



Invitational Membership Program

Here are the steps:

1. Ask your faculty members to nominate five (5) students who they feel would benefit by being a member of a club dedicated to community service and leadership development (or some other values as they pertain to your club). Do this with a letter signed by your advisor – it must be your advisor, not a student. Faculty will respond to faculty or staff, not as likely to requests from students. If your school is very large or if you have a freshman seminar or class, you may want to target those professors.
2. From the students nominated, send letters to the students informing them of their nomination including the *name* of the faculty member who nominated them, and invite them to join your group. This is very important: the faculty member is in their sphere of influence and your invitation to join your group will be more meaningful
3. Arrange a special meeting for all of the nominees to learn more about your organization so that they can become members. You should mention this meeting in the invitation discussed in point #2 above. Discuss your club projects, membership requirements, and club structure. If you are trying to start a new club and there are nearby chapters from other campuses, invite them to attend to show support.
4. Ask the nominees to become members by giving them membership applications. You must make them apply for membership in order for this process to be successful. If you give them the impression that just everyone can get in, then the value of the faculty nomination is diminished.
5. Schedule an induction ceremony and present each of the new members with a membership pin (if available) and membership card (make one up if they don't exist). Get the new members involved in the club immediately. Make sure that the new members know that you are glad they have joined.
6. Make sure that thank you notes are sent to the faculty members who give you nominations so they will be willing to help when you ask again in the future. You may even want to invite them to the induction ceremony.

The following letters are examples that should be modified to fit your school. They are in the order to which they should be sent out.



Your Organization Letterhead

[replace graphic on the left with your logo]

[Month Day, Year]

[Name]

[Address]

[Street]

[City, State, Zip]

Dear [Professor Name]:

[Group] is currently taking nominations for membership. We would like for you to nominate five students who you think will benefit from membership in the [Name of University/College] [Group] club. [Briefly describe club here].

The students you nominate will receive an invitation to an informational meeting. At this meeting, the officers will briefly describe what [Group] does on our campus as well in our community and, at the end of the meeting the officers will pass out membership applications for the nominees. From the applications, the officers will review the nominees and select at least [number] new members for membership into the [Name of University/College] [Group] club. Following the selection, the new members will be inducted into the club and receive a membership pin and a membership card.

Your name will be on the letter to the students you nominate. Please return the nominations to [name of person in charge of membership and include contact information] by [date to be returned by]. Thank you in advance for your help in making [Group] a leading organization at [Name of University/College].

Yours in service,

[Name]

[Advisor]



Your Organization Letterhead

[replace graphic on the left with your logo]

[Month Day, Year]

[Name]

[Address]

[Street]

[City, State, Zip]

Dear [Name of Nominee]:

Congratulations! You have been nominated for membership into [Group] by [Name of Professor]. [Briefly describe group here.]

[Name of University/College] [Group] club invites you to an informational meeting on [Day of week, Month Day, Year] at [time am/pm] in [room number/building]. At this meeting, you will learn more about [Name of University/College] [Group] and receive an opportunity to apply for membership. There are a limited number of openings for membership during the [year-year+1] school year. Your application will be reviewed by the board of officers and within [number] weeks you will be notified.

Good luck and again congratulations on your nomination.

Yours in service,

[Name]

[Position in Club]



Your Organization Letterhead
[replace graphic on the left with your logo]

Membership Application

Name: _____ Year: _____

Campus Address: _____

Phone: _____ Email: _____

Major: _____ Minor: _____

Extra-curricular activities: _____

Why do you want to become a member of our organization? _____

What is your favorite community service project? _____

What can you bring to this organization? _____

What kind of leadership responsibilities have you held? _____

What kind of activities would you like to become involved in? _____

Signature

Date



Your Organization Letterhead
[replace graphic on the left with your logo]

[Group Name] of [Name of University/College]
Agenda
[Month Day, Year]

Welcome	[Name, Position]
Introductions	[Name, Position]
History of Group	[Name, Position]
Projects	[Name, Position]
Membership Requirements	[Name, Position]
Conferences and Conventions	[Name, Position]
Applications for Membership	[Name, Position]
Questions	[Name, Position]

Please join us for refreshments following the meeting.
This is a great opportunity to meet our members
and ask any other questions about our organization.



Your Organization Letterhead

[replace graphic on the left with your logo]

[Month Day, Year]

[Name]

[Address]

[Street]

[City, State, Zip]

Dear [Name of New Member]:

After reviewing many applications, we are pleased to offer you membership into [group name]. Our next meeting will be [Day of week, Month Day, Year] at [time am/pm] in [room number/building]. Please join us for this meeting where you will receive a calendar of upcoming projects and events.

Membership into [Group] is an honor and we are pleased that you applied and were accepted for membership. We hope that you enjoy being part of an exceptional organization that is changing lives around the world.

Yours in service,

[Name]

[Position in Club]



Your Organization Letterhead

[replace graphic on the left with your logo]

[Month Day, Year]

[Name]

[Address]

[Street]

[City, State, Zip]

Dear [Professor Name]:

Thank you for taking the time to nominate students for membership into [Name of University/College] [Group]. With strong membership, we can continue to better our community and campus through service. The members of [Group] can also continue to improve the world with our strong leaders. Please join us for the new member induction ceremony on [Day of week, Month Day, Year] at [time am/pm] in [room number/building]. Thank you again for your dedication to bettering our community.

Yours in service,

[Name]

[Position in Club]