

# LeTip Mentor Checklist



New Member Name:

Phone:

Category:

Email:

## LeTip Wired

- Make sure the new member is registered at LeTip Wired and understands how to enter tips.
- Member completes profile including:
  - Photograph
  - Biography
  - What a definition of a tip is to his or her business
  - All contact info is correct and up to date
  - Make sure the new member is registered for network training seminar within sixty days by NTS online

## LeTip Chapter & Meetings

- Sit next to the new member for the first four meetings.  
Sit in a different part of the room each week so that the new member (and you) can meet other members.
- Introduce the new member to the members of the Board of Directors.
- Make sure the new member gets on the roster with the Program Director. Review with the new member what the Greeter, Showboat, Speaker, and Lucky Devil does.  
It is important that the new member reads the Program which the Program Director sends each week. Sometimes, the rotation changes making it imperative to check the roster each week. Emphasize that satisfying the Lucky Devil requirement is not to just get up and talk about someone for three minutes. The idea is to get to know the recipient better and to let others know about him or her. It is rude to wait until the day before or the day of the meeting to talk to the recipient.
- Help the new member develop a thirty second commercial.
- Explain about the opportunity to visit other LeTip Chapters.
- Share that he or she can get reimbursed for up to \$25.00 for meeting with another member for a one on one. However, to be reimbursed a member can have a one on one, with the same member, every six months. One on ones should not be limited to power partners.

## LeTip Bylaws

- Discuss dues both quarterly and yearly LeTip International renewal.
- Review rewards and reminders with member (example: telephone ringing pay \$20.00, no guest pay \$.25, four or more tips receive \$1.00).
- Explain rules for attendance, tipping, and speaking schedule,.
- Explain the rules of a leave of absence (LOA).
- The mentor and the new member should attend the first board meeting after joining.

## Membership

- Explain badge colors and the importance of increasing membership.
- Completed ten qualified letters/emails inviting guests to attend.
- Explain that the new member must sponsor one other new member into the group in the first year.
- Help set up a lunch bunch for the new member with power partners and yourself if you can attend.

- Explain to the new member the opportunities to serve this chapter (board member, committee, sponsor a business mixer).

**Tipping**

- Show the new member the card caddie and explain the importance of carrying it.
- Discuss to the new member that tips need to be followed up on in twenty-four hours.

  

\_\_\_\_\_  
Mentor Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date Completed

**For New Member Only:**

Did your Mentor answer all the questions above so you feel you can be an active member of our chapter? If not please explain:

Would you recommend anything to be added to the checklist? If not please explain:

Would you recommend your mentor to another new member in the future? If Not Please explain:

If you have any additional comments please add them below:

\_\_\_\_\_  
New Member Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date Completed