



Lions Clubs International



# THE LIONS MENTORING PROGRAM



Basic Mentoring Guide

# TABLE OF CONTENTS

**Introduction**

- To the Mentee 3
- To the Mentor 4

**The Lions Mentoring Program**

- Basic Mentoring Program 5
- Advanced Mentoring Program 5

**About Mentoring**

- Successful Mentoring 7
- Basic Mentee 8
- Basic Mentor 9

**The Lions Basic Mentoring**

- Level One -  
The Responsibility  
of Being a Lion 10
- Level Two - Relationship  
Resources 11
- Recognition of Completion 12

**Frequently Asked Questions** 13

**Level One Planning Form** 15

**Level Two Planning Form** 17

**Basic Mentoring Program  
Achievement Form** 19



# INTRODUCTION

## To the Mentee:

Thank you for your decision to become a Lion and your participation in the Lions Basic Mentoring Program. Your goal is to become the best Lion you can be by learning about your responsibilities and building relationships within your club. This guide will help you and your mentor set goals, plan activities and mark your progress as you embark on a lifetime of service to your community.

Your mentor may be the Lion who sponsored your membership or another experienced Lion appointed by your club. Please work with him or her and have an open mind and open heart. If you do, you will find it a worthwhile investment in your ability to serve.

## Getting Started

The Basic Mentoring Program begins with a new Lion who has a desire to learn, is willing to set goals and has a hunger to master new challenges. Follow these simple steps to begin your journey:

1. Tell your sponsor or club president that you are interested in the Basic Mentoring Program and wish to be paired with a suitable mentor. You, your sponsor and club president will work together to designate an experienced Lion.
2. Schedule a face-to-face meeting with your mentor in which you both can voice your expectations for the program. You should also decide how often you will meet in person and how often you will communicate by telephone and email. Successful mentoring doesn't just happen; it requires time and attention from both partners. It is essential to put meetings, conversations and e-mails on a regular schedule and stick to them. It is also a good idea for mentors and mentees to communicate informally between meetings.
3. Review the Lions Basic Mentoring Program section of this guide with your mentor so you both understand the program. You should both have a copy of this guide.
4. Using the planning form at the back of this guide, work with your mentor to set goals and create a plan for meeting each of them. It is important to put your plan in writing so that both you and your mentor will be clear about the steps you will take and be able to track your progress together.

## To the Mentor

Thank you for your willingness to help a new Lion begin his or her career of service. It is well known that as Lions, “We Serve”, but it is not always remembered that we can serve our communities by helping our fellow Lions. By doing so, you are assuring that your club continues to have quality members well prepared to take the lead in meeting the pressing needs of your community.

The Lions Basic Mentoring Program is designed to give structure and coherence to that process. This guide is to be used by both you and your mentee and will familiarize you with all aspects of the program, make sure you each have your own copy. It will also help you set goals, plan activities and mark the progress of your mentee.

# THE LIONS MENTORING PROGRAM

The objective of the Lions Mentoring Program is to help every member achieve the goal of better serving his or her community. It does so through a program of personal development that helps members realize the potential that their unique skills and knowledge offer. The Mentoring Program prepares them for leadership in clubs, in the association and in their personal lives as well. For Lions Clubs International, this means more hands and better service for the people who need it most.

The Lions Mentoring Program is completed in two parts, basic and advanced.

## Basic Mentoring Program

The Basic Mentoring Program is completed in two levels:

### 1. Level One: The Responsibility of Being a Lion

The first level of the Basic Mentoring Program is devoted to developing an understanding of who Lions are, our vision of humanitarian service, the traditions, the organizational structure and the responsibility of being a Lions club member. It should be a goal of every club that all new Lions complete the Level One in their first three months of membership.

### 2. Level Two: Relationships

The second level of the Basic Mentoring Program is for developing relationships and organizational skills in preparation for leadership at the club level. Level Two should ideally be completed before the first anniversary of becoming a Lion.

If you have already completed the requirements of the Basic Mentoring Program, fill out the achievement forms at the end of this guide and proceed with the Advanced Mentoring Program.

