



# MENTOR'S HANDBOOK

## STEVENS POINT ELKS LODGE #641

## MENTORING PROGRAM:

The Stevens Point Elks Lodge has an established mentoring program for new members. You have volunteered or have been asked to be a mentor to a new member. This document is intended to provide you with guidelines and information you need to be an effective mentor to your recently initiated new member. However, no document can make you a mentor – YOU must be willing to welcome your new member to Elkdom, share with them what Elkdom is all about and make sure they have the opportunity to GET INVOLVED – and know they are encouraged and welcome to do so.

The primary objective of the Mentoring Program is the active engagement and involvement of newly initiated members in Elkdom and in Lodge activities. It is not unusual for newly initiated members to be unaware of the tenets of Elkdom, what the various Lodge activities are, whether they are permitted to be involved in those Lodge activities, whether their involvement would be welcome, what their involvement would entail or how to become involved. It is your job as mentor to address these issues.

Clearly, then, the primary objectives of the mentoring program are:

1. To ensure that the new member is informed and educated with regard to Elkdom in general and to the activities the Lodge in particular, what the activities entail, when they occur, how they are structured, who runs them, how they relate to Grand Lodge and Elkdom, and what their overall intent is.
2. To ensure that the new member is aware that their participation in these events is permitted AND ENCOURAGED, what that engagement would entail, and what sort of time or effort commitment that engagement would mean.
3. To introduce the new member to the Activity Chairmen to facilitate and foster the new member's further education and potential engagement in activities for which they may show an interest.

It is clearly important that the new member not feel overly coerced or intimidated, but openly given the information, the opportunity and a strong encouragement by their mentor to get involved in Lodge activities that may be to their interest.

## RESPONSIBILITIES OF A MENTOR:

As a mentor your responsibilities are to:

- If necessary, introduce yourself to the new member and desirably to the new member's spouse and family.
- Let the new member know that you, their mentor, are their “first line” of help and information regarding anything Elkdom. In this responsibility, if the new member asks you a question and you do not know the answer don't make one up. It is your responsibility to get the information and provide them a full, accurate and complete answer as soon as you can.
- Begin and continue the process of informing the new member regarding Elkdom and the activities of the Lodge. We suggest you regularly meet with your new member.
- (Mandatory) Bring the new member to Lodge meetings, answer any questions the new member may have regarding the meetings and the rituals. Make sure the new member knows they are welcome and encouraged to attend Lodge meetings.
- (Mandatory) Bring the new member to one of the next initiation ceremonies. They will understand much more about what is said and what it means when they are not the “deer in the headlights.”
- (Mandatory) Host the new member and their spouse to an “introductory dinner” at the Lodge, introduce the new member to Lodge members and their spouses that may be present, make the new member and their spouse feel welcome and at home in the Lodge. If you not comfortable with introductions ask any of the officers present and we will gladly assist.
- Explain each Lodge activity to the new member, provide the new member with documentation regarding Lodge events, host them to the activities that may occur and (obviously) encourage their engagement and involvement in the activities that the new member may show an interest in.
- Put the new member in contact with the various Activity Chairmen.
- If the new member becomes involved in an activity, you should be prepared (should the new member wish) to also become involved in that activity.
- Provide feedback to the PER Association on interactions with the

new member, particularly on any issues that arise or with which you or he may need assistance.

It is also crucially important that you provide feedback to the PER Association with ideas that may help improve the program or obstacles that need to be addressed.

The relationship between a mentor and a new member is not expected to last more than one year. If you should so desire, you may mentor more than one new member at a time, given that you have the time to address such a commitment.

## **LODGE ACTIVITIES TO DISCUSS WITH THE NEW MEMBER:**

The following are some of the Lodge events that you should discuss with your new member. Encourage their involvement and make sure they are aware that their involvement is welcome.

### **MEETINGS:**

- **Lodge Meetings:** These are the official and formal Lodge meetings and should be attended whenever you and your new member's schedules permit. These are held on the first and third Wednesday of each month (first Wednesday only in July and August) at 7:30pm. Substantial Lodge information and business is conducted at these meetings.
- **Lodge Board of Directors' Meetings:** These are more “business” oriented meetings, less formal than the official Lodge meetings. Business requiring discussion and brain-storming is usually conducted at these meetings, sometimes leading to voting at following official Lodge meetings. All members are welcome to attend Board of Directors' Meetings and can bring any issue to the attention of the Lodge. These meetings are held on the fourth Tuesday of the month at 6:30pm.
- **Lodge Committee Meetings:** Various Lodge committees meet during the month. Generally, the schedule of these meetings is posted on the Lodge calendar in the Lodge newsletter, “The Jolly Cork”:
  - Lodge Trustees
  - House Committee

- Properties Committee
- Bingo Committee
- PER (Past Exalted Ruler) Association Meeting

There are other committees that meet on an ad-hoc basis. Generally, any member is welcome to attend these meetings, but they should first check with the committee chairman.

