

Suggested steps for squadrons to recruit Cyber Squadron members (05/13)

Goal:

Convert members from the Cyber Squadron to a local squadron of their choice.

Assumptions:

1. Each squadron has filled out the Public Contact information on the OD-2 form.
2. Each squadron has the proper zip code listed in the Geo Data section under the Member Stuff/Information Center.

National Contact Procedure with Squadrons

When a new member joins the National Cyber Squadron, an email is sent to the public contact listed on the squadron's OD-2 form. The information sent includes the new member's name, email, phone number, best contact time, and city, state and zip code. Be aware that up to four squadrons near the member's location may receive this information email. A sample of the email sent to the public contact follows below.

Squadron Contact of new Cyber Squadron member

The squadron should contact the new member by email or by phone. Review the sample email and phone transcript found on pages 2 and 3.

New member transfers into squadron

Cyber Squadron members can request an online transfer at <http://www.usps.org/php/DHinders/xfer/>. An e-mail will be sent to the squadron contact with a copy to headquarters. (A sample e-mail and additional information can be found on page 4.) Once the transfer is approved, Headquarters will then deposit funds electronically into the squadron's and district's bank accounts.

Contact information for National

Please make contact with the new cyber squadron member and answer any questions about your squadron. Then, let National know that you have made contact by clicking on the following link; this step is extremely important and should not be avoided:

<http://www.usps.org/php/DHinders/membership/cl.php?ID=NEWMEM4ad33ad95e148>

SAMPLE Squadron Contact Email from National

Subject: New USPS Member <new member's name>

To: <Public Contact's name and title from OD-2>,

<New Member> is a new unattached member and will be looking for a squadron to join. The new member has been provided with a list of 1-4 squadrons within a 100 mile radius; <your squadron's name> is 45 miles from the new member's zip code. Contact information for the new member is:

Name: <New member's name>

Email: <New member's email address>

Phone: <New member's phone number>

Contact Time: <Best time to contact>

Location: <City State Zip>

Please make contact and answer any questions about your squadron. Let us know that you have made contact by clicking on the following: <the URL will be different for each new member>

Thanks,
National Secretary

SAMPLE Suggested Email to New Cyber Squadron member

(Note: The areas printed in red are to be changed by the user of this document)

Dear **New Member**;

Thank you for joining America's oldest recreational boating organization, the United States Power Squadrons®. This national, non-governmental, non-profit safe boating organization is powered by its members, more than 40,000 strong.

The core of our organization is the local Squadron where you can participate in a myriad of activities, such as:

- Furthering your boating knowledge in the classroom or on the water,
- Joining other boaters for on-water cruising and rendezvous,
- Becoming a Vessel Safety Examiner for your community,
- Volunteering with the administrative organization of your Squadron

The best value from your membership would be to join and become involved with your local squadron. In addition to the various member benefits and informative courses that USPS® offers, membership in a local squadron provides you with contact and involvement with boaters like yourself and the activities that a local squadron offers.

Our squadron, **squadron's name**, offers all of these opportunities and much more. Whatever you seek, we have it for you and we invite you to join us. We are located in **town/city/area.**, which is near you. Our website address for the **squadron's name** is **xxxxxxx**. We urge you to visit the website and learn about our squadron.

I will be contacting you shortly to invite you to join a **squadron name** upcoming event. (i.e. **monthly meeting, or other activity**).

Respectfully,

Name

Position

Phone number

Email

Safe boating is fun...we'll show you how!

SAMPLE Suggested Phone Procedure

(Note: The areas in red are to be changed by the user of this document)

Hi, (person's name)!

I'm (your name) from the (Your Squadron's Name) in (City). I want to personally offer my help in case you should have any questions about the United States Power Squadrons® or its material. We have local experts available to answer any questions that you may have about local boating, classes, and other opportunities.

We have a course starting on (Day, Date, Time, and location) and you're welcome to come and complete the course in just xx sessions.

We also meet once a month on the (first, second, third, fourth) (Day). Our next meeting is (Date). If you'd like to come (and bring your family or friends) as my personal guest, I'd like introduce you to our members. We are folks interested in recreational boating and contributing to our local community. Would you like to join us?

If Yes is the answer then:

Great, here's the time and directions. Will you be coming by yourself or would you like to bring your family? I or _____ (name) will meet you at the door to guide you through the first night. I'll also send you an email to confirm our function.

If No is the answer with an excuse of conflicting dates etc:

Not a problem; we all have schedules and time constraints. The offer still stands anytime if you should change your mind—either about questions or meeting the group. Would you mind if I called you before the next meeting? I will send you our newsletter, Newsletter Name. If you would like to attend anything just call me and I will make arrangements for you to be there.

If the answer is No, I don't want to join you at this time:

Not a problem; we all have schedules and time constraints. If you should change your mind, please do not hesitate to call me for further information.

And if a proctored exam is needed:

Don't forget a proctored exam is needed for state certification, so please give me a "heads up" when you're close to completion so we can schedule the exam. If you have any problems or questions about the exam, the United States Power Squadron or squadron, please call me at (phone number) or email me at (email address) I'll see you next (day, date and time).

Good Luck with the course and let's keep in touch.

Transferring from Cyber Squadron to a Local Squadron Online

Visit <http://www.usps.org/php/DHinders/xfer/>

The Cyber Squadron member provides three items of information:

1. Certificate #
2. PIN
3. Squadron they wish to transfer to.

After verifying that the request is from a valid Cyber Squadron member, the following steps are to be taken:

1. The following e-mail is sent to the membership chairman, administrative officer, secretary, or commander of the target squadron with copies to HQ and the member

"This is an electronic request from <Cyber Member Name> for transfer to <Squadron's Name> (Acct 0000) from the Cyber Squadron (Acct 6404)".

It will also give the new member's <certificate#> <membership type><membership status><member's name>, i.e. E000000 AC 10 <Cyber Member's Name>.

2. Squadron approval is required before the transfer can take place.
3. After reviewing the request, do a "Reply All" to the email received.
4. Enter "Approved" or "Not Approved" in the text of the message. Explanatory text may be included as well.
5. Be sure to include the text of the original message sent to the squadron as it includes information that Headquarters needs to effect the transfer.
6. Remember, your reply is being sent to HQ and the new member.

In the event none of the target officers within the squadron have valid email addresses, the message is sent to HQ with a copy to the member. The following is inserted prior to the body shown above:

NOTE: <Squadron's name> does not have an email contact. HQ must pass this request to the squadron.

Additional Transfer Processes

Transferring a member from one squadron to another including Cyber Squadron has been made easier for all. The steps are:

1. Go to <http://www.usps.org/php/membership/MemLogin.php> which is the Membership Processing System page and follow the log in instructions
2. On the left side bar are options, click on *Transfer*
3. Follow the instructions

Another Option:

1. Go to either the Secretary's Department or Membership Home Page
2. Click on *Forms*
3. Scroll down to *HQ110 Replacement* and click on it; it will take you to the Membership Processing System
4. Log on (Note: you will need your squadron code and updater or master password to complete the Transfer)
5. On the left side bar are options, click on *Transfer*
6. Follow the directions
7. You can review the status on a Transfer by clicking on *Transfer Status*