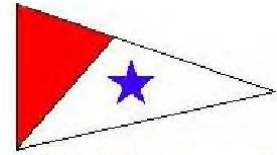


OLYMPIA YACHT CLUB

MEMBERSHIP SPONSOR CHECKLIST



Applicant is to give this form to their primary sponsor

As a sponsor, you have responsibilities to the applicant and to OYC. Whether you know the applicant or you volunteered to sponsor someone you do not know, the steps are the same. This form serves to walk you through those responsibilities. Coordinate these tasks with the second sponsor as you both deem appropriate. As primary sponsor, this is your copy to keep. Please contact the Membership Committee Chair with any questions or concerns. (The terms “Applicant” and “New Member” used below refer to all named applicants on the OYC Application.)

❖ Membership Packet

- Pick up an OYC Membership Packet at OYC Mainstation (above the Communications Box just inside the side door) OR access the online application (need PDF reader software), OR if all else fails you or the Applicant can contact the Membership Committee Chair, and a packet will be mailed to the Applicant.
- Review the membership information with the Applicant prior to their meeting with the Membership Committee. At a minimum, discuss the following areas:
 - **Olympia Yacht Club Structure**
 - Board of Trustees (BOT), Bridge, Committees, Monthly BOT Mtg, and monthly Membership Dinner/Business Meetings
 - **Member Responsibilities**
 - Rules (Review all Bylaws, Rules (especially moorage, annual inspections, and Island Home rules. Talk about whether membership is a good fit.)
 - Financial obligations (initial cost of membership, dues, assessments, etc.)
 - Club Service Program (CSP). Complete CSP Plan and submit with application
 - Inform applicant of the \$300,000 liability requirement
 - Moorage & Safety checklist forms – if seeking moorage, be sure they get filled out & returned
 - **Member Benefits**
 - Main Station, Island Home & caretakers
 - Moorage, Reciprocal moorage agreements
 - Yearbook/Directory, the newsletter *Beachcomber*, and Website
 - Quartermaster outlet, Workshop with tools, Courses/Workshops
 - Community events, social events and activities
 - Anchorettes ... and so much more!

❖ Membership Process

- As the prime sponsor, you may need to find a co-sponsor. The co-sponsor must be able to speak to the application, when the prime sponsor cannot be present. Work out a plan.
- The two sponsors must sign the application along with the applicant. The applicant then submits the application and appropriate funds payable to OYC to the Membership Chair.
- Tour/Social event: Not required, but a great idea to give a quick tour of the facilities, and even invite them to an upcoming event to familiarize them with the club.

- Membership Cmte Interview/Orientation: Both sponsors should (but at least one sponsor *must*) attend the Membership Committee meeting with the applicant(s). **Applicant(s) cannot be interviewed by the Membership Committee without a sponsor present, and will have to reschedule. Contact the Chair if issues.** Expect to *briefly* introduce the applicant (may include profession, boating experience, community service, family) & why you believe the applicant is a good fit for the OYC. If you don't know the applicant well, meet with them so you are comfortable with speaking for their membership.
- BOT meeting: Applicant and at least one Sponsor must attend. Membership is first on the BOT Agenda. The Applicant will leave after this agenda item is completed. Either the BOT Chair or the Membership Chair will introduce Applicants. The Sponsor will be asked to speak on behalf of the Applicant. The BOT may ask the Applicant questions of a general nature. The Membership Chair will then make recommendations, and the Board will vote.
- Introductions at monthly Dinner/Business meeting: Applicants and at least one Sponsor are to attend the social hour prior to the meeting. The Applicant is to leave prior to the dinner meeting and membership vote. One Sponsor must attend the social hour and dinner meeting. For the social hour, greet the applicants and introduce them around, especially to BOT and Bridge, then escort them out prior to the dinner meeting. During the dinner meeting, one sponsor is to provide a brief background on applicant to the membership (e.g., where they live and work, their boating experience, why they would be a good fit for the club). If unavailable due to emergency conflict, contact the Chair.
- Membership vote: At the Dinner meeting, the vote on the applicant will take place. The Chair will contact the applicant that evening and communicate the vote results. The Chair will also provide the new member packet.
- Review new member packet: Review the highlights of the Packet, such as the Calendar, upcoming special events, the BOT and Bridge members, Directory, Beachcomber, etc.
- New Member Induction: Chair makes dinner reservations for the New Member at the next Dinner meeting, which is paid for by OYC. At least one sponsor is to accompany the New Member to the next dinner meeting, where they will be inducted into the OYC.
- Follow up: Contact the new member in a month or so to ensure they are enjoying the benefits of the club. Reacquaint them with the opportunities and responsibilities of being an OYC member. They were given a lot of information in a short period of time. Discuss upcoming events, their CSP plan, parking, etc. Provide encouragement and guidance. Get them involved early on!

❖ A total of *up to* 6 CSP hours may be awarded for sponsorship – typically, each sponsor will receive *up to* 3 CSP hours provided they participate in the application process. This is not a guarantee. The hours are provided to emphasize the amount of time the sponsors should spend with the applicant helping them through the process and orienting them to the OYC. Encourage the applicant to contact their sponsors as they familiarize themselves with the rules and general social environment of the Club.