

Rotary Sponsor Mentorship Checklist for New Members

Before Induction

- Explain Rotary's mission, values, and structure (international, district, and club level).
- Discuss the Four-Way Test and what it means in practice.
- Introduce the club's history, key projects, and service areas.
- Provide a copy or link to the club's bylaws and member handbook.
- Invite them to club meetings, service projects, or socials as a guest.
- Confirm they understand financial commitments (dues, meals, donations, etc.).

At Induction

- Attend the induction ceremony with the new member.
- Introduce them formally to the club and help them feel welcomed.
- Ensure they receive their Rotary pin, badge, and materials.

First 30 Days

- Schedule a one-on-one meeting to answer any questions.
- Introduce them to club officers and committee chairs.
- Help them sign up for MyRotary.org and Rotary Learning Center.
- Encourage them to attend different committee meetings to find areas of interest.
- Review upcoming club events and encourage participation.

First 3 Months

- Check in monthly to discuss how they're settling in.
- Encourage them to volunteer for at least one service or fundraising activity.
- Invite them to attend a district meeting, conference, or training seminar.
- Encourage fellowship and making connections with other members.

First 6 Months

- Help them identify a committee or role they'd like to serve in.
- Ask for their feedback on the club experience so far.
- Discuss possible leadership or development opportunities.

Ongoing

- Maintain an open line of communication for questions and support.
- Continue to encourage participation in projects, meetings, and events.
- Celebrate milestones (e.g., first service project, one-year anniversary).
- Help them mentor future new members when ready.