



TIP MASTER

GOOD MORNING (AFTERNOON)!

My name is _____ and I am your Tip Master and this chapter's _____. If you could all pick up the tip form that is in front of you and follow along with me, I will read the definition of a "Tip". You will find the definition in the blue shaded area of the tip form. "My qualified tip is a company or person who is interested in a specific service or product and is expecting a call from a LeTip member."

Remember, the operative word in this definition is "expecting a call". We do not pass cold calls in LeTip. If you have a tip today please pass it the long way around the room, so everyone has a chance to view the tip and know that business is being passed. It needs to pass around the room at least three (3) times. Begin passing the tips after separating the white copy from the yellow. Pass the white copy as soon as you are seated and hold onto the yellow copy. When you are holding the tip bucket for your 30 second commercial, place the yellow copy of the tip form inside the bucket announcing to all, how many tips you are giving for the day. When you have four or more tips at one meeting, please take a dollar out of the tip bucket. If you pass four or more **outside** tips at one meeting, take \$5.00 out of the tip bucket!

If you will please look at the bottom of the tip form you will see several boxes, the first box would be checked if you are passing your own personal business to a member of the chapter. An outside tip is a referral to a member for someone who is NOT a member of your chapter and should represent 80% of the business done within our chapter. An inter-chapter tip is when we tip a member from another chapter when that particular category is not filled within our chapter. The more LeTip business we do, the more we will receive. Please place the dollar value of the tip on the tip form and report the total number of dollars to the Tip Master at the end of each month. We need to report this so everyone knows how much business the chapter is doing.

If you have a tip for a guest today, please place the tip on the red form in front of you called an ESCROW TIP. This tip is made out to a category but **never** the name of a person. This tip is **never** passed but placed in the tip bucket by the member giving the tip and announced by that member what category the tip is for in front of everyone when they are holding the tip bucket. When the guest joins he/she will receive these escrow tips or business in waiting. I will announce the # of tips passed last week during committee reports. Thank you, that concludes my definition of a tip.

(Tip Master continued)

DURING COMMITTEE REPORTS:

Tip Master reports the total # of tips passed the previous week. If it is the first week of the month, the tip report will be prepared in writing and passed out to each member (always after a board meeting has occurred). Acknowledge the ***top tipper*** and present the RED top tipper badge for the month. Remember, the top tipper will be someone who has given no less than 5 tips within the month. A badge is not given for anyone doing just the minimum of 4 in a month! Remind members of the 4-tip minimum and to follow up on all tips given within 24 hours!