

CMIRC NEW MEMBER ORIENTATION CHECKLIST

Rotarian <u>Action</u>	Sponsor <u>Done with</u>	Mentor <u>Date completed</u>
Assignment of Mentor	President/Secretary	_____
Payment of dues	Treasurer	_____
Induction into club	President	_____
Lunch with sponsor/mentor and Membership Chair	Mentor/ Membership chair	_____
Review of new member Brief Guidelines brochure	Mentor/ Membership Chair	_____
Orientation to club website (Sponsor/mentor will review website with Webmaster & new member in private meeting)	Webmaster	_____
Orientation to myrotary.org	Mentor/Webmaster	_____
Time with the President (4 to 6 weeks after induction)		_____
Attend a board meeting	Mentor	_____
Attend meeting at Another Club	Mentor	_____
Act as greeter	Secretary	_____
Present craft talk / self Introduction to club	President	_____
Submit Questionnaire	Service Projects Chair	_____
Project assignment	Service Projects Chair	_____
Fund raising assignment	Fundraising Chair	_____
Bring a guest to a meeting		_____
Completed within 2 - 3 months of induction member / mentor		_____
File this with membership papers Secretary		_____