

**Guest, Visitors and Potential Member-Best Practice Guidelines:**

- MT Sunrise welcomes all guests and visitors and encourages members to invite guests to learn about Rotary and our projects (Meal cost of \$15 will be charged for a guest of MT Rotarian unless invited by Club President).
- Visiting Rotarians will be charged \$15 and receive a “Make-Up” receipt.
- Potential Members will not be charged for the first 3 meals and then be asked to pay \$12 per meal while their application is being processed (it will be adjusted on their first invoice).
- Guests, Visitors and Potential members please provide name to club Secretary.
- Guests, Visitors and Potential members will be asked if they want to receive our e-newsletter. They will be asked for their email.
- Club Member should make every effort to introduce their Prospective Member to as many members as possible, especially to the BOD members.
- The Sergeant-At-Arms will introduce visiting Rotarians, speaker and ask the Rotary Member who invited their guests, visitors and potential members, to share their name, place of business/profession and why they invited them (example-friend, neighbor, business associate, to hear speaker/program) Sergeant-at-Arms will encourage members to say welcome using their name and clap.
- The President or their assigned will introduce speaker at time of presentation.

**Prior to Prospective Members asking for a “New Member Application”**

- They should be encouraged to visit Rotary.org “New Member section”, visit MT and D6270 websites and consider visiting another club (RI best practice recommends that a PM join a club within a 10 mile radius of the community that they either live in or work in).
- Sponsor/Mentoring Member should make time (mini fireside chat) to answer questions about dues, attendance, make-ups, participation with the “Club Service Committee”, participation at club events, fundraisers and “New Member Challenge”. This meeting could also include involving someone from Club Membership or the President.
- Sponsor/Mentoring Member should explain the application process and when the next induction is scheduled.