

# So You Want to be a Club Sponsor or Mentor?

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## New Club Sponsor

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### Definition -

The sponsor is responsible for the actual organization of the new club, including selling the new club idea to prospective members, assisting in the establishment of regular meetings, assisting the New Club Extension Chair in handling the paperwork and helping to plan the charter presentation.

Each new club may have up to two sponsors. Sponsors receive a certificate when the club charters and can receive credit toward the Advanced Leader Silver award. Note: Sponsors may apply credit no later than 90 days after the club's official charter date. Any changes or additions to sponsor assignments must be made no later than 60 days after the club's official charter date.

## New Club Mentor

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### Definition -

Mentors are experienced Toastmasters who actually join the new club, providing guidance during the first 6 to 12 months of existence. The mentor receives a certificate when the club charters and, if they fulfill the role satisfactorily, will receive credit toward the Advanced Leader Silver award. Note: Mentors may apply credit no sooner than six months after the club's official charter date. Any changes or additions to mentor assignments must be made no later than 60 days after the club's official charter date.

Each new club may have up to two mentors who are appointed by the District Governor. Working side by side with the new club Toastmasters, the mentor shows them how to fulfill meeting roles and helps new officers perform their duties. Like the sponsor, the mentor also receives a certificate when the club receives its charter. Mentors also receive Advanced Leader Silver credit for fulfilling their roles satisfactorily for a minimum of 6 and up to 12 or more months.

### Responsibilities for Sponsors & Mentors:

- Attend all club Executive Committee meetings to serve as an information resource, and to contribute your ideas to discussions ... remember - you are an **advisor**, not a boss!
- Provide weekly written reports on activities of club to the Sponsor/Mentor Chair
- Conduct education sessions for club members on topics like Toastmasters protocol (i.e., approaching and leaving the lectern, proper form of address, applause, etc.); effective evaluation; how to invite guests & turn them into members, etc..
- Tell other people about the club and do some membership recruiting yourself! After the club charters, you can get "credit" toward earning the TI "I sponsored 5 new members" pin each year by sponsoring new members in the newly formed club.
- Invite other Toastmasters to attend club meetings and/or to participate in the club's program
- Encourage club officers to attend club officer training; and encourage all club members to attend Area, Division and District events

- Suggest ideas for membership Bbuilding contests
- Encourage great meeting room set-up and displays of Toastmasters materials. Bring some items yourself for the displays (especially with new clubs that don't have any yet!)
- Encourage the development and distribution of a "Guest Information Package" and a "New Member Orientation Kit" specific to the club's culture and activities.
- Encourage the collection of contact information from guests. Have the Membership VP follow up with these guests, to invite them back
- Make sure that every member of the club knows how to invite guests! And that everyone understands the importance of inviting guests to the club meetings.
- Ask guests to join the club.
- Make sure the application paperwork is available at every meeting! Know how to complete the new member application, and then send it into Toastmasters Headquarters promptly.
- Encourage the members to visit other clubs to get new program ideas. Provide them with meeting information about other local clubs.
- Stay in contact with the club's Area Governor and enlist their help as needed.

**Qualifications for Club Mentor:**

1. Achieved Competent Communicator Award
2. Achieved Competent Leader Award
3. Attend Sponsor & Mentor training workshop