

✓ CHECK LIST TO PROCESS NEW BCA MEMBERS

✓ check when completed:

- [] Once the prospective member has completed and submitted their application to join your division, the **Division Secretary** or **Membership Chair** should send a conformation of receipt to the applicant, either by email or postal mail. It should contain the following:
- an acknowledgement of date of receipt of the application (for all applicants if more than one submitted, i.e. husband, wife).
 - amount of monies received for dues (note whether check, cash, money order, and the amount).
 - when the application will be considered – provide the next division meeting date when the application will be reviewed for approval.
 - advise that after review, the applicant will be sent a notice of approval, a request for additional information, or notice of other action.
 - carbon copy (cc) the sponsor so they are aware the application has been received and in process.

NEW MEMBER PACKET (UPON APPROVAL): The following is a suggested format of documents for inclusion in the New Member Packet to give to recently approved members. The information in the packet may be the first BCA documents a member sees, so they should look professional and make a great impression. *These documents are included in generic form in Microsoft Word .doc files and must be tailored to your specific division. Note the items in red must be changed to represent your division.*

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| [] | 1. Welcome Letter from the Division | See NewMbr1_Welcome_Letter.doc |
| [] | 2. What is The Bulldog Club of America? | See NewMbr2_What_Is_BCA.doc |
| [] | 3. Benefits of BCA membership | See NewMbr3_Benefits_of_BCA.doc |
| [] | 4. Mentor List | See NewMbr4_Mentor_List.doc |

It is recommended you solicit your division for volunteers to serve as mentors for new members. Please remember that some club members make better mentors than others, and these mentors should be friendly, welcoming, responsive and helpful in offering a pleasant introduction to the sport of dog shows.

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| [] | 5. Division Points of Contact | See NewMbr5_Points_of_Contact.doc |
| [] | 6. BCA Organizational Flow Chart | See NewMbr6_BCA_Flow_Chart.pdf |
| [] | 7. Glossary of Terms | See NewMbr7_Glossary.doc |
| [] | 8. List of division and member club meetings, upcoming shows, and activities. | Refer them to your club website and/or Facebook page, and your local AKC Show Superintendent website; give copy of newsletter |
| [] | 9. BCA Club Policies and Procedures | Refer to BCA website for Constitution, By-Laws, and SOPs, www.bulldogclubofamerica.org |