THE AMERICAN LEGION
NEW MEMBER'S POST SPONSOR CHECKLIST

_____ SPONSOR NAME

_____ PHONE NUMBER

FOR _____ NAME

_____ ADDRESS

_____

_____ PHONE NUMBER WORK/HOME

	YES	NO	COMMENT
CALL NEW MEMBER BEFORE NEXT MEETING			
Discuss the place and time of meetings/activities			
Provide your telephone number			
Meet or talk with family regarding Auxiliary, SAL, etc.			
Offer transportation or directions to the first meeting			
Accompany the new member on a tour of the Post			
Discuss normal meeting agenda and schedule			
INTRODUCTION:			
All members, especially:			
Post Officers			
Post Employees			
Post Committee Chairman			
FOLLOW-UP TO ASSURE *:			
New members questions are answered			
New member is initiated			
New member gets involved with committee or program of his/her interest & selection			
Membership card is issued			
Family Benefits Plan is explained			
New member knows where to go to seek information and/or assistance			
Mail new member informational letter.			

* Be sure to ask for help from Post Officers and Post Committees to answer any questions you feel unprepared to respond to. The important thing is to make that "First Contact" with the new member and welcome them to your Post.