**Rotary Club of Santa Clara**

**“We Care Mentorship Program”**

**Purpose**:

To orient and guide new members of The Rotary Club of Santa Clara with the goal of developing and retaining long term, productive Rotarians.

**Mentor Guidelines:**

* Each new inductee to The Rotary Club of Santa Clara shall be assigned an approved member to serve as mentor for the period of time from issuance of the red badge through earning of the blue badge.
* The mentor should conduct a brief meeting or phone call, as appropriate, with the new member within one to two weeks of induction to answer initial questions and begin orientation.
* The mentor should greet the new member at each meeting the two are jointly in attendance and assist them in “rotating” among the luncheon tables. The mentor should make introductions to fellow Rotarians, and on occasion sit with the new member.
* The mentor should introduce the new member to the chair of all committees to which the new member has been assigned and make certain that the member is aware of the committee’s importance and responsibilities within the club.
* The mentor should monitor the new member’s attendance with help from the Club Attendance Secretary. If the new member is absent from a scheduled club meeting, the mentor should contact the new member to let them know that they have been missed.  They may also wish to suggest possible make-up locations or explain e-club make-up procedures.
* The mentor should be in contact with the new member a minimum of two times per month.
* The mentor should participate in the planning and implementation of “We Care Get-To-Know-You” events, and strongly encourage the assigned new member to attend the events.
* The mentor should send out under their own signature the Club’s new member monthly letter the first six months of their membership.
* The mentor should keep the Mentor Program Chair apprised of the new members status on a regular basis,and discuss any issues they are experiencing.
* The mentor should monitor the new member’s completion of the Red Badge Requirements with an end target of a 6-month period.

**Program Chair Responsibilities:**

1. Select Mentors to serve for the Rotary Year, or as the need arises
2. Ensure Mentors follow through with their assigned Red Badge Members
3. Oversees attendance to regular club meetings, working with the Club Secretary to ensure at least 50% attendance is met with all new members.
4. Plans a minimum of 3 “Get-To-Know-You” events with current Club President.
5. Works with club president to send out under their own signature the Club’s new member monthly letter the first six months of their membership.