The purpose of this transition guide is to collect any pertinent information specific to your club in case the sponsor changes, you add a co-sponsor, or your administration wants to know the details of how you are running your school’s Beta Club. The guide outlines different areas to assist passing knowledge to a new sponsor. Some information may be written down within the guide, while other sections may serve as a tool to help you gather all necessary materials.

**SCHOOL YEAR: 2020-2021**

**ADDING A NEW SPONSOR**
If you know who will be replacing you as the main sponsor of your club, please fill out this form

https://sponsors.betaclub.org/cig/newsponsor
or add them through this link: https://sponsors.betaclub.org/cig/myclub/add_sponsor.

Please have additional new sponsors fill out the form as well. Our membership department will add them to our database and send their unique login information to the email address provided. Email membership@betaclub.org with any questions.

If you are unsure of the individual who will be replacing you as the main sponsor of your club, please leave instructions for the new sponsor to visit https://sponsors.betaclub.org and complete the New Sponsor form. Our membership department will provide the incoming sponsor with their login information and new sponsor resources.

**BASIC INFORMATION FOR MY CLUB:**

- Club ID:
- Criteria for inviting new members:
- Time/place/frequency of meetings:
- GPA requirement to maintain membership:
- Service requirement to maintain membership:
- Other requirements to maintain membership:
- Our club bylaws and constitution (if developed) can be found:
- Our detailed parent letter and membership agreement (if developed) can be found:
- Our disciplinary/probationary actions (if applicable) are:
MEMBERSHIP DETAILS:
The National Beta Club national fee for membership is $15 per new member. In addition to the national fee, we charge local dues of $___ per member per year/division. When a new member is added, the student will receive a certificate, membership card, and lapel pin. All 12th grade members will receive a diploma seal.

Invitations and a sample parent letter are both available on the sponsor site in the Resources section under Induction Resources.

Inviting new members: We recommend giving students two weeks to turn in membership dues, then host an induction ceremony allowing 2-4 weeks to receive your membership materials.
Our club typically inducts new members in the FALL / SPRING / BOTH

INDUCTION CEREMONY:
Our induction kit/materials that we typically use for our induction are stored:
We typically use the PILLAR / CREED induction ceremony. Details about this induction with script and presentation materials can be found on the sponsor site under the Induction Toolkit section. *A virtual induction kit can also be found under the Induction Resources section of the Resources tab on the website.

OFFICERS:
Officer positions are elected every year during the time of:
The process in which club officers are elected is:
Students who hold officer positions for our school are:

- President:
- Vice-President:
- Secretary:
- Treasurer:
- Reporter:
- Historian:
- Chaplain:
- Other:
- Special Committees (Program, Events, Service, Social Outreach):

Responsibilities for each officer are:

- President:
- Vice-President:
- Secretary:
- Treasurer:
- Reporter:
- Historian:
- Chaplain:
Other:
Special Committees (Program, Events, Service, Social Outreach):

SERVICE PROJECTS:
Annual service projects include:
How do we log service projects? Beta Club member in charge of tracking/recording:

CONVENTION/LEADERSHIP:
If your club regularly attends State Convention, National Convention, or one of our Leadership Summits, be sure to provide the materials used in the past such as:
Planning timeline:
Permission forms:
Competition/registration information:
Hotel information:
Fundraising efforts/budget:
Materials needed:

AWARDS RECEIVED:
Awards we have received with year(s):
To maintain the award(s), we have to:
When we achieve the award, we receive (from the National Office):

HELPFUL TIPS:
Sponsor site resources - The sponsor site at https://sponsors.betaclub.org has sponsor resources for most things you will need as a sponsor including Membership Management, Events & Opportunities, Induction Resources, Awards & Recognition, Fundraising & Service, and Sponsor Assistance.

First & Second Year sponsor snapshots- These documents give an overview of important things to think about in your first and second years as a new sponsor. Click here.

Things that helped me as a sponsor:

Our most successful fundraiser is:
NATIONAL OFFICE DIRECTORY:
Membership questions? How to update your roster, add members, etc. Email membership@betaclub.org

Finance questions? How to get a copy of your invoice, pay your invoice, pay for convention, etc. Email accounting@betaclub.org

Convention questions? Email convention@betaclub.org

Leadership Camp/Conference or leadership summit questions? Email leadership@betaclub.org

Questions about the National Beta Alumni Association and how to join? Email alumni@betaclub.org

Have questions about service projects or the service awards? Email service@betaclub.org

Want to be featured on National Beta’s social media? Fill out the #BetaFamous form located at the bottom of the homepage of our website.