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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