**Mentoring Process Checklist**

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

Group Location - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Group Name - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Meeting Day - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time - \_\_\_\_\_\_\_\_\_\_\_\_\_\_

GSR - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Alternate Contact - \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mentor Guidelines and Discussion Points:

* Sends ***personalized*** Welcome Letter, Fact Sheet, and Roster to new GSR. The first 2 can be found on the MWR website on the ‘Sharing Recovery/How To’ landing page. The Roster will have to be obtained from the latest GSR Conference Call email.
* Calls new GSR – within a day or two of sending material Date of Call \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	+ Congratulate them on starting a new group and welcomes them into the Midwest Region
	+ New Group Literature Starter Kit - (Please refer to the document entitled ‘MWR Starter Kit Literature’ found on the “Sharing Recovery/How To’ landing page under ‘Documents to support the Mentor’. Also discussed on the Fact Sheet, pg. 3, bottom of page.)
	+ Primary responsibilities of GSR (Discussed on the Fact Sheet, pg. 1, bottom of page.)
		- Acts as a liaison between the group and Region – as information passes to the GSR, they should share this with their group
		- Represents the meeting and has voting rights at any Regional events such as GSR Conference Calls, Assemblies, etc.
	+ Monthly Conference Calls
		- Held the 3rd Saturday of each month at 9:00 AM Central Time
		- Instructions for call are included in an Agenda that is sent out approximately 1 week before the call
		- Business for the Region is discussed during call in addition to having time for GSRs to bring up topics concerning them
	+ Explains briefly about Mentoring process and that more calls will come in the future
* Calls new GSR again – approximately 1 week after first call or an agreed time. (Also, it might be helpful for the Mentor and GSR to be setting at a computer so some of the following items can be shown to the GSR during the call.) Date of Call \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	+ Midwest Region Website and WSO Website (Discussed on Fact Sheet, pg. 2)
		- There are 2 websites that contain much information in helping Nar-Anon Family Groups deal with issues concerning the groups.
			* Midwest Region website: <http://www.naranonmidwest.org/> The password for various ‘Regional Records’ pages is: *nmw13*
			* World Service website: <http://www.nar-anon.org/>
	+ Outreach – increasing the general public’s awareness of Nar-Anon and its message of hope
		- The Midwest Region website also has a page for Outreach under the ‘Sharing Recovery/How To’ section.
	+ Service Literature - Documents on the Outreach and Service Literature pages can be printed and copied for distribution.
	+ Groups - If a meeting is canceled or if it disbands, both of these websites need to be informed to ensure that newcomers don’t try to attend meetings that are canceled or disbanded
	+ Newsletter - This Nar-Anon quarterly ‘Serenity Connection’ can be obtained from the World Service website under the ‘Members’ section: The newsletter can also be sent to you by entering your email on this page.
	+ MWR Service Committees (as detailed on the Fact Sheet, pg. 2)
	+ Delegate and Alternate Delegate including World Service Conference (Discussed on Fact Sheet, pg. 4)
		- Our Region has elected a Delegate and Alternate Delegate to act as liaisons between the Region and the World Service Office and various World Service Committees.
		- A World Service Conference is held every 2 years in late April/early May. The Delegate and Alternate Delegate represent our Region at this conference and vote on motions presented at the conference.
		- Approximately 5 months prior to the World Service Conference, a list of motions is presented to the Nar-Anon fellowship. Each Nar-Anon Family Group has the right to cast a vote on each of these motions. The Delegate and Alternate Delegate will tally all votes cast and carry the Region’s majority voice to this conference.
	+ Conventions and Assembly
		- Regional Assemblies are held once a year, generally the 3rd weekend in October. A business meeting is held for about half the day with workshops following. All GSRs are encouraged to attend. Any Nar-Anon member can attend the Assembly.
		- NA conventions in the general vicinity of the Region and Nar-Anon conventions, retreats, assemblies are all posted on the Midwest Region’s website - Calendar page.
	+ Group Financial Considerations
		- The Midwest Region website has a document, Family Group Guide to Finances, on the ‘Sharing Recovery/How To’ landing page that discusses the financial considerations.
		- There is also a section in the Guide to Local Services (GLS) that should be considered. This guide can be located on the Service Literature page under the Members section of the World Services website: <http://www.nar-anon.org/service-literature/>.
	+ Periodic Follow-up Calls – The mentor is available to help your new group with any problems or situations that come up in your meetings. Do not hesitate to call your mentor when needed. Phone - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Also, your mentor will call you periodically (2-3 more times) to find out how your meetings are going and to offer their assistance if needed.