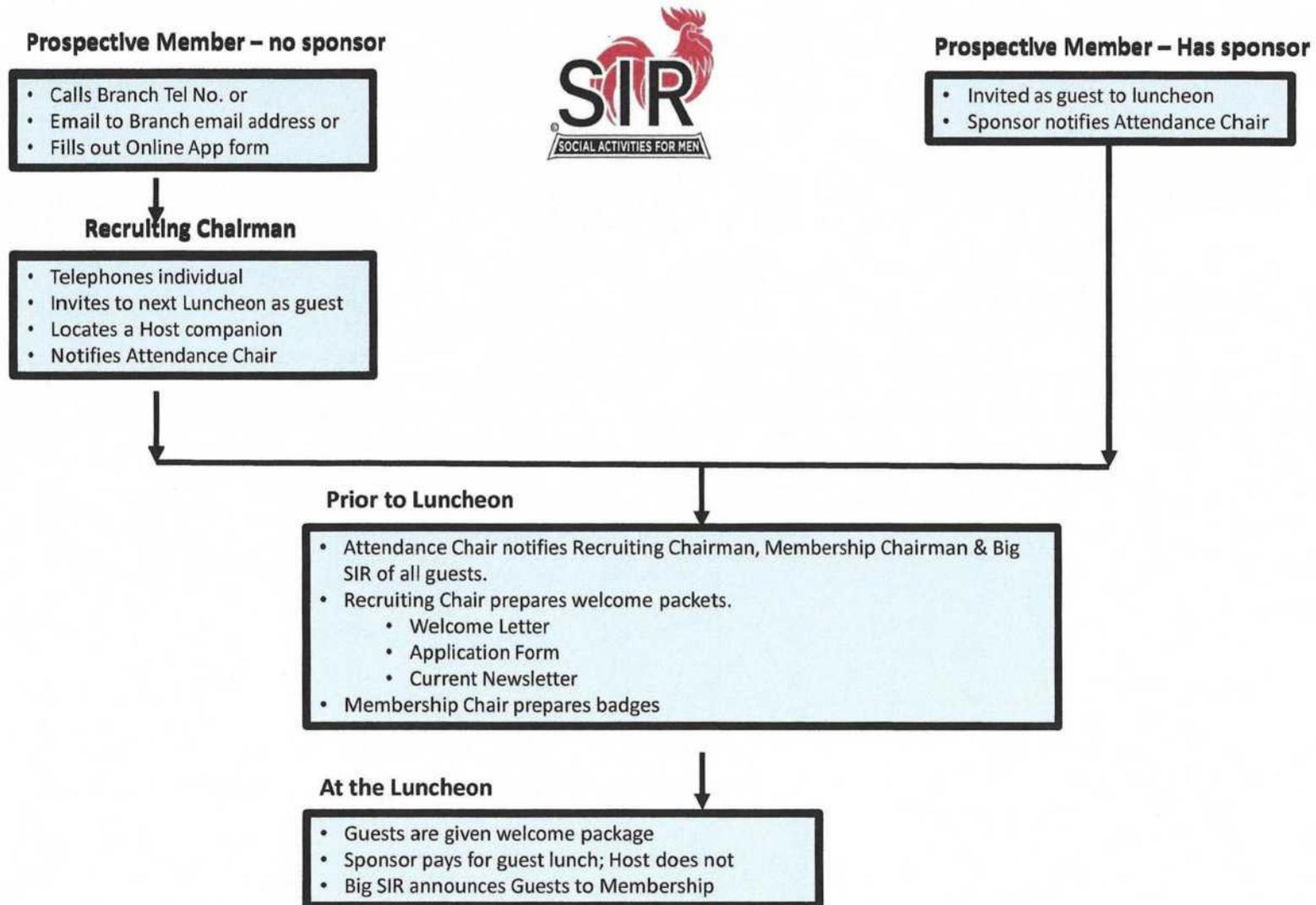


Prospective Member as Guests





Guest Applies for Membership

Candidate

- Completes an Online Application Form or
- Mails Application 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 Follow-up

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

- Member Relations Chairman will contact appropriate Activity Chairmen of new member's interests
- For first 2 months, Activity Chairmen and Sponsor will contact new member to invite them to activities
- After 3-5 months, Membership Committee will contact new member to ensure he is involved in desired activities and addresses any issue that the new member may have.



Member Activity Follow-up Guidelines and Overall New Member Process

Insure that both new and existing members are fully aware of branch activities and are contacted and encouraged to participate in activities of interest to the member

The steps below and accompanying flow chart describe the Branch 116 process for supporting new members and encouraging their participation in Branch Activities

Recommended Process Steps (most are currently in use)

1. **Recruiting Chairman** and or **Sponsors** contact potential new members to inform them about the SIR Mission including the activities available to members. Lunch invitations are extended by **Sponsors** or **Recruiting Chairman**, welcome packets are prepared and **Attendance Chairman** insures that **BIG SIR** (for guest intro at meeting), and **Membership Chairman** are notified (for preparation of name badge)
2. Upon receipt of applications for membership the **Membership Chairman** enters the member's profile information into the branch data base, adds the member to the Branch e-mail list, forwards the member's application and profile sheet to the **Orientation Team**, the **Branch Newsletter Editor**, **Attendance Chairman**, **BIG SIR** (for new member intro), and the **Member Relations Chairman**. Lastly the **Membership Chairman** invites new member to orientation prior to Lunch meeting and prepares welcome packet and permanent lunch badge.
 - a. The Branch New Member Application Form will be updated Qtrly by **Activity Coordination** to include area wide SIR activities as well.
3. **Member Orientation** will personally meet with the new member at the monthly luncheon to provide information about SIR and answer any questions that the new member may have and will have the new member sign the member profile sheet to confirm the members contact information.
 - a. Signed Application will be returned to the **Membership Chairman**

4. The **Membership Chairman** forwards a welcome aboard e-mail to the new member, posts photo on website, adds member to Branch Distribution List, confirms database information, notifies **Newsletter Editor**, and forwards application to **Member Relations Chairman**.

5. **Member Relations** will contact the **Activity Chairman** for the activities of interest to the new member and both **Activity Chairman** or their **Assistant** and **Member Sponsors** will contact the new member to invite them to join the activity of interest. Personal contact is recognized as the key factor for engaging new members in Branch Activities.
 - a. The **Activity Chairman/Assistant** will follow up with new members over a period of 2 months to invite them to join the activity including personally sponsored guest participation in the activity.

After 3-5 Months, **Member Relations** will contact new members to find out how they are doing and to determine if the new member needs any additional assistance in connecting with branch functions and activities.

- b. The **Member's Sponsor** will also have the responsibility to introduce the new member to branch activities, events, and club members leading those events.

 - c. These same steps will be carried out for **Existing Members** identified by survey or by other members as having an interest in any Branch Activity.
 - i. For **Existing Members**, SIR members recognizing another member's interest in participation can contact **Member Relations** to get this process started.
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6. **Other Supporting Factors** encouraging participation in Branch events, functions, and activities include:
 - a. Inclusion of **Spouses** in many of the activities (Parties, Wine Tasting, Bridge, Bocce, Dine-O- SIR, etc.)
 - b. Use of Facebook page set up for the Branch where spouses can easily communicate with other Branch members and spouses.
 - c. Weekly Branch Calendar e-mail
 - d. Photos, Photos, and more Photos forwarded to **Newsletter Editor**.
 - e. Always friendly and non-overbearing follow-up with branch members
 - f. Activity promotion at monthly Lunch Meeting