

## MEMBERSHIP RECRUITMENT GUIDELINES

District 11 recognizes that under certain circumstances a Zonta club may become depleted in both members and funding and need assistance in rejuvenating itself. Clubs may request Membership Recruitment assistance for these reasons, as follows:

- A. **Limited Membership Recruitment Reimbursements for a Local Recruiting Event** are available for recruiting new Zontians into a club under the following conditions:
1. **Number of Members:** A club must have less than 10 members to be eligible for this money.
  2. **Membership Plan:** A club must submit a detailed plan for both recruitment and retention of members to be approved by the Lieutenant Governor. This plan must be attached to the Membership Recruitment Request Form.
  3. **Membership Recruitment Reimbursement:** To initiate the process, the club president must submit a Membership Recruitment Request Form, prior to the event, to the Area Director (AD), who must review/approve the request and forward a copy to the Lieutenant Governor for review and approval. The Request will include the type of assistance needed and the budget for the event.

If the funds requested are for a Local Recruiting Event for prospective members, expenses may be reimbursed, upon submission of receipts, \$250 or half of the cost of the event. After the membership event, the club president will submit an event report to include receipts for expenses, with a copy of the Membership Recruitment Request Form, to the Lieutenant Governor and Area Director. The Lieutenant Governor will forward the form to the Governor for reimbursement approval.

4. **District Representative:** The club must invite the AD or VAD or other District Board member to represent the District at a local recruiting event. A Past District Governor or Past International Board Member may also represent the District. The club must host the District Representative in a member's home or other accommodations to avoid the expense of commercial accommodations. District 11 will pay other travel expenses for the District Representative to attend a Local Recruiting Event out of Membership Recruitment monies.
5. **Funding:** Reimbursement is not automatic and will be considered based on need of club, adequacy of the club's Membership Plan, and availability of Funding. A district-subsidized membership event is considered the initial event of an ongoing membership campaign. Recruitment is a club function, and clubs must budget for this expense. Additional Membership Recruitment Requests for reimbursement will be considered on a case by case basis by the Lieutenant Governor or Governor. Other membership related expenses incurred by a District Representative for planning or guidance purposes may be reimbursed at the discretion of the Governor.

6. **Non-reimbursable items:** No alcoholic beverages or other unapproved items may be included in the District reimbursement.
- B. **Other Membership Recruitment Assistance in Membership** may be requested by submitting the Membership Recruitment Request Form and checking the box for “B. District assistance in membership.” Complete Section B and have the club president sign the form.

The types of assistance that may be requested can include the following:

- Developing a membership plan
- Budgeting for Local Recruiting Event
- Developing recruiting strategies
- Conducting a Local Recruiting Event
- Planning a New Member Orientation
- Assistance with a Member Satisfaction Survey
- Developing a Retention Plan
- Other membership related services

- C. **Other** Membership Recruitment assistance is available, depending on the District’s resources. To request other services, submit the Membership Recruitment Request Form and check the box for “C. Other Services.” Complete Section C and have the club president sign the form.

These services may include, but are not limited to:

- Club Strategic Planning
- Club Management
- Board Training
- Organizing a New Club
- Payment of dues for a club affected by a disaster
- Organizing a Z Club or Golden Z Club

(Adopted by the District Board on January 14, 2006)  
(Amended by the District Board on Sept. 26, 2009  
and September 17, 2015)

**ZONTA DISTRICT 11  
FIELD SERVICE REQUEST FORM**

**CLUB:** \_\_\_\_\_ **AREA:** \_\_\_\_\_

CLUB \_\_\_\_\_ PRESIDENT: \_\_\_\_\_

**CONTACT INFORMATION:**

HOME: \_\_\_\_\_ WORK: \_\_\_\_\_

EMAIL: \_\_\_\_\_ OTHER: \_\_\_\_\_

**I am requesting the following assistance for this club:**

A. Reimbursement for a Local Recruiting Event, as follows:

\_\_\_\_\_

**Note: A detailed Club Membership Plan for Recruitment and Retention must be completed and attached prior to approval for reimbursement for a Local Recruiting Event.**

B. District Assistance in Membership (Recruitment and Retention) planning, specifically:

\_\_\_\_\_

C. Other Services

\_\_\_\_\_

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President's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**APPROVALS**

Area Director: \_\_\_\_\_ Date: \_\_\_\_\_

Lieutenant Governor: \_\_\_\_\_ Date: \_\_\_\_\_

Governor: \_\_\_\_\_ Date: \_\_\_\_\_

(Adopted by the District Board on January 14, 2006)