



Lions Clubs International

# THE LIONS MENTORING PROGRAM

Advanced Mentoring Guide

# TABLE OF CONTENTS

## Introduction

To the Mentee	3
To the Mentor	4

## The Lions Mentoring Program

Basic Mentoring Program	5
Advanced Mentoring Program	5

## About Mentoring

Successful Mentoring	7
Advanced Mentee	8
Advanced Mentor	9

## The Lions Advanced Mentoring Program

Level One - Results	10
Level Two - Replication	11
Reporting and Recognition	11

## Frequently Asked Questions

## Level One Planning Form

## Level Two Planning Form

## Advanced Mentoring Program Achievement Form



# INTRODUCTION

## To the Mentee:

Thank you for your decision to become a Lion and your participation in the Lions Advanced Mentoring Program. Your goal is to become the best Lion leader you can be by focusing on results and the replication of your knowledge and experience. This guide will help you and your mentor set goals, plan activities and mark your progress as you develop the skills needed to organize and inspire your fellow Lions.

## Getting Started

The Advanced Mentoring Program begins with a Lion who has a desire to learn, is willing to set goals and has already completed the Basic Mentoring Program. If you are such a Lion, follow these simple steps to begin your journey:

1. Tell your club president that you are interested in the Advanced Mentoring Program and wish to be paired with a suitable mentor. You and your club president will work together to designate an experienced Lion.
2. 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 email. 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 them. It is also a good idea for mentors and mentees to communicate informally between meetings.
3. Review the Lions Advanced Mentoring Program section of this guide with your mentor so you both understand the program. You should both have a copy of this guide
4. Using the planning forms at the back of this guide, 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.

## To the Mentor

Thank you for your willingness to help a successful Lions club member develop into an effective Lion leader. Your role is pivotal in ensuring that Lions Clubs International grows potential leaders who can effectively help meet most pressing needs of our communities and the world are met.

The Lions Advanced Mentoring Program is designed to give structure and coherence to that process. As an experienced Lion you may be familiar with the procedure. This guide is designed to be used by both you and your mentee and will familiarize you with all aspects of the program, make sure you each have your own copy. It adheres to the same procedure you may be familiar with from the Basic Mentoring Program.

# THE LIONS MENTORING PROGRAM

The objective of the Lions Mentoring Program is to help every member 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 Mentoring Program prepares them for leadership in clubs, in the association and in their personal lives as well. For Lions Clubs International, this means more hands and better service for the people who need it most.

The Lions Mentoring Program is completed in two parts, basic and advanced.

## Basic Mentoring Program

You should have already completed the requirements of the Basic Mentoring Program. Before moving on to the Advanced Mentoring Program, fill out the achievement form at the end of the Basic Mentoring Guide and send to Lions Clubs International.

- **Level One: The Responsibility of Being a Lion**

The first level of the Basic Mentoring Program is devoted to developing an understanding of who 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 Level One in their first three months of membership.

- **Level Two: Relationships**

The second level of the Basic Mentoring Program is for developing relationships and organizational skills in preparation for leadership at the club level. Level Two should ideally be completed before the first anniversary of becoming a Lion.

## Advanced Mentoring Program

The Lions Advanced Mentoring Program involves the mentee actively serving in leadership roles. Mentees focus on achieving results and developing more Lion leaders. The Advanced Mentoring Program should be completed by all Lions who hope to serve as leaders at the district level or above. The Advanced Mentoring Program is completed in two levels:

- **Level One: Results**

This level helps mentees develop leadership and managerial skills. The mentee will have an excellent understanding of what, how and why to successfully conduct a service activity. Completion of this level provides a stepping-stone for accepting a leadership role within the club.

- **Level Two: Replication**

This level concentrates on the mentee's role in developing others for leadership in the association and for humanitarian service. It ensures long-range growth and can serve as a basis for leadership within the district structure. This phase can be augmented with additional training at the district, multiple district and international levels, at area forums and International Conventions.

# ABOUT MENTORING

A mentor is an experienced individual who helps and guides the development of another individual, usually called a mentee. It is common for people in many professions and organizations to seek out a mentor to help advance their knowledge. More than just a teacher, a mentor is often a trusted adviser and role model.

In a Lions club, 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. One of the most valuable assets you can have as a Lion is a good mentor.

## Successful Mentoring

It would be surprising if mentoring is not already taking place on an informal basis within Lions clubs. 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 the mentee and mentor, but the 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 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. This makes it important for mentors and mentees to 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.

