



# ROTARY CLUB OF SANTA FE

## DOCUMENTS REQUIRED FOR NEW MEMBER RECRUITMENT AND PROCESSING

	<u>When Used</u>	<u>Web Mounted</u>
1. <u>Entire Process</u>		
New_Mmbr_Process_Steps.doc	Steps 1. – 21.	No
2. <u>New Member Proposal Packet</u>		
a) cover_memo_sponsor_2.doc	Step 2.	No
b) How to Prop New Mmbr .doc	Step 2.	Yes
c) Membership Proposal Form		
i. New_Mmbr_Prop_Cand_Secn.doc	Step 2.	Yes (Note 1)
ii. New_Mmbr_Prop_Spnsr_Secn.doc	Step 2.	Yes (Note 2)
d) Attendance Reqs Smry.doc	Step 2.	Yes
e) New Member Dues Invoice.doc	Step 2.	No
f) Paul Harris Pledge Card	Step 2.	No
3. <u>Proposal Process Tracking</u>		
g) New_Mmbr_Prop_MDC_Secn.doc	Steps 7. - 18.	No
4. <u>Proposal Review and Approval</u>		
Language for La Rueda.doc	Step 11.	No
Sponsor Notification Ltr.doc	Step 14.	No
Rotary New Member Induc'n Kit list.doc (List contains several documents)	Step 16.	No
5. <u>Red Badge to Blue Badge Process</u>		
RED BADGE TO BLUE CONVER.doc	Step 20.	Yes
RED BADGE CONVERSION CHECK LIST.doc	Step 20.	Yes (Note 1)

### Notes

1. Download, print, and complete manually (because it requires signatures).
2. Can be completed and submitted online, or downloaded, printed, and completed manually.