New Member

Orientation

(Rotary Basics)

# **Rotary**

\_\_\_\_\_Your club is part of an international organization of people who share a passion for service

\_\_\_\_\_Rotary’s mission and values

\_\_\_\_\_Rotary’s legacy in the effort to eradicate polio worldwide

\_\_\_\_\_How Rotary started and grew

\_\_\_\_\_Meeting make-ups

\_\_\_\_\_Club structure

\_\_\_\_\_Elements of an effective club

\_\_\_\_\_Club meetings (regular, committee, board, fellowship events)

\_\_\_\_\_Attendance/sign in

\_\_\_\_\_Finances

\_\_\_\_\_[District Structures](https://rotary5610.org/) (Governor, Asst. Gov., Dist. Committees)

\_\_\_\_\_Rotary International Magazine, Website – [www.rotary.org](http://www.rotary.org)

\_\_\_\_\_E-learning center

# [**Membership Benefits**](https://my.rotary.org/en/learning-reference/learn-topic/membership)

\_\_\_\_\_Make a difference in the lives of others

\_\_\_\_\_Develop skills that can easily be applied to a career, like public speaking, project management, and event planning

\_\_\_\_\_Network with other professionals

\_\_\_\_\_Build lifelong friendships

\_\_\_\_\_Make international connections

\_\_\_\_\_Let new members know they can also receive discounts on a variety of services all over the world through the Rotary Global Rewards program and post offers from their own companies.

\_\_\_\_\_Find more information on video.rotary.org or the Member Center.

\_\_\_\_\_Club & District Projects

\_\_\_\_\_Rotary International Projects (Interact, Rotaract, Friendship Exchange, Youth Exchange).

\_\_\_\_\_Foundation (Polio Plus, Humanitarian Grant, Educational Programs).

\_\_\_\_\_Subscribe to [Membership Minute](http://rotary.highroadsolution.com/ri_preference_center/Form.aspx).

# **Your Club**

\_\_\_\_\_Create New Member Packet

* 1. Standard new member packet available from Russell-Hampton. This includes a pin, a membership certificate, the 4-way test, the objects of Rotary, a Rotary window sticker, and a card with the 4-way test. The blank certificate should be completed with the new member’s name, name of the club, and the date of induction. This needs to be signed by the secretary and the president and included in the packet.
	2. The appropriate “Red Badge Program” form should be included in the packet.
	3. The president’s welcome letter should be printed, signed by the president and included in the packet.
	4. A copy of the ABC’s of Rotary.
	5. A club committee list.
	6. All appropriate Rotary websites log-in information sheet.
	7. A Rotary Foundation brochure.
	8. A red badge nametag should be made for new member identification and presented at time of induction.
	9. If available include a recent copy of the “Rotarian”.

\_\_\_\_\_Give new members a clearer idea of what to expect as a member of your club, including:

1. Your club’s culture and different kinds of meetings
2. What your club does best and what it’s known for
3. Your club’s history
4. Projects and activities your club is involved in
5. Social events

\_\_\_\_\_\_Point new members to other information about your club, including its website, social media pages, and any other materials your club has.

# **New Member Checklist**

\_\_\_\_\_Read the [Rotary Foundation Reference Guide and Connect for Good](https://my.rotary.org/en/learning-reference/learn-role/new-member)

\_\_\_\_\_Introduce yourself to two new people each week

\_\_\_\_\_Meet with a mentor (See below)

\_\_\_\_\_Attend new member information sessions

\_\_\_\_\_Attend a club board meeting

\_\_\_\_\_Attend a district meeting (for example, the district conference)

\_\_\_\_\_Create a [My Rotary](https://my.rotary.org/en) account

\_\_\_\_\_Create a District Club Runner account

\_\_\_\_\_Participate in a service project

\_\_\_\_\_Join a committee

\_\_\_\_\_Present at a club meeting

\_\_\_\_\_Take an online course on the [Learning Center](https://learn.rotary.org/members/learn/catalog) (learn.rotary.org)

\_\_\_\_\_Find information about the club (website, etc.)

\_\_\_\_\_Invite a friend to a meeting

\_\_\_\_\_Explore club website and Rotary.org

\_\_\_\_\_Have some fun!

# **Mentor Responsibilities**

\_\_\_\_\_Let the new members know how to contact them

\_\_\_\_\_Check with them regularly to make sure they’re comfortable

\_\_\_\_\_Introduce them to other club members

\_\_\_\_\_Encourage them to invite someone they know to a meeting

\_\_\_\_\_Show them Rotary’s tools on [My Rotary](https://my.rotary.org/en), including [Club Finder](https://my.rotary.org/en/search/club-finder) and the [Learning Center](https://learn.rotary.org/members/learn/catalog), and any app your club uses

\_\_\_\_\_Talk to them about open roles they could fill

\_\_\_\_\_Invite them and their family members to attend the district conference

\_\_\_\_\_Accompany them to events