

10-STEP NEW MEMBER PROCESS (S49)

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. **Submission of the H-103 prior to May 31 earns your chapter a pearl!**

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.
- _____ 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. Distribute the Membership Application/Report of Initiation Form H-103 to prospective member(s) who accept(s) the invitation to membership.
- _____ 9. Collect completed Membership Application/Report of Initiation Form H-103, fees and obtain a badge for each initiate. Order the badge through Alpha Delta Kappa Marketplace on International Website from Transcend.
- _____ 10. Plan and conduct an Initiation Ceremony. Option: Invite friends and family. (See Ceremonies) Immediately following the initiation ceremony, record initiation date on the Membership Application/Report of Initiation Form H-103; mail the form and check for initiation fee to Headquarters.

Involve the new member(s) in a meaningful way as soon as possible.