
Rites of Initiation:

Open the Doors to New Members with a BANG and not a whimper.

What should an initiation of new members accomplish?

O Share inspiration.

Initiation is not just a formality or rite of passage for new members, but an opportunity to inspire new *and* current club members. This special occasion can energize new members while reaffirming the current members' decision to continue to be active club members.

O Showcase club achievements.

It's an opportunity to showcase your club's achievements, share your pride and show your club's connection to the larger international organization. You'll send the message that your club reaches out to touch the global community.

O Welcome new members.

Show a genuine *welcome* and hospitality to the new members. Let current members learn some *personal* things about new members. Doing so helps current members find common interests and gain respect for new members' personal and professional accomplishments.

O Gain audience attention and appreciation.

The initiation ceremony is a presentation like any other. First, consider your audience—keeping in mind that audiences want to be inspired, informed and in most cases, entertained. Thanks to television, people have increasingly shorter attention spans. Given this, the initiation should be fast paced, very interesting and accomplished in 10-15 minutes (depending on the number of members to be initiated).

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What should you consider about your audience?

- How formal is the group?
- How many people will be present?

- O What are their expectations?
- O How much time will be spent on other agenda items?
- O What is the culture?
- O How can you best establish rapport with them?

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What are the four *golden rules* of a great communicator?

RULE 1: Be prepared.

Never fumble or apologize.

RULE 2: Make others feel comfortable.

Developing rapport with the audience is essential.

RULE 3: Be committed to your message.

Believe what you are doing and saying is important.

RULE 4: Be interesting.

IT'S A FACT! In any presentation you will win or lose your audience in the first 30 seconds. The audience will determine the importance and impact of your message through the following channels:

- ~ 55% - nonverbal communication
- ~ 38% - your voice
- ~ 7% - the words you use

You, the speaker, are the message. Spend some time getting energy and enthusiasm in your voice! Concentrate on your nonverbal communications as well as on the words. Your audience will receive your message as a total package.

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How can you add interest to your ceremony? Set a theme, share inspirational thoughts or read poetry. Why not consider using props, too! Be creative! Here are some ideas to get you started.

Set a theme.

To inject some fun, why not use a theme! If the president has a personal theme for the year that is used to unify each meeting, award, or fellowship

function, you can use that theme in your presentation. Or, if the president has an occupation that lends itself to dramatization, you can use that. For example:

- If the president owns a video company, your theme could be *Lights, Camera, Action: Quota Can Help You Be a Star in Your Life and Your Community.*
- If your president is an accountant, you could play off of accounting terms: *Quota is a Solid Investment For Your Life* or *Quota Adds Value to Your Income Statement of Life.*

Share inspiration.

If a theme isn't immediately evident, you can still inject enthusiasm and warmth by starting with a quote or popular saying. For example:

- *Dreams come a size too big, so that we can grow into them.*
C Josie Bisset
- *Quota helps you to build dreams that you never outgrow. A Russian immigrant, Wanda Frey Joiner, had a dream when she came to this country of building a new life. She became the most successful business woman in Buffalo, New York, and then went on to dream about a network of service and friendship among professional and business women that would become international. She fulfilled her dream in 1919 when she founded Quota. We want to welcome our new members to the same Quota organization that helps people follow their vision in their personal and professional lives while helping others in the community.*
- *Memories of our lives, of our works and our deeds will continue in others.*
C Rosa Parks
- *Welcome to this special ceremony welcoming our new members. Quota is an organization that can help you create those memories of helping others to achieve a quality of life, helping your friends with encouragement and support and helping your community be the best place to live for us and the generations to come. We are proud to be members of this organization and we are delighted that you have joined us.*
- *Estee Lauder, who created an international cosmetic business from scratch said, "From where you sit, you can probably reach out with comparative ease and touch a life of serenity and peace. You can wait for things to happen and not get too sad when they don't. That's fine for some but not for me. Serenity is pleasant, but it lacks the ecstasy of achievement."*
- *Welcome to this special ceremony welcoming our new members. By joining Quota and maintaining your membership in Quota, you are saying that you are in that special group of people who are actively involved in achieving your goals. And, that you are willing to help others achieve theirs. Complacency is not in your vocabulary; but*

accomplishment, fun and fellowship are important to you and all of us.

