



UNDERSTANDING YOUR POSITION

PRESIDENT

2023

UNDERSTANDING YOUR POSITION - INDEX

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Board Position Training Video

The LeTip President position trainnig video can be found in LeTip Wired video library search for .Board - President Position Training or click the board training box and click on the .Board - President Position Training video image.

LeTip Core Values

LeTip's Core Values and Guiding Principle exemplify the LeTip culture. These ideals guide us in our everyday actions, define who we are and how we conduct business. Our words not only inspire us, but they remind us that true success is measured by how we—as individuals and collectively—apply them in our everyday lives.

Keep true to these statements and good business practices will follow. When you look for others to join your chapter, look for those who conduct their businesses just as you do, by utilizing these values.

Integrity:

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

Loyalty:

Trust and faith in all relationships.
"All for one, One for all."

Passion:

A feeling based on conviction and strongly held desires and beliefs.
"From the heart."

Commitment:

Follow through until you accomplish your desired outcome.
"We practice stick-to-it-tiveness."

Accountability:

Accepting the responsibility for our actions, behavior, and choices.
"If it's to be, it's up to me."

Excellence:

Performing above and beyond normal expectations while adhering to the highest standards. "The best—without peer."

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.

The Guiding Principle of LeTip International, Inc.

"To intentionally help one another prosper through mutually beneficial relationships, and thus, create an economy that rewards everyone."™

Our Slogan

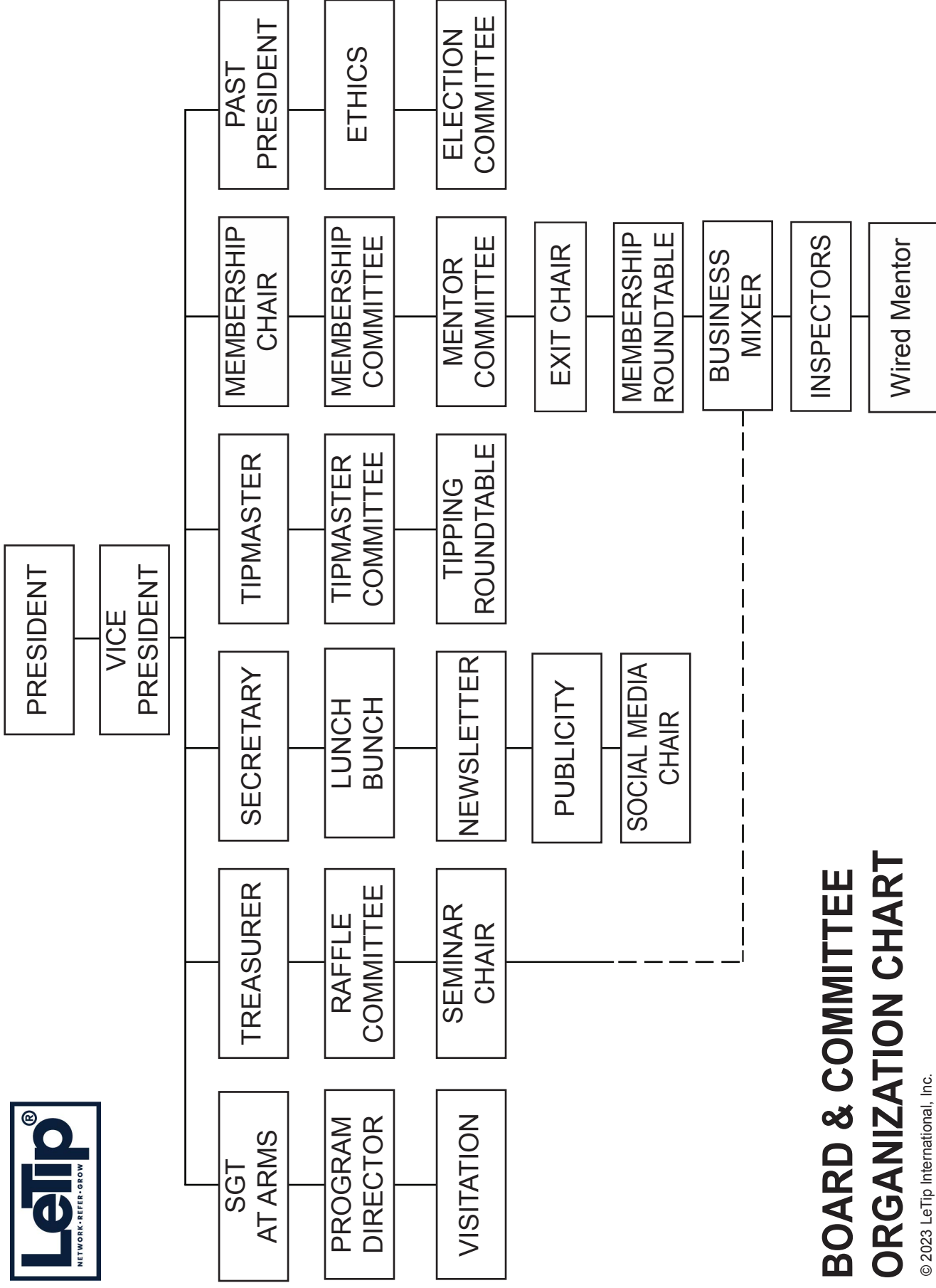
"Dollars In Your Pocket"™

The LeTip slogan, "Dollars in Your Pocket"™, should be used wherever appropriate in all promotional materials. The first and most prominent position of the slogan, in any one document, should always display the trademark symbol (™).

Our Mission

We are committed to the highest ethical standards of conduct. We shall exercise fairness, loyalty and integrity at all times with our members, employees and shareholders.

We are dedicated to a continuous effort for the betterment of our organization, our community and our society. Our actions will always be governed by our dedication to responsible leadership.



