

NEW MEMBER ORIENTATION PROGRAM

Parents of New Members who are present to witness the initiation should be welcomed and encouraged to attend the Orientation.

I. Preparation

- A. You will need a well-lighted room, large enough to accommodate your group, but not so large as to feel lost in it.
- B. AV equipment and someone who can operate it.
- C. A trained member to deliver the orientation.
- D. A well planned and defined orientation program, which includes specifics about the group and jurisdiction.

II. Before the Initiation

- A. Introduce everyone attending the orientation
- B. Explain the history of your organization.
- C. Explain the history of the chapter/bethel/assembly.
- D. Explain the structure of the organization.
 - a. Explain the Line Officers and other positions and duties.
 - b. Explain the role and responsibilities of the Advisors.
 - c. Explain the committees of the group.
- E. Explain the Dress Code.
- F. Explain the expected conduct of members.
- G. Go over the activities (term calendar program).
- H. Briefly explain the region/district and jurisdiction set-up and programs.
- I. Explain the role of parents.
 - a. Advisors
 - b. Attendance at meetings and activities.
 - c. Help they can provide.
- J. Explain the gavel raps
- K. Explain attitude of prayer and practice it.
- L. Briefly explain the Initiation and what the candidate and parents can expect will happen. Emphasize there will be no hazing or embarrassing moments.

III. Immediately after the Initiation

- A. Explain what the candidate just saw.
- B. Explain the Obligation.
- C. Answer Questions.
- D. Assign and introduce the new initiate to their 'Big Brother/Sister.'
 - a. The 'Big Brother/Sister' should say hello and set an appointment to help answer questions and even offer to help memorize their obligations.
 - b. They should offer to pick him/her up and take him/her to the next activity.

THE BIG BROTHER/SISTER PROGRAM

The Big Brother/Sister Program is an important key in keeping a new prospect active once they have submitted the membership application. While there may be small variations from this outline due to individual groups situations, the following information should help you develop and operate a good Big Brother/Sister Program for your organization.

- I. The Big Brother/Sister should be:
 - A. A member who is active and knows about your organization and your Chapter/Bethel/Assembly.
 - B. Around the same age as the prospect. They can be up to 2 years older, but never younger.
 - C. Should have transportation available or be able to arrange for it.
 - D. Should be given a “job description” packet outlining their duties and responsibilities with the prospect/initiate.

- II. Purpose of the Big Brother/Sister
 - A. Starts including prospect/petitioners in the Chapter/Bethel/Assembly even before the initiation.
 - B. Build the petitioner’s interest and enthusiasm before joining.
 - C. Ensure that the petitioner understands the process of initiation, gets involved in the group right away, and stays active during the first year of membership.
 - D. Begin building the sense of Brotherhood/Sisterhood we all share in our groups through action and example, not just talk.

- III. Responsibilities prior to the Initiation
 - A. Be appointed to chair the Visitation Committee prior to vote on membership application.

- B. Explain history of your local group.
- C. Inform candidate of their election to receive the initiation.
- D. Invite them to activities prior to the initiation.
- E. Meet the candidate's parents; invite them to the initiation and to join the other parents or become an Advisor.
- F. Introduce the candidate to other members at all activities.
- G. Arrange for transportation if necessary.
- H. Give phone/text and Email reminders of activities.
- I. Be with them prior to initiation to answer questions.
- J. See that they get the new member orientation.

IV. Responsibilities between Degrees (for DeMolays)

- A. Explain what he saw in the Initiatory Degree and its meaning immediately afterwards.
- B. Practice the things they learned and will need to know at the next meeting.
- C. Practice attitude of prayer.
- D. Explain the 9 O'clock Interpolation and teach him the response.
- E. Explain to him the procedure involved in the "Word of the Day."
- F. Explain the obligation; offer to help him start learning it.
- G. Get him to all chapter functions.
- H. Arrange for transportation if needed.
- I. Encourage parent involvement.
- J. Be with him prior to the DeMolay Degree to answer his questions.

V. After the Initiation is completed

- A. Give them a copy of the Term Calendar Program, Phone List, and "Leaders Resource Guide," as well as any other information prepared by the group for new members.
- B. Explain to them what they saw in the Initiation.
- C. Practice the password and signs of the Initiation.
- D. Get a committee assignment for them from the Master Councilor/Worthy Advisor/Honored Queen.

- A. Complete with him a New Member Survey form and turn it in.
- F. Continue to help them with memorizing their obligations so that they can become a voting member.
- G. See that they gets to every event.
- H. See that they get to every meeting.
- I. Have them identify 2 friends for new membership.
- J. See that he is shown the 'Youth Protection' video (for DeMolays).

