



ROTARY CLUB OF SANTA FE

xxxx, 2008

(Sponsor Name)

(Sponsor Addr)

(Sponsor City, St ZIP)

Dear (Sponsor Call Name),

On (date), at its regular meeting, the Board of Directors of the Rotary Club of Santa Fe approved your candidate, (Candidate Full Name), for Active membership in the club under the classification (Classification). The candidate's name was published as required in the club's newsletter, *La Rueda*, on (publ date), and no objection has been raised within the ten day period allowed. I am writing with pleasure to advise you that (Candidate's First Name) is therefore officially elected to membership, and will become an active member upon payment of the admission fee and dues and formal induction into the club.

Induction into the club is a formal welcoming ceremony, during a regular meeting of the club, in which the new member is introduced to the membership, is welcomed as a member of the club, receives his or her Rotary pin and red name badge, and receives a kit of helpful materials.

Please notify (Candidate's First Name) immediately of the election, and request payment of the admission fee and prorated annual dues and fees. I have enclosed a printed invoice for you to hand to (Candidate's First Name). The admission fee is \$100.00, unless the candidate has been a Rotarian before, in which case the admission fee is waived, or the candidate is less than 36 years of age, in which case it is reduced by \$50.00. Annual dues and fees are prorated monthly. If the candidate is less than 36 years of age, the annual dues and fees are reduced by \$125.00.

As sponsor of the new member, you are responsible for advising the new member of Rotary's attendance requirements (see attached memo re attendance requirements), and for informing the new member about the induction process. Please arrange with me for a convenient date for (Candidate's First Name) induction

After (Candidate's First Name) is inducted, you as sponsor are responsible for making sure that the new member comes to meetings, accomplishes the "Red Badge-to-Blue Badge" conversion process (see attached requirements and checklist), and generally for assuring that the new member's initial experiences in the club are successful and gratifying.

Congratulations, and thank you very much for bringing a new member to the club! Without new talent, every organization will fade into the sunset. With new talent, the horizons are unlimited.

Sincerely,

John R. Dowdle
Chairman
Membership Development Committee

cc: Secretary