

**HOW TO PROPOSE A NEW MEMBER TO THE
ROTARY CLUB OF WEBSTER GROVES**
A Step by Step Guide for Sponsors of Proposed Members

1. Invite your new member prospect to at least two weekly club meetings and possibly to a club social event. (Costs for prospective members to attend two weekly lunch meetings are paid for by the club.)
2. Provide your Prospect Member with basic information about the Rotary Club of Webster Groves and the costs of membership. (Be sure to verify this information with the Membership Committee before beginning the process, so you will be conveying accurate information.)
3. Once your prospect is ready to proceed with membership, fill out the attached Membership Proposal Form and Bio Handout with your nominee. (Please include complete birthdate, including year.) NOTE: The "Bio Handout" sheet is merely a guide for the type of information to be included in the bio.
4. Please sign the Membership Proposal Form as Sponsor and submit both the form and bio to the Club Secretary. PLEASE NOTE: The Prospective Member does not sign the Membership Proposal Form until after meeting with the Membership Committee following membership approval by the Board of Directors.
5. The Club Secretary shall submit the Membership Proposal Form and Bio to the Board of Directors and the Membership Committee, which will ensure the Prospective Member meets membership requirements according to the Club's Constitution, and they will notify the Club Secretary of their findings.
6. The Board of Directors will approve or disapprove membership within 30 days after receiving the Prospective Member's application, and the Club Secretary will notify you of that decision.
7. Following membership approval, the Membership Committee will shall inform the Prospective Member about the purposes of Rotary and of the privileges and responsibilities of membership, after which the Prospective Member shall be asked to sign the Membership Proposal Form and to give permission for the Membership Proposal Form and the Bio Handout to be published to the club.
8. The Membership Committee will publish the Prospective Member's application to the club for a minimum of one week, by emailing it to the entire membership, publishing it on the website, and placing copies on the lunch tables during at one regular weekly meeting.
9. If the Board of Directors receives no objection to the Prospective Member from any member during the following week, the Prospective Member shall be considered to be elected to membership.
10. New member orientation shall be conducted within two weeks of membership approval, and the member will be inducted at the first Business Meeting following orientation.
11. The Club Secretary will record the new member's information in our Club's ClubRunner website records and on the District's DACdb website, which will forward the data to Rotary International.
12. As the new member's Sponsor, you will serve as both Mentor and Buddy during the member's first year.
13. You will also be responsible for working with the President to discuss possible committee interests and to connect the new member with the appropriate committee chairs.
14. The new member will attend at least one new member social event during the first year, where continuing education topics will be reviewed. Sponsors and spouses are encouraged to attend the new member events, as well.

Rotary Club of Webster Groves Membership Proposal Form

(To be completed by the Sponsor of the proposed member and returned to the Club Secretary)

I propose:

Last Name: _____ Suffix: _____ Title: _____

First Name: _____ Middle Name: _____ Nickname: _____

Current (or Former) Employer/Position: _____

Business Address _____ ZIP _____

Home Address: _____ ZIP _____

Birth Date (Including Year): _____ Spouse's Name: _____

Contact Information:

Home Phone: _____ Business Phone: _____

Mobile Phone: _____ Fax: _____

E-mail Personal: _____ E-mail Business: _____

Sponsor's Name: _____ Proposed Classification: _____

If you are a former Rotarian, please list previous club information:

Club Name: _____ Dates: _____

Former RI or Rotary Foundation program participation:

Activities/Experience that would enhance your consideration as a Rotarian:

Sponsor's Signature _____ Date

Membership Approval

Date Membership Committee Forwarded Application to the Board of Directors: _____

Date Membership was Approved by the Board of Directors: _____

Scheduled Orientation Date: _____ Scheduled Induction Date: _____

Proposed Member's Signature Following Membership Approval: I have been informed of the purposes of Rotary and the privileges and responsibilities of membership. Having been approved for membership, I wish to proceed with becoming a member of the Rotary Club of Webster Groves.

Signature

Date

**PROSPECTIVE MEMBER'S BIO HANDOUT
FOR DISTRIBUTION TO CLUB MEMBERS**

Name: _____ Sponsor: _____

Home Address: _____ ZIP _____

Business: _____ Occupation/Title: _____

Business Address/ZIP: _____

Proposed Rotary Classification: _____

Other Work History Information (Past employers/careers):

Family Information:

Activities and Interests:

Community Service, Volunteer Work, Organizations:

Other Things You Would Like for Us to Know About You: