

Mentor Checklist **New Member:** _____

Day Phone: _____ Evening Phone: _____

Date of assignment: _____ Date of New Member Induction: _____

1. Prepare to meet New Member:

- Phone New Member 5 days prior to induction
- Introduce yourself and your mentoring role
- Give date of New Member induction, location and time
- Establish location and time to meet prior to induction meeting

2. New Member Induction:

- Meet and introduce to others before meeting
- Sit with New Member during meeting and be resource person
- Obtain best time to call to arrange First Mentoring Session.

3. Call to arrange First Mentoring Session:

- Schedule a session during week following induction
- Remind New Member to bring red New Member Packet
- Date: _____ Time: _____
- Session Location: _____

4. First Mentoring Session:

- First half-hour—
 - Get to know each other:
 - Discuss family, work responsibilities, hobbies and other community service experience.
 - Get a sense of where the individual might be best suited in the Club's activities.
- Second half-hour—
 - Explain your role as mentor
 - Go over items in the New Member Packet and add following information:
 - Current copy of Club Newsletter
 - Club By-Laws and Policies
 - Club Member Roster or Directory
 - New Member Checklist
 - New Member should bring his/her Checklist to each Optimist Club function and update the key word list.
 - Encourage New Member to ask questions, give suggestions and participate in all Club activities.
 - Arrange to meet either before or after each Club meeting to update the Checklists and exchange information.

5. On-going Mentoring Sessions:

- Meet New Member at all meetings and regular Club events
- Introduce New Member to others in Club
- Sit with New Member and encourage questions
- Review New Member Checklist at each session
- Answer any questions about items on Checklist
- Confirm information on New Member Checklist is correct and complete
- Introduce New Member to specific Club chairpersons when interest is expressed
- Be looking for new ideas and suggestions from New Member
- Encourage to attend 2 Club events, outside of regular meetings, during the 8 week program (e.g. Board meeting, Club project, Club fundraiser, Zone meeting)
- Always end session with expectation of meeting at next Club function or event

6. Final Mentoring Session:

- Call to arrange final Mentoring session for 8th week of Program
- Schedule separate from regular Club meeting
- Remind New Member to bring New Member Checklist
- Date: _____ Time: _____
- Session location: _____
- Final review of New Member Checklist
- Answer any remaining unanswered questions or “key words” from list
- New Member to choose committee or project to serve (if not done so already)
- Committee or Project: _____
- Encourage New Member to call on you as a source of information
- Congratulate New Member on participating and completing Mentor Program

7. Certification of Completion:

**I hereby certify that New Member _____
has successfully completed the 8 week Mentor Program and is prepared to be a
productive member of _____ (name of local Club) _____ and Optimist International.**

Signature of Mentor: _____

Date of Completion: _____

(Return completed checklist to Club Membership Chairperson)