



UNDERSTANDING YOUR POSITION

LeTip Board of Directors Guide

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Sergeant-at-Arms (Sgt-at-Arms)

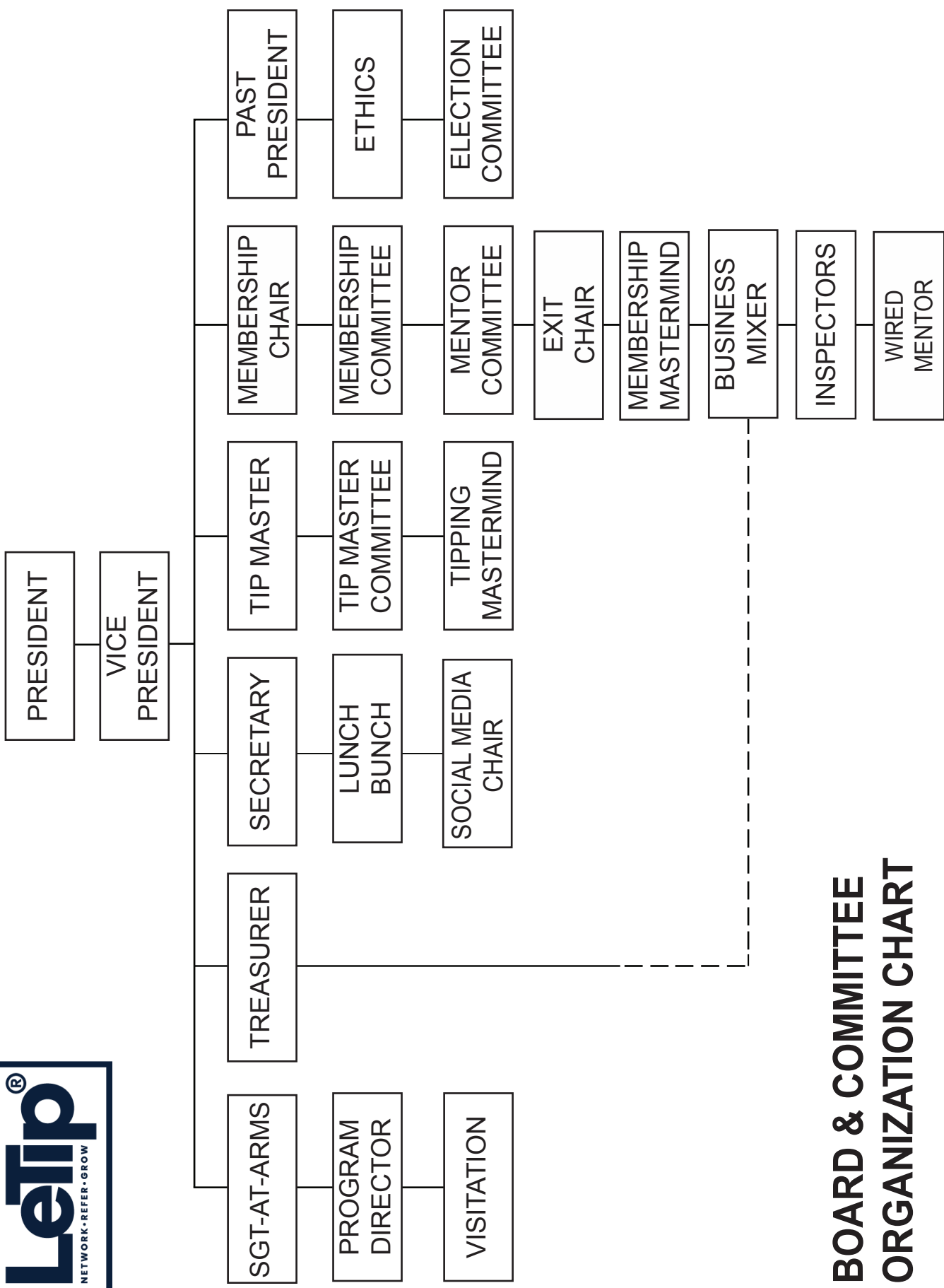
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LeTip Community

LeTip Resources

- LeTip Wired (Desktop) www.letipwired.com
- Web Store www.letipwebstore.com

Support: Contact LeTip Corporate • 800-255-3847



BOARD & COMMITTEE ORGANIZATION CHART

Our core values define how we show up, build relationships, and do business. They guide our daily actions and set the standard for how we represent ourselves and our chapter.

When welcoming new members, look for individuals who align with these values and demonstrate strong business ethics. Shared values lead to stronger relationships, better referrals, and a more successful chapter.

Treat others with respect, empathy, and care in every interaction.

Be honest, transparent, and do the right thing, even when it's not the easiest option.

Stand by and support the people you build relationships with.

Bring energy, purpose, and genuine belief in what you do and how you serve others.

See things through to completion.

Take ownership of your actions and their outcomes.

Go beyond expectations while maintaining the highest standards.

LeTip is a professional organization of business individuals, dedicated to the highest standards of competence and service.

Our purpose is the exchange of business Tips. Members will, at all times, maintain the highest professional integrity.

Each business category is represented by one member, and conflicts of interest are disallowed.

"To intentionally help one another prosper through meaningful relationships, ultimately creating an economy where everyone wins."™

A reminder that LeTip is about real business success. This phrase must always include the ™ symbol when used in promotional materials.

You're not alone. You're part of a national network of business professionals working together to help each other grow.

We hold ourselves to the highest ethical standards, ensuring fairness, loyalty, and integrity in everything we do. We are committed to continuous improvement—strengthening our organization, uplifting our community, and making a lasting impact on society.

At LeTip, success isn't just about business—it's about building relationships that matter.

[illegible]

President Duties

As President, your role is to lead with integrity, maintain structure, and help your chapter succeed.

Adhere to Bylaws and Ethics Guidelines

- Always follow LeTip Bylaws and Ethics Rules and Regulations. A copy of the protocol can be found in the LeTip Wired Document Library by searching “Ethics Chair Duties.”

Obtain a Green Badge or Higher

- According to the Bylaws, only members who have earned a Green Badge or higher may serve as President.

Attend Annual Board Training

- The President must attend LeTip International’s annual training, either:
 - **In-person:** First week of May at the LeTip Convention
 - **Online:** Virtual training available

Supervise the Chapter

- Oversee all chapter operations and make sure members meet their responsibilities.

Maintain Meeting Timeliness

- Arrive 30 minutes early, with the Vice President, to oversee room setup
- Ensure networking starts 15 minutes before the meeting
- Meetings must start on time (led by the Sgt-at-Arms)
- For chapters with 50+ members, meetings may start 15 minutes earlier

Set Protocol for Meals

- Prioritize the business portion of the meeting
- Meal timing is at the Board’s discretion and is secondary to the meeting agenda
- Never break for a meal; eat during the meeting

Follow the Meeting Agenda

- Meetings must follow the official LeTip agenda, and any changes must be approved by Corporate

Conclude Meetings with Key Reminders

Before closing, remind members to:

- Bring a guest to the next meeting
- Promote the day’s Speaker to the first 10 people they meet
- Share member success stories and recognize new members by their personal and business names

End Meetings on Time

- Be respectful of members’ time and keep meetings focused
- Avoid conflicts between members and guests. Keep meetings positive and professional

Manage Conflicts of Interest

- The Greeter screens guest categories for conflicts
- The President and Vice President must review the guest sign-in sheet before the meeting
- If a guest’s category is already filled, they may:
 - Introduce themselves without giving a commercial or passing out business cards
 - Be referred to LeTip Corporate to find an open chapter

Notes: _____

Keep Meetings Positive

- Never say or do anything that does not promote the growth of a member's business.
- Address inappropriate comments or questions privately after the meeting.
- Keep meetings structured by strictly following the agenda.

Do Not Allow Open Discussions

- Any issues or concerns must be presented before or after the meeting—never during.
- All chapter issues must be addressed at the Board of Directors meeting.
- Avoid impromptu discussions of ideas that have not been fully prepared and presented in writing.

Ensure Decisions Come from the Board

- Board decisions should be announced by the committee chair during the following meeting's committee reports.
- Never state that the President alone made a decision—decisions are made as a group by the Board.

Delegate Tasks

- Ensure the Vice President takes attendance and monitors meeting details.
- Members must notify the Vice President at least 24 hours in advance if they will miss a meeting.
- The Vice President orders chapter supplies through LeTip International's Web Store.

Hold Committee Chairs Responsible

- Review all chapter responsibilities and reinforce that Board and committee chairs are fulfilling their roles.
- If Board or committee chairs are not meeting expectations, find a replacement.
- Delegate to build engagement and strengthen leadership.

Lead by Example

- Arrive 30 minutes early and stay available to members after the meeting.
- Bring guests and pass Tips.
- Show loyalty through your actions.
- Set the standard: be positive, prepared, and organized.

Set Chapter Goals

- Establish goals for the next 6 months.
- Create a clear plan to achieve them.

Keep Members Accountable

- Enforce the Bylaws and mentor under performing members.
- Strong chapters hold members accountable—guests won't join if standards are low.
- Address poor attendance and low Tip activity quickly.

Stick to the Budget

- Develop a chapter budget aligned with chapter goals.
- Require Board approval before any spending.

Celebrate Member Success

- Public recognition encourages engagement.

Notes: _____

Notes: _____

Chapter Meeting Agenda

Official Meeting Sequence

1. President starts the meeting on time.
2. Vice President provides the guest list to the President 5 minutes before the meeting.
3. Pledge of Allegiance (USA only) and LeTip Creed are recited.
4. Introduce the Board: Ask Past Presidents to stand and introduce themselves.
5. Tip Master reads the definition of a Tip.
6. Announce and recognize the Unknown Greeter (preferably a guest).
7. Introduce guests: Each guest is introduced by their sponsor and given 30 seconds for a personal introduction.
8. Members and guests pass business cards to the left.
9. Program Director introduces the Speaker(s): Maximum 10 minutes (8 minutes to speak, 2 minutes for Q&A).
10. Introduce new members and remind them to attend the Network Training Seminar (NTS).
11. Announce the Lunch Bunch, which includes new members and 3-5 existing members.
12. Vice President presents committee reports.
13. Request the Inspector's report on new applications, if applicable.
14. Sgt-at-Arms distributes ballots and collects votes, if applicable.
15. Conduct Speak-Offs, if applicable.
16. Announce the Lucky Devil, who gives a 30-second commercial for the previous week's Speaker.
17. Request the attendance report from the Vice President.
18. Close the meeting and remind members to bring guests.
19. If a prospective member is not voted in, do not announce the results at the same meeting.



Chapter Name: _____ Meeting Date: _____

Meeting Location: _____

LeTip Creed

LeTip is a professional organization of business individuals, dedicated to the highest standards of competence and service. Our purpose is the exchange of business Tips. Members will, at all times, maintain the highest professional integrity. Each business category is represented by one member and conflicts of interest are disallowed.

Meeting Agenda

Networking
Sgt-at-Arms: Please silence your phones
President: Welcome and call the meeting to order
Pledge of Allegiance
LeTip Creed
President: Introduce the Board
Tip Master: Define a Tip
Introduce Guests: Each guest gives a 30-second intro
Pass Business Cards : In person; virtual chapters share contact information in the chat
Program Director: Introduce the program and Speaker
Speaker(s): 10 minutes maximum (less time if multiple Speakers)
President: Announce the Unknown Greeter
Vice President: Call for committee reports
President: Request the attendance report from the Vice President
Poker Folder: Conduct the "Hot Potato" game
Visitations: Announce during the first week of each month only
President: Confirm new candidates with the Inspector
Vote: Conduct the chapter vote for new candidates; Vice President counts the votes
Lunch Bunch: Takes place during the last week of the month
Lucky Devil: A randomly selected member delivers a 30-second commercial for the prior week's Speaker.
Sgt-at-Arms: Start the Tip bucket and begin 30-second commercials
President: Announce any new member(s)
President: Present 5 reasons to join LeTip:
1. "Dollars In Your Pocket"™
2. Becoming a better public speaker
3. A chapter that feels like family
4. A source of referrals for your clientele
5. Value beyond compensation
Close the meeting

Chapter Board

President _____
Vice President _____
Treasurer _____
Secretary _____
Tip Master _____
Membership Chair _____

Today's Program

Showboater _____
Greeter _____
Speaker _____
Speaker Recap _____

Next Week's Program

Showboater _____
Greeter _____
Speaker _____
Speaker Recap _____

Chapter Events and Announcements

LeTip Core Values

Kindness: John Templeton said it best, "It's nice to be important, but it's more important to be nice."

Integrity: Honesty in all actions. "Do the right thing."

Loyalty: Trust and support in every relationship. "All for one, one for all."

Passion: Commitment driven by belief and purpose. "From the Heart."

Commitment: See things through to completion.

Accountability: Own your actions, behaviors, and choices. "If it's to be, it's up to me."

Excellence: Go beyond expectations while maintaining the highest standards.

The foundation and structure of LeTip are key to our continued success. To keep members engaged and meetings flexible, the meeting format may vary. Below are suggested options for monthly, quarterly, and annual meetings. When using one of these options, you may omit committee reports and/or member commercials.

Monthly

- Fiver Day
- Target Tipper
- Tip Talks (Ted Talks)
 - Business Development
 - Industry Trends
 - Skill Building
- Tipper on the Spot (Open Tips)
- One-on-ones (Visitation Day) or Workshop

Notes: _____

Quarterly

- Business Mixers
- Mastermind Meetings
 - Extended Network
 - Goals
 - Marketing
 - Membership
 - Social Media
 - Tip Storming
- On Location (at member's business)
- Social Events
- Speed Networking (2-5 minutes)

Notes: _____

Annually

- Chapter Goal Mapping
- Elections
- Gala (Holiday Party)
- Showboat Expo

Notes: _____

Notes

Chapter Board Meetings

Purpose of Board Meetings

Board Meetings give the leadership team a place to plan, strategize, and manage chapter operations. The Board, consisting of up to 7 members, keeps the chapter running smoothly and professionally. Only Board Members have voting privileges, and their role is to maintain structure and accountability to support the chapter's success.

Voting Eligibility

Voting is reserved for the following Board Members:

- President
- Vice President
- Treasurer
- Secretary
- Tip Master
- Membership Chair
- Past President

Board Meeting Schedule

Per LeTip Bylaws, Board Meetings must be held before the first chapter meeting of the month. A quorum—defined as at least 4 Board Members—is required to conduct business and approve decisions.

Meeting Attendance

All chapter members are welcome to attend Board Meetings; however, only voting Board Members receive a paid lunch. If ethical matters arise, non-voting attendees will be asked to leave so the Board can discuss the issue privately.

To support participation, schedule meetings at times that allow for the greatest availability. Meetings held immediately before or after regular chapter meetings may not work for those with job commitments.

Agenda Approval

If you have a topic, idea, or concern you'd like to present, arrange it in advance with the Vice President. Only pre-approved agenda items will be discussed to keep meetings focused.

Board Meeting Guidelines

LeTip Board Meetings follow two key rule sets:

1. LeTip Bylaws (which take precedence).
2. Robert's Rules of Order (for meeting structure and conduct).

The Secretary maintains meeting minutes, including general (open) and confidential (closed), as appropriate.

For an accessible guide, LeTip recommends reading *The Complete Idiot's Guide to Robert's Rules*, which simplifies running an organized meeting.

Meeting Structure and Agenda

Every Board Meeting follows an agenda to stay on track. A copy is available in the Wired Document Library by searching "Board Meeting Agenda."

Notes: _____

[illegible]

Board Meeting Agenda

LeTip of _____

Date: _____ Call to Order (Time): _____

Attendance (Open to all members):
A quorum requires 4 Board Members in attendance.

Approve Previous Board Minutes: _____

Reports

All reports are available in Wired.

- Tip Master Report
- Membership Chairs Report (*Guest attendance and applications*)
- Vice President Attendance Report

Old Business: _____

New Business: _____

Miscellaneous: _____

Closed Session:

Ask all non-Board Members to leave. Keep separate minutes or record no details.

End of Meeting (Time): _____

Note: The Secretary uploads the completed agenda to "Chapter Documents" in Wired.

Setting Chapter Goals



Purpose of Chapter Goals

Successful businesses—and successful chapters—set clear goals. Short- and long-term, goals provide direction, focus, and motivation. Without a shared objective, a chapter will stagnate.

LeTip data shows:

- Chapters with 16+ members are sustainable.
- Chapters with 22+ members typically generate \$300,000+ in business annually.
- Chapters with 30+ members often exceed \$1 million per year—which means “Dollars In Your Pocket!™.”

How to Set and Achieve Chapter Goals

- Hold a Goal-Setting Meeting: Newly elected Board Members should meet soon after elections to establish chapter goals.
- Use the Chapter Goals: This guide helps align the Board and members around clear, measurable objectives. Refer to “Chapter Goals” in the Wired Document Library.
- Track Quarterly Goals: The Board reviews progress toward quarterly goals at monthly meetings to assess progress, adjust as needed, and celebrate wins.

Example of Chapter Goals

- Become the largest chapter in the region.
- Have all members pass 4-10 Tips per month.
- Be the top revenue-generating chapter in LeTip.
- Build a strong, supportive community where everyone feels included.
- Develop national award-winning members.
- Increase the number of Gold Badge members.
- Win Chapter of the Year.
- Help all new members earn their Green Badge within their first year.

Strong chapters are built with intention. Setting and working toward meaningful goals drives growth and creates more opportunities for every member. Stay committed and track progress.

Chapter Goals Template

Chapter Goals

Chapter Name: _____

Date Set: _____

Next Review Date: _____

Number of New Members: _____

Guests per Month: _____

Guests per Member: _____

Total Tips Passed by Chapter: _____

Total Value of Tips Passed by Chapter: \$_____

Average Seat Value: \$ _____

What size should your chapter be in one year?

Number of Members

Goal (12 months) - Current + Attrition = New Members Needed

- **Attrition:** Plan for some members to leave as their businesses change.

How many guests are needed to reach your membership goal?

Monthly Guests x 4 ÷ 12 = New Members

Guests per Member ÷ Number of Members = Guests per Member

- **National Average:** On average, 1 out of every 4 guests becomes a member.

How much business should your chapter generate in the next 12 months?

