

# Rotary

## Club of Santa Fe



## **New Member Engagement Program and Mentoring Manual**

**2021 Edition**

# Mentoring Manual

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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 engaged the new member into the club.

## The Process

Upon approval of the new member's application, a new member, enters the club's "New Member Engagement Program." The inductee receives a new member packet that includes a badge, a membership certificate, a copy of the mentoring manual and a checklist list of tasks to complete. A mentor is assigned to the new member by the chair of the Mentoring Subcommittee of the Membership Committee.

At the time of the official induction, the sponsor and the mentor join the new member at the podium, where the new member receives a membership badge with the "new member red ribbon" attached. Once the new member has completed his/her orientation, mentoring, and checklist items, the red ribbon is removed at another club meeting.

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

## Role of a Mentor

The roles of the mentor and the sponsor are different relationships to the new Rotarian. Likely a 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 explore our club and Rotary.

The mentor should be well-versed in all aspects of Rotary, but together they will be learning as Rotary and our club change. The mentor and new member will thus forge a lasting friendship within Rotary. The mentor's commitment begins when the new member is inducted and concludes when the new member has begun the Rotary journey by completing the tasks of the New Member Engagement.

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.

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## Mentoring Tools

The *Brief Introduction to Rotary, A Guide for Mentors and New Members*, developed by the Membership Committee and approved by the Board of Directors, is a tool the Mentor will use to ensure the basics of Rotary are covered. It is also useful for the new member to refer to once the mentoring is completed. It is full of information that could be helpful to refresh the new member's memory about a subject. A new Rotarian has much to learn about the philosophy, procedures, history, and traditions that make the Rotary experience a way of life. 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 can provide is a list of the [club committees](#) to assist the new member to identify which ones he/she would like to join. [Club Activity Participation](#) is an item on the Engagement Program checklist that the mentor may be able to assist with. 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 helping the member find a place of service in the club that matches the member's own interests and needs. The mentor can assist the new members to access more information about our club, district, and RI on their respective [websites](#).

It is the mentor's responsibility to encourage the new member to proceed through the Engagement program. Six months is an optimal time to complete the tasks, and one year is a maximum. With gentle prodding a mentor will do his/her best to help the new member meet this time frame.

The mentor should meet with the new member at least twice during the Engagement process. The meetings need to be more intentional than sitting with the new member at the weekly club meeting—perhaps coffee or a meal together. Mentors and new members might find it beneficial to meet several more times than those required.

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. The mentoring subcommittee will oversee and facilitate the reporting.

## Other Activities in the Engagement Program

**New Member Orientation** is a facilitated discussion to introduce a group 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 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.

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## Conclusion

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

Coming out of this experience the new Rotarian should know that his/her former mentor will always be available to answer questions or render aid as needed.

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

*The Founder of Rotary*

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## 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, workshop or assemblies and the "Rotary Leadership Institute." Registration is available online at [rotary5520.org](http://rotary5520.org).

## 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 one can know everyone well. But we want new members to feel welcome and get to know other Rotarians 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 have been 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.	<b>Course Meeting Date:</b> / / .
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.	<b>Meeting Dates:</b> / / ; / / ; / / ; / / ; / / ; / / .
3. Attend at least one regular meeting of the club's Board of Directors.	<b>Board Meeting Date:</b> / / .
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.	<b>Committees:</b> _____  <b>Project or Event:</b> _____
5. Present a five minute “new member talk” about yourself to the club at a regular meeting of the club.	<b>Talk Given Date:</b> _____ / / .
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.	<b>Club:</b> _____  <b>Date:</b> / / .
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.	<b>Date of meetings:</b> / / ; / / .
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.)	<b>Date completed:</b> / /
9. The above should be accomplished in 6 months or less, and no longer than 1 year.	<b>Date inducted:</b>  <b>Date #1 - 6 Completed</b>

**Member's Certification of Completion:**

Member's Name: \_\_\_\_\_

Member's Signature \_\_\_\_\_ Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Sponsor's Name: \_\_\_\_\_

Mentor's Name: \_\_\_\_\_

Membership Development Committee Signature: \_\_\_\_\_ Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_