

# ***New Member Welcome Packet***



Developed and Provided by  
D/Lt/C Barbara Erickson, AP  
Seattle Sail and Power Squadron  
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The material included in the New Member Welcome Packet was developed by D/Lt/C Barbara Erickson, AP of Seattle Sail and Power Squadron. The Welcome Packet provides up to date information to new members to assist in their orientation to the Squadron. Barbara has authored an extensive list of items which can be edited to meet ***YOUR SQUADRON'S*** requirements. At the beginning of the first Public Boating Class, Barbara provides an "orientation packet" as a give away to each family. This orientation packet has information about the Squadron and becoming a member.

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## **(Squadron Name) SAIL AND POWER SQUADRON**

A unit of

**UNITED STATES POWER SQUADRONS®**  
SAIL AND POWER BOATING

(Squadron mailing address)

Dear New Member:

Welcome to (name) Sail and Power Squadron. Your new membership will avail you of many boating related opportunities, the first and generally foremost of which is education. Our primary purpose is boating education and I hope you will take advantage of the many classes offered. You can learn about these opportunities by contacting the Squadron Education Officer, (name, email address and phone number or website address).

In addition to education, the (name) Sail and Power Squadron offers regularly scheduled monthly dinner meetings, usually the (day) of every month. These meetings feature a program of general interest to the membership. Your first dinner meeting is complimentary. The Squadron also organizes several rendezvous for the members to get together at sites accessible by boat or car. Much of my own boating education has come from the interaction with other experienced boaters in the Squadron at these gatherings.

You will receive the bi-monthly USPS publication *THE ENSIGN* and our Squadron publication, (name of newsletter). Our affiliation with Boat U.S. offers you a discounted membership. We regularly interface with local marine equipment providers and other local boating groups as a resource for information and equipment.

I hope you will enjoy as much as I do the many opportunities (name) Sail and Power Squadron provides. If you have any questions regarding your new membership, don't hesitate to call me at (phone number).

Sincerely yours,

(name)  
Commander

## Schedules for Educational Courses, Meetings and Boating Activities

Schedule identifying and describing upcoming events (educational, dinner meetings and boating activities) with contact information.

Use this form to inform your new members of your squadron's upcoming events. You may want to reference your website address or squadron newsletter for further details.

### Schedule Suggestions:

- Pot Luck is last Sunday of the month and where it is and what you are expected to bring. (Dish to share, own utensils, plates, cups etc.)
- A list of meetings along with a teaser about each. Dinner meeting, Holiday Luncheon – second Sunday in December, Opportunity Auction, Founder's Day – June meeting, Rendezvous information

### Examples:

#### **Seamanship Class (short description including cost) begins**

Course Begins on: (Date) for (length of time) at (time of course)

Location:

Reservations: (*Contact name, email or phone number*)

#### **Monthly Dinner Meeting,**

Location: (name and address)

Date: November

Time: 1800 Social Hour

1900 Dinner – *A Catered Meal by the Traveling Gourmet*

2000 Program – (*short description of who is presenting and what the program is: sample: A Tour of European Canals, by John and Jill Smith. Slides and tips for exploring the canals of England, France and Holland.*)

Reservations: (*Contact name, email or phone number*)

#### **Holiday Party and Dessert Auction**

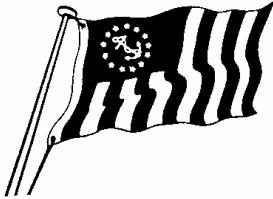
Location: (name and address)

Date: Saturday, 9 December 2006

A festive evening at the City Yacht Club: good friends, city lights in the windows, dinner and dancing to the great City 4-piece band. Dress is semi-formal.

Reservations: \$25 per person prepaid on or before Monday, 4 December to (name, email or phone number)

