



MEMBERSHIP

Updated: 06-10-2025

FILE NAME: MEMBERSHIP PROCESS

Process for New Membership

New application received

- ☐ **Feedback to Applicant:** Call/Email/Text the applicant to let them know their application has been received and will be presented at the next LPGC Board meeting for review and acceptance.
- ☐ **Notification for the BOARD MEETING:** Contact President that active applicants should be on the agenda for discussion/vote.
- ☐ **Create digital copies of Membership Application and Interests forms:** Email forms to the board members. (Paper copies provided to folks that cannot use digital copies.)

Applicant has been accepted

- ☐ **Membership Chair** – Order name tag(s). Heartland Crafted 247 E. Interlake Blvd in Lake Placid. 954.369.6551 (Kimberly) heartlandcrafted@gmail.com Advise Treasurer of upcoming invoice.
- ☐ **Treasurer** – once applicant has been accepted, dues should be deposited.
- ☐ **Membership Chair** will contact the applicant(s) of their acceptance, and invite them to sit at the “New Members” table during the meeting. A “New Member” orientation meeting will be set up during this time.
- ☐ **Membership Chair** will notify the sponsor on the application of member acceptance and remind her/him of their responsibilities as a sponsor.
- ☐ **Group email** should be sent to entire membership of new applicant acceptance and their information to add to their Yearbooks. (Either the President or the Membership Chair with group email set up)

****Membership Chair/Co Chair will fill out the FFGC New Member (follow process provided). Also update the membership database information (Interests and other data collected).**

- ☐ File a copy on the “FFGC Submitted Membership Forms” file on computer
- ☐ Copies of this form goes to:

- (1) Online Membership Files attached to application
- (2) **Treasurer** to issue a check to FFGC for new membership dues
- (3) **FFGC with a cover letter and check to MAIL.** Make copies of correspondence for the Membership Files (A form letter with envelope is available on the computer) **Check FFGC Roster in a few weeks.**

Introduction of new members

- ☐ **Membership Chair** will notify the meeting PowerPoint Presenter with new member acceptance to include on a slide for the next General Meeting
- ☐ **Membership Chair** will introduce the new member(s) at the next General Meeting with Yearbook, Name Tag, and a token welcome gift.