- Elks Conferences/Conventions: There are three Elks conferences/conventions held around the state, hosted by the Wisconsin Elks Association. There is also one national convention held each year (called "Grand Lodge"). These are open to any member. The state conferences are:
  - Mid-Winter Conference: usually held in February
  - State Convention: usually held in May
  - Fall Conference: usually held in September
 The national conference, Grand Lodge is usually held in July. The exact dates for upcoming conferences/conventions can be found in the Wisconsin Elks Association quarterly publication, "The Bugle".

LODGE EVENTS: that may be of interest to the new member:

- Youth Activities – primarily fundraising activities such as spaghetti dinners
- Chili contest – held each year with prestigious awards
- Smokefest – held each year, fantastic eats!
- Christmas basket distribution – held in December to help those less fortunate
- U.S. Constitution Contest – held in February to award scholarships
- Most Valuable Student Scholarship – held in December to award scholarships
- Cops-n-Bobbers – held in June in partnership with the Portage County Deputy Sheriffs Organization
- Elks Family Picnic – held in June, a family and veterans affair
- Mother's Day Brunch – held on Mother's Day to celebrate the holiday
- Old Timers Banquet – held in November to honor long-standing members and present Lodge awards
- Flag Day Ceremony – held in June and mandated by Grand Lodge

- Elks Hoop Shoot – held usually in December, a youth basketball event
  - Lodge Memorial Service – held in December to recognize members that have passed away over the preceding year.
  - Soccer Shoot – usually held in July, a youth soccer event
  - Valentine Dinner – a romantic Valentines day event
  - Officer Nominations and Elections – held at Lodge Meetings in February each year.
  - State Presidents Visit – held (usually) in March
  - Prospective Chair/Committee dinner – held in January for members interested in becoming officers or participating in Lodge committees
- And, there are often other Lodge events such as Packer Parties and Steak Nights, that are scheduled on a more ad-hoc basis. All Lodge events are published in the Lodge newsletter, “The Jolly Cork”.

#### OTHER ITEMS YOU SHOULD DISCUSS WITH YOUR NEW MEMBER:

- Charities, Inc. – what it is and its relationship to the Lodge
- The Trustees of the Lodge – who they are and what their role is
- The House Committee – the chairman, its membership and role
- The “House Rules” – what they are (IMPORTANT – make sure your new member has a copy of these!)
- The Lodge By-Laws
- The Statutes of the Order
- The “11:00 O'clock Toast” - what this is and what it means
- “Officer of the Day” (door duty) – what it is and why we do it
- The Jolly Cork – make sure your new member gets a copy and is on the mailing list for future issues
- Our website: [www.elks641.com](http://www.elks641.com)
- Camp Wawbeek – what it is and what role the Elks perform
- Steak Nights – what these are and how the new member can help – help is always welcome
- Elks National Foundation (ENF) – what it is and what it does
- The Wisconsin Elks Association and its relationship to the local Lodges
- The State President and President-Elect – who they are
- Grand Exalted Ruler and Grand Lodge officers, who they are and the

role of Grand Lodge

- The District Deputy Grand Exalted Ruler: who this is and their role
- The District Vice President – who this is and their role
- Review the various Lodge committees and who the chairmen are
- Volunteer opportunities – this is the “heart” of Elkdom. Make sure your new member know what activities they can get involved in as volunteers and make sure they know whom to contact.

## **CONCLUSION:**

Obviously, this document is not meant to be exclusive nor exhaustive – there are undoubtedly other things you need to educate your new member about.

If there are items in this document that you need more information about, do not hesitate to contact an officer of the Lodge and they will get it for you or point you in the right direction where you can find it. Don't be shy.

**REMEMBER:** Your new member will get much more out of their experience as an Elk if they **GET INVOLVED** in Lodge activities and in Elkdom! Your primary duty is to see that they know they are welcome and encouraged to do so!

The new member you have been assigned to mentor is:

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

PHONE: \_\_\_\_\_

ALT. PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

Schedule of meetings with your new member:

DATE	TOPIC
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