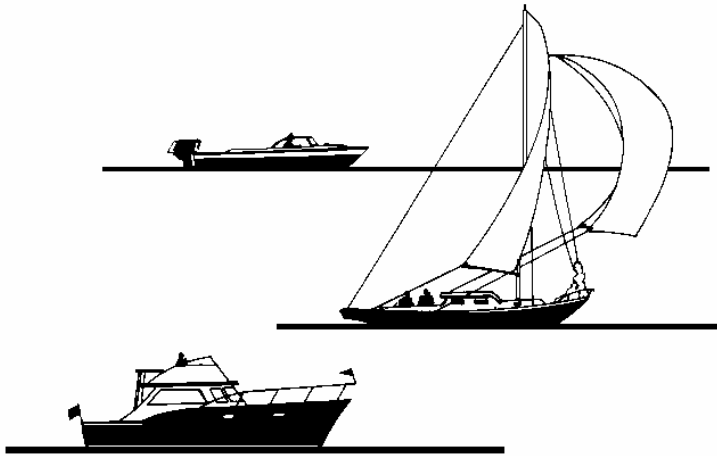
## Additional Information Included



- The USPS “We Need You” pamphlet.
- “Play it Safe on the Water” – a plastic coated tip sheet for skiing, hypothermia, safety – from the supplemental Educational material for the Public Boating Course. There’s a lot of good material with the Public Boating Course.
- Your State safe boating handbook Squadrons can check with State Parks Department, Environmental Department or local offices for similar material.
- Boat US complimentary membership form supplied with the Public Boating Course material. Check with SEO for the forms.
- Your current Squadron Roster, **squadrons provide own.**
- Current copy of your newsletter, **squadrons provide own**

***YOUR SQUADRON***  
**SAIL and POWER**  
**SQUADRON**

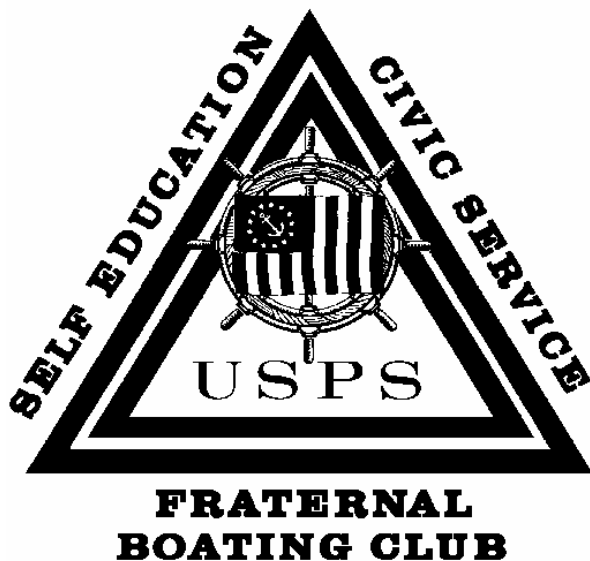
**MEMBERSHIP MANUAL**



# WELCOME ABOARD!

Congratulations on passing the United States Power Squadrons' Boating Course exam and joining the *YOUR SQUADRON SAIL* and POWER SQUADRON.

The Squadron has a three-part mission: fraternal boating club, self education, and civic service.



Membership gives you opportunities to foster fraternal and social relationships with others interested in boating. The educational program endeavors to promote a high level of seamanship in handling power and sail boats. Advanced courses from seamanship through advanced ocean navigation are available.

## FRATERNAL BOATING CLUB

The *YOUR SQUADRON* Sail and Power Squadron is one of over 400 component squadrons of the United States Power Squadrons. The Operations Training (OT) program

teaches about the formal traditions and structure of our National, District and local organizations.

**DRESS:** With the exception of the Change of Watch (usually in the spring), casual or informal dress is acceptable. For officers, uniforms are encouraged for the Change of Watch.

**DINNER MEETINGS:** There is a calendar in the Roster which shows dinner meeting dates. Typically, dinner meetings are held on the third Thursday of each month, except July. Not all meetings are held in a restaurant. Some may be potluck, catered or a picnic. They usually begin with a social hour, followed by dinner, announcements, and a speaker. We encourage flexibility in this area and make every effort to keep costs to members as low as possible. If you have some new ideas for dinner meetings, venues or programs, please share them with one of the officers.

At each meeting, members are encouraged to wear their name tags. The Squadron has book and video lending libraries (free to members), and a Ship's Store with burgees and other items of interest for purchase. These are often displayed at dinner meetings.

Many of our meetings are special like "Member Appreciation Night" and "New Member Hospitality Night". Others have programs of particular interest to members. You are encouraged to attend these special meetings. You will find them among the many fun things we do.

