**Important Message to Sponsors of a Prospective AND SUCCESSFUL New Member**

This form will guide you through how to transition a prospective member into an active and engaged New Rotarian. Please take a few moments to walk through the following with the prospective new member:

1. **Talk to Prospective Members About Rotary:** Do not assume that the prospective member knows what Rotary is. Take a moment to share the following and let them know why you belong to the Rotary Club of Fort Collins. Talk to them about the Four-Way Test, and how you implement it in your daily personal and professional life.

*Rotary is the world’s premier international humanitarian service organization. We are a diffuse global network of community, business, and professional leaders who address relevant social causes to change lives for the better and build goodwill and peace at home and abroad.* ***I belong to Rotary because……***

1. **Help the Prospective Member Fill Out the Application:** Ask the prospective member to complete all parts of the application. The contact information and biographical sketch will provide the Board of Directors with critical information in reviewing and considering the application for approval. There is a common set of expectations that all members of the Rotary Club of Fort Collins must meet. Talk through the expectations on page 2 of the applicationand ask them to initial each. Be sure to sign as sponsor on the bottom of page 2.
2. **Talk to the Prospective Member About Financial Requirements and Giving:** Go over the current ASK Form and explain the financial obligations of belonging to Rotary. There are QUARTERLY dues, for example, not yearly like in many other clubs. Certain donations may be considered charitable donations and tax deductible, but not everything is considered so. Although the Dues are mandatory, giving is not, but should be encouraged. While filling out the application, consider filling out the ASK Form right then. If the application and the ASK Form are filled out together, please turn both in at the same time.
3. **Turn in the Completed Forms:** Give the completed application form(s) to any of the following:
	1. Current Club President
	2. Membership Committee Chair
	3. Any member of the Board of Directors

Once the application is complete and turned in, that is when the sponsor becomes a mentor and an advocate for the New Rotarian, guiding him/her through the intricacies of membership.

1. **Share Your Passion for Rotary:** Meet with the New Rotarian at the weekly meeting and sit with them. Introduce the New Rotarian to different club members weekly—being sure to introduce them personally to Board members and committee chairs.
2. **Be PROACTIVE!** Make sure the New Rotarians questions are getting answered. Consider:
	1. Help choose a good fit for their first committee membership.
	2. Volunteer with the New Rotarian for their first service project(s) and fellowship event(s).
	3. Encourage the New Rotarian to learn about Rotary International, District Rotary, and our local club. Invite them to attend District Assembly, District Conference, International Convention, etc.
	4. Explain the “alphabet soup” of Rotary. New Rotarians find Rotary’s use of acronyms confusing.
	5. Ask the New Rotarian to read “The Rotarian” magazine and discus articles.
	6. Get the New Rotarian involved online also: show them clubrunner, the various social media page(s), our club and district websites, and Rotary International’s page.
3. **If You Do Not Know an Answer to A New Rotarian Question, Go Find Out:** Consider this your opportunity to learn more about your club, also!
4. **Help the New Rotarian Become a Blue Badge:** Help them with attendance requirements, scheduling new member talks, and greeting. Consider going with them to Board meetings and other clubs’ meetings.

# Thank you for taking the time to share Rotary with a prospective new member!