

ZONTA CLUB OF COLUMBIA, S.C.
MENTORING GUIDELINES

Mentors of new members are asked to oversee the following or perform the following activities for the first year of membership.

We thank you for helping the club with this effort to assimilate new members and retain members for long term membership.

1. Make sure they have received: Club notebook, with member profiles, procedures and policies, a pin, ZI bylaw book and manual of procedures.
2. After several months, ask if they are receiving the Zontian magazine in hard copy or if not, how to receive it on-line.
3. Make sure they are receiving club e-mail communications.
4. Compose a Spotlight article for the first club newsletter after they join. Send it to the newsletter editor. (Eg: Hometown, schooling, hobbies and interests, previous career(s), particular talents or skills beyond their job, family (if appropriate), etc.
5. Call before regular meetings and club events to remind them.
6. If possible, attend the orientation program with them when scheduled.
7. Encourage them to take part in the service programs when the schedule is announced.
8. Encourage them to attend both area and district events.
9. If you learn of any problems, issues, illnesses, etc., and the club could offer support and encouragement, please inform the membership, chair.
10. Others (if needed)

7/14/2011