



Kiwanis Club of Corvallis Responsibilities of a New Member's Sponsor/Mentor

Thank you for being a sponsor/mentor to a new member of the Kiwanis Club of Corvallis. Membership is the lifeblood of our club and your efforts during the first few months will help ensure that the new member has a satisfying, rewarding experience as a fully-contributing Kiwanian. The following is a check-list of tasks you should make sure you cover with your new member. If you are uncertain about any of the tasks, please consult the Membership Chairperson, a club officer or a senior member of the club.

- Explain the new member approval process. You will need to give the completed application to the Membership Committee chairperson who will present it at the next board meeting for approval. Once approved, the new member will be inducted at the next Club Day.
- Describe the new member induction process. The Membership Committee chairperson will introduce you and you will introduce your new member to his/her fellow Kiwanians. The new member may say a few words about who they are and what they do. The Membership Committee chairperson will talk a little about Kiwanis then ask you to affix the new member's pin. The Membership Committee chairperson will give the new member a new member name badge and an informational packet.
- Walk the new member through the Kiwanis Club of Corvallis website at <http://www.kiwaniscorvallis.org>.
- Explain the various committees, fund-raising events, service projects and administrative structure of the club. Explain the monthly newsletter, *The Kiwanian*, and where to obtain it. The website can be used as an effective tool to help guide this process.
- Go through the packet with the new member, making sure they declare their committee selection preferences and become familiar with the new member goals.
- Explain where the new member should store their name badge after each meeting.
- Explain what normally goes on during the weekly club meetings and how club meetings differ from other meetings. For example, this should include such things as fines, happy bucks and the birthday auction.
- Accompany the new member on a Kiwanis interclub meeting or division or district event.
- Accompany the new member on a board meeting or committee meeting.
- Help the new member sign up for a service or fund-raising project.
- Join the new member as a greeter for three weekly club meetings. Coordinate this through the Reception/House Committee.