BOARD & COMMITTEE ORGANIZATION CHART

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PRESIDENT DUTIES

1. Follow the bylaws, ethics rules & regulations

The president must thoroughly read and follow the LeTip Bylaws. The ethics rules & regulations can be found online at www.letipwired.com (Document Library/Board & Committee Position - Organization Chart & Duties/Ethics Chair Duties.pdf).

2. Wear a green badge or better

As stated in the bylaws: Article VII – Election Procedure Section 7.3: Only members who have earned a **Green** badge or higher are eligible to hold the office of the president.

3. Attend LeTip board training twice yearly

The president is required to attend the semi-annual LeTip International training seminars. The first is held soon after elections; the second is held in the fall.

4. Supervise the chapter

The president is required to supervise the chapter members and all chapter operations.

5. Watch the clock

The president and vice-president arrive 30 minutes prior to calling the meeting to order. They oversee the set-up of the room and make sure every detail has been taken care of prior to the arrival of members and their guests.

- a. Networking portion of the meeting runs from 7:01am to 7:16am, or 11:31am to 11:46am.
- b. The meeting is called to order on time by the sergeant at arms or he/she is required to add \$5 to Tip bucket. Morning meetings start at 7:16 a.m. sharp, lunch meetings at 11:46 a.m. sharp. If the chapter has 50+ members the meetings may start 15 minutes earlier.
- c. Meetings open with the Pledge of Allegiance (USA only), directory followed by everyone reciting the LeTip Creed.

6. Establish protocol for meals

LeTip's purpose is to increase each member's business and meals must never take precedence or interfere with meetings.

- a. Whenever possible, plated meals are to be served during the meeting from prearranged choices listed at the

registration table. No ordering off the menu.

- b. If the only option is a buffet, it should be cleared by 7:15 a.m. for morning meetings, or 11:45 a.m. for lunch meetings.
- c. Eating before or after a meeting is an option.
- d. Quarterly dues enable a chapter to pay for options to build business. Meals are a perk. The board has the discretion of when, or whether, a meal is served during the weekly LeTip meeting.
- e. Never break for the meal.

7. Always follow the Flip Chart

Always follow the format on the flip chart throughout the meeting. Do not change the format. Leave nothing out.

8. Conclude meetings with two reminders

At the end of meeting, president should remind members to:

- a. Bring a guest to the next meeting.
- b. Talk about the Speaker to the first 10 people that they meet today. If time allows, ask members for testimonials and announce new members' names and phone numbers.

9. End the meeting on time

Ensure the meeting concludes on time or the president must put \$5 in the Tip bucket. Morning meetings conclude at 8:31 a.m. and lunch meetings conclude at 1:01 p.m., be respectful of members' time.

10. Watch for conflicts of interest

The Greeter monitors guests for possible conflicts of interest. Regardless, the president and/or vice-president should always review the guest sign-in sheet prior to the start of the meeting. If a conflict of interest is noted between a member and a guest, the president should explain to the guest that they are not allowed to give a commercial or pass their business cards. These prospects should then be referred to the LeTip corporate office.

- a. If a category is filled, Guests can introduce themselves by name and say they are looking for a chapter with an opening in their category.

- b. Ensure there are no verbal conflicts between members and guests. Keep negative comments out of meetings.

11. Keep meetings positive

Never say or do anything that does not promote the growth of a member's business. Terminate inappropriate comments or questions by offering to discuss them after the meeting. Keep the meeting under control by following the flip chart.

12. Do not allow open discussions

All issues that need to be addressed are to be discussed at the board of director's meeting. Any member who has an issue must present it to a board member before or after the meeting, never during a chapter business meeting.

- a. Avoid impromptu discussions of ideas that have not been thought out or prepared for the board in writing.

13. Assure decisions come from the entire board

After the board makes a decision, it is reported by the committee chair at the following meeting's committee reports. Never state that the president has made a decision personally, but that the board as a group has made a decision.

14. Delegate tasks

Make sure the vice-president takes attendance and pays attention to the details of the meeting. If a member is going to miss a meeting, the member must call the Vice President 24hrs in advance. The VP orders chapter supplies through LeTip International's web store which can be found at www.letipwebstore.com.

15. Hold committee chairs responsible

Read all chapter responsibilities and be familiar with board and committee duties. Good leaders hold the officers and chairs accountable to do their job. If officers and chairs are not doing their jobs, find a replacement. Proper delegation ensures that others are involved in the overall operations of the chapter. This is how to build a winning team.

16. Lead by example

Arrive 30 minutes early and be available to the membership after the meeting. Bring guests and pass Tips. You cannot ask the membership to do something you have never done. Show loyalty to your fellow members. To be a

successful president, you must be positive, energetic and organized.

17. Set chapter goals

Chapter goals should be set for the next six months. Create a plan and take action, and your chapter will be successful. (see pg 8)

18. Keep members accountable

Using the bylaws, terminate non-productive members. Strong chapters always houseclean! Good members become discouraged when non-productive members are allowed to remain. Guests see the poor accountability and will not join. Act immediately on poor attendance and lack of Tips. The bylaws support you and the board of directors. Use them to create a strong, loyal chapter.

19. Stick to the budget

Develop a chapter budget with the board based on your chapter's goals. Stick to your budget and require board approval on all expenditures.

20. Be ready to praise

Always recognize publicly the efforts and successes of members. There is always someone deserving. Positive reinforcement goes a long way.

Chapter Meeting Agenda (Flip Chart)

1. President starts meeting at 7:16 a.m./11:46 a.m. sharp.
2. Vice-President hands guest list to the president five minutes before the meeting begins.
3. Pledge of Allegiance (USA), & LeTip Creed are recited.
4. Introduce officers and TipMaster.
 - a. All officers are to stand and introduce themselves and state their office and occupation.
 - b. When the TipMaster is called upon, he or she states their occupation, reads the definition of a Tip, and reminds the members to drop the yellow copy of the Tip form into the Tip bucket or a printed copy if the Tip was past using LeTip Wired.
5. Unknown Greeter is announced (preferably a guest). Have them stand and give them a round of applause.
 - a. President announces and congratulates the Unknown Greeter, stating that any member who did not shake their hand is requested to drop \$1 in the Tip bucket.

