Dear Club President and Membership Chair:

The attached letters were developed to help inform and welcome new members to your Rotary club, based on the belief that new Rotarians benefit from understanding the basic tenants of Rotary as well as specific information about your club.

There are a total of twelve letters to be sent each week (or whatever interval you decide) after a new member is inducted into your club.

Letter No. 1 Welcome to Rotary

Letter No. 2 Communications

Letter No. 3 Classifications, 4 Way Test, Code of Conduct

Letter No. 4 Basics of Rotary

Letter No. 5 Club Service, Object of Rotary, Avenues of Service

Letter No. 6 Vocational Service

Letter No. 7 Community Service

Letter No. 8 International Service

Letter No. 9 Youth Service

Letter No. 10 The Rotary Foundation

Letter No. 11 Attendance

Letter No. 12 Sponsoring a New Member

The letters are created so you may customize them specifically for your club. You can update them each year with any new information you may wish to add. Please make these modifications to fit your specific club before sending out the letters by email or mail. You are welcome to cut, paste and modify each letter as you see fit.

Yellow highlighted is an alert that you will need your club specific information to be inserted. You can also insert your Rotary Club pin/logo and update the Rotary Signature Brand to your Club Signature Brad

We hope this will supplement and assist with your new member orientation. Our sole purpose is to make sure our new members feel welcome and have a sense of pride in joining Rotary. We want to engage them and keep them in our clubs!

Thank you.