



NEW MEMBER "FAST TRACK TO SUCCESS" CHECKLIST

MEMBER INFORMATION

Chapter Name:

Insert attendance allotment

Add Fee Renewal Date:

New Member Mentor: Name - Phone

FIRST WEEK

- Executive Team introduces you to the Group New Member Mentor to answer general questions.
- Register at www.Evite.com –reply wkly to market your services & provide facility & speakers with head count for set-up & handouts
- Like our Group Facebook Page @B2BFL or <https://www.facebook.com/B2BFL/> and our group page:
- Receive your Business Card Holder – at the next wkly Event stock with 5 of each members Business Cards

POLICIES & PROCEDURES

- Review **Member Guidelines** online under new member
 - Membership Fees, pg 7
 - Membership Requirements, pg 8
 - Attendance Policy, pg 9 - 11
 - Sabbatical & Transfers, pg 11
 - Fast Track to Success, pg 12 -16

www.B2B-FL.com/resources Your password is *in your Welcome Letter*. This is a private page for current members only.

- Review Current Members Business Cards and their Categories - so you know what categories are currently represented in your group and how to contact them. A listing of your group members is also online
 - Make a list of your contacts to invite to fill Open Categories
 - Make a list of the Categories you would most want in your group as potential Power Partners

PRIOR TO SECOND MEETING

Download & Print Forms found online in the member resource area

Complete the **30-Second Commercial & Agent Commercial**

Add B2B Meeting into your calendar for every week
 Sit with the New Member Mentor at the meeting for help in completing Referral Slips and to answer questions about our process.

10-MINUTE PRESENTATION

- Review the **10-Minute Presentation** Document downloaded from b2b-fl.com/resources page
- Prepare **Speaker Introduction** – Interactive Document - complete & print from the from b2b-fl.com/resources page, make a copy for your records and one to give to the Chapter Coordinator to file & read prior to your presentations.
- Advertise your Topic to members via the *Evite, E-mail* and during *30 second Promo's* at least 2 weeks prior so that they can invite guests to hear your presentation.
- Print **Speaker Evaluation Forms** - one for each person in attendance – ck wkly Evite for the confirmed headcount
- Prepare Handouts & related Materials to support your Topic
- Respond to Questions rec'd on **Speaker Evaluation Forms** – Member E-mail addresses are listed on the wkly Directors Recap

WITHIN THE FIRST MONTH

- Complete the 1 on 1 (**TEAMwork Form**) in preparation of your meetings with members. Save the completed document & Print 2 copies for each scheduled 1 on 1 so that you have one to use as a guide and one to give to the member you are meeting with.
- Schedule your first **1 on 1 meeting** with the New Member Mentor, a member of the Executive Team and *subsequently arrange to meet all members in chapter – this will allow you to get to know the goods/services offered by the membership & vice versa & assist all to generate Quality Referrals to increase business success.*

ONGOING

- Listen to what your contacts need and introduce your members
- Promote your group members by including a Signature Tag on your emails
- Think *Outside of the Box* for ways to assist your members in generating referrals, *be specific when asking for introductions.*