Welcome Mentor!

Rotary is an amazing organization and our club is a fantastic place to be a Rotarian! As a mentor, you will help a new member to understand more about Rotary and to engage in our club. Thank you for your participation; a mentor is an important role in the long term retention of a new member!

Getting a new member fully engaged in Rotary is an important job. This guide should provide you with the information you need to be a successful mentor.

Objectives of the Mentoring Committee

* The primary objective is to help new members engage in the club so they move from new member to long term member.
* You do this by:
	+ Sharing knowledge
	+ Helping them get involved
	+ Guiding them from red to blue badge
	+ Being a resource
	+ Being a friend

The Mentor Committee

You were asked to be a part of the mentor committee because of your knowledge and enthusiasm for Rotary, and a willingness to pass it on.

The 4-5 Mentors on the committee work together to share the tasks associated with bringing in a new member and making them a long term member.

 Getting a new member fully engaged in Rotary is an important job. This guide should provide you with the information you need to be on the mentor committee.

 The New Member Guide

All new members receive a New Member Guide, that outlines many Rotary and club basics. You are receiving a copy of this too for reference. Click through it so you are familiar with the information your Mentee received.

Tasks for Mentors

Here are the primary tasks for the Mentoring Committee members:

* One Mentor should be present for the new member induction
* One Mentor should schedule a coffee or lunch with the new member in the first three weeks of their membership
* One Mentor should take them to another club
* All Mentors help the new member through the red badge process and keep track of their progress

 First Coffee/Lunch

It is important that this meeting happens within the first three weeks of their membership! The goals are:

* Review their New Member Guide and answer questions
* Get to know them personally
* Share your Rotary story. Why did you join and why do you stay?

The Induction

It is an important day when a new member is inducted into the club. It is a special occasion.

A representative from the Mentoring Committee should be present, at the front of the room, with the new member.

Club Meetings

For the first 4-6 weeks, the Mentoring Committee should make sure one Mentor is sitting with the new member. Introduce them to a couple new people at each meeting.

Make a point of introducing them to committee chairs and project leads.

Red to Blue Badge Help

There are several activities that we all did to move from a red badge to a blue badge. New members are often unsure about these requirements (see next page for list).

Example: They know they have to do a classification talk, but they don’t know what that means.

Walk them through the list and help them get everything checked off within 6-9 months.

Blue Badge Requirements\* (for new members)

* Update your profile on our database. Add a photo and more info about yourself.
* Be a door greeter, twice. One time you will deliver the invocation and lead the pledge, the other time you introduce visiting Rotarians and guests.
* Attend a board meeting
* Attend New Member meetings
* Do a make-up at another club
* Join two committees
* Participate in a club project
* Give a classification talk
* Bring a guest to a club meeting

\*Your mentor can explain each of these in more detail.

Blue Badge Requirements

New Member requirement is in black, Mentor role is in blue.

* Update your profile on our database. Add a photo and more info about yourself. The Club Secretary will enter them upon induction. Make sure they know how to access the database and that they develop their profile, including a picture, within the first three weeks.
* Be a door greeter, twice. One time you will deliver the invocation/thought for the day and lead the pledge, the other time you introduce visiting Rotarians and guests. Connect your mentee to get them on the schedule to greet. Explain to them what an invocation or thought for the day is and how to greet visiting Rotarians and guests.
* Attend a board meeting. Since meetings only happen once a month, try to get the board meeting on their schedule right away. If possible, attend the board meeting with them.
* Attend New Member meetings. Contact the person in the club responsible for new member training/meetings and the new member and get them involved. Encourage them to attend each meeting as they will learn a lot about Rotary and our club. You do not need to attend these meetings (but you can).
* Do a make-up at another club. If possible, invite them to go to another club with you. If you can’t go, be sure they know the days, times, and location where other clubs meet so they can go. Don’t forget to let them know about e-clubs.
* Join two committees. When you have coffee, find out about their interests, this will help you to get them on the right committee. It is always nice if the committee chair personally invites them to join the committee. Example: If you know they are interested in international service, connect them with Director for International Service so they can invite them to be on their committee.
* Participate in a club project. Club projects don’t happen every day, so be sure they know what is happening. Projects are hands-on events. See if there is a project in the works created by new members too.
* Give a classification/vocational talk. Sometimes they will get to see someone else give a classification/vocational talk, but not always. Be sure they know it is a time for them to share a bit about their work, hobbies and family. Let them know visuals are great, but not required, humor is always good, and to keep it under five minutes. Talk to the President to get them on the agenda a week or two ahead of time.
* Bring a guest to a club meeting. Ideally we want them to bring a guest they think might be interested in Rotary. It is okay for them to ask a friend to come “as a favor to meet their blue badge requirement” if that’s what it takes to get it done.

Thank you!

Please keep track of your mentee’s progress. When they have completed everything, let the President and Secretary know so they can present them with a BLUE BADGE!

Being a mentor is an important role, thank you for your participation!!