



MEMBERSHIP RECRUITING, ADMISSION, & ORIENTATION

Recruiting Prospective Members

The Membership Committee actively recruits friends, neighbors, and business associates identified by Club members who could be prospective members.

The Membership Committee identifies and actively recruits non-member volunteers who have participated in club service projects or attended other club activities who could be prospective members.

The Membership Committee actively recruits prospective members from the Chamber of Commerce, significant local employers, school districts, community-based foundations, governmental agencies, and other community service organizations.

The Membership Committee actively recruits leads from the Club's website and other inquiries about the Club.

A prospective member is invited to attend two lunch meetings and one other club event (e.g., First Thursday happy hour, service project, Annual Club Barbecue, Family Barbecue, Fall Fundraiser, Crab Fest). The club absorbs the charges for the prospective member for two lunch meetings and one other club event if it is not a fundraising event (e.g., Annual Club Barbecue, Family Barbecue).

The Membership Committee Chair identifies a club member Sponsor for the prospective member. If the Sponsor is not on the Membership Committee, the Membership Committee Chair designates a committee liaison to assist the Sponsor during the admission and orientation process.

The Sponsor meets with the prospective member to assist in the completion of a membership application and provides information regarding club opportunities and

responsibilities, including a general overview of Rotary International, club activities and events, club organization and committees, club attendance and participation expectations, and club financial obligations.

Admitting New Members

The Sponsor contacts the prospective member's references and forwards the prospective member's completed application to the Membership Committee Chair. The Membership Committee Chair posts the prospective member's name, sponsor, and recommended classification to the club membership for a period of one week. If a club member has a question or concern about advancing the prospective member in the process, their application is vetted by the Membership Committee.

The Membership Committee Chair forwards the prospective member's application with recommended classification to the Membership Committee who reviews the application, confirms recommended classification, and recommends action on the application for membership to the Board of Directors.

Upon approval by the Membership Committee, 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.

The Board of Directors reviews the prospective member's application, confirms recommended classification, and approves the applicant for membership in the Rotary Club of Los Gatos.

Upon approval by the Board, the Secretary initiates registration of the newly approved member with Rotary International and completes entry of information in the Club records for the newly approved member.

Upon approval by the Board and registration by the Secretary, the Sponsor and the Membership Committee Chair meet with the prospective member to inform him/her of their status, to answer any additional questions about the Rotary Club of Los Gatos, to provide the credit card authorization form, to provide information about the Rotary Foundation initial year contribution, to provide information about the youth protection awareness certification process, and to identify the date for formal induction to the club.

The date for formal induction to the club is confirmed when the newly approved member has submitted the completed credit card authorization form and has

completed the youth protection awareness certification process.

The President and the Sponsor formally induct the new member into the club at a weekly meeting and present the new member with their red badge and membership packet.

The President sends a congratulatory and welcoming letter to the new member.

Orienting New Members

The Sponsor and the Membership Committee Chair meet with the new member to review and initiate the new member orientation process.

The Sponsor assists the new member in identifying two club committees, including the Welcome Committee, on which the new member wishes to serve in their first year. The Membership Committee Chair confirms appointments to club committees to the new member and the respective committee chairs.

The committee chairs contact the new member to discuss the activities of the committee and the new member's involvement in the committee.

The Sponsor assists the new member in completing the following orientation (red badge) activities.

- Participating in a Los Gatos Rotary social event or service project
- Attending another Rotary club meeting
- Presenting a biographical sketch at a weekly lunch meeting

New members who are transfers from other Rotary clubs only need to present a biographical sketch at a weekly lunch meeting as part of the orientation (red badge) activities for the Los Gatos club.

The Membership Committee Chair confirms completion of all orientation activities with the new member's Sponsor.

The Membership Committee Chair works with the President and Assistant Secretary to schedule the presentation of the blue badge to the new member at a weekly lunch meeting.

The President and the Sponsor acknowledge completion of all orientation activities by the new member and present him/her with their blue badge at a luncheon meeting.