

# LIONS MENTORING PROGRAM PLANNER



LEVEL ONE: *RESPONSIBILITY*

"Learning is not attained by chance. It must be sought for with ardor and attended to with diligence".

Abigail Adams, 1780



Congratulations on your decision to participate in the Lions Mentoring Program and welcome to LEVEL ONE: RESPONSIBILITY.

This LEVEL ONE: RESPONSIBILITY Planner is written with both the Mentoring Lion and the Protégé Lion in mind. To you, the Mentoring Lion, it explains the type of information that must be clearly communicated to your Protégé and how that information might best be conveyed. To the Protégé, it details your goals, suggested timeframe, and required reporting responsibilities.

Both of you have chosen to embark on an exciting journey of development as a Lion. Any journey benefits from a map or signposts along the way, to remind travelers how far they have come and to remind them of where they are going. Figure 1 (page 5) illustrates where you are on the Lions Mentoring Program map. Each level of the program has specific tasks and goals to be attained. This planner outlines those accomplishments for LEVEL ONE: RESPONSIBILITY.

*If you have questions about the Lions Mentoring Program, or need another copy of the Mentorship Guide (MTR-5), please contact the Membership Operations Department at Lions Clubs International Headquarters by phone at 630-571-5466, ext. 355; or by e-mail at [lionsmentoring@lionsclubs.org](mailto:lionsmentoring@lionsclubs.org) to obtain your copy.*



## LEVEL ONE: RESPONSIBILITY – GOALS

This first level of the Lions Mentoring Program introduces the Protégé Lion to the Lions organization. As a Protégé, you are a new Lions member who is under the guidance of a Mentoring Lion. As the Mentoring Lion, you are either the sponsor of the new member or have been appointed by the club president.

LEVEL ONE: RESPONSIBILITY concentrates on club-based activities that introduce a member to Lions. The focus is on providing an orientation that develops a comprehensive understanding of who Lions are, our vision of humanitarian service, our history and traditions, our organizational structure, as well as our programs and services.

As a LEVEL ONE Protégé and Mentor, your specific goals to be attained within the Protege's first three months of Lions membership are:

### **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 are the Lions
- 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

## LEVEL ONE: RESPONSIBILITY – PLANNING

At the beginning of your mentoring relationship, you will want to get to know your partner, communicate your expectations, and clarify where you are going and how you will get there. Together, you should decide on a plan to attain the goals for LEVEL ONE: RESPONSIBILITY. To facilitate your plan, a LEVEL ONE: RESPONSIBILITY Planning Form (pages 7 & 8) is provided. Items to be determined include:

- How often, when and by what means you will communicate.
- Which goal you will tackle first and how.
- Which steps will be taken and by when.
- What resources should be tapped to attain your goals.
- How will progress be measured.

Your LEVEL ONE: RESPONSIBILITY Planning Form is a tool designed for both Protégé Lion and Mentoring Lion. This clearly written plan will serve as your personal “how to” manual as you work together to attain your LEVEL ONE goals. You may refer back to this document throughout your partnership to ensure you are on track, or to make adjustments to your action plan as you see fit. This Planning Form will also serve as confirmation of your commitment to succeed!

## LEVEL ONE: RESPONSIBILITY – RESOURCES

Lions Clubs International offers a number of publications and videos that may be helpful as you work to accomplish the goals of this first level. A listing of many materials available from Lions Clubs International can be found in your Club Supplies Catalog. Publications can also be obtained by contacting the Membership Operations Department at Lions Clubs International Headquarters. Suggested reference materials for LEVEL ONE include:

*Orientation Guide* (ME-13) – a basic orientation to our association

*We Serve* (PR-754) – a brief history of Lions Clubs International and an overview of the humanitarian efforts of Lions worldwide

*Lions Information* (ME-35) – an overview of Lions Clubs International

Wallet-sized version of Lions Clubs International’s Objects, Code of Ethics, and Mission Statement (ME-33).

The various membership program guides and brochures will provide information about individual LCI programs.

The Lions Clubs International Web site offers a wealth of information about our association. To answer specific questions, learn about programs and activities, or to see what new reference material may be available, you are encouraged to visit the site at [www.lionsclubs.org](http://www.lionsclubs.org).





## LEVEL ONE: RESPONSIBILITY – REPORTING

A LEVEL ONE: RESPONSIBILITY Achievement Form is furnished to track your progress. As each LEVEL ONE goal is attained, simply check off that area of knowledge. This form provides a clear and concise way to not only measure your development, but also to observe the results as your mentoring partnership evolves. In addition, this is your LEVEL ONE “road map”, acting as a guide to focus your efforts and attention on areas yet to be mastered.

Upon attainment of all goals, your completed LEVEL ONE: RESPONSIBILITY Achievement Form (page 9), with all signatures in place, must be presented to the Club Secretary and maintained in your club’s membership files.

## LEVEL ONE: RESPONSIBILITY – RECOGNITION

When your club secretary receives the completed Achievement Form, he or she will notify the appropriate parties to arrange for club recognition and celebration of your success. This is an opportunity to share your experience with the Lions Mentoring Program and to acknowledge your achievements and growth. As an accomplished LEVEL ONE Protégé, you are now qualified to advance to the next level of the Lions Mentoring Program, LEVEL TWO: RELATIONSHIPS.

As partners in the Lions Mentoring Program, both Protégé Lion and Mentoring Lion should both take pride in your completion of LEVEL ONE: RESPONSIBILITY. As a Protégé Lion, you have taken the first step in becoming an informed, involved, high caliber Lion. Additionally, you, the Mentoring Lion, have made an investment in orienting a new member into our association. By sharing your knowledge and enthusiasm, you have afforded your Protégé a solid foundation upon which to develop as a Lion.

