

INSTRUCTIONS FOR SUBMITTING A NEW MEMBER APPLICATION TO SIR BRANCH 17. Form 002, Club Revised: Mar 7, 2020

Print or download a copy of the application:

Microsoft Word and PDF formats are available on the Contact page of the SIR17 website (www.sir17.org)*. Copies of the application are available at the monthly luncheon as well as from most Branch Executive Committee (BEC) Officers and Directors.

*If the applicant and his sponsor/host are comfortable working with the application online, download the Word file and complete it on a computer using Arial 10-point font.

Fill in the application:

Use a pen and write neatly, or better yet, fill it out on a computer! Note: The application has 2 pages...fill in both sides of the application.

Submit the application:

After the applicant has signed and completed the application, return it to the sponsor*. The sponsor signs and dates the application and submits it to the Big Sir in person, by mail, or electronically after scanning the document. (Contact information for the current Big Sir is always available on the SIR17 website and in latest edition of the BARK newsletter. www.sir17.org)

*If the sponsor is not available, the application can be returned to any SIR17 member who should then submit it to the Big Sir.

What happens next?

The Big Sir forwards the application to the BEC, the BARK Editor/Roster Chair, and the Membership Relations Chair. The BEC will review and approve the application and notify the sponsor. If the application is received by the BEC at least one week prior to the monthly meeting, the approved applicant can be inducted at the luncheon that day! The sponsor invites the applicant to the luncheon and notifies the Attendance Chair and Big Sir that the applicant will or will not be attending.