

How to start a Probus Club

WEEK 1:

1. Advise Probus National of desire to form a PROBUS CLUB.
2. Appoint a President from your Community Service Committee.
3. Probus National will appoint a coordinator to be your advisor.
4. You will notify Probus National of the original proposed member list men's, women's or combined.
5. Apply for a club charter.
6. Find someone with Internet access to print off relevant (updated) material from www.probusnational.org.

WEEK 2:

1. President arranges for a suitable meeting place at little or no *cost*.
2. Fix date and time of "Interest Meeting" with National Corrdinator, usually 10 A.M.
3. Request all lists of prospects with help from Probus National, bank managers, lawyers, Rabbi's, etc. *and their addresses* be in by Week 3.

WEEK 3:

1. Confirm arrangements to owner of meeting place by letter.
2. Prepare invitation letter, meeting agenda, applications, obtain etc.
3. Prepare press release, advertisement for local paper and cable television or radio station (if necessary to advertise).
4. Determine recommended initiation fee (sufficient to cover cost of PROBUS lapel pins, identity badges, and annual dues (usually about \$200 annually per member).
5. Arrange speakers for three months.

WEEK 4:

1. After insuring sufficient interest, order Probus president's gavel, Probus leaflets and standard constitutions (also available for printing off the web pages, Standard Constitution, Origins and Purpose).
2. Make sufficient copies of agenda, applications, attendance record sheets, adhesive name labels for the meeting.
3. Collect and collate lists of prospects.
4. Invite the Probus National Coordinator or to attend as speaker (or obtain standard speech from him for use by any other speaker if the Coordinator is unable to attend), two PROBIANS from nearby clubs (if available) to give five minute talks on their club experience.
5. President to phone key interested prospective members as Steering committee.
6. Advise Probus National of progress.

WEEK 5:

1. Mail letters of invitation to be a Charter member with date time and place of interest meeting, including Probus material, an application form.
2. Place advertisement and press release in local newspaper if needed.
3. Invite news representatives to "Interest Meeting".
4. Order lapel pins from the PROBUS National assuming 50% positive response.

WEEK 6:

1. Secure gummed lapel labels, felt-tipped pens, receipt books. Prepare "Interest Meeting address.
2. Confirm date, time, coffee and Pastry's, sound system, lectern arrangements etc., with owner of meeting place.
3. Arrange for photos of Club President and PROBUS National Coordinator when the President of new PROBUS CLUB is elected at the interest meeting.

WEEK 7:

1. Follow up by telephone invitees who have not replied.
2. Arrange guest speakers for 3rd and 4th meetings of the new PROBUS CLUB.
3. Report progress to Probus National.
4. Hold the "Interest Meeting".
5. After speeches and question period, call for a motion to form the new Probus Club and adopt the constitution, date, time and place of the next (charter) meeting, suggested initial fees on application forms.
6. Accept steering committee motion to form a nominating committee before intermission.
7. At Intermission, the nominating committee arranges to collect membership applications, initiation fees and annual dues, and identifies the management committee and officer nominees.
8. After intermission, announce charter applications are open until the end of the next meeting.
9. Nominating committee presents slate and asks for further nominations. After election, follow with a meeting of management committee (or another date). Open bank account.

Immediately complete and mail request to have the club chartered to Probus National, also initial official record of club, officers, meeting times, locations, email, fax, address, etc., and *Insurance forms plus* accompanying cheque.

AT PROBUS CLUB SERVICE AND PROMOTION on the Internet, at U.S.\$20. including shipping.

At the next first official Probus meeting: Ask to have the Probus National President to present the charter. Present pins and badges to Charter members.

Sample Letter to prospective members on Probus **letterhead**.

Dear

We believe that you could be interested in becoming a founding member of a club to support the Mentally Challenged and Disabled Community and help support fund raising activities to support that goal. The formation of this Club is being sponsored by Probus National as a Community Service, tentatively called the Probus Club of _____ past membership in a Service Club is not necessary in fact former Service Club members in Probus are less than 10% of the total in most communities. Probus is a service club, a Probus Fact Sheet is enclosed, and you are invited to attend an INTEREST meeting at _____ on (day) at 10:00 AM (date) to hear M_____ as the Speaker, to better inform you of this growing need, now with 6 autonomous clubs and 300 members around the US. You may also wish to bring the application form below to the meeting. We would appreciate your response.

Vours sincerely,

Probus Club RSVP to M_____ Tel_____ Fax_____

E-Mail_____

To the Secretary, PROBUS CLUB OF _____

Make application for membership in the above Probus Club, and enclose the sum of \$_____ (including \$_____ initiation fees, and \$_____ annual dues.)

TO APPEAR ON BADGE

First Name_____ Last Name_____

Vocation or field of interest_____

Address_____

City_____ State_____ Zip_____

Spouses Name_____

Date_____ Signiture_____

(A sponsor is not nessessary for a founding member)