

GUIDELINES FOR IMPLEMENTING A MENTORING PROGRAM IN CLUBS

1. Create a list of eligible mentors and make sure the Vice President or membership chair are familiar with this list.
2. When a person joins the club a mentor should be assigned immediately.
3. Provide the name, address and telephone number of the person assigned (mentor) to the new member.
4. Mentor is to be active and take a positive role in this relationship. Never wait for the new member to call. If he/she misses a meeting, call and find out if there is a problem, and whether or not you can be of help.
5. If mentor has to be absent, another member should be ready to act as “stand-in” mentor.
6. The mentoring relationship should complete a 12 month cycle.

Mentoring is coaching, advising, and encouraging.

Further steps

1. Either have Growth & Development Committee or a Mentoring Committee in your club.
2. Be sure that the members of this committee are fully committed to the Mentoring Program.
3. Knowledge about Ruritan is important. Enthusiasm is key.
4. Develop a curriculum guide for the mentoring program: after the program, mentoree should know When Ruritan Started, Who were its founders; The Birthplace of Ruritan; The goals of Ruritan; Ruritan Motto and what each term means; Duties of the Board of Directors members; Name of the 5 community service committees; Know members of the District Cabinet; Know the organizational structure of Ruritan National; Know what the National Foundation is, how it works and why it is so important;