

New Member Orientation Steps:

NEW MEMBER ORIENTATION

STEP ONE: PRE-ORIENTATION

Principal Task: Provide sufficient information about Altrusa to allow the prospect to make an informed choice about membership before being invited into membership.

1. Develop a Club brochure or card-sized handout detailing the responsibilities of membership, Club activities, etc. Members can give this to prospects as an accompaniment to the International brochure.
2. Prepare a fact sheet of important information for members to share with possible prospects. Train members on how to use this information effectively. All members should be familiar with basic information about the local Club and the International Association.
3. Conduct membership events yearly. Feature presentations and displays showcasing your Club's activities.
4. Invite prospects to informal get-togethers and introduce them to your Club Officers and members of your Membership and Information Committees. Discuss the commitment and responsibilities accompanying Altrusa membership before asking them to join.

STEP TWO: NEW MEMBER ORIENTATION

Principal Task: Decide what and how information should be planned and delivered to the new member after initiation.

1. Sponsor informal, friendly group sessions having carefully planned discussion agendas that include ample time for individual participation.
2. Use the orientation outline described in this section.
3. Develop a new member "check list" to make sure every new member in your Club receives all appropriate orientation materials.
4. Review and update your orientation materials periodically to ensure that the information presented is accurate and current.

STEP THREE: NEW MEMBER INVOLVEMENT

Principal Task: Assimilate new members into the Club and involve them in its activities.

1. Create opportunities for all members to become acquainted with each other.
2. Plan situations that encourage new members to participate actively in Club discussions. Some Clubs ask new members to make a Club presentation early in their membership.
3. Develop a "sponsor" program in which a "seasoned" member (the sponsoring member or someone else) helps a new member become comfortable with the group.
4. Assign new members to a Club Standing Committee at the time of the initiation.
5. Involve new members in Committee work quickly. To speed the new member's personal involvement, each Committee should have an orientation plan that covers not only general responsibilities but Committee goals and current activities, too.

STEP FOUR: FIRST YEAR FOLLOW-UP

Principal Task: Assess the effectiveness of the orientation program and provide for additional orientation needs.

1. Develop an evaluation questionnaire and ask new members to assess their first year of membership. The questionnaire should address issues related to your orientation program and whether it is meeting its goals.
2. Involve new members in the Committee's review of the orientation program. This way you learn firsthand what aspects of the orientation program were done well and what needed improvement.
3. Select a new member (one with less than one year of Altrusa membership) to be a presenter in new member orientation sessions.
4. Keep a record of each new member's participation in Club and Committee activities. This information can provide valuable insight into membership gains (and losses).
5. After evaluating your new member orientation, apply the insights formed to your all-member reorientation presentations.

APPENDIX D

SAMPLE AGENDA FOR NEW MEMBER ORIENTATION

Sample - Agenda for new member orientation

- Welcome and Greetings
- What is Altrusa?
 - Give a brief history of Altrusa which can be found on the International Website
 - Philosophy and goals of Altrusa
 - Organizational structure—International, District and local club
 - Brief orientation of International, District and local Club by-laws and policies
 - Altrusa Foundation
- What are the responsibilities of membership?
 - Financial
 - Service participation
 - Committee involvement
- Local club activities
 - Schedule of club meetings
 - Future New Member Orientation & All Member Re Orientation dates
 - Service projects—past, present, and future
 - Fundraisers—past, present, and future
- Local club standing committees
 - Introduce standing committee chairs and have them give a brief explanation.
 - Service
ASTRA-if applicable
 - Membership Development
 - Communications
 - Finances
- Special committees of local club
 - Review how each of these committees fits into the club.
 - Ad Hoc Committees
 - Nominating Committee
 - Conference Committee
 - Awards Committee
 - Scholarships Committee
- Fund raising activities
 - Discuss each member's responsibility to the fundraising efforts.
- Allow time for questions from the new members.