

# New Member Orientation

A How-to Guide for Clubs



ROTARY INTERNATIONAL®



# Contents

Prospective Member Information Programs	1
Session Format and Logistics	1
Session Outline	1
Action Steps	2
New Member Information Programs	3
Session Format and Logistics	3
Session Outlines	3
Action Steps	5
Beyond the Information Sessions	6
Induction Ceremonies	6
Mentoring	6
Family Involvement	7
Action Steps	7
Resources	8
Handouts and Worksheets	10
Financial Obligations and Attendance Requirements	10
Welcome to Rotary: Mentoring Worksheet	11
Inventory of Interests	13
Club Information for New Members	14
Appendix: Sample Induction Ceremonies	16
Publication Evaluation Form	19



An effective orientation to Rotary begins as soon as a qualified prospective member is identified. Learning the expectations and benefits of Rotary membership early in the process helps prospective members make well-informed decisions to accept the formal invitation, when it is extended.

Clubs have a responsibility to provide an in-depth informational program that teaches new members about Rotary, engages them in club activities, and welcomes them to the organization. This formal orientation plays a vital role in helping new members internalize what it means to be a Rotarian.

This guide offers recommendations for developing each stage of your club's orientation program, from prospective member education to new member orientation. You're encouraged to customize it to best meet the needs of your club.

# Prospective Member Information Programs



Educating prospective members about Rotary membership contributes to long-term retention of new members. Your club's prospective member information program should provide a broad overview of Rotary International and The Rotary Foundation, with a focus on the benefits and responsibilities of membership in your club, including an overview of your club's primary projects and activities.

## Session Format and Logistics

Conduct group informational sessions for prospective members quarterly (or periodically). Organize them as special events separate from regular club meetings, either on weekday evenings or weekends, and schedule them well in advance so that club members are able to promote them to prospective members. Club members who invite prospective members to attend these events should also attend.

Plan for the educational portion of the event to last approximately two hours, and encourage prospective members to bring their spouses. Host a lunch, dinner, or reception to accompany the event if your budget allows.

At the end of the event, invite prospective members to attend a club meeting as a guest, if they haven't already. Ask attendees to complete an evaluation at the end of the event to obtain feedback on the educational program you've presented.

## Session Outline

At the beginning of the session, ask prospective members what they already know about Rotary

and what they hope to learn during the session. Use various training techniques — a combination of lecture, panel discussion, question and answer — to involve and invigorate participants. Invite experienced club members and club leaders to serve as speakers and panel members. District leaders may also serve as excellent panel members or speakers; however, maintain a focus on club-level activity during this stage of education.

Customize the following session outline to fit your club's needs, and incorporate and distribute relevant club and RI publications. Focus on opportunities for immediate involvement in club activities and projects upon becoming a member. At the end of the session, make sure that all expectations and concerns were addressed:

1. History and organization of Rotary International
2. Mission of Rotary
3. Benefits of Rotary club membership
4. Responsibilities of membership
  - Attendance requirements and options for meeting make-ups
  - Financial obligations
5. Club projects (past and present)
6. RI programs and opportunities for involvement
7. Club and district structure and current officers
8. The Rotary Foundation
  - Humanitarian and educational programs
  - Financial support

### *Session Resources*

Prospective members don't know what your club has accomplished over the last five years, so tell them! Distribute specific session and take-home information about your club and district, such as:

- Club profile (a brochure or flier that highlights your club's past and present service projects and includes your club Web site address)
- Latest issue of your club newsletter and district newsletter
- Your club's financial obligations and attendance requirements (for an example, see page 10)
- District profile or fact sheet (available from your district governor)
- Club membership roster with classifications and contact information
- *Prospective Member Information Kit* (423-ENB)
  - *Rotary Basics*
  - *This Is Rotary*
  - *What's Rotary?*
  - *Welcome to Rotary*
  - *Rotary Foundation Facts*
- *Prospective Member Video Kit* (424-ENB)
  - *This Is Rotary*
  - *You: The Rotary Foundation*
  - *The Rotary Heritage Collection DVD*
  - *RVM: The Rotarian Video Magazine* (latest issue)

Order enough sets of the *Prospective Member Information Kit* to distribute to all prospective members and at least one *Prospective Member Video Kit* for the club library. Both kits can be ordered through the *RI Catalog* or online at [shop.rotary.org](http://shop.rotary.org).

