



HANDICRAFT CLUB

CHECKLIST FOR SPONSORING A CANDIDATE FOR MEMBERSHIP

When you are ready to sponsor someone for membership, this checklist will help guide you through the process and set expectations for your candidate.

Two members are required for sponsoring a candidate (a Proposer and a Seconder), both of whom must have been members for at least one year. Members may propose up to three and second up to three candidates in one Club year for a total of six candidates.

Please include the following when submitting a new application for Active membership:

- Proposer's letter of recommendation
- Seconder's letter of support
- Membership Application (which you, as the Proposer fill out with your candidate's input)

Please also take the following steps to help your candidate have a great first experience:

- Explain the nomination process and set expectations about timing (generally 4-5 weeks):
 - ~ Application and all supporting letters are submitted to the Club
 - ~ Candidate names are submitted to the Board and they are posted them within the Club for 14 days
 - ~ At the end of the 14-day period, candidates are voted upon at the next Board meeting (generally monthly)
 - ~ Upon acceptance, new members pay fees (see below) and become eligible to enroll in classes and workshop and attend events.
- Explain fees, which must be paid within 30 days of Acceptance letter.
 - ~ Initiation Fee: \$500
 - ~ Annual Dues: \$300 (Prorated based on when the application is processed.)
- Introduce your candidate to at least two members of the Executive Board or Committee Chairs.
- Invite your candidate to a tour of the Club when classes are in session.
- Share the latest course catalog and explain that we expect members to enroll in a class or workshop within their first year and that sometimes there are waitlists.
- Let your candidate know about ways members can volunteer at the Club, e.g., helping with our Open House, joining a Committee, and more.
- Most importantly, stay in touch with your candidate. Make her feel welcome and comfortable as she settles into signing up for classes, visiting the Club, ordering lunch, and attending events.