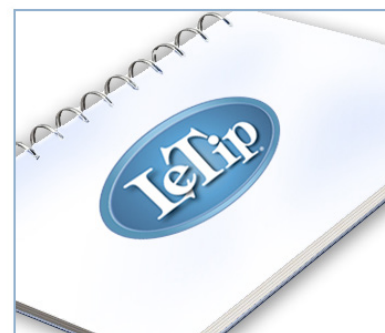
6. Introduce guests.
 - a. Guests are asked to stand and introduced by the member who invited them, giving only name and category.
 - b. Each guest is given 30 seconds to give personal introductions about themselves. (Later on in the meeting they give their 30 second commercial.)
7. Members and guests pass business cards to the left.
8. Program director explains the weekly program and then professionally introduces Speaker(s).
 - a. A maximum of 10 minutes per Speaker, time controlled by sergeant at arms. (8 min to speak; 2 min Q&A)
 - b. The Speaker sits at the head table.
 - c. The president reinforces loyalty to Speaker.
9. President introduces new members.
 - a. President presents new members with their name badges, card caddies, and lapel pins.
 - b. President reminds new members and members who have not taken NTS (Network Training Seminar) to attend so they can be placed in the program schedule after completing the online training.
10. Announce the Lunch Bunch.
 - a. Include three to five members and the new member(s).
11. President asks the Vice President for committee reports in order of reports as they appear on the flip chart.
12. President solicits the inspector's report of new applications. **No questions or open discussions permitted.**
13. Sergeant at arms passes out the voting ballots before the meeting. Written votes on pending applications are taken and forwarded to the vice-president to count during the meeting.
14. In the event of a speak-off, the ballots are passed to the vice-president to count during the meeting. (See speak off procedures on pg 10)
 - a. President is to meet with the two or more potential members after the meeting to give them the results.
 - b. Refer the person(s) who did not win the speak-off to the LeTip corporate, LeTip will look into other chapters with an

opening, or the possibility of starting a new chapter.

15. Lucky Devil Award.
 - a. Put the business card of the previous week's speaker underneath the seat or attach to the chair for the selection of the Lucky Devil.
 - b. The Lucky Devil gives a 30-second commercial for the previous week's speaker when the Tip bucket is passed. This allows the speaker to see if they are educating their membership.
16. President requests the attendance report and explanation of the attendance rules from the vice-president.
 - a. If applicable, the president instructs the secretary to send any termination letters and announces any new openings, if a member has left.
17. President concludes the meeting and asks members to bring guests to the next Week's meeting.
18. If a prospective member is voted out, do not state the results at the same meeting.
 - a. Ensure that all NO votes are tallied and the members contacted to ensure that all NO votes are valid.
 - b. Some members try to control multiple categories and will vote NO. A member may hold only one category. All members must have a valid reason for their no vote.
 - c. President must call and verify all NO votes with the members who voted NO.

* It is a good idea for a chapter to keep two Flip Charts. One for the President and one for the Vice President. This way if one of them cannot make the meeting, the other has a Flip Chart to run the chapter meeting.

Flip Charts are available to purchase through the LeTip web store located inside www.letipwired.com



CHAPTER BOARD MEETINGS

Why do we have Board Meetings?

Board meetings are held so the board of directors can plan, focus, build, and run the business of the chapter. The board is comprised of up to seven members. These members are the only members who can vote and have the vote counted. They are responsible to the chapter to make sure business is conducted in the most professional manner and the board meeting agenda is consistently reviewed.

Who gets to vote?

Only the following board members are allowed to vote:

- President
- Vice-President
- Treasurer
- Secretary
- TipMaster
- Membership Chair
- Immediate Past President

When should we have our meeting?

According to the LeTip Bylaws, Article VI-Board of Directors, Section 6.4: The board of directors shall meet the first week of each month on the day prior to the weekly meeting day.

A majority of the board of directors shall constitute a quorum for the transaction of business and shall be necessary to give effect to any action of the Board. A majority vote of those present (quorum required) shall be necessary to give effect to any action of the Board. (Quorum = 4 or more members.)

Who should attend?

Any chapter member is allowed to attend board of director meetings. The chapter pays for lunch for the voting members only, however, every member is invited to attend. If, during a board meeting, an issue comes up concerning ethics, all nonvoting members are asked to leave, and the meeting is completed with voting members only.

The monthly board meeting schedule is an important bylaw issue. Member participation is invited, but is usually not possible if the meeting is held just before, or right after, the regular chapter meeting. Members who do not own their own company, but work for someone else, are often prohibited from attending simply because of the time issue.

The Agenda

Those wishing to be placed on the agenda to address the board, or put forth an idea or concern, must make prior arrangements with the vice-president. The board will only hear those who are listed on the agenda prior to the meeting. This keeps the meeting on schedule and diffuses any problems the board may encounter because they were not aware of what issues lay before them.

Rules of Order for Board Meetings

The LeTip Board of Directors holds to two sets of rules when conducting meetings: The LeTip Bylaws (which have precedence) and Robert's Rules of Order. A good reference is The Complete Idiot's Guide to Robert's Rules. This reference guide is easier to understand than Robert's Rules of Order. Knowing these simple rules of conduct will help you run a professional meeting and keep conflicts to a minimum.

A meeting always starts with a written agenda. Below is a copy of an agenda to use as a sample for your own meetings.

Sample Board Meeting Agenda

- I. Call the meeting to order.
- II. Read the minutes from the previous meeting and call for the motion to approve the minutes.
- III. Pass out the written Tip report, attendance report and treasurer report.
- IV. Review the Reports.
 - a. Vote on each report individually, make any corrections necessary.
 - b. Amend the vote if necessary.
- V. Old Business.
- VI. New Business.

