



River Forest Tennis Club

PROCESS DESCRIPTION FOR SPONSORS

Dear RFTC Member:

Thank you for your interest in sponsoring a candidate for the 2012 class. Enclosed is an application package that includes:

1. The 2012 Guidelines to Sponsors of Applicants for RFTC Membership
2. Two copies of the Sponsor Information Form
3. An Applicant Information Acknowledgement
4. An Application for Membership
5. An RFTC Prospective Member Brochure
6. An RFTC DVD

Please review the enclosed application process information and forms with your candidates and have them complete the application and the acknowledgement. Prospective members should return the completed 2012 Application for Membership, the signed Applicant's Information Acknowledgement and two photos of their family **to you**. You should then deliver the application, information acknowledgment, photos, Sponsor Information Forms, and the RFTC DVD to our home no later than **Saturday, March 18, 2012**. We also encourage you to include a brief letter of introduction, as described in the Sponsor Information Form. If delivering the paperwork in person and we're not home, just drop it in the RFTC box by the front door.

Letters of recommendation should ideally come from members who have firsthand knowledge of the applicant couple. In addition, each letter of recommendation must be written for one couple, not several. The purpose of these letters is for the Board to get a sense of the applicants' personalities and current members' experiences with them. This cannot be accomplished in letters that give a "blanket" recommendation to several couples at once. We appreciate your assistance in maintaining the reliability of this process. All letters of recommendation from current Club members should be directed to my attention either by personal delivery, standard mail, or email (hard copy by delivery or mail is preferred) and are due by Wednesday, **April 11, 2011**.

Please note that Sponsor Interviews will be held on Saturday, **April 21st**, and the New Members Tea will take place on Sunday, **April 22nd**. Schedules will be finalized once all applications are submitted.

I am happy to address questions you may have throughout this process. Please feel free to contact me by phone or e-mail. Again, thank you for participating in this exciting process.

Sincerely,

Joe Baker (and Kristin Colber-Baker)

Secretary, RFTC

731 Clinton Place, River Forest, IL 60305 | 708-366-6837 | Email: rftcsecretary@aol.com

Dan (Sue) Arends – President Ed (Carla) Sloan – Vice-President
Joe (Kristin Colber-) Baker – Secretary Ray (Ann) Berens – Treasurer
Scott (Carol) Nelson Moira (Eric) Nield Mark (Liz Ziehl) Suchomel – Directors

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