### Action Steps

1. Have the club membership committee schedule, plan, and carry out prospective member educational events (committee may delegate responsibility to a subcommittee).
2. Announce dates for prospective member information program events at weekly meetings, and post them in club newsletters and on the club Web site.
3. Provide contact or registration information on your club Web site.
4. Inform club members of the attendance goals for the event as well as the procedure for inviting prospective members.
5. Mail a formal invitation to prospective members asking them to confirm their attendance. Encourage attendees to invite their spouses.
6. Send a postcard or e-mail reminder to all registered attendees approximately 10 days before the event.

# New Member Information Programs



A new member information program should help new members expand on the knowledge gained from the prospective member program and broaden their understanding of their membership in a Rotary club. Your club's program should cover the following topics in three separate information sessions:

- Rotary policies and procedures
- Opportunities for service
- Rotary history and achievements

## Session Format and Logistics

New member information sessions are usually held as one-on-one meetings, since simultaneous new member inductions can't always be planned. If your club has new members join in pairs or small groups, hold these as group sessions.

Always assign each new member his or her own mentor (for more on mentoring, see page 6).

The session leader(s) may alternate from session to session. For instance, in one program, the mentor meets with the new member for the first session, a club leader conducts the next one, and a club member handles the third. If you're leading a session, invite the new member to meet in your place of business, over lunch or dinner, or before or after a regularly scheduled club meeting.

## Session Outlines

Make sure that each session clearly addresses a new topic. Customize the following session outlines to fit your club's needs, and distribute publications for the programs or topics your club is involved with. Many publications are also available as free downloads from [www.rotary.org](http://www.rotary.org). Refer new members to the RI Web site, your club Web site, or your district Web site whenever relevant.

### Session One — Rotary Policies and Procedures

1. How to propose a new member
2. Meeting make-ups
3. Club structure
4. Elements of an effective club and how clubs fulfill the purpose of each element
5. Club meetings
  - Regular meetings
  - Committee meetings
  - Club assemblies
  - Board meetings
  - Fellowship events
6. Attendance expectations
7. Finances (participation, contributions)
8. District structure
  - District governors
  - Assistant governors
  - District committees

### *Session One Resources*

Provide copies of materials when possible; otherwise, loan copies of relevant materials from the club library. Review materials with new members.

- Financial Obligations and Attendance Requirements handout (modeled after example on page 10)
- Club Information for New Members handout (page 14)
- E-learning center at [www.rotary.org](http://www.rotary.org)
- Standard Rotary Club Constitution
- Recommended Rotary Club Bylaws
- *Manual of Procedure* (035-EN)
- *RI Catalog* (019-EN)

Find more information at [www.rotary.org](http://www.rotary.org).

### *Session Two Resources*

Present relevant items to new members, and review the materials with them. Loan videos from the club library as needed.

- Club profile and district profile (see descriptions on page 2)
- E-learning center at [www.rotary.org](http://www.rotary.org)
- *Promoting Peace through International Scholarships* (610-EN)
- *Ambassadorial Scholarships and Rotary Grants for University Teachers Leaflet* (132-EN)
- *Rotary World Peace Fellowships Leaflet* (084-EN)
- *Rotary Peace and Conflict Studies Program Brochure* (105-EN)
- *Group Study Exchange Brochure* (160-EN)
- *PolioPlus Brochure* (323-EN)
- *The Rotary Foundation Quick Reference Guide* (219-EN)
- *Rotary Foundation Facts* (159-EN)
- *Two Needs, Two Ways of Giving* (173-EN)
- *Every Rotarian, Every Year Brochure* (957-EN)
- *Paul Harris Society Brochure* (099-EN)
- *Interact Brochure* (600-EN)
- *Rotaract Brochure* (663-EN)
- *Rotary Community Corps Brochure* (779-EN)
- *Making a World of Difference: Youth Exchange* (755-EN)
- *Service Above Self: A Century of Extraordinary Purpose* (929-EN)

Find more information at [www.rotary.org](http://www.rotary.org).

