

Rotary

Club of Santa Fe



New Member Engagement Program and Mentoring Manual

2022 Edition

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Mentoring Manual

On Behalf of the Membership Committee of the Rotary Club of Santa Fe, we thank you for being willing to mentor new members. Here are some process guidelines to help you quickly engage the new member into the Club.

The Process

The “New Member Engagement Program” concentrates on engaging the new member in the Rotary Club of Santa Fe and becoming a part of Rotary International’s worldwide fellowship. A key part of the engagement program is the work of a mentor.

Upon approval of the new member’s application, the new member enters the Club's “New Member Engagement Program,” and a mentor is assigned.

On the day of their official induction, the new member, sponsor, and the mentor will meet with the Mentoring sub-committee chair, before the Club meeting, to review and discuss the importance of the mentoring process and receive their new member packet. During the meeting, the new member(s) will be asked to join the Club President at the podium, where the new member receives the membership charge from the President.

The packet includes their badge with the “new member red ribbon” attached, a membership certificate, a copy of the mentoring manual and a checklist of engagement tasks to be completed within six months. Once the new member has completed orientation, mentoring sessions, and all items on the checklist, the red ribbon is removed at another Club meeting.

Role of a Mentor

The roles of the mentor and the sponsor are different. Likely the sponsor has a previous relationship with the new member, and by assigning another experienced Rotarian as mentor, the new Rotarian has two primary contacts in the Club. The mentor and new member will have time to get to know each other as they examine our Club and Rotary.

The mentor should be well-versed in all aspects of Rotary. The mentor and new member will thus forge a lasting friendship within Rotary. The mentor’s commitment begins when selected and their active role concludes when the new member has completed the tasks of the New Member Engagement Program.

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The most important aspect of mentoring is establishing a genuine relationship with the new member, making him/her feel welcome and a part of our Club. The mentor can provide the new member opportunities to learn about Rotary, the Club, and opportunities for service and fellowship.

Mentoring Tools

The [Brief Introduction to Rotary, A Guide for Mentors and New Members](#), is a tool the Mentor will use to ensure the basics of Rotary are covered. It is also a useful reference for the new member. The mentoring experience shares much about the philosophy, procedures, history, and traditions that make Rotary unique. Even the new member who has previous Rotary experience will benefit from learning the ways of this Club. Rotary is constantly evolving with the changing times, and every Club has a unique culture.

Other tools the mentor will provide is a list of the [club committees](#) to assist the new member identifying on which committees they would like to serve. Having gotten acquainted with the new member, the mentor will begin to recognize his/her skills and passions and can be helpful to both the new member and the Club by assisting the member find a place of service in the Club.

An important aspect of the mentoring process is to assist the new members gaining access to the Club, District and Rotary International websites, all sources of critical information.

It is the mentor's responsibility to encourage the new member to proceed expeditiously through the Engagement program. Six months is the optimal time to complete these tasks. The Membership Mentoring Committee will monitor the new member's progress.

The mentor should meet with the new member at least twice during the Engagement process. The mentoring sessions are more than sitting together at a Club meeting! They should be scheduled away from the meeting site, perhaps over coffee or lunch. Mentors and new members might find it beneficial to meet more times than the required minimum.

The mentor is asked to keep abreast of the progress of his/her new member and to periodically report to the Mentoring subcommittee chairperson concerning the new member's progress in the process.

Other Activities in the Engagement Program

New Member Orientation is a facilitated discussion to introduce a class of new members to Rotary International, the Rotary Foundation, District 5520, and the Rotary Club of Santa Fe. This is an interactive session where attendees are encouraged to ask questions. Orientation is most beneficial to the new member when several new members attend together. The attendees will

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be encouraged to use "A Brief Introduction to Rotary" and any other material deemed appropriate by the orientation leaders. The mentor should encourage the new member to attend an orientation session as soon as possible. Each orientation session is about 1.5 hours, and the schedule will be announced at the weekly Club meeting or by email to the new members. The mentor is encouraged to attend the orientation with the new member. The new member's checklist will record attendance at an orientation session.

Conclusion

By the completion of the mentorship, a bond of friendship may be established that can last a lifetime. The new Rotary member has learned not only the fundamentals of Rotary but has had the opportunity to experience Rotary fellowship.

