



Weekly Program

First Week - Showboater

Shows - Product/Service

(Non-Speaking part any time during regular meeting 7:16-8:31 or 11:46-1:01)

Second Week - Greeter

Greets Everyone 7:01 A.M.

(11:31 A.M. for Lunch Chapters)

(Greets using official language “I am the Official Greeter”.)

Third Week - Speaker

Ten Minute Presentation

(8 minutes to present - 2 minutes for questions)

Fourth Week - Lucky Devil

(Randomly selected chapter member gives a 30-second commercial about the previous week's speaker)

1. The time is now 7:16 A.M. LeTip Time. Meeting officially starts.
(11:46 for Lunch Chapters)
2. President, remember that you are the one creating the energy!
3. Keep that LeTip smile on your face. You're not dressed without it. Remember to be open and friendly.
4. Enthusiasm is contagious!
5. Call the LeTip meeting to order with authority and confidence.
Announce:
("What time is it?" "LeTip Time... Let's have a meeting!")
6. Don't preach -- just follow the flip chart in order.
7. You are going to make this a great LeTip meeting.

Welcome Guests

1. Guests are friends
2. Guests receive Escrow Tips (when they join)
3. Guests give tips & fill out tip forms

LeTip International, Inc. was founded in 1978 and has hundreds of chapters located throughout the U.S.A. and Canada.

Meetings are professionally outlined and supervised.

Meeting Procedure

* Red Text =
Importance of message

Sgt-At-Arms or President Announces before the meeting starts:

“Please mute your cell phones and electronic devices”

This is a \$20 Fine, Not a “Gentle Reminder”

(1) Always Stand

1. President **starts** LeTip meeting at **7:16 a.m. sharp.**
(11:46 a.m. sharp for Lunch Chapters)
2. Vice-President hands the LeTip guest list to the President. (Before the meeting begins) Verifying NO conflicts of interest between guests & members.
3. **Pledge of Allegiance. (Canada not included - please stand for the Creed)**
4. Please remain standing... LeTip's Creed is read by all, creating great energy! 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.
5. Introduction of the LeTip Officers. President starts first with self. Next, Vice-President. (Officers stand and introduce themselves)
“Good Morning, I am the chapter's (category) and also the (position).”

(5) President stands.
Officers stand
upon introduction
& introduces self.

Meeting Guidelines

1. Dress Professionally
2. Act Professionally
3. Meetings start at 7:16 A.M.
The official meeting starts after the first 15 minutes of networking.
(11:46 A.M. for Lunch Chapters)
4. Meetings end at 8:31 A.M.
(1:01 P.M. for Lunch Chapters)
5. Only one category per Member
6. Each member is vetted and inspected

What is a “Tip”?

A Qualified Business Tip is a Company or Person who is interested in a specific service or product and is expecting a call from a “LeTip” Member.

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| <p>(6) President stands.
Tipmaster stands.</p> <p>(7) President stands.
Member stands,
introduces guest
& Guest stands.</p> <p>(9) President stands.
Program Director
stands.</p> <p>(10) Always present
with a flourish.
Members come
forward to be
recognized.</p> | <p>6. Tipmaster reads definition of tip and reminds members to pass all copies around the table three times. Print and pass LeTip Wired tips. Use script. (Board Script_Tipmaster.pdf in the LeTip Wired Document library)</p> <p>7. Introduction of guests (members will introduce guest). Guest will have 30-seconds to tell us about <u>themselves</u>, personally. i.e. hobbies, family, etc.</p> <p>8. LeTip members and guests pass business cards individually to the left. (Take 5 minutes - No Stacking, no other business until completed)
Time to chat or ask questions.</p> <p>9. LeTip Program Director will introduce the program and then <u>professionally introduce</u> the speakers. Each speaker is given a maximum 10 minutes. Chapters larger than 20, the speakers are given less time.
The Sergeant-At-Arms controls each speaker's time.</p> <p>10. Present LeTip Business caddies or badges to brand new LeTip members and explain the \$10.00 fine on letters not sent. Use script. (Board Script_President_NewBadge Presentation.pdf in Wired doc library)</p> <p>11. Have the “LETIP UNKNOWN GREETER” (usually a guest) stand and give him/her a round of applause, explaining what it is, using the honor system.</p> |
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LeTip is Your Sales Force

1. Give a minimum of 4 Tips per month
2. Contact Tip received within 24 hrs
3. Report to Tipee outcome
4. Compliment Tipee - Thank you

(12) Each person stands to make report. Secretary reports on chapter news and highlights from the Secretaries Corner and Communicare newsletter.

12. Meeting turned over to “Vice-President” for all committee reports, Report in order on flip chart.
(i.e.) Tipmaster, Treasurer, Business Mixer Chair, Program Director, Secretary - reports on chapter news and highlights from the Secretaries Corner and Communicare newsletter, Membership Chair - will display laminated membership incentives for Blue-Silver-Gold-Platinum-Royal Purple Badges and explain membership commitment per the bylaws.
(Recruit one new member in first year as a member.)