**RENDEZVOUS:** A high point of the boating season, rendezvous are informal gatherings held at popular boating destinations. Most destinations are accessible by car, as well as by boat. They may include activities like a potluck, predicted log races, cooperative charting, small boat races, bingo, horseshoe tournament, croquet, cribbage tournament or white elephant exchange. Like everything else in the Squadron, rendezvous are organized by volunteers. Please help when you can. We welcome new ideas for locations and activities.

**WHO'S WHO:** *YOUR SQUADRON* Sail and Power Squadron is managed by a "Bridge" of officers elected by, and responsible to, the membership.

The elected officers are:

- Commander (Cdr)
- Executive Officer (XO)
- Education Officer (SEO)
- Administrative Officer (AO)
- Secretary
- Treasurer
- Assistant Education Officer (ASEO)

The Executive Board handles routine Squadron business. The Executive Board consists of the Commander, other elected members of the bridge, the immediate past commander and three members elected from the general membership. Their names are listed in the Squadron Roster and in the **SQUADRON NEWSLETTER**. The Executive Board meets the first Thursday of each month. Board meetings are open to all members.

The officers are assisted in their duties by committee chairs who carry out the programs, functions and activities of the Squadron. Each elected officer is responsible for several functions and is an ex-officio member of each committee in his/her department. The officer/committee list is found in the Roster.

**COMMITTEES:** There are many committees within the Squadron. Some jobs involve a one-time commitment. Others, like the Telephone Committee involve an ongoing effort. Telephone Committee members call other Squadron members before dinner meetings and special events about to take place. (Note: If you are not receiving an email or being called by the Telephone Committee, please let an officer know.) Major committees and their chairs are listed in the Squadron Roster. Take a look. You'll get more fun out of your Squadron membership if you participate in a committee and the Squadron will be better off. Please select one or more areas that interest you and contact the committee chair to volunteer your help.

**RANK:** What is it? Who has it? Rank is the Squadron's way of recognizing the commitment of our volunteer leaders. The elected bridge officers, other than the Commander and assistant officers, have the rank of Lieutenant Commander (Lt/C). The elected assistant officers have the rank of First Lieutenant (1/Lt). Appointed officers have the rank of Lieutenant (Lt).

## **PUBLICATIONS:**

**THE ROSTER:** This is distributed each year to members only. In it you will find a list of all Squadron members. Please be certain you are correctly listed. Errors or changes should be noted and sent to the Roster chair listed in the Roster. Corrections, changes and new member additions are listed in the **SQUADRON NEWSLETTER** as they occur.

The Roster lists dates and locations of *YOUR SQUADRON*, District and National events for the year. This allows you to plan ahead so you won't have to miss any of the rendezvous or special events. These are the boating highlights of the year. The Roster includes lists of special membership distinctions, including all past commanders.

**THE NEWSLETTER:** The **SQUADRON NEWSLETTER** is our award winning monthly newsletter and primary means of communication. We encourage you to read it thoroughly. On the inside of the cover is a list of current officers and how to reach them. Inside the back cover is the USPS® pledge. In between, you will find the location, date and time of our monthly dinner meetings, reports from the officers and articles of general interest to the membership.

Of special interest will be announcements of future educational classes, including start date, location, instructor and cost. Watch for this information in the SEO's report.

In addition, announcements of rendezvous and special events are always made to help you plan participation in the Squadron's upcoming activities.

The Editor is always looking for newsworthy articles, so please write and submit any you think may be of interest to the squadron. The **SQUADRON NEWSLETTER** deadline is the Monday after the monthly dinner meeting.

## **SELF EDUCATION**

A list of courses and their contents is found in the Education section of this booklet.

Instructors are volunteers. They are members of the Squadron who donate their time to help you improve your boating knowledge. New instructors are always welcome. If you would like to help teach, volunteer your services to one of the class chairs or the Squadron Education Officer.

## **CIVIC SERVICE**

**COOPERATIVE CHARTING:** A major civic service of USPS and its members is Cooperative Charting (Co-Op Charting) which is the contribution of correction data for nautical and aeronautical charts, reports of marine facilities, and condition and status of geodetic survey markers to NOAA and the National Ocean Service.

Members who do not have boats may participate in the program by reporting on geodetic survey markers. Members, with or without boats, may also participate by turning in facility reports on marinas. This information frequently changes and is used to update Small Craft Chart folders.

There is competition among squadrons and districts based on the number of reports and reporters. Recognition of achievement for Cooperative Charting is given at district and national meetings.

