

## How to Propose a New Member

Proposing new members is essential to achieving Rotary International's goals of providing community and international service. Do you know someone who is interested in "Service Above Self" and would make a great Rotarian? Someone who is interested in giving back to our Westerville community? Someone who has a passion for making a difference? Please consider bringing them to a Westerville Sunrise Rotary meeting and introducing them to our club. Invite them to attend our socials or volunteer at one of our events. If an interest is expressed in joining, please consider becoming his/her sponsor and proposing for membership. You'll be strengthening our Westerville Sunrise Rotary Club and ensuring its growth and longevity!

## Timeline for Proposing a New Member

The Westerville Sunrise Rotary Club is interested in making sure our new members get off to a great start. We have established the following steps to "launch" new members successfully – as their sponsor, you will play a significant role in assisting your prospective member to become a great Rotarian!

**Step 1:** Please encourage the prospective member to attend several meetings, social activities and/or volunteer at service projects. This will enable them to get an essential understanding of our club's character and essence; it will also help them meet a number of other Sunrise Rotarians! Once it becomes clear that the prospective member is interested in becoming a member of our club, ***please notify the Club President in person or by email.***

**Step 2:** Upon receipt of the prospective member's interest, the Club President will send the prospective member and his/her sponsor, a ***Letter of Expectations***. Please take the time to meet with your prospective member and go over this Letter of Expectations. Answer any questions they may have.

**Step 3:** If interest remains, request an application from the current Club President, complete the ***New Member application together; once completed, submit it to the Club President.*** Following receipt of the application, the Club President may ask a Board Member to meet with the prospective member prior to the next Board Meeting.

**Step 4:** At the next Board Meeting, the prospective ***new member's application will be considered by the Board.*** The Board meetings are typically held once a month (as of the 2017-18 Rotary year, the 4th Thursday of the month). Depending on when the application is submitted, the new member may wait 1-4 weeks for confirmation of application approval.

**Step 5:** Once approved by the Board, two events will occur:

- The new member's name will appear in Westerville Sunrise newsletter, "The Sunriser," for ***three consecutive weeks.***
- An ***orientation*** will be scheduled for the prospective member(s).

**Step 6:** Following orientation, the prospective member will be ready for the ***induction ceremony.*** This ceremony is held once a month (when needed). At the ceremony, the sponsor will introduce the new member to the club; the new member's family is welcome to attend.

**Step 7:** Following the installation ceremony, the new member will enter the ***"Red Badge" period and be assigned a mentor.*** The mentor may be assigned based on the new member's areas of interest and will assist the new member through the Red Badge process.

**Important Reminders:** Before you submit the new member application, have you:

- Encouraged the prospective member to tour the RI website – [www.rotary.org](http://www.rotary.org)?
- Provided the prospective member with information about membership benefits and responsibilities.
- Presented your club's projects and programs to the prospective member?
- Reviewed the Letter of Expectations with the new member and assisted the prospective member in filling out the membership application?