California Federation of Women's Club
New Member Orientation

DO'S

1) Be Prepared:
Have all necessary paperwork and materials ready before the new members arrive.

2) Make a Positive First Impression:
Start on time and focus on creating a welcoming, helpful environment.

3) Encourage Interaction:
Make the orientation interactive and engaging, fostering questions and discussions.

4) Talk about Federation:
Explain how the club fits into the District, the State Federation and the National Federation. Use the full names of each.

5) Be Informative and Memorable:
Provide meaningful information to ease the first few days and make the welcome memorable.

6) Announce Arrival:
Inform the relevant parties of the new members arrival to ensure a warm welcome.

7) Follow Up:
Provide regular check-ins and support in the first few months to reinforce friendliness and address questions.

DON'TS

1) Wing It:
Avoid improvisation and lack of planning.

2) Be Late:
Arrive late, says the new member's time doesn't matter to you.

3) Overload with Information:
Don't overwhelm new members with too much "data" at once.

4) Use Initials Only:
Initials will not stay in someone's head for more then three minutes. And using too many that are the same will get lost in a new members mind.

5) Be Negative:
Maintain a positive and respectful attitude. Avoid overwhelming new members with too much information

6) Treat Everyone the Same:
Personalize the orientation experience to address individual needs.

7) Leave New Members High and Dry:
Provide ongoing support and follow-up.