

To archive- Onboarding New Members to the Co-op

1. New members express interest by filling in the [Interest Form](#).
 - The responses to the interest can be found on the subscribers page of MailerLite
2. Every month we schedule **two** onboarding meetings on two different days:
 - At 5:30pm before monthly social (second Sunday of the month)
 - Another day, ideally a weekday, determined by member availability
 - Make sure at least one person is available for each of these
3. Send a save-the-date email to people who have subscribed since the last onboarding
 - Email should include a way to sign up to the events. See sample form [here](#)
 - Should link to:
 - [Membership agreement](#)
 - [FAQ](#)

- “ Hi all!

Greens & Beans Grocery Co-Op is hosting a new member onboarding session **<date>** at Luther Place Memorial Church. It will take about 15 minutes. If you are interested in becoming a new member, we would love to see you there! Sign up to attend **<Insert your form link here, or tell them to apply to the e-mail>**.

In the meantime, check out our [membership agreement](#) and [FAQs](#).

Following the onboarding, there will be an opportunity to meet other co-op members, listen in on a discussion, and shop our products. Bring your own reusable containers, or use one from our collection.

You are receiving this email because you are on our mailing list and/or have filled out our interest form. Please let us know if you no longer wish to receive these emails and we will remove you from our list.

Thanks!

- Your friends at Greens & Beans Grocery Co-op

4. Include onboarding dates in monthly newsletter to be sent out at least 1 week (ideally 2 weeks) before first onboarding scheduled
5. Send a reminder email about the onboarding event to those who have registered a day before it happens
6. At the event

- Have a sign in sheet
- Give orientation
- Have a QR code for people to sign up to pay dues.
- Link to the membership agreement form
- Have a print out of the task list and descriptions
 - People can sign up to shadow right there.
 - Task Sign Up spreadsheet
- Note thoughts and feedback

7. After the event

- Note who attended
- Send everyone the following:
 - Dues payment info

◦ “ Hi!

Thanks for attending the Greens and Beans orientation yesterday. To join, next steps are as follows:

1. Agree to our membership agreement.
2. Pay dues.

Once you've done that, we'll add you to our google group, invite you to our WhatsApp, the task signup list, and you'll be able to shop at the store!

Thanks,
Simon

8. Once they've signed (required; can be found here) and paid dues (optional; can be found here):

- Send them:
 - Shopping times
 - Task list (for shadowing)
 - WhatsApp invite
 - A link to sign up to this wiki
- Add them to the google group
- Add them as a customer in Airtable

9. New members are considered “probationary members” for 3 months after signing the membership agreement. Details on probationary membership can be found here

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