



ROTARY CLUB OF SANTA FE

CHECK LIST FOR NEW MEMBER INDUCTION KIT

New Member Name _____

Induction Date: ____ / ____ / ____

<u>Item Description</u>	<u>Source & Item Number</u>
1. <input type="checkbox"/> New Member Kit	National Service Awards #C34102
A. <input type="checkbox"/> Folio "Welcome to Rotary"	
B. <input type="checkbox"/> Rotary Lapel Pin (1/2")	
C. <input type="checkbox"/> Four-Way Test Medallion	
D. <input type="checkbox"/> Four-Way Test Card	
E. <input type="checkbox"/> "New Member" Yellow Ribbon	
F. <input type="checkbox"/> Static Cling Decal	(#C3E50)
G. <input type="checkbox"/> Certificate of Membership (8.5" x 11")	(Must be imprinted by kit assembler)
H. <input type="checkbox"/> Objective of Rotary (8.5" x 11")	
I. <input type="checkbox"/> The Four-Way Test (8.5" x 11")	
2. <input type="checkbox"/> Red Badge	R-H Co. #R90210 (recycle the badge)
3. <input type="checkbox"/> Red Badge Front Label	Red Badge Lbl.doc
4. <input type="checkbox"/> 1x2.6 Badge Back Label	(Use a word processor)
5. <input type="checkbox"/> RCSF Member Info Sheet	Copy of the info provided by the new member, or a blank RCSF Member Info Sheet
6. <input type="checkbox"/> RCSF New Mmbr Welcome Letter	New Mmbr Welcome Ltr.doc
7. <input type="checkbox"/> Red Badge to Blue Badge Conversion	RED BADGE TO BLUE CONVER.doc
8. <input type="checkbox"/> Red Badge Conversion Checklist	RED BADGE CONVERSION CHECK LIST.doc
9. <input type="checkbox"/> Attendance Requirements Memo	Attendance Reqs Smry.doc
10. <input type="checkbox"/> Membership Card	Golden Gate Designs - Paper Card
11. <input type="checkbox"/> Dues and Fees Invoice	New Mmbr Dues Invoice.doc

P.O. BOX 2465 – SANTA FE, NEW MEXICO – 87504-2465