Any member wanting to address the board must be placed on the agenda in order to voice their questions or concerns. To be included on the board meeting agenda, members should submit all issues in writing to the vice-president prior to the meeting. Example issues: business, after hours mixers, warning letters, termination letters, committee assignments.
- VII. Adjourn the meeting.

Always list the time of adjournment.

BOARD MEETING AGENDA

Sample Chapter Board Meeting Agenda

LeTip of _____

Date: _____

Call the meeting to order - Time: _____

(Quorum requires 4 board members in attendance)

1. Board Attendance
2. Approval of Board Minutes
3. Tip Master's Report (written 6 copies)
4. Treasurer's Report (written 6 copies)
5. Membership Chair's Report (written 6 copies)
6. Vice President's Attendance Report (written 6 copies)
7. Old Business
8. New Business
9. Misc.

Meeting Adjourned - Time: _____

After the meeting, the completed agenda should be given to the chapter Secretary to file with the chapter records.

A copy of sample board meeting agenda can also be downloaded at www.letipwired.com (Document Library, search Chapter Board Meeting Agenda).

SETTING CHAPTER GOALS

Why set Chapter Goals?

Successful business people and chapters set goals. Setting short or long term goals gives you vision on where you want to be. Goals motivate individuals to remain focused, organized and on track to achieve.

If the chapter members do not know where the group is heading, the chapter will never get there. LeTip knows that once a chapter reaches 16 members it is sustainable and when a chapter has 22 or more members the chapter on average passes over \$300,000 in business a year. Chapters over 30+ members pass over a million plus a year which puts "Dollars In Your Pocket!"™.

Setting your Chapter Goals

On the next page you will see the example of the LeTip Chapter Goals template which the new chapter board should fill out shortly after the elections.

The newly elected board should hold a meeting to discuss their chapter's goals and use the goals template to record the goals.

Quarterly the board should revisit that chapter goals at their monthly board meeting to see how the chapter is doing and if any goal needs adjusted or added to.

A copy of the Chapter goals template is available to download at: www.letipwired.com (Document Library, search chapter goals)



Example Chapter Goals

- Become the largest chapter
- All members passing 4-10+ tips a month
- Chapter passing the most Money in LeTip
- Family Atmosphere - leaving no one out
- National Award Winning Members
- Chapter with the most Gold badge members
- Win the Chapter of the Year Award
- All new members achieve their Green Badge within their first year

CHAPTER GOALS TEMPLATE

Chapter Name _____ Date Goals Set _____ Next Review Date _____

# of New Members	_____
# of Guests per month	_____
# of Guest per Member	_____
# of Tips Passed by Chapter	_____
\$ of Tips Passed by Chapter	_____
Value of average seat	_____
_____	_____
_____	_____

CALCULATIONS:

What size group would you like your chapter to be one year from today?

$$\begin{array}{ccccccc} \# \text{ of Members} & & - & & + & & = \\ \text{Goal in 12 months} & & \text{Current} & & \text{Attrition} & & \# \text{ of New Members} \end{array}$$

- *Attrition - You need to anticipate some of your members leaving as their businesses change*

How many guests do you need to invite to reach your membership goal?

$$\frac{\text{\# of Guest Monthly}}{\text{\# of New Members}} \times 4 \frac{\text{\# of Guests}}{\text{\# of Guests}} \div 12 = \frac{\text{\# guest per month}}{\text{\# guest per month}}$$

- # of Guests – National averages - out of every 4 guests, 1 will become a new member.

$$\frac{\text{\# of Guests per Member}}{\text{\# of Guest}} \div \frac{\text{\# of Member}}{\text{\# of Guest per Member}} =$$

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

	Example	Seat Value Goal
# of Tips Passed for Chapter	1,404	
Avg # of Members for year	27	
Avg # of Tips per member	52	
Total \$ Tips Passed for Chapter	\$425,252	
Average Value of a Seat	\$15,750	

A copy of the Chapter Goals template is available to download at www.letipwired.com
(Document Library, search Chapter Goals)

SPEAK OFF PROCEDURE

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

Speak-Off Procedure

1. If two people apply for the same category within a two-week interval, a speak-off will occur the third week.
2. A coin toss will determine who goes first. The Sergeant-at-Arms will have all participating parties leave the room and be heard one at a time. Each person involved in the speak-off will not hear the other person's speech.

The Sergeant-at-Arms will time each speech to ensure no candidate speaks for more than five minutes (or less, depending on how many people are facing off). After everyone has spoken, bring all of them back into the room for the vote.

3. Ballots will be passed out and the person receiving the majority of written votes will become the member. Inspections, membership applications and payment must be completed and turned into the chapter prior to the speak-off or there is no speak-off.
4. At the conclusion of the meeting, the candidates are asked to see the President for the results of the voting. The winner is not introduced at this meeting. The other candidates will be informed that their names will be given to LeTip International, Inc. for referral to another chapter.

Speak-Off Procedure can be downloaded at www.letipwired.com
(Go to Documents Library, search Procedure_Speak Off)

CHAPTER SELF EVALUATIONS

Once a quarter, Chapters should have a member or the Sgt-at-Arms take a chapter performance evaluation at the chapter meeting. The evaluation should be turned into the board and reviewed at their monthly board meeting for ways to improve in areas where the score was low. There is no right or wrong, this simply is a way for chapters to improve their meetings and if the chapter is following the flip chart and Bylaws should be able to score 100 every time. (a copy of the example survey below can be found at www.letipwired.com - Document Library, search Chapter Self Evaluations).