Coming out of this experience the new Rotary member should know that his/her mentor will always be available to answer questions or provide guidance

"The foundation upon which Rotary has been built is friendship; on no less firm foundation could it have stood"

*Paul Harris
The Founder of Rotary*

Next Steps

The Rotary Club of Santa Fe encourages you to continue learning about Rotary and the Rotary Foundation by participating in one of District 5520's sponsored courses, workshops or assemblies and attending the "Rotary Leadership Institute" (RLI). Registration is available online at rotary5520.org for all District sponsored events and training.

Appendix I:



NEW MEMBER ENGAGEMENT PROGRAM SYNOPSIS

The Rotary Club of Santa Fe has adopted this program to engage new members quickly and purposefully into the life of the club. As a large club, no Rotary member can know everything and everyone. But we want new members to feel welcome and get to know other Rotary members as quickly as possible. When a new member is inducted into the club and given her/his badge, a "new member" red ribbon is attached. All new members are asked to keep this identification on the badge until the engagement program is completed.

The following expectations are designed by the Rotary Club of Santa Fe to help integrate new members successfully and to assure them the best possible experience in their new club. To complete the Engagement Program and symbolically remove the new member ribbon:

- 1. Complete the club's new member orientation course.**
- 2. Serve as meeting Greeter, or assist the regular Greeter, at six regular club meetings, to become known to all the other members, and to know as many of those members as possible.**
- 3. Attend at least one regular meeting of the club's Board of Directors.**
- 4. Serve on two or more committees of the club and participate actively in at least one club project or club sponsored event.**
- 5. Present a five minute "new member" talk about him/herself to the club at a regular meeting.**
- 6. Attend a meeting at another Rotary Club, preferably one of the two other Santa Fe Rotary clubs (Santa Fe del Sur, or Santa Fe Centro) or at any other Rotary club in the world.**
- 7. Meet with the assigned Mentor at least twice (outside the regular meeting time of the club) and review A Brief History of Rotary together.**
- 8. Post a copy of your bio along with a photograph of yourself on Clubrunner, the Club's website. (Your mentor will be able to assist you with this task.)**
- 9. The above should be accomplished in 6 months or less, and no longer than 1 year.**

When all tasks are accomplished, the new member should return the completed and signed Checklist to the Chairperson of the Membership Committee or the Mentoring subcommittee chair. The Chairperson shall then review and approve the Checklist and arrange to recognize the new member's completion of this program and ceremonially remove the "new member" red ribbon from her/his badge.

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Appendix II:



NEW MEMBER ENGAGEMENT PROGRAM CHECKLIST

For a new member to complete the New Member Engagement Program and be recognized by removing the “New Member” red ribbon from his/her name badge, the new member must accomplish the following requirements. Use this Checklist to record your progress. Sign it and return it to your sponsor when completed.

# Task Description	Completion
1. Complete the club's new member orientation course.	Course Meeting Date: / / .
2. Serve as meeting Greeter, or assist the regular Greeter, at six regular club meetings, to become known to all the other members, and to know as many of those members as possible.	Meeting Dates: / / ; / / ; / / ; / / ; / / ; / / .
3. Attend at least one regular meeting of the club's Board of Directors.	Board Meeting Date: / / .
4. Work with your mentor to select two or more committees of the club that you would like to work with and participate actively in at least one club project or club sponsored event.	Committees: _____ Project or Event: _____
5. Present a five minute “new member talk” about yourself to the club at a regular meeting of the club.	Talk Given Date: _____ / / .
6. Attend another Rotary Club, Preferably one of the two other Santa Fe Clubs (Santa Fe del Sur, or Santa Fe Centro) or at any other Rotary club in the world.	Club: _____ Date: / / .
7. Meet with the assigned Mentor at least twice (outside the regular meeting time of the club) including a review of A Brief History of Rotary.	Date of meetings: / / ; / / .
8. Post a copy of your bio along with a photograph of yourself on Clubrunner, the Club's website. (Your mentor will be able to assist you with this task.)	Date completed: / /
9. The above should be accomplished in 6 months or less, and no longer than 1 year.	Date inducted: Date #1 - 6 Completed

Member's Certification of Completion:

Member's Name: _____

Member's Signature _____ Date _____ / _____ / _____

Sponsor's Name: _____

Mentor's Name: _____

Membership Development Committee Signature: _____ Date _____ / _____ / _____