**NEW MEMBER PROCESS – ATASCADRO ROTARY CLUB** (12/6/2023)

NEW MEMBER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SPONSOR\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_

(MC) = membership committee (SC) = club secretary (SP) = Sponsor (PM) Proposed member

**PROPOSAL**

1. \_\_\_\_\_Proposal form completed by sponsor and proposed member (SP)
2. \_\_\_\_\_Proposal given to MC (SP)
3. \_\_\_\_\_MC to meet with proposed member to discuss interests, financial obligations, opportunities to serve and membership process (MC)
4. \_\_\_\_\_ MC forwards proposal to President/Secretary to schedule Board approval (MC & SC)
5. \_\_\_\_\_ Obtain Board approval of Proposal and 10-day letter (MC & SC)
6. \_\_\_\_\_ Send letter update to PM of application process and status (MC)

**AFTER APPROVAL OF PROPOSAL BY BOARD**

1. \_\_\_\_\_Secretary to send 10-day letter to all club members (SC)
2. \_\_\_\_\_After 10 days, MC will check with SC and Pres to make sure no negative comments have been received (MC)
3. After 10 days have expired, MC to:

\_\_\_\_\_ Notify PM of status. (approval of 10-day notice, schedule induction, notify of induction fee) (MC)

 \_\_\_\_\_Meet with PM (if not done earlier) to discuss new member’s interests, Opportunities to serve, and

 financial obligations (MC)

 \_\_\_\_\_Confirm classification and nick name (MC) Classification: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_Prepare red and blue badge. (MC)

 \_\_\_\_\_Select a mentor for new member. Mentor is\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (MC)

 \_\_\_\_\_Schedule induction date when the new member and sponsor are available. (MC)

 \_\_\_\_\_Confirm that induction material is ready (2 plaques, 2 Rotary membership pens,

 Red badge, red badge list, welcome packet) (MC)

 \_\_\_\_\_ Notify DACdb administrator to inform PM. (MC)

 d. \_\_\_\_\_ Collect Induction fee (Notify Club Treasurer)

**INDUCTION CEREMONY COMPLETED:** Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 See “Typical New Members Induction Ceremony” (MC)

**AFTER INDUCTION:**

1. ­­­­­\_\_\_\_\_MC to notify Secretary of completed induction so that Secretary can process DACdb.
2. MC to

\_\_\_\_\_determine interests of new member (MC)

 \_\_\_\_\_confirm new member access to DACdb (MC)

 \_\_\_\_\_ensure that new member is matched to Rotary projects of their interests (MC)

1. \_\_\_\_\_ Follow up with new member and mentor to:

 \_\_\_\_\_\_ Ensure process is being followed and progress towards Blue Badge (MC)

 \_\_\_\_\_\_ Confirm Blue badge presentation within 2 months of induction (MC)

 \_\_\_\_\_\_\_ Organize Blue badge presentation by scheduling with President and

 ensuring new member has 5-10 minutes for “craft talk” at blue badge

 ceremony. (MC)

 d.) \_\_\_\_\_\_ Notify International Svc. of Blue Badge completion for Paul Harris recognition