

ATTENDANCE REQUIREMENTS

Regular, steady and punctual attendance is the key to making the most of your membership. This is the only way the Club can fulfill its objective of enhancing each member's business. As a matter of fact, attendance is so important that it is the first topic addressed in the Bylaws. ARTICLE I states that, "No member may have more than six (6) absences in a row or sixteen (16) per year."

If you arrive after the meeting begins (7:45 AM) or leave before it ends, you are required to make note of it on the Tipsheet, and you will be charged a \$1.00 fee each time. The fee will appear on your monthly statement.

In summary, try to make every meeting and be on time!

HOW TO ENJOY YOUR TIPMASTER MEMBERSHIP

1. Review your membership book to see what members' businesses relate to yours, or to the needs of your customers. Those members provide a good start for tips and leads you can give.
2. Read this New Member Packet thoroughly. It's full of ways to learn the ropes.
3. Arrive at the meeting early to visit with and get to know other members.
4. See Vice President and schedule a talk as soon as possible so the membership will get to know you and your company quicker.
5. Attend all parties, social functions, and activities you can.
6. Sit at a different table each week to meet other members and learn what they do.
7. Review your membership book whenever you need to purchase a product or service.

CODE OF ETHICS

PREAMBLE: The position of each member in the Tipmasters Club is unique in that he is the only member in the Club in his particular profession. As such, he owes a high professional duty towards any leads furnished by his fellow members, while at the same time he also occupies a position of trust and loyalty to his own profession.

THEREFORE:

I BELIEVE IT TO BE MY RESPONSIBILITY:

To hold my business in high esteem and strive to maintain its prestige.

To respect any fellow member's confidence and hold in trust personal information.

To rigidly adhere to the observance of the highest standards of business and professional conduct.

To conduct my business on such a high plane that others emulating my example may help the standards of our vocations.

To respect the rights of and cooperate with all other members whose services are constructively related to my own in meeting the needs of my customers.

To recommend to those outside the Club the products or services of those in the Club.

To aid my fellow members by any ethical means whenever possible.

To attend each and every meeting on a regular basis.

To attend the social functions of the Club on a regular basis.

HOW TO FILL OUT THE TIPSHEET

The Tipsheet is a very important document. One is distributed at each table and after each member at the table records his or her leads, sales and commissions owed, it is brought to the head table.

To eliminate confusion as to what you indicate on the Tipsheet, here is an explanation for each column:

1. Write or print your name legibly.
2. List the name of fellow Tipmasters to whom you gave leads, and Tipmasters from whom you purchased products or services during the week.
3. List the names of fellow Tipmasters who gave you leads and sales.
4. List the names of fellow Tipmasters from whom you purchased products or services. This should also be in column 2.
5. List all Tipmasters who purchased products or services from you.
6. List all Tipmasters who gave you leads which resulted in sales made to someone not in the Club.
7. When you make a sale inside the Club to a Tipmaster or outside the Club as a result of a lead from a Tipmaster, you should indicate it in this column the commission due the Club. The minimum is 25¢ and the maximum is \$5.00. Please consult ARTICLE II Paragraph C in your BYLAWS for details concerning the commission fee.

| Example | Situation... | How you report it... |
|---------|---|--|
| 1 | Your brother-in-law needs a new set of tires, so you give him Billy Hebert's name and number. | You enter Billy's name in "Tips You Gave." |
| 2 | You purchase a new RV from Hoytt Adcock. | You list Hoytt's name in "Tips You Gave" and in "Sales You Purchased." |
| 3 | Don Bourque tells you he gave your name to one of his customers. | List Don's name in "Tips Given To You." |
| 4 | The customer Don referred to you purchases from you. | List Don's name in "Tips Given To You" and in "Sales Bought From You OUT of Club." |

If you have any questions concerning the filling out of the Tipsheet, anyone at your table will be happy to help you.

WHAT HAPPENS AT A TIPMASTERS MEETING?

Before the meeting:

Many members enjoy coming early and spending time talking and networking with other members. Get your breakfast and pick a table. Some members sit at the same table every week, but most move around to get to know different people.

Tipsheets and Money

Once you're at your table find the Tipsheet and write down all your activity for the week. (Details about how to fill it out can be found on another page in this packet.)