## Session Two — Opportunities for Service

(Club, district, and international)

1. Current club and district projects
2. RI programs
  - Interact
  - Rotaract
  - Rotary Community Corps
  - Global Networking Groups
  - Rotary Friendship Exchange
  - Rotary Volunteers
  - Rotary Youth Leadership Awards
  - World Community Service
  - Youth Exchange
3. The Rotary Foundation programs
  - PolioPlus
  - Humanitarian Grants Program
  - Educational Programs

## Session Three — Rotary History and Achievements

1. Origin, growth, and achievements of Rotary International
  - History of RI and The Rotary Foundation
  - RI Board of Directors
  - The Rotary Foundation Trustees
  - Object of Rotary
  - Mission of Rotary International
2. Tradition of high ethical standards
  - The Four-Way Test
3. History and achievements of local club
4. Spouse/partner and family involvement

### *Session Three Resources*

Present relevant items to new members, and review the materials with them. Loan new members videos from the club library when necessary.

- *The ABCs of Rotary* (363-EN)
- *Rotary Basics* (595-EN)
- *Introducing Rotary* (982-EN)
- *Rotary International Annual Report* (187A-EN)
- *The Rotary Foundation Annual Report* (187B-EN)
- *RI Theme Brochure & Presidential Citation Brochure* (900-EN & 900A-EN)
- *Every Rotarian, Every Year DVD* (978-MU)
- *Conquering Polio* (329-MU)
- *New Member Information Kit* (426-ENB)

Find more information at [www.rotary.org](http://www.rotary.org).

## Action Steps

1. Set a schedule for the information sessions as soon as the board accepts the new member. Determine who will conduct the sessions and who will serve as the new member's mentor.
2. Determine which materials you'll use in your sessions. Consider which materials you'll purchase and which you'll download. Keep a supply of the *New Member Information Kit* and other RI materials in stock.
3. Review available e-learning PowerPoint presentations for new members at [www.rotary.org](http://www.rotary.org). How will you use these modules? Determine whether you want new members to review specific e-learning modules before, after, or during the sessions.
4. Establish the session location, level of formality, and duration. Will the sessions involve more than one new member? Will any videos be shown during the sessions, or will you loan the new members videos from your club library?
5. Discuss open committee spots available for the new member.
6. Decide how you'll use the worksheets at the back of this publication.
7. Develop a system for obtaining feedback from new members on a wide range of issues, including the process and results of the orientation program itself. Report this feedback to the club president, assistant governor, and district governor as appropriate.





# Beyond the Information Sessions

A successful new member orientation program ensures that each new Rotary club member becomes integrated into the club. To accomplish this, make sure your club's program also incorporates

- Induction ceremonies
- Mentoring
- Family involvement

## Induction Ceremonies

The day that a person becomes a Rotarian marks the beginning of many years of involvement and achievement. This event warrants a memorable and meaningful induction ceremony to welcome the new member to the club. Invite the club member's family to attend, and encourage all members of the club to participate in welcoming the new member and spouse. Allow enough time after the formal ceremony for personal introductions to every member of the club.

Consider the following suggestions as you plan your ceremony:

- Conduct the ceremony in a special facility other than the club's regular meeting place to add to the formality of the occasion.
- Decorate the room or area appropriately with your club banner and other Rotary items.
- Encourage current members to speak to the group about their commitment and pride in Rotary.
- Ask inductees to prepare a short speech highlighting their personal and professional achievements.

Two sample scripts for formal induction ceremonies are provided on page 16.