**THE PUBLIC BOATING COURSE:** This class, just like the one you took, is offered several times each year. Like all Squadron functions, everyone is a volunteer. We welcome new instructors and proctors. There are plenty of opportunities for everyone who wants to get involved. And, it's fun!

## OTHER

**MEMBERSHIP NUMBERS:** Each new member is assigned a membership number by USPS. The number appears on the membership certificate as well as on the membership card issued to each new member. It is necessary to have the membership number available when enrolling in educational courses.

**PARTICIPATION:** ***YOUR SQUADRON*** is an all VOLUNTEER organization. Nothing gets done unless someone donates their time and energy to do it. If you want more done or something done better, offer to help. We need your assistance and will be grateful. You will get more out of your membership and everyone will profit from your participation.

**MERIT MARKS:** This is a yearly recognition of you from our Squadron and USPS for your participation in our activities. Earning a Merit Mark is based on your cumulative efforts on Squadron committees and activities over a year's time. One Merit Mark may be earned each year.



Again, congratulations on becoming a member of ***YOUR SQUADRON*** Sail and Power Squadron. We look forward to a long, mutually rewarding association, and to your help and participation in making our Squadron a strong and dynamic one.

### **IT'S FUN TO GET INVOLVED IN THE SQUADRON'S ACTIVITIES!**

What you, and the community get out of membership can give a lot of enjoyment and satisfaction. Your enthusiasm and your involvement will have a lot to do with the degree of your enjoyment and satisfaction.

In the pages that follow, a few lines tell what each appointed committee does, how you can help and how you can enjoy.

The Squadron Roster lists the committee chairmen, their addresses and phone numbers. They all need volunteers. So offer your help, your skills, and your special training. You'll be astonished at

how many new friends you can make in a hurry --- and how much more pleasure you'll get from your membership.

## COMMITTEES

**AIDES** Aides are appointed by the Commander, to augment his service to the squadron. Aides carry out special assignments and contribute special skills or knowledge of USPS and squadron procedures.

**AUDITING** The Auditing Committee audits the Treasurer's records and verifies the financial status of the Squadron. A bookkeeping background is helpful.

**BOAT SHOW** The Boat Show Committee staffs exhibit booths at boat shows and greets show visitors to promote public Boating Courses. This is a great place to serve and meet new people.



**CANADIAN LIAISON** The Canadian Liaison acts as liaison with Canadian Power and Sail Squadrons.

**CHAPLAIN** The Chaplain offers prayers at Squadron meetings and ceremonies.

**COOPERATIVE CHARTING** Any member can share in this fine civic service. Report damaged, missing or deteriorating navigational aids, marine features that disagree with chart data, changes in landmarks, etc.

**CRUISE AND RENDEZVOUS** This is a fun committee! If you like to check out those good food-and-drink sites at nautical destinations, plan and promote good times, shop for door prizes or handle tickets, join this congenial group. If that is not for you, share in the cruises and rendezvous anyway --- a great way to participate in the fun-loving element!

<b>ENSIGN CORRESPONDENT</b>	Do you have a good boating story or a tip on engine or boat maintenance? Pass it along to our correspondent for possible inclusion in <i>The Ensign</i> , the official publication of USPS.
<b>FINANCE</b>	The Finance Committee team works closely with Treasurer, as well as other Bridge Officers and the Executive Committee to plan the Squadron's financial year. This is a good way for finance-oriented people to help.
<b>FLAG LIEUTENANT</b>	The Flag Lieutenant is appointed to assist the Commander with a variety of details. He/she is responsible for the display of flags at Squadron functions.
<b>FLEET CAPTAIN</b>	The Fleet Captain insures orderly and safe docking, mooring and undocking at rendezvous.
<b>HISTORIAN</b>	The Historian prepares an annual history report and records Bridge and committee officers, Past Commanders, members serving D/16 and USPS, Education Department achievements, special awards given or received, cruises, other social events, and other significant items.
<b>HOUSING</b>	The Housing Committee works with the Executive Committee to locate and arrange classroom space suitable for <i>YOUR SQUADRON</i> educational needs. They arrange accommodations for other Squadron functions as requested.
<b>LEGAL OFFICER</b>	The Legal Officer handles legal matters related to the Squadron. They may help draft bylaws, represent the Squadron in disciplinary actions, and collaborate with Rules and Legislative Committees.
<b>LEGISLATIVE</b>	The Legislative Committee keeps abreast of local, state or national legislation affecting boating and, coordinating with District Legislative Officers. They assess impacts and advise members accordingly.
<b>LONG RANGE PLANNING</b>	The Long Range Planning Committee plans ahead for solid and continuing growth of our Squadron.
<b>MEMBER INVOLVEMENT</b>	The Member Involvement Committee insures that new members understand how the Squadron works and encourages instructors and sponsors to welcome new members at Squadron functions. They shepherd members into the educational program, and stimulate member interest and participation in the work and functions of USPS.
<b>MEMBERSHIP</b>	The Membership Committee is responsible for membership growth. They work closely with the public Boating Course committee in recruiting likely new member prospects, and processing their applications. They work closely with the Member Involvement Committee to make sure that new members have the opportunity to participate.

