



## SERGEANT AT ARMS SCRIPT

Reporting the status of the time and keeping the meeting on schedule is an ongoing task for the Sergeant at Arms

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

Good morning (afternoon), my name is \_\_\_\_\_, I am the Sergeant-at-Arms and also the chapter's \_\_\_\_\_ (name your category)

It is my job to ensure that the meeting starts and ends on time. I will initiate the 30 second commercial presentations portion of our meeting and before I do so, I wanted to let you know about the rewards we have in LeTip:

PASSING 4 QUALIFIED TIPS AT A MEETING     \$1.00  
PASSING 4 OUTSIDE TIPS AT A MEETING     \$5.00

Wearing your name badge and lapel pin, passing 4 or more tips and bringing a qualified guest qualifies you for a LeTip Grand Slam! Take \$10.00 out of the Tip Bucket when it goes around the room.

We also have gentle reminders in this group, designed specifically to help us incorporate successful business habits inside and outside of our chapter meetings.

(Turn over to back side of script and select one gentle reminder to announce at this meeting each week.

**\*\*Do not read all gentle reminders\*\*** select the reminders that are most evident at the meeting)

When the Tip Bucket goes around the room, you'll have 30 seconds to deliver your commercial. The 30 seconds starts as soon as you touch the bucket. When you hear the bell (RING THE BELL NOW), that means your time is up, wrap it up and continue passing the bucket to your left. Be sure to speak loudly, smile and HAVE FUN! I will now start with my 30 second commercial!

## Rewards

(Repeat the entire list weekly)

|                                                                       |         |         |
|-----------------------------------------------------------------------|---------|---------|
| Passing 5 or more rosters/brochures weekly in your place of business. | \$1.00  | minimum |
| Passing 4 qualified tips at a meeting                                 | \$1.00  | minimum |
| Passing 4 <u>outside</u> tips at a meeting                            | \$5.00  | minimum |
| LeTip Grand Slam*                                                     | \$10.00 | minimum |

(\* Wearing name badge, lapel pin, has 4 tips or more and a qualified guest)

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

## Gentle Reminders

(Select one weekly to educate chapter)

|                                                                                   |         |         |
|-----------------------------------------------------------------------------------|---------|---------|
| No Guest                                                                          | \$ .25  | minimum |
| No Lapel Pin                                                                      | \$1.00  | minimum |
| No Tip                                                                            | \$1.00  | minimum |
| No Badge                                                                          | \$1.00  | minimum |
| Not shaking hands with Unknown Greeter                                            | \$1.00  | minimum |
| Late for meeting                                                                  | \$1.00  | minimum |
| Late Showboat/Greeter - arriving after 7:01 A.M. (11:31 A.M. for Lunch)           | \$1.00  | minimum |
| Unexcused absence                                                                 | \$1.00  | minimum |
| No Guest on Fiver Day                                                             | \$5.00  | minimum |
| Visitation not done (paid directly to member not visited)                         | \$5.00  | minimum |
| Meeting starts after 7:16 A.M. (11:46 A.M. for Lunch) - Sgt. at Arms pays         | \$5.00  | minimum |
| Meeting ends after 8:31 A.M. (1:01 P.M. for Lunch) - President pays               | \$5.00  | minimum |
| Neglecting to Showboat, Greet, or Speak                                           | \$10.00 | minimum |
| No Show at Business Mixers & Power Seminars                                       | \$10.00 | minimum |
| <u>Start of meeting</u> , Sgt at Arms announces - Mute Phones/If Your Phone Rings | \$20.00 | minimum |

(We encourage cell phone use only to promote chapter members on social media during meeting - no fine)

I.O.U.'s not acceptable