	Example	Seat Value Goal
Total Tips Passed (Chapter)	1,404	_____
Average Members (Year)	27	_____
Average Tips per Member	52	_____
Total Value of Tips Passed	\$425,252	_____
Average Seat Value	\$15,750	_____

Chapter Self-Evaluations

Evaluating and grading the chapter's performance is a key part of achieving chapter goals. Each quarter, the Sgt-at-Arms conducts a chapter performance evaluation during the meeting. The evaluation is submitted to the Board and reviewed at the monthly Board Meeting to identify areas for improvement.

There is no single way to run a meeting; this evaluation helps chapters improve their meetings. If the chapter follows the meeting agenda and LeTip Bylaws, a score of 100 is achievable. The evaluation is available in the Wired Document Library under "Chapter Self-Evaluations."

LeTip Chapter Self-Evaluation (In-person Meeting)

Date: _____ Chapter Name: _____

Evaluation by: _____

1. Greeting table properly displayed: Guest register, brochures, information sheets, guest labels _____ 3 pts ____
2. Greeter(s) are at the door before the meeting begins to welcome guests and members. _____ 3 pts ____
3. Showboater has their table set up before the start of meeting and before guests and members arrive. _____ 3 pts ____
4. Meeting started on time. _____ 4 pts ____
5. Pledge of Allegiance recited (USA only). _____ 3 pts ____
6. LeTip Creed recited. _____ 3 pts ____
7. Officers introduced by President. Officers stand and greet members: "Hello my name is... I am the (officer title) and the chapter's (category)." _____ 4 pts ____
8. Definition of a qualified Tip and tipping process explained by the Tip Master. _____ 3 pts ____
9. President introduces members with guests; host members introduce their guests. _____ 6 pts ____
10. Business cards pass (in-person meetings); virtual members share contact information in the chat. _____ 3 pts ____
11. Speaker(s) introduced by the Program Director; time managed by the Sgt-at-Arms. _____ 3 pts ____
12. Members promote one another and use social media throughout the meeting. _____ 3 pts ____
13. Notepads and badges presented to new members by the President. _____ 3 pts ____
14. Unknown Greeter announced by the President; Greeter (often a guest) stands for applause. _____ 4 pts ____
15. All committee reports requested by Vice President are presented (including Poker Folder). _____ 3 pts ____
16. Lucky Devil and Lunch Bunch announced (check with President for verification). _____ 3 pts ____
17. Number of members at today's meeting _____ = _____ % attendance
(under 70% = 0 pts, 70-80% = 5 pts, 80-90% = 8 pts, over 90% = 10 pts) _____ 10 pt ____
18. Tip Bucket passed around the room; gentle reminders enforced by the Sgt-at-Arms. _____ 8 pts ____
19. Time managed by Sgt-at-Arms for 30-second commercials. _____ 3 pts ____
20. Tips passed: # _____ (Average per member: under 1 = 0 pts, 1-2 = 5 pts, over 2 = 10 pts). _____ 10 pt ____
21. President reinforces the Speaker after the presentation: "This is our Banker, _____, who we support 100%." _____
22. Members are encouraged to mention today's Speaker to the first 10 people you meet today. _____ 6 pts ____
23. Meeting ended on time. _____ 4 pts ____

Additional remarks (location, dress code, etc. Points may be awarded or deducted): _____

(100 points total)

Subtotal: _____

+/- pts: _____

Score: _____

Chapter President Signature: _____ Evaluator Signature: _____

Please review with the board of directors at the next Board Meeting.

Speak-Off Procedure

LeTip International Bylaws: Article III, Membership, Section 3.2(d)

If two or more applicants apply for the same category within a two-week period, a Speak-Off will be held during the third week at a regular meeting.

Eligibility for the Speak-Off

- Only applicants who have submitted an application and completed a business inspection are eligible to participate.
- If only one applicant meets these requirements, no Speak-Off is required, and the chapter will vote on the application.

Speak-Off Format

1. Order of Presentations

- The Sgt-at-Arms conducts a coin toss to determine the speaking order.
- Each applicant delivers a 5-minute presentation.

2. Fair and Unbiased Process

- All applicants must leave the room, leave a virtual meeting, or be placed in a breakout room until it is their turn.
- Applicants may not hear another applicant's presentation.
- After presenting, the applicant is dismissed from the remainder of the meeting.

3. Voting Process

- Ballots are distributed, and members cast written votes.
- The applicant with the majority vote will be selected as the new member.
- The President notifies each applicant of the results.

Additional Guidelines

- Chapters must send the names and contact information of unsuccessful applicants to LeTip International so they can be connected with another chapter.
- Refer to "Speak-Off Procedure" in the Wired Document Library.

This process supports fairness, transparency, and professionalism while helping the chapter grow and maintain LeTip's standards.

Membership Procedures



Submitting a Membership Application

Apply in Wired

- Membership applications must be submitted through Wired for a faster, more secure process.
- Applicants must complete the application themselves.
- The member who enters the guest in Wired is automatically listed as their sponsor unless edited.

Business Category Verification

- Applicants must select an official category from the list in the Wired Document Library.
- If an applicant does not fit an official category, they must submit a written request to LeTip Corporate for approval before a vote takes place.

Company Name Changes

- If a company changes its name, a written request must be submitted to LeTip by the owner or president on official letterhead, stating the reason for the change.
- Once received, LeTip updates the membership contract and systems.

Inspection Requirement

- Before a vote takes place, the Inspector must conduct an inspection and report to the chapter.
- A chapter vote cannot take place until the application is submitted and the inspection is complete.

Membership Types and Changes

Personal vs. Grandfathered Company-Owned Accounts

- As of January 1, 2025, all LeTip memberships are personal.
- **Personal Memberships:** Paid by the individual and not transferable.
- **Company-Owned (grandfathered accounts Only):** Paid by the company and may be transferred to a new representative if the member leaves.

Company Replacements Grandfathered Accounts Only

Process for a Company-Owned Member Replacement

1. The Board starts the process in Wired (**My Chapter > Roster**) and selects the member's name.
2. Enter the new representative's name and email to send the application.
3. The replacement member must complete the application and submit the \$100 processing fee.
4. The chapter must conduct an inspection and hold a vote before the application is approved or denied.
 - Replacement candidates must be qualified.
 - The replacement must match the original category.
 - The company has up to 30 days to submit a replacement.

Category Changes

Process for Changing a Member's Category

1. The member submits a Category Request Form in Wired (**My Profiles > Network Information > Request a Category Change**).
2. The member submits the \$25 processing fee.
3. The Board reviews the request, conducts an inspection, and the chapter votes.
4. The Board approves or denies the application in Wired.

Chapter Transfer

Process for Transferring to a New Chapter

1. The member submits a Chapter Transfer Application in Wired (**My Profiles > Network Information > Request a Chapter Transfer**).
2. The member submits the \$200 processing fee.
3. The outgoing chapter's President must approve the transfer request.
4. The new chapter conducts an inspection and holds a vote as if the applicant were a new member.
5. The new Board approves or denies the transfer request in Wired.

Special Membership Rules

Split Categories

When Two Members Share a Category

- Before inviting a guest into an occupied category, the active member must approve.
- If the guest applies and is accepted, both members must sign the "Split Category Agreement," which defines how the category will be shared and how Tips are assigned.
- If one member leaves the chapter, the category reverts to the remaining member, who may choose whether to split again.
- Both members list the same category on their badge and must clarify their specific focus during 30-second commercials.

Membership Resignation and Termination

It is important to notify LeTip when a member resigns or is terminated to avoid delays in filling open categories.

How to Notify LeTip of a Member's Status

1. Go to Wired (**My Chapter > Roster**).

2. Select the action button next to the member's name.
3. Select **Resign Member** and provide the reason for resignation or termination.
4. LeTip Corporate will update the roster accordingly.

Why This Matters

If a member is not removed, their category remains occupied, delaying the acceptance of new applicants.

Speak-Off Procedures

- A Speak-Off occurs when 2 or more applicants apply for the same category within a 2-week period.
- Only applicants who have submitted an application in Wired and completed an inspection are eligible.
- Speak-Offs follow the official process outlined in LeTip Bylaws (Article III, Section 3.2(d)).
- Refer to the Speak-Off section in this guide or to "Speak-Off Procedure" in the Wired Document Library.

Membership Weekly Program

Managing the Weekly Program

Track your Showboater, Greeter, Speaker, and Lucky Devil using Wired's **Manage Program** tool. This feature helps automate scheduling, simplifying the Program Director's role.

Automated Weekly Notifications

- Each week, members receive an automated email with their upcoming assignments.
- The weekly program schedule is available in the Wired calendar for members to check their assigned dates.

Skipping a Meeting

If your chapter is skipping a meeting (going dark), go to Wired (**Manage Program > Manage Meeting**). The system will automatically adjust the program schedule to skip that week, keeping the schedule on track.

Adjusting the Weekly Rotation

As the chapter grows, the number of members per rotation can be increased (e.g., from 1 to 2 or 3 members per week). Contact LeTip to adjust the rotation settings.

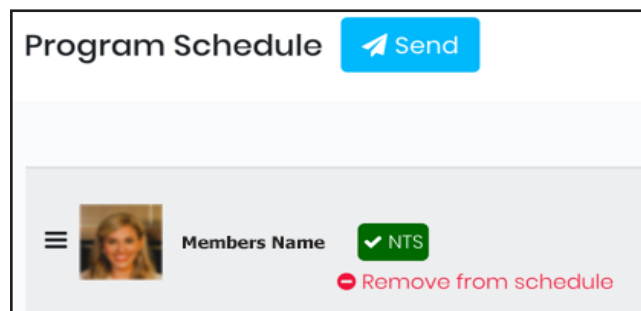
New Member Training (NTS) Requirement

New members must complete the NTS within 60 days of joining.

- The NTS class fee is included in the enrollment.
- Once their application is processed, the member receives an email with Wired login details.
- Members can schedule and register for an NTS class from the dashboard.

Tracking NTS Completion

- Once training is complete, the **Manage Program** section in Wired displays a green NTS icon on the member's profile.
- New members should only be assigned to the weekly program after completing the NTS to ensure they are fully prepared.



Membership Change Fees

Understanding LeTip membership fees helps prevent delays when submitting requests.

Change Type	Fee
Chapter Transfer	\$200.00
Company Replacement (Grandfathered Accounts Only)	\$100.00
Category Change	\$25.00

Name Change Requests

If a member legally changes their last name, submit an email request to LeTip with the updated name detail. LeTip attaches the request to the member's records and updates the system. If a new badge is needed, members can purchase one from the LeTip Web Store.

Accessing LeTip Bylaws

- Every member has access to the latest LeTip Bylaws in the Wired Document Library by searching "Bylaws."
- Bylaw-related questions should be directed to LeTip Corporate.

Final Thoughts

Using Wired streamlines weekly scheduling, new member onboarding, and membership changes, helping your chapter run smoothly.

For official documents and additional details, refer to the Wired Document Library.

Creating Guests and Sending Applications

Member Access: All active members may send an application to a guest in Wired.

Board Access: Only Board Members may view, approve, or deny submitted applications.

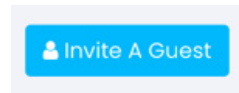
How to Send a LeTip Wired Application

Applications can be submitted through Wired using on the web or the app. Once submitted, Board Members receive a notification.

1 STEP ONE

Invite A Guest

- Log in to Wired
- Go to **My Chapter** or **Guests**
- In the top right corner, select the blue **Invite A Guest** button



2 STEP TWO

Enter Guest Details

- Complete the form with the guest's:
 - First and last name
 - Phone number
 - Email address
 - Company name (if known)
- Select the chapter name and business category from the drop-down menu

Important

- If inviting the guest on behalf of another member, remove your name by selecting the red **X**, then use the magnifying glass to assign the correct sponsor
- Uncheck the **Invite Guest to a Meeting** box if not inviting them to a meeting

3 STEP THREE

Review and Send Application

- Add a personal note in the message box (optional)
- Select the **Send Invitation** button to create the guest profile

4 STEP FOUR

Send the Application

- Go to **My Chapter > Guests**

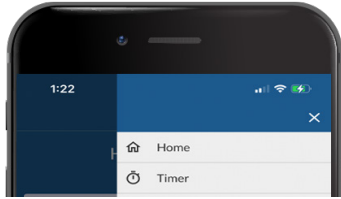
Here, you can:

- View guests you invited
- View guests invited by other members
- Select the guest's name to open the details page
- Select **Send Application** button to send the secure application through Wired

Inviting Guests: Wired Mobile App

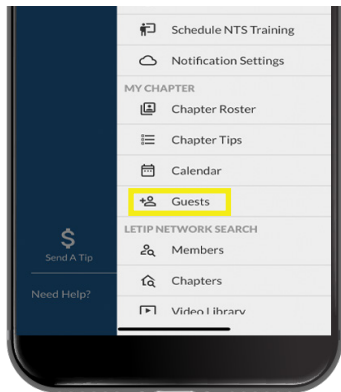
Follow these steps to send an invitation and application from your phone.

STEP ONE



Open the Guests Menu

- Log in to LeTip Wired mobile app
- Tap **Guests**



STEP THREE

Enter Guest Information

- Fill in the form with the guest's:
 - First and last name
 - Phone number
 - Email address
 - Company name (if known)
- Select the chapter
- Assign the sponsor
- Select the category

A screenshot of the 'Invite A Guest' form in the Wired mobile app. The top status bar shows the time as 4:29. The form has a dark blue header with a back arrow and the text 'Invite A Guest'. Below the header, there are three input fields: 'Inviting Member' (with the text 'Scott Jones' below it), 'Guest First Name', and 'Guest Last Name'. The form is otherwise empty.

STEP TWO

Add a New Guest

- A list of all invited guests appears
- To Invite, tap the + icon

A screenshot of the 'Guests' list in the Wired mobile app. The top status bar shows the time as 4:28. The list has a dark blue header with a back arrow and the text 'Guests'. Below the header, there is a search bar with the text 'Enter search keywords'. The list contains six entries, each with a name and a company name:

Ruth Guzzone Solar Energy Systems Sunroof solar
Frank Deruvo Payroll Service Ally Payroll Solutions
Lisa Singer Attorney Wills Trusts and Estates
Troy Miller Contractor Drywall T.M. Construction & Remodeling
Vickie Coates Skin Care Cosmetics Mary Kay Consultant
Jason Radic Pest Control Pure Pest LLC
Joseph Gerber

STEP FOUR

Send the Application and Meeting Invitation

- Toggle the button if the guest has already attended a meeting
- Toggle the button to invite to a meeting
- Tap to select the meeting date
- Add a personal note in the message field.
- Toggle the option to send the guest the application
- Tap the blue button to send the guest invitation and create their Wired profile

A screenshot of the 'Send the Application and Meeting Invitation' form in the Wired mobile app. The top status bar shows the time as 4:29. The form has a dark blue header with a back arrow and the text 'Send the Application and Meeting Invitation'. Below the header, there are four toggle switches: 'Did guest already attend a meeting?' (off), 'Invite to future meeting (email will be sent)' (off), 'Send guest an application?' (on), and 'Sponsor' (off). The form is otherwise empty.

Confirmation of Reservation

Purpose

Confirming a reservation helps increase guest attendance and follow-through. When a member invites a guest, they form a three-member team by selecting two additional members to also reach out. This team approach creates a more welcoming and engaging experience that encourages guests to attend.

STEP ONE

Send an Invitation in Wired

- Log into LeTip Wired and go to **My Profile > Invite a Guest**
- Complete the form with guest's:
 - First and last name
 - Phone number
 - Email address
 - Company name (if known)
- Confirm the **Invite to a Meeting** box is checked (default setting)
- Select the chapter meeting date
- Assign two chapter members to assist in reaching out to the guest (one for a call, one for an email)
- Check the box to send a copy of the email invitation to yourself and your team
- Click **Send Invitation**—the guest receives the meeting invitation, and team members receive the guest's contact details

STEP TWO

Follow-Up Process

Within 24 hours, team members reach out to confirm attendance.

- **Member 1—Calls the Guest**
"Hi, I heard [Name] invited you to our meeting next week. I'm looking forward to meeting you and learning more about your business. We look forward to seeing you at the meeting."
- **Member 2—Emails the Guest**
Send a friendly email that reinforces the phone call and encourages attendance.

After the Meeting

- The three-member team follows up with the guest
- This approach increases attendance and helps convert guests into new members

Why This Works

- Three touch points leads to higher attendance: Instead of a single invite, the guest receives three personal connections
- Stronger guest engagement: Guests feel valued and welcomed before attending
- Consistent guest flow: Chapters using this method can double in size

Final Thoughts

This team-based guest confirmation method improves attendance and engagement. Strong member connection—Power Partners—lead to more referrals and stronger business growth. Use this approach consistently to support your chapter's success.

Approving Applications

Use these steps to review and approve applications in Wired. Only Board Members can access the **Board Member Tools** section.

STEP ONE

Access Applications

- Log in to Wired
- Select **Applications**
- A list of guests who received the application appears

	Received Date	Sent Date	Status	Applicant	Chapter	Invited By
1	07/09/2019	07/08/2019	Submitted	Joseph Smith	LeTip of Smithtown, NY	Joseph Lloyd Financial Advisor

STEP TWO

Find the Applicant's Status

- Search for the applicant's name
- **Pending:** The application has not yet been submitted
- **Submitted:** The application has been returned and is awaiting approval

If the status is **Pending**, got to Step 3. If **Submitted**, go to Step 4.

STEP THREE

Send a Reminder (for Pending Applications)

- Click their name
- Click the blue **Send Reminder** button

You may also:

- Verify their email address
- Remind them to check their spam folder

Guest Information

Joseph Smith

Company Name: Limousine Service

Category: Joseph Lloyd

Invited By: Joseph Lloyd

Phone Number: +1 516-654-7433

Email Address: info@midniteriders.com

Application sent on 07/08/2019

Application submitted on 07/09/2019

Application Status: Submitted

[View Application](#)

STEP FOUR

Approve or Decline the Application

Before approving, the chapter must:

- Complete the inspection
- Confirm the application is submitted
- Hold a chapter vote

Once complete, the Board can click the red button to decline or the Green button to approve

< Member Application [View Guest Profile](#)

[Decline Application](#) [Approve Application](#)

Chapter: LeTip of Smithtown, NY Category: Limousine Service Submitted: 07/09/2019

What Happens After Approval?

