

New Member Onboarding Sheet

| | |
|-------------------------|------------------------|
| New Member Name: | Contact Number: |
| Assigned Buddy: | Email: |
| | Date: |

| Phase | Task | Responsible Person(s) | Notes/Comments | Completed |
|-------------------------|--|---------------------------------------|---|-----------|
| Pre-Registration | Discuss membership and direct them to Apply Online | Senior Member, Brigade Member | | |
| | Process online application, including coordinate brigade interview | Captain, Senior Captain, or Secretary | An established official process already | |
| Onboarding | Training: Member Induction | Member | | |
| | | | | |
| Probation | Training: BF Modules | | | |
| Full Member | | | | |

Revision #5

Created Wed, Oct 25, 2023 2:24 PM by [Nick Kremer](#)

Updated Thu, Oct 26, 2023 12:05 PM by [Nick Kremer](#)