

REFERRALS CLUB, Inc
Lake Havasu City, Arizona

TO THE SPONSOR OF A PROSPECTIVE MEMBER:

(Sponsor - keep this sheet and give the rest of the packet to your prospective member)

1. Contact Club Membership Chairman

Determine that the prospective member has no conflict with existing members.
Receive "Letter to Prospective Member" and Membership Application.

2. Invite the prospective member to a meeting.

The Prospective Member should be available to attend three meetings in a row.
Give Prospective Member the attached packet which includes a membership application.

3. Prospective Member's 1st Meeting:

Introduce the Prospective Member to the other members.
Sit with your Prospective Member.
Remind them that they will be talking about their business for about 1 minute.
The Club will pay for this breakfast for your guest.

4. Prospective Member's 2nd Meeting:

Hand the Membership Application to Membership Chairman or the President
Include a check for the \$150 membership fee.
Attach copies of the following (where applicable)
City Business License and any other licenses required.
Liability Insurance Policy or Certificate of Liability Insurance.
Workers Compensation Insurance Policy (if you have employees).
Prospective Member will again speak about their business for 1 to 2 minutes.

5. After 2nd Meeting:

Inspector will visit the Prospective Member at his/her place of business.

6. Prospective Member's 3rd Meeting:

Prospective Member will speak from the podium for 2 to 3 minutes.
Prospective Member will be asked to leave before discussion and the vote.

7. You, as Sponsor, will be contacted about the result of the vote.

Contact the Prospective Member promptly about the outcome.
Notify the Prospective Member that they will receive an invoice for the remaining meetings in the current quarter.

8. The New Member will receive a Badge and Card Caddie as soon as possible.

9. You should plan to sit with the New Member for the next few weeks.

Make them feel welcome to our Club.
Explain the workings of the Club as the opportunities arise.