



# UNDERSTANDING YOUR POSITION

**VICE PRESIDENT**

**2023**

## UNDERSTANDING YOUR POSITION - INDEX

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### **Board Position Training Video**

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

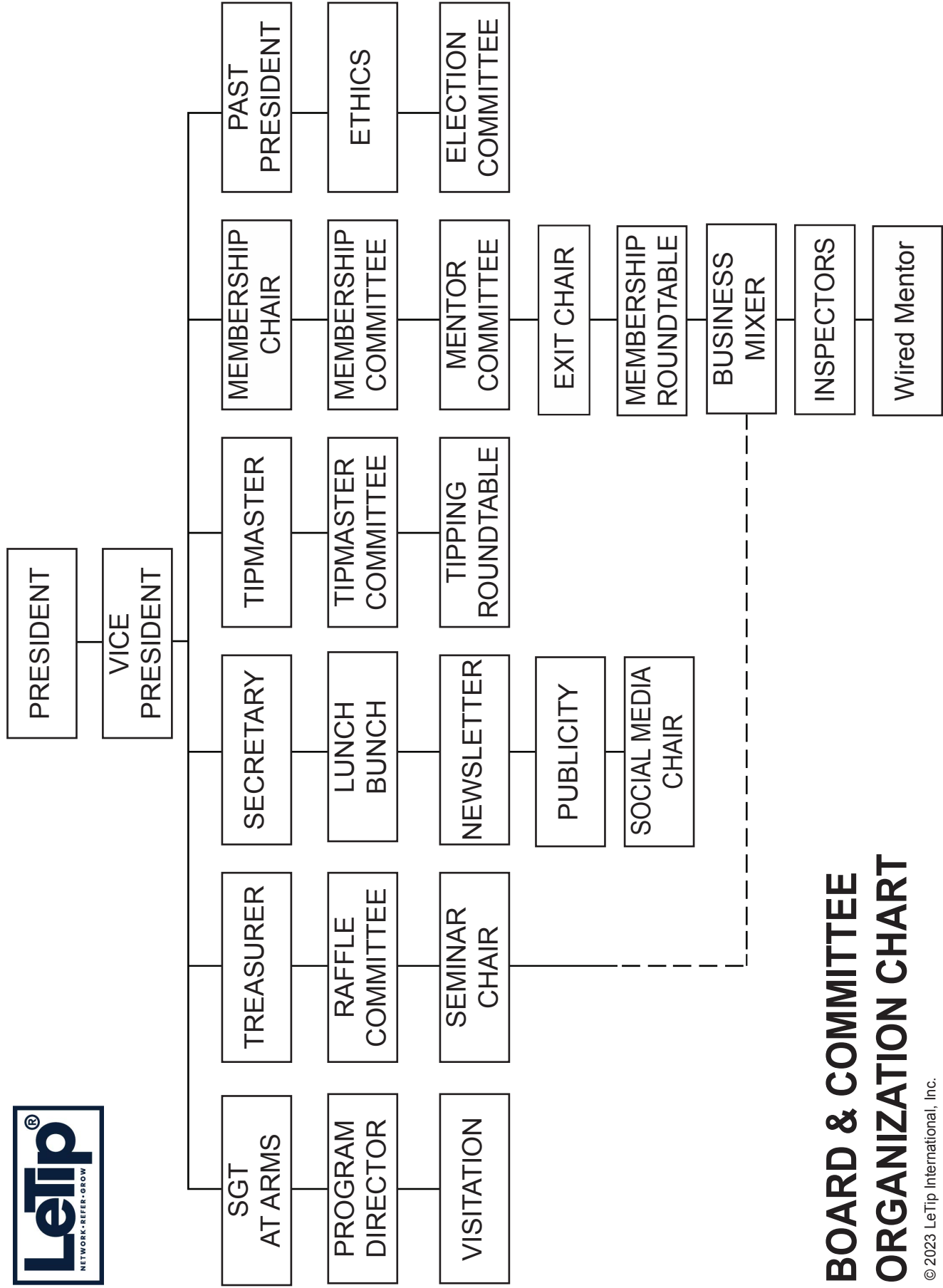
### **"Dollars In Your Pocket"™**

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

## VICE PRESIDENT DUTIES

### 1. Set the meeting room & affirm the room is ready

Make certain that the restaurant is in order to conduct a proper, professional LeTip meeting. Appoint a committee to assist.

- a. The flip chart is to be positioned at the head table in front of the President and preferable elevated (tented).
- b. Set up the greeting table; make sure that it is properly stocked with information for your guests with guest labels, a guest register, a framed commitment of integrity, packs of 5 and any other LeTip literature.
- c. Verify that the American flag is in the correct location and present and that the Showboat table is set up according to the guidelines. (see room layouts pg 9-11)

### 2. Confirm the Official Greeter is ready

Ensure that the Official Greeter(s) is at the entrance of the room to sign in the guests and provide them with name badges. It is the Vice-President's job to make sure that the greeter, if late, puts \$1 in the Tip bucket. The Vice President takes the Official Greeter's place if the Official Greeter does not show.

### 3. Supervise all committee members

Check with committee members prior to the meeting to assure they have a report to give.

- a. Assist the treasurer in collecting delinquent quarterly dues.
- b. Assist in collecting guests' meal costs.
- c. Know job responsibilities for all committees and chairs, and make sure all committee members follow through.

### 4. Bring guest register to president

To avoid conflicts of interest, place the guest register in front of the president, five minutes prior to the start of the meeting.

### 5. Have committee reports ready

Request the appropriate committee reports be given at each meeting, including the poker folder report which is to be passed by the membership chair.

- a. Make sure to have a copy of the program schedule for Showboaters, Greeters & Speakers for the quarter.