LeTip Chapter Self Evaluation

Date: _____ Chapter Name: _____

City: _____ State: _____ Evaluation by: _____

1. Greeting Table properly displayed: Guest Register, Brochures & Information sheets, Guest Labels. (3)_____
2. Greeter(s) are at the door by 7:01 am (breakfast chapter), 11:31 am (lunch chapter).
Greeting: "Hello! Welcome to LeTip! I am the official greeter today. My name is _____." (3)_____
3. Showboater set up before 7:01 am (breakfast chapter) or 11:31 am (lunch chapter). Separate showboat table situated to force members and guests to walk past. (3)_____
4. Meeting started promptly at 7:16 am (breakfast chapter), 11:46 am (lunch chapter). (4)_____
5. Head table accommodated Board of Directors and Speaker(s). (No empty seats) (3)_____
6. Pledge of Allegiance recited by membership. (3)_____
7. Flag displayed (and placed in front, and to the left, of the President). (3)_____
8. LeTip Creed recited by membership. (3)_____
9. Officers introduced by President. Officers stood, greeted membership: "Hello, my name is _____. I am the _____ (officer title) and the Chapter's _____ (category)."
(4)_____
10. Definition of a qualified Tip and Tipping process explained by the TipMaster. (3)_____
11. Introduction of members with guests by President. Introduction of guests by host members. (6) _____
12. Business Cards passed (to the left) by members and guests. (3)_____
13. Speaker(s) introduced by Program Director. Time governed by Sergeant-at-Arms. (3)_____
14. Chapter members use of social media and promoting members throughout the meeting. (3)_____
15. Business Card Caddies and Badges for new LeTip members presented by President. (3)_____
16. Unknown Greeter announced by President. Greeter (often a guest) stood for applause. (3)_____
17. All Committee Reports requested by V. President were given (including Poker Folder). (3)_____
18. Lucky Devil and Lunch Bunch announced. (Check with the President for verification). (3)_____
19. Number of members at today's meeting _____ = _____ % attendance.
(under 70% = 0 pts , 70-80% = 5 pts , 80-90% = 8 pts, over 90% = 10 pts). (0 to 10)_____
20. Tip Bucket passed and all fines enforced by Sergeant-at-Arms. (8)_____
21. Time governed by Sergeant-at-Arms for Tip Bucket and 30 second commercials. (3)_____
22. Tips passed # _____ (average per member: under 1 = 0 pts, 1-2 = 5 pts , over 2 = 10 pts). (0 to 10)_____
23. President reinforced Speaker after presentation. "This is our Banker _____ who we support 100%." Members encouraged to "...mention Speaker to first 10 people you meet today." (6)_____
24. Meeting concluded sharply at 8:31 am (breakfast chapter) or 1:01 pm (lunch chapter). (4)_____

Additional remarks: (location, dress code, etcetera. Points may be awarded or deducted.) (100 points)

Subtotal _____

award (+) or deduct (-) _____

Chapter Score _____

Chapter President's Signature: _____ Evaluator's Signature: _____

Please review with Board of Directors. Forward copy to your President, Regional Director and LeTip Int'l. (info@letip.com) © 2019 LeTip International, Inc.. Rev 4/19

MEMBERSHIP PROCEDURES



Application Mistakes: Applications are sent to LeTip daily with one or more mistakes. Chapter boards often do not catch these mistakes before sending the application to LeTip. This results in the new member's name badge, card caddy and LeTip Wired access being delayed due to their application issues. Sending the applicant the secure online LeTip Wired application not only saves time and is faster, but it will prevent any delays and avoid mistakes such as:

- Category is currently filled (no resignation sent)
- No Chapter name provided
- No Payment method provided
- Wrong amount on check payment (Currently \$440 to enroll)
- No Category selection provided
- Not an official category listed
- No Sponsor provided
- Application was filled out by the wrong person (Only the actual member who will be attending fills out the application, not the owner)

Chapter Transfers: Members may change chapters by submitting a chapter transfer application and \$100 processing fee. The chapter has the right to vote and approve transfer. Boards often send in the paperwork, but not the member's processing fee.

- Member fills out chapter transfer application

- Outgoing chapter president signs off (member leaving is in good standings)
- Application and \$100 fee submitted to board
- New chapter board inspects transfer member
- Chapter and board vote on chapter transfer
- If approved, send application and fee to LeTip

Company Owned vs Personal Owned: who pays for the enrollment fee determines the type.

- Company Owned is paid for by the company and the account belongs solely to the company, not their employee (member attending). If the employee leaves the company, they are no longer a member in the chapter and the company can submit a company replacement to continue with a new representative, or decide to resign their account, closing the membership in LeTip and the chapter.

If a company changes their name, LeTip can only legally change the company's name if the company submits in writing from the owner or president of the company on their letterhead stating the reason for the company's name change. Once received LeTip then can change the name on their membership contract with LeTip and update the systems.

- Personal Owned is paid for the individual and they solely own their account. Personal owned accounts do not have the ability to submit a company replacement to replace themselves in the chapter.

Company Replacements: Only a company owned account has the ability to switch employees. The company replacement must also be qualified in the category the company represents. (Example; a Dentist would need to replace themselves with another licensed Dentist and could not replace themselves with the office manager or receptionist) The process is now done through LeTip Wired. The board can send the company replacement app to the new employee by going to My Chapter, click Roster and then click the Dark Grey button to the right side of the member's name being replaced. Click the company replacement link and enter the new member's name and email to send them the app. The replacement member fills out the app send to them and provides a payment method for the processing fee of \$75. Once submitted the chapter is notified for their app to be approved.

Category Change: Members may change category by submitting the category request form through LeTip Wired and payment method for the \$25 processing fee. The member goes to My Profile, clicks Network Information and clicks the Blue Request a category change button. Once they fill out and submit the category change application, the board is notified for their category change application to be approved.

Official Categories: Applicant's must select from one of the LeTip official categories. LeTip Wired has a complete list available in the documents library under categories. Chapters may only vote on applications submitted with an official category listed. If the applicant does not fit any of the categories on

the list, they may request for a new category to be created by submitting in writing or email to LeTip a description of their profession, name of the category and company website link if one is available. LeTip will consider the category request and notify the chapter if approved or denied. The chapter is NOT to vote on any applicant applying for a non-official category though until hearing from LeTip.

