

3 STEP PROGRAM FOR NEW MEMBERS

STEP 1 - INDUCTION OF NEW MEMBERS

MAKE IT MEMORABLE!!!

- Follow through with induction of new members promptly after recruitment into the club.
- Invite their spouse/family members.
- Encourage local newspaper coverage.
- Have sponsor stand up with the new member, introduce them and give a short bio about them.
- Seat the member to be inducted at the head table. Goes to head of line for meal buffet, or gets served first.
- Have them wear a special ribbon or colorful sticker on name badge, or wear a special hat, denoting them as new member. Something distinctive.
- Present them with a free dessert on day of induction.
- Great photo opportunity.
- Allow selected members to stand up and tell when, and why they joined and why they have stayed in.
- Present them with their new member pin & packet:
 - Official OI packet
 - New member pin
 - OI member's guide
 - Club roster (name, spouse, phone, business)
 - List of club officers & committees, including members of committees, and brief description of committees
 - Calendar of events/meetings for year
 - Current year club budget
 - Club bylaws
 - Description of club and international projects & fundraisers
 - List of new member expectations
- Outline new member expectations:
 1. Get involved – they are expected to share time and talents.
 2. Attend meetings – encourage frequent attendance at club meetings (and also zone and district).

3. Paying dues – demonstrates good stewardship of club.
4. Participate in projects/fundraisers of their choosing.
5. Leading and supporting – accept leadership challenges as presented and support others who are in leadership positions.
6. Sharing friendships – enjoy the support and friendship of other members and make an effort to get to know all of your club’s members.
7. Recruiting members – instill urgency in new member of need to always work on recruiting new members. Challenge new member to get another new member in 90 days. (They are so excited & enthusiastic and don’t know it is supposed to be difficult to recruit new members. Take advantage of their new found “optimism”)

Perhaps print list of expectations and include in new member packet.

STEP 2 – ORIENTATION PROCESS

ORIENTATION – EDUCATION OF NEW MEMBERS

- Do orientation promptly after induction – at least once per quarter.
- Education/background training helps new members avoid feeling overwhelmed by the knowledge that longer standing members seem to possess.
- Shows you value their involvement and want to help them advance their skills and knowledge.
- Ensures that new members are able to grow and potentially assume leadership positions in the organization.
- Education and training should provide members with skills that will help them to become more effective optimists and also in their person and professional lives.
- Process is also good as a refresher for members of long standing.

STEP 3 – INVOLVEMENT

INVOLVEMENT – INVOLVE NEW MEMBERS

- The sponsor should offer the new member a ride to first few meetings.
- Bring them to the meeting early – the sponsor and new member, together act as greeters.

- The sponsors should sit with them – introduce them around.
- *important* - include them in the conversations.
- Place a special identifier or sticker on new member's badge – for that year denoting them as new members.
- With a group of new members . . . Seat them and their sponsors together at a special table.
- After induction, give the new members a chance to tell about their family, hobbies, interests & business, beyond what the sponsor said in their brief introduction & bio.
- Picture and profile in club newsletter.
- Establish a “get-acquainted” bulletin board – post photo and short bio of new member.
- Send photo and brief write up to local newspaper about their induction into the club – society page.
- Assign new member to standing comm. Promptly, and using their interest finder gets them assigned to a project or fundraiser – utilize their strengths.
- Consider letting new members totally plan and implement a project with guidance of more seasoned members.
- Assign each new member a mentor (maybe sponsor or someone of more experience) to assist in his or her integration into the organization.
- When the new member is absent from club meeting, have system in place to contact them, let them know they were missed.
- Reinforce concept that each new member is a vital, needed asset to the club – each is an important cog in the Optimist WHEEL OF SERVICE.