### 6. Take & report on attendance

Bring the updated attendance chart to each meeting and provide an oral report to the membership. (see script on pg 5)

- a. Mention any member who has missed two consecutive meetings and reiterate the attendance requirements at every meeting. Refer to the LeTip Bylaws, 4.1(d). "Excused absence: sick, vacation, unusual circumstances such as jury duty, or family funeral will be noted as such for attendance purposes with a call to the Vice President. Unexcused absences: non-communication with the Vice President, no call, no show". Anything business related is also considered Unexcused.
- b. The Vice-President and/or Secretary automatically sends any member who has missed two unexcused meetings a warning of termination letter. Always have a warning letter on hand. These documents are available at [www.letipwired.com](http://www.letipwired.com) (Document Library, search Warning of Termination).
- c. Notify the membership of chapter openings, including any recently terminated member's occupation.

### 7. Order chapter supplies

Complimentary and Prepaid Chapter Supplies can be ordered online at [www.letipwired.com](http://www.letipwired.com) (web store) or [www.letipwebstore.com](http://www.letipwebstore.com). See pg #22 for more information on the LeTip web store.

- a. Order supplies quarterly and ensure that the

chapter always has supplies necessary to run a meeting (i.e., American flag, Tip bucket, current Tip forms, Escrow Tip forms, Voting Ballots, Guest Labels, Pack of 5's, and Alternate Labels).

- b. Have enough supplies to split in half, giving one half to the President and keeping one half of the supplies. This way if one of you can not make the meeting, the other has enough supplies to run the meeting. We suggest having to flip charts for these reason as well.

### **8. Tally voting ballots during the meeting**

For prospective members, review all No votes with the president. All No votes must include a name and phone number. If the voting shows a rejection, no announcement is made until the president calls all No voters to make sure they are valid votes.

### **9. Affirm a business only regulation**

The vice-president ensures that only business is conducted and discussed during the LeTip meeting.

- a. Any item brought up that does not directly relate to business leads is to be discussed at a later time or at a board meeting. The sergeant at arms must have the meeting under control at all times, including sidebars.
- b. Although LeTip encourages involvement, promoting other organizations or charities is not allowed at meetings.
- c. Redirect non-business topics by mentioning that such topics can be discussed after the meeting.

### **10. Follow LeTip Bylaws**

Always follow the flip chart and the bylaws. They provide the structured order of the chapter, provide protection, which leads to success.

### **11. Lead by example**

Actions speak louder than words, particularly when your behavior motivates people to do their best work. By being enthusiastic, loyal, and committed, you teach members to do the same.

### **12. Board Meeting Duties**

The chapter should hold 12 board meetings a year and the Vice President sets the dates of the meetings and informs the chapter of the date, time, and location. Prior to the board meeting prepare the agenda, print copies of the agenda and monthly reports for each board member.

### **13. Verify cash collected at the meeting**

After the meeting the Vice President and/or assigned committee person should count any cash received during the meeting with the Treasurer as a means of checks and balances. The Treasurer then will update the chapter ledger and make a deposit of the funds into the chapters checking account.

# **VICE PRESIDENT SCRIPT**

## **Vice President - Attendance Script**

### **Reporting the status of the chapter's attendance is an ongoing task for the Vice President**

(The following is to be read when guests are attending a meeting)

Good morning (afternoon), my name is \_\_\_\_\_,  
I am the Vice President and also the chapter's \_\_\_\_\_(name your category)

We Have (# of members in the chapter) members in this chapter, (# absent), (# excused), (#unexcused). (Say the name and category of the Excused Members Only.) Remember to contact these people if you have a tip for them today to ensure that the business you pass doesn't go cold. In LeTip, you are allowed to miss 4 meetings in a quarter. To count as an excused absence, you must contact me not less than 24 hours in advance so I can announce you at the meeting (remind members how to contact you – via email, text, call, etc.). Any two unexcused meetings in a row will subject your membership to termination.

You are allowed to send a qualified substitute to the meeting 6 times per year but never more than two consecutive meetings in a row. The qualified substitute must be employed by you or your company and must be able to deliver your 30-second commercial and perform the primary function within your company as defined by your category. We encourage you to bring your qualified substitute as a guest to our meetings and to attend our business mixers so we can get to know them, and they can get to know all of us. (Announce recently vacated categories here if any.) Thank you that concludes my report on attendance.

A copy of the Vice President - Attendance Script is available to download at [www.letipwired.com](http://www.letipwired.com)  
(Document Library, search Board Script\_Vice President)

## 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](http://www.letipwired.com) (Document Library, search Chapter Board Meeting Agenda).

## USA FLAG ETIQUETTE

As the Vice President of your chapter, you are responsible for setting up the room in the most professional manner possible. At times when I visit chapters I notice the flag, as it means a great deal to me and the freedom I have while living in this great country. It also symbolizes a professional meeting when presented properly.

I want to share with you the respectful way to handle our flag and how it should be displayed. The following was taken from the Internet and I felt it very valuable to share. I hope you feel the same and enjoy reading about the way to handle our great country's flag!

### **Flag Etiquette – Standards of Respect**

The Flag Code, which formalizes and unifies the traditional ways in which we give respect to the flag, also contains specific instructions on how the flag is not to be used. They are:

- The flag should never be dipped to any person or thing. It is flown upside down only as a distress signal.
- The flag should not be used as drapery, or for covering a speaker's desk, draping a platform, or for any decoration in general. Bunting of blue, white and red stripes is available for these purposes. The blue stripe of the bunting should be on top.
- The flag should never be used for any advertising purpose. It should not be embroidered, printed, or otherwise impressed on such articles as cushions, handkerchiefs, napkins, boxes, or anything intended to be discarded after temporary use. Advertising signs should not be attached to the staff or halyard.
- The flag should not be used as a part of a costume or athletic uniform, except that a flag patch may be used on the uniform of military personnel, fireman, policeman and members of patriotic organizations.
- The flag should never have placed on it, or attached to it, any mark, insignia, letter, word, number, figure, or drawing of any kind.
- The flag should never be used as a receptacle for receiving, holding, carrying, or delivering anything.

