

BIG SIS / LITTLE SIS PROGRAM

The Big Sis / Little Sis program was designed to match up a new member with an experienced member who will show the new member the ropes. The purpose of the program is to make the new member feel a part of the chapter and give her guidance so she will become active. This program has been proven to be effective in retaining new members. If they understand the organization, they are more apt to become and stay involved.

Setting up the Program:

1. Decide who will be in charge of this program in your chapter. If you have a Membership Manager, she is the most likely. If not, you will need to recruit someone else.
2. You will need to explain the program to your chapter first, either with an article in your chapter newsletter or at a general meeting.
3. Make a motion at your meeting to approve this program. "I move that our chapter participate in the Big Sis / Little Sis program." Explain the program and hopefully pass the motion.
4. Ask for volunteers to be a Big Sis. The requirements are:
 - * Have enthusiasm for the organization.
 - * Be willing to make a commitment of six months to help the new member become active.

Implementing the Program:

1. Set up the pairs. The Big Sis should not be the new member's recruiter or close friend. The idea here is to add to the list of members the new member knows.
 - a. Give each Big Sis a copy of the *Welcome to the Big Sis / Little Sis Program* letter found in the Membership Manual. This includes instructions and an *Incentive Sheet* which gives the Big Sis all the information she will need to do her job.
 - b. Give each Little Sis a copy of the *Welcome Aboard* letter found in the Membership Manual. This will explain the program to her so she knows what to expect.
2. Keep them focused. Your job is to ensure that the Big Sis knows her job is important and feels a sense of responsibility in performing it.
 - a. Put notes in your chapter newsletter as reminders or highlight Big Sis / Little Sis pairs for their activity. There are *BSLS Sample Newsletter Articles* in the Membership Manual.
 - b. Check on the pair's progress along the way. Make sure there is some activity going on.
 - c. The Big Sis should be encouraged to participate in the orientation for her Little Sis. But do not take for granted that she will just do it. Follow up with her.
 - d. Give thank you's or small incentives at meetings for pairs who sit together, who complete a suggested activity or who are graduating.
 - e. Give recognition or small gifts to pairs who have completed at least 10 items on the *Big Sis / Little Sis Incentive Sheet*.

Finishing the Job:

1. Notify the Big Sis / Little Sis when their six months is up. At this point, the pair should have completed their Incentive Sheet and the Little Sis is ready to "graduate."
2. Recognize the pairs who have completed the Incentive Sheet or their six months as Big and Little Sis. Congratulate them with a note in the newsletter or at your meeting with a small gift.

Resources in the Membership Manual:

- **Welcome to the Big Sis / Little Sis Program* - for Big Sis (includes Incentive Sheet)
- **Welcome Aboard* letter - for Little Sis
- **Big Sis / Little Sis Sample Newsletter Articles*

WELCOME TO THE BIG SIS / LITTLE SIS PROGRAM

Thank you, _____

Being a new member in the Women of Today can be confusing and a little scary. That is why the Big Sis / Little Sis program was designed to help make the new member feel more comfortable and informed. This will enable her to become more active and feel a part of Women of Today. There are not any requirements that HAVE to be fulfilled. Being a Big Sis does not mean that you are required to attend everything with your Little Sis. Being a Big Sis does mean that you will make an effort to reach out to this new member and give her encouragement. This program will continue for six months from the date the new member joined. You are doing a great service to this new member by agreeing to be her Big Sis. Thank you again!

Your Little Sis is: _____ Phone # _____

Your Little Sis has received information about the Big Sis / Little Sis program, along with your name and phone number. She has been told that you will be available to answer any questions she might have. The following is the Big Sis / Little Sis Incentive Program. It will give you suggestions to help you get to know each other better. You may also include ideas of your own on the blank lines. Both of you should initial next to the activity in order to verify completion.