If approved, Wired automatically:

- Processes the payment and completes enrollment
- Issues the new member's badge and book (sent to the chapter President)
- Adds the new member to the chapter roster
- Sends a welcome email with Wired login details

Approving Wired Mobile Application

Important Guidelines Before Approval

- Chapters approve applicants only after inspection and chapter vote.
- Guests may attend up to two meetings. To attend a third meeting, they must submit an application with the intent to join.
- If an applicant's profession does not fit an existing category, the chapter must wait for category approval from LeTip International before voting.

New Category Requests

- Email LeTip to request a new category.
- Provide the proposed category name.
- Write a brief description/definition.
- Provide website or social media page links, if available.

LeTip International reviews the request and notifies the chapter. If approved, the chapter can proceed with voting on a new member in that category.

STEP ONE

Application Types

Membership applications show first by default. A red number indicates how many.

Switch types by tapping **Membership**, **Category Change**, or **Chapter Transfer**.

If an application has been sent and submitted, a red number displays next to the type.

STEP TWO

Submitted Status

Indicates the application has been returned and is ready to be inspected and voted on.

Pending Status

Indicates the application has not been completed and returned.

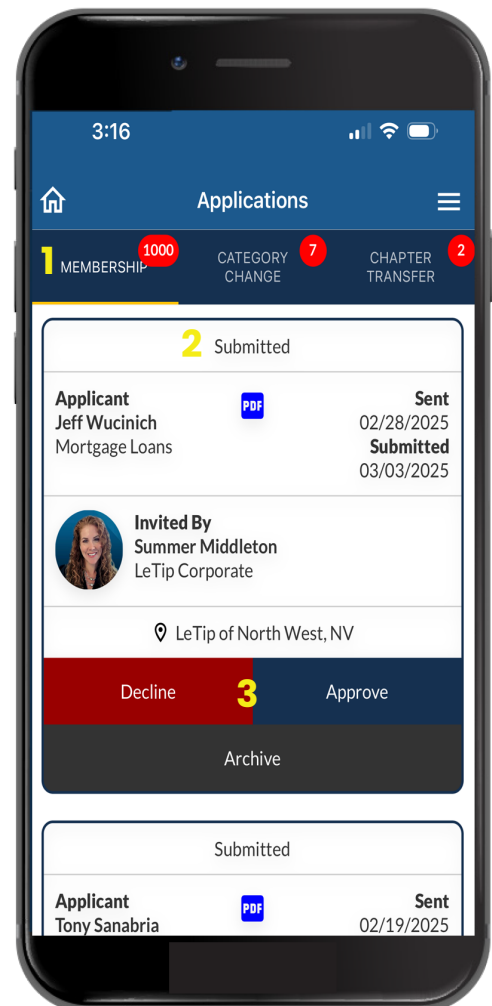
STEP THREE

Decline and Approve Button

Submitted applications display first by default. Scroll through the list to find the applicant being voted on, then tap the red **Decline** button or the blue **Approve** button.

If approved, Wired automatically adds the member to the chapter roster, processes their payment, and issues the member's badge.

If denied, Wired notifies the applicant, removes the application from the list, and archives it.



Vice President Duties

The Vice President plays a key role in running efficient, professional, chapter meetings while supporting the Board, committees, and members.

Preparing the Meeting Room

- Set up the meeting venue for a professional LeTip meeting.
- Assign a committee to assist with setup.
- Set up the greeting table with:
 - Guest labels
 - Guest register
 - LeTip literature
- Place the meeting agenda at the head table in front of the President

Managing the Official Greeter

- Confirm the Official Greeter is at the entrance to welcome guests and manage sign-ins.
- If the Greeter is absent, the Vice President steps in.

Supervising Committees

- Check in with committee members before the meeting to confirm they have their reports ready.
- Assist the Treasurer in collecting delinquent dues.
- Help collect guest meal payments.
- Confirm all committee members understand and fulfill their roles.

Handling the Guest Register

- Five minutes before the meetings starts, place the guest register in front of the President to prevent conflicts of interest.

Coordinating Committee Reports

Confirm committee reports are ready for each meeting, including:

- Poker Folder Report (presented by the Membership Chair).
- Showboaters, Greeters, and Speaker schedule (maintain an updated quarterly schedule).

Tracking and Reporting Attendance

- Take attendance in Wired.
- Provide an attendance report to members.
- Announce any members who have missed two consecutive meetings.
- Review attendance requirements from LeTip Bylaws:
 - Excused absence: Requires a call to the Vice President.
 - Unexcused absence: No call, no-show results in a warning.
 - If a member has two unexcused absences or four in a quarter:
 - Vice President or Secretary must send a termination warning letter.
 - Warning letters are available in the Wired Document Library by searching "Warning Notice."
- Notify members of open chapter positions due to terminations.

Ordering Chapter Supplies

- Order supplies quarterly to keep the chapter stocked.
- Complimentary and prepaid supplies can be ordered through the **Web Store** in Wired.

Managing Voting Ballots

- During votes for new members, tally ballots and review all "No" votes with the President.
- All "No" votes must include a name and phone number.
- If a prospective member is rejected, the President must call all "No" voters to validate their vote before announcing the decision.

Ensuring Business-Only Discussions

- The Vice President keeps discussions focused on business-related topics during meetings.
- If non-business topics arise, redirect discussions to after the meeting.
- Key policies:
 - Personal promotions and charities are not allowed during meetings.
 - The Sgt-at-Arms maintains order to prevent side discussions.

Enforcing LeTip Bylaws

- Always follow the LeTip meeting agenda and Bylaws to maintain a structured and successful chapter.

Leading by Example

- The Vice President sets the tone for professionalism and engagement.
- By demonstrating enthusiasm, loyalty, and commitment, the Vice President encourages full participation.

Organizing Board Meetings

- The chapter should hold 12 Board meetings per year.
- The Vice President schedules Board Meetings and informs the chapter of:
 - Date
 - Time
 - Location
- Prepare and distribute the agenda and monthly reports at least 48 hours before each Board Meeting.

Verifying Cash Collected at Meetings

- After the meeting, the Vice President counts all cash received with the Treasurer.
- The Treasurer then:
 - Updates the chapter financial records
 - Deposits funds into the chapter's checking account

The Vice President has an influential role in the chapter by helping run organized, on-time meetings and strengthening member participation. By staying organized and actively supporting the team, the Vice President helps drive the chapter's growth and success.

Notes: _____

[illegible]

Membership Warning Notice

Date: _____ To: _____

From: LeTip of XXXXXXXX Board of Directors

This notice serves as an official warning regarding the following concerns:

Section 4.4 Good Cause Termination:

- ☐ Any willful failure or refusal to abide by the articles, Bylaws, or rules of the chapter.
- ☐ Any conduct that brings the chapter into public disrepute or violates the purpose for which the chapter is formed.
- ☐ Any conduct that causes any member to come into public dispute.
- ☐ Any conduct unbecoming of a professional person resulting in severe embarrassment, either personally or in the business community, to any other member.
- ☐ Any personal or professional misconduct, or breach of the Bylaws of a chapter, so serious in nature as to render their continued presence as a member of the chapter personally or professionally obnoxious or detrimental to the other members of the chapter.
- ☐ In the event of a sexual harassment claim, all parties must immediately cease all communication, visitations, and tipping with each other.
- ☐ Any willful failure or refusal to pay any assessments levied pursuant to the provisions of LeTip Bylaws.
- ☐ Any willful failure or refusal to pay any just debt to the chapter which is validly due and owing by such member.
- ☐ Email blasting (sending mass unsolicited emails) is considered unacceptable. Do not utilize Wired as a personal database.

Section 4.6 Grounds for Immediate Termination:

- ☐ Any felony conviction or any crime involving moral turpitude that may be discovered prior to or during membership. Court documentation must be obtained.
- ☐ Any member attempting to change the Chapter name to other than LeTip, and/or recruiting LeTip members to a similar organization.
- ☐ Verbally, emotionally, or physically abusing another member.
- ☐ Being a member of another category-exclusive networking group.
- ☐ Receiving a third warning notice, for any reason.
- ☐ Outstanding chapter or LeTip International dues.
- ☐ Non-compliance with attendance and/or Tip requirements.

Details of Incident: _____

Corrective Actions Required: _____

Additional Comments: _____

Acknowledgment: _____

This Warning Notice has been emailed to you with a cc to the Board of Directors, a text message has been sent from a Board Member and you have received a notification from the Wired Messages from a Board Member. Thus, shall be acknowledged receipt of this warning notice and understand the outlined concerns and corrective actions.

A copy can be downloaded from the Wired Document Library by searching "Warning Notice."

Vice President Attendance Report

Weekly Meeting Script

"Good morning/afternoon, my name is [Name], your Vice President representing [Category].

Here is this week's attendance report:

We currently have [Total Number] members in the chapter.

Today, we have [Number] members absent.

Of those, [Number] are excused and [Number] are unexcused.

As a reminder of our attendance policies:

Members may miss up to four meetings per quarter.

To be considered excused, notice must be given at least 24 hours in advance by email, text, or phone.

Two unexcused absences in a row may result in termination of membership.

Regrading qualified alternates:

Members may send an alternate up to twelve times per year. There is no longer a limit on consecutive meetings.

Your alternate must be an employee of your company, able to deliver a 30-second commercials, and able to represent your business appropriately.

As a best practice, consider bringing your alternate as a guest to meetings or mixers so the chapter can get to know them.

The following categories are currently open:

[Category]

[Category]

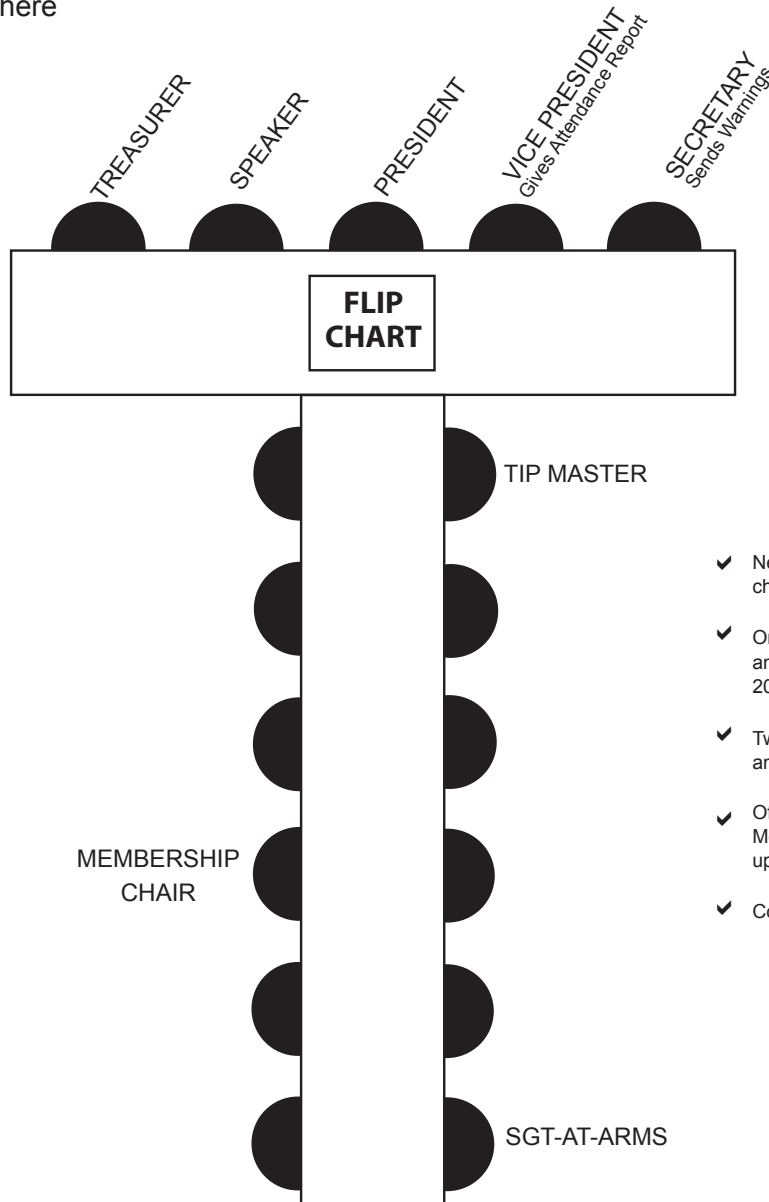
If you know someone who would be a great fit for one of these categories, please invite them to visit our chapter.

Thank you."

Suggested T-Shape Meeting Room Layout



Flag goes here



T Shaped Meeting Layout

- ✓ Never have empty chairs at the Head Table
- ✓ One Showboater, Greeter, and Speaker if less than 20 members.
- ✓ Two Showboaters, Greeters, and Speakers if 21 or more.
- ✓ Officers and Committee Members ALWAYS STAND upon introduction.
- ✓ Committees:
 - Ethics Chair
 - Business Mixer Chair
 - Program Chair
 - Publicity
 - Mentor
 - Visitation Chair

SGT-AT-ARMS

Starts Tip Bucket, Greets late Guests, Gives Business Cards to President.

SHOWBOATER



SHOWBOAT TABLE
Placed at entrance

ENTRANCE TO ROOM

GREETING TABLE

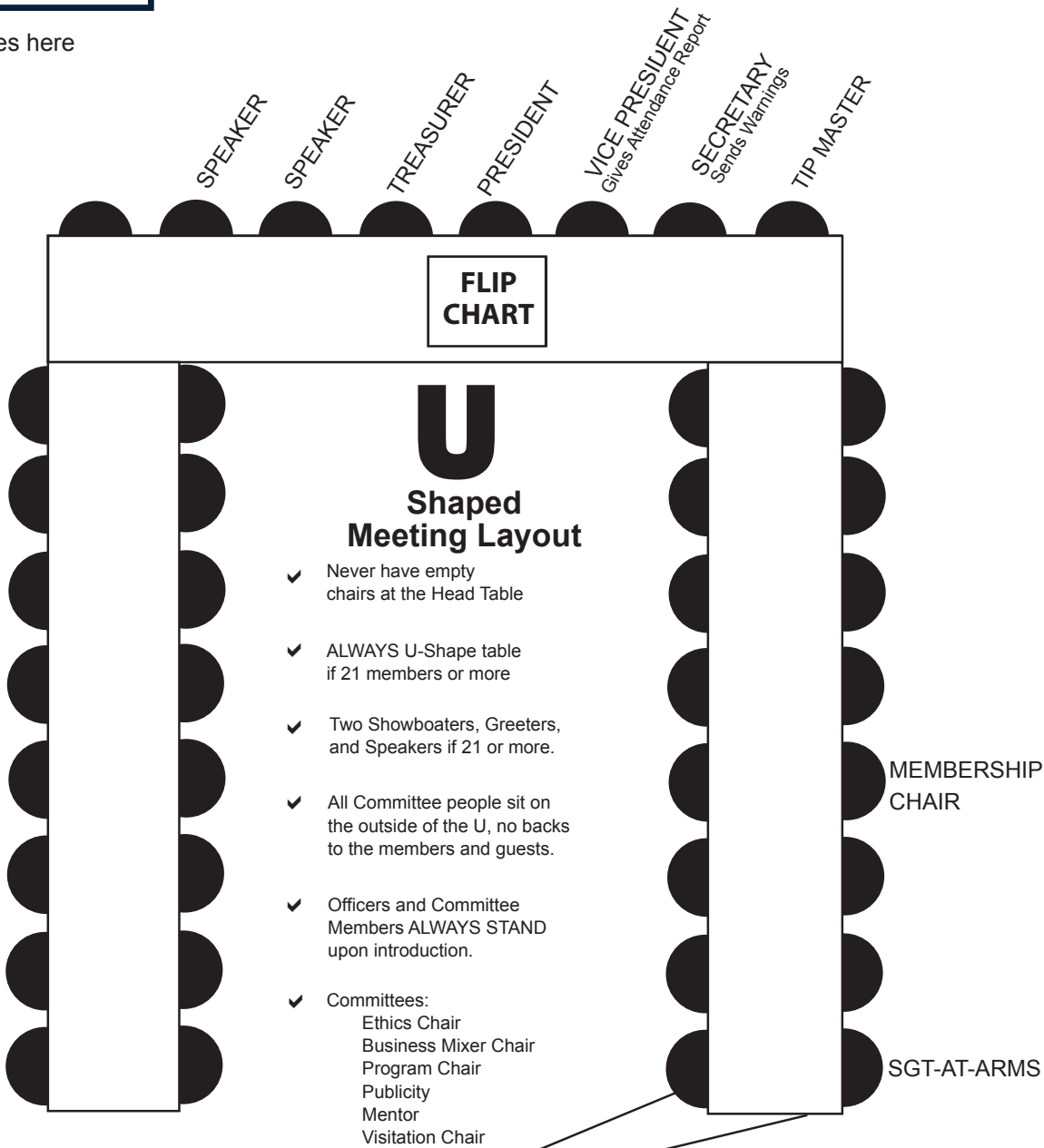
Guest Labels, Guest Register, Handouts, etc.

GREETER

Suggested U-Shape Meeting Room Layout



Flag goes here



SGT-AT-ARMS

Starts Tip Bucket, Greets late Guests, Gives Business Cards to President. Sits closest to door, greeting anyone coming in late.

