# Sponsor Checklist

***Sponsor Notes:*** Make sure either you or another sponsor is there on each of the first 3 events the new member attends. On 1st skills for a **new rider** make sure someone plays follow the leader to make them feel more comfortable. Try to get them into a conversation with other members during gatherings with club so, they don't get left standing in the corner while everyone else is conversing so they feel more welcome.

***Sponsor Name:***_____

***Check New Member Name:***_____

***Check New Member Phone:***_____

***Check New Member Email:***_____

☐ *Call New Member and introduce yourself as His/Her sponsor.*

☐ *Let them know a sponsor will contact them for the first three events.*

☐ *Ask new member why they joined and what their interests are about the club.*

☐ *We do not ride and drink alcohol.*

☐ *We ride in all weather be prepared.*

☐ *At time of event be ready to ride with full tank, gear on, fed, and ready to leave by posted time. We roll out at time posted so arrive early enough to go.*

☐ *Explain the ride exit process that we don't meet back at the start and that we leave no one behind. If you leave early let someone know.*

☐ *Business meetings 1st Tuesdays of Month.*

☐ *Biker Burger all other Tuesday's unless posted*

☐ *What skills are about, where and when. Is no pressure do what you feel you're comfortable or **ride your own ride**.*

☐ *Website and password and where exactly to find the events, times and dates.*

☐ *Explain where we meet exactly so they are not in wrong spot.*

## Contact until new member has attended 3 events or rides.

☐ ***Contact new member for first event or ride.  Date:***_____
- o Introduce new Member to other members
- o *Give **contact sheet** on first meeting with new member.*
- o Quick run down of club signals, 6 pack procedure, and what to do if pack is broken.
- o At a club event, help the new rider feel more part of the club by finding them a job from one of the club officers. Ensure they know what they are supposed to do.
- o **Ride Your Own Ride**

☐ ***Contact new member for Second event or ride. Date:***_____
- o **Ride Your Own Ride**

☐ ***Contact new member for Third event or ride. Date:***_____

☐ Turn in checklist to board to let them know new member was taken care of.