

## NEW MEMBER PROCEDURE

1. Receive completed Application via online or hard copy.
2. Discuss Application approval with Handicap Director.
3. Once Application is approved, update the 18-hole roster with the Applicants information.
4. Set an orientation appointment with applicant. Set a Big Sister, confirm with roles and responsibilities, and invite them to the Orientation meeting.

## ORIENTATION CHECKLIST

1. Obtain check for Dues Payment. A separate check is required for NCGA, unless she is a current Villages Swinger Member.
2. Take a picture of Applicant
3. Review the Welcome Letter
4. Provide an 18-Hole Ladies Club Handbook
5. Print name with label maker and apply to Bag tag. Present at meeting.
6. Ask if they would like to order a name pin. (\$11)
7. [www.villageswomensgolf.vgcc.club](http://www.villageswomensgolf.vgcc.club) for SOP's & By-laws
8. Follow-up e-mail to new member after orientation including these attachments: Welcome Letter, and photograph. Copy all Board Members, Ringer, Web Master and Lunch Lady on the e-mail. Include the newly updated roster.
9. Notify Pro Shop to add Member to 18-Hole Ladies group.
10. Membership Director to introduce new member and Big Sister at the luncheon after golf. Request the Captain to submit photo and name to The Villager to welcome new member to the 18-Hole Group.