



FALL 2022 BOARD TRAINING HANDOUTS

GUEST to GREEN

Growth and Retention are keys to chapters long term success. Ten steps converting guests to Green.

📞 (800) 255-3847
🌐 www.LeTipWired.com



10 Steps to Converting Guests to Green Badge Holders

1. Make sure your roster is up to date in Wired.
2. Make sure your Wired Calendar represents your In-Person versus Virtual Meetings.
3. Invite Guest using Wired with Chapter Specific Email Invitations.
4. Utilize the Confirmation of Reservation process when inviting guests.
5. Understand the Guest Buying behavior through BANK codes.
6. Run efficient meetings by utilizing the Sgt-At-Arms to manage the meeting.
(Excitement is up to the Pres.)
7. Understand the guest's situation prior to them leaving and send them an application early.
8. Do a thorough Inspection of the member prior to voting.
9. Understand the proper voting process and what happens when you click Approve in Wired.
10. Provide strong mentors in your chapter for all new members and any long term member who is struggling.



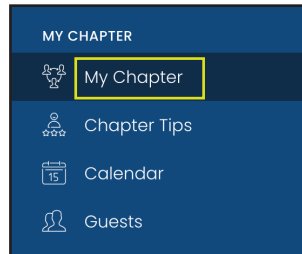
WIRED - RESIGN / TERMINATE MEMBER

When the chapter board receives a member's notification of resignation, or the chapter is terminating a member from the chapter. The following LeTip Wired online steps show how to notify LeTip of their resignation and/or termination from the chapter. Notifying LeTip as soon as possible ensures that the member will be removed from the chapter roster to open up the category for another prospect.

Step One:

Select My Chapter

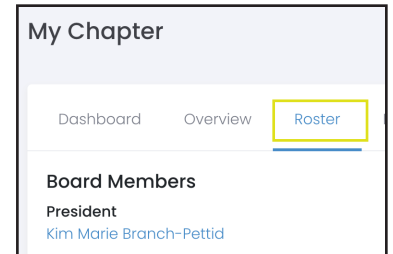
Click on My Chapter from the My Chapter menu options.



Step Two:

Select Roster

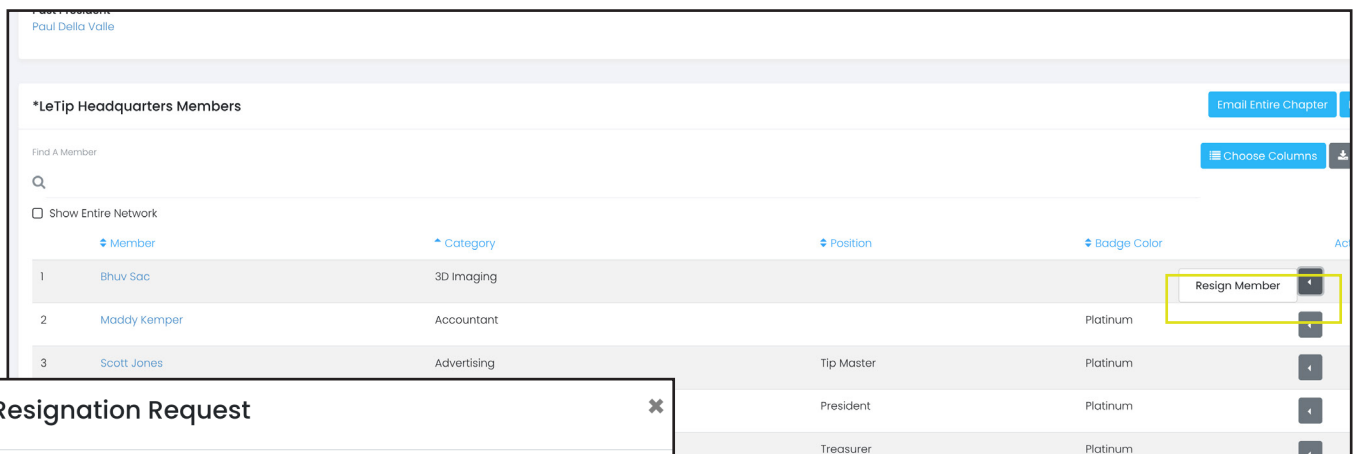
Click on Roster from the My Chapter Dashboard options.



Step Three:

Find The Member to Resign/Terminate

Find the member on the roster or type their name in the search field to bring up their name. Click the small Dark Grey box to the far-right of their name to bring up the Resign Member Link.



Resignation Request

This will give Corporate a notification that this member is no longer in your chapter, please give us 24-48 hrs to process submission

Reason

Submit Request

Cancel

Step Four:

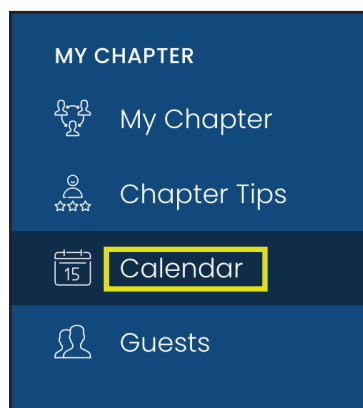
Final Step - Notification

Once you've clicked on the Resign Member link for the member to remove from the chapter roster. The request resignation/termination box appears. Fill in the reason why they resigned or are being terminated by the chapter. Then click the Blue Submit Request button to notify LeTip Corporate who will close out their profile and remove them from the chapter roster.

Over the past couple of years, LeTip and its chapters have had to adjust to virtual networking through the pandemic and as a result chapter meeting types now vary to suit what meeting type works best for the chapter depending on its members and location. LeTip has updated LeTip Wired to now be able to customize the chapter meeting type for the calendar. The three meeting types are In-Person, Virtual, and Hybrid (virtual & in-person). The steps below will show how to set up your chapter meeting types to display properly on the LeTip Wired calendar based on the meeting type set. We suggest one board member handles this role of setting the meeting type to avoid confusion. For help in setting the chapter meeting types or questions please attend a Wired Power Hour any Thursday or contact LeTip International, Inc at 800-255-3847.

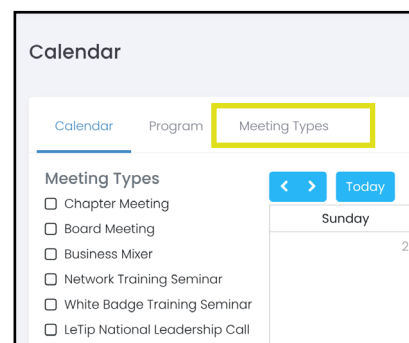
Step One:

My Chapter
Click on "Calendar"
from the My Chapter
menu options.



Step Two:

Calendar
Click on the
"Meeting Types"
link to bring up
the meeting
settings page.



Step Three:

Calendar

Calendar

Program

Meeting Types

Scheduled Meeting List	In Person	Virtual
22nd September	☒	☐
29th September	☒	☐
6th October	☒	☐
13th October	☒	☐
20th October	☒	☐
27th October	☒	☐
3rd November	☒	☐
10th November	☒	☐
17th November	☒	☐
24th November	☒	☐
24th November	☒	☐

Chapter Default Choice is

☒ Meeting Are In Person
☐ Meeting Are Virtual
☐ Meeting Are Hybrid

What is the standard link for your virtual meetings

ZOOM 123NEW

If you have different links for each meetings you'll need to update each individual meeting on the calendar

Your in-person meeting address is : Brandon's Diner & Grill

Meeting location cannot be changed on per meeting basis.

Update Slots

Meeting Types Settings Page

The Calendar will display your chapter's meeting type based on how the settings are set. The next page will cover how this section works and how you make the changes based on the meeting type.

The “Meeting Types” page is broken up into three sections. The left-hand side shows the upcoming scheduled meeting dates, a column for “In-Person” and “Virtual”. The top-right displays the chapter default meeting choices of In-Person, Virtual, and Hybrid (virtual & in-person). The bottom-right provides the field to update the virtual meeting address link. **Note:** The left-side meeting dates section will change weekly as new meetings are added to the calendar, so the person updating the meeting types will have to check the “Meeting Types” page often to select the meeting dates for In-Person or Virtual if the groups meet as a Hybrid chapter as new dates appear through the rotation.

Meeting In-Person

The chapter meets 100% In-Person weekly. Click the chapter default choice as “Meeting Are In Person”. As the image on the previous page showed all In-Person boxes were checked.

Meeting Are Virtual

The chapter meets 100% Virtual weekly. Click the chapter default choice as “Meeting Are Virtual”. The Virtual column boxes will show all checked.

Meeting Are Hybrid

Hybrid chapters have many variations of how they run meetings. Some are In-Person one week and hybrid the next, while others are hybrid all the time. Click the default choice “Meetings are Hybrid” then choose to unclick any “In Person” or “Virtual” boxes on the meetings side to adjust each specific meeting to your type. If for example: you have the first meeting of the month only in person, and all others Hybrid, your table would look like this: As you can see, you have full control of each meeting through this interface.

Hybrid Meeting Type Example

Calendar

Calendar
Program
Meeting Types

Scheduled Meeting List	In Person	Virtual
22nd September	☒	☒
29th September	☒	☒
6th October	☒	☐
13th October	☒	☒
20th October	☒	☒
27th October	☒	☒
3rd November	☒	☐
10th November	☒	☒
17th November	☒	☒
24th November	☒	☒
24th November	☒	☒

Chapter Default Choice is

☐ Meeting Are In Person
☐ Meeting Are Virtual
☒ Meeting Are Hybrid

What is the standard link for your virtual meetings

https://us04web.zoom.us/j/76441069308?pwd=Da0eGME0rk7pdPObrtFXLq7ROfRwc.1

If you have different links for each meetings you'll need to update each individual meeting on the calendar

Your in-person meeting address is : **Brandon's Diner & Grill**

Meeting location cannot be changed on per meeting basis.

Update Slots

Updating The Virtual Meeting Link

To update the chapter virtual meeting link, simply type the virtual meeting URL link in the field and click the Green "Update Slots" button.

To update the In-Person address select "My Chapter" from the My Chapter menu options then select "Overview" to bring up the chapters info page. Click on the "Pencil" icon to bring up the page chapters page and there the chapter address, meeting day, time, bio, and social media links can be updated.

