

NEW MEMBER CHECKLIST

WELCOME TO EDMONDS ROTARY!

As a new member, you have been provided with a Red Badge. You'll notice that other regular members wear a Blue Badge. Your first duties as a new member are to accomplish a set of required activities necessary to become a "full fledged" member and be provided with your own Blue Badge. Some information about each activity is provided below.

To help you do this, a regular member has offered to be your mentor to guide you through these steps and answer any questions you may have about the Edmonds Rotary. When the full requirements have been met, the Club Secretary will order your Blue Badge and arrange for a presentation ceremony. The following checklist is provided to guide the process:

New Member's Name: _____

Sponsor's Name _____

Mentor's Name: _____

THE FOLLOWING FOUR ITEMS ARE REQUIRED:

<u>ITEM</u>	<u>DATE COMPLETED</u>
1. Volunteer for a committee assignment	_____
2. Give a five-minute classification talk	_____
3. Act as a co-greeter at a club meeting	_____
4. Deliver an Invocation or "Thought for the day"	_____

THEN CHOOSE THREE FROM THIS LIST:

1. Attend a fireside meeting	_____
2. Take attendance at a club meeting	_____
3. Attend a meeting at another Rotary club	_____
4. Sponsor a new member	_____
5. Attend a district assembly meeting	_____
6. Attend a district new member orientation	_____
7. Attend a board of directors meeting	_____
8. Maintain perfect attendance for six meetings	_____
9. Participate for at least 2 hours at a club project	_____

Required Items Completed and President Notified _____

Here are some details regarding the above items:

VOLUNTEER FOR A COMMITTEE ASSIGNMENT

Part of being in a service organization is to help at least one of the various club committees with their work. It is fundamental to idea of participation as a Rotary club member. The list of committees is available on the Rotary Club of Edmonds web site. The section of the By-Laws relating to and identifying the committees is provided below.

GIVE A FIVE MINUTE CLASSIFICATION TALK

The purpose of the classification talk is to allow club members to get to know you better. The classification talk typically covers three areas in the course of five minutes:

- (1) personal life of the member
- (2) the career life of the member
- (3) why they chose to be involved with Rotary.

There is usually adequate time for a classification talk at any of the weekly meetings. Contact the President to schedule.

ACT AS CO-GREETER AT A CLUB MEETING

Acting as a greeter is the best way to get to know the other members of your club. The member scheduled to be the Greeter at any Tuesday are published in the Wave newsletter and on the website Calendar (*Select Calendar on the left margin*)

Contact the scheduled Greeter and arrange for your participation.

DELIVER INVOCATION OR THOUGHT FOR THE DAY AT A CLUB MEETING

The invocation consists of a thought for the day or wish for the future or prayer that you would like to express to the club. The member scheduled to do the Invocation at any Tuesday are published in the Wave newsletter and on the website Calendar. (*Select Calendar on the left margin*)

Contact the scheduled Invocatur and ask him or her if you can substitute for them.

ATTEND A FIRESIDE MEETING

Fireside meetings are an informal get together in the evening at a members home. They typically have a topic for discussion and refreshments are served. Fireside meetings are scheduled approximately four times per year. They are announced at the weekly meeting and appear on the calendar. (*Select Calendar on the left margin*)

TAKE ATTENDANCE AT A CLUB MEETING

Taking attendance is another good way to learn the names of the other members of the club. The club Secretary takes attendance at each club meeting. Contact the Secretary and arrange for your participation.

ATTEND OR MAKE UP A MEETING AT ANOTHER ROTARY CLUB

It is helpful and enlightening to discover how different Rotary clubs operate and address the four avenues of service. Convenient clubs for visiting/make-up meetings are published in the Wave newsletter or on the [District 5030 website](#) or the [Rotary International Website](#)

SPONSOR A NEW MEMBER

Communicate your passion for the Rotary mission and activities to one of your friends and associates. There is a document describing the process for sponsoring a new member. Also the Membership Committee chair can guide you through the process.

ATTEND A DISTRICT ASSEMBLY OR MEETING

The district meetings/conferences/assemblies will be announced at the Edmonds Rotary weekly meetings.

They will also be listed on the calendar and the District 5030 website. (*Select Calendar or Links on the left margin*)

ATTEND A DISTRICT NEW MEMBER ORIENTATION

The district new member orientation is a good way to hear stories about how other clubs in our district are addressing the four avenues of service. The district new member orientation will be announced at the Edmonds Rotary weekly meetings. They will also be listed on the calendar and the District 5030 website. (*Select Calendar or Links on the left margin*)

ATTEND A BOARD OF DIRECTORS MEETING

The board determines the expenditures that the Edmonds Rotary spends on programs as well as determining the direction of the club. Typically, committee chairpersons give reports on the activities of their respective committees at the board meeting.

The board meets on the first Wednesday of every month at 7:30am at the Port of Edmonds conference room 336 Admiral Way. The information is also available on the Edmonds Rotary calendar page. (*Select Calendar on the left margin*)

MAINTAIN PERFECT ATTENDANCE FOR SIX MEETINGS

Perfect attendance comprises either attendance at four consecutive Tuesday Edmonds Rotary meeting or six meetings in any eight week period.

Convenient clubs for make-up meetings are published in the Wave newsletter, on the [District 5030 website](#) or the [Rotary International Website](#)

PARTICIPATE FOR AT LEAST 2 HOURS AT A CLUB PROJECT

A good example of a club project is the work the Edmonds Rotary does in support of the Trinity Place facility. The works typically consists of yard cleanup, apartment painting, cabinet repairs or installation, etc. Opportunities are typically announced at the regular club meetings.