

New Member Induction Process

Note: Before you bring the new member candidate up to the front of the room for the induction ceremony, have these things in place:

- 1. An assigned mentor** – Hopefully the mentor will be present for the induction because you're going to bring him or her up to the front of the room to agree to some commitments publicly after questioning the new member candidate.
- 2. Club manual** – Print one for the new member candidate from our George Sutton Toastmasters website in the Resources area or look for one already printed and stored in the box.
- 3. Printed schedule** – Every new member should have a copy of the printed schedule for the upcoming month.

Request the New Member Candidate to Come to the Front of the Room

After you as the Membership VP are introduced for the induction ceremony, begin with a big smile and excitement in your voice and invite the new member candidate to the front of the room! A life is going to change today, so it's worth getting excited over and asking for a big round of applause from the audience.

New Member Induction Script

[Turn to New Member Candidate]

Becoming a member of the George Sutton Toastmasters club is a privilege, and the only way to gain the benefits from our club and the Toastmasters program is if you actively participate. For your own benefit as well as the members and continued professional culture of this club...please respond to the following questions with the word YES.

[NAME] Will you prioritize your weekly schedule so that you can be present at most of our meetings?

Will you prepare fully for each assignment you are scheduled to perform?

If you cannot be present to perform your assigned role, will you agree to contact other members in advance of the meeting time so that your role is covered by another member?

Will you apply yourself to learning and abiding by the communication and leadership objectives as outlined in the manuals supplied by Toastmasters International?

Will you agree to participate in club activities when your schedule allows?

Will you agree to evaluate others in a positive and supportive manner?

Will you make every effort to build open, friendly relationships with your fellow members of this club?

As your skills improve, will you actively seek opportunities to talk with your friends, relatives, and business associates about our club and invite them to visit?

Only after Toastmasters has proven to be of benefit to you, will you agree to serve others in the club by becoming a club officer?

Will you work with your mentor [MENTOR NAME] to adhere to our club operational procedures and protocols?

[Turn to Mentor]

[MENTOR NAME], if you will agree to serve your mentee in the following roles, please answer with I Will.

Will you agree to meet in person with [MEMBER] to listen to [his/her] personal and professional goals and how being an active Toastmasters participant might help with those goal?

Will you agree to encourage [MEMBER] to pursue speech objectives as set forth by Toastmasters International by performing manual-based speeches?

Will you agree to assist [MEMBER] in the understanding and performance of each role [he/she] is assigned as described in the George Sutton Toastmasters Club Member Manual?

Will you agree to follow our Club Mentoring checklist to assure [MEMBER] is properly mentored in all aspects of being a George Sutton Toastmasters Club member?

[Turn to Club Members]

If you as members of the George Sutton Toastmasters club will support [MEMBER]'s Toastmasters journey through the Toastmasters program, please respond with "I Will."

If you agree to supply [MEMBER] with supportive and constructive evaluations, please respond with, "I Will."

If you agree to provide [MEMBER] with individual support as [he/she] has questions about roles, needs for role replacements, and individual guidance, please respond with, "I Will."

[MEMBER], it is my pleasure to declare you installed as a member of the George Sutton Toastmasters club. Please help me congratulate [MEMBER]!

I now return control of the meeting to [President or Toastmaster of the Day depending on where in the program you're doing the induction].