

## NEW MEMBER ENGAGEMENT PROGRAM CHECKLIST

For a new member to complete the New Member Engagement Program and be recognized by removing the “New Member” red ribbon from his/her name badge, the new member must accomplish the following requirements. Use this Checklist to record your progress. Sign it and return it to your sponsor when completed.

<u># Task Description</u>	<u>Completion</u>
1. Complete the club's new member orientation course.	<u>Course Meeting Date:</u> / / .
2. Serve as meeting Greeter, or assist the regular Greeter, at six regular club meetings, to become known to all the other members, and to know as many of those members as possible.	<u>Meeting Dates:</u> / / ; // ; / / ; / / ; / / ; / / .
3. Attend at least one regular meeting of the club's Board of Directors.	<u>Board Meeting Date:</u> / / .
4. Work with your mentor to select two or more committees of the club that you would like to work with and participate actively in at least one club project or club sponsored event.	<u>Committees:</u> _____  <u>Project or Event:</u> _____
5. Present a five minute “new member talk” about yourself to the club at a regular meeting of the club.	<u>Talk Given Date:</u> _____ / / .
6. Attend another Rotary Club, Preferably one of the two other Santa Fe Clubs (Santa Fe del Sur, or Santa Fe Centro) or at any other Rotary club in the world.	<u>Club:</u> _____  <u>Date:</u> / / .
7. Meet with the assigned Mentor at least twice (outside the regular meeting time of the club) including a review of A Brief History of Rotary.	<u>Date of meetings:</u> / / ; / / .
8. Post a copy of your bio along with a photograph of yourself on Clubrunner, the Club's website. (Your mentor will be able to assist you with this task.)	<u>Date completed:</u> / /
9. The above should be accomplished in 6 months or less, and no longer than 1 year.	<u>Date inducted:</u>  <u>Date #1 - 6 Completed</u>

**Member's Certification of Completion:**

Member's Name: \_\_\_\_\_

Member's Signature \_\_\_\_\_ Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Sponsor's Name: \_\_\_\_\_

Mentor's Name: \_\_\_\_\_

Membership Development Committee Signature: \_\_\_\_\_ Date / / /