

New Category Request Procedure



Occasionally, a guest's profession may not clearly fit into one of LeTip's official categories listed in LeTip Wired. Before proceeding with a membership application, follow these steps to determine whether a new category request is necessary.

Before Submitting a New Category Request

- Check the Official Category List in the LeTip Wired Document Library to confirm that no existing category fits.
- Contact LeTip Headquarters if unsure whether an existing category can accommodate the guest's profession.
- DO NOT proceed with voting or application submission until LeTip confirms the category status.

Steps to Request a New Category

- Written Business Description – Ask the guest to submit a brief email outlining their business and services.
- Suggested Category Name – Have the guest propose a category name (LeTip may adjust this based on existing categories).
- LeTip Evaluation – LeTip's corporate team will review the request to check for category overlap, conflicts, or potential legal issues.
- Approval or Denial Notification – LeTip will respond within 24-48 business hours with a decision. If approved, the chapter may proceed with voting.

Questions? Contact LeTip Headquarters at 800-255-3847 for category assistance.

Why This Process Matters:

- Ensures consistency in category classification across all LeTip chapters.
- Prevents conflicts between similar categories.
- Avoids delays or rejections after an application is submitted.

REMEMBER: If the category request is not approved, the guest cannot be voted into the chapter under an unofficial category. Always confirm approval first!