

## Transitioning Prospective Candidates into Enthusiastic Members

### Attn: Club President, Membership Chair and Treasurer

1. A club member or the Membership Chair extends an invitation and encourages a prospective member to attend at least two business meetings, events or other meeting to see us in action.
2. The prospective member is provided with [orientation packet](#) explaining expectations and should provide the club with an email address so she/he can be added to the “news” distribution list. If the individual expresses interest in accepting the commitment of membership, she/he will be asked to complete and submit a [Prospective Member Information Form](#) to the Membership Chair.
3. The Membership Chair reviews the application with the Membership Committee and makes recommendation to the Board. The candidate is asked to submit a short bio and picture to be used in introducing her/him to full membership for vote of approval.
4. After club has voted its approval, the prospective member is asked to make payment for dues per current payment schedule to the Club Treasurer.
5. The Club Treasurer and Membership Chair will coordinate completion and submission of the [Member Application Form](#) (full name, email, mailing address, phone, age (if <35), Zonta Awardee, any prior Club history, etc.) with dues payment PROMPTLY to:
  - (1) Zonta International Headquarters – Treasurer follows link to [register new member and pay online](#)
  - (2) District Treasurer – Treasurer emails Member Report and mails dues check.

\* DISTRICT TREASURER - upon receipt of the [Member Application form](#), forward it to District Governor (welcome letter), Lt. Governor (membership report), and District Secretary (district roster and communication distribution list).
6. The Club Treasurer will order a name tag and Zonta pin for the new member and she/he will be notified of the Induction date. Encourage the member to invite guests to this celebration.
7. At the Induction Ceremony, the new member will be presented with a nametag, a Zonta International pin, and electronic copies of the current Club Manual of Procedures, Club Bylaws, list of club committees, and a club roster. The documents can be printed if requested. Many clubs also present the new member with a yellow rose.
8. The Board will assign the new member a mentor to provide [Onboarding support and guidance](#) during the first 6 to 12 months. The new member will select one or two committees of interest and meet with the Chairmen of those committees.  
A survey evaluating the new member’s experience and involvement in the club can be issued to the new member at reasonable intervals.
9. Members will report any status changes (address, phone, email, etc.) immediately to the Club Treasurer. The Club Treasurer makes changes at the ZI website and forwards changes to the District Treasurer.  
\* DISTRICT TREASURER - Upon receipt of any changes, forward to District Secretary (district roster and communication distribution list)