

NEW MEMBER NAME	PHONE	EMAIL
SPONSOR / MENTOR	INDUCTION DATE	EMERGENCY CONTACT

#	ACTIVITY	RESPONSIBLE	INITIALS & DATE COMPLETED
PHASE 1 — PRE-INDUCTION			
1	Meet new member individually before induction	Sponsor	
2	Explain club expectations, opportunities, culture & attendance / make-up policy	Sponsor	
3	Collect emergency contact + dietary / accessibility info	Sponsor	
4	Prepare Welcome Packet (directory, social links, current projects, committee list, annual calendar, contacts, impact brochure)	Sponsor / Club Admin	
5	Register member in My Rotary & set up dues / payment	Club Admin / Treasurer	
PHASE 2 — INDUCTION DAY			
6	Conduct induction ceremony (sponsor attends)	President / Sponsor	
7	Present Rotary pin & name badge	President	
PHASE 3 — WEEK 1 (PERSONAL WELCOME)			
8	Send personal welcome email or text	President	
9	Add member to email list & social media groups	Club Admin	
10	Take member photo for directory & club records	Club Admin	
11	Sit with new member; introduce to at least 5 members	Sponsor	
12	Week 1 check-in: "How was your first experience?"	Sponsor / Mentor	
PHASE 4 — WEEKS 2-3 (ROTARY EDUCATION)			
13	Introduce the Four-Way Test, Areas of Focus, club history & traditions	Sponsor / Educator	
14	Introduce The Rotary Foundation & service opportunities	Sponsor / Educator	
15	Week 3 check-in: "What interests you most?"	Sponsor / Mentor	
PHASE 5 — WEEKS 4-6 (GET INVOLVED)			
16	Match interests & strengths; link to a committee	Sponsor	
17	Encourage participation in a service project	Sponsor	
18	Week 6 check-in: "Do you feel connected?"	Sponsor / Mentor	
PHASE 6 — ONGOING (MONTHS 3-12)			
19	Month 3 check-in: "How can we deepen your involvement?"	Mentor	
20	Month 6 check-in: leadership interest discussion	Mentor	
21	6-12 month review: "What would improve your experience?"	Mentor	
22	Issue orientation survey to new member (process feedback)	Club Admin / President	

ORIENTATION COMPLETE — all activities above finished and survey issued.

PRESIDENT SIGNATURE

DATE