What is the standard link for your virtual meetings

<https://us04web.zoom.us/j/76441069308?pwd=Da0eGME0rk7pdPObrtFXLq7ROfRwc.1>

If you have different links for each meetings you'll need to update each individual meeting on the calendar

Your in-person meeting address is : **Brandon's Diner & Grill**

Meeting location cannot be changed on per meeting basis.

Update Slots

*LeTip Headquarters Event

Thursday, September 8th11:31am - 1:01pm

Weekly Chapter Meeting

Notes:
This is virtual meeting

Chapter: *LeTip Headquarters

Web Conference Details
<https://us04web.zoom.us/j/76441069308?pwd=Da0eGME0rk7pdPObrtFXLq7ROfRwc.1>

Scott Jones

Scott Jones

ShowBoater

Paul Della Valle

Paul Della Valle

Greeter

Rachael Clifford

Rachael Clifford

Speaker

Jarett Branch

Jarett Branch

Lucky Devil Recipient

Delete Event

Edit Event

Cancel Meeting

Close Window

Going Dark (No Chapter Meeting)

If your chapter is going dark for a week and not meeting, the board should handle that by clicking "Cancel Meeting" on the actual calendar. This will remove the event from the calendar, but it will still show on this Meeting Types page. Cancelling a meeting on the calendar also moves those members in the "program" to the next available date on the calendar. You can see this on the Calendar Program or adjust it in the Board Tool: Manage Program.



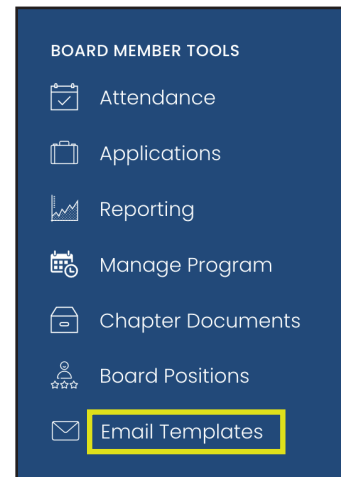
WIRED - GUEST EMAIL TEMPLATE

When a member creates a guest in LeTip Wired and invites them to a chapter meeting, LeTip Wired sends the guest an automated email invitation. The Guest Invite email template is our first editable document in LeTip Wired with more to be added in time. The steps below walk you through editing the Guest Invitation email template in LeTip Wired online.

Step One:

Board Member Tools

Click on Email Templates from the Board Member Tools menu options.

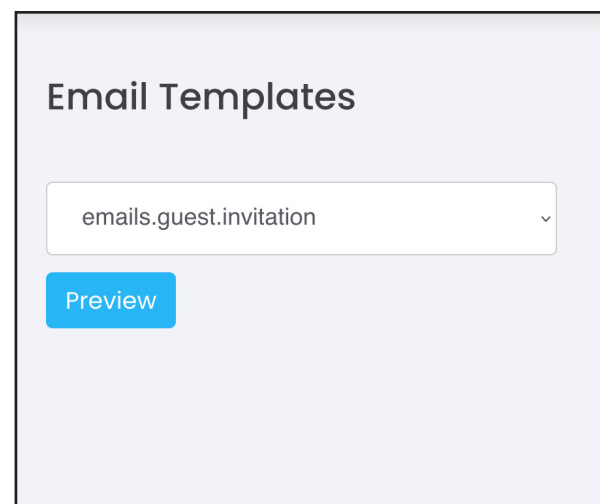


Step Two:

Email Templates

From the template drop-down options click on the template called "emails.guest.invitation".

Click the Blue preview button to bring up the Guest Invitation email template. On the next page will cover how to edit, preview, and save the template.



Email Templates

emails.guest.invitation

Enter Email Address

Send Preview

Preview

Save

Restore To Default

SUBJECT: John Smith has invited you to a meeting with Demo Chapter

←

→

Paragraph

B

I





































































Step Three:

Edit Guest Invitation Email Template

To add, remove, or edit text in the pre-written Guest Invitation email template, simply click your mouse in the document where you wish to add or edit. **The preset fields with the { } symbols pull data directly from LeTip Wired already so avoid editing any of the text in those fields to insure the guest, chapter name, etc. that Wired auto-populates fills in correctly.** You can though highlight a section and move it with your mouse to arrange the text if desired. The {senderMessage} will displays the text you provided in the Personal Note/Message box when creating the guest LeTip Wired. It will show as paragraph two, however, as mentioned if you wish, you can position that somewhere else in the document simply highlight it and drag it to the desired location.

Once all the changes have been made, click the Blue "Save" button to save and to see a live preview, type your email in the Enter Email Address field and click the Blue "Send Preview" button to receive an email of the Guest Invitation template. All saved changes become the standard for everyone sending invitations from the chapter.

The process is fairly simple and any edited template by a chapter board will be what the guests invited to the chapter meeting receives. We suggest the chapter board decides what you would like the guest to receive, and one board member be assigned the task as editing the template. To undo any chapter changes back to the original LeTip standard layout, simply click the Blue "Restore to Default" button and it will revert the email template back to the LeTip default setting which is what currently a guest invited to a chapter meeting receives.

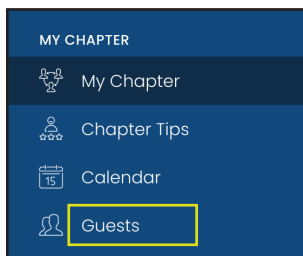
LeTip appreciates all our members feedback with LeTip Wired and suggestions so please always feel free to share ideas or suggestions that can possibly help to make LeTip Wired even better. We aim to provide the best networking tool and are constantly working on improving LeTip Wired online and on the mobile app.



WIRED - CREATE A GUEST/SEND AN APPLICATION

Inviting guests creates new opportunities, not only for chapters to grow, but for members to receive more tips. LeTip Wired gives the ability to create guest profiles to track the guest's history through the enrollment process. Any member can create their guest's profile in LeTip Wired which automatically ties them to the guest as the sponsor. The following LeTip Wired online steps show how to create a guest and send them the secure online membership application.

Step One:



Select My Chapter

Click on Guests from the My Chapter menu options. The Guests Dashboard will display with two options. People I've invited and My Chapter Guests. There are multiple button choices including "Export CSV", "Choose Columns" to be displayed, and "Invite A Guest" this button is also on your Dashboard.

Guests

?

Invite A Guest

People I've Invited

My Chapter Guests

Find A Guest

Q

Show Advanced Filters

Export CSV

Choose Columns

Refresh

Showing 1 to 50 of 376 records

	Date	Guest	Email	Phone Number	Status	Invited By	BANKCODE
1	06/02/2021	Alex Alex Johnson II	alex2.truelife@gmail.com		Member	Scott Jones	NKBA
2	01/13/2022	Karman Hornsby	kh@kh-consultinggroup.com	+1 504-278-0336	Member	Kim Marie Branch-Pettid	NKBA
3	05/26/2021	Alex Johnson II	alex2.truelife@gmail.com	+1 541-730-5064	New	Scott Jones	NKBA
4	04/04/2022	Elenita Nelson	elenitanelson14@gmail.com	+1 818-231-0199	New	Kim Marie Branch-Pettid	NKAB
5	01/11/2021	Marilyn Johnson	marilynjohnson@kw.com		Member	Scott Jones	NKAB
6	02/12/2021	Aaron Kramer	Aaron.Kramer@edwardjones.com	+1 630-264-0705	New	Scott Jones	NKAB
7	09/14/2021	Graylyn Brown	graylyn17brown@gmail.com	+1 484-392-6197	Member	Paul Della Valle	NBKA
8	07/15/2021	Charlie McConnell	charliemcconnell@comcast.net	+1 617-755-1230	Invited	Summer Middleton	NBKA
9	05/26/2022	Pia Hoisck Reeves	phosickreeve@gmail.com	+1 505-307-8690	New	Kim Marie Branch-Pettid	NBKA

People I've invited shows all the guests a member has personally created which they are tied to as the sponsor. My Chapter Guests shows all the guests their chapter members have invited. Each list provides the guest's name, email, phone, status, and B.A.N.K. code if the guest responds to the link in their guest invite email. Now let's create your first guest in LeTip Wired, continue to the next page to Step Two.

Step Two:

Invite a Guest

Click the Invite A Guest button to create the guest's LeTip Wired profile and invite to the chapter meeting. You will see your name in the first field Inviting Member, this is this sponsor who will be assigned to the guest. If you are not the sponsor, click the Red X to remove your name and click the Blue magnifying glass to find the guest's sponsor to assign.

Type the guest's first and last name, their phone, email, and company name. Then select the chapter name the guest is going to visit, select their category and under the event drop-down, select the chapter's meeting date.

Guests who show up at the meeting uninvited can still be added as a guest who was invited. Follow the same steps as invite a guest and just un-check the box "invite guest to a meeting". This will add the guest to your chapter's guests list, but not send out the invitation since the meeting already took place.

The screenshot shows a web form titled "Invite a Guest" with a close button (X) in the top right corner. The form contains the following fields and options:

- Inviting Member:** A text field containing "Scott Jones" with a red "X" button and a blue magnifying glass icon to its right.
- Guest First Name:** An empty text field.
- Guest Last Name:** An empty text field.
- Guest Phone Number:** An empty text field.
- Guest Email Address:** An empty text field.
- Guest Company Name:** An empty text field.
- Chapter:** A dropdown menu with "LeTip Headquarters" selected, a red "X" button, and a blue magnifying glass icon.
- Category:** A dropdown menu with "Select..." selected and a blue magnifying glass icon.
- Invite guest to a meeting:** A checked checkbox with a question mark icon.
- Event:** A dropdown menu with "(choose event)" selected and a blue magnifying glass icon.
- Phone Confirmation:** A dropdown menu with "Select..." selected and a blue magnifying glass icon.
- Email Confirmation:** A dropdown menu with "Select..." selected and a blue magnifying glass icon.
- Personal Note / Message:** A text area with a question mark icon.
- Send a copy to the inviting email:** An unchecked checkbox.
- Buttons:** "Cancel" and "Send Invitation" buttons at the bottom right.

Next, the Confirmation of Reservation process. Select a chapter member from the phone confirmation drop down and member from the email confirmation option (see Confirmation of Reservation below). Optional, write a personal note to the guest. It will display as the second paragraph in the guest invite email template they will receive once you click the Blue Send Invitation button. The guest will receive an email invitation to the LeTip chapter meeting and the two chapter members you've selected will be notified with the guest's information to contact them, the members selected reaching out to the guest will making them feel welcomed and wanted at the chapter meeting.