Each member contributes a dollar to the "Kitty." (Look for a plastic dish on your table, or ask an established member where to put your dollar.) At the end of the meeting, the Secretary/Treasurer will draw a name. If the person whose name is drawn is wearing his or her name tag and gave a lead that week, he or she wins the money.

Opening

Each meeting begins with a prayer offered by a member, and the reciting of the Pledge of Allegiance.

Announcements

Now is your chance to introduce guests or let other members know about special events in your business. It is also an opportunity to get the word out about community concerns, such as retirements, business changes, births, deaths, awards, and other milestones.

Speakers

A typical meeting will feature up to three speakers. Each speaker is given about ten minutes to talk about his or her business, changes in the industry, new product or service lines, or, occasionally, a non-business-related activity or hobby. The Vice President is responsible for scheduling the speakers. Once you've gotten a couple of meetings under your belt, talk to the Vice President about scheduling your talk.

Most speakers also enjoy offering door prizes, but they are not required.

Giving Tips & Leads

The Tipmaster will move from table to table giving each member a chance to report on his or her Tips and Leads during the week. (It pays to have them written down before the Tipmaster gets to your table.) Most members begin by giving their name and business name, then listing the leads given during the week. Many members also take the opportunity to thank people from whom they received leads or direct business during the week.

The order of Tips & Leads and Speakers may vary from week to week.

Ending the Meeting

The President will call for tipsheets and money. The Secretary/Treasurer will announce the winners of the Kitty and any door prizes that have been offered.

TIPMASTER TIPS FOR GIVING A GOOD TALK

Here are a few tips that will make your talk more interesting, informative, and most important of all, let the membership know how they can help you get more leads and business.

1. Be yourself and relax!
2. Don't consider it a "speech," but just talk as if you were talking to a prospect or customer.
3. Describe and summarize your product or service, especially if you are talking for the first time.
4. If you have a new or additional service or product, present or show it.
5. Be informative! Talk about new happenings in your industry, or laws that may affect or change your industry or consumer purchasing decisions.
6. Keep your talk moving to hold attention.
7. Get right into your talk! Jokes and irrelevant comments consume your limited time for your talk and questions.
8. Use the "mike" so everyone can hear you.
9. Give illustrations as to how your product or service can benefit the customer.
10. Name some of your prominent customers.
11. Use third party testimonials to reinforce your company's reputation.
12. Tell the membership how they can help you.
13. Be creative! Use props, videos, slides, handouts, etc.
14. Put your business card and other material on the tables.

Utilizing a few of these ideas will make your first talk easy and enjoyable.

The most important thing to remember is to treat it as if you were just talking to a client, prospect, or customer and not giving a speech.

A door prize is always appreciated by the members. If you have advertising specialties, gift certificates or a product to use as a door prize, it would be most welcomed. Or, you may want to purchase an inexpensive door prize. But please understand that a door prize is not mandatory.

YOUR MEMBERSHIP, PROSPECTIVE MEMBERS, AND GUESTS

Your membership in the Tipmasters Club is of great value and should not be considered lightly. You are the only member of your profession in the Club, and as such you owe a responsibility to the Club to attend the meetings regularly in order to become familiar with all the members and for them to get to know you. Your membership belongs to you and not the company for which you work. Should you change jobs and remain in the same profession, your membership will go with you to your new firm. (Individual membership.)

Sometimes an overlap may occur in that, in addition to your primary product or service, you may handle a product or service which conflicts with another Tipmaster's primary line. Such overlaps do exist and it is important for you not to publicize that phase of your business which is not your primary membership category when it conflicts with another member's primary membership category.

You are encouraged to bring guests and prospective members to the meetings. If you bring a guest (business associate, friend, relative, etc.) you should sit with your guest and introduce him or her to the Club when it is your turn to introduce yourself. You will be billed on your monthly statement for the guest breakfast.

If you would like to bring a prospective member to a meeting, you must contact the Membership Chairperson first. This will eliminate any possible conflicts and uncomfortable situations if there is a conflict of professions.

If you do bring a prospective member which has been authorized by the Membership Chairperson, the Club will pay for the breakfast of the guest. If the prospective member attends other meetings before joining, those meals will be billed to the sponsor.

Please consult Article II, Paragraph E of the Club Bylaws for details on guest attendance.