



Dear Fox Chapel Racquet Club member:

Thank you for taking the time and making the effort to propose your candidate for membership in the Club. To make the process easier for you and the Admissions Committee, we would like to suggest the following guidelines.

1. When you come to the Committee to present your candidate, be prepared to outline their background, how you know them and for how long, their reasons for wanting to join the Club, their relationship to the community, and any other information you feel pertinent. This does not have to be lengthy, but it is your way to acquaint the Committee with your candidate.
2. As the proposer you must have been a member of the Club for at least one year. You will need a seconder and 3 endorsers to support the candidate. The seconder must have been a member of the Club for one year. Any Club member may be an endorser. The only exception being that neither the seconder nor endorser may be members of the Board or Admissions Committee.
3. Be sure your seconder and endorsers know the timeline for submitting letters to the Committee. It is your responsibility to see that all letters are completed and submitted to the Club office in a timely manner. It is VERY important that all information is given to the Committee according to this timeline in order for us to act on the membership proposal quickly and efficiently.
4. Your formal letter supporting your candidate's membership should be fairly detailed and include how long and how well you know the candidate, knowledge of their children and their interests, the candidate's business or professional careers, reputation in the community, how the Club will benefit from their membership as well as how they will benefit from the Club, etc.
5. The letters of the seconder and endorsers should provide knowledge of the candidate and family as well as professional and community relationships. These letters do not need to be as detailed as that of the proposer.

Attached is an outline of the admission process month by month

We hope this letter is helpful to you. Again, thank you for proposing a new member and we look forward to welcoming them to the Club in the near future.

Respectfully,

Admissions Committee
Fox Chapel Racquet Club



MONTH I

Proposer completes "Proposal for Membership" form and returns it to the Club Office at least ONE WEEK before Admissions Committee meeting along with all letters. It is the responsibility of the proposer to see that these letters are submitted on time.

Proposer meets with Admissions Committee and presents information regarding their candidate.

The Committee meets with proposed candidate in informal social setting at the Club.

Committee votes to proceed with application and recommends to Board.

Board votes to proceed with application and circulate name

MONTH II

The Committee reviews the application and letters from proposer, seconder and endorsers.

Board votes on final approval after which the proposer and candidates are notified of the results.

The only delays in the above process would be because the full application and letters are not received by the Committee in a timely fashion as outlined above; the Committee feels the candidates are not well enough known by Club members; a question regarding the application is received when the candidate's name is circulated to the general membership; or the Committee does not have a monthly meeting (usually August and December).

All comments and discussion regarding prospective members during Committee meetings are confidential. At all times the Committee tries to treat applications in a fair and expeditious manner, at the same time carefully evaluating and screening to best serve the interests of the Club and its members.