## Advanced Mentor

To conduct Level One of the Advanced Mentoring Program, LCI recommends the mentor be an experienced and respected Lion who holds a Membership Key or extension award, and has successfully chaired a club committee or held a club office. Additionally, LCI recommends that the Mentor have attended a Constitutional Area Leadership Forum, Lion Leadership Institute or International Convention.

## Advanced Mentee

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

- Have completed the Basic Mentoring Program and have submitted the Achievement Forms to Lions Clubs International
- 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

Those Lions who aspire to become leaders the organization need to develop the skills required to successfully organize and inspire their fellow Lions. The Advanced Mentoring Program 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:

- **Motivation:** Mentees are aware that the organization is invested in their success.
- **Skills:** Mentees acquire knowledge and develop skills that are applicable within and outside their Lions clubs.
- **Advancement:** Successful mentees are better prepared to take on leadership responsibilities sooner.
- **Networks:** Mentees cultivate valuable contacts within and outside their Lions clubs.
- **Feedback:** Mentees receive both constructive criticism and positive reinforcement.

# THE LIONS ADVANCED MENTORING PROGRAM

## Level One – Results

This level of the Lions Advanced Mentoring Program supports mentees as they gain an understanding of Lions resources and the role their club has in the community. After working through these goals, the mentee will have an excellent understanding of what, how and why to successfully conduct a service activity.

Specifically, mentees should:

### Thoroughly Understand Club Activities and Goals

- What are your club's major service activities?
- How many people benefit from your club's services each year?
- What are your community's needs?
- How does your club meet those needs?
- What programs and projects is your club currently developing?
- What needs will these projects meet?

### Understand Your Committee Assignment

- What is your committee assignment?
- What are your committee's goals for the fiscal year (July 1 - June 30)?
- How often does your committee meet?
- What activities will your committee conduct this fiscal year (July 1 - June 30)?

### Requirements for completion include:

- Assume an active role in at least two (2) service activities.
- Chair or co-chair a club committee for at least one year.
- Assess the communities' humanitarian needs. Consider using the Community Needs Assessment form (MK-9), available from LCI if appropriate.
- Develop a club service project or review and give a written assessment of an existing club service project. Present project to your club's leadership.
- Attend a club board meeting.
- Attend a zone or region meeting and a district cabinet meeting.
- Attend a district, multiple district or International Convention.
- Sponsor at least one new member.

## Level Two - Replication

This final level of the Lions Mentoring Program concentrates on the development of others, and stresses long-range growth activities that prepare the mentee for a leadership role within the association. As with the previous levels of the Lions Mentoring Program, clear communication continues to be vital to the success of your mentoring partnership. Together, you should decide on a plan to attain the goals of Level Two. Completion of the goals will generally take several years.

### Requirements for completion include:

- Hold office of Club President.
- Obtain a Membership Key (i.e. Successfully recruit at least two new Lions)
- Give at least one New Member Orientation or be a basic mentor to a new club member.
- Participate in club extension by forming (or assist with forming) a new Lions club.
- Attend a constitutional area Leadership Forum or an International Convention.
- Participate in a GLT-sponsored training event or an LCI Lions Leadership Institute.

## Reporting and Recognition

Upon completion of the Advanced Mentoring Program, both the 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 form at the back of this publication to Lions Clubs International. This qualifies the mentee and mentor to receive a lapel pin.



# 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. *Who is a mentor?***

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

**3. *Who is a mentee?***

*A mentee 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 mentor, the mentee advances in skills and confidence and is committed to taking action in response to what is learned.*

**4. *What is expected from a mentor?***

*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 becoming a Lion leader.*

**5. *What is expected from a mentee?***

*Mentees must demonstrate a desire to learn, steady effort to gain skills, 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 mentor?***

*A mentor is appointed by the club president.*

**7. *Must a mentor be a member of the mentee's Lions club?***

*It is preferable for the mentor and the mentee to be members of the same Lions club. 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 while also pledging personal interest in this Lion's development.*

*Mentors actively help grow the members and are experienced and dedicated Lions who have 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. The mentor is responsible for a mentee's development beyond that provided by the sponsor.*

*Lions should be actively recruiting quality members, however, not every Lion may have the experience or time to mentor every new member he or she sponsors.*

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

*Yes, as long as each meets the requirements of being a mentor, 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 the Advanced Mentoring Program may serve as mentors in the Basic Mentoring Program.*

