



Mentorship Coordinator and Membership Committee Chair—Carlos Fontana (269-924-8688)

- Oversees mentoring program
- Selects and assigns mentor for new member (“mentee”)
- Communicates with mentor and mentee on progress at least monthly
- Provides updates to the Club

Mentors: At least 2 years in Club, willing and able to accept the task

- Introduce the new member to the Club at the new member’s first Club meeting.
- Respond to mentee’s questions and concerns.
- Help mentee work through New Member Checklist.
- Touch base with mentee at least every other week.
- Meet or call with mentee monthly.
- Check on mentee if meeting attendance becomes an issue.
- Attend new member orientation/information meetings with mentee and Membership Coordinator.
- Help mentee get an appropriate committee or project assignment.

New Member Checklist

New Member: _____

Date Joined: _____

Mentor/Sponsor: _____

Item	Date Completed	Activity Descriptions	Mentor Check-off
1		Sit with different members at each meeting.	
2		Be a greeter at the door for one of your first meetings.	
3		Give a 10-minute talk about yourself to the Club at one of your first meetings.	
4		Set up your DACdb online account and send a PMail to the Club members introducing yourself to the Club (idea: attach your resume or bio).	
5		Set up your Rotary International online account.	
6		Attend monthly meetings/calls with your mentor.	
7		Provide your mentor with feedback on the Mentorship Program.	
8		Read the booklets included in your new member orientation packet (Rotary Basics, The ABC's of Rotary, Rotary Facts, and Rotarian Magazine).	
9		Spend one hour browsing Rotary websites: www.Rotary.org ; www.district6360.com ; www.dacdb.com .	
10		Sign up for at least one committee/project that you would like to help with and attend the committee’s meetings and project.	
11		Participate in one Rotary community service project and/or fundraiser. (Food Pack Program, Diabetes Event, Club Fundraiser, Building Ramps, Kid’s Christmas Party, Christmas gift exchange, or any other).	
12		Attend all weekly Club meetings.	
13		Attend all scheduled Club functions.	
14		Find out when and where other local Rotary Clubs meet. Do a make-up by attending another Club’s meeting and, if possible, with your mentor.	