When the flag is lowered, no part of it should touch the ground or any other object; it should be received by waiting hands and arms. To store the flag, it should be folded neatly and ceremoniously.

The flag should be cleaned and mended when necessary.

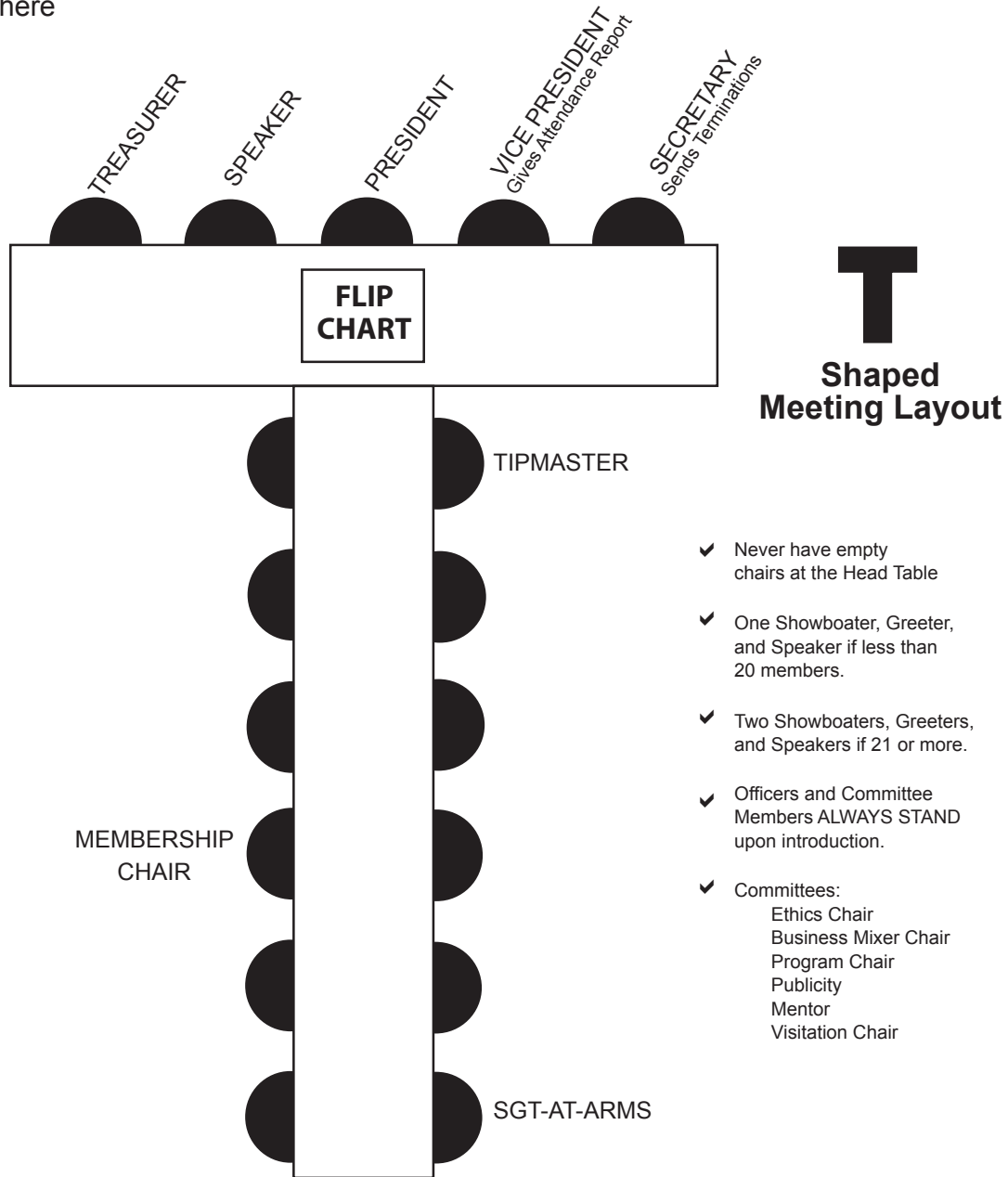
When a flag is so worn it is no longer fit to serve as a symbol of our country, it should be destroyed, by burning in a dignified manner.

