NEW MEMBER CHECKLIST

MEETING:
• Have the motto and pledges printed out (poster, banner, etc.) so new members can follow along.
• 1st meeting of year will have many new members: teach everyone how to do motto, pledge, etc.
• Does the meeting have purpose? Is the meeting fun? (25% Business 75% Fun (Program / Recreation)
• Provide Agenda to follow
• Yearly Calendar
• Contact Lists?
• MOST IMPORTANT:
  • Ask yourself, if I was a brand new member/parent: would I want to come back next time?

OFFICERS:
• When new member comes in, get up and go to them…. Introduce yourself and welcome them.
• Get to know them… find out their interests.
• Tell them about opportunities in the club/county,
• Encourage all members regardless of their backgrounds or interests.
• Be excited and professional… members will return to a meeting that is fun and has a purpose.

MEMBERS:
• Introduce yourself and then introduce them to other members.
• Sit with the new members.
• Assist them through the meeting so they are comfortable (pledges, activities, etc.)
• Tell them about opportunities in the club/county.

ADULT LEADERS/PARENTS
• Introduce yourself to new families (New parents might be just as nervous as new members)
• Orientate them to what is going on and what is coming up.
• Assist them with enrollment questions if possible… Enrollment is priority.
• If they have not already, encourage them to contact County Extension Office (Enrollment, Newsletter, etc.)

EVERYONE:
• Be Welcoming and Inclusive
• Get them involved quickly!
• We are not a secret or private organization…. We should be open to all!
• Positivity:
  • If we are negative and prone to complain, that will spread to new members…. Worse yet, they may not come back.
  • Keep overall purpose of program in mind and promote that!
  • If we are upbeat and excited about our program, they will be too!
  • This is the greatest organization in the world…. We want new members to experience that as well!