VISITATION CHAIRPERSON

Good morning (afternoon), my name is _____. I am the chapter's _____ and also the Visitation Chairperson. My message today is for every member.

Once a month, each member visits another member to learn about their business and to lean what is the best way to give them referrals.

At the first meeting of the month, I will pass the tip bucket after the Pledge of Allegiance. Each member drops a business card into the bucket. When the Tip bucket is passed the second time for our 30 second commercials, each member draws a business card for someone else and announces who they will be visiting.

I will record the names of the visitor and the member to be visited. The visitor is given two weeks to meet with the scheduled member at their place of business. (If they have a home-based business they may prefer to meet in a restaurant or a coffee shop.) The meeting should be brief but thorough enough to give the visiting member a clear picture of how best to tip the person they visited.

Remember, these people become your sales force and they need to be educated as to how they can act as your sales force. The meeting should be at least 20 to 30 minutes in length. Ask lots of questions. The member being visited needs to paint a visual picture of what help they are looking for from each member.

At the third meeting of the month, the visitor is to give a 30 second commercial about the person they visited. If the visitor failed to meet with the member, they are to give $5.00 to the person they did not visit, each week, until the visit has been made. If the member who was to be visited canceled the meeting, they are to drop $5.00 into the Tip bucket.

Visitation increases tips by 20%, strengthens business relationships between members and helps to develop loyalty within the chapter.

Note: Give a copy of this schedule once a month on the first week when done to the Vice President, in case you are unable to attend. It keeps the meeting flowing and everyone will remember whom they are to visit.

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