

WOMEN'S CIVIC CLUB OF PANAMA CITY BEACH
Sponsors of Potential Members

Although a potential member completes an application it is not a guarantee the candidate will be approved. It is important as a sponsor you know the potential member to feel assured, they will be a productive and valued member for the club. If the potential member is approved, it is your responsibility as the sponsor to aid in their development.

How do you know the potential member and what is their reason for wanting to join the club?

One of the ways to understand how a potential member works well with others is to invite them to volunteer at our events and then get feedback from members that they worked with. What type of feedback did you get from other members and/or working activities with them?

What type of mentoring plan do you have for the potential member for the first year of membership?

Sponsor's Signature _____ Date _____

Membership Application Summary (filled out by Membership Chair)

Potential Member _____

Submitting Sponsor _____ Date _____

Officer Interviewer _____ Date _____

Presented to Board _____ Date _____

Action Taken Approved ____ Not Approved ____

Installed _____ Date _____

Follow up Officer, Sponsor, New Member Discussion _____ Date _____

WOMEN'S CIVIC CLUB OF PANAMA CITY BEACH
Sponsor's Checklist and Discussion Points for Potential Members

The applicant has attended two meetings as a guest _____
Dates attended _____

The sponsor has reviewed the constitution and bylaws with the applicant _____

The applicant has been informed of the expectations of the club _____

- The club is a working club not a social club
- Sign up for three committees, at least one fundraising committee
- Respond to committee chairs correspondence
- Attend committee meetings
- Support events
- Complete sign-up sheets yearly
- Pay dues
- Respect each other

The applicant has been informed of the membership process _____

- Applicant submitted to Membership Chair
- Applicant interviewed by a member of the Executive Board
- Application presented to the board (last Thursday of month)
- If application approved, member will be installed at next luncheon

The sponsor discussed the duties of each committee and the time commitments of each committee with the applicant prior to the completion of committee sign up sheet (Information available in yearbook) _____

The sponsor has discussed their mentoring plan with the applicant _____

The applicant's committee sheet is legible, and all items completed _____

The applicant's check is received, made payable to Women's Civic Club, marked for " Membership" _____

The sponsor and potential member have signed the checklist _____

The sponsor will submit the applicant's packet to the First Vice President

Mail/Deliver to:
Arlene Klaas - 1st Vice President
Women's Civic Club
PO Box 9759
Panama City Beach, FL 32417

Name of Applicant _____ Date _____

Sponsor's Signature _____ Date _____