## **NEW MEMBER FLOW CHART**

The Naples Islands Garden Club is always looking for new members who want to join us in our mission to make our islands beautiful. Here are the steps required to become a member of our club.

- 1. Two sponsors from within our club are required. Both must have been Active Members in good standing for at least two years.
- 2. One of the sponsors must contact the Membership Chair and give her the name of the prospective member and her two sponsors. The Membership Chair will give the sponsor an application form and instructions.
- 3. The completed application and two letters of recommendation by the sponsors should be submitted to the Membership Chair for approval by the Board. Upon approval, the applicant's name will be posted in the Greenmail and the application process may proceed. At this point, the applicant becomes a Ladyin-Progress.
- 4. After submittal of the application, the applicant must attend three Club activities, two of which must be General Meetings including the business portion of the meeting. The third activity may be any of our club-sponsored events. For example, Beautification gatherings (highly recommended), Arbor Day, Veterans Day, our Flower Show, or one of our luncheons or excursions would all qualify as the third required activity. The sponsors are responsible for notifying the Membership Chair when the prospective new member is attending our events.
- 5. Upon completion of the above steps, the Board shall review the application and vote on membership. If there is an opening, the Lady-in-Progress becomes an Active member. If not, she becomes a Lady-in-Waiting and is welcomed to participate in our activities until a spot becomes available. Ladies-in-Waiting become Active members in the order in which their applications have been completed.
- 6. Once a Lady-In-Progress becomes an Active Member, she will be welcomed into the club at the next General. Her sponsors are responsible for familiarizing her with all the club activities and helping her complete the New Member Areas of Interest sheet that must be returned with her membership dues. This will help our new member to become involved. Sponsors should encourage the new member with her involvement during the first two years of her membership. Sponsors are also encouraged to follow up on social functions with the new member to be sure she is feeling included and inspired to attend.