



Developed by National Vice President Denice O'Neil (TN)

1. The Springboard Program

This program was designed to teach new members about the organization and to activate them into the organization quickly. The forms are available online at www.usjaycees.org under the forms section or for further explanation about the program click on *The Book: Membership*.

2. The Degrees Program

This program was designed to keep members active in their local chapter following the Springboard. The forms are available online at www.usjaycees.org under the forms section or for further explanation about the program click on *The Book: Membership*.

3. Personal Contact

Never underestimate the power of personal contact! Once you establish a relationship with your new or inactive members, the more likely they will be to be involved in your chapter. They feel like they are part of your chapter! This is a need that we all have!

4. New Member Orientations

The number of chapters conducting New Member Orientations has decreased substantially over time. This is an informative session designed to help new members learn about the history and structure of the organization on all levels from the local through the national levels.

If you have not conducted new member orientations in a while, have all the members that have never been through one, go through it! This will also assist the local chapters and state organizations in training members to step up into leadership roles.

New member orientations do not have to go on for hours! If you need a power point presentation, email 2006 National Vice President, Denice O'Neil (TN) at deniceponeil@aol.com and she will send you one!

5. Phone Calls

Let's face it; we are in the era of electronic communication. E-mails have their purpose and it is for the dissemination of information! However, phone calls are much more effective when asking a person to do something. It is very easy to hit the delete button on our computers. It is much more difficult to delete our message if we are talking with the person or if we leave them a message.

If a person misses a couple of meetings, have someone call them to check and make sure that everything is ok with them, and to let them know that they have been missed! People inherently feel important to someone if someone took the time to place a phone call to them! You will be amazed how this works to motivate a member!

6. Post Cards

This is a very effective way to get a message out! They are hand written, easy to place on our refrigerators so we can see them to remind us of upcoming events. They also relay to the person that you took a bit of extra time writing this just for them!

7. A Mentoring Program

This is one way to make a new member feel as though they are part of your chapter. There are several components to this that are covered in the mentor orientation. In conducting mentor orientations you will:

- A) Have members (this could also be aged out members, Senators, Ambassadors, Etc.) that want to be mentors
- B) Clearly define the roles and responsibilities of a mentor
- C) Have a “go to” person for new members

8. Involvement on a Project

Make sure that Project Chairperson is asking new members to become involved in the project. It is more likely for a new member to become involved if the Chairperson personally asks them! This must be done on a one-to-one basis! It can be done before a meeting, after a meeting, or via a phone call. Do not put them on the spot in front of the entire membership!

9. New Member Project

Does your chapter have a simple project that new members can conduct with the guidance of their mentors? If not, come up with one!

In doing the new member projects, this is a tool for hands on teaching of how to write a Chairman’s Planning Guide (CPG). This will help reinforce the correct way of conducting projects and decreasing the intimidation of writing the CPG and running a project.

Some examples maybe organizing a social, bringing refreshments to a meeting, or planning a themed meeting, be creative and ask the new members what they would like to work on.

10. Assigning Responsibility

Sometimes we need to give people a reason to show up! Think about what, in your chapter, can a new member do without feeling out of place?

Be creative and assign the pre-meeting details to those that you would like to see come out. For example: setting up the room, being a greeter at the door, being in charge of name tags, whatever, just get people to have responsibilities at your meeting. Ask a new member to lead the chapter in the Pledge of Allegiance at the next meeting. Several days before the meeting call them to confirm that they are on the agenda.

It is important to thank them! This can be done from the podium and also in person!

11. Newsletters

This is a tool to keep everyone informed of the projects in your chapter. A lot of chapters have gone to electronic versions of their newsletters, this is fine, however, make sure that people are receiving copies of the newsletter by asking for a receipt. Remember, if a member does not have email capabilities; make sure that you mail them a newsletter by the good old US Mail service!

12. Member Surveys

Once a person becomes a member, present them with a Member Survey (see *The Book: Membership* for sample surveys). This is so that you know what they are interested in and what they want to get out of the organization. These can also be done at the new member orientations.

Once these are complete, create a file of members' interests, so that when a project is conducted the member that indicated that they are interested in, will receive a personal phone call letting them know that you saw that they indicated interest in this type of project. This will also give the Project Chairman the opportunity to see how this person would like to be involved in the project!

What this does is lend credibility to the surveys, that the chapter is actually using them. It will let your chapter know what type of projects will interest their members. It will also let the members know that their involvement and input in the organization is valued!

13. Presidential Contact / Board Member Contact

New members should receive a personal phone call within a month from joining from the President. This is so that they feel welcomed and that they know that the President is accessible to them.

In the second month, the new member should receive a phone call from a board member. In the third month, the new member should receive a phone call from another board member. This should go on until the new member has received contact from the entire board.

14. Random Seating

There are so many times that cliques form in our chapters. What ends up happening is that new members get left out, if they are not originally a member of that clique.

When people come through the door for a meeting have a member there with numbers in a hat and have the members draw a number. At the beginning of the meeting, have everyone get up and get in order by the numbers they drew. Then have them sit down in numerical order to conduct the meeting. (Mentors and new members would only pull one number so that they are together!)

What ends up happening is that the cliques are broken up, new members get to sit next to other members, and the business of the meeting runs smoother without interruptions of others talking at the same time as a report is being given!

15. New Member Pins

When a person becomes a member of your organization, present them with a member pin. Explain that these are to be worn at meetings and projects. (You may have to go back and inform your membership to do this as well!)

16. New Member of the Month

Keep a record of attendance to meetings, involvement in projects, attendance at orientations, etc. and each month award a new member the New Member of the Month Award. These can be certificates, plaques, prize, or whatever your chapter wants so that new members know that their involvement is appreciated! The better the award, the more people will be trying to get the award!

17. Reactivation Award

This is for members that have been a part of your organization for a while, but have not been involved lately. (This maybe due to life circumstances changing or whatever) This award would recognize that they have come back and got active again in the organization. Once again, this can be certificates, plaques, prizes, etc. let your chapter decide. This is a great one to give out quarterly!

18. Public Recognition

Never underestimate the power of positive public praise from the podium or in the newsletter! Every chance that you get, thank those that stand out!

19. Thank You

Too often we do not hear this enough. A simple “thank you” can go a long way! This does not mean publicly, when you see someone doing something, go up to him or her and just say “thanks!” Thank a new member for coming out to a meeting or project.

We often overlook those that are continually doing things in our chapters and just take for granted that these individuals will do what is needed thanklessly! They might be on the verge of being burned out, but by someone recognizing them, this might just keep them going!

20. Presidential Welcome Letters

Each New Member should receive a letter from the President welcoming them to your local chapter. Does your chapter have letterhead? If not, it is not difficult to make this on the computer with a list on the left hand side of the board members. This will lift the status of new members joining the organization, give the new member contact information for the board, and increase your chapter’s professional appearance!

21. Conduct Individual Development Projects / Ice Breakers:

There are many individuals in our chapter that do not know about each other! A great way to facilitate members getting to know each other is to conduct Ice Breakers or Individual Development projects at the beginning of each meeting. This may let members know something that they have in common with other members in their chapter! (If you need some suggestions, email 2006 National Vice President, Denice O’Neil (TN) at deniceponeil@aol.com and she will send you some)