



State Leaders Institute

Membership Benefits: The Keys to Recruitment, Engagement, and Retention Sample New Member Welcome Email

Dear **[new member's name]**,

Thank you for joining the **[state chapter name]**! The chapter's leadership, staff, and members are pleased to welcome you.

To access all chapter resources, please log into **[state chapter website]** with your username and password. If you need assistance logging in please let us know. From there you may **[list resources that are password protected]**.

To help you get involved, below are a few important dates to remember:

- **[List upcoming events here. Be sure to include registration instructions.]**

As a member of our state chapter, you have access to all chapter benefits. Below are a few that may be of interest:

- **[List primary membership benefits, i.e. networking opportunities, access to members-only content, professional development opportunities, etc.]**

A complete list of state chapter resources is attached **[see state chapter benefits pdf]**.

Thank you again and we look forward to working with you. If you have any questions please do not hesitate to reach us at **[phone number]** or email us at **[email address]**.

Best,

[Your name/your association's name]