

The following is the procedure for onboarding members of SPC. Please note this procedure is an evolving one.

All members must opt-in to membership annually by completing the online registration.

- 1. Member Schools** identify their SPC Representatives to SPC by completing the Member School Registration Form. <https://goo.gl/forms/yw19sqOWypK5hyDB2>
2. Once the data is received, the **SPC Representatives** are entered into Constant Contact by Communications and automatically forwarded the SPC Representative Signup Form. <https://goo.gl/forms/gr2vo1axD88ppblv1>
- 3. General Members** must 'opt in' to membership by completing the online registration form located here: <https://goo.gl/forms/emH3KKfeVVenb4Zh1>

All potential members must be directed to the appropriate online form in order to be part of our database and receive communications.

Membership Contact

Communications receives all member registrations through Google Forms. New members are imported into constant contact and the information is forwarded to the Membership Committee Chair to welcome the member and confirm committee choices.

A good faith effort will be made to welcome new members within a week of receipt of registration.

Committee Breakouts

Membership Committee is responsible for informing the Committee Chair of his or her new members.

Committee Chairs are responsible for contacting its committee members. Committee Chairs shall regularly check in with membership and/or communications to determine if there have been new committee members added on to constant contact. Committee Chairs may request a committee roster generated through constant contact by contacting the Communications Chair.

General Members

Upon receipt of registration, new General Members shall be contacted by the membership committee. Or, if the membership chair chooses, a general member may be onboarded directly by the chairpersons of its committees.

In the event a general member goes directly to a chairperson of a committee, the chairperson must make sure the member has completed online registration.

Potential members may be referred to communications for technical assistance or if translations are needed for online registration.