**The Rotary Club of Frederick**

P.O Box 13, Frederick, MD, 21705

**NEW MEMBER PROPOSAL FORM**

 **Instructions to the Sponsor**

* Membership is a responsibility not a right.
* Each applicant must be proposed for membership by an active member of the club.
* Each applicant should be an active member of the community with a history of service in the community
	+ Has he/she served on a non-profit board(s)?
	+ Have they volunteered for service in the community?
* Qualified candidates are adults of good character and business, professional, or community reputation who fit one of the following criteria:
	+ Hold or have held an executive position with discretionary authority in any worthy and recognized business or profession
	+ Serve as a community leader
	+ What about that second tier of manager (up and comers)?  How do we qualify the tier?
	+ What about a candidate who is asked to serve based on their position (i.e. school president, garrison commander, public officials)
* All candidates should also demonstrate a commitment to service through personal involvement, be able to meet the club’s attendance and community project participation requirements, and live or work in the vicinity of the club or the surrounding area.
* Let the Membership Committee know your intentions so they can record the effort, follow the activity, and offer guidance if desired. Membership is a group effort.
* The person you propose for Club membership should come as your guest, twice preferably and no more than three times, to have an opportunity to meet members and experience our weekly meeting. The Rotary Club will pay for the first lunch of the proposed member; the sponsor or cosponsor is responsible for other lunches.
* Explain to the person you are proposing that membership is by invitation after a review process and is not automatic. Due to the nature of this process, discretion is advised.
* You will need a co-sponsor, or, if you are nominating a member of your family, two cosponsors including a non-relative. Co-sponsors are expected to have a familiarity/relationship with the proposed member, recognizing their co-sponsorship is an endorsement of the proposed on par with yours, the sponsor’s.
* Though it’s recognized some of the necessary information will be supplied by the person you are proposing, **the sponsor is responsible for this proposal form** and for ultimately submitting a completed form to the Membership Chair. **The process is driven by the sponsors, not the proposed member**, and the primary sponsor is responsible for efficiently keeping the process on task until the proposal form is submitted. Incomplete proposal forms will be returned to the sponsor for completion.
* Please note that while it is appropriate to determine if a candidate is interested in club membership, it is inappropriate to introduce him or her as a candidate for membership.
* How to Propose a New Member
	+ Send the completed proposal form to the club’s Membership Committee for review.
	+ After review, the Membership Committee sends its recommendation on the applicant to the board of directors which makes the final decision on all applications.
	+ Upon the Board’s approval of the proposed applicant, it is proposed to the club membership.

* The sponsor must convey the following financial requirements and recommendations to the proposed member:

**Required Annual Expenses**

Annual dues $350 Pro-rated based on date of induction

One-time club initiation fee $ 50 first year only

Total Required Expenses $400 Maximum

**Total Minimum Recommended Annual Expenses**

50/50 scholarship raffle $100 $2 for 3 tickets for 50 weeks

\*Rotary Foundation contribution $200 or more. There is no maximum.

\*1st Century Trust $100 or more. There is no maximum.

Total Recommended Expenses $400

The weekly luncheon costs $18.00 and there are normally 50 luncheons a year.

\*Tax deductible

After review the Membership committee sends its recommendation to the Board of Directors, which may accept or reject the committee’s recommendation to accept or deny the application.  Upon Board approval, the prospective member is proposed to the club membership at large via an emailed confidential letter. Any member who has an objection has 7 days to voice his or her concern to the President of the Board.  The Board reviews any objection and may either support or dismiss it; the Board has the final decision on all proposal forms.  Both you and the proposed member will be notified by the Membership Chair with a final decision.

Once a completed proposal form is submitted, this review process may take up to four weeks from start to finish.

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| **Rotary Club of Frederick New Member Proposal Form***To the proposed: Please enter all information requested only electronically. Do not print and complete. You may electronically file additional pages and/or your résumé if you like. Thank you.* |
| Rotarian \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and Rotarian \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ propose \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for membership in (Co-Sponsor) (Co-Sponsor) (Proposed Member) the Rotary Club of Frederick. Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Personal Information** |
| Name:  First Middle Initial Last |
| Check your preferred form of address:  |  Mr |  Ms. |  Mrs. |  Miss |  Dr. |  Rev. | Other ­ |
| Name as you would like it to appear on a Rotary badge:  |  | Date of birth: |  |
| Home address:  Street City State Zip Code |
| Home telephone:  |  | Home email address: |  |
| Colleges/universities attended with degrees & any honors awarded: |  |
| Dates of military service & highest rank attained: |  |
| Avocations or hobbies: |  |
| Length of time lived or worked in the Frederick County area: |  |
| **Current Professional Affiliation** |
| Employer:  |  | Are you retired? |  |
| Employer address:  Street City State Zip Code |
| Your title: |  |
| Work telephone: |  | Work email address: |  |
| Your postal address preference:  |  Home  |  Office  | Your email address preference:  |  Home |  Office |
| **Professional Background** |
| For each employer over the last ten years, please list the employer's name, your dates of employment, position and notable professional accomplishments. In this entire section, refer to an electronically filed résumé if you like. |
| Please list any corporate boards of directors on which you have served with dates and offices held. |
| Please list any business and professional associations in which you have served with dates and offices held. |
| **Community Service** |
| Please list local, state or national nonprofit organizations where you volunteer or have volunteered with dates of involvement, offices held and significant personal accomplishments, honors and awards. For this entire section, refer to an electronically filed résumé if you like. Rotary equally values community organizations of a family nature which you may list under the next item. |
| Please list community organizations of a family nature where you have volunteered or are or were a member, and your roles and accomplishments. These could include schools, fraternal organizations, athletic associations, etc. Listing church work is optional. |
| Please list any elective public offices in which you serve or served and dates of service. |
| **Rotary Service** |
| Are you now or were you a member of a Rotary Club, or do you have a close family member who is or was a member of a Rotary Club? If so, please name the club(s) and give the dates of you and/or your family member’s membership. Please indicate offices held and committees on which you served, and if you are a Paul Harris Fellow. |
| Please tell us what you believe your membership will add to the Rotary Club of Frederick. (Please limit your comments to 150 words.) |
| **Sponsor(s) Endorsement** |
| Why do you think the proposed person should be brought into our Club. |
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**Classification**

In the more than 34,000 clubs around the world, Rotarians are classified by profession or industry. For large clubs such as The Rotary Club of Frederick, no more than ten percent of members may be in the same classification. Below are classifications currently used by the Rotary Club of Frederick. Please enter the classification which is closest to your occupation in the box below the list. If no classification is a good fit, please indicate what new classification would be the best fit for your occupation. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Accounting

Advertising

Agriculture

Architecture

Athletics

Auction Sales

Audio/Video Services

Auditing Services

Automotive Services

Aviation

Banking

Biotechnology Research

Building Industry

Building Materials

Building Trades

Cleaning Services

Community Foundation

Dental Practice

Education

Elder Care Services

Employment Agency

Engineering

Financial Planning

Funeral Directing

Government

Hardware

Historical Society

Honorary [do not select]

Hospital Administration

Hospitality

Insurance

Investment and Finance

Law Practice

Manufacturing

Marketing

Material Handling

Medical Practice

Moving and Storage

National Defense

Newspaper

Office Equipment

Petroleum Products

Pharmacy

Psychology

Public Relations

Religion

Restaurant Dining

Retail

Salon or Spa

Security

Signs

Strategic Planning

Telecommunications

The Arts

Tourism

Transportation

Travel Service

Venture Capital

Veterinary Medicine

Youth Development