

Newcomer Meeting Checklist

Purpose: This checklist is intended to outline the tasks necessary to organize, plan, promote, and to hold Newcomer meetings. This list is meant to be a reminder so that important tasks do not get over looked or forgotten. It is not intended to imply that one person must perform all these tasks. However, it is the Membership Chair's responsibility to make sure that all the necessary tasks are performed and delegated as he sees fit unless the Management Committee assigns this task to someone else.

1. Arrange 3 newcomer meetings per year
 - a. Suggested: April, August, and November (about 4 months apart).
 - a. Prepare a budget for each meeting & get Management Committee Approval.
 1. Include room rental, equipment rental, refreshments, mailing costs, meeting costs, copy costs, contingency costs, etc.
 2. No expenditures are to be made before budget approval.
 - b. Make sure room reservations are made (Deadline determined by Management Committee)
Contracts if necessary, must be signed by Management Committee authorized person.
2. Promotion:
 - a. Prepare & submit announcement to OCSS Outings Chair for Chapter Schedule, Southern Sierran.
 - b. Prepare & submit announcement to OCSS Outings Chair for OCSS Newsletter (Orange Peel) to assure at least a 2-month listing.
 - c. Prepare & submit announcement to OCSS Outings Chair for other group & section newsletters as appropriate to assure at least a 2-month listing.
 - d. Prepare & submit announcements to OCSS Publicist at least 2 months in advance of each meeting for release to newspapers.
 - e. Prepare "Newcomer Flyer" and make copies.
 1. Hand out copies at the monthly potluck, conditioning hikes and all OCSS events until the meeting. Solicit people to distribute flyers at these events,
 2. Mail copies to all leaders and hosts holding events occurring before the meeting. Include a letter encouraging everyone to give them to a friend, post at work, make copies and leave at Sporting Good stores. Emphasize that only with their help can we keep OCSS strong.
 - f. Newcomer Flyer mailing:
 1. Obtain new Sierra Club members mailing labels (from Orange County Group Membership Chair or maybe from Angeles Chapter).
 2. Obtain our prospect mailing labels from the OCSS database manager.
 3. Obtain OCSS membership labels for members living in the Orange County area and mail them flyers. Include a letter encouraging everyone to give them to a friend, post at work, make copies and leave at Sporting Good stores. Emphasize that only with their help can we keep OCSS strong.
 - g. Website.
 - h. Internet newsgroups, chat rooms, message boards, etc.

3. Membership Table & Supplies:
 - a. Confirm enough promotional materials (fanny pack, daypack, T shirts, etc.) are available. If not prepare order, for Management Committee approval.
 - b. Confirm enough Sierra Club membership forms are available and write our SuperFRIP number on them.
SuperFRIP number: []
(To be used at special membership promotions, what promotions qualify?)
FRIP number: [] (Normal use)
 - c. Confirm enough Orange Peel subscription forms are available.
 - d. Obtain a supply of complimentary OCSS newsletters (Orange Peals).
 - e. Obtain free Southern Sierrans, Chapter Schedules, & Sierra magazines.
 - f. Money to make change for cash purchases or subscriptions.
4. Solicit for volunteers at least 6-8 weeks in advance of the meeting:
 - a. Speakers from other sections, groups, and committees.
 - b. Master of Ceremonies.
 - c. People to welcome and mingle with newcomers
 - d. Sign in table.
5. Confirm volunteers a 1-2week before the meeting.
6. Sign in table:
 - a. Sign in sheet, name tags.
 - b. Questionnaire about how they heard about this meeting.
 - c. OCSS/Sierra Club signs to direct visitors.
7. After the Meeting:
 - a. Make sure the Financial Report is done and submitted to the treasurer.
 - b. Delivery Orange Peel subscriptions to OCSS database manager.
 - c. Make sure the new Sierra Club memberships are mailed into the Sierra Club (confirm correct FRIP is used).