## Advanced Mentoring Program

The Lions Advanced Mentoring Program involves the mentee actively serving in Lions leadership roles. Mentees focus on achieving results and developing more Lion leaders. The Advanced Mentoring Program should be completed by all Lions who hope to serve as leaders at the district level or above. The Advanced Mentoring Program is completed in two levels:

### 1. Level One: Results

This level helps mentees develop leadership and managerial skills. The mentee will have an excellent understanding of what, how and why to successfully conduct a service activity. Completion of this level provides a stepping-stone for accepting a leadership role within the club.

## **2. Level Two: Replication**

This level concentrates on the mentee's role in developing others for leadership in the association and for humanitarian service. It ensures long-range growth and can serve as a basis for leadership within the district structure. This phase can be augmented with additional training at district level and at area forums.

More information about the Advanced Mentoring Program can be found in the Advanced Mentoring Guide (MTR-12).

# ABOUT MENTORING

A mentor is an experienced individual who helps and guides the development of another individual, usually called a mentee. It is common for people in many professions and organizations to seek out a mentor to help advance their knowledge. More than just a teacher, a mentor is often a trusted adviser and role model.

In a Lions club, mentors help mentees gain the basic knowledge and experience they need to serve effectively as Lions, as well as more advanced knowledge and experience they need to become Lion leaders. One of the most valuable assets you can have as a Lion is a good mentor.

## Successful Mentoring

It would be surprising if mentoring is not already taking place on an informal basis within Lions clubs. Members with common goals or interests are likely to make contacts and form friendships that allow for an exchange of information and support. The Lions Mentoring Program formalizes this process, outlines and illuminates the steps of successful mentoring, offers ideas and ways to build on these already significant relationships and rewards participants. The results will be seen in stronger relationships and in stronger clubs.

The knowledge, goals and specific activities are but one part of a successful mentoring program. The other, perhaps equally important component is the relationship between the mentor and mentee. Lions clubs around the world include members with diverse personalities and backgrounds. This ensures that every mentoring partnership will be unique and have its own characteristic style. The most important elements of success will be the dedication and enthusiasm of the mentee and mentor, but the characteristics below are also essential:

- **Mutual Respect:** In the mentoring relationship, each partner has something to respect in the other. Mentors have knowledge and wisdom based on years of experience. Mentees possess enthusiasm, are dedicated to learning and have a sincere desire to serve as effectively as possible. Both partners must recognize the strengths of the other and should celebrate their successes and a mutual achievements.
- **Trust:** Trust is essential in almost any successful human relationship. The ways to build trust are through open and honest communication, reliability, consistency and through each partner's loyalty to the other and to the organization.

- **Relationship Building:** All relationships require work, but mentoring should be an especially active journey of growth for both partners. This makes it important for mentors and mentees to communicate clearly and frequently and address any problems without delay. All decisions should be thoughtfully discussed and arrived at together.
- **Being Realistic:** Mentees must be realistic in their expectations about how much time and energy their mentor can devote to the partnership. Mentees must also be realistic in their estimates of how much time and energy of their own they will be able to contribute. Mentors should give honest and constructive feedback about this assessment. In doing so, mentors and mentees will establish clear expectations and boundaries for the relationship.

## Basic Mentor

Basic mentors must be experienced and respected Lions who are able and willing to guide new Lions. The new member's sponsor may serve as a mentor, or the club president can designate a mentor after consulting with the sponsor and mentee.

Mentors strengthen the health of their clubs for years to come, thereby ensuring that their community will continue to have the help and service that only a Lions club can provide. In addition to assuring that the pressing needs of the community will be met, mentors also gain:

- **Satisfaction:** Most mentors are proud of helping a new Lion achieve high standards.
- **Skills:** Coaching and challenging mentees help sharpen mentors own leadership and interpersonal skills.
- **Recognition:** In addition to earning a certificate for their efforts, mentor Lions are respected throughout the association.
- **Information:** Mentees can offer new ideas and fresh insights about Lions clubs.
- **Legacy:** Mentors reproduce their own success by passing their knowledge and experience to the next generation of Lion leaders.