Resignation & Termination Notifications: Often when a member decides to leave a chapter or the chapter terminates the member, neither the member or the chapter board notifies LeTip. This not only delays a new application submitted by the chapter since the category appears filled, but also prevents LeTip from being able to direct new guests to the chapter when LeTip receives inquiries for openings in their profession.

LeTip has made notifying us of a resignation or termination simple using LeTipWired.com. The board can notify us of a member's status by pulling up the chapter roster in LeTip Wired and clicking the dark grey action button to the right of the member who is no longer in the chapter. Click resign member and please provide the reason why in the notes field and click submit. Our staff then will remove them from the roster.

Split Categories: Some chapters have two members in the same category, LeTip refers to as a split category. However, before any chapter can invite a guest or accept an application from a guest which the category is currently filled by a chapter member, the chapter must first speak to the active chapter member and ask them if they are ok with the chapter inviting the guest for the same category.

If the current member is ok with this and the guest ends up applying for the category, both member's need to sign a letter stating that they both agree to split the category and what each of them will receive Tips for.

If one of the members' ends up leaving the chapter, the entire category reverts back to the remaining member who can then decide if they want to allow the category to be split again before the chapter invites another guest in that category. Not having the signed letter agreement sent in with the new member's application holds up the process while LeTip has to verify the first active member is ok with the splitting of their category.

Both member's wear the same category on their name badge and during their commercials distinguish what part of the category they cover.

Speak Off: Chapters often have multiple people apply for an open category and do not follow the official speak off procedure when selecting the member. In order for any applicant to be part of a speak off for a chapter category, each party involved must have a completed application and fee submitted to the chapter and their chapter inspection completed. If any of these items have not been completed, that applicant is not eligible to participate in the speak off.

See LeTip's speak off procedure document on pg #10 for the complete steps on the process. You can also download copy at www.letipwired.com - Documents Library, search Procedure_Speak Off.

Weekly Program: How does your chapter track their showboater, greeter, speaker, and lucky devil? LeTip took all our chapters input and in the new LeTip Wired the weekly program tool does everything members asked for. This will save your board time, members are notified by email weekly of their assignment and the weekly program schedule is available for chapter member's to view through the LeTip Wired calendar displaying the dates of their assignments. Going dark, no problem, just set the date and the new program adjusts the schedule to skip that week.

Each new member is required per their membership application agreement to take the NTS training course within 60 days of joining. The fee of the NTS class is included in their enrollment fee and once their application is processed they will receive an email with a code to use to schedule an online NTS class. Once completed you will see a green NTS icon next to a member's name on the weekly program schedule list. Example of NTS icon can be seen in the image below.

Some chapter's do not even assign a member to the weekly program until they've completed the NTS training course. This way they are prepared and ready when assigned one of the weekly program options.

LeTip Membership Change Fees: Knowing the LeTip fees will also save the chapter time and delays on items sent to LeTip with the incorrect amount or no payment.

- Chapter transfer _____ \$100.00
- Company replacement _____ \$ 75.00
- Disbanded chapter transfer ___ \$ 50.00
- Category change _____ \$ 25.00

Member's Name Change: Each member application is a legal contract and sometimes a member changes their last name due to marriage or divorce. In order for LeTip to legally change a member's name on record we need them to send us a photocopy of their marriage license or divorce document which shows the name change.

This is attached to their record and once received LeTip then can change their name. The member can purchase a replacement badge then at \$6.00 plus tax and postage, or wait until they earn their next colored badge which is sent for free.

Bylaws: Every member has access to the LeTip Bylaws through the LeTip Wired Document Library, search Bylaws. Questions pertaining to the Bylaws need to go through your area representative.

Program Schedule

Send



Members Name

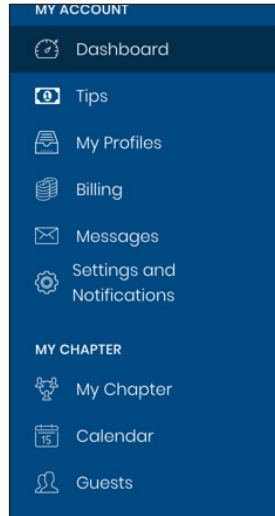
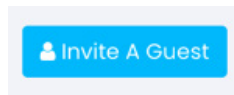


Remove from schedule

CREATING GUESTS & SENDING AN APPLICATION

All active members can send a LeTip Wired application to a guest. Only The Board Members though can view the submitted applicant's applications for approval or denial. The following steps show the process of sending the LeTip Wired secure online application using LeTip Wired online or on the LeTip Wired mobile app. Let's start first with online, using www.letipwired.com.

Step One: Members can send a secure online application from multiple menu options. Select one of the following menu options to start the process. Dashboard, My Profiles, My Chapter or Guests. On either of those sections, in the top right-hand corner start by clicking the Blue "Invite A Guest" button.



Step Two: Note, you are set as an inviting member and sponsor by default. If you are inviting the guest for someone else, first click the Red "X" to remove your name from the inviting member and then use the magnifying glass drop-down to find their name to assign. Fill out the Invite a Guest form with the applicant's first and last name, phone number, email, and company name if known. Using the drop-down menu, select the chapter name and the category. Next un-check the "Invite guest to a meeting" box. The bottom half of the form changes displaying a personal note/message box for you to send the applicant a note. Once filled out, click the blue "Send Invitation" button to create the guest. (Image below)

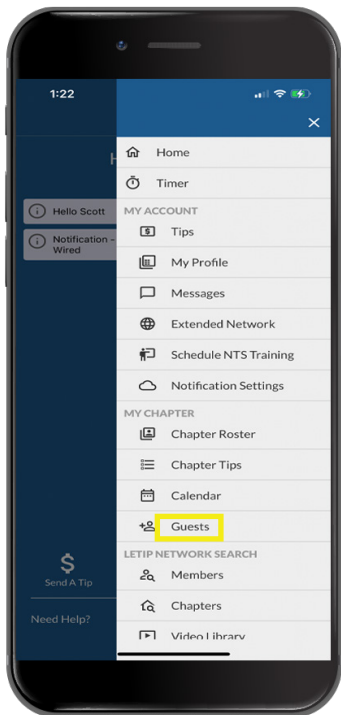
Inviting a Guest to a meeting. If not sending the guest an application and only inviting them to a chapter meeting, go to the document library and search for the 2022 Wired online Guide, pg. 27 about guests for more details.

