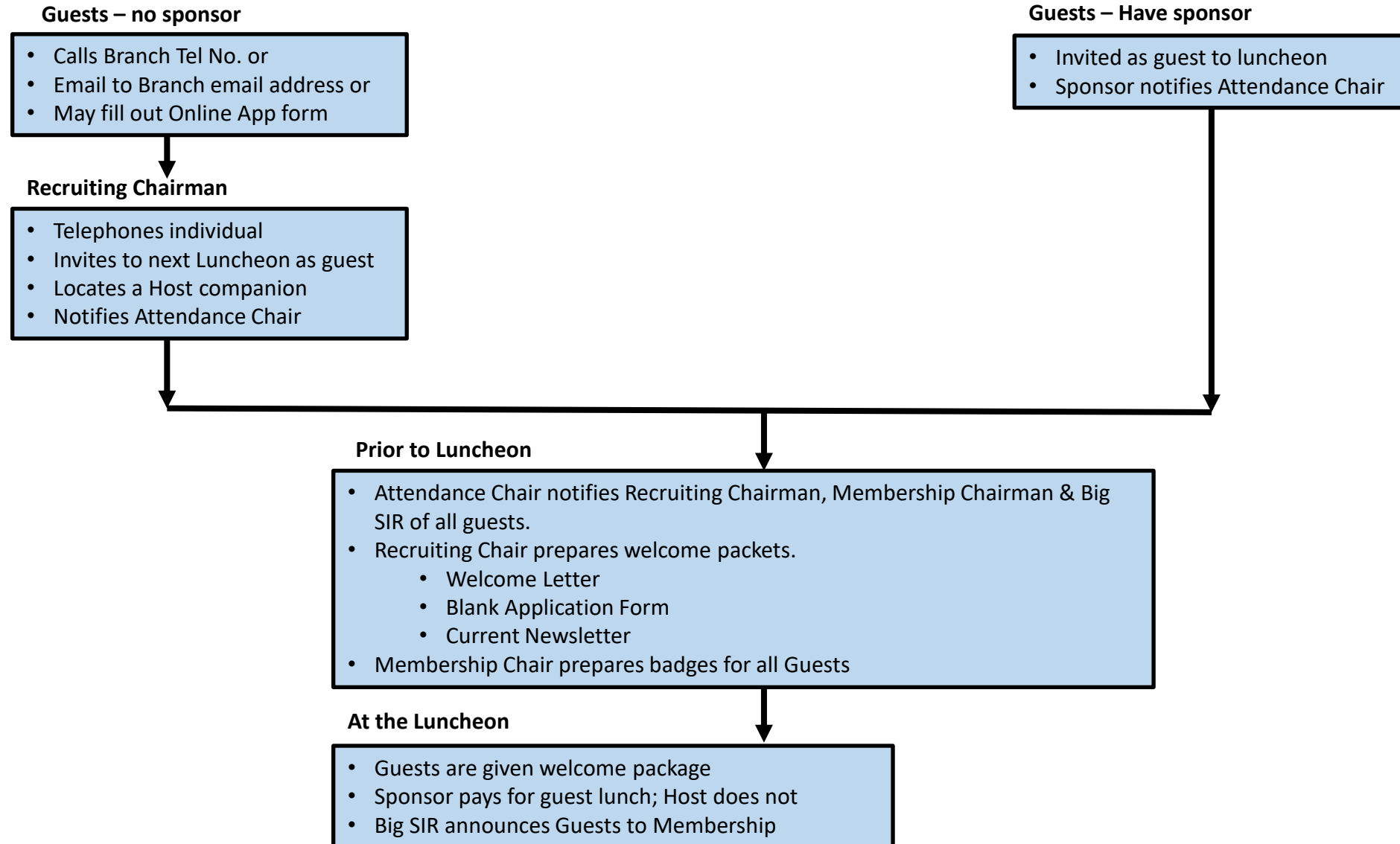


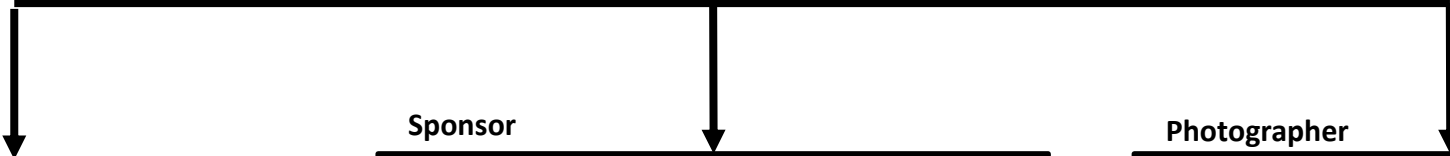
Guidelines for Bringing in New Members



Guest Applies for Membership

Candidate

Completes an Online Application Form or mails printed Application Form to Membership Chairman



Membership Chairman

- Emails prospective member and sponsor asking them to attend orientation
- Notifies Attendance Chair, Orientation Leader and Big SIR of new member
- Prepares New Member Packet
 - Welcome letter
 - Branch Roster
 - Current Newsletter
- Enters info from application into Database
- Prepares a luncheon Badge
- Reports New Members to BEC for approval

Sponsor

- Attend Orientation with new member
- New Member pays for own lunch
- If sponsor paid for guest lunch, then given a free lunch voucher
- Sponsor introduces new member to full membership at luncheon.

Photographer

- Takes picture of new member and their sponsor at luncheon
- Sends a copy of picture to Trampas Topics
- Sends a copy to the Webmaster for posting on website

New Member Followup

Membership Chairman

- Posts picture of new member on website
- Adds new member to Branch email distribution list
- Sends copy of database information for confirmation
- Sends notice to Trampas Topics
- Sends copy of applications to Member Relations Chairman

New Member Contacts

- Membership Relations will review the application and work with appropriate Activity Chairmen to be sure new member joins activities of interest.