

# New Member Progress Chart

This chart outlines the club procedure for enrolling, inducting and orienting a new member. Check each box as the new member moves through the process. Maintaining this chart may be the responsibility of the club membership chairperson, secretary-treasurer or president. Photo copy as needed.

<i>New Member's Name</i>	<i>Sponsor's Name</i>									

<b>Enrollment</b>																				
Prospective member is recommended and pre-application given to secretary-treasurer.																				
The Application is Acted Upon:																				
a) Screened by Membership Committee																				
b) Announced to club membership																				
c) Approved by Board of Directors																				
Invitation to join is extended to prospect: Signed, completed application is collected with initiation fee																				
Paper-work completed-application processed "Club Roster Adjustment" sent with fee																				
Name is entered on all club records																				
Biography put in club bulletin																				
President welcomes (phone or letter)																				
<b>Induction Ceremony</b>																				
Plan ceremony with participants																				
Explain new member kit																				
Properly welcome member, take photograph																				
<b>Orientation</b> supervised by president & sponsor																				
Attend Orientation meeting with spouse																				
Attend club meeting - serve as "greeter"																				
Assignment to a committee																				
Participate in a project or activity																				
Attend board meeting, district meeting, social function and/or interclub visit																				
Member receiving magazine & club bulletin																				
<b>Date of completion</b> .....																				