

Executive LeTip of West L.A.

Dear Inspector,

Please be sure you have this form and the application filled out **completely**. Also, be sure you get the original signed application from the candidate and the checks for International and our chapter.

If during your inspection you become aware of any license, degree or other qualification the applicant may have, get all of the information about that so you or someone else can verify it with the proper authorities. If you are unable to do the verification, please let me know and I will arrange for someone else to do that part of the inspection, but you must let me know immediately. Also please get the names and telephone numbers of at least 2 references, someone with whom this person has done business. If you are unable to call and verify these references, please call me with the information and I will have someone else do this also.

Remember when giving your report to be complete but not redundant, i.e., you don't have to read each question and say he answered yes, but you can say he answered yes to all of the questions on the application with the exception of: and insert any no answers and explanations necessary. Also, be sure to discuss fully the answers on this letter under question 2 "Verify Employment." The rest of this letter is to make sure the applicant is fully informed about his/her responsibilities to the group, and it is extremely important that you go over each one with the applicant.

Please remind the applicant to contact Liz Stewart for the training schedule once he or she is voted in.

Thanks for your help in doing this; I and the chapter appreciate it!

Cathe L. Caraway-Howard

Executive LeTip of West L.A.

April 2006

Inspector Chairperson: Cathe L. Caraway-Howard can be contacted by phone at (213) 873-4333 or fax (213) 873-4334 or by e-mail at ccaraway@banderlaw.com

Inspectors List of Questions and Conversation for New Applicants:

1. Visit the prospective member at their place of business. Is their place of business located at the same address as listed on applicant's documents? If not, what is the address of applicant's actual office location? The applicant must have a physical address, and not just a P.O. Box or non office address. If applicant chooses, this address will be kept private for Executive LeTip of West L.A. Board use only. _____
2. Verify Employment
 - a. Is the applicant a full time employee or owner of the company? _____
 - b. Who else is in the office? _____
 - c. What other business(es) are in the office? _____
 - d. Is the office in West L.A. or does the office do significant business in West L.A.? _____
 - e. Is the applicant in his/her profession on a full time basis? _____ **YES** or **NO**
 - f. How long has the applicant been in business? _____
 - g. Does the applicant have the required licenses for conducting his/her business? **YES** or **NO**
 - h. Is the applicant involved in any other networking groups? _____ **YES** or **NO**
 - i. If so, what are the groups and the nature of those groups? _____
 - j. Is the applicant a current or past member of another LeTip chapter? _____ **YES** or **NO**
 - k. What was the reason for leaving another LeTip chapter? _____
 - l. Get a list of references with phone numbers of customers, vendors and business associates.
3. Confirm all information on applicant's form.
 - a. **Verify the business category they have listed on the application with the official LeTip International Category List. Ensure that their category is not conflicting with any members.**
 - b. Verify that the application has been completely filled out, i.e.; company name, phone numbers, etc.
 - c. What is applicant's birthday? _____.
 - d. What is applicants e-mail address? _____.
4. Personally complete the bottom portion of the membership application.
 - a. Change #7 to read, "... you are required to provide a minimum of **4 tips** (not 2, as stated on older application forms)
 - b. Make sure that #10 is filled out. (5 names and numbers of professional referrals)
5. Explain the voting process to the prospective member.
 - a. On the applicants 3rd consecutive meeting, the applicant is given 2 minutes to speak to the membership (only if applicant has met with an inspector), followed by 1 minute of questions.
 - b. The applicant then leaves the meeting and the inspector gives his/her inspection report to the membership.
 - c. The applicant will then miss the following weeks' meeting (4th week) while we vote. The applicant will be notified that day if his/her membership has been approved.
6. Has the applicant completely reviewed the green folder with our LeTip Information? This is very important. Do they have any questions regarding any of the information in this folder?
7. Collect the following checks/payments:
 - a. LeTip International for \$325.00. (Payable by credit card or check.)
 - b. Executive LeTip of West L. A. for \$470.00 (this includes website fee of \$200.00, Exec. LeTip dues of \$45.00, and \$225.00 as quarterly breakfast dues, charged in advance) (Payable by **check only**.)
 - c. *The breakfast dues are paid in full up front and then prorated for the new members 2nd quarter.

Applicants Commitment to Executive LeTip of West L.A.

Please make sure the applicant is fully aware of the following:

1. Applicant should join the group with the minimum goal of a 1 year commitment. Our success comes with longevity!

2. Applicant should immediately begin to prepare a presentation of their work/services to the group. Applicant should schedule their presentation through the speaker coordinator as soon as possible.
3. Applicant should attend all meetings, on time, all mixers and all designated lunch bunches. Arriving to the Friday meeting late is considered an “unexcused absence”.
4. Only 3 “excused” absences per quarter are allowed. Explain “excused vs. unexcused” absence. Excused absences can be obtained by the members with notice to our Vice President, Jess Perlman, via phone, fax or e-mail. Absence must be communicated prior to the missed meeting.
5. Explain the “tipping” process. What is considered a tip and what is not.
6. Remind the applicant that they must bring in 1 new member prior to the completion of their first year of membership. Encourage applicant to bring in potential new members as soon as possible.
7. Explain the importance of working with “power partners”.
8. Share your own testimonials and business growth experiences as a LeTip member.
9. Remind the applicant of the existence of our “Ethics Committee” to resolve any ethical questions or issues between members.

After the Inspection is completed:

1. You must present your inspection report to the Membership at the next Chapter meeting. Only read the information that is supplied on the bottom portion of the application and the top portion of this form.
2. Give the completed **original** application and 2 checks to the Membership Chairperson. (Eve Mazzara)

Applicants name and/or business name

Date of Inspection

Inspector’s signature