Confirmation of Reservation

LeTip members have used the Confirmation of Reservation process successfully for years. The process uses two other members in the chapter to follow up with the invited guest to make them feel "wanted" before they come to the meeting. One member reaches out to them by email and the other member by phone to explain how they are looking forward to meeting them and explaining the benefits of LeTip membership.

Step Three:

Send Guest an Application

LeTip members have the ability to send their guest the LeTip membership application. Once the guest is created, click the guest's name on the Guest Dashboard to show their LeTip Wired profile. The guest's

Send Guest An Application (Continued)

detail page provides the guest's contact info, activity history, and option to invite to a meeting, and send an application. Click the Send Application button and fill in the Send a Membership Application form.

The screenshot shows the 'Guest Detail for Janet Turk' page. On the left, under 'Guest Information', there is a 'Send Application' button highlighted with a yellow box. A line points from this button to the 'Send a Membership Application' form on the right. The form has a title 'Send a Membership Application' in a yellow box. It includes fields for 'To' (Janet Turk), 'Category' (Accountant), 'Email Address' (jmath@gmail.com), 'Sponsor' (LeTip of Superstition/Gateway, AZ), and 'Chapter' (LeTip of Gilbert, AZ). There is a 'Personal Note / Message' text area and a checkbox for 'Send a copy to my email'. At the bottom right are 'Cancel' and 'Send Application' buttons.

Confirm the sponsor and chapter are correct. If not, this is the last chance to change them before the application is sent to the guest. In the personal note box type a message to the guest which will be included in the membership application email the guest will receive. Checking the Send a copy to my email box will send you a copy of the email template the guest receives. Click the Blue Send Application button and the process is complete. The guest will receive an email with instructions and a link to the secure online membership application. When they fill it out and submit it, the chapter board will be notified of the submitted application.

Invite To a Meeting

On the guest's profile page not only can you send them the application, but you can add notes, edit the contact information, and also Invite to a Meeting. To invite the guest to a chapter meeting click on the Blue "Invite to a Meeting" button and fill out the form with the chapter name, event date, a phone and email confirmation member and a personal note to the guest.

Click the "Send Invitation" button and the guest will be sent the guest invitation email with the chapter meeting date, time, location and details and also a link to submit their B.A.N.K. code.

The screenshot shows the 'Invite Guest To Meeting' form. It includes a 'Chapter' dropdown menu (LeTip of Superstition/Gateway, AZ), an 'Event' dropdown menu (choose event), 'Phone Confirmation' and 'Email Confirmation' dropdown menus (both set to Select...), and a 'Personal Note / Message' text area. There is a checkbox for 'Send a copy to the inviting email'. At the bottom right are 'Cancel' and 'Send Invitation' buttons.



SERGEANT AT ARMS GUIDE

A Sergeant at Arms is more important than some believe. If they underestimate the role, a chapter's success can suffer.

📞 800-255-3847
🌐 www.LeTipWired.com

FALL 2022

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SERGEANT AT ARMS DUTIES

1. Enforce the meeting time.

It is the job of the Sergeant at Arms to ensure that the meeting starts and ends on time. If the meeting starts late, the sergeant at arms is fined \$5. If the meeting ends late, the president puts \$5 in Tip bucket.

2. Maintain order in the chapter.

The Sergeant at Arms maintains a stable, well-ordered meeting environment and makes sure that there are **no open discussions, ever!**

3. Manage and circulate the Tip bucket.

They initiate the Tip bucket to start the members commercials and hold the members to their 30-second commercials. Keep an eye on the Tip bucket as it is passed around the table. Members are on their honor to deposit reminders as necessary. IOUs are unacceptable.

4. Look for lapel pin & badges.

Ensure members are wearing name badges and lapel pins correctly. Enforce the \$1 reminder for those not wearing their badge or lapel pin.

5. Oversee the voting ballots.

The Sergeant at Arms is responsible to make sure that ample voting ballots are available. If the supply is low, this information must be passed to the Vice President for ordering. The Sergeant at Arms, also ensures that all voting ballots are passed to the Vice President at the head table for counting.

6. Announce the gentle reminder costs.

Be familiar with all amounts listed in the LeTip Bylaws.

a. All reminders are deposited into the Tip bucket and become the property of the chapter.

b. Reiterate that reminders are not to punish, but to encourage members to stay committed to one another, and to utilize the structure of LeTip. Chapter members prefer participation, not reminders.

7. Welcome any late guests.

a. Get business card and write sponsor's name on back.

b. Help seat guests and assist in a meal order for them.

c. Pass business card to the president for introduction.

8. Monitor the Speaker's time.

a. Allow only ten minutes.

b. After eight minutes, give the Speaker a two-minute warning.

9. Chapter Board Meetings.

The Sergeant at Arms attends the monthly board meeting as a non-voting member to monitor the meeting and does not allow unscheduled or outside speakers be heard at the meeting.

"The Sergeant at Arm's role is to facilitate the chapter meeting starts and finishes on time and does not get out of order."



SERGEANT AT ARMS SCRIPT

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

GOOD MORNING (AFTERNOON)!

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 \$ OUTSIDED 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 no more than three gentle reminders to announce at this meeting **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!

A copy of the Sergeant At Arm's Script is available to download at www.letipwired.com
(Document Library/Board & Committee Member Resources
Board & Committee Position Scripts/Committee Script_Sgt at Arms)

REWARDS & GENTLE REMINDERS

MEMBER REWARDS \$\$

(Repeat this top list weekly)

Passing 5 or more rosters/brochures weekly in your place of business	\$1.00 min
Passing 4 qualified tips at a meeting.....	\$1.00 min
Passing 4 outside tips at a meeting	\$1.00 min
LeTip Grand Slam*	\$10.00 min
(* Wearing name badge, lapel pin, has 4 tips or more and a qualified guest)	

Dollar amounts for both rewards and gentle reminders maybe increased by Chapter Board of Directors

GENTLE REMINDERS

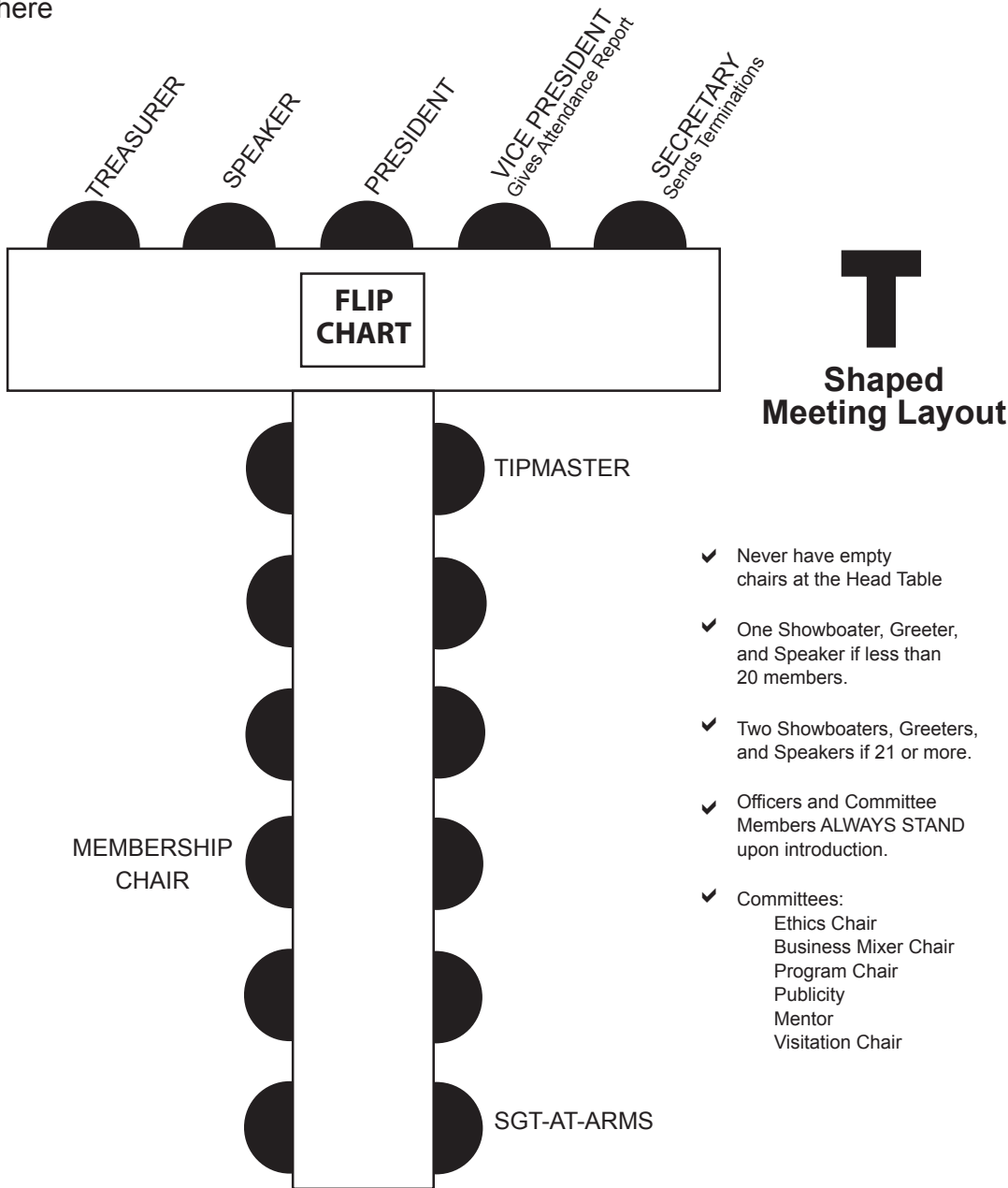
(Select only one weekly to educate members)

No Guest.....	\$0.25 min
No Lapel Pin.....	\$1.00 min
No Tip.....	\$1.00 min
No Badge	\$1.00 min
Not shaking hands with Unknown Greeter	\$1.00 min
Late for meeting	\$1.00 min
Late Showboat/Greeter - arriving after 7:01 AM (11:31 AM for Lunch).....	\$1.00 min
Unexcused Absence	\$1.00 min
No Guest on Fiver Day	\$5.00 min
Visitation not done (paid directly to member not visited)	\$5.00 min
Meeting Starts after 7:16 AM (11:46 AM Lunch) - Sgt-at Arms pays.....	\$5.00 min
Meeting Ends after 8:31 AM (1:01 PM Lunch) - President pays.....	\$5.00 min
Neglecting to Showboat, Greet, or Speak.....	\$10.00 min
No Show at Chapter Business Mixers & Power Event Seminars	\$10.00 min
Start of meeting, Sgt-at-Arms announces - Mute Cell Phones/if yours rings	\$20.00 min
(We encourage cell phone use only to promote chapter members on social media during meeting No fine applies unless the phone rings or goes off during the meeting)	

A copy of the Sergeant At Arm's Script is available to download at www.letipwired.com
(Document Library/Board & Committee Member Resources
Board & Committee Position Scripts/Committee Script_Sgt at Arms)

MEETING ROOM LAYOUT - T

Flag goes here



SGT-AT-ARMS
Starts Tip Bucket, Greets late Guests, Gives Business Cards to President.

