## MIAMISBURG ROTARY CLUB MEMBERSHIP PROPOSAL FORM – INSTRUCTIONS

- 1. Please ensure that you've also downloaded, read, and understand the Membership Information Letter before completing the Membership Proposal Form.
  - 2. When filling in form online, you may use "tab" to go to next section.
- 3. Character limits may be set for some boxes. If more room is needed, please provide a continuation sheet.
  - 3. Once form is completed, print (to pdf) to save information.
- 4. Please sign the printed form and give it to your Sponsor for their signature. Your Sponsor will deliver it to the Club Secretary.
  - 5. If you have any questions, please contact your Sponsor or the Club Secretary.

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**Date of Request & Box 6**: Click on box, an arrow will appear on right. Click arrow for dropdown to select month, day and year. You may also directly enter the date and it will automatically format.

- Box 1 & 5: Prefix: Enter as applicable (Mr. Mrs, Ms, Dr, Rev, etc.) or left blank if preferred.
- Box 2 & 6: Full Name: Enter first, middle and last names. Middle initial is ok.
- Box 3 & 7: Suffix: Enter as applicable (Sr, Jr, III, IV, etc.)
- **Box 4 & 8: Call / Nickname**: As preferred if different than first name. This will appear on your name badge. (ie., John for Jonathan, Kate for Kathleen, or other nickname.
- **Box 9, 10 & 11: Birth and Anniversary Dates:** Click on box, an arrow will appear on right. Click arrow for dropdown to select month, day and year. You may also directly enter the date and it will automatically format.
- Box 12 16: Contact Information: Enter as applicable.
- **Box 17: Use Personal Email as Default:** Click on "YES" or "NO" as applicable. If "NO" we'll use your work email.
- **Box 18 22: Business Information:** Enter applicable information.
- **Box 23:** Business Products / Services: Enter enough detail for us to understand your business / employer, and your specific role. This helps us determine your classification for membership.
- **Box 24 33: Previous Rotary Experience:** Click on "YES" or "NO". If "YES" enter additional information as applicable.
- Box 34 35: Rotary Knowledge and Interests: Enter information as requested.