

## Proposal Process and Checklist for Sponsoring Members

Please complete each step in the sequence listed below.

|                          | Action  | Accountability                  |
|--------------------------|---|---------------------------------|
| <input type="checkbox"/> | <p><b>BEFORE you submit a proposal</b><br/>Be sure your prospective member understand who we are and what we do (see attached information page about Dublin AM). They should understand the time and financial commitments.</p>   | Proposing member                |
| <input type="checkbox"/> | <p><b>Complete the attached Proposal Form</b><br/>Return the complete form to the Membership Chair <a href="mailto:amber.hulme@mmoh.com">amber.hulme@mmoh.com</a> by the 15th of each month.</p>  | Proposing member                |
| <input type="checkbox"/> | <p><b>Board approval</b><br/>The Board reviews the proposed member classification at its monthly meeting. The Membership Chair will contact you after the meeting to discuss approval or any questions the Board may have.</p>  | Board of Directors              |
| <input type="checkbox"/> | <p><b>Schedule Rotary Information</b><br/>When notified that the classification has been approved, schedule RI with the Proposed Member and the club's Past President. Generally this is held before or following a Friday club meeting. The proposed member should come to RI with a completed Member Application and a check for the admission fee (\$150).</p> | Proposing member                |
| <input type="checkbox"/> | <p><b>Rotary Information</b><br/>Information will be shared about Rotary International, our club and the projects we support. The proposed member will submit their completed Membership Application and check to the Past President.</p>   | Past President                  |
| <input type="checkbox"/> | <p><b>Publication</b><br/>When the application and admission fee are received the proposed member's information will be published via email to all club members. If there are no objections by our members, the proposed member will be eligible for induction into Dublin AM 7 days later.</p>   | Secretary                       |
| <input type="checkbox"/> | <p><b>New Member Induction</b><br/>The sponsoring member will with with the President and new member to schedule a date for induction.</p>  | President, Sponsor & New Member |
| <input type="checkbox"/> | <p><b>New Member Committee</b><br/>Following induction the new member meets with the New Member Chairperson.</p>  | Sponsor & New Member            |
| <input type="checkbox"/> | <p><b>Stay involved</b><br/>As a sponsor, you should continue to act as mentor and friend to the new member.</p>  |                                 |