MENTOR/NEW MEMBER ORIENTATION

Introduction

1. Discuss the 4-way test
2. Discuss the importance of service and participation in our activities
3. Some members attend few meetings due to work obligations but make it up through active participation in our fund raising and other events.
4. Try to do both!!!
5. Invite folks that you think would be good Rotarians to participate in our service activities (really good) or to attend meetings (you pay for the first breakfast or more if you wish). Check with Secretary to see if the person has been a Rotarian and if so why they left the Club.
6. New member dues will be prorated based on when you join relative to the Rotary Year that begins on July 1.
7. New members will be placed in the rotation for Greeter and Program Chair after you have been in the Club for awhile
8. New members are invited to visit various committee meetings during Club Assembly before you pick a committee that you would like to work with.
9. Meeting structure and protocols
	1. Regular meetings start promptly at 7:30 on Tuesdays in the Bethel Inn dining room and run for 1 hour except once per month when we meet for 1.5 hours for Club Assembly which starts at 7:00 am. In months with 5 Tuesdays we don’t meet for breakfast but usually have an evening social event.
	2. Badges and pins
	3. Breakfast payment
	4. 50/50 -revenue used to fund Club expenses
		1. Ticket prices
		2. Raffle process
		3. Payout process
	5. Guests
		1. Host coordinates registration with Sargant of Arms
		2. Host pays for first (or more) breakfasts
	6. Song, pledge, inspirational moment
	7. Happy dollars, late dollars, scooter dollars
	8. Business agenda
	9. Program
	10. 50/50 drawing
	11. How to “make-up” meetings
	12. Visits to meetings of other clubs (banners, attendance note)
	13. If a month has 5 Tuesdays we don’t meet for breakfast but have an evening social meeting.
10. Governance
	1. Internal vs. External branches of the Club
		1. Tax exempt status
	2. Board of Directors
		1. Officers
		2. Committee Chairs
		3. Open to all members
		4. Monthly meetings the week after Club Assemblies
	3. Constitution and By-Laws
	4. Role of committees
	5. Internal and External annual budgets
	6. Financial accounting and audits
	7. Child Safety requirements
	8. Nominating committee (members?)
11. Duties of the Greeter
	1. Arrive a half hour before meeting time to help Sergeant at Arms set up for meeting
	2. Welcome members and guests
	3. Sell raffle tickets (only to members) – 1 for $1.00; 3 for $2.00; 10 for $5.00
	4. Organize for 50/50 raffle
		1. Count remaining cards and shuffle
		2. Shuffle tickets
		3. Check with Sergeant at Arms for amount of money in pot
	5. Watch after the money etc. while the Sergeant at Arms gets breakfast
	6. Conduct the 50/50 raffle
		1. Select guest or other to draw a number
		2. Have member with winning number select a card
		3. Ace of Spades wins; if not drawn eliminate the drawn card from deck
		4. Joker gets a free breakfast
	7. The Greeter is the second set of eyes on the money. Help the Sergeant at Arms reconcile the money and verify totals.
	8. Help the Sergeant at Arms secure all materials and return them to storage
12. Duties of the Sergeant at Arms
	1. Set up for meeting
		1. Post banner at front door of the Inn
		2. Get all equipment from storage behind kitchen
		3. Hang banners
		4. Arrange flags (American on speaker’s right)
		5. Set up podium
		6. Organize money for breakfast payments
	2. Account for breakfast, Happy Dollar and 50/50 money
	3. Record guests and member attendance and “make-ups”; give to Secretary weekly and summary at end of each month
	4. Conduct “Happy Dollar” activity
	5. Breakdown meeting room and secure all materials in the storage room
13. Duties of the Program Chairperson
	1. Identify an interesting speaker to present for 20 minutes at an assigned meeting
	2. Tell the Secretary who you have selected to ensure that the speaker has not been approached before and meets Club criteria (non-religious, non-political).
	3. Make prior arrangements with Mark Beck if AV support is needed
	4. Help speaker set up for their presentation
	5. Introduce speaker
	6. Have speaker inscribe an inspirational passage in a book for elementary school kids
14. Club Assembly
	1. Once per month, generally proceeding monthly Board Mtng
	2. Starts at 7:00 am
	3. Committee meetings 7:00-7:30
	4. Regular meeting begins at 7:30
	5. Committees report out during “program” time
15. Rotary Foundation
	1. What is it?
	2. How does the Club and individual members support the foundation?
	3. How to donate
	4. Every Rotarian Every Year – participation is more important than size of donation
16. District 7780
	1. Structure and officers
	2. How we relate to the District
17. District Grants
	1. Role of the Foundation Committee
	2. Importance of Every Rotarian Every Year (EREY)
	3. How grants are funded
18. Global Grants
19. How we relate to Rotary International
20. Major annual fundraising events
	1. Fall and Spring Country Breakfasts
	2. Lobster Roll booth at Mollyockett Day
	3. Lobster Bake Raffle
	4. Halloween Food Drive
	5. Christmas for Children
	6. May Day 5K
	7. Yard Sale and Auction
21. Major Service events
	1. Senior Citizen Holiday Luncheon
	2. Holiday gift cards for kids from needy families from C4C donations
	3. Holiday food baskets for needy families
	4. Scholarships for after school programs from 5K proceeds
	5. Academic support scholarships for senior students from Yard Sale proceeds
	6. Support for individual community activities through the Beneficiary Grant application process
	7. Wood splitting and donation to needy families
22. Committee roles and responsibilities
	1. Service
		1. Organizes major fund-raising events
		2. Organizes major service events
	2. Public Image
		1. Publicity before and after events
		2. Letters to the editor thanking the community and summarizing our good work
		3. Keep our webpage up to date
	3. Youth Services
		1. Administer Child Safety Policy
		2. Coordinate InterAct
		3. Coordinate RYLA
		4. Involve youth in our service projects
		5. Interact and Rotaract
	4. Foundation
		1. Liaison with District and RI Foundation
		2. Encourage annual giving by members
		3. Keep Club up to date on Foundation activities
		4. Solicit District/Global Grant ideas and coordinate grant applications
		5. Follow-up on grants that we’ve received and necessary reporting
	5. Membership
		1. Recruit new members
		2. Provide programs that will retain current members
		3. Oversee the mentoring program for new members
		4. Organize and conduct “Fireside Chats” with prospective members