

‘CIC’ - (Club in A Club) – Tick Sheet. Web site: <http://how.to/cic>

<u>Step number</u>	<u>Action To Be Undertaken</u>	<u>Date Completed</u>	<u>Follow-Up Date</u>
1	Invitation to District Committee to speak.		
2	Presentation to Club by District Committee.		
3	List of Potential Name/s collated.		
4	List is typed and presented to the Board for acceptance.		
	contact District Committee for Follow-up		
5	List Presented to Classification Committee for perusal / acceptance.		
6	List circulated to Club members for perusal and objections (as per Rotary International policy).		
7	Set date and send letter/s to perspective members.		
8	Ensure all letters sent to perspective members with follow-up phone calls (someone other than proposer to ring invitee)		
9 or 10	SPECIAL MEETING - ‘What is Rotary’ cards, Rotary magazine & Club information sheets are to be displayed; - Interested members are invited to meeting.		
	District Committee contacted for follow-up		
12 or 13	INDUCTION OF NEW MEMBER/S		
	Follow-up by District Committee		

Notes:

Special Meeting: Have informative and interesting Guest Speaker, excited member to talk about RI, another member to talk about Club.- Meeting told about meeting place and times, Presidents name, associated costs, and neighbouring Club meeting times etc. Those new ‘special’ people present have past all the strict guidelines of Rotary, and are invited, on the night, to join a regular meeting.

Induction: - Due to large numbers AG to be invited; - Perspective Partners to be invited to induction; and - ‘New Members Kit’ and copy of Manual of Procedures to be presented to new member.

On-Going:

New member’s spots – “What’s new in my classification?” and/or “Personal History”