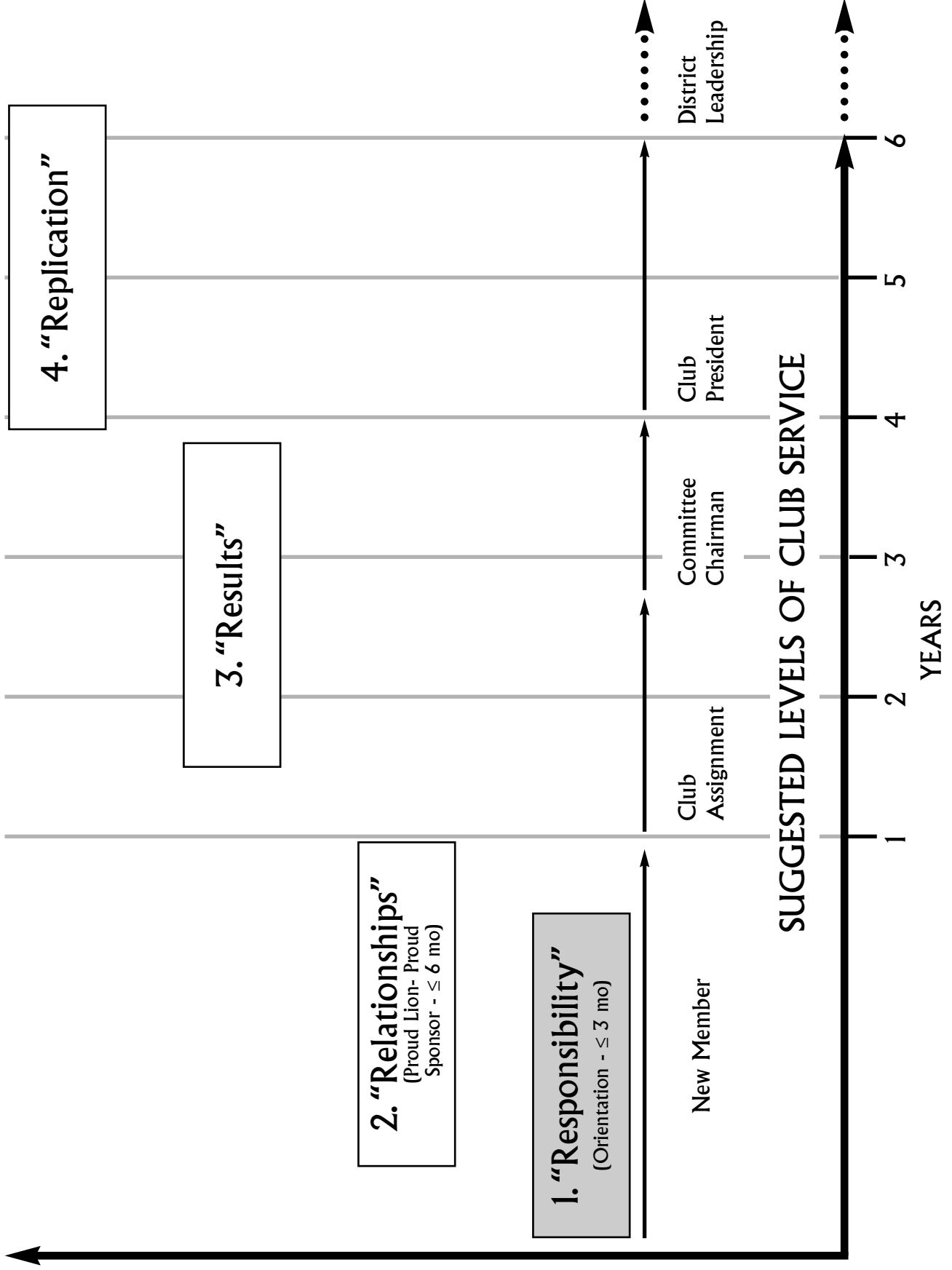
**Congratulations to both of you!**

Figure 1

# LIONS MENTORING PROGRAM

## LEVEL 1 - RESPONSIBILITY

MENTORING  
LEVEL





# Lions Mentoring Program

## Planning Form

### **LEVEL ONE: Responsibility**

Protégé Lion \_\_\_\_\_

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

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

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**LEVEL ONE GOALS** (refer to LEVEL ONE Planner for goals to be achieved in LEVEL ONE):

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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)

## **LEVEL ONE: Responsibility**

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

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Resources required to achieve 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 LEVEL ONE goal.**



# Lions Mentoring Program

## Achievement Form

### **LEVEL ONE: Responsibility**

Protégé Lion \_\_\_\_\_

Join Date \_\_\_\_\_ LEVEL ONE Completion Date \_\_\_\_\_

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

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

The following goals for LEVEL ONE: RESPONSIBILITY of the Lions Mentoring Program have been successfully attained by the Protégé Lion with the guidance of the Mentoring Lion:

#### **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 are the Lions
- History
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- Colors and logo
- Traditions
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- International fellowship
- International headquarters operations
- International Convention
- Service and information
- Lions Clubs International Foundation (LCIF)
- Leo Club program
- Lions Clubs International communications

We certify that the LEVEL ONE: RESPONSIBILITY goals listed above have been attained within three month's of the Protégé Lion's join date, and that the Protégé Lion is qualified to progress to LEVEL TWO: RELATIONSHIPS of the Lions Mentoring Program.

Signatures:

Protege Lion \_\_\_\_\_ Club President \_\_\_\_\_

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

**Upon completion, please submit this form to Club Secretary**



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