



A global volunteer organization that improves the lives of women and girls through programs leading to social and economic empowerment.

SOROPTIMIST INTERNATIONAL OF THE AMERICAS, INC.®

## Soroptimist Club Mentor Guide

Thank you for all you have done to contribute to the creation of a new Soroptimist club! Once the charter celebration is over, a new club will continue to need guidance as they become fully welcomed into the region and our organization.

The charter team is uniquely positioned to take on the role of mentor. We appreciate all of the wisdom that you and your team will continue to offer as we welcome each and every new club into the fold so they become long-standing clubs who celebrate many future anniversaries!

Your main responsibility as a mentor to a new club is to ensure the new club is providing the benefits and experience that Soroptimist members value, in alignment with our organization's strategic plan. That means guiding them towards mission-based work with our global Dream Programs, encouraging connections with Soroptimists all across our organization, and making sure they know how to access all of the support available from SIA headquarters.

Please see the guide below and use these tips as an overview of possible ways you and your team may provide this essential outreach to a newly chartered club at different points during their first Soroptimist year.

### Priority Items – in the first 2-3 months after chartering:

- Make sure the club officers have accessed the [club administration webpage](#) for all of the operational resources they need.
- Review the importance of [club liability insurance](#) with the officers. If not in US, one of the US territories or Canada, discuss how to procure.
- Provide advice and best practices about fundraising locally as the club plans its budget.
- Ensure the club has secured a checking account with two signatories.
- Advise the club as they plan for participation in [SIA's global Dream Programs](#), in particular remind them of the \$1,000 funding that SIA provides for their first Live Your Dream Award recipient and setting up a Dream It, Be It committee to explore possible hands-on service projects.

### July/August

- Ensure the club has identified their board and committee members for the new club year.

- Provide the club officers with SIA's sample president and treasurer planning calendars from the [club administration webpage](#), and remind them to check this webpage frequently for important information they may need throughout the year.
- Highlight the [Club Roadmap for Success](#) so the club understands their role in achieving the goals of our organization's Strategic Plan.

### September

- Point the club to the [Club Calendar of Events](#) that notes important dates and reminders throughout the year.
- Invite club members to a nearby club's fall fundraiser or event.
- Share your club's best practices for recruiting local Soroptimist [Live Your Dream Award](#)® applicants – and remind the club to begin distributing applications in their community right away so they have a great pool to choose from in November!
- Assist the club in planning for fall meetings – remind them of dates, who should attend, and make sure they know the region wants to see them there! Involvement at the region level provides a deeper level of community and engagement with the Soroptimist mission.

### October

- Tell the club about Founders Day on October 3, and share some Soroptimist history with our new members! This is a great opportunity to discuss the significance of Founders Pennies or collect them if the club hasn't already.
- Perhaps the club is planning a big event for the fall or winter. If the club is located in the United States or one of its territories, or Canada, do they know everything they need to about club liability insurance? Direct them to the [insurance information](#) on SIA's website and offer to review it with them so they're fully prepared before the big day.
- Provide advice on best practices for fundraising at the club level, as the club plans their projects for the year. Offer support from the sponsor team or members of your club such as donating raffle items for the club's first fundraiser.

### November/December

- Continue to offer advice related to our Soroptimist Live Your Dream Award Program® – the club should receive all applications by November 15, and have a plan for judging and distributing their award. Direct them to [headquarters](#) if they are having trouble recruiting local applicants, and for details about the \$1,000 funding that SIA provides for their first award recipient.
- Maybe it's time for a club assessment so the charter members can discuss what is or isn't working in their new club so far. Check in with the president, and direct her to the assessment tools – which can be found on the SIA website's [retention page](#).

### January/February

- Remind the club to submit their Live Your Dream Award recipient's name to the appropriate chair by February 1 to the district or February 15 to the region – make sure they have the [contact information](#) they need.
- As they plan their Live Your Dream Award presentation event, remind the club that this is a great opportunity to recruit new members so their club can continue to grow. They can invite prospective members to attend the award presentation and see firsthand the impact of Soroptimist programs.

### March/April

- In a convention year, remind the club treasurer to submit the SIA Convention Fee by March 15. Take some time to explain the importance of SIA's biennial convention, share the call to convention, and encourage the club to send a delegate so that their club can experience the full benefit of federation-level participation, community, and education.
- Likewise, encourage the club to send delegates and attendees to the region conference. A great way to support their attendance is by connecting them with other nearby clubs who may be able to provide transportation.

### May/June

- Provide advice as needed for [leadership succession](#) – does the club have a plan for electing new officers? Do they need to re-evaluate their board structure to ensure everyone is fully supported in their roles? Share the position descriptions from the [Club Administration page](#) to help lay out key responsibilities within the club.
- As they close out their first club year, the club leaders may find it useful to invite feedback from members using surveys such as the [Sample New Member Survey](#) and [Sample Resigning Member Questionnaire](#).
- Remind the club of deadlines for submitting federation and region dues, and assist them as needed with accessing their roster and [paying federation dues online](#).
- As the club plans for a new year, perhaps they're ready to begin planning for a Soroptimist [Dream It, Be It®](#) project. Connect them with nearby clubs who are also participating in this program!