

MEMBERSHIP APPLICATION - INSTRUCTIONS

Prospective Member

The prospective member downloads the membership application from the Rotary Club of Los Gatos website saving the application as a PDF file using the naming convention of first initial, last name, and Application (e.g., J. Bricks Application).

The prospective member reopens the application PDF file and completes the Personal Information, Employment Information, Professional and Community References, and Statement of Interest sections of the application.

The prospective member forwards the application PDF file to their Sponsor.

Sponsor

The Sponsor completes the Recommendation for Membership: Sponsor section of the application.

- The Sponsor contacts the prospective member's references and checks the "References Contacted" box indicating that the references were favorable.
- The Sponsor indicates the dates of the two lunch meetings attended by the prospective member and the club event attended by the prospective member.
- The Sponsor completes the Sponsor Statement of Endorsement.

The Sponsor forwards the application PDF file to the Membership Committee Chair.

Membership Committee Chair

The Membership Committee Chair completes the Approval of Membership: Membership Committee section of the application.

- The Membership Committee Chair posts the prospective member's name, sponsor, and recommended classification to the club membership and enters the date of posting.
- If the prospective member is a transfer applicant from another Rotary Club, the Membership Chair contacts the President of the other Club to confirm that the prospective member is a member in good standing with their current club.

- The Membership Committee Chair forwards the prospective member's application with recommended classification to the Membership Committee.
- Upon approval by the Membership Committee, the Membership Committee Chair enters the date of approval by the Committee on the application.

The Membership Committee Chair forwards the prospective member's application and recommended classification to the President, Secretary, and Assistant Secretary for action by the Board of Directors.

Secretary

The Secretary completes the Approval of Membership: Board of Directors section of the application.

- The Secretary forwards the prospective member's application with recommended classification to the Board of Directors.
- Upon approval by the Board, the Secretary initiates registration of the newly approved member with Rotary International, completes entry of information in the Club records for the newly approved member, and enters the date of approval by the Board and the new member's Rotary International number on the application.

The Secretary forwards the new member's application to the Membership Committee Chair for scheduling of formal induction and initiation of the membership orientation process.

Membership Committee Chair

The Membership Committee Chair completes the Completion of Membership Orientation section of the application.

- The Membership Committee Chair meets with the new member and their sponsor to provide the credit card authorization form, to provide information about the youth protection awareness certification process, and to identify the date for formal induction to the club.
- Upon submission of the credit card form and completion of the youth protection awareness certification process by the new member, the Membership Committee Chair checks the youth protection certification and credit card form boxes on the application, confirms the formal induction date, and enters the date presented red badge on the application.
- Upon confirmation by the Sponsor of the two club committees, in addition to the Welcome Committee, on which the new member wishes to serve in their first year, the Membership Committee Chair enters the two committees on the application and confirms appointments to club committees with the respective committee chairs.

- Upon completion of the red badge orientation activities by the new member, the Membership Committee Chair checks the appropriate boxes on the application and schedules the presentation of the blue badge to the new member at a weekly lunch meeting.
- After the presentation of the blue badge to the new member, the Membership Committee Chair enters the date presented blue badge on the application.

The Membership Committee Chair forwards the fully completed application to the Assistant Secretary for archiving in the club's records.