SHOWBOATER



SHOWBOAT TABLE
Placed at entrance

ENTRANCE TO ROOM

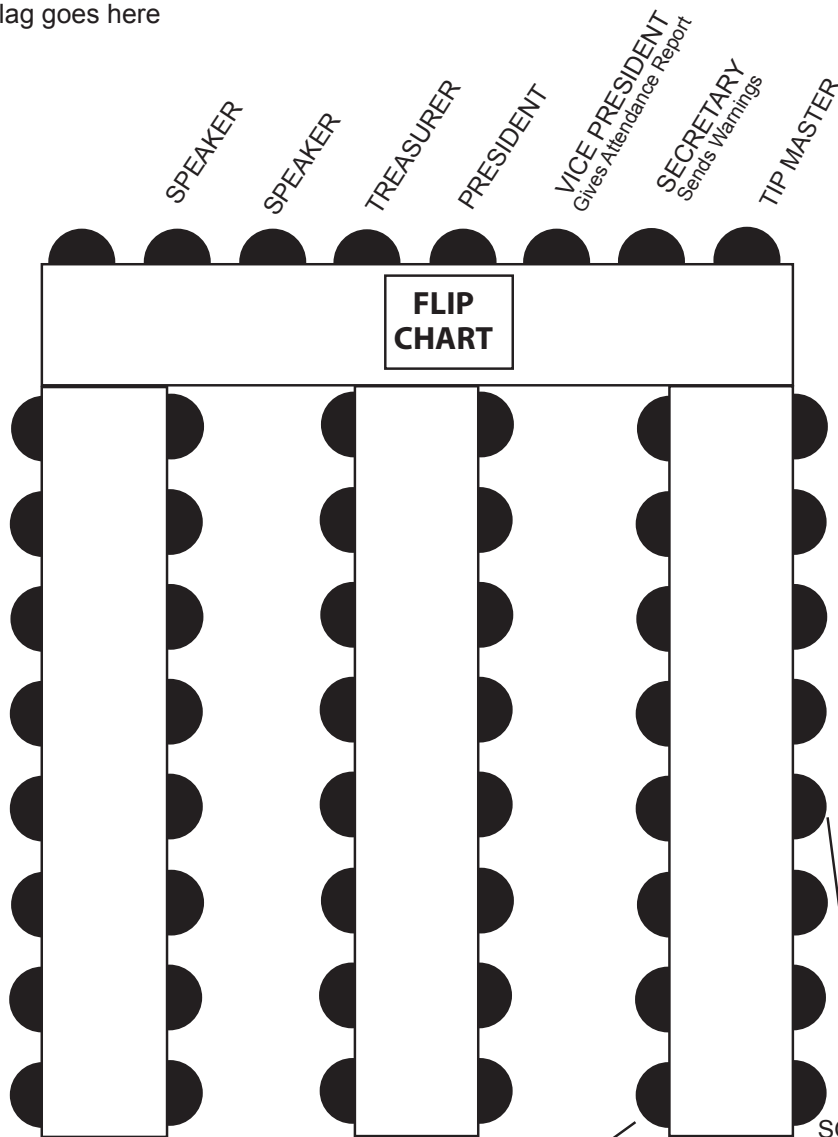
GREETING TABLE

Guest Labels, Guest Register, Handouts, etc.
GREETER

Suggested E-Shape Meeting Room Layout



Flag goes here



E Shaped Meeting Layout

- ✓ Never have empty chairs at the Head Table
- ✓ One Showboater, Greeter, and Speaker if less than 20 members.
- ✓ Two Showboaters, Greeters, and Speakers if 21 or more.
- ✓ Officers and Committee Members ALWAYS STAND upon introduction.
- ✓ Committees:
 - Ethics Chair
 - Business Mixer Chair
 - Program Chair
 - Publicity
 - Mentor
 - Visitation Chair

MEMBERSHIP CHAIR

SGT-AT-ARMS

SGT-AT-ARMS

Starts Tip Bucket, Greets late Guests, Gives Business Cards to President. Sits closest to door, greeting anyone coming in late.

SHOWBOATER



SHOWBOAT TABLE
Placed at entrance

ENTRANCE TO ROOM

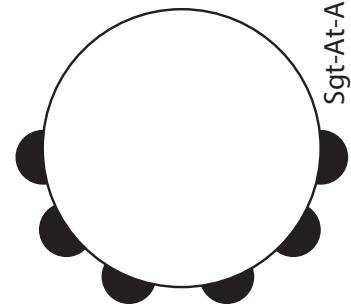
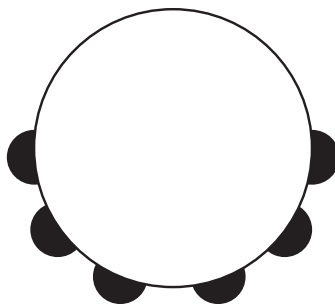
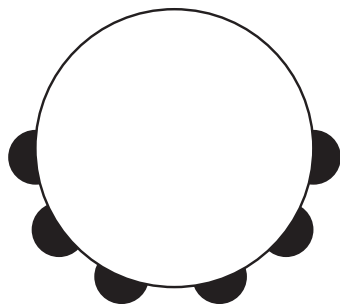
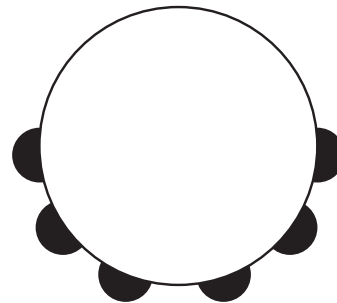
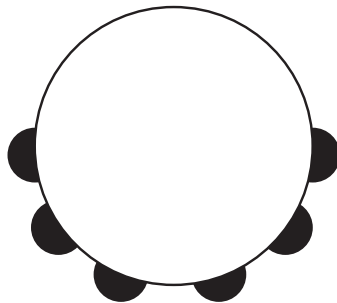
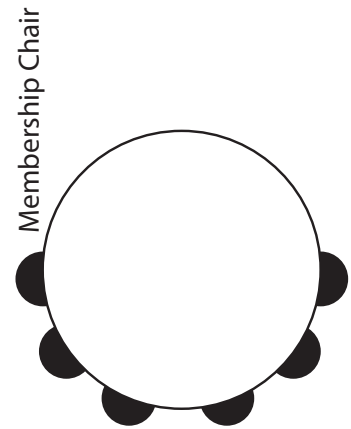
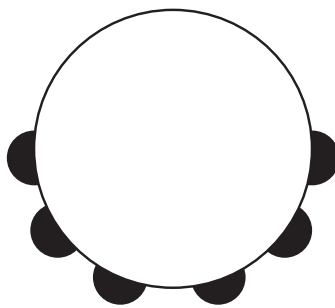
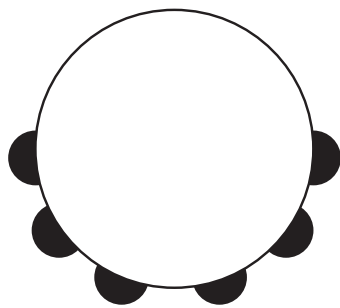
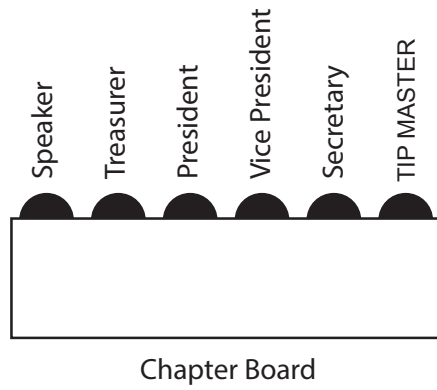
GREETING TABLE

Guest Labels, Guest Register, Handouts, etc.
GREETER

Suggested Round Meeting Room Layout



Flag goes here



C

Greeting Table - Greeter
Guest Labels, Handouts, etc



Round tables set up in a crescent moon
members facing front (6-8 seats per table)

Member Termination Letter Example

Date: _____

To: (Member's Name) _____

Subject: Termination of Membership

Dear (Member's Name),

We regret to inform you that your LeTip membership is being terminated due to non-compliance with the LeTip Bylaws.

Section 4.4 Good Cause Termination:

- ☐ Any willful failure or refusal to abide by the articles, Bylaws, or rules of the chapter.
- ☐ Any conduct that brings the chapter into public disrepute or violates the purpose for which the chapter is formed.
- ☐ Any conduct that causes any member to come into public dispute.
- ☐ Any conduct unbecoming of a professional person resulting in severe embarrassment, either personally or in the business community, to any other member.
- ☐ Any personal or professional misconduct, or breach of the Bylaws of a chapter, so serious in nature as to render their continued presence as a member of the chapter personally or professionally obnoxious or detrimental to the other members of the chapter.
- ☐ In the event of a sexual harassment claim, all parties must immediately cease all communication, visitations, and tipping with each other.
- ☐ Any willful failure or refusal to pay any assessments levied pursuant to the provisions of LeTip Bylaws.
- ☐ Any willful failure or refusal to pay any just debt to the chapter which is validly due and owing by such member.
- ☐ Email blasting, sending mass unsolicited emails is considered unacceptable. Do not utilize Wired as a personal database.

Section 4.6 Grounds for Immediate Termination:

- ☐ Any felony conviction or any crime involving moral turpitude that may be discovered prior to or during membership. Court documentation must be obtained.
- ☐ Any member attempting to change the Chapter name to other than LeTip, and/or recruiting LeTip members to a similar organization.
- ☐ Verbally, emotionally, or physically abusing another member.
- ☐ Being a member of another category-exclusive networking group.
- ☐ Receiving a third warning notice, for any reason.
- ☐ Outstanding chapter or LeTip International dues.
- ☐ Non-compliance with attendance and/or Tip requirements.

Reason for Termination: _____

Sincerely,

LeTip of (Chapter Name)
Board of Directors

A copy can be downloaded from the Wired Document Library by searching "Warning Notice."

Tip and Attendance Reports

Wired automatically syncs Tip data from both the mobile app and desktop platform. All Tips that members pass are instantly recorded in the system. Reports are available in the Wired desktop platform.

Step-by-Step Guide to Running Reports

- Log in to Wired
- On the left-hand menu, select **Board Member Tools > Reporting**
- Once on the **Reporting** page, use the drop-down menu to select the report you want to run
- Choose the date range for your report
- Click the green **Run Report** button to generate the report

Available Reports

Attendance Reports

- Chapter Attendance Report: Track overall attendance of chapter members.
- Guest Attendance Report: Monitor guest attendance at chapter meetings.

Tip Reports (Board Access Only)

- Chapter Tip Report: Overview of all Tips passed within the chapter.
- 4 Quarter Tip Report: Tip tracking over the last four quarters.
- Chapter Monthly Tip Report: Breakdown of Tips passed per month.
- Tip Closure Report: Review Tips that were successfully closed into business.
- Tip Inside vs. Outside Report: Distinguish between in-chapter and outside-chapter Tips.
- Tip Master Overview Report: Comprehensive view of chapter tipping activity.
- Tippers Stacked Report: Ranking and tracking of Top Tippers within the chapter.

Attendance Report

Start Date

01/01/2019

End Date

12/31/2019

▶ Run Report

Attendance Report For Letip of (Your Chapter Name) - Example

January 1, 2019 – December 31, 2019

Print Report

Member Name	Board Position	Join Date	# of Meetings	Present	Late	Excused	Unexcused	Leave of Absence
1 Adam		07/18/19	21	19	0	0	2	0
2 Adam		02/05/15	50	35	0	11	4	0
3 Adrian		04/11/18	26	17	0	5	4	0
4 Alison	Treasurer	08/23/18	20	17	0	3	0	0
5 Amanda		05/29/19	28	25	0	3	0	0
6 Anthony		08/05/19	18	12	0	5	1	0
7 Brandie		12/04/17	5	1	0	0	0	4
8 Brandon	Sgt-Alt-Arms	03/08/16	50	42	0	7	1	0
9 Brian	Visitation Choir	08/22/13	50	37	1	11	1	0
10 Burt		09/30/19	12	10	0	2	0	0
11 Colton		02/09/12	50	42	0	8	0	0
12 Crissy		06/27/18	9	5	0	3	0	1
13 Dale		10/14/19	10	8	0	1	1	0
14 Darren	Program Director	11/06/14	50	45	0	5	0	0
15 Derrick		10/25/19	7	4	0	3	0	0
16 Eric		09/08/17	50	32	0	13	0	5
17 Erik		04/21/15	13	9	0	3	1	0

Chapter Attendance Report: Displays the chapter members and tracks the number of meetings they have attended. Shows how many times each member was present, late, excused, or unexcused within a selected date range. Print a copy by clicking the blue **Print Report** button.

Guest Attendance Report

Start Date

01/01/2019

End Date

12/31/2019

► Run Report

Guest Attendance Report For LeTip of (Your Chapter Name) - Example

January 1, 2019 - December 31, 2019

Print Report

Guest Name	Company	Inviting Member	# of Meetings	Present	Not Present
1 Aaron	Insurance	Kalton	1	1	0
2 Addie	Pixelist Media	Nikal	1	1	0
3 Alejandro	Zona Works	Jessica	1	1	0
4 Anthony		Phaedra	1	0	1
5 Bridget	Coach with Bridget	Nikal	1	1	0
6 Burt		Steven	1	1	0
7 Cheyenne	Beyond The Bones Interiors & Events	Brandon	1	1	0
8 Chrysell	Professional Cleaning Services	Steven	2	1	1
9 Clint	Clint W Smith	Nancy	1	0	1
10 Dale	VIP KID	Anthony	1	1	0
11 Dane	Evergreen Dreams LLC	Steven	1	1	0
12 Darryl	Yakety Yak Wireless	Anthony	1	0	1
13 Derrick	We Got Next Cleaning	Colton	2	2	0
14 Devan	Golden Rule Plumbing	Kalton	1	1	0
15 Dominique	Grad Solutions	Robert	1	1	0
16 Dustin	Lei Home Enhancements	Austin	2	2	0

Guest Attendance Report: Displays guests who have attended a chapter meeting and tracks who invited them, along with the number of meetings attended within a selected date range. Print a copy by clicking the blue **Print Report** button.

Ordering Chapter Supplies

Ordering supplies efficiently helps your chapter run smoothly and avoid unnecessary shipping costs. A common mistake is placing multiple orders due to low inventory. To avoid this:

- Check supply levels at the end of each month.
- Maintain at least two sets of supplies so both the President and Vice President have what they need to run meetings.

Step-by-Step Guide to Ordering Supplies

STEP ONE

Assign a Supply Manager

- Select one Board Member (usually the Vice President or Treasurer) to order chapter supplies
- Members can also order prepaid items, promotional materials, or replacement name badges

STEP TWO

Access the LeTip Web Store

- Visit the Web Store directly (no log in required)
- Or log in to Wired and navigate to the **Web Store**
- If login assistance is needed, contact LeTip support

STEP THREE

Selecting Products to Order

- Click **Products** in the top-right menu to view available items
- Select a category from the menu options
- Click on a product to view its details and description

Product Categories and Descriptions

Badges

- New member badges and badge upgrades are automatically issued by LeTip.
- Replacement badges can be ordered for active members only (category must match Wired records).

Chapter Supplies

- Complimentary item (shipping only):
 - Tip Forms
 - Escrow Forms
 - Guest Labels
 - Voting Ballots
 - Brochures

Prepaid Meeting Essentials

- Items prepaid by the chapter:
 - Call Bells
 - Flag
 - Other essential meeting items

Promotional Items

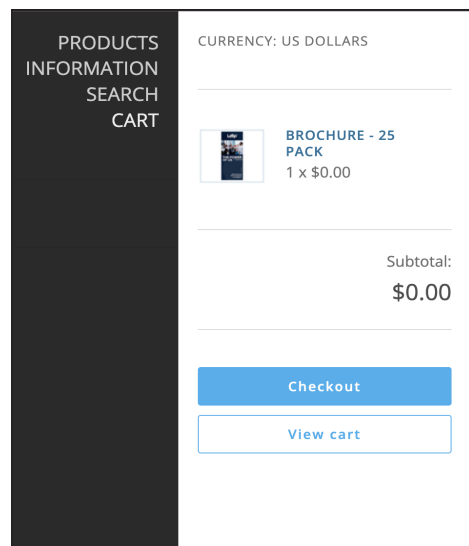
- Branded merchandise (great for gifts or promotions)

Adding Items to Your Cart

- Select the quantity needed
- Click the blue **Add to Cart** button
- Items can also be saved to a wish list for future orders

STEP FOUR

View Your Cart

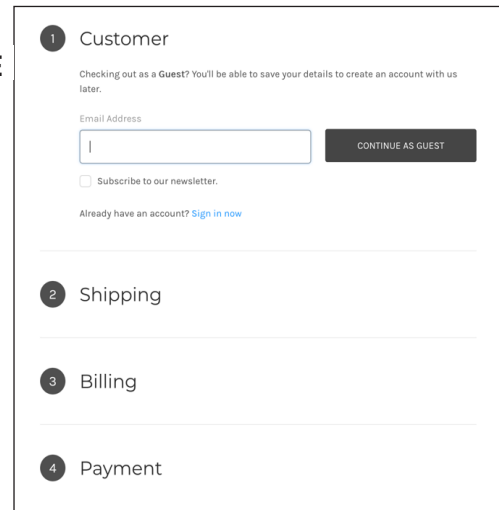


- Click **Cart** (top right menu) to review your order

From there, you can:

- View your cart to make adjustments
- Proceed to checkout if ready to order

STEP FIVE



Web Store Guidelines and Shipping Policies

Shipping Details

- Orders are shipped via UPS (a physical shipping address is required—no P.O. Boxes)
- If an order is small enough, it may be shipped via USPS, and any excess shipping fees will be adjusted

Returns and Refunds

- Returns are considered on a case-by-case basis
- Some products must be returned to LeTip before a refund is processed
- Shipping fees are final and non-refundable

Checkout & Payment Finalizing Your Order

- No account or login is required to check out
- Enter your email and click **Continue as Guest**
- Complete payment and shipping details, then submit your order

Order Processing

- Orders ship within 24 business hours
- Orders placed on the weekend will be shipped on Monday

Treasurer Duties

The Treasurer plays a critical role in managing the chapter's finances, ensuring transparency, accountability, and strong financial management.

Maintain Chapter Dues and Payments

- Track all chapter dues payments and maintain accurate financial records.
- New chapters: Until a checking account is established, members must submit weekly dues to the Treasurer.
- Once the chapter checking account is opened, all members must pay quarterly dues.

Dues Collection and Reminders

- Collect and track quarterly chapter dues (covers meals and operating costs).
- Remind members of the \$10 per week delinquent charge for late dues.
- Quarterly dues are due at the first meeting of each new quarter.
- Collect prorated chapter dues from all new members.

Handling Delinquent Payments

- Notify the President & Vice President if a member is two or more weeks delinquent.
- Request a termination warning letter for overdue members.
- Members with outstanding dues for 30 days may be suspended and/or terminated by the Board of Directors.

Open and Manage Chapter Bank Accounts

- New chapters must open a checking account.
- A letter of resolution from the Board is required to open a bank account.

