**Mentoring Process Outline**

WSO – Notifies Chair about new meeting.

Chair – Assigns someone to be Mentor and notifies Webmaster and Secretary.

Webmaster – Posts info on Website

Secretary – Includes info on Roster

**Mentor Guide:**

* Send a “Hello” email to new GSR and a copy of personalized Welcome Letter and Fact Sheet.
* Call #1 - Calls new GSR – within a day or two of sending Welcome Letter and Fact Sheet.
  + Congratulates them on starting a new group and welcomes them into the Midwest Region
  + Explains the New Group Literature Starter Kit program and how they can qualify for this program. (Fact Sheet, pg.3, bottom)
  + Primary responsibilities of GSR (Fact Sheet, pg. 1. Bottom)
  + Monthly Conference Calls
  + Explains briefly about Mentoring process and that more calls will come in the future
* Call #2 – within a week or so of Call #1.
  + Inquire if they have any questions about the Fact Sheet.
  + Midwest Region Website and WSO Website and importance of keeping meeting info updated (Fact Sheet, pg. 2)
  + Outreach
  + Service Literature
  + Groups
  + Newsletter
  + Midwest Region Service Committees
  + Delegate and Alternate Delegate including World Service Conference (Fact Sheet, pg. 4)
  + Conventions and Assembly
  + Group Financial Considerations
  + Periodic Follow-up Calls

\*The Mentor position is open to experienced GSRs as well as willing RSC members.

When an existing group selects a new inexperienced GSR the Mentoring Process is open to them as well. The new GSR can notify the Regional Chair and a mentor will be assigned.