



Lions Clubs International



# THE LIONS MENTORING PROGRAM

Basic Mentoring Guide

*“At the end of the day, it’s not what I learned but what I taught, not what I got but what I gave, not what I did but what I helped another achieve that will make a difference in someone’s life... and in mine.”*

Sid L. Scruggs, III



*“All of the certificates of recognition we receive in life will fade. The monuments we build will crumble. The trophies will corrode. But what we do for others will make a lasting impact on our world. True success comes only when every generation continues to develop the next generation, teaching them the value and the method of developing the next group of leaders.”*

John C. Maxwell  
*Developing The Leader Within You*



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*A special thank you goes out to Sid L. Scruggs III, International President, whose interest, leadership and perseverance gave rise to the Lions Mentoring Program. In this process, he has mentored many to achieve his vision.*

# INTRODUCTION

## To the Mentor:

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

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

Thank you again for this generous service to your club and Lions Clubs International.

## 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 booklet 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. If you decide to move on to the Advanced Lions Mentoring Program you may find yourself in a position of greater responsibility, helping Lions in your area serve their communities and the world.

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

# ABOUT MENTORING

## What is a Mentor?

The word “mentor“ comes from the Greek epic poem, the Odyssey, in which Odysseus, a king, appoints a wise man named Mentor to teach his son all he needs to know to become a worthy successor. Today it is common for people in many professions and organizations to seek out a mentor to help advance their knowledge and careers. More than just a teacher, this mentor is often a trusted adviser and role model.

In Lions Clubs International 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.

## Why Seek Out a Mentor?

The highest ambition any Lion can have is to effectively serve the community and the world. The Lions 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 to new heights of service.

Those Lions who aspire to become leaders at higher levels of the organization need to develop the special skills required to successfully organize and inspire their fellow Lions. The Mentoring Program also helps them achieve this goal in the shortest amount of time.

Every Lion mentee is unique and will take something different from the program, but the personal benefits of participating may include:

- **Higher Motivation** - mentees are aware that the organization is invested in their success
- **New Knowledge and Skills** - mentees acquire knowledge and develop skills that are applicable within and outside their Lions clubs
- **Quicker Advancement** - successful mentees receive more leadership opportunities and receive them sooner
- **Bigger networks** - mentees cultivate valuable contacts within and outside their Lions clubs
- **Feedback** - mentors provide both constructive criticism and positive reinforcement

## Who is a Mentee?

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

- 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

## Why be a Mentor?

By being a mentor you are helping to ensure the health of your club for years to come, thereby ensuring that your 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 your community will be met, you also gain:

- **Personal satisfaction** - most mentors are proud of helping a new Lion achieve high standards
- **Sharpened skills** - coaching and challenging mentees help sharpen mentors own leadership and interpersonal skills
- **Recognition** - in addition to earning a certificate and pin for their efforts, mentor Lions are respected throughout the association
- **Information** - mentees can offer new ideas and fresh insights about Lions clubs
- **A legacy** - mentors reproduce their own success by passing their knowledge and experience to the next generation of Lion leaders

## Who is a Mentor?

Not every Lion can be a mentor. Mentors must be experienced and respected Lions able and willing to guide new Lions. Sponsors may serve as new Lions' mentor but if a sponsor is unable to do so, the club president designates a mentor.

*“The ultimate leader is one who is willing to develop people to the point that they surpass him or her in knowledge and ability”*

Fred A. Manske, Jr. “Secrets of Effective Leadership”

# THE LIONS MENTORING PROGRAM

The objective of the Lions Mentoring Program is simple: to help every member worldwide 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 confidence gained and abilities acquired in the program prepare them for leadership in clubs, in the association and are applicable to the wider world as well.

Experience tells us that quality leaders are a direct product of quality recruitment followed by quality training. Most management trainers agree that the very best leaders, the top 1%, are those individuals that have been mentored and trained to reach their fullest potential. These are the ones who are often referred to as the 5% who will rise to the top in any organization. These are also the ones who have been nurtured, had their individual skills developed and have been given opportunities to perform and succeed.

For a humanitarian service organization like Lions Clubs International, this means more and better service to the people who need it most.

## Basic and Advanced Lions Mentoring Program

The Lion Mentoring Program is done at two levels: Basic and Advanced.

The Basic Mentoring Program is divided into two parts:

**Part One** – Responsibility of Being a Lion. This first level is devoted to developing an understanding of who the Lions are, their 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 Basic Mentoring - Part One in their first three months of membership.

Part Two - Relationships. The requirements at this mentoring phase are to develop relationships and organizational skills in preparation for leadership at the club level. The complete Basic Mentoring Program should be completed in the new Lion's first six months of membership

The Lions Advanced Mentoring Program involves actually serving in leadership roles. Mentees now focus on achieving results, and on developing still more Lion leaders. As a stepping stone to the Lions Senior Leadership Institutes, Advanced level mentoring should be completed by all Lions who hope to serve as leaders at the district level or above.

This guide is intended to be used by mentors and mentees in the Basic Mentoring Program. More information about Advanced mentoring can be found in the Advanced Mentoring Program Guide.



# THE LIONS BASIC MENTORSHIP PROGRAM

## Part One - Responsibility of Being A Lion

This level of the Lions Basic Mentoring Program builds upon the existing New Member Orientation process. Indeed, the traditional New Member 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. It may be completed with the help of the sponsor or a mentor appointed by the club president.

In this part of the program 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, the traditions of Lions Clubs International and the organizational structure in which Lions function.

Specifically, mentees should achieve:

### **Comprehensive Knowledge of the Club**

- History of the club
- Organizational structure
- Service and fund raising activities
- Meaning and responsibilities of group membership
- Club leadership

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

- History of Lions in the district, multiple district and country
- Organizational structure
- Size and practices
- District Leadership
- Programs and activities
- District communications

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

- Who Lions are
- History
- Origin of the name "Lions"
- Colors and logo
- Traditions
- Organizational structure
- Leadership
- International Constitution and By-laws

- Objects and Code of Ethics
- International fellowship
- International Headquarters operations
- International convention
- Service and information
- Lions Clubs International Foundation
- Leo Club program
- Lions Clubs International Communications

## Part Two - Relationships

Mentees then 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 be completed within a new Lions first six months of membership are:

- Attend a club board meeting
- Involvement in club service or fund raising activity
- Introduce a prospective new member to the club
- Visit one other club
- Attend a Zone, Region, Sub-district, Multiple
- District meeting or International Convention and report back to the club

## Successful Mentoring: Five Essential Elements

It would be surprising if mentoring is not already taking place on an informal basis within Lions clubs today. 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 each partner, but the five 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. That makes it especially important that mentors and mentees 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.

**Time.** 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 it!* It is also a good idea for mentors and mentees to communicate informally between meetings.

## GETTING STARTED

It's probably easy for you to recall someone who has had a significant impact on your life. A teacher who gave you skills to solve mathematical problems or to write an essay – a coach who corrected your swimming stroke or cheered when you finished a race and inspired your lifelong love of sport. It is this type of relationship that is the essence of mentoring. The term mentoring also encompasses the idea of apprenticeship, strengthened by a relationship between teacher and student which provides a mutually beneficial relationship where the teacher, *mentor*, and the student, *mentee*, can learn, grow and reach their potential together.

The Lions Mentoring Program, therefore, begins with a new Lion who has a desire to learn, is willing to set goals and has a hunger to master new challenges. If you are such a Lion, follow these simple steps to begin your journey:

Tell your sponsor (or club president, if your sponsor is unavailable) that you are interested in the Lions Basic Mentoring Program and wish to be paired with a suitable mentor. You, your sponsor and club leaders will work together to designate an experienced Lion acceptable to all parties.

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 e-mail. It may be helpful to meet as often as once a week at the start. Telephone calls and e-mails may be even more frequent.

Ask your mentor to obtain a copy of this booklet (MTR-11) for his or her own use.

Using the planning forms at the back of this publication, 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 absolutely clear about the steps you will take and be able to track your progress together.

Choose your first goal and take action!



# REPORTING AND RECOGNITION

A job well done brings its own rewards, but it is also nice to be officially recognized for our accomplishments.

Upon completion (within six months of join date) of the Lions Basic Mentoring Program, both 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 Forms at the back of this publication to the Membership Operations Department at International Headquarters. This qualifies the mentee and mentor to receive a certificate of completion (see samples below).



# 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. What is a Mentoring Lion?***

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 Mentoring Lion is to develop a newer Lions club member into a quality, effective Lion.

## ***3. What is a Mentee Lion?***

A Mentee Lion 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 Mentoring Lion, a Mentee Lion advances in skills and confidence and is committed to taking action in response to what is learned.

## ***4. What can Mentees typically expect from their Mentors?***

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 Lion career paths.

## ***5. What can Mentors typically expect from their Mentees?***

Mentees must demonstrate a desire to learn, steady effort to gain skills and 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 Mentoring Lion?***

A Mentoring Lion is appointed by the club president. It may be the mentee's sponsor, but if the sponsor is not available a mentor may designate an experienced and willing member of the club.

## ***7. Must a Mentoring Lion be a member of the Mentee Lion's club?***

It is preferable for the Mentor and the Mentee to be members of the same Lions club. It is mandatory that the Mentor be available to coach, assist and support the mentee. 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. Sponsors also pledge personal interest in this Lion's development. While every Lion should be actively recruiting quality members not every Lion may have the experience or time to mentor every new member he or she sponsors.

A Mentor is an experienced and dedicated Lion who has 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.

Competence is a function of knowledge and skills, which can be gained from education, training and experience. Commitment is a combination of confidence and motivation, which can be developed through proper coaching and support. Realizing that people are instructed by reason, but inspired by *passion*, it is crucial for the Mentoring Lion to demonstrate passion, spirit and enthusiasm as well as knowledge. The Mentoring Lion is responsible for a mentee's development beyond that provided by the sponsor.

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

Yes, as long as each meets the requirements 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 Advanced Mentoring may serve as mentors in the Basic Mentoring Program

**11. *How is progress reported?***

Mentoring partners track the mentees 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 the Membership Operations Department at International Headquarters. This qualifies the mentee and mentor for a certificate of completion.

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

The problem should be discussed with another mentor or the club president, district governor, or, if needed, the Membership Operations Department of Lions Clubs International.

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

Yes. Successful mentees and mentors receive a certificate of completion.

# APPENDIX

## Resources

Many resources are available from Lions Clubs International to help mentors and mentees successfully complete the Basic Lions Mentoring Program. They include:

- *Orientation Guide* (ME-13) - a basic orientation to our association
- *Lions Information* (ME-33) - A wallet-sized version of Lions Clubs International's Objects, Code of Ethics and Mission Statement

These publications are available through the Lions Clubs International Web site ([www.lionsclubs.org](http://www.lionsclubs.org)), which can also answer most questions about Lions programs and activities.

## Contact

Lions Clubs International  
Membership Operations Department  
Lions Clubs International  
300 W 22nd St.  
Oak Brook, IL 60521-8842  
Tel: 630-468-6904  
e-mail: [memberops@lionsclubs.org](mailto:memberops@lionsclubs.org). Subject Line: Lions Mentoring Program

## Suggested Reading

- Chip R. Bell, *Managers as Mentors* (Berrett-Koehler Publishers, Inc., 1998).
- Max DuPree, *Leading Without Power: Finding Hope in Serving Community* (JosseyBass/Pfeiffer, 1999).
- John C. Maxwell, *Developing the Leader Within You* (Thomas Nelson, Inc., 1993).
- Floyd Wickman & Terri Sjodin, *Mentoring* (McGraw Hill, 1997)
- Bob Biehl, *Mentoring* (Broadman & Holman Publishers, 1996)







# Lions Clubs International

## LIONS MENTORING PROGRAM

### RESPONSIBILITY LEVEL PLANNING FORM

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

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

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

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GOALS (See page 9 for goals to be achieved in Basic Mentoring):

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Steps to take to achieve stated goal:

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Mentoring Lion's suggestions/recommendations for goal:

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

Steps Mentee Lion will take before next meeting with Mentoring Lion:

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Resources required to achieve the stated goal:

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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: \_\_\_\_\_

**Please make copies of this form as needed to plan how you will achieve each Basic Mentoring goal.**



# Lions Clubs International

## LIONS MENTORING PROGRAM

### PART ONE-RESPONSIBILITIES OF BEING A LION- THE ACHIEVEMENT FORM

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

Join Date \_\_\_\_\_ Part One Completion Date \_\_\_\_\_

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

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

The following knowledge goals for the Responsibilities level of the Basic Lions Mentoring Program have been successfully attained by the mentee Lion with the guidance of the mentoring Lion within the first three months of membership.

#### Comprehensive Knowledge of the Club

- History of the club
- Organizational structure
- Service and fund-raising activities
- Meaning and responsibilities of membership
- Club leadership
- Club communications

#### Comprehensive Knowledge of the District and Multiple District

- History of Lions in the district, multiple district, country
- Organizational structure
- Size and practices
- District leadership
- Programs and activities
- District communications

#### Comprehensive Knowledge of Lions Clubs International

- Who Lions are
- History
- Origin of name "Lions"
- Colors and logo
- Traditions
- Organizational structure
- Leadership
- International Constitution and By-Laws
- Objects and Code of Ethics
- International fellowship
- International Headquarters operations
- International Convention
- Service and information
- Lions Clubs International Foundation (LCIF)
- Leo Club program
- Lions Clubs International communications

**Upon completion, please submit this form to the club secretary. Also send a copy of this form to Lions Clubs International.**

MEMBERSHIP OPERATIONS DEPARTMENT

300 W 22ND ST | OAK BROOK IL 60523-8842 | PHONE 630-468-6734 | FAX 630-571-1691

e-mail: [membersops@lionsclubs.org](mailto:membersops@lionsclubs.org) | [www.lionsclubs.org](http://www.lionsclubs.org)





**Lions Clubs International**  
**LIONS MENTORING PROGRAM**

RELATIONSHIPS LEVEL  
**PLANNING FORM**

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

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

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

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GOALS (See page 10 for goals to be achieved in Basic Mentoring):

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Steps to take to achieve stated goal:

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Mentoring Lion's suggestions/recommendations for goal:

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

Steps Mentee Lion will take before next meeting with Mentoring Lion:

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Resources required to achieve the stated goal:

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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: \_\_\_\_\_

**Please make copies of this form as needed to plan how you will achieve each Basic Mentoring goal.**



**Lions Clubs International**  
LIONS MENTORING PROGRAM

PART TWO-RELATIONSHIPS-  
THE ACHIEVEMENT FORM

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

Join Date \_\_\_\_\_ Part Two Completion Date \_\_\_\_\_

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

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

The following activities of the Relationship level of the Basic Lions Mentoring Program have been successfully completed by the mentee Lion with the guidance of the mentoring Lion:

- Attend a club board meeting.
- Participate in a club service or fund-raising activity.
- Introduce a new prospective member to the club.
- Make a visit to another club and secure a visitation slip.
- Attend a zone, region, district, multiple district or international convention; report back to the club.

We certify that activities listed above have been completed within six months of the mentee Lion's join date.

Signatures:

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

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

**Upon completion, please submit this form to the club secretary. Also send a copy to Lions Clubs International.**





## **Lions Clubs International**

Membership Operations Department  
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