

SAMPLE NEW MEMBER PROCESS

1. Current member brings guest.
2. A follow-up letter is sent to the guest providing information about the club, its projects, and RI.
3. Guest indicates interest in becoming a member.
4. Current member (sponsor) informs guest that attendance at three meetings is required prior to completing an application for membership.
5. Membership committee provides application to guest to complete and return to the Rotarian that provided the application. (To insure continuity, one membership committee member will handle the process from providing the application to the induction.)
6. Membership committee person (representative) schedules and conducts new member interview with prospective member and sponsor, as well as additional club members ( a minimum of one additional member is required). The prospect is provided information about the club activities, cost of membership, and expectations of club members. (attendance, committee assignments, project involvement, etc). At the same time, prospect is provided the opportunity to express expectations of club membership.
7. Members in attendance consider the suitability of the applicant. If suitable, the representative provides input to the board as to the suitability of the prospect. If the board approves the application, representative contacts the prospect and sponsor with an induction date and insures they will be present.
8. Representative prepares the new member packet and the induction ceremony. Establishes a mentor for the new member and provides the mentor with the handout “The responsibilities of being a Rotary mentor”. (This is a document prepared by club leadership appropriate for the club.)
9. Representative prepares and presents the new member packet and the induction ceremony on the date determined. Family of inductee are invited to attend as withness to the induction at club cost.
10. Mentor begins assisting new member in becoming an active integrated member of the club. Mentor should continue to follow up to be certain new member becomes engaged and active.

SOME ADDITIONAL THOUGHTS

1. A mentor should meet club established criteria of longevity, attendance, PHF, etc. This should be created by club leadership.
2. The mentor should arrange a meeting with the new member shortly after induction to assist with an explanation of various committees available in the club, ways to get meeting make-ups, board meeting times, etc. It is the mentor’s responsibility to help the new member get the permanent badge in as short a time as possible.

NEW MEMBER PACKET SUGGESTIONS

1. Standard new member packet available from Russell-Hampton. This includes a pin, a membership certificate, the 4-way test, the objects of Rotary, a Rotary window sticker, and a card with the 4-way test. The blank certificate should be completed with the new member’s name, name of the club, and the date of induction. This needs to be signed by the secretary and the president and included in the packet.
2. The appropriate “Red Badge Program” form should be included in the packet.
3. The president’s welcome letter should be printed, signed by the president and included in the packet.
4. A copy of the ABC’s of Rotary.
5. A club committee list.
6. All appropriate Rotary websites log-in information sheet.
7. A Rotary Foundation brochure.
8. A red badge nametag should be made for new member identification and presented at time of induction.
9. If available include a recent copy of the “Rotarian”.

ALTERNATE IDEA

 Buy Rotary logo folders and create a folder that suits your club purpose.