

Instructions for issuing the Welcome Card

❖ When to Issue Welcome Card

- Welcome card must be issued immediately after completion of 3rd introductory sittings.
- Preceptor should fill in the welcome card and complete the “welcome card form” before giving away the welcome card.

❖ Information to be collected from an Abhyasi

- Abhyasi should fill in the welcome Card Form. Preceptor may collect the blank forms from ID Card/Membership Coordinator or use the softcopy available at SMSF/Heartfulness website (content.heartfulness.org)
- ***For Heartfulness event, please contact Heartfulness event coordinator for the forms and the process to be followed OR refer to Heartfulness site.***

❖ Filling in the Welcome Card

- Use only BLACK color permanent marker to write on the welcome card as the card has a lamination layer and normal ink pen will not write.
- Recommended permanent marker for writing on the card:
 - **Flair CD-DVD-X ray Super Fine Permanent marker** or
 - **Camlin CD-DVD Super Fine marker pen**
- Fill in Abhyasi’s full name, City and Card issue date at the front of the card.
- Allow up to 10 second to dry the ink before turning over the card to write on the other side.
- Fill in Issuer’s name, ID number and Issuer’s signature at the back of the card.
- Ensure that both the sides of the welcome Card is filled in.
- Photo and lamination are NOT required on the card.

❖ Completing the Welcome card form

- Fill in the details in the bottom half of welcome card form including card number and issue date. Make sure that all the columns are filled in.

❖ What to do with filled in form or Excel sheet

- Send the filled in welcome card paper form to the ID Card/Membership Coordinator at the local center or to your membership Nodal center OR;
- You may enter the welcome forms data in an excel sheet and send it your ID card or Membership coordinator by email. The excel sheet format is available with your nodal coordinator (Excel sheet name : Welcome card issued by preceptor.xlsm)
- Alternately, you may scan the paper form and send by email. In case, you don’t have email of your local coordinator, you may enquire about it from at welcomecards@heartfulness.org