**Thank you in advance for treating our country's chapter's flag with dignity and respect!**



# MEETING ROOM LAYOUT - T SHAPE

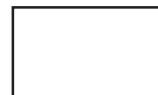
Flag goes here



## SGT-AT-ARMS

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

## SHOWBOATER



**SHOWBOAT TABLE**  
Placed at entrance

**ENTRANCE TO ROOM**

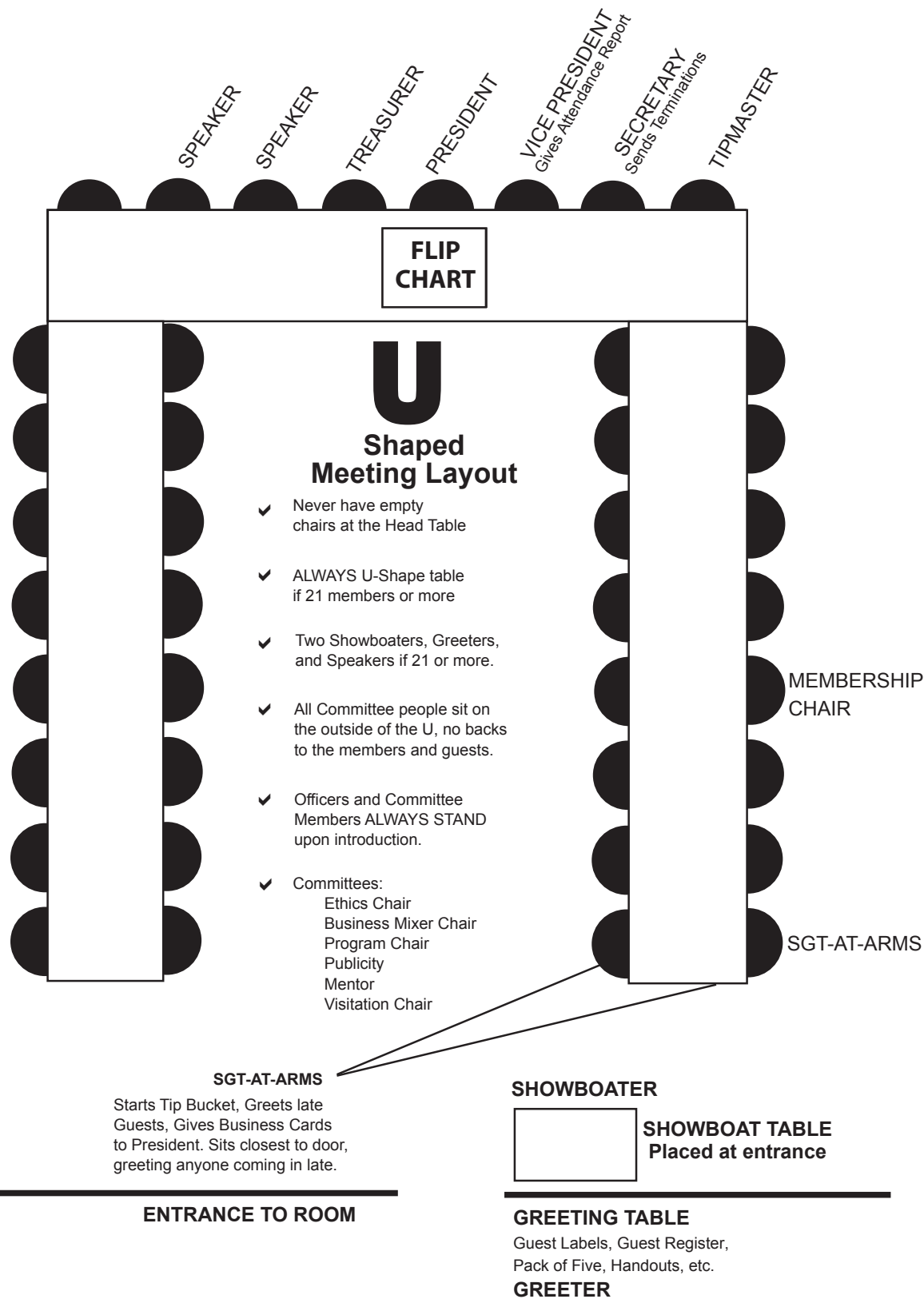
## GREETING TABLE

Guest Labels, Guest Register,  
Pack of Five, Handouts, etc.