## Mentoring

Mentoring is an effective way to promote new members' involvement in your club. Choose mentors who are committed to their role as an ongoing Rotary resource and source of support for new members. Address these considerations:

- Does the person have a high level of knowledge and interest about the club and Rotary?
- Is he or she willing and able to devote the time and energy necessary to help the new member fully participate in the club?
- What might the person have in common with the new member (hobbies, interests, profession)?

Mentors can be assigned before or after induction. Your club should determine at what point mentoring should begin and how long it should continue.

## Mentor's Responsibilities

- Monitor the new member's comfort level and involvement in the club through periodic personal meetings.
- Accompany the new member to club meetings on occasion.
- Introduce the new member to every club member.
- Explain the various club committees and suggest a committee assignment that is compatible with the new member's interests, if possible.
- Inform the new member about special meetings and Rotary social events held throughout the year. Attend as many of these events as possible, and act as an informal host to the new member and the member's family, introducing them to other club members and making them feel at home.

- Ensure that the new member understands all club rules, including the attendance requirement and options.
- Monitor the new member's attendance. Suggest make-up alternatives, when necessary, and accompany new members to meeting make-ups, if possible.
- Be readily available to answer questions and provide advice or guidance if asked.

### *Mentoring Resources*

Present the following items to new members, and review the materials with them:

- Welcome to Rotary: Mentoring Worksheet (page 11)
- Inventory of Interests (page 13)
- Club Information for New Members (page 14)
- Mentor's business card and personal contact information

*Note:* Both the mentor and new member should keep a copy of the completed forms.

## Family Involvement

Because participating in Rotary activities often conflicts with family time, family members should be informed about Rotary and understand the responsibilities and benefits of membership. Opportunities for family involvement in Rotary vary from club to club and country to country. Inform new members of appropriate ways in which their families can become involved in your club's activities.

A number of exciting RI programs are open to either spouses or children of Rotarians, including Rotary Youth Exchange, Global Networking Groups, and Rotary Friendship Exchange.

Share the following suggestions for family involvement with new members:

- Invite family members to attend a Rotary club meeting.
- Invite family to participate in various club service projects and social activities.
- Invite Ambassadorial Scholars/Group Study Exchange teams sponsored or hosted by your club/district to your home or to a social activity.
- Encourage your spouse (and children, when permitted and appropriate) to attend the district conference, regional conferences, and the RI Convention.
- Encourage your children who meet the age requirement to join an Interact club (ages 14-18) or Rotaract club (ages 18-30).

## Action Steps

1. Designate one or several members of the club's membership committee to organize the new member induction ceremony.
2. Develop a process for finding enthusiastic club members who are interested in serving as mentors, and conduct training for mentors. Seek advice from your district trainer.
3. Decide when, where, and how you'll introduce the new member to his or her Rotarian mentor.
4. Decide how you'll communicate opportunities for family involvement to new members.



# Resources

All clubs are urged to establish and maintain a club library of current RI materials, which should be available to all club members. The following is a *minimum* suggested list of resources:

- *The ABCs of Rotary* (363-EN)
- *RI Catalog* (019-EN)
- *Manual of Procedure* (035-EN)
- *Official Directory* (007-ENP)
- *Rotary Basics* (595-EN)
- *Membership Development Resource Guide* (417-EN)
- *Developing Your Club's New Member Orientation Program* (425-ENB)
- *New Member Information Kit* (426-ENB)
- *New Member Video Kit* (427-EN)
- *Prospective Member Information Kit* (423-ENB)
- *Prospective Member Video Kit* (424-ENB)
- *Rotary International Annual Report* (187A-EN)
- *The Rotary Foundation Annual Report* (187B-EN)

The items included in the new member kits are listed below. Your club should purchase these kits or create your own kits from materials that you believe are most relevant to new members in your club.