SHOWBOATER

SHOWBOAT TABLE
Placed at entrance

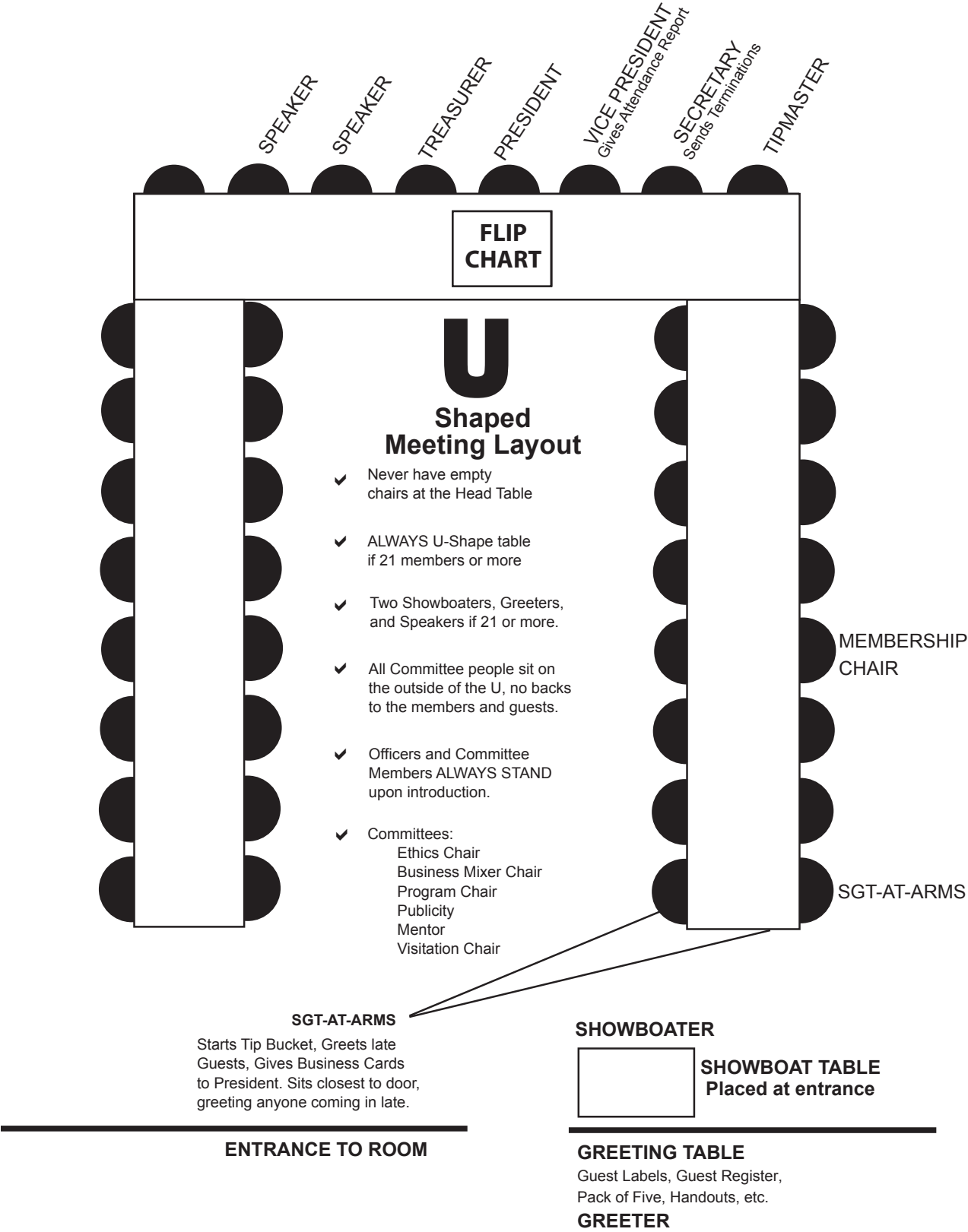
ENTRANCE TO ROOM

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

GREETER

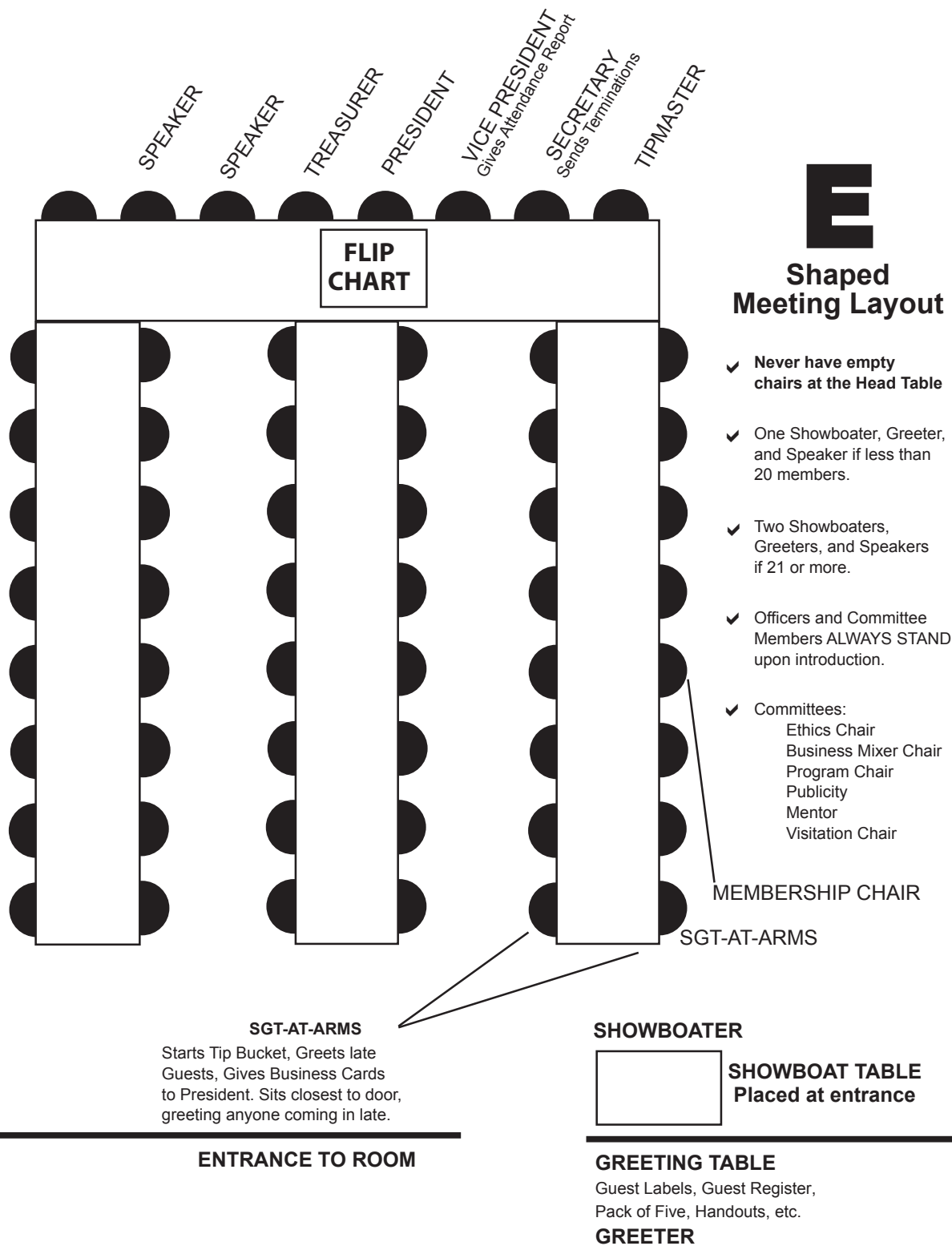
MEETING ROOM LAYOUT - U

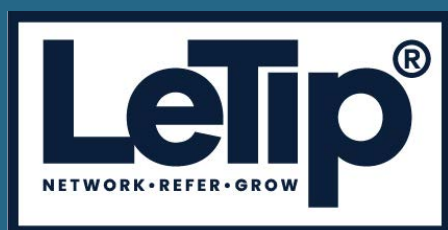
Flag goes here



MEETING ROOM LAYOUT - E

Flag goes here





INSPECTOR GUIDE

A proper inspection will make a major difference in the success of a chapter.

📞 800-255-3847
🌐 www.LeTipWired.com

FALL 2022

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INSPECTOR DUTIES

When introduced at meetings, Inspectors state: "I am your chapter Inspector, it is My responsibility to visit all prospective members to ascertain their qualifications prior to their being voted into our chapter"

The inspector's job is to review a new member's suitability for membership. This process requires more than just confirming the hard facts, it also requires ascertaining a prospective member's commitment to the chapter, and the chapter's ability to commit to the new member.

The Inspector responsibilities are:

1. Ensures the guest has been inputted into LeTip Wired and sent the secure online application.
2. Arranges with applicant to visit their place of business to complete an inspection.
3. At the inspection with the prospect, the Inspector goes over the **LeTip Application Agreement**, located on the back of the LeTip application to ensure that the prospect is made aware of the initial and renewal dues, commitment, integrity, and membership requirements.

A copy of the application agreement can be downloaded in LeTip Wired, go to the document library and search "Application Agreement".

