

WHITE BEAR LAKE ROTARY PASSPORT (Version Seven May 23, 2023)

Guidelines for Mentors

In addition to “hosting” the new member at regular meetings during the three months of the mentorship program, mentors agree to guide the new member through completion of the following Passport activities:

_____ Mentor should meet with new member to discuss expectations, and explain the *Passport program* (This should be done within one week of assignment) For help with this conversation, use **New Member Interest Survey**.

_____ New member should attend the New Member Breakfast hosted by the Club Service Team. Mentor should work with Ken Baltzer to schedule new member attendance and debrief with the new member after attendance at the breakfast. (There is a lot of information given at the meeting and sometimes the new members have questions afterwards.)

_____ New member should attend at least one Service Team meeting. (The goal is to have the new member experience club governance. The new member should be ready to join a team of their choice at the conclusion of the mentoring program.) For a list of teams and club activities, see **WB Teams and Activities**.

_____ New member should participate in at least one Rotary activity during the mentorship period. (This could be a service activity, attendance at 4:01 on a Friday, or other club social event. The purpose of this activity is to get the new member quickly involved in service and social activities of the club.)

_____ New member should attend meeting with club leadership. Mentor should work with club president to schedule this event and debrief with new member afterward. (The purpose of this activity is to provide the new member with the opportunity to meet club leadership and understand that all members are expected to provide club leadership in whatever way is appropriate.)

_____ Mentor should explain how the club uses ClubRunner and demonstrate it if necessary. (ClubRunner is becoming more and more important in club communication and scheduling. All members should understand how to access it.) **For more info see John Channon’s tutorials:**
<https://drive.google.com/drive/folders/1dMI8TiURVSOJbThadmz1sdHUN30TZFvn>

_____ Mentor should explain the club’s financial structure (New members are often confused regarding dues and donations. Dues go to club operations. Money raised by the club and individual donations go to the WBL club’s foundation to fund service projects. All members are encouraged to give annually to the Rotary International Foundation which is used to fund international projects and re-grant back to districts for distribution to local clubs.) For more info see Curt Akenson’s **PowerPoint Foundation and Club Finances Short Lesson**.

_____ Mentor should discuss the meaning and importance of the Four-Way Test as a “mirror, not a window” for members. (The Four-Way Test is something Rotarians use to measure their own conduct, not as a criteria with which to judge others.)

_____ Mentor should arrange with new member to send a brief bio and photo of new member to Bob Timmons and/or Public Image Team.

_____Mentor should explain what a “classification” talk is and let the new member know they will be asked to do a talk within the first year of membership.

_____Mentor should announce to the club when all items on the Passport have been completed.

The mentor has the option to waive or substitute activities on the Passport. The mentor will decide when the new member has completed the Passport.