoring. For detailed information on this process, see the "New Member Proposal Procedures" document posted on www.semr.org in the "Club Documents" section.

Steps New Member Process

- 1 Sponsor Downloads New member Procedures & Proposal Form from semr.org
- 2 Sponsor Completes Proposal Form "A" and turns it in to Membership Committee
- 3 Membership Committee Reviews Proposal and Forwards it to the Board with Their Recommendation
- 4 After Board Approval, Membership Committee Schedules & Completes Goalpost of Life Informational Meeting
- 5 Membership Committee Submits Results of Goalpost to President
- 6 President Reads Name to Club
- 7 Membership Committee Prepares New Member Packet
- 8 Website Administrator Initiates New Member Roster Page
- 9 Membership Committee Acquires & Trains New Member Mentor
- 10 President Inducts New Member
- 11 Website administrator Sends Welcome Email to New Member
- 12 Mentor Guides New Member Through New Member Activities