**EVERGREEN ROTARY**

**MENTOR TRAINING PROGRAM**

The importance of you as a mentor cannot be emphasized enough…you are the key to making a new Red Badge member feel welcome and informed. Once you agree to mentor a new member, please review and adhere to the following checklist.

1. Be prepared to review the new member’s application and add their contact information to your phone. Please spend some time familiarizing yourself with the most updated Red Badge manual.
2. On induction day, arrive early enough to greet the new member and walk them through the induction process. Also, set up a lunch or coffee to meet with the new member and go over the Red Badge requirements and discuss which service committee the new member would enjoy visiting.
3. If possible, have the new member download the Rotary app on their cell phone.
4. Each Friday thereafter, sit with the new member. Please be sure to rotate tables weekly so that the new member can be introduced to other Rotarians each week.
5. Offer to attend any and all red Badge required meetings with the new member if they so choose.
6. The goal is to have the Red Badge member complete all their requirements within a three month time frame. Please contact the Red Badge chair if there are any issues completing the requirements within this time frame.