



FOCUS 2019: Activation Rate Committee

Activation Mentorship Program Guidebook



Some lodges have already adopted a strong “big brother program” in which the Elangomat stays in contact with newly inducted Arrowmen until they become activated. Today, we’re sharing a new program based on that model, called the Activation Mentorship Program.

A successful Activation Mentorship Program should make use of experienced elangomats; however, service as an Elangomat is not a requirement or expectation of an activation mentor in this recognition and training program. The program will allow for the continued use of an elangomat, as well as a new role for experienced Arrowmen that did not serve as the elangomat, but still know how to make an impact. Experienced Arrowmen are likely to have a greater comprehension of the Order’s program, and may serve as a positive resource to newly inducted Arrowmen. These Activation Mentors will ensure a positive induction experience, encourage newly-inducted Arrowmen to return to future events, mentor them to complete their Brotherhood, and serve as a point of contact for their assigned member.

It is our sincere hope that throughout the course of this guidebook, you can truly understand what it means to plan and execute a successful Activation Mentorship Program in your lodge, and leave a lasting impact on our Arrowmen for generations to come.



Who's Responsible For Ensuring A High Quality Activation Mentorship Program?

Leadership Position(s) Needed | **Overview**

With every new inductee comes the responsibility to engage them, therefore, a well trained elangomat or an activation mentor is a necessary, and crucial position needed in every lodge. These individual(s) would be under the direct supervision of the lodge inductions designee, sit on the lodge inductions committee, and report to the lodge chief. This sense of involvement will show our concentrated focus, and priority centered around conducting a high quality member retention program, and ultimately, strengthen the relationship between lodge leadership and newly inducted Arrowmen. The individual(s) will provide mentorship to their designated newly inducted Arrowmen, ensuring that each of them attend their activation event, as well as completing their Brotherhood, in order to ensure a 50% activation rate is achieved.

Inside The Role | **General Responsibilities**

- Works with lodge leadership to contact every newly inducted Arrowmen who they are assigned to mentor
- Arranges calls with every newly inducted Arrowmen who they are assigned to mentor
- Ensures that every newly inducted Arrowmen who they are assigned to mentor chooses a committee/project to become involved with
- Ensures that every newly inducted Arrowmen who they are assigned to mentor attend their activation event
- Ensures that every newly inducted Arrowmen who they are assigned to mentor completes their Brotherhood at the first opportunity available, as long as they are able

Inside The Role | **Resources Needed**

- Updated list of unit contact information (Request from lodge key 3 members)
- Location and times of chapter/lodge meetings, activation events, and brotherhood induction opportunities
- Materials to conduct the activation mentorship program (See checklist below)

The Activation Mentorship Program Timeline

Focusing on the timeliness of your chapter/lodge's activation mentorship program is crucial to a successful retention process. This next segment of the Activation Mentorship Program Guidebook will equip you with a timeline which seeks to help your lodge's elangomat(s) / mentor(s) stay on-time and in-sync with some of the country's most successful lodges.

PRIOR TO ACTIVATION EVENT | Marketing the opportunity to activate to new Arrowmen *(Recommended)*

- Promote your chapter/lodge's opportunities to your assigned Arrowman/Arrowmen.
 - Allow new inductees to begin signing up for their activation event.
 - Make sure you track which members have already been contacted, so that they aren't contacted multiple times, and the members who have not responded can become the focus point.

DURING ACTIVATION EVENT | Providing a great activation event for your Arrowmen *(Recommended)*

- Ensure all of the Arrowmen you are mentoring attend the activation event
 - Ensure that every Arrowmen is in attendance who registered for the event.
 - Make sure to document which Arrowmen were not in attendance.
 - Ensure all of the Arrowmen you are mentoring are engaged in the program and having fun!
 - Make sure all of the Arrowmen you are mentoring leave the event knowing when they should return to complete their Brotherhood induction.

Following Activation Event | Surveying Arrowmen on the quality of their activation event *(Recommended)*

- Follow up with Arrowmen to receive input as to how their activation event went, and how it can be improved for the following year.
 - Provide the "Activation Event Performance Review" to Arrowmen no more than 24 hours after the activation event has been concluded.
 - Results should be documented, and a plan should be put into place to improve upon any negative feedback the following year.
 -
 -



- Even if the feedback isn't positive, always thank the newly inducted Arrowman for attending. Remember, the newly inducted Arrowman is always right.

Activation Mentorship Program Checklist

Many lodges in our organization face challenges in their efforts to provide a high quality activation mentorship program. Maintaining a high level of organization within your lodge's elangomat(s) and activation mentor(s) will not only boost the perception of your lodge within the minds of the newly inducted Arrowmen, but will also dramatically increase the productivity of your retention efforts. The next segment of Activation Mentorship Program Guidebook will equip you with the tools and information necessary to lead your lodge's newly inducted Arrowmen into the most successful activation period yet!

When your lodge's elangomat(s) and activation mentor(s) are contacting newly inducted Arrowmen, the individual assigned to maintain these communications should remain consistent. For instance, if Johnny Arrowmen is assigned to Arrowmen A, B, and C, he/she should be contacting those Arrowmen to ensure they feel welcomed, remind them of their activation event, and Brotherhood induction time and date, and to field any comments, questions, or concerns they may have.

Overall, your biggest goal heading into the process of mentoring new Arrowmen is to boost their perception of the Order, and activate their experience as an Arrowman!

Pre-Activation Event Checklist		
	ITEM	PERSON RESPONSIBLE
	Train activation mentors(s) on their roles and responsibilities	Lodge Inductions Designee
	Begin contacting newly inducted Arrowmen to promote their activation event, and Brotherhood induction opportunity	Elangomat /Activation Mentor
	Ensure each newly inducted Arrowman has registered for their activation event	Elangomat /Activation Mentor



THRIVE

ORDER OF THE ARROW

	Send email to remind the newly inducted Arrowmen of the activation event - 1 week prior to the event (A copy can be found here)	Elangomat /Activation Mentor
--	--	------------------------------

Post-Activation Event Checklist

	ITEM	PERSON RESPONSIBLE
	Encourage newly inducted Arrowmen to complete their Brotherhood Induction at the first opportunity available if they are able	Elangomat /Activation Mentor
	Send newly inducted Arrowmen the "Activation Event Performance Review" (Survey lodges should create/send to newly inducted Arrowmen regarding overall performance)	Elangomat /Activation Mentor



“Helping one person might not change the whole world, but it could change the whole world for one person.”