Step Three: Select Guests from the My Chapter menu options. This section shows who you invited and who the group invited. Click on the guest's name to view their information page, then click the Blue "Send Application" button. (Image below)

Step Four: The final step, all that is left to do now is to verify the sponsor listed is correct. If you need to change it, click the X to remove the name listed and then use the drop-down to find the sponsor to assign. Next, select the chapter name from the drop-down menu and add a personal note/message. Once the fields have been completed, click the Blue "Send Application" button to send the applicant the secure LeTip Wired application. The board will be notified when it has been returned and the board members have the menu tools to view the applications sent out and the ability to approve or deny an applicant's submitted online application.

LeTip Wired mobile - Steps for sending the application to a guest using the mobile application. Below we walk through the process of sending an application using the LeTip Wired mobile app to a guest.

Step One: To send a guest the LeTip Wired application, first touch or tap the "Guests" icon menu option.



Step Two: The Guests page will display listing all the guests you have invited. To add a new Guest, touch or tap "Add New" in the top right-hand corner.

4:28 Back Guests Add New		
Enter search keywords		
Ruth Guzzone Solar Energy Systems Sunroof solar	07/01/21	Invited
Frank Deruvo Payroll Service Ally Payroll Solutions	07/01/21	Invited
Lisa Singer Attorney Wills Trusts and Estates	07/01/21	Attended
Troy Miller Contractor Drywall T.M. Construction & Remodeling	07/01/21	Invited
Vickie Coates Skin Care Cosmetics Mary Kay Consultant	07/01/21	Invited
Jason Radic Pest Control Pure Pest LLC	07/01/21	Invited
Joseph Gerber	07/01/21	Invited
Chris Tong Restaurant Casual Dining Beach Hut Deli	07/01/21	Invited
Cody Hatfield Physical Therapist Therapy Plus	07/01/21	New
Elizabeth Bridgewater Cabinets Evergreen Cabinet Source	07/01/21	Invited
Caddy Ertuk	07/01/21	

Step Three: You are set as the inviting member and sponsor by default. If you are inviting the guest for someone else, touch or tap your name to bring up the search field to find the name of the member who is the guest's sponsor. Fill out the "Invite a Guest" form with the applicant's first and last name, phone number, email, and company name if known. Your chapter is set by default, but if it needs changed, touch or tap on the chapter to find the chapter the guest is attending and finally select their category.

4:29 Back Invite A Guest

Inviting Member

Scott Jones

Guest First Name

Guest Last Name

Guest Phone Number

Guest Email Address

Guest Company Name

Chapter

LeTip Headquarters

Category

Tap to choose a category

Did guest already attend a meeting?

☐

Invite to future meeting (email will be sent)

☐

Send guest an application?

☐

Step Four: The final step to send them the application is to touch or tap the circle on/off switch to the right of "Send guest an application?", once you have filled in the guest's contact information. You also have the options to indicate if the guest already attended a meeting or to invite them to a future meeting by touch or tapping the on/off switch to the right of those questions as well. If you choose

4:29 Back Invite A Guest

Guest Phone Number

Guest Email Address

Guest Company Name

Chapter

LeTip Headquarters

Category

Tap to choose a category

Did guest already attend a meeting?

☐

Invite to future meeting (email will be sent)

☐

Send guest an application?

☒

Sponsor

Scott Jones

Personal Note / Message

Send a copy to my email

☐

Create Guest

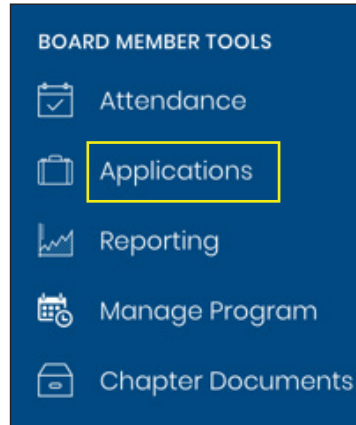
one of those options a few more fields will display for you to fill in before finishing and creating the guest. You can add a personal note or message to the guest and choose (if you wish) to also receive an email copy of what the guest will receive. Now simply touch or tap "Create Guest" and they are sent an email with the link to the LeTip Wired application and if selected an invitation to a future chapter meeting.

If you have any questions with the online or mobile sending an application process, please feel free to contact LeTip International at 800-255-3847 or visit our weekly Wired Power Hour (Q&A) every Thursday 12:00 PM PST. The zoom link to the Wired Power Hour can be found in LeTip Wired and selecting the Calendar menu option.

Approving LeTip Wired Applications

Only Chapter Board members can see the Board Member Tools section. Board Members can approve or decline an applicant's LeTip Wired application. The following steps show the process a Board Member would take to approve or deny an application once the applicant has been inspected and voted on.

Step One: Click the Applications menu option to view the chapter's applicant's that have been sent an application through LeTip Wired.