Next, the Inspector Verifies employment by determining whether the member is a full-time employee or the owner of a company, and that the selected category is their primary source of income and confirms they received the email link and filled out the online application the chapter sent them.

Explain the voting process to the prospect and reiterates:

- a. Prospect can visit two meetings and if interested must submit the online application before the third meeting when they will be voted on. They cannot be voted on without a submitted application and inspection.
- b. Three no votes will deny them membership in chapters with less than 30 members.

- c. Explain the Speak-Off procedures* if multiple guests apply for the same category in the first two weeks of their visit.
(*see Bylaws Article III, Section 3.2(d).

4. After the inspection, the Inspector at the next chapter meeting reports to the membership. Just the facts! This is **not an open discussion**.
5. Wired notifies the board and Inspector with an email when an application has been submitted and the Inspector then verifies the following before informing the board the applicant is ready to vote on.
 - a. Verifies the prospect's chosen business category is on the LeTip official category list and that the category does not conflict with any existing members.
 - b. Verifies that all contact information is complete, including mailing address, company name, etc.
 - c. Makes sure their name is spelled correctly.
6. Once a member is voted on and approved, the Inspector confirms with the board to ensure the application was approved in LeTip Wired.

Get answers to important questions

It is important that new members are sincere about recruiting and Tipping. The best way for both old and new members to get and give Tips is by recruiting their power partners.

Two very important questions you should ask a prospective new member are:

- What unrepresented category would be able to Tip you repeatedly?
- What unrepresented category would you be able to Tip repeatedly?

New members should complete the (NTS) Network Training Seminar within their first 60-days of being voted in. The seminar will help get them up to speed and answer all the important questions about tipping, showboating, speaking, power partners and many more valuable tools to success.

INSPECTOR SCRIPT

Each chapter should have at least two Inspectors. Some have even more.

GOOD MORNING (AFTERNOON)!

My name is _____. I am a chapter inspector and also the chapter's _____. (name of category).

As an inspector, I visit member prospects at their place of business to verify that they are an owner or work full-time for a company that falls into the category for which they are applying.

I review all information on the application form with the applicant to ensure they clearly understand their obligations to the chapter. These obligations include dues, weekly attendance and tipping requirements, sponsorship of new members, visitation, and attendance at a LeTip Network Training Seminar within 60 days of joining.

I make sure that the membership application is correctly filled out and signed and that payment by check or credit card is included and correct.

Today our chapter is voting on ____ member prospect(s). I met with this prospect at their place of business, collected the dues for both LeTip International and our chapter and verified all information on the application is correct.

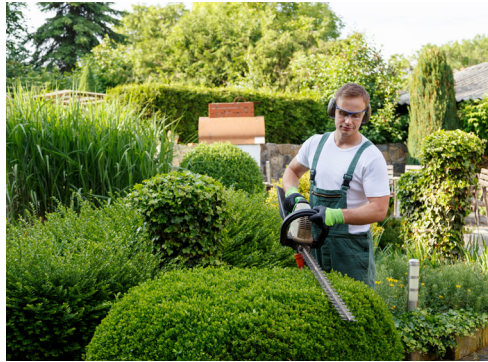
The sergeant at arms has passed out voting ballots. As always, there is no open discussion about this applicant. If you have any questions or comments regarding this applicant, please vote NO and put your phone number on the ballot. The president will call you to discuss your concerns. All of your comments to the president will be kept confidential. Please vote and pass your ballots to the head table for the vice-president to count. **Thank you!**

A copy of the Inspector's Script is available to download at www.letipwired.com
(Document Library/Board & Committee Member Resources
Board & Committee Position Scripts/Committee Script_Inspector)

TOP 50 CATEGORIES

LeTip chapters are made up of all various categories. Here is a list of the top 50 categories. These categories are made up of the most members and professions chapters across the country are growing their groups by inviting. Chapters should have their members target their power partners and from the categories your chapter currently does not have filled invite these categories to the chapter meetings and business mixer events. A copy of the top 50 categories can also be downloaded at www.letipwired.com (Documents library - chapter forms & templates - categories_top50)

1. Real Estate Residential
2. Insurance Property & Casualty
3. Mortgage Loans
4. Financial Advisor
5. Insurance Life/Health/Disability
6. Chiropractor
7. C.P.A.
8. Banker
9. Printer
10. Attorney Personal Injury
11. Heating & Air Conditioning
12. Contractor General
13. Attorney Wills/Trusts/Estates
14. Auto & Truck Repair
15. Contractor Painting
16. Attorney Real Estate
17. Title Insurance
18. Contractor Plumbing
19. Internet Web Design
20. Handyman
21. Payroll Services
22. Bankcard Services
23. Home & Property Inspector
24. Carpet Cleaner
25. Pest Control



26. Advertising Specialties
27. Contractor Roofing
28. Auto Body Repair
29. Dentist
30. Restoration Damage & Cleanup
31. Bookkeeper
32. Attorney Family Law
33. Contractor Electrical
34. Attorney Business
35. IT Consulting
36. Massage Therapist
37. Real Estate Commercial
38. Photographer
39. Internet Marketing
40. Security Systems
41. Travel Agent
42. Electrician
43. Health and Wellness
44. Insurance Supplements
45. Insurance Commercial
46. Accountant
47. Auto Sales & Leasing
48. Contractor Remodeling
49. Interior Design
50. Florist

LeTip Official Categories

Important: The list changes frequently. New categories are added and removed often. **Please** check the LeTip Wired categories list for the most up-to-date list. (<https://letipwired.com/network/categories>) **New categories require LeTip corporate approval before voting on a member. See page 8 for details on how to request a new category. (G) indicates grandfathered, new members will be placed under the new category.**

3D Imaging	Attorney Personal Injury	Building Designer
Accountant	Attorney Real Estate	Building Inspector
Acupuncture	Attorney Taxation	Building Permits Services
Addictions Recovery	Attorney Wills Trusts & Estates	Building Supplies
Advertising	Attorney Workers Compensation	Business Accreditation Service
Advertising Direct Mail	Auctioneer	Business Advisor
Advertising Directory	Audio Video Systems	Business Broker
Advertising Magazine	Audiology	Business Consultant
Advertising Newspaper	Autism Services	Business Finance
Advertising Radio	Auto & Tire Services	Business Forms Systems
Advertising Specialties	Auto & Truck Repair	Business Loss Prevention
Advertising TV	Auto & Truck Repairs Diesel	Business Valuation
Air Duct Cleaning	Auto & Truck Wash	C.A. (Canada Only)
Air Purification	Auto Body Paint	C.P.A.
Alternative Energy	Auto Body Repair	Cabinets
Answering Service	Auto Broker	Cable Services
Antique Dealer	Auto Bumper Repair	Calligraphy
App Developer	Auto Detailer	Candle Consultant
Appliance Sales Repair	Auto Fuel Efficiency	Career Consultant
Appraiser	Auto Glass Windshield Repair	Carpet Cleaner
Aquariums & Ponds	Auto Lube Oil	Carpet Repair
Arborist	Auto Parts	Caterer
Architect	Auto Rental	Cemetery Plots
Art Gallery	Auto Sales & Leasing	Certified Accessibility Specialist
Art Reproduction (Canada Only)	Auto Stereo & Accessories	Certified Exercise Physiologist
Artist	Auto Tire Sales	CFO
Arts and Crafts	Awnings & Canopies	Chamber of Commerce
Assisted Living	Bail Bonds	Check Cashing Service
ATM Service Provider	Bakery	Chef
Attorney Animal Law	Balloons	Child Development Center
Attorney Bankruptcy	Bankcard Services	Chimney Sweep
Attorney Business	Banker	Chiropractor
Attorney Civil Litigation	Banquet Facility	Cleaning Products
Attorney Consumer Law	Barber	Clinical Social Worker
Attorney Corporate Law	Bath & Body	Closet Organizers
Attorney Criminal Law	BBQ Grill Maintenance	Cloud & Managed Data Storage
Attorney Divorce	Bed & Breakfast	Club Ambassador
Attorney Elder Law	Bereavement Service	Coach Business
Attorney Ethics	Beverage Sales	Coach Business Personal
Attorney Family Law	Bio Energetic Medicine	Coach Personal
Attorney Franchise	Bio-Hazard Hazmat Disposal	Coffee & Vending
Attorney Immigration	Boat Rental	Coins & Stamps
Attorney Intellectual Properties	Bookkeeper	Collection Service
Attorney Labor and Employment	Bookkeeping Systems	College Funding
Attorney Litigation	Bottled Water	Colonic Hydrotherapy
Attorney Malpractice	Bowling Center	Color Consultant
Attorney Municipal Court	Brewery	Commercial Audits
Attorney Patent	Bridal Shop	Commercial Cleaning Services