## Basic Mentee

Every Lion who wishes to increase his or her ability to serve can be a basic mentee. Just as every Lion will take away something different, all mentees bring their unique assets to the program. To benefit fully from the Basic Mentoring Program, the mentee should strive to:

- Have a strong desire to be part of the program.
- Understand and be able to communicate goals and objectives with a mentor.
- Take responsibility for meeting goals.
- Be willing to accept both positive feedback and constructive criticism and be able to make adjustments when needed.
- Be open to trying new things and taking chances.
- Periodically review and assess his or her progress and make adjustments where needed.

The highest ambition any Lion can have is to effectively serve the community and the world. The Basic Mentoring Program will help every new club member become the best Lion he or she can be in the shortest time possible. It assures that Lions will quickly acquire the tools and experience needed to help lead their clubs grow to new heights of service.

Personal benefits of participating may include:

- **Motivation:** Mentees are aware that the organization is invested in their success.
- **Skills:** Mentees acquire knowledge and develop skills that are applicable within and outside their Lions clubs.
- **Advancement:** Successful mentees are better prepared to take on leadership responsibilities sooner.
- **Networks:** Mentees cultivate valuable contacts within and outside their Lions clubs.
- **Feedback:** Mentees receive both constructive criticism and positive reinforcement.

# THE LIONS BASIC MENTORSHIP PROGRAM

## Level One – The Responsibility of Being A Lion

Traditional orientation is the first part of the Basic Mentoring Program and should be completed within the first three months of a new Lion's membership. Because of this, the Lions New Member Orientation Program closely follows the goals and activities required for completion of the Basic Mentoring Program, Level One. The Lions New Member Orientation Guide (ME-13a) should be used in conjunction with the Basic Mentoring Program Guide to ensure the new member successfully completes both programs.

If you are conducting Lions New Member Orientation in conjunction with the Basic Mentoring Program, the mentor Lion may also conduct orientation, or a different orientation trainer could be assigned. The orientation trainer should use the New Member Orientation Training Guide (ME-13). A checklist of items to cover during Level One, which also qualifies the new member for completion of the Lions New Member Orientation, is provided at the end of this guide.

During orientation, the mentee learns his or her responsibilities to the club and community by mastering a specific knowledge-set. This includes Lions history, their vision of humanitarian service, traditions of Lions Clubs International and the organizational structure in which Lions function. Specifically, mentees should obtain:

### **General Knowledge**

- Who Lions are

### **Knowledge of Your Club**

- History
- Organizational structure
- Traditions
- Elections
- Awards
- Service and fund raising activities
- Membership
- Meetings
- Dues
- Budgets
- Communications

### **Knowledge of the District and Multiple District**

- Organizational structure
- Convention
- Communications

### **Knowledge of Lions Clubs International**

- History
- Origin of the name “Lions”
- Logo
- Organizational structure
- International Constitution and By-Laws
- International Convention
- International Headquarters
- Lions Clubs International Foundation (LCIF)
- Leadership
- Service activities
- Membership development
- Communications

## **Level Two - Relationships**

In Level Two, mentees move on to a series of activities aimed at helping members learn from each other, reach individual goals, grow in leadership skills and build stronger relationships that will lead to more vibrant clubs.

These activities, which should ideally be completed within a new Lions first six months of membership are:

- Attend a club board meeting.
- Be involved in club service or fund raising activity.
- Invite a nonmember to a meeting or club event.
- Visit one other club.
- Attend a zone, region, sub-district, multiple district meeting or international convention and report back to the club.