Steps to Open a Chapter Checking Account:

1. Obtain an Employer Identification Number (EIN) through the IRS
2. The Board prepares a letter of resolution authorizing the account opening
3. The resolution must be signed by four Board Members
4. Request the bank to require two signatures for withdrawals

Instructions and a sample letter of resolution are available in the Wired Document Library by searching "Resolution."

Manage Meeting Cash Flow

- After each meeting, the Vice President and Treasurer count the cash.
- The Treasurer:
 - Pays the venue
 - Performs a headcount to verify accuracy

Handling Membership Payments

Two separate payments are required when a new member joins LeTip:

1. LeTip International dues (paid directly to LeTip)
2. Chapter dues (paid separately to the chapter treasury)

Payment Methods:

- If paying by check: Members must issue two separate payments.
- If paying by credit card: LeTip International accepts only their portion, while the chapter dues must be paid directly to the chapter.

Annual Membership Renewals

- LeTip International invoices members annually on their anniversary month.
- If payment is not received within 30 days, the member will be terminated.

Financial Reporting

- Submit quarterly and monthly financial reports to the Board of Directors.
- Reconcile the chapter checking account quarterly to maintain accuracy.

Pay Chapter Bills

- Responsible for paying chapter expenses and bills.
- Before making payments, consult the Board or appropriate committee member for approval.

Set and Manage Chapter Budget

- Work with the Board to establish a budget for:
 - Mixers
 - Annual Board Training
 - Chapter Events
- Any budgeted events must be voted on and approved by the Board.
- Budget amendments must be approved in writing by the Board.

Set Up Online Payment Options

- Confirm the chapter can accept credit and debit card payments from members for dues and other chapter expenses.

Approve Supply Orders and Expense Reimbursements

- All chapter expenses must be approved by the Board before reimbursement.
- The Treasurer requires receipts for all supply orders placed by Board Members.

The Treasurer plays a crucial role in maintaining financial transparency, managing chapter dues, and keeping the chapter in good financial standing. Strong financial management supports the chapter's growth, stability, and long-term success.

Notes: _____

[illegible]

Treasurer Report

Presentation Outline

Role Purpose

The Treasurer manages the chapter's finances, ensures timely collection of dues, and maintains financial accountability to support the chapter's stability and growth.

Key Responsibilities

- Collect and track member dues
- Maintain accurate financial records
- Provide financial updates to the chapter and Board
- Prepare and present detailed reports at Board Meetings
- Communicate dues deadlines and policies
- Support financial transparency while maintaining appropriate confidentiality

Weekly Meeting Script

"Good morning/afternoon, my name is [Name], your Treasurer representing [Category].

Our chapter's finances are in good standing. A detailed financial report will be shared at the next Board Meeting.

Our next Board Meeting will be held on [Date] at [Time] at [Location]. All members are welcome to attend.

This is also a reminder that quarterly dues are \$[Amount]. Please make sure your dues are submitted on time. Late payments may result in a fee, and dues are required whether you attend meetings or not.

If you have any question regarding dues or chapter finances, please feel free to connect with me after the meeting.

Thank you."

Chapter Budget and Plans

Budgeting for Chapter Success

A budget provides clear financial direction and helps the chapter plan ahead. It keeps spending aligned with chapter goals and ensures funds are available for promotions, Business Mixers, training, and other key activities.

Key Takeaways

- A budget is flexible and should be adjusted as chapter needs change
- Regular reviews help keep finances on track
- A well-planned budget support growth and member engagement

Essential Budget Elements

Membership Growth Planning

- Current chapter membership count
- Projected membership over the next 12 months (consider attrition and new member growth)
- Current weekly guest attendance compared to future projections

Meeting and Operational Costs

- Meal costs per member (including tax and gratuity)
- Quarterly chapter dues
- Meeting location rent (if applicable)
- Supplies (Tip Forms, Guest Labels, Brochures)
- Business Mixer expenses
- Board of Directors meeting costs

Growth and Engagement Initiatives

- Marketing and contests
- LeTip Annual Events
- Training and Board Education
- LeTip Banner and Branding Materials
- Miscellaneous expenses (5% buffer for unexpected costs)

How to Build Your Chapter Budget Membership Tracking and Growth

- Current Membership: Helps determine an appropriate annual budget
- Projected Membership (12 months): Estimate NET growth (new members minus expected attrition)
- Guest Attendance Estimates: Forecast weekly guests to project potential new members

Note: A well-run chapter typically adds one new member per month, but may lose 25% annually due to attrition.

Meal and Dues Calculations

- Meal cost per member: Include tax and gratuity (average \$20 per person)
- Quarterly Dues:
Should never be lower than the cost of four guest meals
Helps fund marketing, training, and operational expenses

Event Budgeting and Member Engagement Fiver Days (Growth Strategy)

- Members bring \$5 and a guest to the meeting
- If they bring a guest, they keep their \$5
- If they don't bring a guest, their \$5 goes into the Tip bucket
- Typically, about one-third of members bring a guest, contributing funds for chapter contests or events

Business Mixer Costs

- Chapters must host one mixer per quarter
- Costs average \$20 per member per quarter
- No weekly meeting is held the week of the mixer to offset expenses

Board Training and Conventions

- Include training expenses in the budget
- Board Members are required to attend training

Marketing and Contests

- Allocate funds for contest prizes
- Consider offering quarterly dues coverage as a contest reward

LeTip Banners and Branding

- Useful for trade shows, networking events, and chapter meetings
- The LeTip logo is available for download in the Wired Document Library by searching "Logo."

Financial Oversight and Reporting Board of Directors Meetings

- Chapters must cover costs for Board Meetings
- The Board should meet once per month
- Non-Board Members in attendance are responsible for their own meal costs

Miscellaneous Costs (5% Budget Buffer)

- Unexpected costs arise; budget at least 5% of chapter funds to cover them
- The Treasurer should provide a written monthly financial report comparing actual and planned expenses

A strong budget supports consistent operations and chapter growth. By planning ahead, tracking expenses, and adjusting as needed, the chapter can maintain financial stability.

Notes: _____

Chapter Checking Account

Opening a Chapter Checking Account

LeTip requires chapters to open a chapter checking account to manage finances efficiently. However, LeTip does not provide financial advice, so chapters should consult their financial advisor or bank for guidance.

Steps to Open a Chapter Checking Account:

1. Obtain an EIN (Employer Identification Number)

- Apply for an EIN through the IRS under **Other**
- Apply as a **501(c)(6)**
- The chapter's bank account name must match the chapter name in Wired
- If the chapter has an accountant, they can assist with the process

2. Prepare the Required Documents

- Board Resolution: The Board must approve the opening of the account
- LeTip License Agreement: Available in the Wired Document Library by searching "License Agreement"
- Bank Application Form: Check with your selected bank for additional required documents

3. Board Resolution Requirements

The Board must prepare a resolution authorizing the account. It should include:

- Approval for opening a checking account
- Four Board Members as authorized signers
- Requirement for two signatures on withdrawals
- Bank name and location

4. Setting Up the Account

- Take the EIN confirmation, Board Resolution, and LeTip License Agreement to the bank
- Request that the bank require two signatures for the withdrawals
- Choose a bank with low fees and easy online access

Contests and Raffles

Running Contests and Raffles

- Supports chapter growth through tipping, guest invitations, and new member recruitment
- Increases member participation and engagement
- Raises additional chapter funds for mixers, training, and events

Raffles

Check state laws before holding a raffle to ensure compliance.

Types of Raffles

50/50 Raffle

- Members purchase raffle tickets
- The winning ticket receives half of the total collected
- The remaining half is deposited into the chapter's bank account.

Showboat Raffle

- The weekly Showboater may raffle off a prize of their choice
- The raffle committee sells tickets during the meeting
- All proceeds go to the Showboater at the end of the meeting

Business Mixer Raffle

- Used to distribute prizes at Business Mixers
- Members and guests place business cards into a drawing bowl
- Can be combined with a 50/50 raffle or another giveaway method

Contests

Contests help expand membership, increase tipping activity, and encourage guest participation.

Steps to Organizing a Chapter Contest

1. Set a budget: Work with the Treasurer to determine prize funds
2. Create contest guidelines: Define objectives, rules, and time frames
3. Choose contest format: Individual or team-based
4. Announce prizes: May include gift cards, waived dues, or other incentives
5. Track progress and give updates: Share weekly updates to maintain engagement

Popular Contest Ideas

- Most Guests Invited
- Most Outside Tips Passed
- Chapter Growth Challenge
- Halloween Costume Contest
- Best Showboater Award (annual contest)

Example: Baseball-Themed Tipping Contest

Action	Points Awarded
Home Run (Guest + Outside Tip) _____	+5
Triple (Guest Joins Chapter) _____	+4
Double (2 Outside Tips) _____	+3
Single (Outside Tip) _____	+1
Strike Out (No Guests or Tips) _____	-3
Ground Out (No Tips) _____	-2
Benched (Missed Meeting) _____	-3

- Set a time frame and provide weekly updates.

Notes: _____

Secretary Duties

The chapter Secretary is responsible for maintaining accurate records, managing chapter communications, and keeping documents organized and accessible.

Key Responsibilities

- Maintain all chapter records and documents (both physical and digital)
- Transfer records to the incoming Secretary
- Accurately document Board Meeting minutes and decisions
- Upload and organize files in Wired Chapter Documents

Essential Responsibilities

Attend and Document All Meetings

- Attend all chapter meetings, Board Meetings (12 per year), and special meetings (e.g., LeTip Convention, online training)
- Maintain continuity by keeping detailed records and passing them to the next secretary

Maintain Chapter Files and Documentation

- Keep physical and digital copies of important chapter documents

File storage options:

Expandable file folders or file boxes (for in-person meetings)

Wired storage (**Board Member Tools > Chapter Documents**)

Documents to Maintain:

Board Meeting Minutes
Warning and Termination Letters
Purchase Orders and Receipts
Flyers for Business Mixers and Events
Bylaws Updates

- All stored information must be kept for a minimum of 7 years

Handling Membership Terminations

If a member is terminated, the Secretary must:

- Send an official termination letter by email, with a cc to all Board members and LeTip International
- Retain proof of receipt
- Notify Board Members at the next meeting and record the action in minutes
- Update Wired (resign the member and state the reason for termination)

Upload all related documents to Wired under **Chapter Documents**

Recording Board Meeting Minutes

- Take detailed notes at all Board Meetings and compile them into official meeting minutes
- Minutes should include:
 - Date, time, and location of the meeting
 - List of attendees (present and absent)
 - Topics discussed and reports presented
 - Decisions made and actions assigned

Distribute copies to all Board Members:

President
Vice President
Treasurer
Secretary
Tip Master
Membership Chair
Past President
Sgt-at-Arms

Upload Board Meeting Minutes to Wired for record-keeping.

Managing Monthly Chapter Reports

Collect and file monthly committee reports, including:

- Attendance Report
- Tip Master Report
- Treasurer Report
- Program Director Report
- Visitation Report

• Chapters using Wired for data entry (Tips, Attendance, Guests) can generate reports directly from the system

• Only chapters submitting reports in Wired are eligible for the "LeTip Chapter of the Year" award.

Maintain and Upload Chapter Records in Wired

- Wired serves as a digital archive for all chapter records
- Upload important files under **Board Member Tools > Chapter Documents > Secretary Folder**

Documents to Upload

- Membership Resignations and Terminations
- Flyers for Business Mixers and Special Events
- Board Minutes and Purchase Orders
- Chapter EIN

These documents remain in Wired for future Secretaries and Board Members to access.

Verify Chapter Information

- Confirm that public information, meeting times, locations, and member details are accurate on Wired and on official LeTip platforms
- Notify LeTip Corporate of any incorrect details

Secretary Report

Role Purpose

The secretary manages chapter communication and records, ensuring members stay informed, organized, and connected through consistent updates and documentation.

Key Responsibilities

Maintain accurate chapter records and documentation

Share updates and communications with members

Promote and reference LeTip resources and tools

Highlight relevant content from Communicare Newsletter

Keep members informed of corporate updates and opportunities

Support clear and consistent communication across the chapter

Weekly Meeting Script

"Good morning/afternoon, my name is [Name], your Secretary For LeTip [Chapter Name].

On the first Monday of each month, LeTip sends out the Communicare Newsletter. If you're not receiving it, please verify your email address in LeTip Wired or contact LeTip to update your information.

This week, I'd like to highlight an article on [Topic] from the latest Communicare Newsletter.

[Share any chapter updates or reminders.]

Also, please watch for communication from LeTip Corporate regarding upcoming weekly and monthly Zoom calls. These are open to all members.

As a reminder, make sure your LeTip Wired settings are enabled to receive the Communicare Newsletter. You can update this under your setting.

Thank you."

LeTip Communicare

LeTip Communicare Newsletter

LeTip Communicare is a monthly digital magazine emailed to all members. It provides updates, recognition, and insights to help you stay informed and engaged.

Release Date

First Monday of each month

Not Receiving It?

- Check your Wired settings to confirm your email address is correct
- Check your spam or junk folder to ensure it's not being filtered

What's Included

- LeTip Award Winners: Highlights annual award recipients
- Featured Chapter: Showcases high-performing chapters
- Member Spotlight: Recognizes individual members
- LeTip Contest Announcements: Updates on LeTip-wide contests
- Events and Training Announcements: Upcoming Business Mixers, trainings, and conventions
- LeTip Blog: Insights and updates

Get Featured in Communicare

Member and Chapter Recognition

LeTip features members and chapters in the Communicare newsletter across official platforms.

Your chapter may be considered for recognition if it has:

- A chapter newsletter
- An active social media presence
- Success stories, testimonials, or notable achievements

Submit stories, photos, and highlights to:
Communicare@letip.com



Communicare examples

Chapter Lunch Bunch



Welcoming and Mentoring New Members

The Chapter Lunch Bunch is a mentorship program designed to help new members integrate smoothly into the chapter while learning from experienced members.

How It Works

- Once a month, the President selects up to three specialists within the chapter
- These specialists meet with the newest member(s) for a meal (lunch, breakfast, or dinner, depending on the chapter schedule)
- The chapter covers the cost of the meal
- The lunch should last no more than one hour

Who Are the Specialists?

- Members with excellent attendance
- Members who consistently bring guests
- Members who pass high-quality Tips
- Chapter leaders who can serve as mentors

Secretary's Role in Lunch Bunch

- Make reservations for the group
- Arrange payment for the meal (approved by the chapter)
- Confirm attendance of both the new member(s) and specialists

What to Discuss at Lunch?

The conversation should focus on helping the new member understand how the chapter operates and how to participate effectively.

- Chapter Goals and Expectations: How the chapter operates and what is expected of members
- Wearing the Name Badge: Reinforce the importance of wearing the badge at every meeting
- Showboating Preparation: Provide guidance on delivering an effective Showboat presentation
- Power Partners: Explain the value of building strategic business relationships for better tipping
- New Member Goals: Discuss the new member's business goals and how to use the chapter to support them

Handling Multiple New Members

- If there is only one new member, take them to lunch individually
- If there are multiple new members, meet as a group

The chapter Lunch Bunch provides new members with the opportunity to build relationships, understand chapter expectations, and begin participating in chapter activities.

Tip Master Report

How to Deliver the Tip Master's Report at a Chapter Meeting:

"Good morning/afternoon, my name is [Name], your Tip Master for LeTip of [Chapter Name].

A qualified Tip is a person or company who is interested in a specific product or service and is expecting a call from a LeTip member. That means we do not pass cold calls except for social media Tips.

All Tips are submitted and tracked through LeTip Wired, either online or through the mobile app. You can view your Tips under the Chapter Tips section, and I can also provide reports when needed.

There are several types of Tips we pass in LeTip, including Outside Tips, Extended Network Tips, Inside Tips, Escrow Tips, Inter-Chapter Tips, and Social Media Tips. The majority of our Tips should be Outside Tips, as they bring new business into the chapter and help generate additional referrals.

When you receive a Tip, be sure to update its status in LeTip Wired (whether it's new, working, invalid, or closed) and enter the dollar amount for any closed business. This allows us to accurately track the success of our chapter.

Last week, our chapter passed [number] Tips.

[First meeting of the month:] I will also be distributing this month's Tip report and recognizing our Top Tipper, [Name]. Congratulations.

As a reminder, passing four or more Tips in a meeting earns a \$5 reward from the chapter, and all members are encouraged to meet the four-Tip monthly minimum.

Please remember to follow up on all Tips within 24 hours to keep referrals active and effective.

Thank you."

Tip Master Duties

Role of the Tip Master

The Tip Master is responsible for helping members exchange, track, and follow up on quality referrals. A successful Tip Master:

- Educates members on how to pass valuable Tips
- Tracks and reports chapter tipping activity
- Encourages consistent referral habits

Define and Reinforce a Qualified Tip

Definition of a Tip:

“A qualified business Tip is for a company or person interested in a specific product or service and is expecting a call from a LeTip member.”

Key Reminder:

- Members join LeTip for qualified leads, not cold calls
- The person receiving the Tip must be expecting a call
- Escrow Tip: A legitimate Tip for an open category is held by the Tip Master and released once a new member fills the category.

The Six Types of Tips

Understanding the different ways Tips are passed:

- 1. Outside Tip:** A referral for a non-member client, friend, or family member (approximately 80% of Tips should be Outside Tips)
- 2. Extended Network Tip:** A member invites their network of family, friends, and co-workers to support chapter members
- 3. Inside Tip:** A referral from one chapter member directly to another (should not exceed 20% of total Tips)
- 4. Escrow Tip:** A Tip held for an open category and given when that spot is filled
- 5. Inter-Chapter Tip:** A Tip passed to a member of another LeTip chapter if the category is not filled in your chapter (counts toward minimum requirements but not Top Tipper recognition)
- 6. Social Media Tip:** A lead identified on platforms such as Facebook or LinkedIn (remains a cold call until contact is established; if not contact is made after 30 days, mark it invalid)

Teach How to Fill Out Tips in LeTip Wired

All Tips must be submitted in:

- Wired (online and mobile app)

The screenshot shows the 'Tip Form' interface in the LeTip Wired system. At the top, there's a header with a user profile for Summer Middleton, LeTip International, Inc., and LeTip Headquarters. Below this, a definition of a qualified business tip is provided. The form fields include: 'Tip From' (with a dropdown menu showing 'Scott Jones'), 'Date' (with a date picker set to '03/06/2025'), 'Tip Type' (with a dropdown menu set to 'Outside'), 'Person To Contact', 'Company Name', 'Phone Number', and 'Email Address'. There is also a 'Tip Details' section at the bottom.

