

# **“Every Member Every Year” Membership is Everyone’s Job**

It is the duty of every Rotarian to sponsor other

Rotarians

**Actions to be taken: (This checklist can be modified to fit the circumstances, however, steps 13 and 14 are mandatory)**

<b>Step #</b>	<b>Action</b>	<b>Person Responsible</b>	<b>Date Completed</b>	<b>Follow-up Date</b>
1	Select person to make “Membership is Everyone’s Job” presentation to the Club Board.			
2	Schedule presentation to the Club Board.			
3	Present “Membership is Everyone’s Job” plan to Club Board for approval.			
4	Make presentation to Club Membership.			
5	List of potential member names collected from Club Members and collated by Membership Committee. (Use the provided Prospect Name form)			
6	List of potential members typed and presented to the Club Board for approval of prospective members.			
7	List sent to Classification Committee for approval/acceptance.			
8	Set date of "Interest Meeting" and send Invitation Letter to prospective members. Invite all current Club Members.			
9	Make calls to each prospective member by phone to ensure attendance.			
10	Schedule speakers and develop plans for meeting. Club member testimonials can be effective.			
11	Hold Special meeting. Brief overview of “What is Rotary?” Have fun and Fellowship with emphasis on Club projects that give back to the community.			
12	Follow up calls to prospects inviting them to a regular Club meeting and to answer questions. Offer to pick them up at their home or office and transport them to the Club meeting. Complete Part A of the Rotary “How to Propose a New Member” (245-EN) for those that accept invitation to a club meeting.			

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13	Proposed members must sign a permission form for the club to publish their name to the membership, as covered in Part "B" of the Rotary "How to propose a New Member" publication #245-EN--- (1205).			
14	List circulated to Club Members for perusal and objections (per RI policy).			
15	Plan induction of a group of new members and schedule date of induction.			
16	Invite partners of new members to attend induction.			
17	Invite DG or AG to assist with induction.			
18	Induct new members. Make it a “big deal.” Treat new members and partners as VIPs.			
19	Assign new member a mentor and assign the members to a club committee.			
20	Develop a New Member Rotary education and orientation program.			
21	Keep the new members involved in club operations and projects. Integrate new members with current members so they feel welcome by all.			
22	Evaluate the program so it can be better each time it is used. Next time try focusing on Cultural Diversity, or gender balance or younger members. Good programs are repeated with even better results.			

