

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**, Virginia Chambers, at a meeting or at 230-1390.
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 at their next meeting**
- 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.