

**GUIDELINES FOR
SPONSORING A FRIEND FOR MEMBERSHIP**

This checklist serves as a guide for you and those two members who will write seconding letters of support for your candidate to help her understand the purpose of the Club, the application procedure, and the financial responsibilities. Please include with the application.

Included:

___ Your letter of recommendation

___ Two seconding letters of support

___ Application filled out by you and candidate

___ Please treat your candidate to a tour of the building when classes are in session.

___ Introduce your candidate to at least two members of the Executive Board or Committee Chairs.

___ Explain Fees: Initiation Fee: \$500. Annual Dues: \$300 (Dues will be prorated based on when the application is processed). Fees must be paid within 30 days of Acceptance letter.

___ New member understands she will sign up for a class or mini-course within her first calendar year. (Explain that there is an occasional wait-list for some classes.)

___ Volunteering in various ways, be it committee work, contributing hors d'oeuvres for events, and/or serving as docents for house tours and Gallery Walks is important to the Club's success.

___ Most importantly, agree to stay in touch with your candidate. Make her feel welcome and comfortable as she settles into the routines of signing up for classes, parking options, use of the building, lunch routines, and club events.

I have read and shared/explained the above responsibilities and would like to propose

for membership to The Handicraft Club.

Signed

Date

**Handicraft Club, Inc.
Membership Application**

This Application must be completely filled out on both sides. This Application must be accompanied by three letters - one from the proposer and one from each member who seconds the candidate. These letters should state the qualifications of the candidate and should be sent, in one envelope, by U.S. Mail to the home of the Membership Chair.

The Proposer and the two members who second the Candidate must have been members for at least one calendar year. Members may propose up to three (3) and second up to three (3) candidates in one year for a total of six (6) candidates. A year runs from one annual meeting until the next annual meeting.

I hereby propose Mrs./Ms.

1. Name (First & Last) _____
2. Husband's Name (if applicable) _____
3. Mailing Address _____
4. State, Zip _____
5. Phone with area code _____
6. Email _____
7. Length of residence in Rhode Island area _____
8. List handicrafts which the candidate has pursued:

9. List crafts which the candidate would like to pursue at the Club:

10. List interests other than crafts:

11. List the two members of the Executive Board who have met the Candidate:

Turn over please.

12. Name of Proposer _____

13. Month and Year Proposer Joined the Club _____

Phone # _____

14. Name of Seconder _____

15. Month and Year Seconder joined the Club _____

16. Name of Seconder _____

17. Month and Year Seconder joined the Club _____

As the Sponsor of this Candidate for membership in the Handicraft Club, I certify I have explained the membership procedure to my candidate. The Candidate has visited the Club, has demonstrated an interest in crafts, and understands the responsibilities of membership. She is aware that dues and initiation fee must be paid within 30 days of the receipt of our Membership letter and she knows she is to take a class within one year of joining the Club. She may be called upon to serve on or chair a committee and/or act as hostess at a party or meeting.

Proposer's E-mail Address: _____

Date: _____

Send completed application and three letters, in one envelope, by U.S. Mail or e-mail to:

The Handicraft Club
c/o Membership Chairs
42 College Street
Providence, RI 02903