Step Two: Find the applicant's name from the list of applications the chapter has sent, or type their name in the search field to find. If their status shows "Pending", they have not yet sent the application back. Proceed to step 3. If their status shows "Submitted", they've returned the application and are awaiting the chapter's approval. Skip step 3 and go directly to step 4 to approve or decline their application once the chapter has voted on the applicant. (Image below)

Applications							Choose Color
Find An Application							
	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	

Guest Information

Joseph Smith
Company Name:
Category: Limousine Service
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](#)

Activity History

07/08/2019
Invited to 07/11/2019 Weekly Chapter Meeting
07/08/2019
Declined invitation for 07/11/2019 Weekly Chapter Meeting
07/08/2019
Invited to 07/10/2019 Weekly Chapter Meeting
07/08/2019
Sent application for LeTip of Smithtown, NY
07/08/2019
Application submitted

Invitations
[Invite To A Meeting](#)

07/11/2019 11:31 am
LeTip Headquarters

Step Three: The Application status Blue button will display "Send Reminder" If their application status was "Pending" click the send reminder button to send them the application email again. You may also want to contact them to verify their email is correct, or to inform them to check the spam folder if their email is blocking.

Member Application
[View Guest Profile](#)

Decline Application

Approve Application

Chapter
LeTip of Smithtown, NY

Category
Limousine Service

Submitted
07/08/2019

1

Contact Information

Prefix

First Name
Joseph

Last Name
Smith

Profile

Gender

Step Four: The top of their application has two boxes to select from. Click Red to decline the applicant and click Green to approve the applicant's application. LeTip Wired then automatically sends them a notification of their status. If approved LeTip Wired automatically completes their enrolment and processes their payment, then it issues the new member's badge and card caddy which is sent to the chapter president. The new member is on the roster and receives an email with their Wired access info.

Approving applications has been made even easier with them being added to the LeTip Wired mobile app. Now at the meeting, as soon as the vote is verified, the board can bring up the applicant's app and tap to approve or decline it on the spot. Once approved the new member is automatically added to the roster, their name badge, card caddy and lapel pin are issued, and the new member receives a receipt for their enrollment fee and a welcome email with their LeTip Wired access information.

Application Types

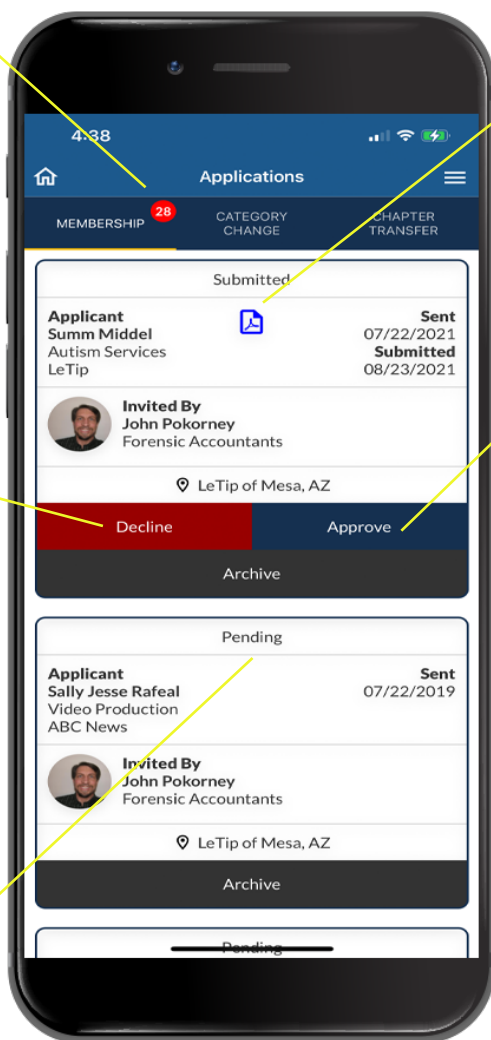
Membership applications show first by default and displays a Red # indicating how many apps have been sent. Switch types by tapping on either Membership, Category Change, or Chapter Transfer. If one of those have been sent and submitted a Red # displays next to the application type

Decline Application

Submitted applications will display first by default, scroll through the apps until you find the member not voted in and then tap the Red "Decline" button. This will remove them from the chapter's applications list and archive their application. They are not charged, and the category remains open.

Pending Status

Indicates the prospect's app has not yet been filled out and returned.



View Application

You can view a copy of their application by tapping on the PDF icon in the center of their contact page.

Approve Application

Submitted applications will display first by default, scroll through the apps until you find the member voted on and then tap the Dark Blue "Approve" button. Approve instantly adds them to the chapter roster and issues their badge, caddy, and lapel pin which is created and mailed to the active chapter president on file.

Application Voting

Chapters should only be voting on someone who has submitted their application and been inspected. Guests are only allowed to attend two meetings. In order to attend week three, they must have submitted an application and been inspected.

If you have any questions with the online or mobile approving an application process, please feel free to contact LeTip International at 800-255-3847 or visit our weekly Wired Power Hour (Q&A) every Thursday 12:00 PM PST. The zoom link to the Wired Power Hour can be found in LeTip Wired and selecting the Calendar menu option.

LETIP COMMUNITY

Think of your Chapter as your home base. Your community awaits you outside your chapter. You have chapters nearby and have a lot in common with them, but now due to the pandemic, you have virtual options that allow you to travel Coast to Coast to meet your new friends and business contacts. Come on one of our weekly zoom calls and meet members from all over the country. Remember a member is a friend you haven't met yet.

We also have LeTip Communicare that is emailed the first Monday of every month. Read up on the featured member and chapter of the month. Who knows you just might be selected as the featured member or chapter of the month. LeTip Wired also soon will have a new community feature we are working on developing right now to also expand your social and networking community so stay tuned for that. Another way to expand your LeTip Community is host joint chapter business mixers, if you've never done one with another chapter, this is a good way to get to know each chapter and network with categories each group does not have as well as grow with the guests each group brings to the event.

Please visit our LeTip Wired Calendar at www.letipwired.com (calendar) this is the best way to learn and expand your network through the LeTip Community.

Our monthly LeTip Zoom calls, trainings, and events are hosted by some of the top leaders in LeTip and a great opportunity to share the knowledge learned with your chapter.