

Overview of New Member Orientation

Units I – IV

Once a new member is accepted into membership, you should contact them to schedule an orientation meeting. The orientation program involves a four unit training session and should involve the new member in an array of club activities without delay. Upon completion, the new member receives a certificate from Civitan International (upon request).

Unit I: You and Your Club

This unit is designed to acquaint the new member with all aspects of his/her local club, including history, on-going activities, organization, etc.

Unit II: The International Connection

A logical extension of the first unit, this unit focuses on the operations and make-up of the organization at the district and international levels, and their inter-relationships with the local club.

Unit III: Finding Your Place In Your Club

Designed to help the new member identify those areas of club work that most interest him/her.

Unit IV: Sharing Civitan with Others

This unit will assist the new member in identifying and recruiting prospective members, maximizing their enthusiasm.

NEW MEMBER ORIENTATION UNIT I:

Title: You and Your Club

Objective: At the end of this unit, the new member should understand and identify with the history, traditions, composition, club projects, and other accomplishments of the club. Furthermore, the new member should be familiar with the relationships that exist within the club and the community it serves.

Materials Needed:

1. CL100 – *This is Civitan*
2. Local Club Folder including such items as constitution, roster, officer list, projects list, awards program, organization chart, committee list, budget, bulletins, and sample programs.

Instructional Process:

1. Discuss the major concepts in the first sections of the brochure *This is Civitan*, such as Civitan's mission statement, club purpose, origin of Civitan, the Civitan emblem, creed, and club structure.
2. Review the specifics of the local club using the Local Club Folder, discussing:
 - a. When, where and how this club was developed/chartered;

- b. What local, district, and/or international projects has the club done;
 - c. The ways in which the club raises funds to finance projects;
 - d. How the club makes decisions and how do persons attain officer status;
 - e. What social activities are sponsored by the club for members and their families;
 - f. What are the financial responsibilities of members;
 - g. How a new member can know what has, is and will happen in the club;
 - h. Opportunities for personal development and service; especially through volunteering for functions, accepting committee and officer roles.
3. Explore how the local club relates to other Civitan clubs.

NEW MEMBER ORIENTATION UNIT II:

Title: The International Connection: Your Club, District, and Civitan International

Objective: At the end of this unit, the new member should understand the relationship between the local club, the district and Civitan International. Furthermore, the new member should be familiar with the operation of Civitan at the district and International levels.

Materials Needed:

1. CL100 – *This is Civitan*

Instructional Process:

1. Discuss the sections in the brochure titled Civitan Projects, District support structure, International support level, and the Civitan International Foundation.
2. Explain the history and purposes of Civitan International as an association of local clubs.
3. Ask the new member to list the values of being a part of an International organization, especially in terms of helping others.
4. Review the opportunities which the district and Civitan International provide for the member and the club.

NEW MEMBER ORIENTATION UNIT III:

Title: Finding Your Place in Your Club

Objective: The new member should become familiar with the different roles or opportunities he/she can get involved in which best suits their abilities and interests.

Materials Needed:

1. A list of opportunities for service in the club, such as committee, projects, or special assignments.

Instructional Process:

1. Discuss the new member's skills, abilities and interests;
2. Explore and identify specific opportunities for service based on their responses;
3. Arrange and ensure the new member's involvement in these areas. Follow up with the new member and other members with whom they are working to see how the new member is progressing.

NEW MEMBER ORIENTATION UNIT IV:**Title: Sharing Civitan with Others**

Objective: At the end of this unit, the new member should be able to approach a prospective member and present Civitan in an effective manner so as to secure the prospective new member as a Civitan.

Materials Needed:

1. CL101 – *Volunteers – Making a difference around the world.*
2. CL181 – *A Guide for One-on-One Sponsorship*
3. CL116 – Prospective New Member List Form (located in the *Adding To Your Success Manual*)

Instructional Process:

1. Ask the new member to develop his/her statement about "What is Civitan?";
2. Role-play as a prospective member with new member.
3. Ask new member to list at least three prospective members and place their names on the Prospective New Member List.
4. Ask them to identify one of the prospects which they will contact and invite to the next club meeting.
5. Follow up and encourage the new member until he/she successfully gets a prospective member to the meeting.

NEW MEMBER ORIENTATION UNIT V:**Title: Participating In the VIP Program**

Objective: Unit V should give the new member a jump-start in getting involved in an array of activities.

Materials Needed:

1. CL149 – *VIP Program Flyer*

Instructional Process:

1. Review with the new member how the VIP program works;
2. Discuss the five categories in which they can earn points in the program;
3. Follow up to ensure the new member is completing the program. After completion, send in the scorecard to Civitan International and receive a VIP pin, and certificate.