



**Rotary Club of Madison
Mentor Program
Mentor/Mentee Recommended Checklist
March, 2016**

First 30 Days

Meet with new member	Review Club Finances
Ensure club website logon – check personal info**	<ul style="list-style-type: none"> • Billing
Ensure induction as new Rotarian	<ul style="list-style-type: none"> • Attendance/make up (60%)
Review club's major fundraising activities	<ul style="list-style-type: none"> • EREY – Every Rotarian Every Year
Review club's charitable distribution program	<ul style="list-style-type: none"> • Weekly 50/50
Review Ebulletin	Review Red Badge Challenge
Review District InFlight newsletter	Review club structure – committees and board
Red/Blue name badges	Review new member handbook

First 90 Days

Attend a meeting of the Board of Directors**	Attend district new member orientation webinar**
Join a committee**	Classification talk completed**
Review district officers and committees	Participate in a club service project**
Have at least 2 meetings outside of Rotary	Complete quarter progress report
Review how to propose a new member	Review club policies
Review club's youth exchange programs	Serve as a greeter (Begins July 2015)**
Monitor encourage attendance and participation	Club, District, RI dues
Visit Rotary International website**	Review club history/selection of officers
Review club events held annually	Ensure district website logon
Ensure receipt of Rotary magazine	Review Interact Club

First 180 Days

Attend Fireside Chat**	Attend club new member orientation program**
Makeup/attend another club's Rotary meeting**	Review RI President and Board structure
Monitor encourage attendance and participation	What is The Rotary Foundation
What is a Paul Harris Fellow recognition	Polio Plus efforts
What is the Paul Harris Society	Participate in District new member webinar

First year

Attend a district event**	Participate in Rotary Leadership Institute**
Participate is a club social event	Present Blue Badge
Monitor encourage attendance and participation	Attend club installation dinner

**** Red Badge Challenge**