Read poetry.

You can use a poem as an attention getter to open or close your presentation. For example:

*No vision and you perish,
No ideals and you are lost,
Your heart must ever cherish some
Faith at all cost,
Some hope, some dream to
Build, some fun to try,
Some purpose and service that you can hold high.*

C Bobbie Carey

Don't forget props!

Props can draw interest to your presentation. Be creative! For example, if you're doing a theme, wear a hat that depicts the theme (i.e. wear a beret for the director of the *Lights, Camera, Action* theme).

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What should NOT be included in the initiation?

The ceremony is NOT a lecture on the responsibilities of membership. Recruiting events and later orientation can give details of the requirements and responsibilities of membership. The tone should be pure warmth and friendship, not duties and obligations.

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How should the ceremony be organized?

Following are suggestions and a philosophy. Remember your audience, your time frame and your style of presentation. Enthusiasm, eye contact and rapport with your audience will carry the day! You are the message.

I. Introduction.

This should be rapport building, inspirational and/or humorous. Remember, the first 30 seconds are critical in your presentation. (Ideas, Pages 4 and 5.)

II. Accomplishments.

Present a short sketch of what the local club has accomplished in the community and any other tidbits that bring you pride. This is your opportunity to express pride in your club's accomplishments. Make it count! Consider sharing these thoughts:

- *Quota International of _____ has been a dynamic part of the _____ community since _____ and is affiliated with Quota International, Inc., which has continuously joined members of all ages, occupations and nationalities in a worldwide network of service and friendship for 80 years. The name, Quota, means A share and our motto is Ave share. We have shared our resources and talents and made a difference in this community:*
- *We have raised and given \$ _____ to people in need in our community over the last five years.*
- *We have established a program which mentors young at-risk mothers.*
- *We have enabled 200 deaf students to access educational programs that would have been otherwise out of their reach.*

III. Quota International.

Explain how the local club is part of the international organization and what the organization has accomplished that your club finds meaningful (i.e. giving over \$1 million annually to people in need). Consider sharing these thoughts:

- *We are part of an international network of individuals in 13 countries who have given over a \$1 million and thousands of service hours annually to assist deaf, hard of hearing and speech impaired people as well as disadvantaged women and children.*
- *We are dedicated to:
Serving country and community.
Promoting high ethical standards.
Developing good fellowship and friendship.
Advancing ideals of righteousness, justice, international understanding and good will.*

IV. New member introductions.

Each new member and their sponsor should be introduced. Try to convey (in three or four sentences) their occupation, length of time in the community, interests, hobbies and family. If only a few members are being initiated, you can include education and one or two personal accomplishments. Get a copy of the

new member form from the membership chair, design your own questionnaire or interview the members prior to initiation.

V. New member presentations.

Present the new member with a membership pin, a roster of members and a small token of welcome. This token can be a rose, flower, box of chocolates or something meaningful to your club. Ask the membership chairperson to hand out these items after the new member is introduced. Then, let the new member remain in front of the group until the ceremony is over.

On each table there should be handouts with the new members' names and three or four sentences about each one. If your club has a mentoring program for new members, present the mentor to the new member at this time. Have the mentor stand behind the new member during the rest of the ceremony.

VI. Closure.

After all new members are introduced, make a summary statement of congratulations, such as:

On behalf of the members of Quota International of _____ of District __ and Quota International, Inc., I welcome you to the proud tradition of Quota and wish you success and enrichment in your Quota career. [Turn to the audience.] I present to you our new members.

After the applause dies down, shake their hands or hug each new member.