How to Submit a Tip in Wired:

- Select the member receiving the Tip
- Choose the correct Tip type (Outside, Inside, Social Media, etc.)
- Provide detailed lead information (name, phone number, service needed)
- Click **Submit Tip** to record it

Wired automatically tracks and generates Tip reports.

Ensure Tip Details Are Complete

Common mistakes:

- Missing phone number or contact information
- Vague descriptions such as “Call me for details”
- Not enough information to make a strong connection

Best Practices:

- Encourage members to include detailed descriptions in the Tip form
- Include additional business opportunities (example: a florist referral may also lead to event planning, catering, or photography)

The Tip Master may reject Tips with missing or incomplete details.

Tracking and Reporting Closed Business (Dollar Value of Tips)

LeTip does not share individual Tip values publicly. This information is used for internal tracking only.

Members should update their received Tips in LeTip Wired with:

- Status (New, Bogus, Invalid, Closed, Working)
- Dollar amount of closed business

Tracking Tip value helps measure chapter business activity.

How to Pass the Tip Bucket

During commercials, each member:

- Holds the Tip Bucket
- Announces how many Tips they are passing and for which category

Purpose:

- Helps members see referrals in action
- Reinforces accountability for tipping
- Allows guests to observe how business is exchanged

Best Practices for Tip Follow-Up

- Members must contact Tips within 24 hours
- Contact the lead promptly to avoid losing the opportunity
- If the Tip details are unclear, contact the tipper for more information
- Always maintain professionalism—each Tip reflects the chapter

Expanding Single Tips Into Multiple Referrals

Encourage members to look beyond a single referral.

Example: Expanding a Tip (Florist)

- Basic Tip: "Neighbor needs flowers." (one referral)
- Expanded Tip: "Neighbor is planning an engagement party."

Additional referral opportunities:

- Photographer
- Event Planner
- Caterer
- Limousine Service
- DJ or Band
- Tuxedo Rental and Hairstylist

A well-written Tip can generate referrals for multiple chapter members.

Monthly Tip Report and Recognition What to Announce in the Tip Report

- Total number of Tips passed during the previous week
- At the first meeting of the month: Distribute a written Tip Report
- Recognize the Top Tipper of the Month

Top Tipper Award Requirements

- Must pass at least five Tips during the month
- Award the Top Tipper Badge
- Encourage members to meet the four-Tip minimum

Target Tippers: Keeping Members Engaged

What is a Target Tipper?

A member who actively participates (brings guests and passes Tips) but has not received many referrals.

How Target Tipping Works:

- Declare a Target Tipper for the next meeting
- Each member provides a Tip or contributes \$25 if no referral is available
- Reinforces participation and recognizes active members

This approach helps maintain engagement among members who are actively contributing.

The Tip Master plays a central role in managing referral activity, tracking results, and reinforcing consistent tipping habits across the chapter.

Notes: _____

Chapter Tip Reports

Running Chapter Tip Reports in Wired

Wired automatically syncs all Tips passed between members, providing real-time tracking across both the mobile app and desktop platform.

How to Access Tip Reports:

1. Log in to Wired
2. From the left menu, select **Board Member Tools > Reporting**
3. Choose a report type from the drop-down menu
4. Select a date range
5. Click the green **Run Report** button to generate results

Available Tip Reports

- Chapter Tip Report: Total number of Tips passed within the chapter
- 4-Quarter Tip Report: Tip activity trends over four quarters
- Chapter Monthly Tip Report: Monthly breakdown of Tips passed
- Tip Closure Report: Tracks Tips that resulted in closed business
- Tip Inside vs. Outside Report: Compares Inside vs. Outside Tips.
- Tip Master Overview Report: Summary of all of all tipping activity
- Tippers Stacked Report: Ranking of Top Tippers within in the chapter

Reports

✓ (select a report)

Chapter Tip Report

4 Quarter Tip Report

Chapter Monthly Tip Report

Tip Closure Report

Tip Inside vs. Outside Report

Member Roster Report

Attendance Report

Guest Attendance Report

Tip Master Overview Report

Tippers Stacked Report

Open Tips Report

Tracking Tips allows the chapter to monitor referral activity, measure results, and identify active members.

Encourage members to log all Tips in Wired and assign dollar value to closed business for accurate reporting.

Run reports regularly to monitor chapter activity and recognize Top Tippers.

Become a Tip Generator

#

Who Do You Know?

As a Tip Generator, your network is broader than you think. Consider all the people and communities you're connected to:

- Immediate family: spouse or partner, parents, siblings, and their households _____
- Extended family: cousins, aunts, uncles, in-laws, and their networks _____
- Professional connections: coworkers, managers, employees, clients, vendors, and collaborators _____
- Close friends, casual acquaintances, and people you stay in touch with _____
- Community and lifestyle groups: gym, fitness classes, sports leagues, hobby groups, and social clubs _____
- School networks: parents from your children's activities, teachers, coaches _____

- Neighbors connections: neighbors, HOA members, and local community groups _____
- Online networks: LinkedIn connections, social media contacts, and online communities or groups _____
- People you meet at conferences, workshops, local events, and social gatherings _____
- Businesses you frequent: restaurants, service providers, salons, contractors _____
- Local service professionals: first responders, healthcare providers, and community service workers _____
- Alumni networks: high school, college, and professional program connections _____
- Industry associations, Rotary, or Chambers of Commerce _____
- Substitute or alternate members: their network can also be a valuable source of connections _____
- Now list one more group not included here to which you can become a source. _____

Where Do Tips Come From?

Results come from action, and action starts with being intentional about your network.

- Connect: Meet new people and expand your network
- Educate: Clearly communicate what you do and how you help
- Share: Introduce your chapter and the value of your network
- Follow up: Stay in touch and build genuine relationships
- Generate: Strong relationships naturally lead to quality referrals

Opportunities are Everywhere

Every interaction is a chance to create a connection, whether with a friend, client, or a new contact. The more intentional you are about building relationships, the more opportunities you create for meaningful, high-quality referrals.

Follow Your Dollar Worksheet

Follow Your Dollar

Write the name of the person or company you currently do business with. Do not include big box stores or national chains. This exercise helps identify missing Power Partners.

Section 1 - Personal Services	Contact Name / Business
HVAC Technician	_____
Plumber	_____
Electrician	_____
Handyman	_____
Cleaning Service	_____
Landscaper / Pool Service	_____
Painter / Contractor	_____
Chiropractor	_____
Massage Therapist	_____
Personal Trainer / Gym	_____
Esthetician / Skin Care	_____
Dentist	_____
Insurance Agent	_____
Financial Advisor	_____
CPA / Tax Professional	_____
Attorney	_____
Hair Stylist / Barber	_____
Auto Repair	_____
Photographer	_____
Travel Agent	_____
Event Planner / Florist	_____
Other Personal Service	_____

Follow Your Dollar Worksheet

Follow Your Dollar (Continued)

Write the name of the person or company you currently do business with. Do not include big box stores or national chains. This exercise helps identify missing Power Partners.

Section 2 - Business Services

Contact Name / Business

Website / SEO

Graphic Designer

Printer / Signs

Promotional Products

Social Media Marketing

IT Support

Cybersecurity

Telecommunications

Security Systems

Janitorial Service

Bookkeeper

Payroll Service

Business Attorney

Commercial Insurance Agent

Business Coach /Consultant

Office Furniture /Supplies

Courier / Shipping

Other Business Vendor

Section 3 - Follow Your Dollar Action Plan

Top 3 Categories not in my chapter

One Power Partner I should invite

One Business I will invite within 30-days

Common Tip Mistakes

Top 8 Tip Mistakes

(Ranked from least to most serious, with number one being the most important to avoid)

Passing effective Tips requires accuracy and clear communication. The following are common mistakes that can reduce the value of a Tip or create confusion for the recipient.

8. “Let’s Do Lunch” Tips (Minor Mistake)

Mistake: Submit a Tip focused only on meeting or relationship building, rather than a specific business opportunity

Fix: Include clear business details and purpose

Example: “Let’s meet to discuss a potential partnership with XYZ Company”

7. Cold Calls (Unverified Leads)

Mistake:

- Passing a Tip based on hearsay or unverified information
- Using names or contact details from websites, directories, or other sources without prior contact

Fix: Confirm interest before passing a Tip. A qualified Tip means the person is expecting a call.

6. No Immediate Need (Delayed Opportunities)

Mistake: Passing a Tip that won’t be relevant for an extended period

Example: “They might be interested in four months—I’ll give you their number then.”

Fix:

Hold the lead until the timing is appropriate.
If shared early, clearly communicate the expected timeline

5. Tipping Outside of a Member’s Category

Mistake:

- Referring business outside a member’s defined category
- Passing opportunities for services not represented in the chapter, which may prevent the chapter from filling that category

Fix:

If a category is open, focus on recruiting a qualified member to fill it
Avoid redirecting Tips to unrelated categories

4. Inter-Chapter Tipping When the Category is Filled Locally

Mistake:

- Referring business to a member in another chapter instead of the professional in your own chapter due to personal conflict

Fix: Follow LeTip standards and address concerns directly rather than bypassing a chapter member

3. “Bogus” Tipping (False or Weak Leads)

Mistake:

- Inside Tips: Passing a Tip without real intent to do business
- Outside Tips: Providing a name without confirming the person is expecting a call

Fix:

Pass only qualified Tips with confirmed interest
Maintain accuracy and reliability in all referrals

2. Passing an Escrow Tip to a Guest

Mistake:

- Giving a qualified lead to someone who has not yet joined the chapter
- Distributing Escrow Tips outside their intended purpose

Fix:

Retain Escrow Tips within the chapter
Release them only when the category is filled

1. Entering All Your Tips on the Last Day of the Month (The Worst Mistake!)

Mistake:

- Waiting until the end of the month to enter Tips instead of recording them as they occur
- Delays follow-up and impacts reporting accuracy

Fix: Enter Tips promptly to support timely follow-up and accurate reporting

Quality Over Quantity

Effective Tips are accurate, relevant, and clearly communicated. Focus on passing qualified referrals that provide real value to the recipient.

Best Practice

Ask yourself: “Would I want to receive this Tip?” If the answer is no, revise the details before submitting it.

Escrow Tip Forms

Understanding and Using Escrow Tips

An Escrow Tip is qualified Tip written to a category, not to a specific person.

Escrow Tips are used to support recruitment and provide potential members with immediate opportunities. They should not be released until the category is filled and should be counted as Inside Tips.

When to Use an Escrow Tip

Escrow Tips for Guests Attending a Meeting

- If a guest in an open category (e.g., house painter) attends a meeting, a member may write an Escrow Tip for that category (not the individual)
- The member announces the Escrow Tip during their commercial:
Example: “I have an Escrow Tip for a Painting Contractor.”
- The Tip Master holds the tip in Wired and only releases it if the guest applies, is voted in, and becomes a member
- The President reinforces this at the end of the meeting:
“We have [number] Escrow Tips for our guest, the Painting Contractor. If they join, these Tips will be passed to them”

Escrow Tips When No Guests Are Present

- If a guest in an open category does not join, the Tip remains in escrow
- Future candidates in that category may be encouraged to join based on available leads

- Example: The President encourages members to invite a new auto detailer by saying: “We already have six Escrow Tips for an Auto Detailer waiting for the right person to fill this spot”
- The Tip Master verifies Escrow Tips in Wired to ensure they are still valid before releasing them to a new member

Escrow Tip Contests

A Tip Master may organize an Escrow Tip contest to help fill open categories by:

- Providing members with a list of Escrow Tips in open categories
- Recognizing members who sponsor a new member from that list
- Focusing on high-demand categories that multiple members can easily support
- Obtaining Board approval before launching the contest

Example

The chapter selects two high-demand categories (e.g., landscaper, auto detailer). Members write qualified Escrow Tips and invite guests in those categories. The member who sponsors a new member from the list is recognized at the end of the contest.

Properly Filling Out an Escrow Tip

- List the category only, never an individual’s name
- The Tip must be for a service needed by an active chapter member (Inside Tip)
- Do not release Escrow Tips until a new member is approved for the category

Wired allows members to enter, track, and verify Escrow Tips, supporting accurate record-keeping and follow-up.

Why Escrow Tips Matter

- Encourages recruitment by providing immediate business opportunities for new members
- Helps maintain interest in open categories
- Reinforces participation by demonstrating the value or referrals
- Can be used to support structured contest

Giving and Receiving Better Tips

Giving and Receiving Better Tips

Improving the quality of Tips helps increase relevant referrals and strengthen member connections within the chapter. The following practices help support more efficient Tip sharing.

How to Give Better Tips

Display a Member List at Your Office

- Add a QR code linking to your Wired Extended Network so people can submit Tips through you
- Include your Extended Network link in email signature and website

Increase Visitations

- Meet members at their workplace to better understand their business
- Schedule regular visitations to strengthen relationships and improve referral quality
- If you do not understand a member's business, it is difficult to refer them effectively

Remember the Speaker of the Week

- Keep the Speaker's business in mind throughout the week
- Look for opportunities to connect them with potential referrals

Dedicate Time to LeTip Each Week

- Set aside time to identify potential guests and referrals
- Make calls, attend networking events, and engage with Power Partners

Be Accountable for Your Tips

- Follow up with the recipient to confirm contact was made
- Confirm the Tip was appropriate for their business
- Consistent follow-up improves the quality of future referrals

How to Receive Better Tips

Providing clear information about your business and maintaining consistent engagement helps members pass more relevant tips.

Educate the Membership

Clearly explain the types of Tips you are seeking. During your speech, highlight:

- Your services or products
- Updates or changes in your industry
- Examples of ideal referrals

Mic Drops: Refine Your Message

Be able to explain your business clearly and concisely. Keep your message simple so members can easily repeat it when making referrals.

Build Trust Over Time

- Networking requires consistency and patience
- Focus on supporting other members
- Providing qualified Tips encourages reciprocal referrals

Group Actions to Improve Tips

Implement a 100% Tip Program

Encourages consistent participation and accountability, and helps track overall referral activity.

Track the Dollar Value of Tips

Provides measurable data for chapter performance. Example: "Our chapter passed \$400,000 in business in the last quarter"

Incentivize Tipping the Speaker

Recognize members who provide an Outside Tip to the previous week's Speaker

Set Monthly Revenue and Tip Goals

Example: "We passed \$65,000 in business last month. The goal for next month is \$80,000."

The Power of Quality Tips

- Tips should be qualified leads, not cold calls
- Focus on relevant and actionable referrals
- Consistent, well-targeted Tips improve overall chapter performance

Power Partners

Power Partner Day Maximizing Your LeTip Network

Power Partners are members whose businesses complement one another and can regularly exchange referrals. A Power Partner Day is a structured event designed to help members build stronger referral relationships and improve Tip activity.

Why Host a Power Partner Day?

- Strengthens referral relationships between members
- Helps members identify consistent sources of Tips
- Provides a structured setting for collaboration
- Supports increased referral activity

Plan the Event

- The President forms a Power Partner Event Committee
- Assign a chairperson and three committee members to oversee planning
- Set the event date and define the objective

Identify Power Partners

Create a Power Partner survey to identify:

- Members with complementary services
- Strong sources of referrals

Distribute the survey to members in person or by email then collect and review responses.

Organize Member Groups

- Group members into Power Partner categories based on survey results
- Identify strong referral pairings and clusters
- Confirm participation

Promote the Event

- Announce the event during weekly meetings
- Reinforce the purpose and expected outcomes
- Encourage members to prepare by reviewing the Power Partners

Promote the Event

- Finalize group assignments
- Confirm logistics
- Provide members with their assigned Power Partners in advance

Organize Power Partner Groups

Finalize Power Partner groupings by category:

- Advertising and Marketing
- Real Estate and Home Improvement
- Legal and Financial Services
- Health and Wellness
- Events and Hospitality

Assign a leader for each group:

- Captains help guide discussions and keep conversations focused

Prepare Members for the Event

- Provide a brief overview of effective listening and communication
- Share the event purpose and expectations
- Distribute Power Partner group assignments in advance

Power Partner Day Event Agenda

Opening:

- Recite Pledge of Allegiance and LeTip Creed

Member Preparation

Members consider:

- What type of business they want to receive
- Where they may be missing opportunities to refer others

Power Partner Sessions

- Each member has five minutes describe their ideal Tip
- Group members identify opportunities to refer business to one another

Group Discussion

- Members discuss ways to support each other's businesses
- Identify cross-promotion strategies and shared marketing efforts

Tipping Contests

Energize Your Chapter and Boost Referrals

Tipping contests are used to increase participation, reinforce consistent referral activity, and support the monthly Tip minimum.

Why Run a Tipping Contest

- Increases referral activity
- Encourages teamwork and consistent participation
- Supports guest attendance
- Introduces a friendly competition that keeps members involved
- Reinforces the four-Tip monthly minimum

Types of Tipping Contests

Monthly Outside Tip Raffle

How It Works

- Members who pass five or more Outside Tips in a month earn a raffle entry
- At the end of the month, one entry is selected for a prize (e.g., \$25 or similar reward)
- Emphasizes Outside Tips (approximately 80% of all Tips)

Themed Tipping Contests

How It Works

- Divide the chapter into teams
- Teams select names and captains
- Establish a point system (e.g., Outside Tips = 3 points, guest invitations = 2 points)
- Track progress weekly and share standings
- Recognize winning team at the end of the contest (e.g., cash, free lunch)

Examples of Themed Contests

- Football: Earn points for “touchdowns” by combining guest invitations and Outside Tips
- Pirates: Generate referrals (“treasure”) and recruit new members (“crew”)
- Baseball: Score points for Outside Tips (“home runs”) and track missed opportunities (“strikes”)
- NASCAR: Compete to accumulate the highest total points before the contest ends

Example: Football-Themed Contest

Touchdown (guest & outside Tip)	5 pts
First down (invite guest)	3 pts
Punt return for TD (guest joins)	5 pts
Field goal (outside Tip)	4 pts
Penalty yards awarded (inside Tip)	3 pts
Safety (inter-chapter Tip)	1 pt
Fumble (no Tip)	-1 pt
QB sack (no guest)	-1 pt
Interception (absent)	-3 pts



Example: Pirate-Themed Example

The chapter is divided into teams, and each team selects a pirate ship name. At the end of the contest, the team with the highest point total wins.

