

## **Badger APIC New Member Information Letter**

***Welcome!*** We understand how it feels to be new and want you to feel part of things right away. This page is to help direct you to our meeting format and how you can start participating.

1. We ask that you register when you come in; check in and initial the membership list. Make corrections for your name and contact information at each meeting. If you are a new member or a guest, be sure to sign the member/guest book. Pictures will be taken of new members and we have a special gift for you. You may also submit any “*Parking Lot*” questions that you have at the registration table. These are questions for which you may be seeking answers, discussion or resources. You can pay for lunch here also, unless lunch is on your own.
2. Our business meeting usually runs from 10:00 -11:00 a.m. We cover items on the agenda; you may ask questions or participate in discussions.
3. After the business meeting, we break out into our committees. You should decide which committee interest are and join that group. Your choices are Membership, Program, Resources and Nominating Committee. Each committee has a matrix explaining their responsibilities that you may request from the chairperson. Many new members start in Membership.
4. After the committees meet (for about ½ hour), we break into *focus group for different specialty areas: clinics, home health, dialysis, acute care and long-term care*. You are welcome to sit in one of these groups to discuss issues. This is a good time to share experiences, policy questions, and network with others in your specific field. After this we break for lunch.
5. After lunch, we offer an education program, presented by a variety of experts in the field of infection control; sometimes presenters are one of our own members. If you would like to present on a topic, let the program committee know of your interest.
6. After the program we go through the “parking Lot” questions and provide direction on the issues brought to the group. Answers given may be member’s opinions and you may want to verify those opinions and practices.
7. Our hope is that you enjoy the meeting and feel comfortable bringing any concerns or questions to the group. Please remember to turn in your evaluation before you leave as we are always looking for ways to improve.

***Thank-you for joining BADGER APIC!***

Ginger Croft, Membership Chair 2006-08 and the Membership Committee