<b>MERIT MARKS</b>	Every member is encouraged to earn an annual Merit Mark through Squadron activities. This committee collects data about individual members' service and correlates reports from various committees to make sure each member gets full credit for his or her efforts.
<b>NOMINATING</b>	The Nominating Committee weighs qualifications of members being considered for elective officers. They select and recommend candidates for nomination.
<b>OPERATIONS TRAINING</b>	The Operations Training Committee conducts a program to train members for better management of Squadron activities. They give valuable insight into USPS, District and Squadron procedures. This program is helpful training for officers, committee chairpersons, or anyone moving into a leadership role.
<b>PORT CAPTAIN</b>	Any USPS member arriving or passing through the Seattle area will get answers to most questions about local boating by calling our Port Captain.
<b>PREDICTED LOG</b>	This is a fun exercise in applying Advanced Piloting. However, any skipper can enjoy the contest. It's you and your boat against time, wind and current. Whoever comes closest, percentage-wise, to his predicted ETA, wins.
<b>PROGRAM</b>	If you have a flair for showmanship or booking talent, volunteer for this committee and help arrange for speakers, films or other programs for our dinner meetings.
<b>PROPERTY OFFICER</b>	The Property Officer keeps the inventory of Squadron owned small property (projectors, teaching aids, flags, etc.) so members will know what is available and where to find it for use
<b>PUBLICATIONS</b>	The Squadron's monthly publication needs news-writers, reporters, editorial artists, and other assistance. This is a great spot for would-be journalists.
<b>PUBLIC RELATIONS</b>	The Public Relations Committee deals with every aspect of external promotion -- media news releases, posters and flyers, merchant-paid ads, and public events. Heavy emphasis is placed on promotion of boating courses for the public. This is a primary factor in obtaining new members. If you have a promotional flair, join in!
<b>RADIO TECHNICAL</b>	The Radio Technical Committee is dedicated to the support of boating safety through proper knowledge and use of radio and electronic equipment. This committee keeps us up to date on FCC rules and regulations and on the latest technical developments in electronics.

- ROSTER** The Roster Committee works closely with the Publications Chairman to compile an annual roster which shows the Squadron's working organization and a complete directory of members and their boats.
- RULES** The Rules Committee prepares wording of bylaws and rules and recommends new bylaws or changes to maintain conformity with the policy of USPS.
- SAFETY** Selected on the basis of interest in marine safety, the Safety Committee is responsible for distribution of bulletins, articles in the Squadron publication, promotion of National Safe Boating Week and public awareness of safe boating practices all year.
- SICK BAY** The Sick Bay Committee stays informed of the welfare and health of Squadron members. They report on any illness or accident and send flowers or cards as appropriate.
- SUPPLY OFFICER** What do you need? If it's authorized by USPS, our Supply Officer has it or can tell you where to get it --- insignia, name tags, burgees and more.
- TELEPHONE** The Telephone Committee is the official link between the Bridge Officers and the membership. The committee calls or e-mails members to advise them of dinner meetings, rendezvous, and other events. This is an enjoyable way to get to know other members.
- USPS EDUCATION FUND** The USPS Educational Fund is a legal accepts memorials, gifts and bequests. These are used to develop and support education related to boating. The Fund maintains an honor roll and squadrons whose gifts during the year total one dollar or more per member, are recognized.

## **IT MAKES SENSE TO GET INVOLVED IN OUR BOATING EDUCATION!**

That's the reason you joined the Squadron --- to learn more about boats and boating. Marine education is the very top USPS priority.