Commercial Lending	Cosmetic Surgeon	Energy Consultant
Commercial Truck Sales & Leasing	Cost Consultant	Energy Therapist
Communications Coach	Cost Segregation	Engineer
Community Association Consultant	Counter Tops	Engraving
Community Outreach	Country Club	Enrolled Agent
Computer Consultant	Courier Service	Entertainment
Computer Hardware Software	Court Reporter	Entertainment Party Rentals
Computer Networks	Courtroom Presenter	Entertainment Race Car
Computer Printer Repair	CPR Trainer	Environmental Consultant
Computer Programmer	Credit Restoration	Environmental Oil Tank Service
Computer Repair	Cryotherapy	Equipment Sales & Leasing
Computer Sales	Cryptocurrency	Escrow Agent
Computer Training	Culinary School	Essential Oils
Concierge	Custom Basement	Estate Advisor
Confectioner	Custom Clothing	Estate Sales
Contractor Asphalt	Custom Framing	Esthetician
Contractor Builder	Cutlery	Event Facility
Contractor Carpenter	Cyber Security	Event Lighting
Contractor Chimney	Dance Instruction	Event Planning
Contractor Commercial Doors	Data Backup & Recovery	Event Rentals
Contractor Concrete	Dating Service	Excavating
Contractor Concrete Sealer	Day Camp	Executive Gifts
Contractor Decks	Day Spa	Executive Offices
Contractor Decorative	Debt Arbitrator	Factoring Broker
Contractor Directory	Debt Consultant	Family Counseling
Contractor Drywall	Decorative Painter	Faux Painter
Contractor Electrical	Decorative Plumbing Supplies	Feng Shui Consultant
Contractor Electronic Systems	Delicatessen	Fiduciary
Contractor Fence	Demolition Hauling	Financial Advisor
Contractor Floor Covering	Dental Hygienist	Fingerprinting
Contractor General	Dental Lab	Fire Extinguisher Sales Service
Contractor Grout Cleaner	Dentist	Fire Protection
Contractor Hardwood Floors	Dermatologist	Firearm Instructor
Contractor Home Performance	Design Consultant	Firearm Safety
Contractor Insulation	Digital Story Booking	Fireplace Sales
Contractor Landscape	Disc Jockey	Fitness Center
Contractor Low Voltage	Divorce Financial Analyst	Floor Covering
Contractor Masonry	Document Imaging	Floor Heating
Contractor Mobility Products	Document Shredding	Flooring Restoration
Contractor Painting	Dog Day Care	Florist
Contractor Paving	Doula	Food Distributor
Contractor Plumbing	Driving Instructor	Food Menu Assembly
Contractor Pools	Drone Services	Food Service Equipment
Contractor Remodeling	Dry Cleaner	Food Specialist
Contractor Roofing	Dryer Vent Services	Forensic Accountants
Contractor Siding	eCommerce	Foster Care
Contractor Supplies	Education	Franchise Consultant
Contractor Tile Granite Marble	Education Consultant	Freight Services
Contractor Tub & Tile Resurfacing	Education Theater	Fuel Sales & Service
Contractor Waterproofing	Elder Care	Fund Raising
Contractor Wood Refinishing	Elder Care Consultant	Funeral Director
Copiers Fax	Electrician	Funeral Services
Copies	Electronic Repairs	Furniture
Copywriter	Elevator Sales and Maintenance	Furniture Rental
Corporate Communications	Embroidery	Furniture Restoration
Corporate Events	Employee Leasing	Galvanic Skin Hair & Scalp Treatments
Corporate Payment Programs	Employment Screening	Garage Doors
Cosmetic Laser	Employment Service	Generator Sales & Service

Gift Baskets
 Gift Catalog
 Gift Shop
 Glass
 Glazier
 Global Positioning System
 Golf Cart Sales
 Golf Instructor
 Golf Pro
 Graphic Design
 Greeting Card Service
 Gutters
 Gym Equipment Service
 Hair Stylist
 Handyman
 Hardware (non-computer related)
 Hauling Service
 Health Advocate
 Health & Fitness
 Health & Nutrition
 Health & Wellness
 Health Care Service
 Health Spa
 Hearing Aids
 Heating & Air Conditioning
 Historical Collectibles
 Hitches & Trailer Repairs
 Holiday Lighting
 Holistic Health Care
 Home & Property Inspector
 Home Automation
 Home Decor
 Home Entertainment
 Home Health Care
 Home Improvements
 Home Inventory
 Home Theater Sales
 Home Theater Specialist
 Home Warranties
 Hormone Replacement
 Hospice Care
 Hospital Care Consultant
 Hospitality Staff
 Hot Tubs
 Hotel & Restaurant Supplies
 Hotelier
 Human Resources
 Hyperbaric Oxygen Therapy
 Hypnotherapist
 Ice Cream Parlor
 Image Consultant
 Immigration Consultant
 Import Export
 Information Technology Consulting
 Ink and Toner
 Insurance Commercial
 Insurance Employee Benefits
 Insurance Life Health & Disability

Insurance Property & Casualty
 Insurance Supplements
 Interior Decorator
 Interior Design
 Interior Plantscape
 Internet Consultant
 Internet Marketing
 Internet Web Design
 Janitorial Services Commercial (G)
 Janitorial Services Residential (G)
 Janitorial Supplies
 Jeweler
 Jukebox Repair
 Junk Removal
 Kitchen & Bath Design
 Kitchen Products
 Knitting Clothing
 Landscape Architect
 Landscape Artificial Grass
 Landscape Design
 Landscape Maintenance
 Landscape Waterfalls
 Language Translator
 Laundromat
 Lawn Aeration
 Lawn & Yard Maintenance
 Lawn Sprinklers
 Leather & Vinyl
 Legal Document Preparation
 Legal Nurse Consultant
 Legal Process Server
 Lighting
 Limousine Service
 Linen Rental Supply
 Litigation Support
 Live Scan Fingerprinting
 Locksmith
 Logistics Management
 Loyalty Program
 LPN
 Lubricant Manufacture & Sales
 Machinists
 Magician
 Mailing Equipment Sales
 Mailing Services
 Make-Up Artist
 Make-Up Artist Permanent
 Marijuana Dispensary
 Marine Services
 Marketing
 Marketing Consultant
 Martial Arts
 Massage Therapist
 Mediator
 Medical Aesthetics
 Medical Billing
 Medical Equipment
 Medical Imaging

Medical Practice Consultant
 Medical Spa
 Medical Transportation
 Medicinal Cannabis
 Memorial Monuments
 Mental Health Counselor
 Mergers & Acquisitions
 Metal Fabrication
 Mold Inspection
 Mold Remediation
 Mortgage Loans
 Moss Removal
 Motorcycle Mechanic
 Moving and Storage
 Music
 Music Instructor
 Nail Art
 Nail Care
 Neurofeedback Training
 Non Profit
 Notary Public
 Notary Public Mobile
 Nursery
 Nursing Home
 Nursing Services
 Nutritionist
 Office Equipment
 Office Fragrancing
 Office Furniture
 Office Leasing
 Office Supplies
 Office Water Services
 Oil & Gas Development
 Ophthalmologist
 Optician
 Optometrist
 Oral Surgeon
 Organizer
 Ornamental Iron Welding
 Orthodontist
 Osteopathy Medicine
 Packaging Shipping
 Pageant Consultant
 Paper Supplies
 Paralegal
 Parking Lot Maintenance
 Party Supplies
 Patio Furniture
 Payroll Service
 Pedodontics
 Pension Administrator
 Periodontist
 Personal Assistant
 Personal Shopper
 Personal Trainer
 Pest Control
 Pet Boarding
 Pet Crematory

Pet Food	Real Estate Appraiser	Retail Trade Uniforms
Pet Food Delivery	Real Estate Auction Representative	Retirement Community
Pet Grooming	Real Estate Commercial	Roof Maintenance Cleaning
Pet Shop	Real Estate Education	Running Coach
Pet Sitter	Real Estate Investment	RV Sales & Leasing
Pet Trainer	Real Estate Residential	Safety Apparel & Equipment
Pet Waste Removal	Real Estate Staging	Safety Consultant
Pharmacy	Recreational Vehicle	Sales Training
Photo & Image Transfer	Recruiter	Salon
Photo Booths	Recycled Rubber Mulch	Salt Cave Therapy
Photo Supplies	Recycling	Sandblasting
Photographer	Reflexologist	Sanitizing Services
Physical Therapist	Regenerative Medicine	Scrapbook
Physician	Reiki	Screen Printing
Physician Assistant	Research Services	Screens
Physician Internal Medicine	Residential Cleaning Services	Search Engine Optimization
Physician Naturopathic	Residential Fragrancing	Secretarial Services
Physician Pain Management	Resort	Security Consultant
Piano Service	Restaurant Casual Dining	Security Guard Service
Picture Framing	Restaurant Fine Dining	Security Systems
Pilates Instructor	Restoration Damage & Cleanup	Self-Directed IRA
Pilot Instructor	Resume & Cover Letter Service	Senior Relocation Specialist
Pizza Delivery	Retail	Senior Transportation Service
Placeholder	Retail Apparel	Service Station
Plants	Retail Athletic Footwear	Sewer & Septic
Plastic Fabrication	Retail Batteries	Sewing Machines
Plastic Surgeon	Retail Beauty Supplies	Shower & Tub Enclosures
Podiatrist	Retail Bicycles	Signs Banners
Point of Sale (POS)	Retail Book Store	Ski & Snowboard Training
Pool Service	Retail Candy Bouquet	Skin Care Cosmetics
Post OP Recovery Center	Retail Caskets and Urns	Sewer & Septic
Power Washing	Retail Cigar Lounge	Sewing Machines
Precious Metal and Diamond Advisor	Retail Coffee	Shower & Tub Enclosures
Precious Metals Buyer	Retail Firearms & Supplies	Signs Banners
Printer	Retail Formal Wear	Ski & Snowboard Training
Printer Repair	Retail Frozen Desserts	Skin Care Cosmetics
Private Investigator	Retail Frozen Meat	Sleep Consultant
Private Jet Charters	Retail Furniture	Small Engine Repair & Service
Private Money Lending	Retail Golf	Smog Check
Process Server	Retail Grocery	Social Media Consultant
Professional Employer Organization (PEO)	Retail Handbags	Social Media Marketing
Professional Interviewer	Retail Jewelry	Social Media Photo Printer
Project Management	Retail Juice Bar	Social Worker
Property Management	Retail Lingerie	Software Development
Property Management Consultant	Retail Luxury Linens	Solar Energy Systems
Property Tax Grievance	Retail Mattress	Speech and Dictation Instructor
Prosthesis	Retail Olive Oil	Speech Pathologist
Protective Coatings	Retail Paint Store	Spiritual Medium
Psychologist	Retail Photo Gifts	Sporting Goods
Psychotherapist	Retail Plumbing Fixtures	Sports Marketing
Pub/Tavern	Retail Pool & Spas	Sports Memorabilia
Public Adjuster	Retail Precast Concrete	Stained Glass
Public Relations	Retail Pretzels	Stone Care
Publishing	Retail Self Defense	Storage
Quiltmaker	Retail Shelving	Structural Engineer
Radio Station	Retail Ski Shop	Structured Cabling
Radon Mitigation	Retail Specialty Footwear	Student Loan Reviewer
Raft Rentals	Retail Specialty Items	Sunroom Prefab Installations

Surface Treatment
 Surveyor
 Swim Lessons
 Table Game Services
 Tailor Seamstress
 Tanning Salon
 Tattoo Artist
 Tax Preparation
 Team Building
 Telecommunications
 Telemarketing
 Telephone Systems
 Text Message Marketing
 Therapist Laser
 Thermographer
 Third Party Administrator
 Thrift Store
 Ticket Broker
 Tile & Marble Sales
 Title Insurance
 Towing Service
 Toxic Compounds Removal
 Toxic Compounds Testing
 Tradeshow Planning
 Transmissions
 Travel Agent
 Travel Specialist
 Tree Service
 Trophies Engraving
 Tupperware
 Tutoring Services
 TV Repairs & Service
 Uniform Service
 Upholstery
 Utility Trailer Sales
 Vacuum Cleaners
 Valet Services
 Veganic Farming
 Vending Machines
 Venture Capital
 Veterinarian
 Video Production
 Videographer
 Virtual Assistant
 Virtual Tours
 Voice Coach
 Voice Talent
 Wallcovering
 Waste Services
 Water Damage Prevention
 Water Purification
 Water Solutions
 Waxing
 Wedding Officiant
 Weight Control
 Welcoming Service
 Welder
 Well Drilling

Wholesale Lending
 Wildlife Control
 Window Cleaning
 Window Coverings
 Window Tinting
 Window Treatment Cleaning
 Windows & Doors
 Wine and Spirits

Wine Consultant
 Wireless Communications
 Wiring Install & Repair
 Woodworking
 Writer
 Yacht Sales & Leasing
 Yoga Instructor

NEW CATEGORY REQUEST

If the guest feels they do not fit into one of the LeTip official categories listed in this training guide, or on the official categories list on www.letipwired.com/network/categories, hold their application and contact LeTip International. We can determine if they fall under one of the category names we currently have or if it is something new that requires possibly creating a new category. **NO applications** should be voted on by a chapter or submitted to LeTip unless one of the official categories is listed. This will also prevent delay on an application submitted with a non-official category.

