

**THE NATIONAL MEMBER
INVOLVEMENT
MENTOR PROGRAM**

**PREPARED BY
MEMCOM / INVOLVEMENT**

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OBJECTIVES OF THE MENTOR PROGRAM

TO ASSIST:

- **Squadrons in the establishment of a Mentor Program**
- **In the Training of Mentors**
- **The Mentor in the process of welcoming and involving new, transferring and reinstating members**

Increase Member Retention through New Member Involvement



WHAT IS A SUCCESSFUL MENTOR PROGRAM

A successful Mentor Program enhances Squadrons Member Involvement and therefore Retention.

It guides new members, transferring members or reinstating members from their first day of membership to their first anniversary as a Squadron member.

It helps new members develop an enthusiasm for Squadron programs, fosters leadership skills and as the program grows, it generates Squadron growth.

WHAT ARE THE QUALITIES OF GOOD SQUADRON MENTORS

Mentors Should Be:

Friendly, enthusiastic and supportive

Well-established members of their Squadron

Knowledgeable of Squadron organization and procedures

Knowledgeable of Squadron educational, social and civic programs

Knowledgeable in methods of involving members in Squadron activities

Friendly with many members of their Squadron



HOW TO ESTABLISH A SQUADRON MENTOR PROGRAM

Advertise in your newsletter and at Squadron events the establishment of your Mentor Program and ask for Mentor volunteers.

Call members that you think would be good Mentors.

Look for members of all ages that are male and female, with and without children, from varied socioeconomic backgrounds and who have different work and spare time interests.

Select a Chair for your Mentor Program who will work with your Involvement Chair and report to him as well as your Squadron Administrative Officer. Make sure this person is organized, enthusiastic and willing to accept the responsibility. Encourage him to develop a small committee to help him (the committee members could also serve as Mentors).

Plan a Mentor Training Session using this Manual as a guide. Ask your Commander and your Bridge to attend this session; they should show support for the program.

HOW TO PUT YOUR MENTOR PROGRAM IN PLACE

At the Public Boating Class Test Night, assign temporary Mentors from your group of Interviewers who will assist the new members in filling out their applications and their Member Interest Surveys. The temporary Mentors will also give the new members a packet containing Squadron Newsletters, a Calendar of Events, a Roster, an Organizational Chart and a Squadron History. They will give the new members information about your Squadron educational programs and events and tell them that they will soon hear from another Squadron member (their Mentor) concerning additional membership information.

Temporary Mentors will give the Member Interest Surveys to the Mentor Committee Chair.

The Mentor Committee Chair will:

Analyze the background and interests of the new members and assign them to Mentors.

Analyze the squadron interests of the new members and send this information to appropriate committee chairs and Bridge members. This information will also be shared with the permanent Mentor.

THE MENTORING PROCESS

Contact new members, transferring members and reinstating members immediately by telephone with a “Welcome to the Squadron” followed by a general “getting to know you” conversation. Through this conversation, try to learn as much as you can about the new members.

Invite them to the next Squadron event. If the response is positive, ask if their spouses or other members of their families plan to attend. Offer to meet them at the door, pick them up etc. Continue this process for every event for (1) year. If the response is not positive to your first phone call, plan to call them about the next event.

Once at an event, sit with the members you are mentoring and introduce them to as many members as possible. Try to really make them feel at home! Continue this process for every event for (1) year.

Speak with them about their educational interests and encourage them to register for an in house class.

Learn about their other interests and try to place them on a committee that they will enjoy and where they will meet and get to know other members.

Continue this process for one year until members are well established both educationally and socially in your Squadron.

Mentors should monitor the new members progress after (6) months and after (12) months using the Mentor Checklist. Send these reports to the Mentor Chairman and the Involvement Chair.



EVALUATE YOUR MENTOR PROGRAM

This evaluation should take place after (6) months and after (12) months.

How many new, transferring and reinstating members have completed or are taking a class?

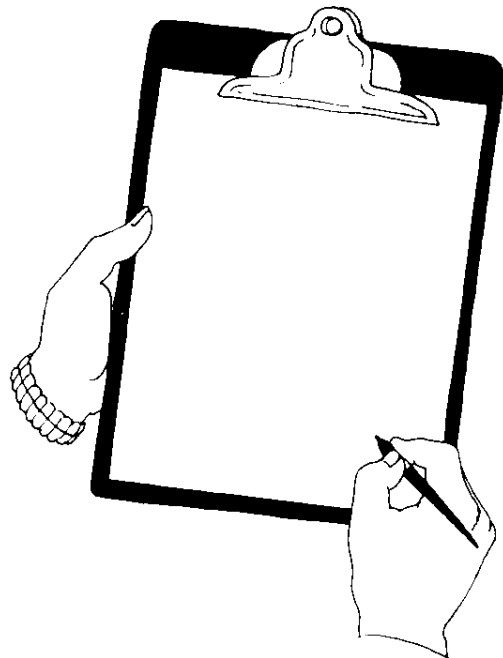
How many new, transferring and reinstating members have become interested in and/or active in committee work?

How many have become interested in and/or active in the civic work of your squadron?

Are your Mentors enjoying their responsibilities? Are they willing to Mentor again?

Ask your Mentors to evaluate their programs. What do they feel worked well and what would they change or add?

Ask your new members to evaluate the Mentor Program. What were the strengths of the program? What do they feel should be changed or added?



USPS MEMBER INTEREST SURVEY

Squadron _____ District _____ Date _____
Name _____ Age _____
Spouse _____ Children _____
Address _____
Phone H) _____ B) _____ E mail _____
Occupation _____
Hobbies _____
Boat Name _____ Make/Type/Length _____
Boating experience/years _____ Favorite Areas _____

Check desired areas for further learning and participation

" Be able and willing to contribute time, energy, and skills to the objectives of USPS"

Fraternal Activities

Educational Opportunities

O Meet New Boaters

O Seamanship

O Cruise Plan

O Raft-ups / Picnics

O Piloting

O Engine Maintenance

Cruises

Advanced Piloting

Marine Electronics

Fishing

Junior Navigation

Sail

Sailing Races

Navigation

Weather

Predicted Log Races

Instructor Development

Navigational Contests

Family / Youth Activities

Operations Training

Dinners

Leadership Development

Programs

18 Supplemental Learning Guides

Sq Mtgs

D Mtgs

Nat Mtgs

Civic Service Work

Member Benefits

Public Boating Class -
Proctor / Assist / Teach

Newsletters Sq D Nat

Skipper Saver

Insurance

Safety for Youth

Credit Card

Sq Social Activities

Member Discounts

Sq Business Activities

Income Tax

Boat Show Booth

Other

Adopt-An-Environment

Cooperative Charting

Vessel Safety Check

Safe Boating Week Activities

Comments: _____

Mentor _____
Address _____

Phone _____

USPS NEW MEMBER ORIENTATION PROGRAM MENTOR CHECKLIST

Mentor name _____ **Date** _____
Squadron _____ District _____

New Member Name _____ Certificate # _____
Date of Membership _____ Spouse (Active or Family) _____
Children _____
Address _____ Phone _____
E-mail _____

Welcome After Recruitment

(Check items as completed. Circle items in parentheses as completed)

- Interview / Member Interest Survey completed Date _____
- Squadron Informational Package
(Circle any USPS information issued: Calendar, roster, newsletter, squadron history, bylaws, other _____.)
- Areas of interest found for involvement _____
- Bridge members notified of interest (*Circle*: Cdr, ExO, AO, SEO, Sec, Trea)
- Committees notified of interest _____
(Circle Communication Committees notified of new member data: Newsletter, roster, phone)

Orientation

(Complete the items in the Welcome Section if not previously done.)

- Welcome letters from _____
- First function attended _____ Date _____
- Orientation (Circle completed tasks: Brief OT or Squadron history, Pledge, Name tag presented)
- Get biography for newsletter
- Areas of desired involvement (Circle: Fraternity, Civic Service, Education)
- Find and offer several involvement opportunities such as greeter, proctor, assistant, etc.
- Assigned to _____
(Circle job explanations given: What needs to be done, why, when, who, how)

Comments and Recommendations

Tracking Progress

(Track for 6 to 12 months ending with the current merit mark year.)

(Use the Member Interest Survey to find areas of interest.)

Topics discussed / Comments / Recommendations

(List each contact date and method of communication (phone, e mail, letter, in person))

(Check each area as completed and note date.)

Fraternal Activities

Educational Opportunities

- | | | |
|---|--|---|
| Attended | <input type="checkbox"/> Seamanship | <input type="checkbox"/> Cruise Plan |
| <u><input type="checkbox"/> Raft-ups / Picnics</u> | <u><input type="checkbox"/> Piloting</u> | <u><input type="checkbox"/> Engine Maintenance</u> |
| <input type="checkbox"/> Cruises | <input type="checkbox"/> Advanced Piloting | <input type="checkbox"/> Marine Electronics |
| <input type="checkbox"/> Fishing | <input type="checkbox"/> Junior Navigation | <input type="checkbox"/> Sail |
| <input type="checkbox"/> Sailing Races | <input type="checkbox"/> Navigation | <input type="checkbox"/> Weather |
| <input type="checkbox"/> Predicted Log Races | | <input type="checkbox"/> Instructor Development |
| <input type="checkbox"/> Navigational Contests | | |
| <input type="checkbox"/> Family / Youth Activities | <input type="checkbox"/> Operations Training | |
| <input type="checkbox"/> Dinners | <input type="checkbox"/> Leadership Development | |
| <input type="checkbox"/> Programs | <input type="checkbox"/> 18 Supplemental Learning Guides | |
| <input type="checkbox"/> Sq Mtgs | <input type="checkbox"/> D Mtgs | <input type="checkbox"/> Nat Mtgs |

Civic Service Work

Member Benefits Used

- | | |
|---|---|
| <input type="checkbox"/> Public Boating Class -
Proctor / Assist / Teach | <input type="checkbox"/> Insurance |
| <input type="checkbox"/> Skipper Saver | <input type="checkbox"/> Credit Card |
| <input type="checkbox"/> Safety for Youth | <input type="checkbox"/> Member Discounts |
| <input type="checkbox"/> Sq Social Activities | <input type="checkbox"/> Income Tax |
| <input type="checkbox"/> Sq Business Activities | <input type="checkbox"/> Other |
| <input type="checkbox"/> Boat Show Booth | |
| <input type="checkbox"/> Adopt-An-Environment | |
| <input type="checkbox"/> Cooperative Charting | |
| <input type="checkbox"/> Vessel Safety Check | |
| <input type="checkbox"/> Safe Boating Week Activities | |

Other: _____

Member Interest Survey and Mentor Checklist submitted to Membership Com on: _____