## New Member Kits

### **Developing Your Club's New Member Orientation Program** *(for clubs)*

- *New Member Orientation: A How-to Guide for Clubs* (414-EN)
- *Membership Development Resource Guide* (417-EN)
- *RI Catalog* (019-EN)

### **New Member Information Kit** *(for new members)*

- *Rotary Basics*
- *The ABCs of Rotary*
- *RI Theme Brochure & Presidential Citation Brochure*
- *The Rotarian* (most recent issue)
- *Welcome to Rotary*
- *Rotary Foundation Facts*
- *The Rotary Foundation Quick Reference Guide*
- *Every Rotarian, Every Year Brochure*
- *Two Needs, Two Ways of Giving*

### **New Member Video Kit** *(for new members)*

- *Service Above Self: A Century of Extraordinary Purpose*
- *RVM: The Rotarian Video Magazine* (latest edition)
- *Every Rotarian, Every Year DVD*
- *Introducing Rotary*

## Rotary.org

The RI Web site is a valuable source of information as you plan your new member orientation program. Search [www.rotary.org](http://www.rotary.org) for these and other resources:

- Print publications (many are available as free downloads)
- Information on all RI and Rotary Foundation programs
- RI and Foundation staff contact information
- E-learning center (an online, self-paced training resource)
- New member Web page
- New member bulletin (latest version of quarterly bulletin that RI mails to all new Rotarians)

## Secretariat Staff

The Secretariat includes RI World Headquarters, located in Evanston, Illinois, USA, and seven international offices around the world. Staff members at the Secretariat can assist you with questions about developing your new member orientation program. E-mail inquiries to [membershipdevelopment@rotary.org](mailto:membershipdevelopment@rotary.org).

## District Resources

### *District Trainer*

Your district trainer is an excellent resource for ideas on engaging and involving learners and making your prospective member and new member information programs fun and educational. Your assistant governor can help you get in touch with your district trainer.

### *District Membership Committee*

The district membership committee identifies, markets, and implements appropriate membership development strategies for the district. The

committee chair communicates membership development issues, acting as a liaison between the governor, RI, and the clubs in the district. If you need assistance in developing your new member orientation program, a member of the district membership committee could serve as a resource; ask your assistant governor or district governor for the committee's contact information.

### *District Governor*

Your district governor and district membership committee chair are encouraged to hold a timely new member orientation as either a separate event or a part of the district assembly or district conference (Rotary Code of Policies 20.010). This event serves as a tremendous opportunity for your club's new members to meet new members from other clubs and gain a broader view of the organization. If your district hosts such an event, be sure to include the new member's mentor or sponsor as well. Please note that a district-level program doesn't release clubs from their primary obligation to provide new member orientation at the club level.



# Financial Obligations and Attendance Requirements for the Rotary Club of \_\_\_\_\_

## Financial Obligations

RI dues            \$ \_\_\_\_\_  
Club dues        \$ \_\_\_\_\_ paid (semiannually/quarterly/monthly)  
District dues    \$ \_\_\_\_\_ paid (semiannually/quarterly/monthly)  
Cost of meals    \$ \_\_\_\_\_ paid (semiannually/quarterly/monthly/weekly)  
**Total**            \$ \_\_\_\_\_

Statements of dues are mailed to your residence. Please submit your payment by check to the club secretary or treasurer.

### *Other Financial Considerations*

The average annual contribution to The Rotary Foundation is \$ \_\_\_\_\_. The average annual cost of participation in club and district events is \$ \_\_\_\_\_.

## Attendance Requirements

All Rotary clubs must abide by the 50 percent attendance rule set forth in article 12, section 4, of the Standard Rotary Club Constitution. The Rotary Club of \_\_\_\_\_ accepts this rule, which means that as a member of our club, you are responsible for attending at least 50 percent of all club meetings in a six-month period.

## Attendance Options

If you're unable to attend a meeting, you can make up that meeting by attending a meeting of another Rotary club. For instance, if you're on a business trip, you might attend a Rotary club meeting in another city. You can also make up a meeting by attending an e-club meeting online. Use the club locator at [www.rotary.org](http://www.rotary.org) to find meeting locations and times.

If you'd like to make up a meeting at another Rotary club in this area:

The Rotary Club of \_\_\_\_\_ meets at \_\_\_\_\_ am/pm on \_\_\_\_\_ (day of week) at \_\_\_\_\_ (address).

