



*(This side is for the use of the Membership Chair and the Board of Directors.)*

## ***12 Step Membership Approval Process***

- 1. As indicated on reverse, the Member Prospect attended at least two meetings as a guest of the Sponsor.
- 2. Application obtained from Club Secretary or Membership Chair on \_\_\_\_/\_\_\_\_/\_\_\_\_.
- 3. Completed Application received by Club Secretary.
- 4. Club Secretary retained a copy of completed application and provided the original to the Membership Chair.
- 5. The Membership Chair presented application to Board of Directors, either at (circle one) a Board Meeting or via email.
- 6. Board of Directors considered application and discussed any classification issues, The Membership Chair either:
  - a). Notified the Sponsor of conditional approval (pending consideration of Membership-at-Large) and assigned the vocational classification of \_\_\_\_\_ on \_\_\_\_/\_\_\_\_/\_\_\_\_.
  - OR -
  - b) Notified the Sponsor on \_\_\_\_/\_\_\_\_/\_\_\_\_ that application was rejected and cited the following reason: \_\_\_\_\_.
- 7. With the Board's conditional approval, a representative of the Membership Committee, \_\_\_\_\_, held a "Fireside Chat" with the Sponsor and the Prospect on \_\_\_\_/\_\_\_\_/\_\_\_\_. The Prospect then (chose) (chose not) to proceed. If not, please state why? \_\_\_\_\_.
- 8. A First Notification to the Club membership was completed on \_\_\_\_\_, with these results: \_\_\_\_\_.
- 9. A Second Reading to the Club membership was completed on \_\_\_\_\_, with these results: \_\_\_\_\_.
- 10. The First and Second Readings resulted in (approval) (disapproval) by the Club Membership and the Membership Chair informed the Sponsor & the Prospect on \_\_\_\_\_.
- 11. The Club President conducted the Installation Ceremony on \_\_\_\_/\_\_\_\_/\_\_\_\_.
- 12. The Program Chair included the new member's Classification presentation at our meeting on \_\_\_\_/\_\_\_\_/\_\_\_\_.

Please return the completed form to the Club Secretary or Membership Chair