

## **A MEMBERSHIP DRIVE CHECKLIST**

1. Pick a date – allow two months time for preparation
2. Select nominees (potential members)
3. Review program for the special evening:
  - A. Club Information (Service projects, fund raisers, contributions, etc.)
  - B. District and State events (WLF and others)
  - C. International (LCIF, SightFirst, Quest, etc.)
4. Special meal and/or refreshments and snacks
5. Contact special speakers (DG, PDG, PID, Membership Chair, etc.)
6. Order handout information:
  - A. Lions International materials
  - B. WLF (eye glass recycling, diabetes education, vision screening, Lions Camp)
  - C. Eye Bank
  - D. Club information:
    - a. List of club members
    - b. History of club
    - c. Dues and budget
  - E. Application for membership
7. Special equipment (besides gong, gavel, banners, flag)
  - A. Table to display handouts
  - B. Projector, screen, PA, other media needs
  - C. New member kits
  - D. Lion pin display
  - E. Vests, shirts or other club supplies
8. Follow-up and verify times and date with guests. Take nothing for granted.
9. Offer to pick up guests and spouses
10. Introduce members and guests
11. Induct new members as soon as possible – formal induction and orientation.

**NEW MEMBERS DESERVE THE VERY BEST!**