OUTLINE OF NEW MEMBER ORIENTATION PROCESS AT FRANKLIN COUNTY SPORTSMEN’S CLUB

Pre-Orientation:

* After Interviews, Bob notifies Sandy/Larry/Mark B. of name, type of membership, Month of join date, and card fob number to assign. Bob leaves the approved membership applications and assigned fobs at the club for Doug to do the orientation. Bob emails the new approved members notice that their application is accepted and tells them Doug will contact them for an orientation, copying each email to Doug. (Bob will attach to these welcome emails an electronic copy of rules).
* Doug will email the new members to schedule an orientation (orientation can be done in a group). Give a week or so for Larry to get name badge done and Mark B. to activate fobs.
* Before the orientation, Doug gets their name badges from the box (Most often Larry gets them in the box within 1 to 3 days), retrieves the assigned fobs from the place where Bob has left them and puts together the proper badge with the proper assigned fob in a badge holder (badge holders are in boxes in the desk drawer).

Orientation:

* Just prior to the orientation, test the assigned card fobs at the door and the gate. If they do not work, text or call Mark Brennan immediately and he can correct the problem.
* Start the orientation at the gate (in the email scheduling the orientation, tell them to meet you sat the gate).
* As they arrive, show them how to use the fob at the gate and how to get out. Show them the month indicated on their name badge and tell them how to renew at the end of that month next year.
* Once all are present, meet in the clubhouse and get their dues. Give a receipt for cash and keep a copy to go to treasurer with cash. Leave dues in the gray lock box on the wall in an envelope, indicating who paid. Treasurer will retrieve and deposit from there.
* ON THE APPLICATIONS BOB LEFT WRITE ON EACH THE DATE, AMOUNT PAID, CHECK NUMBER OR CASH AND YOUR INITIALS. THE APPLICATIONS THEN ARE PUT INTO THE TOP DRAWER OF THE FILE CABINET, IN THE MANILLA ENVELOPE, FOR SANDY TO RETRIEVE.

Cover in Orientation:

* GATE. HOW TO ENTER BUILDING. HOW TO EXIT BUILDING AND SET ALARM IF NEEDED.
* GUEST POLICY
* MEETINGS
* INTERNET AND ACCESS PASSWORD: shallnotbeinfringed
* AED AND FIRST AID KITS/PROTOCOL
* CLEANING SIGN UP AND OTHER WORK OPPORTUNITIES
* BATHROOMS, SODA, COFFEE
* BACK ROOM AND CLOSETS TO FIND TRASH BAGS, CLEANING SUPPLIES, TOILET PAPER, LIGHT BULBS.
* VISIT ALL RANGES AND DISCUSS WHAT CAN BE USED AND HOW
* AT RIFLE RANGE DEMONSTRATE RANGE SAFETY LIGHTS (TIP: USE THE SIGNAGE AT RANGES TO HELP TALK ABOUT THEM)
* HOURS: 8:30 AM START (SUNDAY 10:00 AM START) TO ½ HOUR AFTER SUNSET.
* CAMERA SYSTEM
* CABIN CLASSROOM---NO LOADED GUNS INSIDE. CAN CLEAN GUNS INSIDE, CAN ENTERTAIN CHILDREN, GET OUT OF WEATHER.
* WHAT IS PLOWED IN WINTER
* WHERE TO PARK

Once members are paid up and completed orientation, they can use the club immediately.

\*AFTER ORIENTATION AND DUES PAID, THE NAMES AND EMAIL ADDRESSES OF NEW MEMBERS HAVE TO BE EMAILED TO **BRIAN COOK, CLIFF WILKINSON AND MIKE VISNIEWSKI** SO THE NEW MEMBERS CAN BE ENTERED INTO THE MEMBERSHIP ONLY EMAIL LIST AND THE MEMBERS ONLY SITE.