PILOT INTERNATIONAL
NEW MEMBER ORIENTATION
AND
MENTORING MADE EASY
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The Focus – New Member Orientation
When Pilot International welcomes a new member, it is really important to share the New Member Orientation program. The new member has decided to become part of the Pilot family and may have only a vague idea about Pilot International:

- Goals
- Structure
- Programs
- Awards
- History
- Traditions

The main goal of the club regarding new members is to share a New Member Orientation Program that both engages and involves the new member.

There are many “types” of New Member Orientation Programs ranging from traditional to formal. The club should choose a style that works best for their structure and is also interesting and inviting for the new members. The presentation should be informative, meaningful, motivating, inspirational and yet fun.

Options for New Member Orientation:

1. **New Member Orientation Team**
   In selecting the New Member Orientation Team, the club leadership should discuss and survey the club membership to select several Pilots who would be a good fit for this team. The team members should have a desire to share the Pilot vision/experience, have a strong knowledge and understanding of Pilot International, and be willing to train and guide the new club member. Various areas of expertise could be divided among the New Member Orientation Team members; or
2. Club Basic Mentoring Program
If your club has already established a basic mentoring program, a member of the club mentoring program could conduct the new member orientation; or

3. Designated Orientation Trainer
The club may wish to designate one member in the club to be responsible for sharing the orientation program to the new club members.

Again, with having many options for new member orientation programs, the club should select the option that works best for them. One club stated that their club handles new member orientations by “having a social in one of the member’s home. During the social, several of the club members speak about their role in the Pilot club. The club members then ask the new member(s) to give everyone a “membership moment” about themselves . . . . sort of a “meet and greet” session.

The list below suggests items to be covered and shared with new members.

Pilot International:

- Mission Statement and Vision Statement
- History of Pilot International**
- Legacy of Pilot International
- Pilot International logo
- Code of Ethics

** Every new club member receives a Pilot International New Member Guide which references the Mission Statement, Vision Statement and history of Pilot International. The Guide is a valuable resource for review and discussion involving the orientation team and the new member.

The New Member Orientation Team will:

- Explain the benefits of Pilot International membership, including but not limited to opportunities to:
  - Make a difference in lives and communities;
  - Develop leadership skills (project development, speaking, event planning);
  - Utilize organizational skills;
  - Recruit and share the Pilot story with others;
  - Opportunity to travel and attend both district and international conventions;
  - Share lifelong friendships (both at home and internationally).
Share interesting facts about your club such as:
- Club structure and types of meetings;
- Successful service projects;
- Successful fundraisers;
- Social events;
- Partnerships in the community;
- Club website;
- Club newsletter.

- Share financial requirements/responsibilities and participation.
- Share Club Officer information – provide a list of the club officers, a brief description of duties and the annual club election process.
- Provide information regarding the club’s committees and expectations.
- Share information about the Pilot club awards and criteria for each one.

**Goal:** The new member should feel engaged and excited about their decision to join a Pilot club. Create time and small group meetings/gatherings to make them feel welcome, provide training, plan socials to make new friends . . . . and make sure they always feel included and valued.

**New Member Promotion:** Highlight the new member!

The club should be sure to share the new member’s photo and brief bio in the next club publication/newsletter as “Pilot in the Spotlight!” This will inspire the new member and also allow other members to get to know their newest club member.

**Pilot International Resources**

There are many valuable and informative resources for new club members. The New Member Orientation Team can prepare a new member packet to include the following resources or share the resources and where each is found on the PI website:

- PI Directory – The directory is a valuable tool presenting the current Pilot International leadership team; Past International Presidents; district leadership including appointees and coordinators; Pilot clubs located in a specific district and much more.
- Pilot Club Manual – The manual includes specific duties of club officers; definitions of membership types; international dues and costs structure; important club dates and events throughout the Pilot year; formation of Pilot clubs; introduction to Founders Fund and important dates; along with various organizational forms.
- PI Bylaws
- Pilot International Policies – Outline/explanation of the policies and procedures of Pilot International.
- The Pilot Log – most recent issue
- Pilot International Pocket Calendar – Includes a month-by-month format of Pilot events.
- Pilot International Dictionary of Terms
- Pilot brochure
- District Governor’s newsletter – most recent issue

New Member Survey
When the new member orientation process is completed, the new member will be encouraged to complete the New Member Survey. The New Member Survey was created and designed to provide information to the club and also present an opportunity for the new member to share his/her interests, goals, talents and expectations.

Successful Orientation
A successful new member orientation will inspire and motivate the new member to become a great asset and team player for the club. The new member will also come away with a strong commitment for sharing the Pilot story and being involved with club growth. The orientation process will create a sense of encouragement and excitement about the club he/she has chosen.
NEW MEMBER ORIENTATION CHECKLIST

There are several items and sub-items shown below. Some items need more discussion than others. Check the box after discussing each item listed. The club may choose to have more than one member presenting/discussing the items, possibly taking a separate area.

<table>
<thead>
<tr>
<th>OUR CLUB</th>
<th>CLUB STRUCTURE</th>
<th>DISTRICT STRUCTURE</th>
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<tbody>
<tr>
<td>Charter date</td>
<td>Club standing rules</td>
<td>District organization</td>
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<td>Notable achievements</td>
<td>Board (Officers &amp; Directors)</td>
<td>Purpose of the district</td>
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<td>Present membership</td>
<td>Committee structure</td>
<td>District newsletter</td>
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<td>Present goals</td>
<td>Election of club officers</td>
<td>District Fall Council</td>
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<td>District Convention</td>
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<td>COMMUNITY SERVICE</td>
<td>PILOT INTERNATIONAL</td>
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<td>Discuss club service committees</td>
<td>Brief history</td>
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<td></td>
<td>Membership involvement</td>
<td>Number of clubs, members, countries</td>
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<td></td>
<td>Activities funding</td>
<td>International convention</td>
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<td>The Pilot Log</td>
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<td>Pilot International website</td>
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<td>The ABC’s of Pilot International</td>
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<td>Pilot International Executive Committee</td>
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<td>MEMBER INVOLVEMENT</td>
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<td>Personal involvement</td>
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<td>Inter-club visits</td>
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<td>Nomination/voting club officers</td>
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<td>Recruiting new members</td>
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<td>Attend District Convention</td>
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<td>Attend International Convention</td>
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<td>CLUB MEETINGS</td>
<td>SPECIAL EVENTS</td>
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<td>Time and place</td>
<td>Annual projects</td>
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<td>Basic club meeting and typical programs</td>
<td>Membership drive</td>
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<td>Selection of club Ambassador</td>
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<td>CLUB FINANCIAL</td>
<td>MEMBER TIME/FINANCIAL COMMITMENTS</td>
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<td>Dues from members</td>
<td>Financial (dues, billing)</td>
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<td>Fundraising projects</td>
<td>Participation in club meetings</td>
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<td>Operations/activities account</td>
<td>Support fundraisers</td>
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<td>Assist with service projects</td>
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NEW MEMBER SURVEY

We are so excited that you have decided to join hands with the members of our Pilot club. As a new member, we want to welcome and encourage you to be involved in all of our club activities. The New Member Survey allows you the opportunity to share your thoughts and ideas so that we can enhance the new membership program on your behalf.

Name: _______________________________________________________________________________
Name of Pilot Club: _____________________________________________________________________

1. How long have you been a member of Pilot International? (Join date)
______________________________________________________________________________

2. What type of activities would you like to be involved in? (For example, service projects; fundraisers; social media/publications; membership drives; meeting organization; etc.)
______________________________________________________________________________
______________________________________________________________________________

3. How do you prefer to meet/get to know other club members? (Social gatherings; networking events; monthly meetings; etc.)
______________________________________________________________________________

4. How did you learn about this Pilot club?
______________________________________________________________________________

5. Have you ever attended any of the club’s events? If so, which one(s)?
______________________________________________________________________________

6. Do you follow our club on social media?
______________________________________________________________________________

7. What do you like most about our organization?
______________________________________________________________________________

8. We believe that all Pilots are part of the family of Pilot International and have specific gifts that can be shared and utilized in growing the club in this community. As our new family member, describe some of your gifts (interests) and desire(s) that you feel would be beneficial.
______________________________________________________________________________
______________________________________________________________________________

Dated: _________________________ Signed: _____________________________
MENTORING MADE EASY!
What is a Mentor?

A mentor is someone who serves as a role model, coach, confidante and offers experience, wisdom, guidance and encouragement while demonstrating superior leadership.

Mentoring New Members

It is always a time of celebration when Pilot clubs add new members. The new member is eager to learn all about Pilot International and has a desire to become involved. They have chosen to invest their time, their energy and funds in Pilot International and want to feel comfortable with their new family.

In order to transition into the Pilot world, the new member needs a person assigned to them that they have something in common with, has a welcoming personality, is committed to club growth and can share their knowledge about Pilot International.

Mentoring and Motivating

A club mentor should lead the new member by example. A great attitude complimented with vitality and energy is very contagious. If the mentor and club members are very ambitious, positive and create a supporting environment, the new member will begin to feel comfortable asking questions, expressing their ideas and sharing some goals of their own.

Mentor Attributes:

- Available
- Innovative
- Personable
- Willing to spend extra time
- Encourager
- Intelligent
- Enjoys mentoring
- Sets clear goals
- Organized
- Good listener

It is not enough for someone to simply join Pilot, they must also feel that they belong . . . that serving in the organization is what they are called to do. Effective mentoring involves an understanding and awareness of Pilot International, an engagement to the club as a new member and encouragement.
Mentoring Matters

Mentors role:
- Be present at the new member’s installation.
- Schedule a time to chat and get to know the new member.
- Express a special interest in getting to know more about the new member’s family, his or her interests, their hobbies and career pursuits.
- Determine a “commitment period”, i.e. 3 months, 6 months, etc. so that the new member understands and is involved with Pilot.
- Be present at the New Member Orientation presentation.
- Be involved with introducing the new member to other club members and create an informal time of sharing.
- Keep the new member aware of any upcoming service projects and/or fundraisers; follow through with helping them be involved in the activities.
- Share interesting information about the club’s structure, meeting format, etc.
- Most of all... be prepared to have fun and be encouraging.

As a mentor, you may recall your own “first steps and impressions” of the Pilot journey and remember the things that were important to you as a new member of your club.

You want your new club member to understand the mission and vision of Pilot International so that he/she will appreciate the rich history of the organization. Invite other club members to share their experiences and personal history with Pilot. This will encourage the new member and also strengthen every member’s bond with Pilot International.

Remember, our goal is to inspire new members to become 25 and 50 year members, encouraging them as we serve together in communities around the globe.
I’ve been asked to be a mentor....

Want to become a great mentor?
0 Be committed
0 Know that your mentee can be anyone, anywhere...
0 Really listen, provide advice and encouragement
0 Play both roles - you should be learning from your mentee!
0 Have your own mentor & networks
0 Be open minded and compassionate
0 Have patience
0 Be a role model - your actions are being evaluated
0 Care about the relationship - invest in your mentee and you will get so much more out of the experience

“The mediocre teacher tells. The good teacher explains. The superior teacher demonstrates. The great teacher inspires.”

William Arthur Ward