



Chapter Payment Envelopes

USING A PAYMENT ENVELOPE FOR REWARDS & REMINDERS

LeTip Treasurers manage the chapter dues and are also responsible for all of the chapter's finances. Part of the LeTip weekly program is the "Rewards and Gentle Reminders", which generate chapter funds as the Tip Bucket goes around the meeting table. These were created as a way to encourage every members participation and a way to hold them accountable to their membership agreement, not as a way to penalize.

A chapter payment envelope is a way to make the Treasurer's job of keeping the reward or payment records easier. Members write their name, meeting date and the amount of any rewards earned or gentle reminders owed.

When the Tip Bucket comes to the member for their weekly commercial, they place the envelope inside the Tip Bucket with a payment enclosed if owing a gentle reminder and marking the amount if owed a reward.

The Treasurer records all the weekly funds collected from the Tip Bucket and then pays the members who are due a reward. An envelope payment method also is a safer way to gather the funds, rather than a bucket full of visible cash going around the room which the Treasurer would not know who made a payment or a reward pulled from the Tip Bucket and the funds not properly adding up after the meeting.

Some chapters also have members pay their quarterly dues using an envelope and placing them in the Tip Bucket.

For the chapter and Treasurer's safety, keep any cash collected hidden. You don't want to give anyone in your public meeting location the opportunity to do wrong, by them seeing a Tip Bucket full of cash at the meeting.

The LeTip Flip Chart displays the ones LeTip assigned with the minimum dollar amount. Chapter Board of Directors though can increase the amounts if desired, but per the bylaws cannot decrease the amount assigned.

On the back page are a few examples of chapter payment envelopes. You can create and customize them though to fit the chapter's needs.

Reward - Ideas

Brought A Qualified Guest.....	\$1.00
Post A Social Media Review for A Member ..	\$1.00
Promote The Weekly Speaker Online	\$1.00
Pass 4 Qualified Tips at a meeting	\$1.00
Pass 4 LeTip Wired Tips	\$1.00
Pass 4 Outside Tips at a meeting.....	\$5.00
Brought A Qualified Guest On Fiver Day	\$5.00
LeTip Grand Slam*	\$10.00
(*Wear badge, lapel pin, 4 tips, & qualified guest)	

Gentle Reminders - Ideas

No Guest	\$0.25
No Lapel Pin	\$1.00
No Name Badge	\$1.00
No Tip	\$1.00
Did Not Shake Guests Hand	\$1.00
Late to Meeting.....	\$1.00
showboater/Greeter Arrived Late/Absent....	\$1.00
Unexcused Absence.....	\$1.00
Leaves Meeting Early.....	\$5.00
No Guest on Fiver Day.....	\$5.00
No Visitation (paid to member)	\$5.00
Sgt at Arms Starts Meeting Late	\$5.00
President Ends Meeting Late	\$5.00
Not Showboating/Greeter/Speaker	\$10.00
Business Mixer Arrived Late/Absent	\$10.00
Cell Phone Sounds Off During Meeting.....	\$20.00

Example Envelopes are available in the LeTip Wired document library



Chapter Rewards & Gentle Reminders (Example)

Please check the appropriate box for Rewards or Contributions, then place it in the Tip Bucket.
If you are due a Reward, you will be paid by the Treasurer. Please Do Not take money out of the Tip Bucket.

(Please Print Clearly) Date: _____ Name: _____ Guest Meal \$ _____

Rewards

- ☐ Pass 4 Qualified Tips \$1.00
☐ Pass 4 Outside Tips \$5.00
☐ LeTip Grand Slam \$10.00
 (1 qualified guest, badge & 4 tips)
☐ Membership Communication \$1.00 per
 Total _____
☐ Online Review For A Member \$1.00
 Members Name _____

Rewards Total \$ _____

Gentle Reminders

- ☐ No Guest \$1.00
☐ No Tip \$1.00
☐ No Badge \$1.00
☐ Late to Meeting \$1.00
☐ Unexcused Absence \$1.00
☐ Not Shaking Guests Hand \$1.00
☐ Showboater/Greeter Arrives Late/Absent \$5.00
☐ Cell Phone Sounds Off During Meeting \$20.00

Gentle Reminder Total \$ _____



Chapter Rewards & Payments (Example)

Please check the appropriate box for Rewards or Payments, then place the envelope in the Tip Bucket.
If you are due a Reward, you will be paid by the Treasurer. Please Do Not take the money out of the Tip Bucket.

(Please Print Clearly) Date: _____ Name: _____ Guest: Y N Guest Meal \$ _____

Quarterly Dues (Members only)

- ☐ 1st Quarter ☐ 2nd Quarter ☐ 3rd Quarter
☐ 4th Quarter **Amount Enclosed \$** _____

Rewards (Members only)

- ☐ Pass 4 Qualified Tips \$1.00
☐ Pass 4 Outside Tips \$5.00
☐ LeTip Grand Slam \$10.00
 (1 qualified guest, badge & 4 tips)

Rewards Total \$ _____

Gentle Reminders (Members only)

- ☐ No Guest \$1.00
☐ No Tip \$1.00
☐ No Badge \$1.00
☐ Late to Meeting \$1.00
☐ Unexcused Absence \$1.00
☐ Not Shaking Guests Hand \$1.00
☐ Showboater/Greeter Arrives Late/Absent \$5.00
☐ Cell Phone Sounds Off During Meeting \$20.00

Gentle Reminder Total \$ _____



Guest Meal Payments & Member's Dues (Example)

Please fill out the appropriate box and enclose Payment, then place the envelope in the Tip Bucket.
The Treasurer will send a receipt after the meeting. Please Do Not take the money out of the Tip Bucket.

(Please Print Clearly)

Guest Meal (Non-Members)

Date Paid: _____ Guest Meal \$ _____
 Name: _____
 Phone: _____
 Email: _____
of Meeting Visits
☐ 1st Meeting ☐ 2nd Meeting

Quarterly Dues (Members only)

Date Paid: _____
 Name: _____
☐ 1st Quarter ☐ 2nd Quarter
☐ 3rd Quarter ☐ 4th Quarter
Amount Enclosed \$ _____