

Membership Timeline/Application Path

This document is to be used as a guideline towards a path to membership

- 1) Prospective member **MUST** attend 3 meetings within a **suggested** 60 day rolling window and accompanied by a designated sponsor. Rolling 60 days is triggered upon attending his/her first lunch. Sponsor responsibility is to:
 - a) Sit with prospective member. If sponsor is unable to attend, he/she must find someone to fill in as a temporary sponsor.
 - b) Introduce prospective member to the club during the "Guests of Rotarians" portion of our meeting.
 - c) Sponsor is to **NOT** introduce prospective member as someone looking to seek acceptance in our club.
 - d) Sponsor is to advise the Membership Committee Chair or Club President (club President is to advise Membership Chair) of intent to apply for membership prior to completion of 3rd meeting.
 - e) Membership Chair will then add prospective member to the Tracking Grid to ensure completion of all required tasks.
- 2) Upon completion of his/her 3rd meeting, a member of the Membership Committee will reach out to the prospective member and set up a brief meeting to review:
 - a) Club expectations
 - b) Member obligations
 - c) Rotary expectations
 - d) Review timeline of application process. Must be submitted by the 3rd Tuesday of the Month. Otherwise application will roll in the following month.
 - e) Ensure applicant remains interested in joining our club
- 3) Submit application: Completed application and payment(s) is to be given to Membership Committee Chair or left at the name badge table. Membership Committee Chair is to check weekly for new applications. Applications can be downloaded from our club website: **www.rotaryjacksonhole.com**. Membership Chair is to advise sponsor that application has been received and advise when it will be reviewed.
- 4) Once application is received, Membership Committee Chair will review name(s) of interested applicant(s) at the monthly board meeting. Board meetings are held the first Tuesday of each month.
- 5) Applicant names must be submitted to entire club for review. Review period is a 7 day window. Club members can weigh in acceptance to club via email to club Secretary and will be reviewed at following board meeting.
- 6) Upon Board agreement of membership acceptance, contact with new member will be made by the Club President via email. Acceptance/Introduction template is to be used to ensure consistency.
- 7) 30 days after induction into our club, both the sponsor and a Membership Committee representative is to reach out and ask the new member how he/she is enjoying Rotary and offer assistance in any way. We want to ensure our new members feel comfortable and are engaging with other members.

- 8) Designated Membership Committee member will order new badge and assemble a welcome packet. Once the badge is received and welcome packet is assembled, the new member will be notified.
- 9) Badge and welcome packet will be provided to the Sergeant at Arms prior to the start of our lunch meeting. During his/her portion of our program, the new member will be called upon. A \$5 fee for the badge will be taken and the new member will be asked to provide everyone a brief 3 minute bio and why they joined Rotary.
- 10) New member will be provided a Red Badge Checklist in the welcome packet and will be asked to complete all assigned tasks within 90 days. The checklist is designated to integrate the new member into our club and get them fully engaged and become an active Rotarian.
- 11) Completed Red Badge Checklist is to be provided to the Membership Chair for review and final sign off.
- 12) Membership Chair is to advise the Sergeant at Arms that new member has completed the Red Badge checklist and to remove the Red Badge from new members badge. It will be at the discretion of the Sergeant of Arms whether to impose a fine as a gesture of goodwill/humor.
- 13) All tasks associate with the application process are tracked on the New/Prospective Member Tracking Grid and is to be reviewed at each board meeting by the Membership Chair or designee.