

WELCOME TO MIDTOWN LETIP NEW MEMBER CHECKLIST

1. Remember, you are allowed 3 excused absences a quarter. Two consecutive unexcused absences may result in termination from the group. If you are going to be absent please call the Secretary Jim Hunter at 916 233-8181 or if unavailable, the Vice President Jeff Wickliffe at 916 612-4897.
2. Your mentor will sit with you and assist you at the next few meetings.
3. Your mentor will explain tipping, show you how to fill out the tip forms (both the regular and escrow tip forms), and the process for exchanging tips.
4. You must send ten letters to prospective LeTip members by your second meeting. You will receive a hard copy of this form letter with your new card caddy, and the Mentor Chair will email you a copy for your convenience.
5. Your mentor will show you how to fill out reminder notices during the meetings. There are reminder fees for no badge, no pin, no guest, no tip, etc., and you earn rewards for bringing a guest, passing four or more tips at a meeting, etc.
6. You are required to exchange four tips per month. These can be inside tips (a tip to a member for your use of their services) or outside tips (when you refer another person to a member). Remember, outside tips are the “lifeblood” of our organization – that is how we group our client bases and increase our businesses. That is why our Top Tipper category each month is determined solely on the number of outside tips given.
7. You have attendance requirements to keep your membership in good standing. You may miss no more than three meetings in a quarter – missing a fourth meeting is grounds for termination – and you may have no more than two unexcused absences in a row. Leaving early or arriving late constitutes an excused absence.
8. The Poker Folder is part of every meeting. All members with white and green badges participate. This year the board has decided to assign the Poker Folder responsibility. The Program Director, Kathy Shelton, will make the assignments. If you are the lucky one holding the Poker Folder, you are asked to bring a guest to the next meeting, and you will be rewarded \$10. If you do not bring a guest, you must pay a \$10 reminder fee. You could have the Poker Folder for up to two weeks, giving you two chances to bring a guest and earn the reward.
9. At the first meeting each month, the Visitation Chair will assign a member for you to visit. Each visitation lasts about half an hour and gives you the opportunity to spend time with another member at their place of business. It is a great opportunity to connect with your fellow Le Tippers on a more personal basis and learn more about their work and how to best tip them. At the same time, that same member will visit you. Visitation commercials are presented the third meeting of every month. When it's your turn to give your visitation commercial, you and your visitee stand to give the commercials. If you did not visit your assigned member, you pay that person \$5. You will pay the chapter a \$5 reminder fee each week thereafter until you have completed the visit. If you were not visited, you may give your own commercial.
10. Our meetings consist of a program where each member is asked to greet, showboat, and speak on a rotating basis. You will be moved into the rotation schedule after you have attended the Networking Training Seminar. When you are assigned to greet, you should arrive at the meeting at 6:45am and be prepared to welcome everyone to the meeting. When you showboat, you need to be prepared to display your business information/materials to help your fellow members better understand your business for tipping purposes. As a speaker you will have ten minutes to

discuss who you are, your professional background, the type of business you operate, and how best to tip you. Have fun with your presentation – it is your chance to shine!

11. Each new member is required to sponsor another new member into our chapter within their first year. When you do, you earn a green badge and help grow our chapter. The bigger and stronger our chapter, the more opportunity for dollars in your pocket!
12. There are mixers held once a quarter. The mixers are held either as an extended breakfast mixer or are held in the evening. The locations vary, but the style is less formal than our regular meetings. Attendance is mandatory. Even if your absence is excused, there is still a \$10 fine. BUT, if you bring a qualified guest to a mixer you get a \$5 reward!
13. Power Partners are a powerful way to get the most out of your Le Tip membership. Please speak to the Power Partners Chairperson about how to best decide who your power partners are and to sign up for your power partnerships. An example of power partners is: Pet sitter, dog walker; groomer and vet. Or: real estate agent, mortgage broker, banker, landscape contractor, handyman, and housekeeper. Power Partners meet in smaller groups once a month, or once or twice a quarter to discuss ways to build their business referrals.
14. The Le Tip Bylaws state that members are required to (unless prohibited by their supervisors) to “display chapter brochures at their place of business.” Please take a supply of our chapter brochures and display them at your place of business. Not only does this help your fellow members, it is a great way to get the attention of potential guests.

If you have any questions, I am here to help. Marti Meyer, Mentor Chair marti@gardengraphics.com.