VI. Follow-Up, Follow-Up, Follow-Up

- A. Keep them involved – your job is to make them active members. If they don't show up to an event, call and find out why.
- B. Be a Big Brother/Sister to the member. Follow their career as a member even after you become majority.
- C. Explain and answer any and all questions.
- D. The most important job you have is to make sure they are comfortable and enjoy being a member. If they aren't then find out why and see if you can correct anything. Enhance their experience as a member.

NEW MEMBER RETENTION

In a nutshell, retention is simple! Providing for the things you promised a prospect when you were recruiting them – Brotherhood/Sisterhood, Fun, Activities, Fun, Leadership Opportunities, Fun, Involvement, Fun, Community Service, Fun ~ get the picture...

Retention has six (6) parts:

1. The Big Brother/Sister Program

- A. The most important part of retention.
- B. Each new member will get the individual attention and help to begin feeling like a part of the group and feeling the closeness of our group (in DeMolay it is Brotherhood).

2. New Member Handout Packet

- given by the Big Brother/Sister immediately following the Initiation.

- A. A binder or folder with their name on it.
- B. A copy of the Term Calendar Program.
- C. Phone list, with their name already on it.
- D. At least two membership applications and prospect literature.
- E. (for DeMolays) A copy of 'DeMolay Leaders Resource Guide.'
- F. Ritual.
- G. Copy of the By-Laws.
- H. New Member Interest Survey Form.
- I. Other information which you may have: State newsletter, website address for your group, State and International your local groups Newsletter. Other groups in your area.
- J. Information about awards, especially Merit Bars.

3. New Member Orientation

- 1. The purpose is to give the new member some detail about your organization, its history, its purposes and how it operates.
- 2. For DeMolay's – there is the DeMolay International produced 'New Member Orientation' program. (Video & Manual)

3. The 'New Member Orientation' program is great to give to a PMC/PHQ/PWA, or an older member, to help keep them active.
 4. One of the Line-Officers should be assigned to see that the Orientation is done for all new members.
4. Committee Assignments and Appointment as an Officer
1. New Member Interest Survey sheet is completed within 1 week after initiation.
 2. Master Councilor/Honored Queen/Worthy Advisor considers the new member's interests and the needs of the group as to which committee(s) to appoint them to.
 3. Try to assign the new member to the same committee as their Big Brother/Sister, if possible.
 4. The leader informs the new member, the committee chairman, the Big Brother/Sister of their appointments.
 5. Committee Chairman contacts the new member.
 - a. Welcomes them to the committee.
 - b. Gives them the meeting times.
 - c. Asks about transportation needs.
 - d. Brings them up to speed as to what the committee is doing.
 6. Provide the new member with as much responsibility and involvement as he/she can handle. Let the new member tell you how much he/she can handle.
 7. The leader appoints the new member to an office.
 8. The leader encourages the new member to pass their obligations and become a voting member as soon as possible.
 9. The leader notifies the new member, Big Brother/Sister, and Advisor of the appointment.
 10. Big Brother/Sister (and/or Advisor) helps the new member with the ritual portion of their new office.
 11. Big Brother/Sister (and/or Ritual Advisor) explains and shows new member the basics of ritual (floor work, how to memorize, what parts are available).
 12. Make sure they attend Ritual Practice to feel comfortable with their new parts.

5. Parental Involvement

1. Inform them at the home Visitation about the possibilities to be involved as an advisor, and/or by attending meetings and activities.
2. Let them know they are encouraged to attend.
3. Invite them to attend their son's/daughter's initiation.
6. Invite them to an Advisory Council/Board meeting.
7. Have social activities for the parents/Advisor.
8. (for DeMolay) Show the Youth Protection Video.
9. Ask if they have any special talents, which they wish to share.
10. Ask if they can help provide transportation to activities and events.
11. Ask if they will help at fund raisers.
12. Ask if they can help with regalia repair.
13. Ask if they can help provide refreshments at meetings.

14. "Deliver the Product"

1. Remember what you promised the new member when you recruited them.
2. Review their responses on the New Member Interest Survey.
3. Include them in already existing activities and events.
4. Revise your Term Plan, if needed, to include something specific they (and most likely others) would like to do.
5. Send notices to parents, so they can help him/her stay involved.
6. Advertise what you do (events, meetings, activities) to all members and parents, through flyers, newsletters, email, phone calls, text, etc.