



Induction Program for New Members

All new members need information about our organization as soon as they have agreed to join us. Our club would like new members and their mentors to use the list below to track information as it is covered. Choose how you want to deliver the information—all at one time or divided in several instances. Please inform the Membership Chairman when this checklist is completed.

Mentor's Contact Info:

| Item | Action | Done |
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| Welcome to Zonta brochure | Hand out the brochure and go through the content | |
| Welcome to the Zonta Club of Quaboag Valley | Explain what these mean: District 1 Area 2 Club 1317 | |
| <ul style="list-style-type: none"> The club started | Talk about the history and what you have accomplished so far | |
| <ul style="list-style-type: none"> Club members | How many of you are in the club? Make sure the new member is presented to all members. Who can you contact for questions? | |
| <ul style="list-style-type: none"> Club leadership | Who is on the club board? | |
| <ul style="list-style-type: none"> Club committees | What committees exist? Invite the new member to be part of a committee from the start. | |
| <ul style="list-style-type: none"> Club meetings | Logistical information such as when, where and how to pay | |
| <ul style="list-style-type: none"> Name badge and pin | Make sure the new member has the Zonta pin and a name badge. Zonta pins shall be worn on the left lapel (close to the heart) and the name badge on the right lapel. | |
| <ul style="list-style-type: none"> What is a classification and why do we have it? | The classification system is built on occupation. Membership diversity is a founding principle of Zonta. Through their clubs, Zontians have an opportunity to meet members different from themselves and draw upon the skill sets of others to advance Zonta's mission. That is why we have a classification system. | |
| <ul style="list-style-type: none"> Membership dues structure and payment | Inform about club dues, district dues and international dues | |
| <ul style="list-style-type: none"> Z clubs | Inform about the Z clubs and whether or not the club is sponsoring one | |

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| • Golden Z clubs | Inform about the Golden Z clubs and whether or not the club is sponsoring one | |
| • Local service projects | Talk about local service projects and invite to participate | |
| • Local advocacy projects | Share about local advocacy projects and invite to participate | |
| International Service projects | This biennium's projects are in Liberia and Madagascar. Check for the latest information on Zonta's website. | |
| Zonta International Strategies to End Violence Against Women (ZISVAW) projects | This biennium's projects are in Nepal and Niger. Check for the latest information on Zonta's website | |
| Education Programs | Amelia Earhart Fellowship, Jane M. Klausman (JMK) Women in Business Scholarship and Young Women in Public Affairs (YWPA) Award | |
| Area and district | Describe how your district and area is built up. | |
| Area meetings and district conference | Invite to and inform about coming area meetings and the next district conference | |
| International Convention | Invite and inform about the next International Convention | |
| Zonta International website and how to login Zonta.org | Make sure that all members know how to log in to the Zonta International website. Have a go through of the whole website so everyone is aware of all information they can reach. | |
| District website ZontaDistrict1.org | Make sure all new members know how to log in and retrieve information from the district website. | |
| Club website ZontaQV.org | Make sure all new members know how to log in and retrieve information from the club website. | |
| <i>The Zontian</i> magazine | <i>The Zontian</i> magazine is the official registered publication of Zonta International. This biennium, the first and third issues will be printed and sent to all members, while the second and fourth issues will only be published digitally on the website. | |
| Newsletters | Zonta International issues an e-newsletter to all members monthly, and a quarterly update is sent to all members from the Zonta International Foundation. Make sure the new member's email address is registered with ZI Headquarters. | |
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