



Purpose of a Sponsor is to guide the new member and answer any **and all** questions that your applicant might have. If the Sponsors don't know the answer, they should consult the website or ask the membership chair (vs. asking another member who may not be up to date on what a Lady in Progress can and can't do).

**With guidance from the Membership Chair, it is the responsibility of the Sponsors to:**

Be the sole provider of information regarding the rules of the applicant/Lady in Progress process to becoming a member and continue to guide that member through their first year of active membership.

Ensure the applicant/Lady in Progress is compliant with all rules.

**Please review the goals and activities of our Club with your membership candidate.** In addition, it is important that you review the "membership" section in our roster under Bylaws Article III Membership Active Members Section 3.1 (a) and also Section 3.3 Admission to Membership all sections (a) – (f) as well as Standing Rules Rule 3: Sponsor Requirements) with your prospective member prior to presenting her an application. These sections define all the expectations for active membership in our Club.

**Steps to Sponsoring a new member.**

1. Both Sponsors should be active members for 2 years. They both should either know or spend time getting to know the applicant prior to starting the process. When the Sponsors are confident the applicant can fulfill all requirements to become a member, which includes verifying that they have their principal legal residence on Naples Islands the Sponsor then requests a membership application and Sponsorship agreement form from the NIGC 2nd VP Membership Chair.
2. The prospective member completes the membership application and returns it to the Sponsors.
3. Both Sponsors write letters of recommendation for the applicant and sign a Sponsorship agreement form.
4. Sponsors submit the completed application package to the NIGC 2nd VP Membership Chair. The Membership Chair will present the application and sponsor letters to the Board for approval at their next meeting. Upon approval, the Membership Chair will inform the sponsors that their applicant is now considered a L.I.P. (Lady In Progress).

5. Sponsors shall notify the applicant the membership process has begun and must be completed within 12 months. Sponsors will invite the Applicant to attend two business meetings and one social function. (Attendance at the business meetings is limited to two meetings prior to actual membership, the applicant may attend as many social and beautification functions as they desire as long as they are accompanied by at least one of their Sponsors). A LIP is not permitted to join a committee or attend a committee meeting or participate (enter) in the Flower Show.
6. Sponsors shall notify the NIGC 2nd VP Membership Chair by email as the prospective member completes all of her requirements.
7. Once all requirements have been met, the NIGC 2nd VP Membership Chair shall propose the applicant for membership to the Board at their next meeting for final approval.
8. If a membership slot is open, the NIGC 2nd VP Membership Chair shall contact the Sponsors to schedule a "Welcome to the Club" date.

### **Sponsorship Agreement**

As an active member in Naples Islands Garden Club, I have read the process for sponsors on the NIGC website under Membership as well as the rules under Bylaws Article III Membership Active Members - Section 3.1 (a) and also Section 3.3 Admission to Membership all sections (a) – (f) as well as Standing Rules Rule 3: Sponsor Requirements and accept all responsibilities of guiding my Lady in Progress.

Sponsor #1 Signature:

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

Sponsor #2 Signature:

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