## GREETER

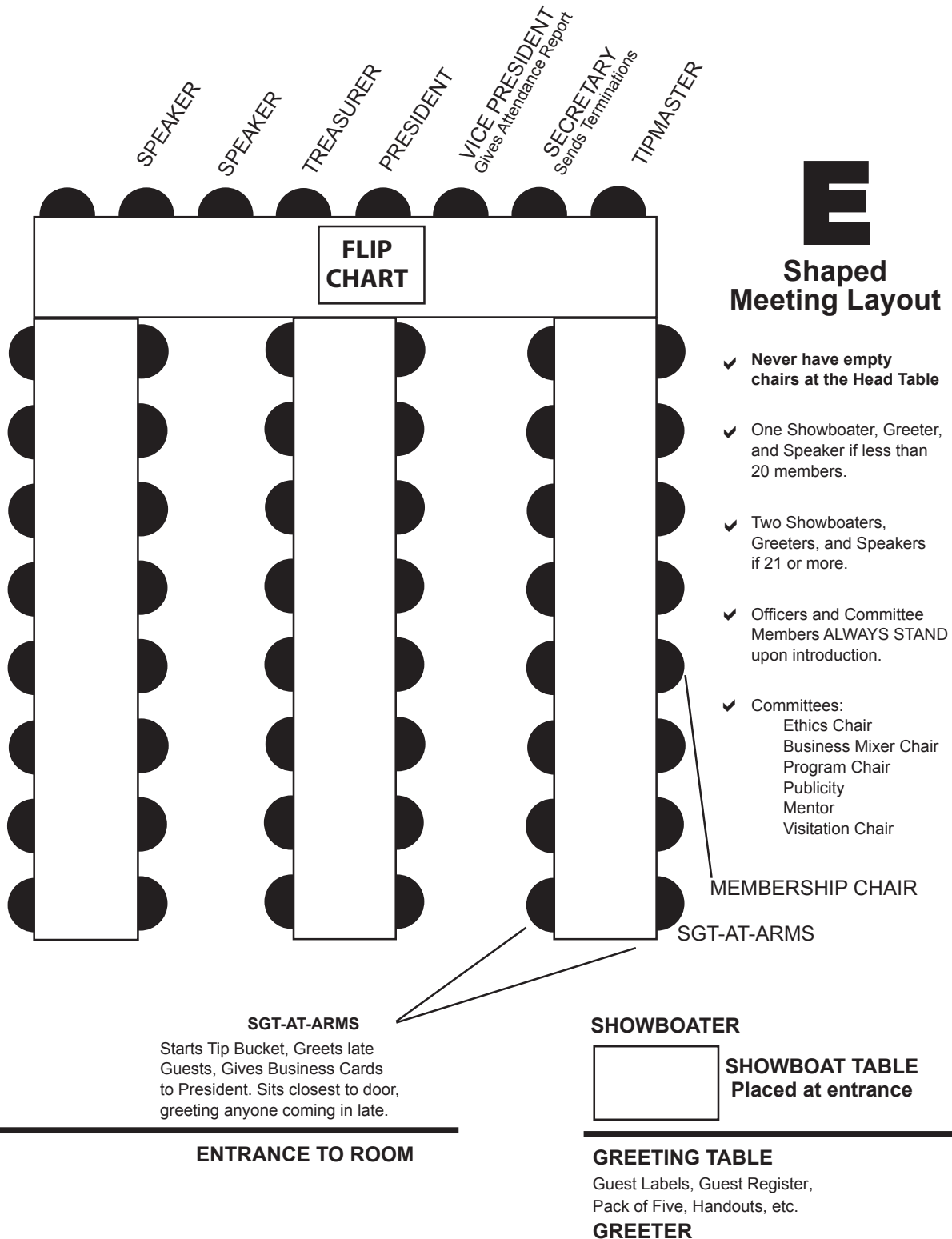
# MEETING ROOM LAYOUT - U SHAPE

Flag goes here



## MEETING ROOM LAYOUT - E SHAPE

Flag goes here



## WARNING LETTER EXAMPLE

**This is a sample of a letter to be sent to member's who are in jeopardy of losing their membership due to failure of meeting Tip or Attendance requirements.**

Dear (Member's Name),

RE: Termination of Membership

- ▶ **ARTICLE IV** in the bylaws applies to your attendance and/or minimum Tip requirement.
- ▶ **ARTICLE IV, Section 4.1(c):** If I, or my alternate, miss 2 consecutive unexcused meetings, or 4 meetings in a calendar quarter, excused or not, membership shall be under review by the Board for termination. A member arriving late or leaving early at a meeting is not acceptable, and for attendance purposes, will count as an excused meeting for calendar quarter attendance.

and/or

- ▶ **ARTICLE IV, Section 4.1 (f):** Provide a minimum of 4 Tips per month to any chapter member excludes Inter-chapter Tips).
- ▶ **ARTICLE IV, Section 4.4 (a):** The board of directors will then measure the personal involvement and attendance at regular chapter meetings of each active member. At the discretion of the board of directors, any active member who, without excuse, shall fail to regularly attend chapter meetings and/or actively participate in the activities of this chapter shall, at the direction of a majority vote of the Board of Directors (quorum required), be terminated and notified in writing by the chapter.

If you have not contacted a member of the board of directors prior to the next LeTip meeting, or if you are not present at the next meeting, your membership will be terminated.

Sincerely,

LeTip of (Chapter Name) Board of Directors

A copy of the Warning Termination Letter is available to download at [www.letipwired.com](http://www.letipwired.com)  
(Document Library, search Letter\_Warning of Termination)

## TERMINATION LETTER EXAMPLE

**This is a sample of a letter to be sent to member's who are being terminated due to failure of meeting either their Tip or Attendance requirements.**

Dear (Member's Name),

RE: Termination of Membership

- ▶ **ARTICLE IV** in the bylaws applies to your attendance and/or minimum Tip requirement.
- ▶ **ARTICLE IV, Section 4.1(c)**: If I, or my alternate, miss 2 consecutive unexcused meetings, or 4 meetings in a calendar quarter, excused or not, membership shall be under review by the Board for termination. A member arriving late or leaving early at a meeting is not acceptable, and for attendance purposes, will count as an excused meeting for calendar quarter attendance.

and/or

- ▶ **ARTICLE IV, Section 4.1 (f)**: Provide a minimum of 4 Tips per month to any chapter member (excludes Inter-chapter Tips).
- ▶ **ARTICLE IV, Section 4.4 (a)**: The board of directors will then measure the personal involvement and attendance at regular chapter meetings of each active member. At the discretion of the board of directors, any active member who, without excuse, shall fail to regularly attend chapter meetings and/or actively participate in the activities of this chapter shall, at the direction of a majority vote of the Board of Directors (quorum required), be terminated and notified in writing by the chapter.

You have been officially terminated from this chapter and from LeTip International, Inc.

Sincerely,

LeTip of (Chapter Name) Board of Directors

A copy of the Termination Letter is available to download at [www.letipwired.com](http://www.letipwired.com)  
(Document Library, search Letter\_Termination)

**Notify LeTip International immediately with a copy of the member's termination letter so LeTip can remove them from your chapter roster and open the category for new guests.**

## **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](http://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](http://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

## LETIP WIRED REPORTS

**How to run any of these Tip Reports:** LeTip Wired mobile application syncs to LeTipWired.com. Any tips the members are passing on either platform will automatically generate on the LeTipWired.com tip reports. Currently the reports are available to view on the desktop platform [www.letipwired.com](http://www.letipwired.com). Log-in and on the left hand side menu options select board member tools - reporting. Once the reporting page displays, there will be a drop down menu option to select from. Select the report from the menu that you wish to run, select a date range and then simply click the green run report button.

