



New Member Orientation Verification Checklist

When new members are accepted into a BNI chapter, it is mandatory that they attend a brief New Member Orientation after the meeting in which they are inducted. President keeps signed copy on file; member gets a copy for their records.

- Review Attendance Policy**
 - Regular attendance, arriving on time, and staying for the entire meeting is mandatory to maintain your membership.
 - Members can have up to three absences every six months beginning April 1 and October 1.
 - If you cannot attend a meeting, please find a substitute to represent you.
- Review New Member Packet**
 - Name badge must be worn at every chapter meeting or BNI event.
 - Business card book should be filled with members' business cards.
 - CD is an excellent resource and should be listened to before the next meeting; it's only 15 minutes long!
 - BNI Membership Pin can be worn at any networking event.
- Review Member Policies Brochure**

Policy #3: Meetings last for 90 minutes. Please arrive on time and stay for the entire of the meeting.

Policy #5: Attendance is critical to the success of a chapter.

Policy #8: Member Showcase Speaker must bring a door prize of a \$15-\$20 value.

Policy #9: There are no leaves of absence except for personal medical leaves.

 - Option 1: Issue a Letter of Credit for remainder of membership; membership stops; opens classification.
 - Option 2: Provide a substitute for up to 8 weeks; membership runs; holds classification.

Policy #10: If a visitor applies for membership and there is a conflict with your classification, you MUST address the Membership Committee. Otherwise, if there are no complaints, they will assume your consent.

*Please read the remainder of the Member Policies Brochure prior to the next meeting.
- Code of Ethics Card**
 - A positive attitude and positive contribution is required to maintain membership.
 - The Code of Ethics card should be stored in your business card book.
- Review One-to-One Concept**
 - Average of one per week.
 - Minimum of one hour in length: 30 minutes on each other's business.
 - Not a sales pitch; rather a time to educate one another.
- Review Referral Slips/One-to-One Follow-Up Slips/Thanks for the Closed Business Slips**
 - Must be complete and legible. Show how to complete each slip.
 - All are used to track chapter activity and report chapter results.
- Member Bio Sheet**
 - Complete the Member Bio Sheet and submit to the Secretary/Treasurer to keep on file.
- Member Success Program**
 - Member Success Program is required in the first 60 days of your membership.
 - Cannot be on Member Showcase Speaker rotation until Member Success Program is completed.
 - Provide Member Success Program schedules.
- Business Building Activities**
 - Refer the new member to the Mentor Program Coordinator to be assigned a Mentor.
 - Refer the new member to the Power Team Coordinator to be introduced to their prospective Power Team members.
- Add any issues you feel are important to the chapter (e.g. monthly meeting room dues, breakfast setup, winter weather plan, chapter expectations, future leadership roles). Answer any additional questions.**

Member Signature _____ Date _____

President Signature _____ Date _____