



The Florida Academy of Dental Practice Administration

Sponsor/Guest Protocol

Mentoring quality private practice dentists has been an important goal handed down from our founding fathers. As a member in the FADPA, we encourage you to bring guests so as to expose them to our wonderful organization. When a member brings a guest to the Annual Meeting, they should at no time talk about becoming a member or promise membership to the guest at this meeting. The members should promote our mission statement which is to achieve excellence in the delivery of quality dental care through the promotion of private practice, education, life management, and fellowship.

Duties of Member/Sponsor

First Year

- Contact prospective guests, explain benefits, and confirm interest
- Do not promise membership
- Forward names, email address, phone number, and addresses to Executive Director if they are interested.
- Keep in contact with the prospective guest to encourage their interest in attending the meeting.
- Make sure that they have filled out the *Getting to Know You Form* and that it is returned to the Executive Director as soon as possible. The Executive Director will distribute the *Getting to Know You Form* to the entire membership via email 2 weeks prior to the Annual Meeting.

Annual Meeting

Welcome Reception (Thursday)

- Be sure your guest meets as many people as possible.
- Take them to dinner

Breakfast for Guests and New Members (Friday)

- Escort your guest to the breakfast
- Introduce him/her to other members and guests

Member's Only Caucus Breakfast (Saturday)

- Circulate the "Getting to Know You" form
- Be there to answer questions about your nominee.
- Caucus and General Assembly will vote to offer membership
- Congratulate and advise prospective member that they are going to be invited to membership. Advise them that formal invitation will be included in dues statement for next year.

Between First and Second Meeting

- Formal invitation to join Academy by Executive Director with following year dues statement.

Second Meeting

- New Member/Guest Breakfast (Friday), Escort your new member/guest to the breakfast.
- Introduce them to other members
- Plan to attend the awards banquet for the induction of your sponsored new member.