BIG SIS/ LITTLE SIS INCENTIVE SHEET

- Sit next to each other at a general meeting.
- Big Sis do the new member orientation for your Little Sis.
- Big Sis send a note to say "Hi."
- Exchange a recipe.
- Work on a project together.
- Share a ride to any Women of Today function.
- Attend any Women of Today meeting or event outside our chapter together.
- Big Sis make a "just called to say Hi" phone call.
- Find out each other's middle name.
- Big Sis, put a note in the newsletter to your Little Sis.
- Go out for a cup of coffee or a bite to eat together.
- Have a picture taken together for the chapter scrapbook.
- Co-chair a project together.
- _____
- _____
- _____
- _____
- _____

When you have signed off at least 10 items, remember to return it to your Membership Manager.

WELCOME ABOARD

We hope that your experience in the _____ Women of Today will be fun as well as educational and fulfilling. In order for you to understand and become aware of the different programs we offer, a "Big Sis" is assigned to each new member.

Your "Big Sis" is: _____ Phone # _____

This is an overview of the Big Sis / Little Sis program.

Your Big Sis:

- ♥ Will sit with you at membership meetings and answer any questions you have.
- ♥ Will call you between meetings, or you can call her if you have any questions.
- ♥ Will offer to give you a ride to the meetings.
- ♥ Will tell you about events coming up and encourage you to attend.
- ♥ Will introduce you to members you do not know.
- ♥ Will explain some of the programming areas and help you begin participating in them as soon as possible.

Things you should know:

- ♥ This program is designed to help you feel a part of Women of Today. There are not any requirements that have to be fulfilled.
- ♥ Your Big Sis is responsible for helping you become acquainted and familiar with our organization. She may not be able to attend every event.
- ♥ Feel free to ask for help from your Big Sis.
- ♥ This program will continue for six months from the date you join.
- ♥ If you do not feel that you are learning as much as you would like, or if you are not finding out about events and activities, there are other people you can call:

Membership Manager:
Chapter President:

BIG SIS / LITTLE SIS SAMPLE NEWSLETTER ARTICLES

Everyone likes to see their name in the news!! Here are some samples of newsletter articles on the Big Sis / Little Sis program. Use these for ideas, and then create your own for your special Big Sis / Little Sis participants.

Big Sis / Little Sis

Do not forget the Incentive Sheet I have given to all of you. I am working on my incentive gifts and I will bring one to the next meeting to encourage you to complete the form. If I catch you sitting next to one another at the meeting, I will have a little something for you.

Attention ⇨ Big Sis / Little Sis ⇩ Attention

Here is a special incentive for you this holiday season to get to know each other just a little better. Look for your names and the special holiday question for you. Find the answer from your Big or Little Sis and bring it to the general meeting to share. There will be a holiday incentive for both of you and you can use this as an activity on your Incentive Sheet. Do not forget to wish each other "Season's Greetings!"

Sue/Diane

How will you spend Christmas Eve?

Annette/ Betty

Share a family holiday tradition.

Bev/Kathy

What is your favorite Christmas carol?

Big Sis / Little Sis Update

Keep up the good work you have all been doing on your Incentive Sheets. I will have an incentive at the next meeting for each Big Sis /Little Sis who have had any correspondence this month.

Recently Graduated

Patty Davis/Nancy Rogan

Betsy Ross/ Jane Doe

Current Big Sis / Little Sis

Susan Sunshine/Molly Malone

Pollyanna Jones/Katrina Johanson

We Need You!!

We need more volunteers to be a Big Sis to our new members. This program has gone so well in our chapter this year that I want to make sure we continue to pair each new member with a Big Sis. A Big Sis is a friend to the Little Sis who helps her feel comfortable in our group, answering her questions and welcoming her. I will have a sign-up sheet at the general meeting, so sign up and be a friend.

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Big Sis / Little Sis

The year end drawing for the completed and turned incentive sheets will be at the next meeting. One Big Sis / Little Sis who has turned in the Incentive Sheet this year will be the winners. But of course you are all winners for participating in this program. So if you have completed your Incentive Sheet and have not gotten it to me, please let me know before the meeting. And again thanks to all of you who have participated in this program.
