



Dear Connections Member,

Thank you for offering to sponsor a candidate for membership in Connections. I am writing to explain the revised membership process and outline your important role as a sponsor. You may be aware over recent months, our organization has met with a significant influx of new members, causing numerous challenges. We have revised our Constitution, Policies, Practices, and Procedures to more appropriately accommodate this process going forward. The following explains the process and your involvement in it as a sponsor:

- The applicant should print the application form from the Connections website, complete it, and send it with the \$50 check for membership made out to “FPC Connections” to you.
- Please review the application for completeness, sign it, and send it to me at the address on the form along with the check (regular mail only please, no drop offs at my home).
- I will apprise you as to where the candidate is in the queue and schedule her acceptance into the group at an upcoming general meeting.
- In the meantime, I will provide the applicant with access to the Connections website, including the Constitution and Bylaws, Policies, Practices, and Procedures, and activities calendars.
- At the scheduled meeting, please introduce your candidate to both me and the leaders of the activity groups she has expressed an interest in, and as many other members as possible, so she will feel welcome. She will become an official member of the group at this time and receive her name tag. This will enable her to participate in all Connection activities.
- I will then provide her with the password to access the Membership Roster and give her a membership packet.
- After the applicant has been formally introduced at the general membership meeting, please continue to encourage her participation in the organization and its various activities and introduce her to as many other members as possible.

We look forward to meeting the applicant and welcoming her to Connections. Again, my sincerest thanks for your assistance in this process. Please do not hesitate to contact me via email (sjwjsteele@verizon.net) or phone (551)265-3301 with any questions.

Regards,

Susan J. Steele

Membership Secretary