Treasure Chest (guest and Outside Tip)	5 pts
Recruit a Deckhand (invite guest)	3 pts
Recruit a New Crew Mate (guest joins)	5 pts
Bag of Gold (Outside Tip)	4 pts
Bag of Silver (Inside Tip)	3 pts
Jug of Ale (Inter-Chapter Tip)	1 pt
Locked in the Galleys (no Tip)	-1 pt
No Rations (no guest)	-1 pt
Walk the Plank (absent)	-3 pts



Escrow Tipping Contests

How It Works

- Tip Master provides a list of unfilled categories with existing Escrow Tips
- Members invite guests in those categories and inform them of available opportunities
- The member who sponsors the most new members is recognized

Example

- A chapter has six escrow Tips for an auto detailer
- Members invite auto detailers to the next meeting, noting that referrals are already available
- The first approve member in the category receives the Escrow Tips
- The member who sponsors the most new members is recognized

Contest Prizes and Incentives

Rewards do not need to be monetary. Examples include:

- Free lunch at a meeting
- Discount on quarterly dues
- Recognition within the chapter
- Trophy or championship belt
- LeTip branded merchandise (shirts, mugs, etc.)
- Recognition in the chapter newsletter or Communicare

Membership Chair Duties

Membership Chair Duties

The Membership Chair is responsible for supporting chapter growth, member engagement, and retention. This role focuses on welcoming new members, encouraging participation, and coordinating recruitment efforts.

Attend Board of Director Meetings

- The Membership Chair is a voting Board Member and attends all monthly Board Meetings
- Participation in Board training is required to stay informed on membership strategies and policies

Form and Lead a Membership Committee

The Membership Chair selects three to six members to assist with key responsibilities:

- **Welcoming Committee:** Greets guests and new members
- **Chamber Mixers:** Coordinates networking events
- **Membership Drives:** Organizes recruitment efforts
- **Quarterly Mastermind:** Growing the Membership: Facilitates discussions on chapter growth

Train the Welcoming Committee

The Membership Chair and committee members arrive at least 15 minutes early to:

- Greet guests and ensure they are welcomed and engaged
- Introduce the chapter and how the meeting will run
- Provide LeTip materials (brochures and informational resources)

Prepare Guests for Participation

- Inform guests they will deliver two 30-second commercials:
 - First round: personal introduction
 - Second round: business introduction
- Introduce guests to members in related industries or potential Power Partners
- Guide guests to Showboat Tables: explain how members present their businesses

After the Meeting

Committee members should:

- Answer guest questions about LeTip
- Explain membership costs, including international and chapter dues
- Review the application process, including inspection and voting steps
- Personally invite guests to return

If a guest applies:

- Coordinate the business inspection
- The Treasurer and Inspector schedule the visit
- The member can be voted on in week two, if their inspection has been completed.

Explain the LeTip Badge Program

The LeTip Badge Recognition Program encourages members to support chapter growth through sponsorship.

Badge Levels and Sponsorship Milestones:

- Green Badge: 1 sponsor
- Blue Badge: 3 sponsors
- Silver Badge: 10 sponsors (gift from LeTip Corporate)
- Gold Badge: 25 sponsors (lifetime membership; no annual dues)
- Black Badge: 50 sponsors
- Royal Purple Badge: 100 sponsors

Incentives:

- Earn a free annual renewal for every six sponsors recruited
- Members with a Gold Badge or higher are not required to pay annual dues while they remain active
- Recognize badge holders quarterly

Role Impact

The Membership Chair supports chapter growth and member participation by building relationships, guiding new members, and maintaining consistent recruitment efforts.

Membership Chair Report

Weekly Meeting Script

"Good morning/afternoon, my name is [Name], your Membership Chairperson representing [Category].

My role is to welcome our guests and help you learn more about how our chapter works and how it can support your business growth.

LeTip International was founded in 1978 and includes thousands of members across the United States and Canada. We're a structured networking organization focused on building relationships and generating referrals that help grow your business.

If you're looking to increase your business and connect with like-minded professionals, you're in the right place.

Here are the five reasons members choose to join LeTip:

- "Dollars in Your Pocket!"™ — Our focus is on generating real business through qualified referrals
- Become a more confident and effective public speaker
- Be part of a supportive, relationship-driven community
- Build a consistent source of referrals for your business
- Experience the value of helping others grow their business

If you're interested in learning more or would like a membership application, please see me or a member of the Membership Committee after the meeting. If your profession is currently open, we'd love to talk with you about joining.

We also encourage our members to continue growing the chapter—every six sponsored members earns a free annual renewal.

Now for announcements: [Share any upcoming mixers, chamber events, or chapter activities.]

Thank you."

Chapter Transfer Application

Chapter Transfer Application Process

LeTip provides an automated process for members who wish to transfer from one chapter to another through Wired.

Key Points to Know

- Transfers are processed through Wired
- Approval is required from both the outgoing and incoming chapter Presidents (the incoming chapter must also vote)
- A \$200 processing fee applies once the transfer is approved
- The member must be in good standing with no outstanding chapter dues
- Inter-chapter Tips are allowed; transferring should not be the first solution

Steps to Request a Chapter Transfer

1. Log in to Wired
2. Select **My Profiles** from the menu
3. Click **Network Information**
4. Click blue **Request Chapter Transfer** button
5. Complete the Chapter Transfer Request Form
6. Provide a payment method for the transfer fee
7. Click the green **Submit Application** button

Approval Process

The outgoing chapter President receives the transfer request first. Once approved, the request is forwarded to the incoming chapter President. The incoming chapter conducts an inspection and holds a vote. If approved, the \$200 transfer fee is processed and the transfer is complete.

Important Note

If a member requests a transfer but is not approved by the new chapter, their status with LeTip is marked as resigned. They will no longer remain in their original chapter.

Transfer Assistance

For transfers from a disbanding chapter, contact LeTip directly for assistance.

Chapter Transfer Request

To request a chapter transfer, choose a new chapter below and your chapter transfer approved your membership application, your payment method will be charged.

Transfer Application

Which chapter do you want to transfer to?

Select...

What is the reason you wish to transfer?

I am recommending the following guest for my category in the chapter

A previously invited guest

Replacement Guest Category

Advertising

Search for a previously invited guest

LeTip Dress Code

LeTip Dress Code Policy

LeTip is a professional networking organization where appearance reflects both the individual and the chapter. Members are expected to present themselves in a manner consistent with a professional business environment.

This dress code provides clear guidelines that apply across all industries and roles.

Members should follow one of the three approved dress categories at all LeTip meetings and events.



Business Professional Attire

Recommended for members in formal industries such as law, finance, insurance, and consulting.

Acceptable attire includes:

- Tailored suits (matching jackets with pants, skirts, or dresses)
- Collared shirts or blouses
- Ties, scarves, or conservative accessories
- Closed-toe dress shoes, loafers, or polished heels/flats
- Well-groomed appearance and conservative grooming

Purpose: Projects confidence, trust, and polished professionalism

Business Casual Attire

Appropriate for most industries and regular chapter meetings.

Acceptable attire includes:

- Collared shirts, polos, or professional blouses
- Sweaters, cardigans, or casual blazers.
- Slacks, khakis, or clean, dark jeans (chapter-approved)
- Skirts or dresses of appropriate length.
- Professional flats, dress shoes, boots, or clean sneakers

Purpose: Reinforces a professional appearance while allowing for flexibility

Industry-Specific Attire

Appropriate for members in trades, fitness, creative services, wellness, and other hands-on professions.

Acceptable attire includes:

- Clean uniforms, branded polos, or logo gear
- Professional workout wear (for trainers or instructors)
- Scrubs, tool belts, lab coats, or similar role-specific attire
- Work-appropriate footwear (boots, sneakers, etc.)
- Stylized or creative attire that aligns with brand identity

Purpose: Maintains professional appearance while allowing for industry-specific needs

Dress Code Etiquette and Expectations

- Present a clean, well-groomed, and professional appearance
- Avoid clothing with offensive images or language
- Chapter leadership may address repeated dress code concerns
- When in doubt, choose the more professional option

Wired Members Profile

Optimizing Your LeTip Wired Member Profile

Your LeTip Wired profile acts as a digital resume and marketing tool for potential clients and fellow members. Keeping it updated ensures maximum visibility and helps you attract more business opportunities.

Why Your Profile Matters

- First Impressions Count: A well crafted profile makes a strong impact on potential clients and referral partners
- Searchable Across LeTip: Members across the country can find and refer business to you
- Marketing Opportunity: Your profile reflects your brand and showcases your expertise

Key Features of Your Wired Profile Business and Personal Profiles

- Add a bio highlighting your expertise, background, and services
- Helps others understand how to refer business to you

Profile Information

- Keep contact details (email, phone, website, address) up to date
- Outdated information may result in missed opportunities

Business Video (Commercial)

- Upload a short video about your business or a 30-second commercial
- Upload the video to YouTube first, then add the link to your Wired profile

Social Media Links

- Connect relevant platforms such as Facebook, Instagram, Twitter, LinkedIn and YouTube
- Use consistent branding across platforms

Profile Images

- Use a clear, professional head shot
- If your chapter has a photographer, coordinate with them to obtain updated, high-quality head shots

Using Your Profile to Support Referrals

- Update your information regularly
- Share your profile through Wired and social media
- Encourage clients and members to use your Extended Network

Optimizing Your LeTip Wired Profile Profile Comparison Example

Your LeTip Wired profile is often the first impression other members have of you. When professionals search for referrals or inter-chapter Tips, the level of detail in your profile can influence whether another member contacts you.

Example One: Basic Profile

What's Included

- Basic information from the member application
- No photo, bio, logo, or business details
- No social media or website links

Impact

- Limited information for other members to evaluate
- Reduced confidence when making referrals
- Less visibility compared to more complete profiles

Impression Score: 4 out of 10

Example Two: Complete Profile

What's Included

- Professional head shot: people connect with a face, not just a name
- Business and personal bio: shows expertise and personality
- Company logo: strengthens branding and credibility
- Social media links: makes it easy to connect
- Promotional video: engages visitors and builds trust

Impact

- Provides clear information for referrals
- Increases visibility and your chances of getting a Tip
- Supports stronger referral confidence

Impression Score: 8 out of 10

Wired Members Profile Examples

Example One: Basic Profile

[← Member Detail for Andrew Jones](#)

Member Profile



Andrew Jones
App Developer
* [LeTip Logistics](#)
Member Since 05/23/2023
 Blue Badge
sjones@letip.com
[+1 800-255-3847](tel:+1800-255-3847)

Company Profile

LeTip International
7895 W Sunset Road Suite 101
Las Vegas NV, 89113, United States
+1 800-255-3847
sjones@letip.com


Sponsored By

Member	Category	Badge Color	Phone Number
This member does not have any sponsors			

Sponsored (0)

Member	Join Date	Category	Badge Color
--------	-----------	----------	-------------

How to Improve Your Profile Today

- Upload a professional head shot
- Write a compelling bio about your business and services
- Add your company logo and branding
- Link your website and social media profiles
- Include a video introduction or business showcase

Keep Your Profile Current

Set aside a few minutes to review and update your Wired profile. A complete and accurate profile creates a stronger first impression and supports better referrals within the network.

Example Two: Complete Profile

Member Profile



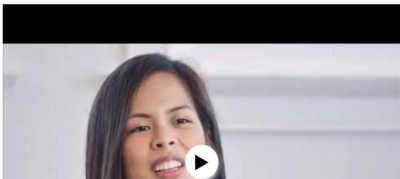
Summer Middleton
LeTip Corporate
* [LeTip Headquarters](#)
Member Since 07/11/2016
 Platinum Badge
smiddleton@letip.com
[+1 480-630-6022](tel:+1480-630-6022)
www.letip.com



I am a wife and mother to two amazing boys. I enjoy traveling with my family and watching my boys grow into young men.

I am an entrepreneur at my core and having been a chapter member/board member, transitioning to corporate felt like home. My one and only goal is to make sure that you have an exceptional experience with LeTip. The good and the bad, I want to hear it all. Please do not hesitate to call, text or email with anything you may need.

I'd love to connect with you! <https://calendly.com/summermiddleton>



Company Profile

LeTip International, Inc.

7895 W Sunset Rd. 101
Las Vegas NV, 89113, United States
+1 800-255-3847
smiddleton@letip.com
www.letip.com


About My Business

LeTip is the original business leads networking group. In 1978 we set the standard by developing a program that embraced both businesswomen and businessmen. We adhere to the program format, require our members to be committed, expect excellence and reject mediocrity. We're snappy, successful and honored by the incredibly talented and professional members who are the true spirit of LeTip.

LeTip International's structure set the standard in the word-of-mouth referral industry. Members are known for their professionalism, dedication, and loyalty to one another, and to the LeTip Program.

Chapters meet weekly to exchange qualified leads, build solid business relationships, develop strong presentation skills and become proficient networkers. Only one representative of any given profession is accepted into a chapter, and members are chosen for their occupational expertise.

Social Media Profiles7

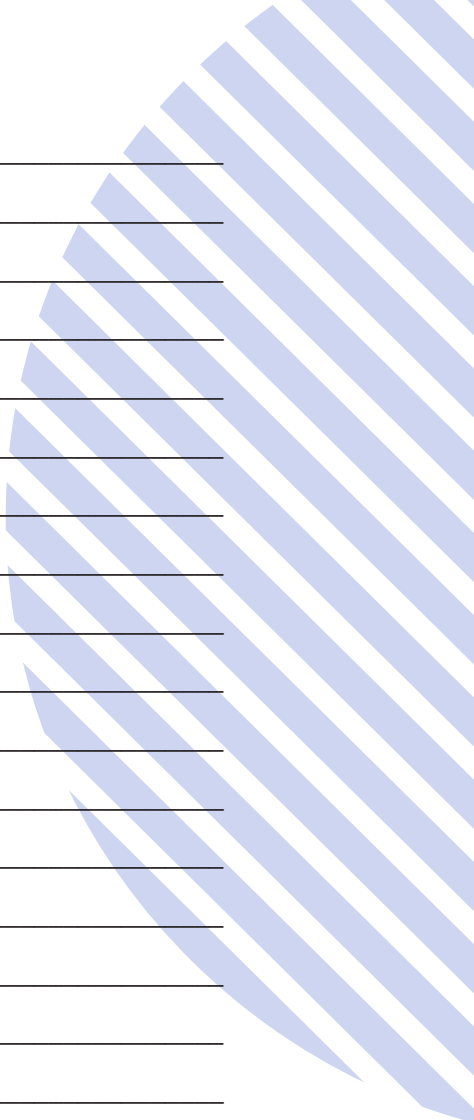
Top 50 Categories

LeTip chapters thrive on a diverse mix of professionals. Below is a list of the top 50 most sought-after categories that contribute to a strong and successful chapter.

How to Use This List

- Identify open categories in your chapter and target professionals to invite
- Strengthen your Power Partner connections by referring business within related fields
- Fill in existing members' names next to their category to track coverage

1. Real Estate Residential _____
2. Mortgage Loans _____
3. Insurance Property & Casualty _____
4. Financial Advisor _____
5. Insurance Life/Health/Disability _____
6. Banker _____
7. Heating & Air Conditioning _____
8. Attorney Personal Injury _____
9. Attorney Wills/Trusts/Estates _____
10. Contractor Plumbing _____
11. Contractor General _____
12. Chiropractor _____
13. Printer _____
14. CPA _____
15. Contractor Painting _____
16. Handyman _____
17. Restoration Damage & Cleanup _____
18. Attorney Real Estate _____
19. Electrician _____
20. Bankcard Services _____
21. Web Development _____
22. Contractor Roofing _____
23. Title Insurance _____
24. Accountant _____
25. Auto & Truck Repair _____

- 
26. Home & Property Inspector _____
 27. Photographer _____
 28. Solar Energy Systems _____
 29. Pest Control _____
 30. Insurance Commercial _____
 31. Auto Body Repair _____
 32. Real Estate Commercial _____
 33. Payroll Service _____
 34. IT Consulting _____
 35. Landscape Maintenance _____
 36. Floor Covering _____
 37. Bookkeeper _____
 38. Residential Cleaning Services _____
 39. Attorney Business _____
 40. Advertising Specialties _____
 41. Contractor Electrical _____
 42. Auto Detailer _____
 43. Health & Wellness _____
 44. Contractor Remodeling _____
 45. Massage Therapist _____
 46. Internet Marketing _____
 47. Carpet Cleaner _____
 48. Attorney Family Law _____
 49. Security Systems _____
 50. Contractor Landscape _____

New Category Request

New Category Request Procedure

In some cases, a guest's profession may not clearly align with an existing category in Wired. Before proceeding with a membership application, confirm whether a new category request is required.

Before Submitting a New Category Request

- Review the official category list in the Wired Document Library to confirm no existing category applies
- Contact LeTip if clarification is needed
- Do not proceed with voting or application submission until the category status is confirmed

Steps to Request a New Category

- Business description: The guest provides a brief written summary of their business and services
- Suggested category name: The guest proposes a category name (subject to review and adjustment)
- LeTip evaluation: The request is reviewed for overlap, conflicts, or compliance considerations
- Decision: LeTip provides approval or denial, typically within 24–48 business hours

Contact for Assistance

Contact LeTip at 800-255-3847 for category-related questions.

Why This Process Matters

- Ensures consistency across all chapters
- Reduces overlap between categories
- Prevents delays during the application process

Important

If a category request is not approved, the guest cannot be considered for membership under an unofficial category. Always confirm approval before proceeding.

Quarterly Mastermind Meetings

Quarterly Mastermind Meetings and Business Mixers

To maximize the value of your LeTip chapter and foster a more cohesive, engaged group, use the following quarterly schedule:

Quarterly Mastermind Schedule

Refer to the agenda for additional details.

