

Membership Drive Checklist

Review the list below and determine items needed

ICF Office has these items (allow at least two weeks if these items need to be mailed to you)

	ICF Information Card (can also be placed in parish office or information center)
	Bollettinos

ICF Website (<http://www.icf.org/membership/members/>) has the following items listed in "Membership Growth" area under "Membership Drive"

	Calendar for Branch meetings/events
	Meeting Reminder Postcard for next meeting/event (option if not using calendar)
	Sign-Up Sheet
	Church Announcements (Bulletin and Pulpit)
	Mass Script
	ICF At A Glance Flyer
	ICF Membership Application

Items to purchase

	Candy, cookies, or small giveaway item
	Pens, tablecloth, nametags (if not using Member Badges)
	Clipboards to hold Sign-Up sheets
	Optional: Retractable Banner (contact Public Relations Committee for more information)

Items to prepare

	Send in bulletin/pulpit announcements (see sample) - coordinate with parish deadlines
	Collect pictures from branch events and place in album or on poster
	Branch contact label to place on back of ICF Information Card (name, email, phone number)
	Print copies of Branch Calendar and Member Applications
	Print Sign-Up Sheets and Table Signs (see samples)
	Optional: Print copies of Reminder Postcard for next meeting/event (see sample)
	Optional: Print copies of Branch Overview (see sample)
	Organize volunteers to speak at Mass (if needed)/assist at table
	Dues breakdown sheet (know dues amount if parishioners want to join at event)
	Optional: In case of inclement weather, have access to easy up to cover table
	Optional: Bring towel to wipe off table in case it gets damp overnight

Final check week before event

	Confirm table and placement with Parish Staff
	Confirm bulletin, pulpit announcements, Mass speakers with Parish Staff
	Confirm Volunteers (remind them to be welcoming and how to manage the table)
	Confirm that all necessary handouts/posters/banners are acquired
	Confirm miscellaneous items - giveaways, pens, nametags, clipboards, table décor
	Confirm how set-up and take-down will take place

Day of event

	Arrive early to arrange table and banner
	Check in with Pastor prior to Mass (if speaking at Mass, indicate where you will sit)
	Review with volunteers - put on nametags, handouts to be given, photo album, collecting sign-up info, ICF At A Glance flyer for FAQs, be welcoming and friendly, etc.