## **Orientation Procedures**

A club representative will conduct meeting(s) with new inductees after initiation. The new member acclimation meetings will consist of 1 or 2 meetings of 1-2 hours from 6:15 pm to 8:15 pm on Tuesday evening to coincide with the club's regular weekly meeting.

Items covered include the following:

- 1. Review the ABC's of *Rotary* book:
  - 4-Way Test Definition
  - What to tell friends/family about what Rotary is and why we are involved
  - Invocations importance of multiculturalism
  - Review and reminder of attendance requirements
    - Start time and tardy time
    - Leaving early, if necessary
    - Make-ups
  - Flag exchange
  - Paul Harris Fellows and sustaining Foundation membership
  - Polio Plus, CART, and other contribution opportunities
- 2. Requirements of new members (Red Badgers):
  - Act as a morning greeter for 3 meetings
  - Attend a make-up meeting at another club or on-line
  - Sit at four different tables for breakfast
  - Be assigned to a committee
  - Complete form for Red Badge program graduation
- 3. Make sure all paperwork is correct:
  - Email
  - Billing address
  - Birthday
  - Etc.