Month 1: Tipping Mastermind

Topics:

- Increasing the quality and consistency of Tips
- Improving Tip tracking and follow-up
- Encouraging more Outside Tips

Month 2: Membership Mastermind

Topics:

- Identifying and inviting guests
- Sponsorship strategies
- Recruiting Power Partners
- Running membership contests

Month 3: Business Mixer

Goals:

- Strengthen business relationships
- Expand networking opportunities
- Provide an engaging atmosphere for members and guests

How to Run a Mastermind Meeting

Assign Tables and Roles

- Members draw a number upon arrival to determine table assignment
- One number per table is designated the facilitator
- One number is marked as the note-taker

Discussion Format

- The President announces the topic, replacing committee reports
- Tables discuss the topic and develop ideas for 15 minutes
- Each table shares their top three ideas with the group

Collect and Implement Ideas

- The Tip Master and Membership Chair collect discussion notes
- Ideas are reviewed at the next Board Meeting
- The President shares selected action items at the following chapter meeting

Purpose of Mastermind Meetings

- Increases participation
- Generates fresh ideas for chapter improvement
- Supports collaboration among members
- Identifies actions improve Tips and membership

Reminder: Encourage members to invite guests to upcoming meetings.

Past President Duties

Role Purpose

The Past President serves as a mentor and advisor to the Board of Directors, supporting leadership transition, maintaining continuity, and helping ensure the chapter operates with consistency, integrity, and stability.

Key Responsibilities

Advisory and Mentorship

- Mentor the current chapter President and Board Members
- Support a smooth leadership transition
- Provide insight based on past chapter operations, challenges, and successes
- Assist in training and guiding new Board Members

Ethics and Compliance

- Oversee the Ethics Chair
- Form and support an Ethics Committee when a formal written complaint is submitted
- Help ensure chapter guidelines and ethical standards are upheld

Elections

- Assign and oversee the Election Committee annually
- Ensure nominations and elections are conducted fairly and on schedule

Note: If no Past President is available, the current President selects a former Past President to oversee elections and ethics.

Member Support

- Assist in mentoring new members and helping them integrate into the chapter
- Guide members in preparing for participation roles (30-second commercials, Showboater, Greeter, Speaker, Lucky Devil)

Board Role and Structure

- Serves on the Board of Directors with voting rights for one year following their term
- If a President serves two consecutive terms, the Board returns to six voting members
- Continues to serve as mentor and advisor regardless of voting status

Ethics Chair Duties

The Ethics Chair is responsible for upholding LeTip's standards of professionalism and integrity. As outlined in the LeTip Bylaws, this role oversees ethics-related matters and ensures that concerns are handled fairly, confidentially, and professionally.

Key Responsibilities

Ethics Committee Leadership

- Leads a three-member Ethics Committee, including two unbiased, active chapter members assigned by the President
- Board Members are not eligible to serve on the Ethics Committee
- A new Ethics Committee is formed each written complaint
- If no written complaint is submitted, no Ethics hearing is conducted

Handling Complaints Professionally

- Addresses ethical issues with discretion
- Acts as a neutral mediator when conflicts arise
- Maintains confidentiality throughout the process

Complaint and Investigation Process

- Distributes the written complaint to the Ethics Committee, the President, the complainant, and the alleged violator
- Schedules a committee meeting within 5 days to review the complaint
- Proposes three possible hearing dates within 10 to 30 days of the meeting
- Sends a written notification to the alleged violator outlining the complaint and requesting selection of a hearing date
- If no response is received, the first available date is automatically selected

Ethics Hearing Process

- The committee hears evidence only from the complainant and the alleged violator
- Cross-examination between the parties is not permitted
- The committee questions both parties and votes on whether a violation occurred
- The final report is submitted to the President within 10 days of the hearing

Board Review and Final Decision

- The Board of Directors reviews that committee's findings and makes a final decision
- The Board's decision is final and binding
- All proceedings remain confidential

Ethics Rules and Regulations

Per LeTip International Bylaws, Article IV: Termination of Membership

Section 4.4 Good Cause Termination

LeTip International reserves the right to terminate your membership at any time with or without the Good Cause Termination process and/or the chapter's notice or approval. The Board of Directors is authorized, as herein provided, to suspend from membership for a period of not more than one (1) year, or expel from membership, any member of a chapter for good cause, the entire ethics process must be used when terminating a member for good cause. (See Section 4.5. for Procedure).

"Good Cause," as used in this section, means:

- (a) Any willful failure or refusal to abide by the articles, bylaws, or rules of the chapter.
- (b) Any conduct that brings the chapter into public disrepute or violates the purpose for which the chapter is formed.
- (c) Any conduct that causes any member to come into public dispute.
- (d) Any conduct unbecoming of a professional person resulting in severe embarrassment, either personally or in the business community, to any other member.
- (e) Any personal or professional misconduct, or breach of the Bylaws of a chapter, so serious in nature as to render their continued presence as a member of the chapter personally or professionally obnoxious or detrimental to the other members of the chapter.
- (f) In the event of a sexual harassment claim, all parties must immediately cease all communication, visitations, and tipping with each other.
- (g) Any willful failure or refusal to pay any assessments levied pursuant to the provisions of LeTip Bylaws.
- (h) Any willful failure or refusal to pay any just debt to the chapter which is validly due and owing by such member.
- (i) Email blasting, sending mass unsolicited emails is considered unacceptable. Do not utilize Wired as a personal database.

Section 4.5 Procedure

The Ethics Committee shall review all violations of the Good Cause provisions of Section 4.5. and make its recommendation to the Board of Directors. All alleged violations of the Good Cause provisions of Section 4.5. shall be in writing, and addressed to the Chairperson of the Ethics Committee, unless the Chairperson is the alleged violator, in which case the writing shall be addressed to the President. The Chairperson of the Ethics Committee shall forward a copy of the writing to the President, immediately upon its receipt and all Ethic complaints submitted in writing to remain confidential and only be discussed between the Ethics Chairperson and the two assigned Committee members. Reference Ethics Rules and Regulations in the Chapter Reference Guide. LeTip International reserves the right to intervene in any violation.

- (a) If the Ethics Committee Chair is the alleged violator, then the President shall immediately assign a new temporary Chairperson to hear, with the other two members of the Committee, the alleged violation.
- (b) If a Member of the Ethics Committee is the alleged violator, then the President shall immediately assign a new temporary member to hear, with the Chairperson and the other member of the Committee, the alleged violation.
- (c) If the member submitting the Ethics complaint in writing feels there is a conflict of interest with the Ethics Chairperson and/or one of the two assigned committee members, they may request the chapter President assign a new Ethics Chairperson or committee member to conduct the Ethics complaint investigation.

Ethics Rules and Regulations

- (d) The Ethics Chairperson reserves the right to place any member(s) involved in a violation on a temporary LOA.
- (e) The Ethics Committee shall abide by the Bylaws of LeTip International, with reference to the manner of conducting their investigation. A copy of the Bylaws of LeTip International shall be used by each Committee member and the alleged violator.
- (f) The result of the Committee's investigation of the alleged violation and the alleged violator shall be submitted to the President, in writing no later than ten (10) days after the completion of their investigation. If the alleged violator is the President, then the result shall be submitted, as afore said, to the Vice-President and kept permanently confidential.
- (g) Upon receipt of the Committee's investigation report, the President, or Vice-President, as the case may be, shall immediately call a meeting of the Board of Directors. The Board Meeting, as called (quorum required) shall be conducted in accordance with the Bylaws of LeTip International. Each member of the Board and the alleged violator shall use a complete and up-to-date copy of the Bylaws of LeTip International. The Board of Directors vote shall be final and binding and kept permanently confidential. LeTip International, Inc. and any applicable insurance carrier may not defend and indemnify a chapter in a legal action if any member of the Board or Ethics Committee of that chapter does not abide to the confidentiality requirements of this Section 4.6.

Section 4.6 Grounds for Immediate Termination

LeTip International reserves the right to terminate your membership at any time with or without the chapter's notice or approval. Grounds for immediate termination will bypass ethics.

- (a) Any felony conviction or any crime involving moral turpitude that may be discovered prior to or during membership. Court documentation must be obtained.
- (b) Any member attempting to change the Chapter name to other than LeTip, and/or recruiting LeTip members to a similar organization, shall be terminated. When said member is shown as terminated within the system, they will not be permitted to rejoin, and their profile marked as banned.
- (c) Verbally, emotionally, or physically abusing another member.
- (d) Being a member of another category exclusive networking group.
- (e) Receiving a third warning notice, for any reason.
- (f) Outstanding chapter or LeTip International dues.
- (g) Non-compliance with attendance and/or Tip requirements.

Why the Ethics Chair's Role Matters

- Supports ethical conduct among members
- Ensures disputes are addressed disputes fairly and professionally
- Protects the integrity and reputation of the chapter
- Establishes a clear and accountable process for handling complaints

Election Checklist

Chapter Election Checklist

The LeTip Bylaws govern all chapter elections. The following key positions are elected annually:

- President* (Green Badge or higher required)
- Vice President
- Secretary
- Treasurer
- Tip Master
- Membership Chair

* Committee Chairs are assigned by the newly elected President after elections.

Election Timeline and Process

February: Initiate the Election Process

☐ First Meeting in February

- The Immediate Past President assigns three to five members to the Nominating Committee
- If there is no Immediate Past President, the current President makes the decision
- Nominating Committee members may run for office but must resign from the committee and announce their candidacy by the third week of February

☐ First Week of February: Distribute Election Surveys

- In-person chapters: Surveys are distributed during the meeting
- Virtual chapters: Surveys are emailed to all members
- Hybrid chapters: Surveys are distributed at the meeting and emailed to virtual attendees
- Election Survey forms are available in the Wired Document Library

☐ Second Week of February

- The Nominating Committee reviews responses and submits candidates

☐ Third Week of February to Second Week of March

- Election nominees are announced and voting takes place
- Only members present at the meeting may vote

Voting Process by Meeting Type

In-Person Chapters

- Ballots are distributed and collected during the meeting
- The Vice President and Committee count the ballots

Virtual Chapters

- Ballots are emailed during the meeting
- Members return completed ballots to the Vice President and Committee for counting
- Zoom polling may also be used

Hybrid Chapters

- Ballots are distributed to in-person members and emailed to virtual attendees
- In-person ballots are collected at the meeting; virtual ballots are returned electronically for counting

March: Election Results and Transition

☐ **Third to Fourth Week of March**

- Update newly elected Board Members in Wired
- Notify LeTip International to ensure new Board Members receive Board Training invitations

☐ **April: Transition Period**

- Newly elected Board Members shadow the outgoing Board to ensure a smooth transition
- The Election Survey results help the new President in selecting Committee Chairs
- The new Board establishes annual chapter goals

☐ **Fourth Week of April**

- The newly elected President selects Committee Chairs for the upcoming year

May: New Board Takes Over

☐ **First Week of May**

- The new Board is required, per the Bylaws, to attend annual Board Training
 - Training may be completed in person at the national convention or through a virtual option

☐ **First Chapter Meeting in May**

- The new Board assumes leadership of chapter meetings

☐ **First New Board Meeting**

Agenda includes:

- Recognition Ceremony for outgoing Board Members
- Strategic planning for chapter operations and development

Election Survey

A LeTip chapter depends on active member participation, whether serving on the Board of Directors or contributing through committee roles. Each member brings skills and experience that support the chapter and fellow members' businesses.

Provide each member with a copy of the survey and ask them to identify how they can contribute to the chapter and support other members. A copy of the survey can be found in the Wired Document Library by searching "Survey."

Chapter Election Survey Template

Member's Name: _____

1. Are you interested in serving on the board of directors? Yes _____ No _____
If so, which position(s) interest you? (Prioritize, using a "1" as your first choice, followed by 2, 3, 4, etc.) **To serve as a chapter President, the member must have earned a Green Badge or higher and Board Members must attend the Spring and Fall annual Board Training Seminars per the LeTip Bylaws.**

President Vice President Treasurer Secretary Tip Master Membership

2. Are you interested in holding a committee chair position? Yes _____ No _____
If so, which position(s) interest you? (Prioritize, using a "1" as your first choice, followed by 2, 3, 4, etc.)

Business Mixer Program Director Inspector Mentor Visitation
Sgt-at-Arms Ethics Social Media

3. If you are not interested in a Board or Committee Chair position, indicate which committee(s) you would like to join? (Prioritize, using a "1" as your first choice, followed by 2, 3, 4, etc.)

Tip Master Committee Treasurer Committee Membership Committee
Business Mixer Committee Program Committee Other

Larger chapters' membership often have additional committees to support their membership.

4. What other ways can you support your chapter this year? Do you have any special talents that would benefit your chapter?

Submission instructions

Return the completed form at the chapter meeting or submit it electronically to the Election Committee if attending virtually.

Sgt-at-Arms Duties

Role Purpose

The Sgt-at-Arms keeps the meeting running smoothly, on time, and on track by managing transitions, monitoring timing, and reinforcing meeting standards and expectations.

Key Responsibilities

- Ensure the meeting starts and ends on time
- Lead and monitor the 30-second commercial portion of the meeting
- Keep members on time during their commercials and presentations
- Maintain order and minimize disruptions during the meeting
- Welcome late arrivals and help them integrate smoothly
- Check for member badges
- Oversee the distribution and handling of voting ballots
- Provide reminders to support positive meeting habits and participation
- Share weekly rewards and optional gentle reminders, if used by the chapter

Weekly Meeting Script

"Good morning/afternoon, my name is [Name], your Sgt-at-Arms representing [Category].

My role is to help keep our meeting running on time and on track.

Before we begin our 30-second commercials, here are a few ways you can earn rewards in LeTip:

Passing 4 qualified tips at a meeting earns \$1.00.

Passing 4 outside tips earns \$5.00.

Wearing your badge, passing 4 tips, and bringing a guest is a Grand Slam and earns \$10.00.

As the tip bucket comes around, you'll have 30 seconds to deliver your commercial. I'll be keeping time. When you hear the bell, please wrap up and pass the bucket to the person on your left.

I'll start us off—please remember to speak clearly, keep it concise, and have fun.

[Begin your 30-second commercial, then pass the bucket.]

From time to time, we may also share a gentle reminder to help strengthen our chapter's habits and success. These are optional and used at the chapter's discretion.

Thank you."

Rewards and Gentle Reminders

(Optional depending on the chapter)

Meeting Start Reminder

At the start of the meeting, the Sgt-at-Arms may remind members:

"Please silence your cell phones. If your phone rings during the meeting, there is a minimum \$20 reminder."

Note: Cell phones may be used during the meeting to promote fellow members on social media. No reminder applies in that case.

Rewards

(Share one reward each week)

- Passing 5 or more rosters or brochures in your place of business \$1 minimum
- Passing 4 qualified tips at a meeting \$1 minimum
- Passing 4 outside tips at a meeting \$5 minimum
- Bringing a qualified potential member while holding the Poker Folder \$10 minimum
- Achieving a LeTip Grand Slam \$10 minimum
(wearing badge, passing 4+ tips, and bringing a qualified guest)

Gentle Reminders

(Used at the chapter's discretion)

- No guest.....\$0.25 minimum
- No tip.....\$1 minimum
- No badge.....\$1 minimum
- Not greeting the assigned Greeter\$1 minimum
- Late to the meeting.....\$1 minimum
- Late Showboater or Greeter (*arriving after the meeting start time*)\$1 minimum
- No guest on Fiver Day.....\$5 minimum
- Missed visitation (*paid directly to the member not visited*).....\$5 minimum
- Meeting starts late (*Sgt-at-Arms*).....\$5 minimum
- Meeting ends late (*President*).....\$5 minimum
- Not fulfilling assigned role (*Showboater, Greeter, or Speaker*).....\$10 minimum
- No show at Business Mixers or Power Seminars\$10 minimum
- I.O.U.s are not accepted

Chapter Flexibility

Reward and reminder amounts may be increased by the Board of Directors.

LeTip Community: Expanding Your Network Beyond Your Chapter

Your LeTip chapter serves as your primary connection point, but opportunities extend beyond weekly meetings. Nearby chapters, virtual networking, and national events provide additional ways to build relationships and exchange referrals across the network.

Ways to Engage with the LeTip Community

Join Weekly LeTip Zoom Calls

- Connect with members across different chapters
- Learn from experienced leaders
- Expand referral opportunities

LeTip Communicare Newsletter (*sent the first Monday of each month*)

- Highlights featured members and chapter
- Provides updates on events and announcements
- Shares relevant information across the network

Host Joint Chapter Business Mixers

- Partner with other chapters to expand connections
- Meet professionals in additional categories
- Introduce new guests and Tip prospects

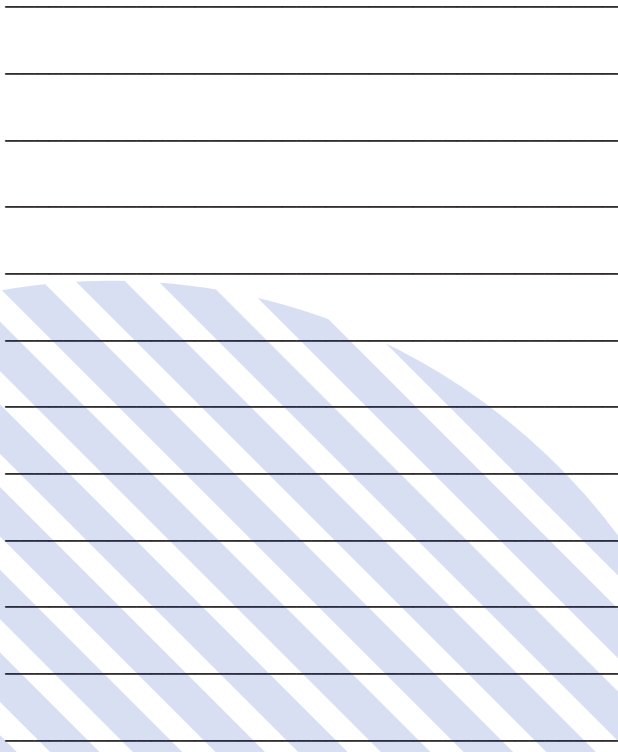
Stay Updated with the Wired Calendar

- View upcoming networking events
- Access training and development sessions
- Stay informed about Business Mixers

Maximizing Membership

- Attend events, both in person and virtual
- Build relationships within the LeTip community
- Participate in training opportunities
- Stay actively involved to increase the value of your membership

Additional Notes:

A decorative graphic in the top-left corner of the page. It consists of a series of parallel diagonal stripes in a medium blue color, set against a light blue background. The stripes are oriented from the bottom-left towards the top-right. The graphic has a soft, feathered edge that blends into the white background of the page.

Additional Notes:

