

## 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. Assign a Big Sister, confirm 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:
  - a. Introduce new member and Big Sister at the first available luncheon.
  - b. Provide new member's contact information and photo to Captain for membership email blast.
  - c. Provide new member's contact information and photo to that month's 18-Hole publicity writer for inclusion in the Villager.