

## **Sample New Member Orientations #1**

**This New Member Orientation is intended for the orientation of several new members, held at a special meeting, not in conjunction with a regular club meeting.**

The Club President might ask the VP Membership or a seasoned Sertoman to present the orientation. When possible, the orientation should be held at a time and location where members may interact informally and share fellowship. The new members should be encouraged to bring their spouses or significant others. Mentors and sponsoring Sertomans should attend to signify their support and commitment to the new member.

In addition, other club members who should attend to address their specific areas of responsibility are Club President, President-Elect, Vice Presidents, Secretary and Treasurer. Keep in mind, though, that it is incredibly easy to overwhelm the new member with details. When a collection of club officers get going, they may lose focus and try to share too much information. Therefore each presenter should consolidate their comments to no more than three or four minutes maximum. Offer additional information in handouts.

The agenda that follows can be used as a guideline when developing your program. A New Member Orientation should be structured to pick up where the Sertoma New Member Orientation DVD leaves off, by expanding the overall perspective of Sertoma at the local club level. The entire orientation, including introductions of the attendees, should last no more than 90 minutes.

### **New Member Orientation Agenda #1**

1. Welcome by Presenter
2. Self Introductions  
Ask attendees to share name, family information, profession, and why they joined Sertoma
3. Overview of Orientation,  
Why Sertoma, information about club and history  
Advise that officers will share additional information  
Questions are welcome at any time.
4. Welcome by the Club President
5. Officer Presentations
6. GEM Award
7. Questions, Closing, Fellowship

## **Sample New Member Orientation #2**

**This New Member Orientation is intended for an orientation of only one or two members at a separate meeting with the presenter. This program can be used when the new members have severe time constraints or need the orientation now rather than delay further.**

The Club President might ask the VP Membership or a seasoned Sertoman to present the orientation. Mentors for the new members should attend to indicate their support and commitment to the new member, as well as to help answer any questions.

The agenda that follows can be used as a guideline when developing your program. A New Member Orientation should be structured to pick up where the Sertoma New Member Orientation DVD leaves off, by expanding the overall perspective of Sertoma at the local club level.

The entire orientation should last no more than 30 minutes. Offer additional information in handouts.

### **New Member Orientation Agenda #2**

1. Overview of Orientation,  
    Why Sertoma, information about club and history  
    Questions are welcome at any time
2. Fundraisers
3. GEM Award
4. Financial Billing
5. Questions

**SAMPLE - ORIENTATION HIGHLIGHTS**

**Sertoma** – SERvice TO MAnkind, 3<sup>rd</sup> oldest service organization in US. Founded April 11, 1912

**National Sertoma Sponsorship** – Communications disorders (speech and hearing)

**Local Sponsorships**

Youth Services (Serteen Clubs, Scouting, Camps)

National Heritage “Freedom Essay Contest” 8<sup>th</sup> graders – “What Freedom Means to Me”

Community service projects selected by club members

\_\_\_\_\_ **Sertoma Club** – Chartered \_\_\_\_\_ (date) \_\_\_\_\_. Now has \_\_\_\_\_ members.

**Officers** – President \_\_\_\_\_, President Elect \_\_\_\_\_, VP

Membership \_\_\_\_\_,

VP Sponsorship \_\_\_\_\_, VP Programs \_\_\_\_\_, Secretary

\_\_\_\_\_,

Treasurer \_\_\_\_\_, Sgt-at-Arms \_\_\_\_\_, Chairman of the Board \_\_\_\_\_,

Elected board members \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_,

\_\_\_\_\_, \_\_\_\_\_

**Club Sponsorships** –

Sertoma Foundation – Supports Sertoma sponsorship programs for scholarships and community service matching grants

Boy Scout Troop, Serteen Clubs, Youth programs

Patriotic Speech Contest for Middle School

Labor - painting and clean up of park and museum grounds

Blood drives twice each year with hearing screenings

Flags display during 4<sup>th</sup> of July

Salvation Army bell ringing

**Club Fundraisers** –

Patriot Day Golf Tournament ~ \$ 6,000

Wine Tasting ~ 4,500

Bed & Breakfast – Host cadet families ~ 2,000

Grocery Coupons ~ 750

Super Bowl Pool ~ 700

**GEM** (Good Enthusiastic Member) – Earned during first 12 months. Requirements: Induction, Orientation, Serve on Committee, Attend Meetings, Foundation Supporter, 20 hours service, Attend Board Meeting, Attend PAC (Presidents Advisory Council Meeting) a Conference or Convention, Sponsor a New Member.

**Member Dues Billing** - \$33.25/quarter (Jul-Sep, Oct-Dec, Jan-Mar, Apr-Jun) plus \$10 for each meal eaten. Invoices are sent by Treasurer and payable on receipt.

**On the internet** – go to “sertoma.org” (sign in last name, first initial and member number – printed on Sertoma Digest, Sertoman, membership card).