Rotary Club of Madison
Mentor Program
Mentor/Mentee Recommended Checklist
January, 2024

First 30 Days

Club Level	District Level
Meet with new member – discuss mentor program	Ensure district website logon works
Meet outside of Rotary – i.e. coffee, lunch	Review district leadership organization
Arrange new member induction	Review upcoming district events
Arrange new member classification talk	
Ensure club website/database logon works	
Update information in club database	**Rotary International Level**
Review club website – events, stories, resources	Create RI website logon account
Review club leadership structure	Review RI Leadership organization
Review club committee structure	
Introduce/set up Red Badge challenge program	
Review club finances i.e. billing, EREY	
Review club's major programs and service initiatives	

First 90 Days

Attend a meeting of the Board of Directors**	Attend district new member orientation webinar**
Join a committee**	Participate in a club service project**
Attend a meeting of another Rotary club	Serve as a greeter **
Review how to propose a new member	Review club policies
Review club events held annually	Review progress on Red Badge program
Ensure receipt of Rotary magazine	Attend a club service project
Club, District, RI dues	Attend club new member orientation program**

First 180 Days

Participate in district new member orientation	Review RI President and Board structure
Monitor, encourage attendance and participation	What is The Rotary Foundation?
What is a Paul Harris Fellow recognition?	Understand the Polio Plus efforts
What is the Paul Harris Society?	

First year

Attend a district event**	Participate in Rotary Leadership Institute**
Participate is a club social event	Present Blue Badge
Monitor, encourage attendance and participation	Attend club installation dinner