



APPLICATION PROCESS

Membership in the Rotary Club of Los Gatos is by invitation. Prior to completing an application, a prospective member is asked to attend two lunch meetings (required), one other club event, and read the "What is Rotary" document in the "Membership" section of the club website. After completing these activities, if the prospective member then wishes to proceed with the application process, a club sponsor is identified for the prospective member who assists the candidate with completion of a membership application which includes providing two references. The application is then forwarded to the Membership Chair.

The Membership Chair contacts the candidate's references and then reviews the application with the full Membership Committee. If approved by the committee, the Chair announces by email to the membership-at-large that the candidate has submitted an application. This announcement, at minimum, contains the candidate's name, occupation, and sponsor's name. If after 5 days, no objections to the candidacy are raised by the membership, the Membership Chair submits the candidate's application to the Board of Directors for approval. The Board of Directors reviews the candidate's application and, if appropriate, approves the candidate for "Red Badge" membership. The candidate then submits a completed credit card authorization form and Youth Protection Awareness Certification. Once these steps are completed, the candidate is presented with their "Red Badge" by the club president at a weekly club meeting. At this point, the process of moving from "Red Badge" membership to "Blue Badge" membership begins.

The steps for moving from "Red Badge" membership to "Blue Badge" membership are as follows:

- Have Orientation Meeting: A meeting with one's Sponsor and the Membership Committee Chair is held to review and initiate the new member orientation process which include a review of the document, "Rotary Club of Los Gatos Orientation Manual".

- Make Initiation Payment and Begin Paying Dues: Payment of a one-time initiation fee of \$200 (which includes a \$100 first-year tax-deductible contribution to the Rotary Foundation) is made. In addition, monthly dues in the amount of \$43 will be applied.
- Create a ClubRunner Account: ClubRunner is the web-based platform used for, among other things, club emails, committee member lists, and the club directory.
- Join Two Committees: With the help of one's sponsor and the Membership chair, the new member identifies two club committees that they are interested in joining. Most of the work of the club is done through its committees, and this involvement is a good way to get to know fellow Rotarians and to serve. When the new member has decided upon the two committees in which they would like to participate, the Membership Committee Chair will confirm the appointments to the committees with the respective committee chairs.
- Present Bio: In order to introduce new members to their fellow Rotarians, each "Red Badge" member presents a brief (5-7 min) biographical sketch to the membership at a weekly meeting. The Membership Chair facilitates scheduling the bio which generally occurs within the first few months of membership.
- Attend a Service Project or Event: To better understand opportunities for engagement, new members are asked to attend one club service project or one social event.
- Attend a Non-Los Gatos Rotary Club Meeting: To get a flavor for how other clubs are run, new members are asked to attend a meeting of club other than the Los Gatos club. One's sponsor or the Membership Chair can assist in determining an appropriate club to visit.

Upon confirmation of completion of all of the activities described above, the Membership Committee Chair works with the President and Secretary to schedule presentation of the new member's "Blue Badge" symbolic of full Rotary membership.