

# New Member Information Programs

A new member information program should help new members expand on the knowledge gained from the prospective member program and broaden their understanding of their membership in a Rotary club. Your club's program should cover the following topics in three separate information sessions:

- Rotary policies and procedures
- Opportunities for service
- Rotary history and achievements

## Session Format and Logistics

New member information sessions are usually held as one-on-one meetings, since simultaneous new member inductions can't always be planned. If your club has new members join in pairs or small groups, hold these as group sessions.

Always assign each new member his or her own mentor.

The session leader(s) may alternate from session to session. For instance, in one program, the mentor meets with the new member for the first session, a club leader conducts the next one, and a club member handles the third. If you're leading a session, invite the new member to meet in your place of business, over lunch or dinner, or before or after a regularly scheduled club meeting.

## Session Outlines

Make sure that each session clearly addresses a new topic. Customize the following session outlines to fit your club's needs, and distribute publications for the programs or topics your club is involved with. Many publications are also available as free downloads from [www.rotary.org](http://www.rotary.org). Refer new members to the RI Web site, your club Web site, or your district Web site whenever relevant.

## Session One – Rotary Policies and Procedures

1. How to propose a new member
2. Meeting make-ups
3. Club structure
4. Elements of an effective club and how clubs fulfill the purpose of each element.
5. Club meetings
  - Regular meetings
  - Committee meetings
  - Board meetings
  - Fellowship events
6. Attendance expectations
7. Finances (participation, contributions)
8. District structure
  - District governors
  - Assistant governors
  - District committees

## Session One Resources

Provide copies of materials when possible; otherwise, loan copies of relevant materials from the club library. Review materials with new members.

- Financial Obligations and Attendance Requirements handout
- Club Information for New Members handout
- E-learning center at [www.rotary.org](http://www.rotary.org)
- Standard Rotary Club Constitution
- Recommended Rotary Club Bylaws
- *Manual of Procedure* (035-EN)
- *RI Catalog* (019-EN)

Find more information at [www.rotary.org](http://www.rotary.org).

## Session Two – Opportunities for Service (Club, district, and international)

1. Current club and district projects
2. RI programs
  - Interact
  - Rotaract
  - Rotary Community Corps
  - Global Networking Groups
  - Rotary Friendship Exchange
  - Rotary Volunteers
  - Rotary Youth Leadership Awards
  - World Community Service
  - Youth Exchange
3. The Rotary Foundation Program
  - Polio Plus
  - Humanitarian Grants Program
  - Educational Programs

## Session Two Resources

Present relevant items to new members, and review the materials with them. Loan videos from the club library as needed.

- Club profile and district profile
- E-learning center at [www.rotary.org](http://www.rotary.org)
- *Promoting Peace through International Scholarships* (610-EN)
- *Ambassadorial Scholarships and Rotary Grants for University Teachers Leaflet* (132-EN)
- *Rotary World Peace and Conflict Studies Program Brochure* (105-EN)
- *Rotary Peace and Conflict Studies Program Brochure* (105-EN)
- *Group Study Exchange Brochure* (160-EN)
- *Polio Plus Brochure* (323-EN)
- *The Rotary Foundation Quick Reference Guide* (219-EN)
- *Rotary Foundation Facts* (159-EN)
- *Two Needs, Two Ways of Giving* (173-EN)
- *Every Rotarian, Every Year Brochure* (957-EN)
- *Paul Harris Society Brochure* (099-EN)
- *Interact Brochure* (600 EN)
- *Rotaract Brochure* (663-EN)
- *Rotary Community Corps Brochure* (779-EN)
- *Making a World of Difference: Youth Exchange* (755-EN)
- *Service Above Self: A Century of Extraordinary Purpose* (929-EN)

Find more information at [www.rotary.org](http://www.rotary.org).

## Session Three – Rotary History and Achievements

1. Origin, growth, and achievements of Rotary International.
  - History of RI and The Rotary Foundation
  - RI Board of Directors
  - The Rotary Foundation Trustees
  - Object of Rotary
  - Mission of Rotary International
2. Tradition of high ethical standards
  - The Four-Way Test
3. History and achievements of local club
4. Spouse/partner and family involvement

### Session Three Resources

Present relevant items to new members, and review the materials with them. Loan new members videos from the club library when necessary.

- *The ABCs of Rotary* (363-EN)
- *Rotary Basics* (595-EN)
- *Introducing Rotary* (982-EN)
- *Rotary International Annual Report* (187A-EN)
- *The Rotary Foundation Annual Report* (187B-EN)
- *RI Theme Brochure & Presidential Citation Brochure* (900-EN & 900A-EN)
- *Every Rotarian, Every Year DVD* (978-MU)
- *Conquering Polio* (329-MU)
- *New Member Information Kit* (426-ENB)

Find more information at [www.rotary.org](http://www.rotary.org).

### Action Steps

1. Set a schedule for the information sessions as soon as the board accepts the new member. Determine who will conduct the sessions and who will serve as the new member's mentor.
2. Determine which materials you'll use in your sessions. Consider which materials you'll purchase and which you'll download. *Keep a supply of the New Member Information Kit* and other RI materials in stock.
3. Review available e-learning PowerPoint presentations for new members at [www.rotary.org](http://www.rotary.org). How will you use these modules? Determine whether you want new members to review specific e-learning modules before, after, or during the sessions.
4. Establish the session location, level of formality, and duration. Will the sessions involve more than one new member? Will any videos be shown during the sessions, or will you loan the new members videos from your club library?
5. Discuss open committee spots available for the new member.
6. Decide how you'll use the worksheets at the back of this publication.
7. Develop a system for obtaining feedback from new members on a wide range of issues, including the process and results of the orientation program itself. Report this feedback to the club president, assistant governor, and district governor as appropriate.