

Name: _____
Date Joined: _____

New Member Checklist

- _____ 1. Membership roster (Administrator)
- _____ 2. Youth list (give RE Assistant a copy if children)
- _____ 3. Nametag (Membership)

Yes No New Member Profile received

Copy of New Member Profile to:

- _____ Newsletter Mailslot/article
- _____ Membership Group Mailslot
- _____ Finance Group Mailslot (• pledged -- • needs followup)
- _____ President
- _____ Volunteer Coordinator Mailslot (needs profile & Foundations form)
- _____ New Member Coord. Mailslot
- _____ Ministers' Mailslot

For office use:

- _____ Welcoming letter (Admin.)
- _____ UU World (Admin.)
- _____ Manually added to office directories (office volunteers)
- _____ Directory Roster Database
- _____ Remove Visitor's Nametag/Guest Registry (office volunteers)

02/19/03