

PSGCNJ MEMBERSHIP REQUIREMENTS CHECKLIST



In order to attain full Membership status, the following items must be completed.

√	Item	Description
	1	<p><u>Register with the Department of Labor</u></p> <ul style="list-style-type: none"> • Make sure you have your One Stop Career Card, and scan it in before each meeting. • DOL Facilitator will ensure registration with the Department of Labor.
	2	Prospective Members must attend <u>PSGCNJ Introduction and Sign Up Meeting</u> held Fridays at 1:30pm (unless otherwise rescheduled due to holidays, etc.)
	3	Complete the “ <u>Contact Information Form</u> ” and turn in to Membership Committee Representative during Introduction and Sign up Meeting.
	4	Attend weekly <u>PSGCNJ General Meeting</u> held each Monday at 10:30am at the First United Methodist Church of Somerville, 48 W. High Street, Somerville, NJ 08876. <ul style="list-style-type: none"> • Directions and map available in PSG Room.
	5	Sign up for <u>5-Day PSGCNJ Career Development Training Workshops</u> <ul style="list-style-type: none"> • Workshop registration is each Monday during PSGCNJ General Meeting. • Attend next available training session to become an Active Member. • Curriculum is attached for your information.
	6	<p><u>Be informed that a Minimum of three (3) volunteer hours per week</u> are required for PSGCNJ Membership.</p> <ul style="list-style-type: none"> • You will be asked to select 1st and 2nd choice for Committee of interest from list attached. • Committee Meetings are held during the week beginning at 9:30am (unless otherwise noted) and last approximately 3 hours (+/-). • Committee commitment is in addition to attending the General Meeting on a regular basis.
		<p>>After leaving PSGCNJ Introduction/ Sign Up Meeting:</p>
	7	<p><u>Get “Yahoo” email account</u> to gain access to PSGCNJ Yahoo Groups for Newsletters, latest info, activities and other important highlights (job fairs, industry events, etc.)</p> <p>To join the Yahoo Group:</p> <ol style="list-style-type: none"> 1. Go to yahoo.com. Click on “Groups”. 2. Enter “psgcnj” in the group name box. 3. Click on “Join This Group”. 4. In comment section please include your <u>full name</u> and <u>date</u> of PSG orientation. 5. A request will be sent to an approver who will approve your request to be part of the PSGCNJ Yahoo Group.
	8	<u>Attend 5-Day Career Training Workshops</u> and submit signed class form to the Membership Committee (see folder in PSG Room).

		<p>>After completing the 5-Day Career Training Workshops: Plan to attend a brief meeting at 9:30am, prior to the General Meeting on the Monday following your completed training. At this meeting you will take care of the following requirements:</p>
	1	<p>Sign up for the Committee of your choice and get contact information of Co-Chairs, as well as committee meeting day and times.</p>
	2	<p>Read and Sign the DOL PSG Membership requirements paperwork (to be filed with the State).</p>
	3	<p>Submit your Bio via email to Nancy Minoldi (Membership Committee) at nminoldi@yahoo.com within one (1) week following completion of Career Training Workshops.</p> <ul style="list-style-type: none"> • Bio reminders will be provided at conclusion of weekly Training Cycle (Fridays)
	4	<p>Identify (10) target companies / employers you wish to work for.</p> <ul style="list-style-type: none"> • These 10 Companies should be submitted to the Opportunity Center within one (1) week following completion of Career Training Workshops. • Need help identifying potential employers. Obtain Library card from your local library to enable access to “Reference USA”. This tool allows an in depth search of companies, industries, and other pertinent corporation details. See Ref USA training aid for assistance.

Definitions:

PSGCNJ – Professional Service Group of Central New Jersey

PSG – Professional Service Group

DOL – Department of Labor

Prospective PSGCNJ Member – All Friday PSGCNJ Sign-up participants will be considered “Prospective Members” until full membership requirements are satisfied. Your PSGCNJ Session Leader will step you through the requirements checklist to ensure your understanding.

Full/ Active PSGCNJ Member – You will assume full/active membership once all requirements outlined in the Checklist have been met.