Here are the steps required for a chapter to request a possible new category when a guest applying does not fall into one of the current official categories.

1. Have the guest submit in writing (email) a brief description of their business and service.
2. If they have a website address, please provide the URL also. It helps us learn more about their company by viewing their website.
3. List what they think the field (category) name might be called. (This is not necessary what we will call it, but helps to give an idea of the industry.)
4. LeTip will review the request for the category and check to see if it possibly already falls under an official category, or if it is something new that LeTip will consider on adding. LeTip will check with our legal team to insure it will not create a conflict of interest with another category if approved.
5. LeTip will notify the chapter of approval or denial of the category. If approved, the chapter can then proceed with the vote on the application.

For any questions on LeTip categories contact LeTip 800-255-3847.

FREQUENTLY ASKED APPLICATION QUESTIONS

1. Is my original membership fee paid annually?

No, but typically your renewal is always less than annual dues unless paid late. The month prior to your anniversary month, you will receive an email renewal invoice notice from LeTip International.

2. Can I split my application fee into several payments?

Yes. When filling out the LeTip Wired online application, you can check the payment plan option box and split the enrollment fee into three payments for the LeTip membership enrollment fee. A separate payment goes directly to your chapter for the quarterly dues and they may not split payments.

3. Are membership fees refundable?

No, membership fees paid to LeTip International, Inc. are not refundable. This is clearly stated on the membership application. It is also stated in the LeTip Bylaws.

4. Do I need a Sponsor to join a LeTip chapter?

Although you do not need a sponsor to join a LeTip chapter, we like to give credit where credit is due. In fact, we have a Color Badge/Incentive program that centers around sponsorship. When a member has sponsored you, it is important to put that name on your application, so credit is given.

5. What is the difference between a personal membership & company owned membership?

A personal membership belongs solely to the member. A company membership is owned by the company, and should you leave their employ, they are entitled to send another employee to the LeTip chapter to replace you. However, each member must earn their own badge color.

6. I am a member of the Chamber of Commerce. Does that present a conflict of interest?

We find that a Chamber Membership enhances your networking opportunities and is definitely not a conflict of interest. Any similar type networking group that allows one category only would most definitely be a conflict, including the chamber.

7. Is the attendance really strict, because I do not think I could commit to weekly meetings?

Yes! Attendance is crucial to the success of our LeTip chapters. You need to attend at least 80% of the meetings. However, you are also entitled to an alternate who can attend up to six times a year to keep your attendance in compliance. You are allowed four absences per quarter if you tell your chapter ahead of time, however, if you do not notify your chapter it will count as an unexcused absence.

8. Do members really pass four Tips per month?

Yes. In fact, many members pass that amount per week. We feel very strongly that a committed LeTip member should pass a minimum of one qualified Tip per week.

9. What does it mean to dress like a professional?

We expect all LeTip members to wear clean business attire appropriate to their profession. When your clothing projects a professional image, others will respond to you more positively. Looking the part brings both personal and financial success. (In LeTip Wired go to the Document Library and search LeTip Dress Code for more information.)

INSPECTOR ED ON THE CASE!

Get new members off on the right foot!



All chapters have at least one Inspector. Some have two... or even three. The concept of multiple Inspectors is new to many chapters, but well worth considering. For example, the chapter's contractor would be an ideal Inspector for applicants that fall into his power circle - plumbers, electricians,

roofers, and others in the building trades. The financial planner could inspect all "financially based" applicants and the dentist could inspect medical field applicants. People in related industries will have a clearer idea of what questions to ask during the inspection process.

The Art of Inspection

What is the Inspector's true job? Many think it is to help a prospective member fill out the application form and collect payment. If your chapter Inspector is only doing that, you're missing one of the most important opportunities available to your LeTip chapter! Why? Because the Inspector is the single most important person in the new member process!

Please don't shrug your shoulders! It's true! Each new member makes commitments when they join. Your existing members should make that same promise back. Inspectors should make this clear when doing an inspection report. The question is asked "When you join this chapter you are asking its members to extend their loyalty to you in the form of Tips. Are you willing to make that commitment?". Of course, they always answer yes. But ask your existing members during your inspection report that same question about that applicant. Do they agree? Make sure they do! Make them pause and think about this fact before they just write "yes" on that ballot.

When meeting a prospect, an Inspector must verify place of business, verify full-time employment in the chosen category and so on. A well-trained Inspector takes full advantage of this opportunity to investigate a bit further. For example, what about references? Time in the business? Experience? What does the prospect expect to get from LeTip? Will they commit to Lunch Bunch, Power Partners, and Visitations? Can they make the next new member orientation

meeting? A well-trained Inspector makes a prospect understand the importance of these programs! Why? Because if the Inspector doesn't, the entire chapter will have a harder task of acclimating that new member into their group. Worse, the chapter may vote in a lackadaisical, weak member.

Recently I inspected an applicant in a retail business. When I asked the prospect if she had any problem allocating time to do visitations, she said that it would be difficult because of her business and that she would probably just pay the \$5.00 penalty. Our chapter asks all our members to commit to 12 months, at 12 hours per month, or we ask them to join another group. Once again, she was disengaged and so I ended the meeting and walked out without an application or the check she was ready and willing to write. Why? Because she would not have made a good member, based on her lack of commitment. She may apply again, but if she does, she knows that our chapter clearly requires dedicated members. Our prospects understand that we expect them to dedicate 10-12 hours a month (in addition to the meetings). Additionally, every month we expect 2 visitations (1-2 hours) and at least one power partner meeting (1.5 hours). A member who puts this type of time into the group is bound to be successful.

An Inspector who isn't sure about a prospect should let chapter members know in his report. Warn them about a prospect who answers "no" when asked if he could commit 10-12 hours a week or says that he could not Tip chapter members because he has family who do those things. Eliminate weak prospects before they become a real problem for your chapter. Once self-serving members are accepted into the chapter it is extremely difficult to get them out because they learn how to manipulate the system. Remember, this position is called inspection and not application.

Proper inspection can make a huge difference in the success of a chapter. Follow my lead and I'm certain you'll get there. Why? Because with the right people, this system works! Oh, and by the way, if your chapter doesn't have someone in the employee benefits category...!

Article contributor:

Edward T. MacConnell CBC, CHRS is President of the EMA Group Inc., an employee benefits firm in Feasterville, PA. Edward is a Platinum Badge holder. He also was a Past President, Membership Chair and Inspector in LeTip of Lower Bucks, PA.

APPLICATION AGREEMENT

LeTip Application Agreement

- ☐ I agree to attend a Network Training Seminar within 60 days of joining, or if later, at the earliest scheduled seminar.
- ☐ I understand that if I, or my alternate, miss two (2) consecutive unexcused meetings, or four (4) meetings in a calendar quarter, excused or not, my membership may be terminated. Arriving late or leaving early will not be tolerated, and will count as an excused absence for the calendar quarter.
- ☐ I will notify the Chapter's Vice-President in advance if I am unable to attend a meeting.
- ☐ I understand quarterly Business Mixer attendance is mandatory. Non-attendance incurs a \$10 Gentle Reminder.
- ☐ I agree to act and dress like a business professional.
- ☐ I will support each member in my LeTip Chapter and strive to have them satisfy my business/individual needs.
- ☐ I will invite guests to meetings and encourage them to join.
- ☐ I will sponsor one new member into LeTip within my first year.
- ☐ Upon joining, I agree to mail ten letters or postcards to prospective members. I also agree that it is my responsibility to help grow my chapter.
- ☐ I agree to Article IV, Section 4.1 (f) of the LeTip ByLaws which states that I am required to provide a minimum of 4 Tips per month in my chapter. I am willing to make this commitment and agree to pay a \$1 reminder every week that I do not pass a Tip, and failing to pass 4 Tips per month is grounds for termination.
- ☐ I understand that my membership may be terminated because of a breach of ethics.
- ☐ I work full-time in my Official LeTip Category.
- ☐ I agree to represent only one Official LeTip Category, as it appears on my badge.
- ☐ If required, I maintain a current license, accreditation, and/or insurance deemed necessary to work in my category.
- ☐ I will conform to LeTip's ByLaws, Rules & Procedures, and any subsequent changes that may occur.
- ☐ I Understand that I cannot belong to a similar exclusive networking group, tip or barter organization.
- ☐ I understand that members are expected to serve on the board or a committee. I am interested in (choose one):
☐ Becoming a board member. ☐ Serving on a committee. My interests are: _____
- ☐ I understand the information on this application will be used by the chapter when voting on my membership, or if a new chapter, by LeTip International's Representative.
- ☐ I fully understand my financial obligations regarding my initial and annual membership dues which include:
Initial LeTip Membership Dues of **\$440.00**
Initial Chapter Dues of \$ _____
Quarterly Chapter Dues \$ _____
Annual LeTip Membership Renewal is due during my anniversary month.
- ☐ **AUTOMATIC RENEWAL**
If, I am not in default of this Agreement, and subject to terms and conditions hereof, I agree to have my membership automatically renew at the rate indicated below. My membership will renew annually on the date that my membership application is approved by LeTip International, Inc. I acknowledge that LeTip International, Inc. reserves the right to increase membership dues. I understand that I will be given not less than 30-days notice of any such increase. If I cancel automatic renewal of my membership, I will send written notice not less than 30-days before cancellation to: LeTip International, Inc., 1826 West Broadway Road, Suite 20, Mesa, AZ 85202.
- ☐ **ANNUAL DUES** - Annual Renewal Dues **\$360.00**
Member's Initials _____
- ☐ I have read, and understand all the above statements, and agree to abide by them.

