

NEW NEIGHBORS LEAGUE  
PROSPECTIVE MEMBER COMMITTEE  
BONNIE CONNER AND ROBIN SWOPE  
NOVEMBER/2011

**RESPONSIBILITIES:**

- Email or call Prospective members as their information is received. Prospective members may be acquired by:

Referred by present or past member

Sent to e-mail address [ccnewneighbors@gmail.com](mailto:ccnewneighbors@gmail.com) by National Office

Referred by local realtor or business or prospective member accessing our web site

- Email or call Prospective Member as you get their information and then before each coffee and luncheon, contact them for up to 3 months (at your discretion)
- Send Prospective Members a copy of the Sample Sanddollar by sending them the link or mailing a paper copy [www.new2cc.com](http://www.new2cc.com) (Click on PURPOSE tab)
- Email the coffee/luncheon page from the current Sanddollar to Prospective Members when the Sanddollar is published.
- Give membership packet to Prospective Members who are interested in joining the club. This includes the blue pamphlet and 2-part form from National and our local information sheet (the last page of the Sample Sanddollar). Coordinate with Membership Chair who also has membership packets.
- Maintain a list of and keep in contact with outside sources from which we might receive referrals.

**Luncheon and Coffees:**

- Greet Prospective Members and Guests as they arrive at the coffee or luncheon.
- Ask Prospective Member and Guests to sign the guest book
- Send Prospective Member and Guest information to the President after each event.
- Chat and provide a warm welcome at each event. Introduce them to others so they won't be left alone and make sure they have a place to sit.

November/2011