

10-STEP NEW MEMBER PROCESS

) It is important that a chapter customize the new member process to meet its needs. There is no designated month for initiation. However, initiation early in the calendar year gives the new member the full benefit of her membership fee.

! The following list provides the sequential components of the process:

1. Analyze membership needs of the chapter and order needed supplies online. (invitations, brochures, forms, etc.)
2. Review current bylaws (Article III: Sec. 1-5) to determine eligibility and balloting procedures. See Membership Eligibility on State Web Site.
3. Schedule a chapter event; such as a luncheon, tea, informational meeting, or chapter meeting to share mission, purpose, and principles of Alpha Delta Kappa with prospective members.
4. Distribute Form H-151, Prospective Member Recommendation, to members who have invited prospective members to the scheduled events. NOTE: one sponsoring member and two active members who will endorse the prospective member are required.
5. Place 'New Member Discussion' on monthly meeting agenda. Discuss qualifications of each prospective member, and vote at the meeting.
6. Mail membership invitations to prospective members who receive a unanimous vote.
7. Encourage sponsoring members to have a follow-up, one-on-one meeting with the prospective member to answer any questions she might have. Refer to Role of the Sponsoring Member (pages 78-79.)
8. Order the badge through Alpha Delta Kappa Marketplace on International Website from Transcend
9. Plan and conduct an Initiation Ceremony. Option: Invite friends and family. (See Ceremonies)
10. With help from the CMC or President, the new initiate completes the online registration form, pays fees, and submits on the date she is initiated.

[Click here for New Member Registration](#)