

Recruitment Strategies

How to Use an Admission Committee

The Admission Committee, used correctly, ensures that applicants understand the Order and that the council understands what the candidate expects from his membership. This mutual understanding makes for a more thorough recruitment process and is the first step to membership retention.

- Enlist seven men to serve on the Admission Committee (appointed by the grand knight).
- Order copies of the Admission Committee Reports (#283), the Admission Committee Inquiries Guide (#390), and the Admission Committee Questionnaire (#391) from Supply Department. Distribute to the committee for review/use.
- Forward all membership applications to the grand knight for referral to the admission committee within five days.
- Notify all applicants to appear before the committee.
- Conduct an interview using the Admission Committee Inquiries Guide. Request the applicant to complete the Admission Committee Questionnaire.
- Forward the Admission Committee Report to the grand knight.
- Read the Admission Committee Report at the next meeting. Conduct balloting.
- Ask the man to complete the Member Interest Survey (#1842) to find out what type of activities are of interest to him.
- Inform the candidates of the date of the next Admission Degree.
- Advise the proposer to accompany his candidate to degree.
- Assign new members to committees/activities that match the interests noted on their Admission Committee Questionnaires and the Member Interest Surveys.
- Refer to the Grand Knight's Handbook (#915) "Admission Committee" section for complete instructions on the Admission Committee.