Disclaimer: Dues and other information on this agreement are subject to change without notice.

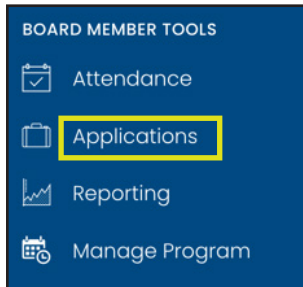
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During the applicant's Inspection, the Inspector should go over the application agreement questions with the applicant so they are fully aware of their commitment to LeTip and the chapter.



WIRED - APPROVING APPLICATIONS ONLINE

The chapter board have the ability to approve a prospect's application under the Board Member Tools. The three step process below shows the LeTip Wired online steps to approve the membership application.



Step One:

Select Applications

Click on "Applications" from the Board Member Tools menu options. The chapter's applications dashboard page will list all the guests names the chapter sent an application.

Step Two:

If the guest's application status shows submitted, and they have already been inspected and voted on, then next find their name on the applications page. Click on their name to display their application.

Applications									
Membership Applications 1 Category Change Requests Chapter Transfer Requests									
Find An Application Choose Columns Refresh ☐ Show Archived Show Advanced Filters									
Showing 1 to 1 of 1 records									
	Received Date	Sent Date	Status	Applicant	Chapter	Invited By	PDF	Actions	
1	09/01/2022	08/26/2022	Submitted	Joey Sawyer Woodworking Barn of Crafts	LeTip of Superstition/Gateway, AZ	Teri Beckman Insurance Property and Casualty	Download		

Step Three:

To approve, click the Green "Approve Application" button and in the approval box that comes up type a welcome note and click the Blue "Approve Application" button to approve their application. The new member will receive a receipt for their payment and a welcome email and LeTip Wired user information email. If by chance the guest was not voted in, click the Red "Declined Application". The guest will be sent an email notifying them they were not voted into the chapter.

The screenshot shows a web interface for managing member applications. At the top, there's a header "Member Application" with a back arrow. Below it are two buttons: "Decline Application" (red) and "Approve Application" (green). Underneath, there's a table with columns for Chapter, Category, and Sub. The first row shows "LeTip of Superstition/Gateway, AZ" for Chapter, "Woodworking" for Category, and "09/" for Sub. Below the table is a section for "Contact Information" with fields for Prefix, First Name, and Email. A modal window titled "Approve Application" is open, displaying a confirmation message: "Are you sure you want to approve this application? The member has requested a payment plan. Their membership will be activated and their payment method will be charged \$200 now, \$103 in 30 days and \$103 in 60 days for a total of \$406 USD (plus tax). The member will receive an email notification." Below this is a text area for "Personal Note / Message" and two buttons: "Cancel" and "Approve Application".

Once the Approval Process is Completed

Congratulations! The chapter's new member has instantly been added to the chapter roster and two emails have been sent to them.

First, the new member receives a welcome letter from the CEO of LeTip International, Inc. with the first steps they should take to succeed.

The letter covers LeTip Wired, their online profile, the mobile app, bylaws, Network Training Seminar, and more.

The second email they receive provides them with their LeTip Wired access (log-in) information. We encourage all new members to first set up their profile in LeTip Wired by adding a profile photo, personal bio, business bio, video, and social media links.

This will help them to build faster relationship. The chapter members can get to know them faster and also introduce them to the entire LeTip family nationwide who might have Inter-Chapter Tips for them.

The Premier Professional Leads Organization

Expand your business! | Build Lifelong Relationships! | Put "Dollars in your pocket!"™

Real Estate by Tasha B @ Brokers Guild Cherry Creek
Tasha Boser
3360 S Wadsworth Blvd
Lakewood, CO 80227

Dear Tasha,

Welcome to LeTip!

Just like you, I began my journey with LeTip by joining a chapter. And, just like you, I saw the LeTip program as a unique opportunity to grow professionally and financially. Little did I know that within eight years of working for LeTip, I would own the company.

My goal as LeTip CEO is clear for me; your success is LeTip's success. To help you achieve your business-growth goals, LeTip has a number of relationship-building tools and seminars, all of which will benefit you as a member. Over the upcoming months you have the chance to transform your business sales model. The members in your chapter should become one of your top sources for new business. In LeTip we say,

"It's great to be in business for yourself, but not by yourself.
Be in business with LeTip."

By joining your LeTip chapter, you have taken the first step in not being alone in business. Here are the next steps you should take to continue down this path.

1. Log into LeTipWired.com and complete your entire profile. The completeness of your profile will lead to more connections within the LeTip family inside and outside of your chapter. Here are the top items that you need to have in your profile:
 - a. Your Picture and Your Company Logo
 - b. Your 30 Second Commercial video
 - c. Your Biography and your About My Business
 - d. Your BANKCODE (click on the "Crack My Code" icon)
2. Keep a roster with you at all times - the easiest way to do this is to use the [LeTip Wired Mobile App](#). You may download this for free in your app store under LeTip.
3. Print out a copy of the LeTip Bylaws from the Document Library in LeTipWired. These will be useful in understanding the way LeTip is set up to operate for your

LeTip International, Inc. is notified when the chapter clicks the approve button on the application and the new member's badge is made and mailed to the chapter within 24-hours with their business card holder and lapel pin.

If the new member's sponsor earned a new badge color, it is also automatically requested and created to mail out with the new member's badge.





MENTOR DUTIES

Chapters should select their most experienced and knowledgeable members to be chapter mentors. These members have served on the board, are chapter top tippers, best guest inviter's, perfect attendance, etc. Mentors use their expertise as chapter leaders to pass on their skills to new chapter members which helps to quickly bring these new members up to speed in the chapter and encourages them to take ownership in the chapter.

Be caring & genuine to new members

- a. The mentor chair and mentor committee, appointed by the board of directors, consists of the chair and at least two other established members. Their primary responsibility is to make sure new members are welcome, assisted and encouraged along the way to LeTip success and to work with chapter members who are struggling to succeed.
- b. Mentor chair and committee must be in good standing and not be new members.

Assign each new member to a mentor committee member for three to six months

- a. Act as an advisor (mentor) for the new member, sitting next to them at meetings.
- b. Attend the Lunch Bunch with new member.
- c. The mentor attends the online Network Training Seminar with the new member.

Monitor the progress of the new & existing members

- a. Keep track of the new member's first 100 Tips that they pass. Work with the TipMaster for this information.
- b. Upgrading to a green badge - Work with the membership chair to ensure that the new member has sent their 10 missives, has followed up on them, and invited their potential Power Partners to the chapter meeting.
- c. Keep track of the Tips that the new member has received and the dollars that they represent.

Schedule Weekly Program Date

As soon as the member has attended the online Network Training Seminar. work with the program director and schedule the new member on the weekly program rotation. Help the member with their 10 minute presentation and ease any stage fright.

Help develop commercials

Assist new members to develop their 30-second commercial. Make sure they know how to express clearly what a good Tip is for them. Teach them how to ask for the business.

Help with Showboating

Guide new members through Showboating process and assist with good tabletop directions, using all 5 senses (feel, sound, sight, taste, and smell) in the Chapter Reference Guide see pg #116 for additional information on Showboating tips.

Mentor Checklist

Good mentors make the difference in a new members success. This short checklist covers the items the chapters mentors should go over with new member and the importance of each of them.

1. New member attends Network Training Seminar within first 60 days of joining.
2. How to pass and track tips in LeTip Wired.
3. Follow up on received tips within 24 hours.
4. Once NTS has been completed, adding them to the weekly program schedule and preparing them for their days as the showboater, greeter, speaker, and recipient of the lucky devil.
5. Help develop and improve 30 second commercials.
6. Evaluate members showboat table.
7. Share knowledge on inviting guests.
8. Importance of power partners.
9. Encourage upgrading badge colors.
10. Follow up quarterly with member to see how their doing and what questions they have.



GUESTS - WAYS TO INVITE & CLOSE

We all know though that inviting and closing guests can be challenging. Using LeTip's B.A.N.K. personality trait cards will give you the upper hand when speaking to a guest. You will be able to determine how to speak to them to give them what they are looking for. It allows for each to be respectful. You will be able to speak intelligently when you see the guest's code. Use the LeTip B.A.N.K. cards to determine the guest's code, then you will know which approach and words to use to invite and close them. Here are the four color personality traits.

Blue Print Stability Structure Systems Planning Processes Involvement Responsibility Duty Rules Credentials Title	Nurture Relationships Authenticity Personal Growth Significance Teamwork Community Charity Ethics Morality Contribution	Action Freedom Flexibility Spontaneity Action Opportunity Excitement Attention Stimulation Competition Winning Fun Image	Knowledge Learning Intelligence Logic Self-Mastery Technology R&D Science Universal truth Expertise Competence Accuracy The Big Picture
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5 Easy Questions when Inviting Guests in person

1. Would you like to make more money?
2. Can you use more business?
3. Are you available next (chapter meeting day)?
4. Would you like to have Breakfast/Lunch (chapter type) with me?
5. I have some trusted business professionals who can help you grow your business, is that ok?

Closing Guests - After the Meeting Some Questions to ask the guest

1. Did you like the LeTip meeting?
2. Is there any reason you wouldn't want to join us?
3. Would you like the membership application?

There really is no right or wrong question to ask, but find what works for you. Ask your chapter's best recruiters how they invite guests, what they say, etc. They can help mentor the chapter's White badge members who may be having a hard time telling people about LeTip and the chapter.

When closing guests, keep it positive, inviting, fun, warm and welcoming. If the chapter's meeting is fun and positive energy is felt, the meeting almost closes them for you. Have your groups leaders speak to every guest after the meeting to find out what the guest thought and ask them to join.