**MENTORSHIP GUIDE**

## Mentor: Tasks and Responsibilities

1. As early as possible, introduce yourself to the new Rotarian and briefly explain the mentorship program. Plan to meet at the next regular club meeting, by Zoom or any other way that the two of you feel comfortable.
2. Serve as an informal host. Continue to sit with your mentee over the next several weeks, making sure that you sit at different tables each week, including the table with the President.
3. Get to know your mentee and meet socially at least twice outside of a Rotary meeting.
4. Please emphasize the Four Way Test and the objectives of Rotary.
5. Talk about the basics of Rotary and ensure your mentee reviews the information provided on Rotary International, Club Committees, and Rotary Foundation as well as local and international projects. Walk through the Orientation package with them.
6. Review the history, vision, goals, organizational structure, programs, and projects of Kelowna Sunrise Rotary.
7. Accompany and or facilitate attendance at the following:
   1. District 5060 activities if available (training, conference, monthly discussion, etc.)
   2. Other clubs’ meetings or activities
   3. Kelowna Sunrise Board meeting (third Tuesday of the month at 7:00 a.m. via Zoom)
   4. A hands-on project
   5. A social event or fellowship event
   6. A coffee meeting with someone from the Club Executive.
8. Introduce mentee to committee chairs to explore committee roles and possible involvement. A committee list can be provided to you.
9. Facilitate a face to face meeting with the Club Foundation and International Chairs to discuss how the foundation grant process works and the international projects the Rotary Club of Kelowna Sunrise is involved in.
10. Explain how to sign in to:
    1. Kelowna Sunrise Rotary website, [www.kelownasunriserotary.org](http://rotary5060.org/)
    2. District 5060 website, <http://rotary5060.org>
    3. My Rotary [www.rotary.org](http://www.rotary.org/) and our
    4. Facebook Page <http://www.facebook.com/RotaryClubOfKelownaSunrise>.

Ensure your mentee has passwords set for all websites.

1. Assist new member to develop their classification talk if needed.
2. Discuss introducing new members to Rotary.
3. Be available to answer questions and provide guidance if needed.

**Checklist**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The Rotary Club of Kelowna Sunrise welcomes you to our Club. We are committed to helping you learn of the many valuable facts of Rotary, and to help you get to know our members and the things we participate in.

Your club mentor is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. They have been assigned to support you and will be available to answer any questions you may have about procedures, events, activities, how we are organized, and why we do what we do. Your mentor can help you to get involved in Committees, activities, events, and the club.

We encourage you to work through the following list within six months of becoming a member with the Rotary Club of Kelowna Sunrise. The more you know about Rotary and about our Club, the more engaged you will feel.

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| --- | --- | --- |
| **Item** | **Program Activity** | **Check when completed** |
| 1 | **Create a My Rotary Account and enter your information in ClubRunner**   * + - <http://www.kelownasunriserotary.org/> and login to Club Directory |  |
| 2 | **Attend one or more of the following Club functions:** |  |
|  | * + - Fellowship – join a fun social event |  |
|  | * + - Meet your Board Members by attending a Board Meeting |  |
|  | * + - Participate in a Service Project |  |
|  | * + - Attend an Interact or Rotaract Club Meeting |  |
|  | * + - Take an on-line Rotary course: <https://my.rotary.org/en/learning-reference/learn-topic> |  |
| 3 | **Complete the following tasks** |  |
|  | * + - Front Door Greeter |  |
|  | * + - Classification Talk |  |
| 4 | **Familiarize yourself with the following** |  |
|  | * + - Kelowna Sunrise website: <http://www.kelownasunriserotary.org/> |  |

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| --- | --- |
| * + - District 5060 website: <https://portal.clubrunner.ca/50005> |  |
| * + - Rotary International website: <https://rotary.org/en> |  |
| **Identify a Committee on which you would like to know more about**   * + - Foundation * International * Donations * Major Projects (some years) * Programs * Membership (Mentors, Retention, Engagement/Mentoring, Care & Concern, Sheriff,) * Recognition * Vocational * Fellowship * Public Relations (newsletter, website, social media, Chamber of Commerce) * Donations * Fundraising * Youth & Environmental Services * Youth Exchange Officer * Interact * Rotaract * Honouring Indigenous Peoples   **Or tell us what you are passionate about and see how your interests can be found in our club.** |  |

