

# ROTARY CLUB OF OLYMPIA

## NEW MEMBER ORIENTATION CHECKLIST

### (Red to Blue Badge Checklist)

The following checklist will help you keep track of your activities as you complete the new member orientation program. There is no specific order to follow although you may wish to follow the order listed. More than one activity can be pursued concurrently. As you complete each activity, note the date completed and when you have finished them all, turn in this completed form to the club Secretary or Coordinator.

Member Name \_\_\_\_\_ Day Phone \_\_\_\_\_

Current or former member of another Rotary Club: \_\_\_\_\_  
*Club Name and Location*

When form below is completed, give to Club Coordinator Neil DeBoer. Club expectation is that you accomplish these activities within 90 days.

| Activity   | Date Completed |
|--|----------------|
|  |                |
| <b>Pay dues and admission fees</b> , forward fees to Club Coordinator or to lunch meeting cashiers   |                |
| <b>Provide or have photo taken for club directory.</b> ( <i>Contact Club Coordinator or club photographer for photo</i> )  |                |
| <b>Attend a Board of Directors meeting</b> (Refer to the club's website for day and time although usually held on the 3 <sup>rd</sup> Wednesday of every month). Print out a copy of your member directory or the Club Organization Chart and bring it with you to obtain the required signatures (see below). Complete 2 tasks at once. <b>**</b> |                |
| <b>Introduce yourself to our current club president, president elect and immediate past president and obtain all current board member signatures</b> ( <i>Officer and Director names can be found on our website <a href="http://www.olyrotary.org">www.olyrotary.org</a> and on the Organization Chart you received with the directory.</i> )     |                |
| <b>Attend a make-up meeting at another Rotary club</b> ( <i>Location and days of local club meetings can be found on website as well as a list of them forwarded along with this form</i> ) <b>**</b>  |                |
| <b>Badge Box Greeter/Badge Scanner duty</b> : Perform this job at 3 meetings. <b>Note 1</b>  |                |
| <b>Maintain 50% attendance</b> or better during your orientation period.   |                |
| <b>Deliver classification talk.</b> Contact the club president directly (via E-Mail) to schedule your talk, to be given at a Monday lunch meeting. <b>LIMIT YOUR TALK TO 3 MINUTES</b>   |                |
| <b>List at least two club committees</b> that you are interested in joining ( <i>Committee descriptions can be found on website and in your new member file attachments that came with your pre-induction email</i> ):<br><br>1 _____ 2 _____<br>3 _____ 4 _____   |                |

**\*\*** Prior Rotarians (Our club or transfers) are excused from the requirements marked with asterisks **\*\***.

**Note 1:** Prior members or transferring members need to scan badges 2 times instead of 3.

Club Coordinator: Neil DeBoer (360) 701-0572 [deboernk@comcast.net](mailto:deboernk@comcast.net)

Club Secretary: Jeannine Roe (360) 360-789-8352 [jeannineroe@greenerealty.com](mailto:jeannineroe@greenerealty.com)