Here are the reports available to the TipMaster and board to choose from:

- Chapter Attendance Report page # 17
- Guest Attendance Report page # 18

The TipMaster has the ability to run the following chapter reports for Tip data

- Chapter Tip Report
- 4 Quarter Tip Report
- Chapter Monthly Tip Report
- Tip Closure Report
- Tip Inside vs Outside Report
- TipMaster Overview Report
- Tippers Stacked Report

### **LeTip Wired - Board Member Tools - Reporting (Examples on the next pages)**

If you need any assistance or have questions pertaining to LeTip Wired reports  
please call 800-255-3847  
Mon - Fri 9 am - 5 pm (MST)

## Attendance Report

Start Date

01/01/2019

End Date

12/31/2019

▶ Run Report

Print Report

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

January 1, 2019 – December 31, 2019

| 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-At-Arms      | 03/08/16  | 50            | 42      | 0    | 7       | 1         | 0                |
| 9 Brian     | Visitation Chair | 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 # of meetings they've attended. How many times present, late, excused and unexcused for a selected date range. Print a copy of the report by clicking on 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                           | Kolton          | 1             | 1       | 0           |
| 2 Addie      | Pixelist Media                      | Nikol           | 1             | 1       | 0           |
| 3 Alejandro  | Zona Works                          | Jessica         | 1             | 1       | 0           |
| 4 Anthony    |                                     | Phaedra         | 1             | 0       | 1           |
| 5 Bridget    | Coach with Bridget                  | Nikol           | 1             | 1       | 0           |
| 6 Burt       |                                     | Steven          | 1             | 1       | 0           |
| 7 Cheyenne   | Beyond The Bones Interiors & Events | Brandon         | 1             | 1       | 0           |
| 8 Chrystelle | 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 Yack Wireless                | Anthony         | 1             | 0       | 1           |
| 13 Derrick   | We Got Next Cleaning                | Colton          | 2             | 2       | 0           |
| 14 Devon     | Golden Rule Plumbing                | Kolton          | 1             | 1       | 0           |
| 15 Dominique | Grad Solutions                      | Robert          | 1             | 1       | 0           |
| 16 Dustin    | Lei Home Enhancements               | Austin          | 2             | 2       | 0           |

**Guest Attendance Report:** Displays the guests who have attended a chapter meeting and tracks who invited them and the # of meetings they've attended for a selected date range. Print a copy of the report by clicking on the blue "Print Report" button.

## 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 #14 for the complete steps on the process. You can also download copy at [www.letipwired.com](http://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

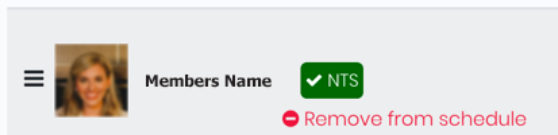
**Member's Name Change:** Each member application is a legal contract and sometimes a member changes their last name due to marriage or divorce. In order for LeTip to legally change a member's name on record we need them to send us a photocopy of their marriage license or divorce document which shows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



# LETIP WEBSTORE

## HOW TO ORDER CHAPTER SUPPLIES

**Ordering Chapter Supplies:** One common mistake a chapter can make when ordering supplies is not knowing their inventory on hand and having to place multiple orders throughout the month for items they forgot to order. To avoid paying extra shipping costs, at the end of each month check the levels of supplies your chapter has on hand and make a list of items running low. The chapter should keep enough on hand to break the supplies into two sets, this way if the President or Vice President cannot make the meeting, the other has supplies in their car to run the meeting. The webstore can be accessed by visiting [www.letipwebstore.com](http://www.letipwebstore.com) or by logging into our members only website [www.letipwired.com](http://www.letipwired.com). Once logged in select the webstore from the menu options.

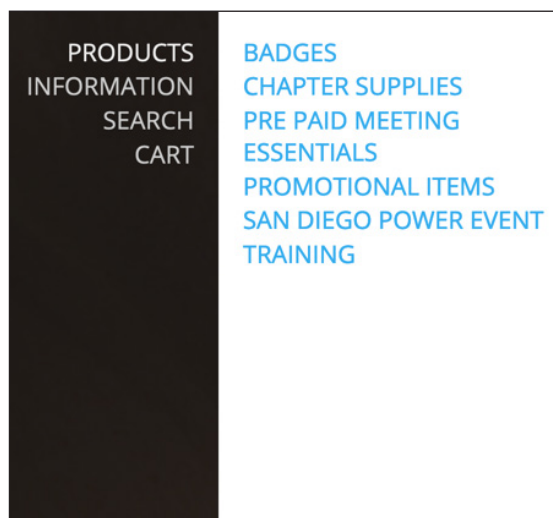
### Step One: Who orders the chapter supplies

Select one board member to be the one who orders the chapter supplies as needed. This is usually done by the Vice President or Treasurer. Member's though can also access the webstore to order any of the per-paid items or a replacement name badge if they've misplaced theirs.

### Step Two: Accessing the LeTip Webstore

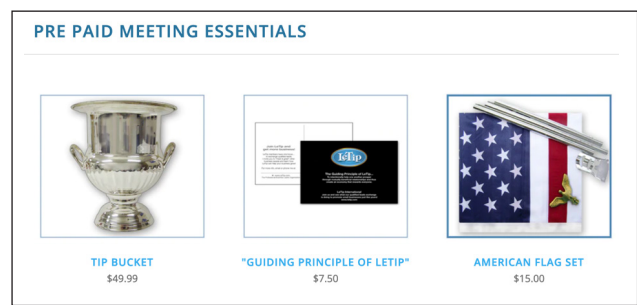
The webstore can be accessed by visiting either one of the websites mentioned above. You may also visit LeTip Wired, though, this will require a member to login. Contact LeTip for assistance logging into LeTipWired.com.

However, once at the webstore site, you do not need a log in. Select "Products" from the top right-hand menu options to view the store menu. Now select from the Products menu options.

