



Lawrence Rotary Club How to Propose a New Member It's as easy as 1 - 2 - 3

Steps in Sponsorship - when you propose a new member you become the sponsor of that prospective member on their road to membership and you *help ensure Rotary's future*. As a leader it is your responsibility to extend your hand to another and share the gift of Rotary.

Step One – Network

Proposing new members is essential to achieving Rotary's goals of providing community and international service. As a Rotarian, one of your primary responsibilities is to help identify and propose new members.

Consider the following approaches for finding future Rotarians:

- **Share stories** of exciting club projects with friends and colleagues.
 - International projects** - Ask if they would be interested in being part of an organization that helps provide clean water, nutrition, sanitation, medicine and immunization, and education to millions of children and adults worldwide?
 - Local projects** – Ask if they would like to help provide shoes and school supplies for children in our own community, maintain an arboretum park for all citizens to enjoy, and provide financial support to food pantries and dozens of community organizations?
- **Give them the Lawrence Rotary Club Information sheet** that outlines the club's history and highlights recent service projects and social events **and our club brochure**. These can be found on the check-in table at the club meetings.
- **Invite potential members to become involved** with a club activity or service project you are working on.
- **Invite them to join you at our weekly Rotary meeting.**

Step Two - Introductions

Introduce your colleague to the club membership at a meeting. Before that day, you will **contact the Membership Chair** and provide:

1. Your guest's name and email address.

2. The date you are bringing the prospective member.

When you bring your guest to the meeting:

1. **Sign them in as your guest** and indicate that they are a “guest of the club”. The club pays for a prospective member’s meal.
2. **Stand up with them** when your name is called at announcements, introduce them as your guest and let everyone know in a sentence or two a little about their background and profession.
3. **Introduce them** to the club president, membership chair and as many board and general members as possible before and after the meeting.
4. **Ask them, if approved for membership by the board, would they be interested in becoming a member of the club?**

Step Three – Paperwork

This next step is short and you are almost done!

1. **Pick up a Member Proposal/Information Form** from the check-in table.
2. **Complete the form** and give or email it to the Membership Chair.
3. The Membership Chair will forward the application to the board.
4. **The board will vote** on the proposal. The Membership Chair will contact you regarding the vote. After prospective members are approved by the Board their name must be published to the general membership and a waiting period of seven days must pass before approval is confirmed. Remember: do not inform the prospective member until **after** you hear that the board has approved membership and after the waiting period has expired.
5. **As sponsor, you will let the proposed member know the news.** The Membership Chair will work with you to arrange a date for the orientation session and induction of the new member.

Your last official duty as sponsor is to introduce our new member to the club at their induction ceremony. Enjoy your role in Rotary’s future!

Questions? Contact Membership Chair Megan Poindexter, megan@tihc.org.

Lawrence Rotary Club 1620 – www.lawrencerotaryclub.org, rotarylance@gmail.com

Rotary International District 5710 – www.rotary5710.org

Rotary International – www.rotary.org



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