

# Membership Proposal Data Sheet

## ROTARY CLUB OF GAINESVILLE, FLORIDA

Please fill out this data sheet as completely as possible. Refer to the information box on the reverse side for membership proposal procedure. When completed, this form should be given to the Club Secretary or the Executive Secretary.

\_\_\_\_\_  
(Last Name, First Name, Middle Initial) (Nickname)

Employed By: \_\_\_\_\_ Position: \_\_\_\_\_

Occupation: \_\_\_\_\_ Proposed classification: \_\_\_\_\_  
*(Do not use position as part of classification, i.e., president, dean)*

\_\_\_\_\_  
(Business Address) (Zip code) (Business Phone)

\_\_\_\_\_  
(Residence Address) (Zip code) (Residence Phone)

Email (preferred): \_\_\_\_\_ Mobile #: \_\_\_\_\_

Civic activities: \_\_\_\_\_

Prior member of Rotary? \_\_\_\_\_ If so, where? \_\_\_\_\_

List current civic clubs: \_\_\_\_\_

Why do you feel this individual would be a good Rotarian for our club?

\_\_\_\_\_

Do you feel this individual will attend regularly? \_\_\_\_\_

Proposer: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Please print Proposer's name here) (Phone Number of Proposer)

E-mail of Proposer \_\_\_\_\_

Secure signatures of three current Club members, endorsing the above proposed person for membership in the Rotary Club of Gainesville. **One signature must be a current member of the BOARD OF DIRECTORS.**

Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Informational meeting with prospective member: \_\_\_\_\_ Date: \_\_\_\_\_

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Date discussed by Board: \_\_\_\_\_ Board approved? Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
(Club Secretary)

## ROTARY CLUB OF GAINESVILLE, FLORIDA

### New Member Proposal Procedure and Suggestions:

1. Before proposing a new member, if unsure of an open classification, check with the club's Executive Secretary to determine if there is an open classification fitting your proposed member. The Board of Directors will approve new classifications as needed.
2. Gather the information necessary to complete the front of the **Membership Proposal** form and give to the Executive Secretary.
3. Schedule a meeting with the **Rotary Information Committee** to provide the prospective member with Rotary facts and responsibilities of club membership including financial responsibilities.
4. This form then goes to the Classification Committee for approval. The next step is to send to the Board of Directors for approval. Depending on timing, this may take several weeks.
4. Once the board has made a determination, the secretary will notify you. Upon approval of the board, the next step is to "bulletin" the individual, by publishing the proposed member to the club at large. Rotary International requires, for right of privacy reasons, that the sponsor get SIGNED permission from the proposed member to be bulletined. Upon notifying the person of his/her proposal, you will provide the proposed member with an **Application for Membership**. This is also a good time to mention that being a Rotarian entails both time and financial commitments, that 50% attendance is mandatory, and that one enjoys the full benefits of Rotary by serving on various avenue committees and attending the fellowship events.
5. **No one should be introduced to the club as a "prospective member" or "proposed member."** Wait until the process is complete and the person has cleared the bulletin process. If no objections to membership are presented within 7 days from the date of the bulletin, the proposed member is eligible for membership. At this time, the sponsor and proposed member will receive written notification of welcome from the Executive Secretary. Notify the club's Executive Secretary a day or so before the new member is planning to attend a first meeting. Introduce your new member to the Executive Secretary when you arrive and at that meeting introduce your new member to the club. The Secretary will give the new member an information packet welcoming them to the club.
6. The new Rotarian will wear a red badge until he/she has: *1) attended a New Member Orientation; 2) provided a digital photo to the club Executive Secretary, 3) completed and turned in the Rotary Roster information form; 4) completed and turned in the committee sign-up sheet.*
7. Discuss the format of the Craft Talk with the new Rotarian. It is a way to introduce oneself and one's business to the membership at large. Craft Talks are scheduled in advance to suit the schedule of the new member and the Proposer.