



Flotilla Name Announcement of a New Member

FOLLOW UP

I am pleased to announce that we have processed a NEW MEMBER for the Flotilla and I would appreciate your follow up as follows:

New Member:

Date: _____

Name: _____

Address: _____

Home Phone: _____

Cell Phone: _____

Email Address: _____

Member Number: _____

Spouse Name: _____

Follow Up:

1. _____ : Please order one name tag Member Name
Member Name
2. _____ : Please interview the new member to place information in
the next Newsletter
3. _____ : Please add his information to the Roster, add to all mailing
lists within the Flotilla and send out a new electronic version of the roster to the
members. Please also administer the OATH at the Feb or March membership meeting,
once he has received a member number.
4. _____ : Please process membership dues—check placed in your
mailbox at the station.
5. All Staff Officers and Bridge: Please send an email or call this new member and
welcome him/her into the Flotilla, introduce yourself, tell them a little about what your
job is in the Flotilla and offer to be of assistance.
6. _____ Work with this new member to complete the APC Course, order
uniform, and work with Staff Officers to schedule an orientation by:
 - a. Going on a Patrol
 - b. Going on a VSC
 - c. Sitting through a Radio Watch
 - d. Sitting through a PE class

If you have any questions on this form or the new member, please give me a call.

FSO-HR Officer _____ **-- Email Address** _____