



**Rotary Club of Madison  
Mentor Program  
Mentor/Mentee Recommended Checklist  
March, 2022**

**First 30 Days**

<b>Club Level</b>	<b>District Level</b>
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	<b>Rotary International Level</b>
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	Ensure receipt of Rotary magazine
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	Polio Plus efforts
What is the Paul Harris Society	

**First year**

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