

**For SPONSOR OF GUESTS:
GUEST PROCEDURES 2017 Rev. 2**

For accounting purposes of *new quests*, SPONSORS shall follow the following procedure:

1. Obtain a "Potential New Member," and a "SIR Member Application" form and a "Guest Badge" from the front Badge receiving table.
2. Ensure that the "POTENTIAL NEW MEMBER" form is completed with all the requested information, i.e. names, dates, address, and e-mail/phone numbers.
3. Present the completed form to the SIR Treasurer for issuance of a first time, free meal ticket. The Treasurer will return the forms to the Membership Chairman.
4. Ask the "Potential New Member" to complete the "SIR Member Application" form. Forms are available at the front Badge receiving table. Verify that the form is completed and is then received by the Membership Chairman.
5. If the "Potential New Member" elects to complete the Member Application at a later date, the Sponsor will follow up in one week and verify his intent. He will then insure that the application is returned to the Membership Chairman for processing. If he declines the application, the Sponsor will report the reason to the Membership Chairman.
6. The Membership Chairman will request status from the Sponsor if an application has not been received in one week.
7. At every BEC meeting, the Membership Chairman will present the status including sponsor and member names, application received or reason it was declined to the BEC for discussion and action.