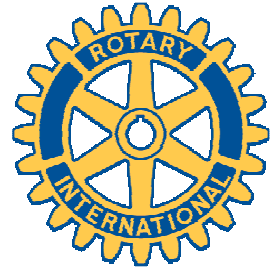


NEW MEMBERSHIP PROPOSAL GUIDELINE

As a member of the Rotary Club of Fremont, Ohio, one of your key responsibilities is to help identify and propose new members. Proposing new members is essential to achieve our Club's goals in providing services both to our local community and assisting with Rotary's International services.

Once you've identified a potential new member as the sponsor you simply follow the steps below to propose a new member:

<i>STEP</i>	<i>RESPONSIBILITY OF</i>	<i>ACTION PLAN</i>
1.	You, as the Sponsor	INVITES potential new member to a luncheon meeting. You will be billed for the cost of the lunch at the quarterly invoice.
2.	You, as the Sponsor	COMPLETE "Part A" of " How to Propose a New Member " Form. Print out the form, complete and submit to the Club Secretary. <i>*Remember NOT to inform a proposed member of the proposal until after they have been approved by the Board membership.</i>
3.	Club Secretary	SUBMITS the completed form to the Membership Committee for approval of eligibility.
4.	Membership Committee	RECEIVES " How to Propose a New Member " Form from the Club Secretary and considers proposed member from standpoint of character, business, social, and general, as well as eligibility of prospective member from Classification. Upon completion of findings, the Membership Committee returns the form with recommendations to the Club Secretary.
5.	Club Secretary	SUBMITS proposed new member to Board of Directors for approval.
6.	Board of Directors	REVIEWS recommendations of Membership Committee.



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7. Club Secretary Upon Board of Directors' approval, PUBLISHES the name and classification of the proposed member to the full membership for approval.

If no unfavorable response is received within 7 days, the proposed member is considered eligible for membership.
8. Club Secretary NOTIFIES both the sponsor and Membership Committee of the proposed new member's approval for membership.
9. Membership Committee SCHEDULES a Rotary Orientation - informs proposed member of the purpose, privilege and responsibility of being a Rotarian.

If the proposed member is interested in becoming a member, the Membership Committee will then contact the Club Secretary for further processing.

** The proposed new member is welcome to attend the luncheon meetings until their induction as a new Rotarian.*
10. Club Secretary REQUESTS proposed member to complete "Part B" of "**How to Propose a New Member**" Form and "**Membership Information Form**".

Pays the admission fee.

Secures permission for name and classification to be published in Club Publication.
11. Club Secretary SCHEDULES new member's Induction Ceremony. The proposed member is then formally introduced to the Club at a regular meeting by his/her sponsor shortly thereafter.
12. Club Secretary REPORTS the new member to Rotary International.

Information regarding the new member's induction into our Club is included in the Roto Wheel.