

Rotary



Rotary Club of Key West CHECKLIST FOR PROCESSING NEW MEMBER APPLICATION

| | | DATE | INITIAL |
|--|---------------------------------|-------|---------|
| Candidate attends three meetings paid for by Sponsor. | 1st Meeting | _____ | _____ |
| | 2nd Meeting | _____ | _____ |
| Membership Proposal Form is provided to sponsoring member. Sponsor completes the form and returns it to the Membership Chair. | 3rd Meeting | _____ | _____ |
| | | _____ | _____ |
| Membership Chair reviews application and classifications and assures that candidate meets all qualifications, the sponsor meets with Board of Directors on candidates behalf. Board votes to approve/ disapprove candidate for membership. | 4th Meeting | _____ | _____ |
| | | | |
| Membership Chair has candidate sign Part B of the Membership Proposal Form BEFORE the candidates name is published to the Club Members for approval. | PRIOR to 5th Meeting | _____ | _____ |
| | | | |
| Membership Chair circulates name to Club members. If no written objections are received by any member the candidate is scheduled for RI training. | 5th Meeting | _____ | _____ |
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| Membership Chair contacts RI Chairman (Past President) and arranges a meeting with the candidate and the RI Chairman to discuss privileges and responsibilities in the Club. Information packet is given to the candidate and candidate is asked to complete new member data sheet, signs application if he/ she is still interested in membership, and provides payment of initial fees. Secretary submits dues to Treasurer. | 6th Meeting | _____ | _____ |
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| President will induct the candidate as a new member the following week. | 7th Meeting | _____ | _____ |