

**UNITED STATES POWER SQUADRONS
DISTRICT 9
STANDARD OPERATING PROCEDURE**

Title:

**SQUADRON NEW MEMBER
INFORMATION**

No. 25

Created: 17 Nov 1993

Revised: 27 Oct 2012

A new squadron member should expect to receive the following information:

1. From National

- A. Letter on USPS insurance program
- B. Lapel pin
- C. USPS membership card
- D. USPS decal
- E. Letter of welcome from Chief Commander
- F. Education opportunity letter

2. From District

Upon notification by a squadron of new members, the assistant secretary will mail to the new members the following:

- A. Letter from District Commander

3. From Squadron

- A. Membership certificate (provided by National)
- B. Squadron directory
- C. Bylaws
- D. Other items, i.e., schedule of classes, organization chart, etc.