The Rotary Club of \_\_\_\_\_ meets at \_\_\_\_\_ am/pm on \_\_\_\_\_ (day of week) at \_\_\_\_\_ (address).



# Welcome to Rotary: Mentoring Worksheet

Name: \_\_\_\_\_

The members of the Rotary Club of \_\_\_\_\_ are pleased to help you learn and explore the many facets of Rotary.

\_\_\_\_\_ has been assigned as your mentor and will serve as your go-to person when you have any questions about your new Rotary membership.

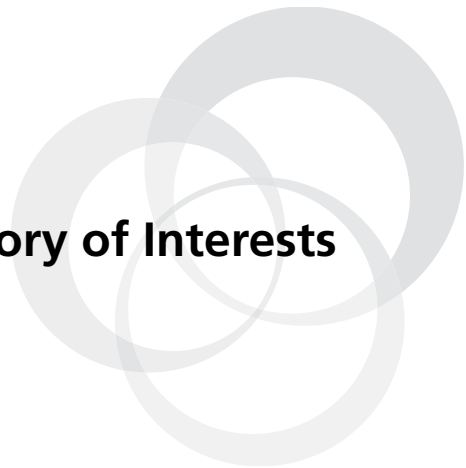
Completing the items listed below within six months will give you a broader view of the opportunities for Rotary service. If you haven't received copies of all of the publications listed (including the videos), ask your mentor about borrowing them from the club library. Review this form with your mentor each month, and deliver it to the club secretary within six months of your induction.

**Action/Activity**

**Date Completed**

- 1. Attend the new member orientation meeting(s) as prescribed by our club. \_\_\_\_\_
- 2. Read two or more of the following RI publications (preferably all):
  - A. *The ABCs of Rotary* \_\_\_\_\_
  - B. *A Century of Service: The Story of Rotary International* \_\_\_\_\_
  - C. *The Rotary Foundation Quick Reference Guide* \_\_\_\_\_
  - D. *Rotary Basics* \_\_\_\_\_
  - E. *How to Propose a New Member* \_\_\_\_\_
- 3. Watch two or more of the following RI videos/DVDs (preferably all):
  - A. *Every Rotarian, Every Year* \_\_\_\_\_
  - B. *PolioPlus: A Gift to the Children of the World* \_\_\_\_\_
  - C. *Rotary and the United Nations: Connecting the Local to the Global* \_\_\_\_\_
  - D. *Service Above Self: A Century of Extraordinary Purpose* \_\_\_\_\_
- 4. Attend one or more of the following club functions:
  - A. Informal or social activity \_\_\_\_\_
  - B. Board meeting \_\_\_\_\_
  - C. Committee meeting \_\_\_\_\_
  - D. Project activity \_\_\_\_\_
  - E. Other (to be determined by club) \_\_\_\_\_

- 5. Complete one or more of the following tasks:
  - A. Serve as a greeter at a club meeting. \_\_\_\_\_
  - B. Participate in a club service project. \_\_\_\_\_
  - C. Make up a meeting at another club. \_\_\_\_\_
  - D. Other (to be determined by club) \_\_\_\_\_
- 6. Experience the internationality of Rotary by participating in at least two of the following activities:
  - A. Host an Ambassadorial Scholar/Group Study Exchange team for a meal or other activity. \_\_\_\_\_
  - B. Host a Rotarian from another country in your home. \_\_\_\_\_
  - C. Invite a non-Rotarian to apply for a Foundation scholarship. \_\_\_\_\_
  - D. Join a Global Networking Group. \_\_\_\_\_
  - E. Participate as a Rotary volunteer in a World Community Service/PolioPlus project. \_\_\_\_\_
  - F. Other (to be determined by club) \_\_\_\_\_
- 7. Attend one or more of the following district meetings (listed in order of priority):
  - A. District conference (scheduled date: \_\_\_\_\_) \_\_\_\_\_
  - B. District assembly (scheduled date: \_\_\_\_\_) \_\_\_\_\_
  - C. Foundation seminar (scheduled date: \_\_\_\_\_) \_\_\_\_\_
  - D. Other district meeting \_\_\_\_\_
- 8. Choose a club committee on which you would like to serve. \_\_\_\_\_
- 9. Accept an assignment to serve on a club committee. \_\_\_\_\_
- 10. Extend Rotary to others through one or more of these actions:
  - A. Invite a guest to a Rotary meeting. \_\_\_\_\_
  - B. Propose a new member. \_\_\_\_\_
  - C. Refer a candidate for membership in a club other than your own by completing the online referral form at [www.rotary.org](http://www.rotary.org). \_\_\_\_\_