The best way to learn more about boating is to take USPS courses. Some courses are designed to be taken in a prescribed sequence, while others are elective and can be taken whenever offered.

One of the best ways to keep your new boating education fresh and current is to teach what you have learned to others.

USPS courses build self-confidence and increase your ability to take care of yourself on the water. This results in a lot more fun in all aspects of boating.

## OUR EDUCATIONAL COURSES (Prescribed Sequence)

### BOATING

This is the basic public course available to everybody in the District 16 area. Passing the boating exam is necessary to qualify for membership. We can always use your help in proctoring or teaching the boating course.

### SEAMANSHIP

Seamanship is the first of the Advanced Grades courses for members only. The course covers boat handling, knots, splicing and working rope; as well as Rules of the Road, trim and stability, docking, anchoring, towing, marine emergencies, living aboard, etc.



**PILOTING** Piloting follows Seamanship and introduces you to safe navigation of your boat. It teaches dead reckoning positioning by calculating time, distance and speed and includes charting a position by taking bearings. It also includes compass use and how to plot and label estimated positions and fixes.

**ADVANCED PILOTING** Advanced Piloting picks up where Piloting leaves off with review of compass use, chart work, plotting courses, and determining position using bearings. It also covers danger angles, tides and tide tables, current prediction, and piloting in currents.

**JUNIOR NAVIGATION** Junior Navigation introduces offshore plotting techniques using celestial navigation, time, the nautical almanac, heavenly bodies, and the sextant.

### NAVIGATION

Last of the Advanced Grades, Navigation will supplement, extend and deepen your knowledge of celestial navigation, teach you three methods of sight calculation and link navigational concepts of time, compass, movements of sun, moon, planets and stars. All of this incorporates simple arithmetic that you use every day.

## **ELECTIVE COURSES**

**(No Prescribed Sequence)**

**CRUISE PLANNING** Cruise Planning is a broad ranging course covering all aspects of planning. Whether organizing an overnighter or the extended offshore cruise of your dreams, you will be prepared.

**ENGINE MAINTENANCE** Engine Maintenance helps you foresee mechanical troubles and pinpoints them if they do happen. It covers operating principals, maintenance and repair of gas and diesel engines, cooling, lubrication and fuel systems, plus clutches, shafts, props, and common sense safety measures.

**INSTRUCTOR DEVELOPMENT** ID has less to do with boating than any other USPS course. ID shows you how to be a better teacher and to organize your thoughts for any kind of public speaking.

**MARINE ELECTRONICS** Don't wait! Suppliers are turning out more and better electronic equipment than ever before. Marine Electronics will give you an understanding of depth sounders, radio telephones, radar, loran, GPS, plus proper wiring, etc. It is better to learn about them in a classroom than at sea on a dark and stormy night!

**SAIL** Sail provides valuable information about handling, piloting, anchoring, mooring, docking, stability, and true and apparent wind. It also covers rigs, hulls, sailing theory, Rules of the Road, and points of sailing.

**WEATHER** Where will you ever find a better lab than our beautiful area for studying classic weather patterns? Learn to read the weather and interpret cloud formations and sequences, make observations while afloat, and prepare to deal with the unexpected. Be a weather expert on land or sea.



## Coupon Samples

Use these templates to offer the new members of *Your Squadron* special deals to get involved.

### Sample 1. Free dinner coupon

*(Your Squadron) Sail and Power Squadron says welcome!*

Be our guest at our next dinner meeting. Present this coupon and receive a complimentary meal!

DATE: (3rd Thursday) of each month, excluding April and July

TIME: 1800 Social hour, 1900 catered dinner or potluck; 2000 program

LOCATION: (place and address)

RESERVATIONS: Contact (name, email address and phone number)

### Sample 2. 2-for-1 dinner opportunity coupon

*(Your Squadron) Sail and Power Squadron says welcome!*

Be our guest at our next dinner meeting. Present this coupon and receive a complimentary meal!

DATE: (3rd Thursday) of each month, excluding April and July

TIME: 1800 Social hour, 1900 catered dinner or potluck; 2000 program

LOCATION: (place and address)

RESERVATIONS: Contact (name, email address and phone number)

**Sample 3. Discount coupon towards an Educational class**

*(Your Squadron)* Sail and Power Squadron says welcome!

To encourage you to take advantage of the Squadron's educational program, use this coupon to take \$15 off the cost of any course including electives and seminars.