**11. How is progress reported?**

*Mentors and mentees track their progress at frequent meetings throughout the program. At the completion of the Advanced Mentoring Program, the mentor, mentee, club secretary and club president jointly submit an achievement form to Lions Clubs International.*

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

*The problem should be discussed with another mentor, the club president or district governor.*

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

*Yes. Successful mentees and mentors receive a certificate of achievement for completing the Basic Mentoring Program and a lapel pin for completing the Advanced Mentoring Program.*



# Lions Clubs International

ADVANCED MENTORING PROGRAM

## LEVEL ONE: RESULTS PLANNING FORM

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

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

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

---

---

---

---

---

---

Goals to be achieved in Level One:

---

---

---

---

---

---

Steps to take to achieve stated goals:

---

---

---

---

---

---

---

---

---

---

Resources required to achieve the stated goals:

---

---

---

---

---

---

Advanced Mentoring Program  
**Results Planning Form (continued)**

Mentor's suggestions and recommendations for goals:

---

---

---

---

---

Steps the mentee will take before next meeting with the mentor::

---

---

---

---

---

Progress will be measured by:

---

---

---

---

---

Our next meeting is scheduled for:

---

---

---

---

---

Date Discussed: \_\_\_\_\_



# Lions Clubs International

ADVANCED MENTORING PROGRAM

## LEVEL TWO: REPLICATION PLANNING FORM

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

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

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

---

---

---

---

---

---

Goals to be achieved in Level Two:

---

---

---

---

---

---

Steps to take to achieve stated goals

---

---

---

---

---

---

---

---

---

---

Resources required to achieve the stated goals:

---

---

---

---

---

---



Advanced Mentoring Program  
**Replication Planning Form (continued)**

Mentor's suggestions and recommendations for goals:

---

---

---

---

---

Steps the mentee will take before next meeting with the mentor:

---

---

---

---

---

Progress will be measured by:

---

---

---

---

---

Our next meeting is scheduled for:

---

---

---

---

---

Date Discussed: \_\_\_\_\_



**Lions Clubs International**  
ADVANCED MENTORING PROGRAM

**PROGRAM ACHIEVEMENT FORM**

*\*Complete this form to receive certificates of achievement, which will be sent to the club secretary unless otherwise requested.*

Mentee: \_\_\_\_\_

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

Join Date: \_\_\_\_\_ Advanced Mentoring Completion Date: \_\_\_\_\_

Mentor: \_\_\_\_\_

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

The following goals for Level One of the Advanced Mentoring Program have been successfully attained by the mentee Lion with the guidance of the mentoring Lion:

- Assumed an active role in at least two (2) service activities.
- Chaired or co-chaired a club committee for at least one year.
- Assess the communities' humanitarian needs. Consider using the Community Needs Assessment form (MK-9), available from LCI if appropriate.
- Developed a club service project, or review and give a written assessment of an existing club service project. Presented project to your club's leadership.
- Attended a club board meeting.
- Attended a zone or region meeting and a district cabinet meeting.
- Attended a district, multiple district or International Convention.
- Sponsored at least one new member.

**Knowledge of Lions Clubs International**

- Held office of Club President from July 1, \_\_\_\_ to June 30, \_\_\_\_.
- Obtained an advanced Membership Key for \_\_\_\_ new members.
- Gave at least one orientation briefing to new club members.
- Participated in club extension by forming (or assist with forming) one of the following: A new Lions club, Club Branch or Leo Club.
- Attend a constitutional area Leadership Forum or an International Convention.
- Participate in a GLT-sponsored training event or an LCI Lions Leadership Institute.

The following goals of **Level Two** of the Advanced Mentoring Program have been successfully completed by the mentee Lion with the guidance of the mentoring Lion:

We certify that the activities listed above have been completed. Signatures:

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

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

**Upon completion, please submit this form to LCI to receive certificates of achievement:**

MEMBERSHIP OPERATIONS DEPARTMENT  
300 W 22ND ST | OAK BROOK IL 60523-8842 | PHONE 630-468-6734  
Email: [memberops@lionsclubs.org](mailto:memberops@lionsclubs.org)





## **Lions Clubs International**

Membership Operations Department  
Lions Clubs International  
300 W 22ND ST  
Oak Brook IL 60523-8842 USA  
[www.lionsclubs.org](http://www.lionsclubs.org)  
Email: [memberops@lionsclubs.org](mailto:memberops@lionsclubs.org)  
Phone: 630.468.6734