

Mentor Checklist

All new members are expected to accomplish a series of activities as they progress from transitional members to full membership in good standing. As a mentor it is your responsibility to lead the new member through these activities. You should communicate regularly with the new member, answering questions and encouraging action, and accompanying the new member in activities as needed.

These activities are listed in the "Passport to Membership" and require a signature as each is completed. The first eleven pages of the Passport can be completed in your first meeting with the new member.

First eleven pages of the Passport completed:

- ☐ Review pages 1 – 4
 - ☐ Log in, review, edit profile and send an email to all members on ClubRunner
 - ☐ Access and review Member Directory
 - ☐ Review Rotary dues, lunch and initiation costs
 - ☐ Complete the new member Inventory of Interests (You can print this from ClubRunner)
 - ☐ Guide new member in choosing committee participation
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Service Time:

- ☐ Participate in any service project

Fellowship Time:

- ☐ Mentor discussion of "Fireside" and participate in a Fireside or Exchange Student event

All About You:

- ☐ Schedule your Classification Talk

Autographs:

- ☐ Serve as greeter twice and get 13 signatures of current members and note their occupation

We're Committed:

- ☐ Attend a minimum of 8 weekly meetings

Optional Tasks – Complete 3 of these 5 activities

1. Club Service: Do two of the following:

- ☐ Help with set-up/breakdown at a meeting
- ☐ Lead the Four Way Test at a meeting
- ☐ Lead the Flag salute at a meeting
- ☐ Give the invocation/inspirational message at a meeting

2. Board Meeting:

- ☐ Attend a Board meeting

3. Other Clubs:

- ☐ Attend a meeting at a different club (obtain a make-up slip from the club you're visiting)

4. District 5050:

- ☐ Attend a District 5050 meeting or event

5. Foundation:

- ☐ Donate to the Rotary Foundation

When these activities are completed and the Passport to Membership has been signed off, inform the Membership Chair and your mentee will be awarded their permanent membership badge.