



## HOW TO SPONSOR A PROSPECTIVE MEMBER OF THE WSL

The growth and success of the Wellesley Service League depends on the recruiting efforts of our own members. We appreciate your help in identifying prospective members who will carry forward the mission of our organization and your assistance in making sure those women fully understand and embrace the commitment they will make when they join the WSL.

These pages include a timeline of important dates and deadlines, information on sponsoring a candidate, and access to all the membership forms. While we hope we've included everything, please don't hesitate to contact Liz Robbins or Theresa Levy, Membership Chairs, with any questions.

### **2019-2020 Membership Committee**

Membership Chair: Michelle Ouellette

Sustainer Co-Chair: Liz Robbins

Five committee members, one from each class year, selected in the fall:

P – TBD

2 – TBD

3 – TBD

4 – TBD

5 – TBD

### **Time Line of Events**

#### **November to January**

The Membership committee will be accepting names of interested women for the 2019-2020 Provisional class. Names will be collected at the November, December and January Barn Meetings. If you miss an opportunity at the Barn Meeting to submit a name, feel free to forward an email to Liz Robbins at [glob4@verizon.net](mailto:glob4@verizon.net) or Michelle Ouellette at [ouellette123@verizon.net](mailto:ouellette123@verizon.net).

*Important* - Please provide a complete name and email address for your candidate. We need accurate information and spelling for future mailings.

## **January**

The Membership Chairs will send invitations in early January to all interested women for an Informational Coffee to be held on Wednesday, January 30<sup>th</sup> (snow day Wednesday, February 6<sup>th</sup>). The Coffee is organized by the Membership Chairs and is attended by the prospective members and their sponsors and members of the Executive Committee. At the conclusion of the coffee, we will distribute information regarding the membership process to all interested women.

Candidates for membership need to download and complete the following forms from the website at [http://wellesleyserviceleague.chapterweb.net/c\\_prospectivemembers.aspx](http://wellesleyserviceleague.chapterweb.net/c_prospectivemembers.aspx) :

Prospective Member Checklist & Application (Candidate and Sponsor)

Sponsor's Form (Sponsor)

In addition, you will need to download and print this file from the Member Home (password-protected) portion of the website <http://wellesleyserviceleague.chapterweb.net/extranet/> and share it with the candidate: Provisional Requirements Worksheet (Reference only)

**Completed membership applications should be delivered or mailed by the Sponsor to: Michelle Ouellette, 38 Northgate Road, Wellesley, MA 02481. The deadline for applications is Friday, March 29<sup>th</sup> by 5:00 p.m.** If there is any problem with delivering or mailing the completed application, please contact Liz Robbins or Michelle Ouellette, Membership Chairs, to arrange a time for them to collect the application from you.

## **May**

The Membership Committee will host a luncheon on Wednesday, May 15<sup>th</sup> to welcome the new Provisional Class.

## **Sponsoring a Candidate**

### **Who Can Sponsor a New Member**

All Provisional, Active and Sustaining members can sponsor one new member, and with the permission of the Membership Committee can sponsor a second new member. Members of the Membership Committee may also be a sponsor.

## **Sponsor Responsibilities**

The sponsor is responsible for informing her candidate about the WSL, what we do, what groups we service, the commitment involved and the provisional requirements. The sponsor and candidate should go over details in the By-Laws, Article III, Section 2a-b (regarding membership), By-Laws, Article V (regarding meetings), and Policies Article III, Section 5 (regarding hours).

The sponsor is responsible for attending the Informational Coffee on Wednesday, January 30<sup>th</sup> (snow date February 6<sup>th</sup>), as well as completing the membership application with the prospective member.

## **Sponsoring New Members**

Provisional, Active and Sustaining members in good standing may sponsor candidates for membership in the Service League. The candidate cannot be a relative of the sponsor, and must have attained her 25<sup>th</sup> birthday by the final date for submitting completed applications. She must have resided in Wellesley for at least 12 months or have been known by a sponsor for at least twelve months prior to the final date for submitting applications. The Wellesley Service League maintains a total membership of between 75 and 80 Active and Provisional members for each service year.

## **The categories of membership in the Wellesley Service League are Provisional, Active, Sustaining, Non-Resident, Honorary and Life.**

The memberships are defined in the following manner:

**Provisional** - the first year of membership which requires completion of an orientation program, a minimum of hours of service, and attendance at all monthly meetings.

**Active** - members who have successfully completed the provisional year. Active members are required to attend all monthly meetings and to complete a minimum of hours of service annually on behalf of the League.

**Sustaining** - members who have completed the Provisional year, at least four years of Active membership and who have submitted a written request to become a sustaining member.

**Honorary** - members elected into the League by the Board of Directors by reason of distinctive service in the community, only upon written petition by 20 members of the League, none of whom shall be Board members.

**Lifetime** - sustaining members who joined 50 or more years ago.