# Inventory of Interests

This inventory of interests will help your mentor recommend club committees and activities for you to become involved with. You should complete this form and return it to your mentor.

Name: \_\_\_\_\_

Classification: \_\_\_\_\_

Profession: \_\_\_\_\_

I would like my family to be involved in club activities:  Yes  No

Skills I would like to use:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Amount of time I can devote (per week): \_\_\_\_\_

Please check the topics that interest you:

*Community Service*

- Children
- Disabled persons
- Environmental issues
- Health care
- Literacy and numeracy
- Population issues
- Poverty and hunger
- Urban concerns

*International Service*

- International humanitarian service projects
- Other: \_\_\_\_\_

*Vocational Service*

- Vocational service projects (serving others through your vocation)
- Other: \_\_\_\_\_

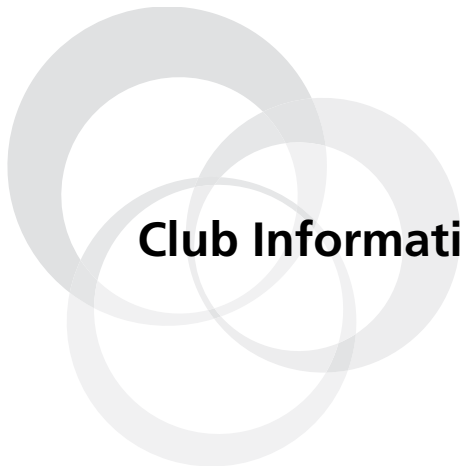
*Club Administration*

- Club newsletter
- Club programs
- Fellowship
- Fundraising
- Club Web site
- Membership
- Public relations
- The Rotary Foundation
- Other: \_\_\_\_\_

*Youth Programs*

- Rotaract
- Interact
- Other: \_\_\_\_\_





# Club Information for New Members

\_\_\_\_\_  
Name of new Rotarian

\_\_\_\_\_  
Date of induction

\_\_\_\_\_  
Classification

\_\_\_\_\_  
Committee assignment

The members of this Rotary club extend to you a cordial welcome and invite you to take an active part in the club's service and fellowship activities.

The Rotary Club of \_\_\_\_\_  
was admitted to Rotary International on \_\_\_\_\_ date. It now has \_\_\_\_\_ members.

Our club meets at \_\_\_\_\_ meeting location every \_\_\_\_\_ day of week at \_\_\_\_\_ time.

\_\_\_\_\_  
Sponsor

\_\_\_\_\_  
Club President

\_\_\_\_\_  
Date

Activities and projects our club has sponsored:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Rotary Foundation projects our club has supported:

---

---

---

---

---

---

---

---

---

---

**Club Officers**

President	Phone/E-mail
President-elect	Phone/E-mail
Vice President	Phone/E-mail
Secretary	Phone/E-mail
Treasurer	Phone/E-mail
Sergeant-at-Arms	Phone/E-mail
Rotary Foundation Committee Chair	Phone/E-mail
Service Programs Committee Chair	Phone/E-mail
Public Relations Committee Chair	Phone/E-mail
Membership Committee Chair	Phone/E-mail
Club Administration Committee Chair	Phone/E-mail



## Appendix: Sample Induction Ceremonies

### Sample 1

Fellow Rotarians, it is my privilege and pleasure today to welcome into membership in our club \_\_\_\_\_, whose name was proposed by \_\_\_\_\_. The proposal has been reviewed in accordance with our club constitution and bylaws. I now ask \_\_\_\_\_ (sponsor) to come up here with \_\_\_\_\_ (proposed new member).