## Resources

The following resources, available from Lions Clubs International, are suggested for successful completion of the Basic Lions Mentoring Program:

- New Member Welcome Book (NM-9)
- New Member Orientation Training Guide (ME-13)
- New Member Orientation Guide (ME-13a)
- New Member Orientation PowerPoint (Me-13b)
- Online Leadership Resource Center

## Recognition of Completion

Upon completion of the Basic Mentoring Program, both the mentee and mentor are recognized for their achievements. The mentee, mentor, club secretary and club president must jointly certify that all requirements have been met by submitting the achievement form at the back of this publication to Lions Clubs International. This qualifies the mentee and mentor to receive a certificate of achievement.



# FREQUENTLY ASKED QUESTIONS

**1. *What is the purpose of the Lions Mentoring Program?***

*The purpose of the Lions Mentoring Program is to help every Lions club member worldwide achieve the goal of better serving his or her community. The goal of mentoring should be to prepare and provide quality Lions for participation at the club level and beyond.*

**2. *Who is a mentor?***

*A mentor is an experienced Lion who helps another club member develop his or her knowledge and competence by completing specific tasks. The goal of a mentor is to develop a newer Lions club member into a quality, effective Lion.*

**3. *Who is a mentee?***

*A mentee is any member who wishes to enter into a partnership with a more experienced Lion for training and guidance to increase his or her ability to serve as a Lion. Under the guidance and instruction of a mentor, the mentee advances in skills and confidence and is committed to taking action in response to what is learned.*

**4. *What is expected from a mentor?***

*Mentors provide some or all of the following: encouragement, support, honest opinions, candid information and advice, guidance, suggestions, assistance in making good choices, information on opportunities available, help in defining and reaching goals, help in developing a network, idea stimulation and insight into becoming a Lion leader.*

**5. *What is expected from a mentees?***

*Mentees must demonstrate a desire to learn, steady effort to gain skills, knowledge and abilities, flexibility, open-mindedness, focus on goals, open communication, responsibility for their own development, ability to receive feedback, the patience to look at situations from other perspectives and a willingness to try new things.*

**6. *Who appoints the mentor?***

*A mentor is appointed by the club president after consulting with the sponsor and mentee.*

**7. *Must a mentor be a member of the mentee's Lions club?***

*It is preferable for the mentor and the mentee to be members of the same Lions club. Members of the same club will be best able to observe and measure a mentee's progress and to help build self assurance while maintaining the mentee's interest and enthusiasm.*

**8. How is a sponsor different from a mentor?**

*A sponsor attests that a Lions club candidate is morally, socially and financially responsible and that he or she believes that the new Lion will become an active member and will support the Lions' Objects and Ethics while also pledging personal interest in this Lion's development.*

*Mentors actively help grow the members and are experienced and dedicated Lions who have served in various capacities in the club and association. Mentors must be willing and capable of developing another member's competence and commitment by providing direction, coaching and support to prepare that member for various roles at the club level and beyond. The mentor is responsible for a mentee's development beyond that provided by the sponsor.*

*Lions should be actively recruiting quality members, however, not every Lion may have the experience or time to mentor every new member he or she sponsors.*

**9. Can there be more than one mentor in a club?**

*Yes, as long as each meets the requirements of being a mentor, a Lions club may appoint as many mentors as are needed.*

**10. Can a Lion be a mentor and a mentee at the same time?**

*Yes. Lions who are mentees in the Advanced Mentoring Program may serve as mentors in the Basic Mentoring Program.*

**11. How is progress reported?**

*Mentors and mentees track their progress at frequent meetings throughout the program. At the completion of the Basic Mentoring Program, the mentor, mentee, club secretary and club president jointly submit an achievement form to Lions Clubs International.*

**12. If a problem develops during the program, who should be contacted?**

*The problem should be discussed with a club officer.*

**13. Is there recognition for successful completion of the Lions Mentoring Program?**

*Yes. Successful mentees and mentors receive a certificate of achievement for completing the Basic Mentoring Program and a lapel pin for completing the Advanced Mentoring Program.*



# Lions Clubs International

## BASIC MENTORING PROGRAM

### LEVEL ONE: THE RESPONSIBILITY OF BEING A LION PLANNING FORM

Mentee Lion \_\_\_\_\_

Mentoring Lion \_\_\_\_\_

Consistent, clear, frequent communication is critical to an effective mentoring partnership. To ensure success, the mentor and mentee will communicate according to the following plan (include method of communication, frequency and schedule, place, etc.):

