**New Member Orientation and Integration Process**

 Copies of all documents mentioned below can be found in Club Runner under Membership Documents and on Google Docs at:

1. Visitors receive a Welcome Letter that includes the website address and New Member Coach contact information.
2. Those who inquire about membership receive an application from the Membership Chair.
3. Upon receipt of the application, the Membership Chair sends a letter to the membership introducing the applicant, asking that any opposition be lodged within 5 days.
4. When the 5-day period is completed with no opposition, the new member receives the official “Welcome Letter” from the Club Secretary. This letter introduces the new member to the Red Badge Program, details information concerning dues, explains Club Runner, and other important particulars.
5. The Club Secretary will also “cc” the President, Treasurer, New Member Coach & Membership Chair on each “Welcome Letter” email that is sent.
6. The Membership chair will introduce the new member to the membership at a Friday Club Meeting shortly after they have joined the club. This gives the new member a chance to tell the membership a little bit about themselves and why they joined Rotary.
7. The membership chair adds the new member’s info to the Google Doc “New Member Tracking” spreadsheet.
8. The new member is invited to a new member reception held quarterly.
9. The New Member Coach requests a mentor for the new member from the New Member Support Team.
10. The Coach introduces the mentor and mentee via an email. The new member also receives a letter summarizing some of the Red Badge and Membership information.
11. The Mentor meets with the Red Badger and tracks and encourages their process toward completion. When the Red Badge requirements are completed, the mentor advises the New Member Coach.
12. The Red Badger is then presented at a Friday meeting as fully integrated into the Club and the red dot is removed from their badge. It is preferred that the new member’s Mentor be present at this meeting. The Red Badger is asked a question about the Red Badge process, or what has been their most important experience since joining, or the most interesting thing they’ve learned about Rotary, etc.