\_\_\_\_\_, we now proceed to admit you into membership in the Rotary Club of \_\_\_\_\_ and to the friendship of Rotary throughout the world. It has already been explained to you that the ideal of Rotary is service. Our principal motto is Service Above Self and the object of this club and all Rotary clubs is to encourage and foster this ideal as a basis of worthy enterprise. You are to share in this effort.

You have been approved for membership in this club because we believe you to be a worthy representative of your vocation, interested in the ideals of Rotary, and willing to do your share in translating these ideals into action. You have agreed to accept the obligations of membership in this club and to obey this club's constitution and bylaws.

Now I have the pleasure of asking your proposer to pin on the Rotary emblem, which we hope you will wear with pride.

Welcome to the Rotary Club of \_\_\_\_\_.

Fellow Rotarians, I am happy to present to you Rotarian \_\_\_\_\_, our newest member.

### Sample 2

Rotarian \_\_\_\_\_, will you please bring forward your nominee for membership in our club.

\_\_\_\_\_, you have been selected by the members of this club to hold active membership and are hereby loaned the classification of \_\_\_\_\_.

The principles, responsibilities, and obligations of Rotary have been explained to you, and you have expressed your willingness to become a Rotarian. No one is eligible to become a Rotarian unless, in his or her business or professional life, he or she endeavors to practice the principles of goodwill and service.

The members of this club have invited you to join them because they believe you are already actualizing these principles. In electing you to membership, we are doing more than taking you into our fellowship — we are making you a trustee with us of Rotary's ideals. Knowing you to be a Rotarian, the world will henceforth judge Rotary by your conduct.

Membership in Rotary is an honor and privilege, and every privilege has its corresponding obligations. One of the special obligations of membership is regular attendance at the weekly meetings; it is the basic method of fulfilling the principle of fellowship as well as a way of representing your vocation.

Every member is expected to perform his or her share of club and community service, and the committees of the club will afford you opportunities to serve. For the rest of this Rotary year, I would be pleased if you would serve on the \_\_\_\_\_ committee.

Last, but by no means least, is our ideal of friendship. As you expect to receive, so give. May you be stimulated by the friendship you find here, and may we in return know you to be an added source of strength to our club.

Will the members please stand.

It is my privilege and honor to induct you as a member of the Rotary Club of \_\_\_\_\_. I also have pleasure in pinning on the emblem of our worldwide association. Wear it always and with pride.

Fellow Rotarians, I present to you Rotarian \_\_\_\_\_, and I charge you not to fail in your duty by giving \_\_\_\_\_ your friendship and helping to make his/her membership useful and happy.



# Publication Evaluation Form

Rotary is always interested in improving the resources available to Rotarians and Rotary clubs and districts. Your feedback about this guide will help us to improve future editions. Thank you.

1. How did you learn about the *New Member Orientation: A How-to Guide for Clubs (414-EN)*?

---

---

---

2. How did your club use this guide?

---

---

---

3. What did you like the most about the publication?

---

---

---

4. What did you like the least about the publication?

---

---

---



5. What information would you add to this guide?

---

---

---

6. Additional comments or suggestions:

---

---

---

**Contact Information (optional)**

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Rotary Club: \_\_\_\_\_ District: \_\_\_\_\_

Address: \_\_\_\_\_

City, State/Province, Postal Code: \_\_\_\_\_

Country: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

*Please send to:*

Membership Development Division (MD100)  
Rotary International  
One Rotary Center  
1560 Sherman Avenue  
Evanston, IL 60201-3698 USA  
Fax: 847-866-9446  
E-mail: [membershipdevelopment@rotary.org](mailto:membershipdevelopment@rotary.org)





**ROTARY INTERNATIONAL®**  
One Rotary Center  
1560 Sherman Avenue  
Evanston, IL 60201-3698 USA  
[www.rotary.org](http://www.rotary.org)