



INSPECTION CHECKLIST

The inspector's job is to review a new member's suitability for membership. This process requires more than just confirming the hard facts, such a category and business location. It also requires ascertaining a prospective member's commitment to the chapter, and the chapter's ability to commit to the new member. Please note that inspection shouldn't be scheduled until a fully completed application is received with payment, including the chapter approved business card.

MEMBER NAME: _____

MEMBER BUSINESS NAME: _____

INTERESTED IN WHICH LETIP CATEGORY: _____

_____ Verify the prospect's chosen business category: Confirm that the category on the LeTip International list and that it doesn't conflict with any existing members?

_____ Verify the business card: Only business services that a member represents within the group can be marketed in LeTip. Review the current business card and confirm that only approved services are listed on card, and inform member that if approved for membership, a modified business card for LeTip purposes maybe required.

_____ Verify employment: Confirm that the member is a full-time employee or the owner of a company, and that the selected LeTip category is their primary source of income.

_____ Complete the Core Business Services Statement Below: Have the member describe the business services and break down each service into overall percentage of total business services, as the letip business category must be the majority of the member's business service.

BUSINESS SERVICE DESCRIPTION & PERCENTAGE OF OVERALL BUSINESS SERVICES

_____	(_____ %)
_____	(_____ %)
_____	(_____ %)
_____	(_____ %)

_____ Review the initial and renewal dues, attendance and tipping commitment, visitation, speaking, greeting, showboating, attending a LeTip Networking Training Seminar, and reviewing chapter incentives for members.

_____ Explain the voting process, including having the prospective member skip the meeting where their application would be voting on for admittance.

_____ Once member has been voted in, the application and payments are sent to LeTip International and if the member isn't voted in, the application and payments would be returned to member or forward application to LeTip International for another chapter if possible and if the member is interested.

_____ The best way for both old and new members to get and give tips is by recruiting power partners. New members and their power partners should get together ASAP to discover the many ways they can benefit each other.



OF PRINCETON

VOTING PRESENTATION SCRIPT

Good morning!

My name is _____

I currently hold the position of _____ on the LeTip of Princeton Board of Directors.

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

- I reviewed all information on the application form with the applicant to ensure they clearly understand their obligations to the chapter.

Today our chapter is voting on: _____
(Prospective Member Name)

From the company: _____
(Company or Business Name)

For the LeTip Category of: _____
(Official LeTip Category)

Here's the member's brief business summary: _____
(30 to 60 second presentation of business facts, no opinions please)

- The voting ballots are being passed out and as always, there's no open discussion about this application.

- If you have any questions not address prior to the chapter's president announcement email sent last week, please vote NO and put your phone number on the ballot. The president will call you to discuss your concerns and all of your comments to the president will be kept confidential.

- Please vote and pass your ballots to be collected.

VOTING RESULTS: YES _____ **NO** _____ **DATE OF VOTE:** _____