



## **Mentor Check List**

### **2 Weeks Before First Meeting:**

- Remind new member of meeting date/time and invite them to attend
- Provide New Member Packet
- Provide your contact information

### **1<sup>st</sup> Meeting:**

- Offer tour of Post and provide Post history
- Introduce new member to unit members
- Explain any programs/events mentioned at meeting
- Answer any questions/concerns – thank them for coming
- Ensure that the membership team has correct address/phone/email

### **30 Days:**

- Remind about next upcoming meeting
- Inform about any upcoming American Legion Family activities
- Verify that new member is receiving the Post newsletter
- Verify that the new member has received Auxiliary membership card

### **60 Days:**

- Remind about upcoming meeting
- Provide information about Unit/ALA apparel
- Provide information about ALA programs to review
- Inform about any upcoming American Legion Family activities

### **90 Days:**

- Remind about upcoming meeting
- Inquire about interest in ALA programs/special talents and/or special area of interest
- Ask about any friends/family that may be interested in joining.

Notes: