# Membership Process 2021 New Member Onboarding

## Pre-membership

1. The potential member attends a chapter meeting.
2. After this meeting the chapter membership coordinator engages in the pre-membership conversation with the potential member.
3. At this time the chapter membership coordinator gives the new member the following documents:
4. A copy of the One Minute Message and NFB pledge in print and Braille
5. The new member introduction document, which is a fillable PDF template on which the affiliates and chapters will write their contact and social media information after receiving it from the national center
6. The national center will create the template for the NFB new member introduction document and distribute it to affiliates for their chapter leadership to complete.
7. The national center will distribute the print/Braille One-Minute Message and NFB pledge cards to the chapters.

## New Member Welcome Ceremony and Orientation

1. The potential member decides to join the chapter and pays their dues.
2. The chapter holds a new member welcoming ceremony, which has been outlined in the onboarding document and may be shown to the membership on a presidential release or through some other means.
3. When the new member joins, the chapter membership coordinator will fill out the new member form on the NFB website.
4. Upon the submission of this form, the following emails will be prompted:
5. A message to the affiliate president letting them know that this new member has joined
6. A message to the national center giving us the new member’s information so that we can send them a new member packet
7. A series of messages to the new member each from NFB leaders recommending speeches and articles that introduce them to the organization and our philosophy; these messages will be spaced about two weeks apart and will be generated on a schedule.
8. The chapter will give the new member a mentor who will answer their questions, review the speeches, articles, and discussion questions with them and introduce them to the federation.

## New Member Packet

The following items will be included in the new member packets:

1. MAR letter introducing himself as President and describing the significance of the membership coin and language introducing that the Federation has something for everyone.
2. Membership coin.
3. Membership certificate in print and Braille
4. Onboarding orientation sheet in preferred format indicated on form describing what is included in the onboarding process for the new member and how to use the materials received
5. Most recent Presidential Report in indicated format on new member form to orient new member to the movement and inform them of what we have recently accomplished, as well as what we hope to accomplish moving forward
6. Most recent banquet speech in preferred format indicated on new member form to inspire new member to go out and do the work of our movement