



Rotary Club of Norfolk

New Member Orientation Checklist

New Member Name: _____ Induction Date: _____

Sponsor _____ Mentor _____

Mentor Phone _____ Mentor Email _____

The orientation activities below will help you to quickly integrate as a regular Club member. Complete all the steps as quickly as possible and swap your **Red** New Member badge for an official **Blue Badge**!

Orientation Activity	Date Completed
Meet with Director for Membership (_____).	
Meet with my Rotary Mentor (_____).	
Read all materials in the binder presented at induction.	
With your Mentor, select the Committees to which you will be assigned; note your responsibilities for each. Email the applicable Committee chairs to let them know.	
Email our Club's Exec. Assistant, Lisa Barnes, at rotaryclubofnorfolk@gmail.org to obtain your website Login / User Name and Password . Login to our Club's website, www.rotaryclubofnorfolk.org . Open " MY PROFILE "—enter/update all requested personal data and upload a recent "headshot" photo (<i>Jane can help, if needed</i>).	
While on our website, www.rotaryclubofnorfolk.org — scan all links— read the information under the links in the box "Club Pages"— watch "Rotary Videos."	
Go to www.Rotary.org —click on My Rotary and register for an account.	
Meet with Rotary Giving Chair (_____).	
Attend a Club / Norfolk Rotary Charities Board of Directors meeting (<i>usually held the second Monday of each month at 4:30 p.m.—see website calendar for location details</i>).	
Attend another Rotary Club's meeting (<i>not required for previous Rotarians</i>)—to search for other club / make-up attendance locations: https://my.rotary.org/en/search/club-finder	
Participate in "Happy Bucks" at a Club meeting by sharing news.	
Bring a guest to a Club meeting or event (<i>not required for previous Rotarians</i>)	
Participate in a Club service project (_____).	
Attend/participate in a social, field trip or other Club activity (_____).	
Meet with the President-Elect (_____).	
Meet with a Past-President of our Club (_____).	

After completing all the above steps, return this form to Jane Dembert. You will be awarded your Blue Badge during a Club meeting, which signifies that you have completed all your orientation steps.