



PROPOSER CHECKLIST

Thank you for Proposing a new potential new member.

As Proposer, your goal is to assist and guide your candidate through the Membership process.

Below is a checklist to help you better understand your roles and responsibilities.

STEP 1: IDENTIFYING SPONSORS

- Your candidate must have a total of 6 sponsors who support their proposal. *Spousal members are unable to act as sponsors.*
- You must know your prospective member for at least one year
- Your candidate must confirm with **all of their sponsors** that they will support them before listing their names on the proposal

STEP 2: THE PROPOSAL

Guide your Candidate as he or she completes each page of the Proposal. Be sure your Candidate has included:

- Names of six confirmed sponsors
- Charitable Affiliations: Emphasize leadership positions and personal efforts versus charitable contributions
- A short essay: This is an important part of the application and should be thoughtful and thorough

STEP 3: THE POSTING LIST

Once your Candidate finishes the Proposal, direct them to send it to the Membership Department. Your Candidate's name will be added to that month's Posting List. Once the list is posted, a thirty-day waiting period begins during which time the Membership Department will send your Candidate's sponsors formal letters requesting their letters of support and indicating their duties as sponsors.

STEP 4: YOUR LETTER

Spend some time on the letter. It is an indicator to the Admissions Committee that you support your Candidate. Thus, it should be in a proper letter format, then emailed to letters@unionleague.org. Discuss how you know the Candidate, how long you've known them/their family, and why you think they will be a good member of the League. Among other things, your letter should discuss why you believe the Candidate shares in and supports our core principals of free enterprise, limited government, and patriotism.

STEP 5: EVENT ATTENDANCE

During the Membership process, the Admissions Committee highly encourages candidates to attend historic and patriotic events as they go through the membership process. Prior to their interview, attending some of those events with your candidate is an important way to prepare and experience the League. Please be sure to host your candidate, and encourage their other sponsors to do the same. They should consider the rich history, traditions and values of the League, and be able to articulate how their values align with the Union League's values of Free Enterprise, Patriotism and support of the Constitution. Please ensure that your candidate is aware and can demonstrate an understanding that ours is not a social or business club, but first and foremost a civic and charitable institution. Upcoming event lists will be shared throughout the process and can also be found online.

STEP 6: FILE REVIEW

The completed file will be sent to a member of the Admissions Committee for review. A committee member will contact you to schedule a call to discuss your Candidate. A timely response to their request is necessary so they can finish their investigation. While you are waiting for your Candidate's file review to be completed, be sure that you and the other sponsors bring your Candidate to the Union League to patriotic, educational, and historical events which will show them who we are and familiarize them with our values and ideals. Taking them to the Heritage Center and various patriotic events, speakers, etc. will certainly benefit them, as they will be asked to share their experiences with the Committee.

STEP 7: THE INTERVIEW

The Membership Department will contact your candidate when they are approved for an interview. Once a date is chosen, accompany your Candidate and introduce them to the Committee Chair and the presiding Board Member. Prepare your candidate to be ready to discuss why they want to join this patriotic institution.

STEP 8: MEMBERSHIP

The list of Candidates interviewed by the Admissions Committee is given to the Board at their next scheduled meeting. After Board approval, you and your new member will receive an email to share the news of their election. Take time to help acclimate your New Member to League Life. Introduce them to your Club Table or Affinity Club. Accompany them to events you usually attend, and suggest events they may enjoy! Coordinate with your New Member to attend a New Member Orientation and Induction Dinner. At the Induction dinner, you will have the privilege of introducing your New Member, and he or she will receive their Union League rosette and sign the registry.

*The approximate time frame to complete the process is 8-10 months, if all letters are submitted in a timely manner. Please contact the Membership Department to verify the status of your Candidate's file. **E-mail: membership@unionleague.org | Phone: 215-587-5577***