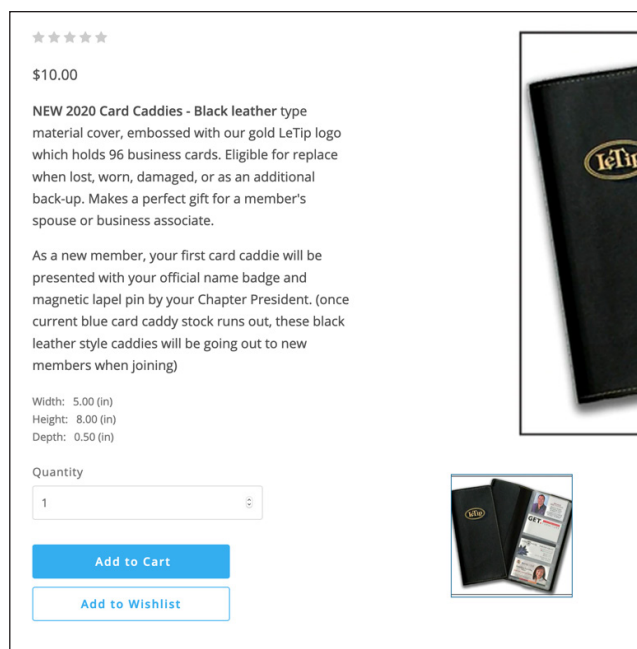


### Step Three: Selecting the product

Once a menu option has been chosen, click on an item to view it's details.

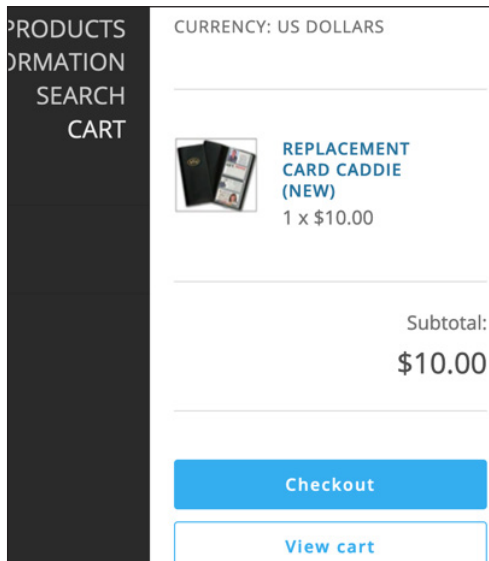


The product description and details are provided, select a quantity and click the blue button "Add to Cart" to order the selected item. The item can also be added to a wish list as saved to order in the future.



## Step Four: View Webstore Cart

When done shopping, click "Cart" (in the upper right hand menu). You may view the cart or proceed to checkout.



## Step Five: Webstore Checkout

Final step, do not need to be a customer or have a log in to check out. Just type your email in the field and click the "Continue as a Guest" button. Complete your payment and shipping information and submit the order. Orders received are shipped within 24 hours. LeTip is closed on the weekends, so any orders placed then will be processed on Monday.

A screenshot of the LeTip Webstore Checkout process. It shows a vertical sequence of four steps: 1. Customer, 2. Shipping, 3. Billing, and 4. Payment. The 'Customer' step is currently active. It includes the text 'Checking out as a Guest? You'll be able to save your details to create an account with us later.' Below this is an 'Email Address' field with a cursor inside. To the right of the field is a dark grey button labeled 'CONTINUE AS GUEST'. Below the email field is a checkbox for 'Subscribe to our newsletter.' and a link that says 'Already have an account? Sign in now'.

## Products Menu Descriptions

Here is a brief description of what items can be found in each of the product menu options.

- **Badges** - order Top Tipper tags, board and committee tags and members replacement name badges (we will only issue badges for the active member and category currently on record in LeTipWired.com).

- **Chapter Supplies** - items are complementary, the group just pays shipping costs. Tip Forms, Escrow, Guest Labels, Alternate Labels, Creed Cards, Voting Ballots, Pack of 5's, Breakfast and Lunch Cards.

- **Pre Paid Meeting Essentials** - items are prepaid, Tip Bucket, Flags, Call Bells, Lapel Pins, Flip Charts, Replacement Card Caddy and chapter marketing cards.

- **Promotional Items** - items are prepaid, here you will find promotion LeTip items such as Polo Shirts, LeTip Tote bags, Networking Books, etc. These items make excellent gifts for a chapter member.

## Webstore Guidelines

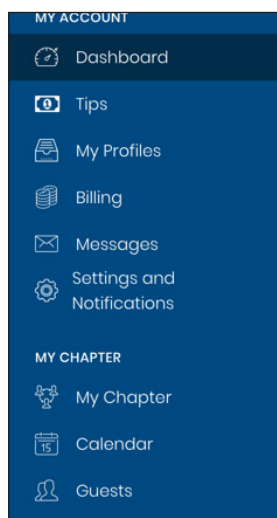
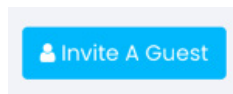
Orders are shipped via UPS and a physical shipping address is required. No P.O. Box addresses are accepted. Some orders will be adjusted due to their size and if possible, shipped via USPS and a refund applied to the shipping cost if too small for UPS.

**\* Note:** Some returns are considered on a case by case bases. Some items will require being shipped back to LeTip before a product refund will be applied. Shipping fees are final and non-refundable.

## 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](http://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)

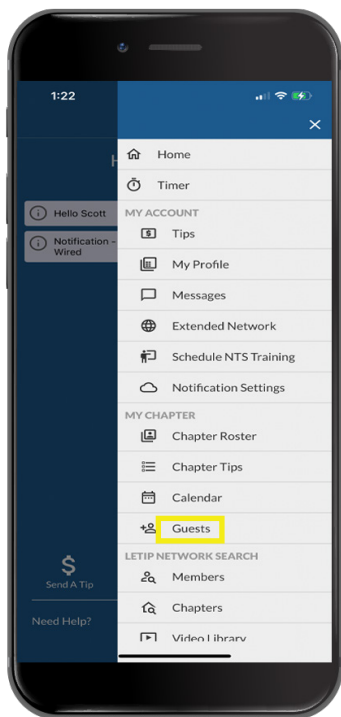
**Inviting a Guest to a meeting.** If not sending the guest an application and only inviting them to a chapter meeting, go to the document library and search for the 2022 Wired online Guide, pg. 27 about guests for more details.

