



How to Propose a New Member

It's as easy as 1 • 2 • 3!



ROTARY INTERNATIONAL®

Contribute to your club's membership by bringing in qualified business and professional leaders who are interested in and committed to advancing the mission of Rotary. Together with your fellow Rotarians, you can help your club fully represent your community's business and professional life.

Use the attached form to propose a new member. You'll be strengthening your club and ensuring its growth and longevity.

Do it today!

STEP 1 ENGAGE WITH YOUR COMMUNITY

Proposing new members is essential to achieving Rotary's goals of providing community and international service. As a Rotarian, one of your primary responsibilities is to help identify and propose new members. **Consider the following approaches for finding future Rotarians:**

- Wear your Rotary pin to initiate conversations about your involvement with Rotary.
- Share stories of exciting club projects with colleagues, friends, and acquaintances.
- Distribute *Rotary Basics* (595-EN), *This Is Rotary* (001-EN), and *What's Rotary?* (419-EN). All three are available from shop.rotary.org, the *RI Catalog*, or your international office.
- Invite friends, co-workers, and colleagues to join you at your weekly Rotary meeting.
- Offer an information brochure that outlines the club's history and highlights recent service projects and social events.
- Ask potential members to become involved with a club activity or service project.
- Encourage prospective members to tour the RI Web site, view membership videos, and complete a Prospective Member Form (www.rotary.org/membershipreferral).

Visit www.rotary.org for the latest news, videos, and membership development materials.

STEP 2 COMPLETE YOUR PAPERWORK

Once a prospective member demonstrates an interest in membership:

- Complete Part A of the Membership Proposal Form, and return the form to your club secretary for submission to the club's board of directors. **Remember: Do not inform the prospective member of the proposal until AFTER the board approves it.**
- Wait for the club secretary to notify you of the board's decision, which should come within 30 days of the submission.

Note: If the club board does not approve the candidate, please talk to your club secretary or board for next steps.

After your club board approves the candidate:

- Arrange an information session for the proposed member, or have the club arrange one.
- Ask the proposed member to complete and sign Part B of the proposal form. Return the form to the club secretary.
- Publish the proposed member's name and classification to the club. The Recommended Rotary Club Bylaws allow seven days for club members to consider and file objections, if any.
- If no objections are received, the proposed member pays the admission fee and becomes a Rotarian.
- The club secretary or president immediately reports the new member to Rotary International via Member Access at www.rotary.org.

For information on membership qualifications, see the Manual of Procedure (035-EN), RI Constitution Article 5, RI Bylaws Article 4, and Standard Rotary Club Constitution Articles 7 and 8. All are available at www.rotary.org.



ROTARY CLUB OF _____

MEMBER INFORMATION FOR DaCdb SYSTEM

PERSONAL FACTS FOR ROTARY CLUB DATABASE

Members are asked to complete the information requested below. Starred items () are essential fields
 <After completing this form, you can **SAVE it** in your computer; **PRINT it**, or **E-mail it** as an Attachment.*

Please return this form to the club secretary.

Member: *Title _____ *First Name _____ MI: _____

*Nickname _____ (Badge name) *Last Name _____

*Date of Birth: ___/___/___ *E-mail address _____

Please check the below to indicate which is your preferred mailing address

Residence _____
Address Street

City State Zip

Phone: _____ Fax: _____

Vacation _____
Address Street

City State Zip

Phone: _____ Fax: _____

BUSINESS: Company: _____

Occupation / Job Title: _____

Phone: _____ Ext: _____ Fax: _____ Cell Phone: _____

Business _____
Address Street

City State Zip

Postal Box _____
Address Box Number City State Zip

CLUB: (Check appropriate boxes) to be filled out by club secretary

Classification: _____

*Member Type: Active: Active – Rule of 85: Active – Leave of Absence: Honorary:

Paul Harris Fellow: Yes: No: If yes, which Rotary year? ___/___ (i.e.: 96/97)

*Induction Date: ___/___/___ Sponsor's Name _____

FAMILY:

Spouse or *First Name: _____ *Last Name: _____
Significant *Date of Birth ____/____/____
Other Married: Yes No *Anniversary Date: ____/____/____

<u>Children s) Names (s):</u>	<u>Gender:</u>	<u>Date of Birth</u>
_____	M <input type="checkbox"/> F <input type="checkbox"/>	____/____/____
_____	M <input type="checkbox"/> F <input type="checkbox"/>	____/____/____
_____	M <input type="checkbox"/> F <input type="checkbox"/>	____/____/____
_____	M <input type="checkbox"/> F <input type="checkbox"/>	____/____/____
_____	M <input type="checkbox"/> F <input type="checkbox"/>	____/____/____
_____	M <input type="checkbox"/> F <input type="checkbox"/>	____/____/____

PREVIOUS ROTARY CLUBS: *Rotary ID number _____

Name of Club: City/State Date Joined: Date Resigned:

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CLUB ACHIEVEMENTS: *i.e.: offices held in club and which year.*

HOBBIES & INTERESTS: *i.e.: golf, fishing, and hunting*

NOTES: *i.e.: Community positions, projects, organizations, subjects you could give a 30 minute talk to the club.*