Once a month acknowledge and have stand: Seminar Director, Publicity Director, and Ethics Chair. (Second week of every month)

- 12a. President asks for Vice-President’s report on attendance. Vice-President gives attendance report and if member is excused, you ask everyone to pass them business. However, if they are unexcused, you simply state “unexcused”. Review monthly report to determine if letter of warning should be sent, to unexcused absences according to the Bylaws.

(13) Play this game each week.

13. **POKER FOLDER** report by membership chairperson. The **new holder** stands and reads the Poker Folder. (Pass as “Hot Potato” game, Green and White badges only) worth \$10 if guest is present - this is a big deal!

Tipping

1. Begin passing Wired Tips after the Pledge and LeTip Creed

(Print your LeTip Wired tips to pass at the meeting)

2. Pass Tips - 3 times minimum

3. Do not pass Escrow Tips - place in tip bucket during commercial

VISITATIONS

The **first week of every month**, at the beginning of the meeting, members only drop their business card in the tip bucket. **The second time around**, each member **draws a card** and visits that person within two weeks (for at least 3/4 hour) to learn about their business. The **third week** of the month, members represent (give their commercial) that person when they have the tip bucket in their hand. If visit is not made, member walks over and hands that person \$5.00 each week until the visitation is completed. ***If not visited, you will give your own commercial.***

14. **VISITATION DAY** - Visitation Chair presents using script.

(15) Inspector stands and reads from script each week.

15. LeTip President will solicit report of inspector at every meeting whether or not new LeTip applications are to be voted on at that meeting. **There will be no discussing of candidates.** (Utilize the scripts)

16. Votes will be taken on pending applicants. (Use LeTip ballots, passed out during the meeting **after the 30-second commercials.**) Vice-President will count and report the results to the President before the end of the meeting.

17. **LUNCH BUNCH** (last week of the month) - Pass tip bucket. Members put business card in bucket. The President will determine 2-4 active members to take newest member(s), who have attended at least four meetings from the previous month to lunch. Secretary makes reservations and arrangement for payment by chapter.

(18) President and Lucky Devil stand.

18. **LUCKY DEVIL** (Fourth week in the program) - Vice-President or President puts the previous week's speaker's business card under the bottom of a chair corner, under a plate, napkin, etc. "Everyone on this side of the room where the business card is located, please stand and look under (where the card was placed) for a business card." That person will say "I have the card." The President then says, "Congratulations, you are the Lucky Devil"

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Start of meeting Sgt-at-Arms Announces “Please Mute Cell Phones, Rings During the Meeting \$20.00 minimum”
(We encourage cell phone use only to promote chapter members on social media during meeting - no fine)

Rewards

(Repeat the entire list weekly)

Passing 5 or more rosters/brochures weekly in your place of business.	\$1.00	minimum
Passing 4 qualified tips at a meeting	\$1.00	minimum
Passing 4 <u>outside</u> tips at a meeting	\$5.00	minimum
LeTip Grand Slam (Wearing badge, lapel pin, has 4 tips or more and a qualified guest)	\$10.00	minimum

Dollar amounts for both rewards and reminders may be increased by Board of Directors

Gentle Reminders

(Select one weekly to educate chapter)

I.O.U.'s not acceptable

No Guest	\$.25	minimum
No Lapel Pin	\$1.00	minimum
No Tip	\$1.00	minimum
No Badge	\$1.00	minimum
Not shaking hands with Unknown Greeter	\$1.00	minimum
Late for meeting	\$1.00	minimum
Late Showboat/Greeter - arriving after 7:01 A.M. (11:31 A.M. for Lunch)	\$1.00	minimum
Unexcused absence	\$1.00	minimum
No Guest on Fiver Day	\$5.00	minimum
Visitation not done (paid directly to member not visited)	\$5.00	minimum
Meeting starts late - Sgt. at Arms pays	\$5.00	minimum
Meeting ends late - President pays	\$5.00	minimum
Neglecting to Showboat, Greet, or Speak	\$10.00	minimum
No Show at Business Mixers & Power Seminars	\$10.00	minimum

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and you lead the group in a round of applause. “Whose card do you have?” After the reply, you say “Please stand behind that individual, if present, and give a 30-second commercial for the previous week’s speaker.”

(19) President asks -
“Did you shake
hands with the
unknown greeter?”
as the tip bucket
is passed.

19. The President passes the Sergeant-At-Arms the tip bucket to start the 30-second commercials, the Sergeant-At-Arms will start the tip bucket around the room with a different member each week. Remind members IOU’s are not acceptable.
20. If there is a unanimous decision and no member voted no, announce the name and phone number of the new member voted in today and encourage the members to give him or her a call to welcome them into the chapter. (If “No” votes were voted, then no announcement is made, president to call each and verify reason to determine if “No” vote is counted.)
21. I would like to remind our guests of the five reasons why you should join our LeTip chapter. (President, with great enthusiasm!)
 1. **“Dollars In Your Pocket”™ (Rally cry to be said with all members!)**
 2. You become a better public speaker
 3. Your chapter becomes like a family - loyalty to one another
 4. Provides a source of referrals for your clientele
 5. Most of all, it provides psychic income, which is the great feeling you receive when you help others.
22. President will conclude meeting; invite members to bring a guest to next meeting. President then announces to all;
“Please talk about our speaker to the first ten people you meet today.”