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Goals to be achieved in Level One:

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Steps to take to achieve stated goals:

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Resources required to achieve the stated goals::

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Basic Mentoring Program  
**Planning Form (continued)**

Mentor's suggestions and recommendations for goals:

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Steps the mentee will take before the next meeting with the mentor:

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Progress will be measured by:

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Our next meeting is scheduled for:

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Date Discussed: \_\_\_\_\_





# Lions Clubs International

## BASIC MENTORING PROGRAM

### LEVEL TWO: RELATIONSHIPS PLANNING FORM

Mentee Lion \_\_\_\_\_

Mentoring Lion \_\_\_\_\_

Consistent, clear, frequent communication is critical to an effective mentoring partnership. To ensure success, the mentor and mentee will communicate according to the following plan (include method of communication, frequency and schedule, place, etc.):

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Goals to be achieved in Level Two:

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Steps to take to achieve stated goals:

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Resources required to achieve the stated goals:

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Basic Mentoring Program  
**Planning Form (continued)**

Mentor's suggestions and recommendations for goals:

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Steps the mentee will take before the next meeting with the mentor:

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Progress will be measured by:

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Our next meeting is scheduled for:

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Date Discussed: \_\_\_\_\_



# Lions Clubs International

## BASIC MENTORING PROGRAM

# PROGRAM ACHIEVEMENT FORM

*\*Complete this form to receive certificates of achievement, which will be sent to the club secretary unless otherwise requested.*

Mentee: \_\_\_\_\_

Club Name: \_\_\_\_\_ Club Number: \_\_\_\_\_ District: \_\_\_\_\_

Join Date: \_\_\_\_\_ Basic Mentoring Completion Date: \_\_\_\_\_

Mentor: \_\_\_\_\_

Club Name: \_\_\_\_\_ Club Number: \_\_\_\_\_ District: \_\_\_\_\_

The following goals for Level One of the Basic Mentoring Program have been successfully attained by the mentee Lion with the guidance of the mentoring Lion:

### General Knowledge

Who Lions are

### Knowledge of your Club

- History
- Organizational structure
- Traditions
- Elections
- Awards
- Service and fund raising activities
- Membership
- Meetings
- Dues
- Budgets
- Communications

### Knowledge of the District and Multiple District

- Organizational structure
- Convention
- Communications

### Knowledge of Lions Clubs International

- Who Lions are
- History
- Origin of the name "Lions"
- Logo
- Organizational structure
- International Constitution and By-Laws
- International Convention
- International Headquarters
- Lions Clubs International Foundation
- Leadership
- Service activities
- Membership development
- Communications

The following goals of **Level Two** of the Basic Mentoring Program have been successfully completed by the mentee Lion with the guidance of the mentoring Lion:

- Attended a club board meeting
- Participated in a club service or fund-raising activity
- Invite a non member to a meeting or club event
- Made a visit to another club
- Attended a zone, region, district, multiple district or international convention and reported back to the club

We certify that the activities listed above have been completed. Signatures:

Mentee Lion \_\_\_\_\_ Club President \_\_\_\_\_

Mentoring Lion \_\_\_\_\_ Club Secretary \_\_\_\_\_

**Upon completion, please submit this form to LCI to receive certificates of achievement:**

MEMBERSHIP OPERATIONS DEPARTMENT  
 300 W 22ND ST | OAK BROOK IL 60523-8842 | PHONE 630-468-6734  
 Email: [membersops@lionsclubs.org](mailto:membersops@lionsclubs.org)





## **Lions Clubs International**

Membership Operations Department  
Lions Clubs International  
300 W 22ND ST  
Oak Brook IL 60523-8842 USA  
[www.lionsclubs.org](http://www.lionsclubs.org)  
Email: [memberops@lionsclubs.org](mailto:memberops@lionsclubs.org)  
Phone: 630.468.6734