**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 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.

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.

**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.

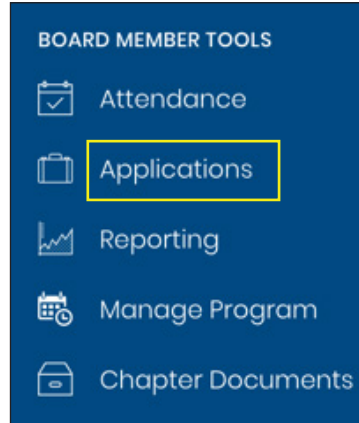
| Guest Name            | Company                                           | Status  |
|-----------------------|---------------------------------------------------|---------|
| Ruth Guzzone          | Solar Energy Systems Sunroof solar                | Invited |
| Frank Deruvo          | Payroll Service Ally Payroll Solutions            | Invited |
| Lisa Singer           | Attorney Wills Trusts and Estates                 | Invited |
| Troy Miller           | Contractor Drywall T.M. Construction & Remodeling | Invited |
| Vickie Coates         | Skin Care Cosmetics Mary Kay Consultant           | Invited |
| Jason Radic           | Pest Control Pure Pest LLC                        | Invited |
| Joseph Gerber         |                                                   | Invited |
| Chris Tong            | Restaurant Casual Dining Beach Hut Deli           | Invited |
| Cody Hatfield         | Physical Therapist Therapy Plus                   | New     |
| Elizabeth Bridgewater | Cabinets Evergreen Cabinet Source                 | Invited |
| Caddy Ertuik          |                                                   | Invited |

**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 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.

## 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         |               |            |           |              |                        |                                                                                                                         |
|----------------------|---------------|------------|-----------|--------------|------------------------|-------------------------------------------------------------------------------------------------------------------------|
| Find An Application  |               |            |           |              |                        |                                                                                                                         |
| <input type="text"/> |               |            |           |              |                        |                                                                                                                         |
|                      | 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<br>Financial Advisor |

|                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                         |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Guest Information</b>                                                                                                                                                                                                                                                                                                                               | <b>Activity History</b>                                                                                                                                                                                                                                                                                 |
| <b>Joseph Smith</b><br>Company Name: Limousine Service<br>Category: Joseph Lloyd<br>Invited By: +1 516-654-7433<br>Phone Number: info@midinteriders.com<br>Email Address: info@midinteriders.com<br><br>Application sent on 07/08/2019<br>Application submitted on 07/09/2019<br><br>Application Status: Submitted<br><a href="#">View Application</a> | 07/08/2019<br>Invited to 07/11/2019 Weekly Chapter Meeting<br>07/08/2019<br>Declined invitation for 07/11/2019 Weekly Chapter Meeting<br>07/08/2019<br>Invited to 07/10/2019 Weekly Chapter Meeting<br>07/08/2019<br>Sent application for LeTip of Smithtown, NY<br>07/09/2019<br>Application submitted |
| <b>Invitations</b><br><a href="#">Invite To A Meeting</a><br><br>07/11/2019 11:31 am<br>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                |                               | <a href="#">View Guest Profile</a>  |
| <a href="#">Decline Application</a> |                               | <a href="#">Approve Application</a> |
| Chapter<br>LeTip of Smithtown, NY   | Category<br>Limousine Service | Submitted<br>07/09/2019             |
| 1 Contact Information               |                               |                                     |
| Prefix<br>---                       | First Name<br>Joseph          | Last Name<br>Smith                  |
| Prefix<br>---                       | Gender<br>---                 |                                     |

**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

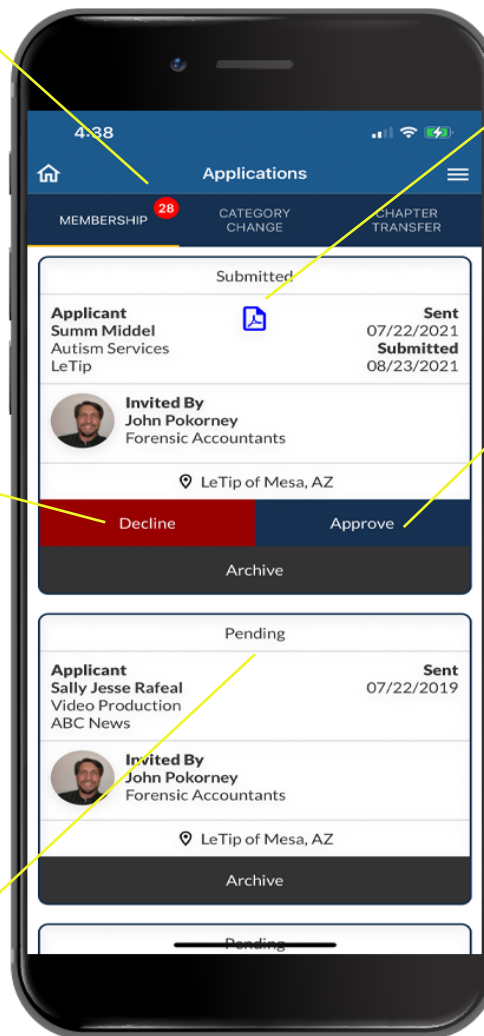
Membership applications show first by default and displays a Red # indicating how many apps have been sent. Switch types by tapping on either Membership, Category Change, or Chapter Transfer. If one of those have been sent and submitted a Red # displays next to the application type

### 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 feature 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](http://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.