

THE ROTARY CLUB OF SCOTTSDALE

ARIZONA



THE WEST'S MOST WESTERN TOWN



Corporate Program Packet Includes One Active Membership And Up to Three Alternates

Scottsdale Rotarian:

- Send the *Visitor Information Requests* and *Applicant Certification* to your applicant
- You fill out the *New Member Proposal Form* and keep the *Sponsor Checklist* for your own use

The Rotary Club of Scottsdale

Membership Development – Sponsor Checklist

The following checklist will guide you through the steps required for nominating an individual for active membership in the Rotary Club of Scottsdale.

If you have any questions concerning membership development or need copies of brochures and forms, please contact Patti Miller at (480) 945-6158.

Please refrain from calling your guest a “potential member” when introducing them to the club.

Your Guest: _____ Guest Phone: _____

1. ____ Begin by inviting guests to meetings. Introduce your guest to members of the board, as well as other members. The goal is to see if your guest has an interest in Rotary and if this individual would be a beneficial addition to the club.
2. ____ Provide your guest with a *Visitor Information Request* form.
3. ____ Once your guest returns the completed *Visitor Information Request* form, give the original to Patti. At that time Patti will give you/or email you a *New Member Proposal* form that you, as the sponsor, will complete. If you are working with another member to sponsor the person that is fine – just please note that on the *New Member Proposal* form.
4. ____ Once you (and any co-sponsors) fill out the *New Member Proposal* form give it to Patti to check over and make sure we have all the information we need.
5. ____ Patti will then present both the *New Member Proposal* and *Visitor Information Request* forms for committee and board review and vote.
6. ____ Once the board has made its decision, you will be contacted.
7. ____ If the guest is approved, they will be put on the schedule for Rotary Information.
8. ____ During the Rotary Information meeting, the candidate will be required to complete and sign an *Applicant Certification* form and provide the initial payment.
9. ____ Once your candidate has paid and granted permission to publish his/her name to the membership, their name will be published on by e-mail and posted at the badge box.
10. ____ If a member objects in writing to your candidate, the nomination goes back to the board for review.
11. ____ If no member objects in writing, your candidate will be scheduled for induction.
12. ____ During the induction, you will introduce your new member and the new member will be given a few minutes to tell the general membership about their background. After that it is your turn to be honored. As you know we appreciate your efforts to make our club better. Towards that end you will be awarded a Recruiter award to be proudly worn.

Thanks Again For Making Our Club A Better Place By Sponsoring Your New Member!

The Rotary Club of Scottsdale
New Member Proposal Form—Active Member
(To be completed by Sponsor(s) & Club Administration)

(Please Print or Type)

Date Submitted: _____

Candidate's Name: _____ Phone: _____

Home Address: _____ City: _____ State: _____ Zip: _____

Personal Email Address _____

Business Name: _____

Business Address _____ City: _____ State: _____ Zip: _____

Business Email _____

Position/Title & Duties: _____

How long have you known the candidate: _____

The candidate is recommended for approval for membership based on the following:

1) The candidate's character and reputation are above reproach as evidenced by:

2) The reputation of the Candidate's firm is exemplary as evidenced by:

Sponsor (print): _____ **Signature:** _____

Co-Sponsor (print) _____ **Signature:** _____

For Official Use Only

This form received by the Administrator: Date: _____ Admin. Initials: _____

2. This form and "Info Request" form given to the Membership Committee: Date: _____

3. This form and "Info Request" given to Classification Committee: Date: _____

a. Classification Assigned _____

4. Date submitted to the Board: Decision: APPROVED TABLED DECLINED

5. Date approved or declined by the Board: _____ APPROVED DECLINED

6. Date Sponsor(s) Notified & Invited to Orientation: _____

7. All paperwork given to Rotary Information/Orientation Chair: _____ Date: _____

a. Orientation Chair schedules session with Candidate and Sponsor(s)

8. Candidate signed "Application Certification" on: _____ Admin. Initials: _____

9. Candidate paid induction fees and dues on: _____ Admin. Initials: _____

10. Publication Date of Applicant Name to Membership: _____

11. If Applicable, written objections? Member Objecting: _____

12. If Applicable: Board Response to Objection: Approved Membership Declined Membership

13. Administrator schedules Induction with Candidate, Sponsor(s) and President

14. Induction Date: _____

15. Administrator notifies Blue Badge Chair of New Member's name and contact information

The Rotary Club of Scottsdale
Visitor Information Request—Active Member

(Please Print or Type)

Your Business Information:

Name of your company: _____ Your Position: _____

How long have you worked for this company? _____

Principle Activity of the company: _____

Your principle duties for the company: _____

Business Address: _____ City: _____ State: _____ Zip: _____

Office Phone: _____ Email Address: _____

Office Fax: _____ Mobil Phone: _____

Business Website address: [www._____](#)

If Retired... Where did you last work, please describe your position and duties while working: _____

Your Personal Information:

Name: _____ Place of Birth: _____

Date of Birth: _____ Citizenship: _____

Spouse/Partner's name: _____

Children's Name and Ages _____

How long have you lived in the Phoenix Metropolitan area: _____

Home Phone: _____ Home Email address: _____

Home Fax: _____ Other Phone numbers: _____

Home Address: _____ City: _____ State: _____ Zip _____

College/University & Degree(s) _____

Military Service? Branch: _____ Dates: _____ Rank: _____

Do you have your own personal website? If yes, address?: [www._____](#)

Scottsdale Rotarian References: _____

Other Rotarian References (include their club): _____

Are you a former Rotarian? Club Name, Dates & Activities: _____

Hobbies and Interests: _____

Organizations in which you are/were a member: _____

Community Activities: _____

What interested you in Rotary?: _____

I attest that the information herein contained is complete and accurate and acknowledge that submission of this information should not be construed as an application for or guarantee of membership in the Rotary Club of Scottsdale.

Signature

Date

The Rotary Club of Scottsdale
Visitor Information Request—Up to Three Alternates
To be Filled Out by the Applicant

(Please Print or Type)

Date Submitted: _____

Alternate 1's Name: _____

Phone: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Personal E-mail Address _____

Business E-mail _____

Position/Title & Duties: _____

Alternate 2's Name: _____

Phone: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Personal E-mail Address _____

Business E-mail _____

Position/Title & Duties: _____

Alternate 3's Name: _____

Phone: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Personal E-mail Address _____

Business E-mail _____

Position/Title & Duties: _____

The Rotary Club of Scottsdale

Applicant Certification

I understand that it will be my duty, if elected, to exemplify the Object of Rotary in all my daily contacts and activities, and abide by the constitution, bylaws and policies of the Rotary Club of Scottsdale, as they may be amended from time to time.

I understand that my initial membership fee will be applied as follows:

Initiation Fee: \$200.00

Current Membership Quarterly Dues: \$535.00 (includes lunches and all dues)

Donation to the Scottsdale Rotary Club Foundation: \$100.00

Donation to the Rotary International Foundation: \$100.00

TOTAL: \$ 935.00

I further agree to pay when due, all dues and other funds in accordance with the Bylaws and policies of the Rotary Club of Scottsdale.

I hereby give permission to the Rotary Club of Scottsdale to publish my name and proposed classification via whatever method designated by the Board of Directors.

Applicant's Name (print): _____

Applicant's Signature: _____ Date: _____

Official Use Only

Payment Received On: _____ By: _____

Date Published _____