

## **Club Sponsorship Award**

### **Charter a Community Club:**

- Decide on the target audience, i.e. experienced, novice, specialty, community, etc.
- Publicize the meeting via emails, flyers, news articles
- Display contact name, email, telephone announcing meeting date.
- Enlist the local Chamber of Commerce perhaps as a joint sponsor.
- Assuming interest level is high enough contact Patti or John to plan a virtual demonstration meeting.
- Market the demo meeting and ask for confirmation of attendance.
- Present the demo meeting and encourage attendees to complete membership applications. Set date for next meeting electing officers. Select time and dates for future virtual meetings.
- Prepare furnished Excel template listing members and contact information.
- Prepare chartering Forms 1 thru 6 and submit to John for review.
- Arrange for payment, i.e. credit cards, cash or checks for payments.
- Submit charter forms and payment to TI.
- TI charters the club, \$50 award received.

## **Club Sponsorship Award**

### **Charter a Corporate Club**

- Contact senior management with the proposal to start a club. Highest level available is best from CEO to department directors and managers.
- Once approval is confirmed contact Patti or John for District support.
- Promote a marketing piece, flyer or survey and email or include in the organization newsletter asking for expression of interest from eligible employees.
- Assuming interest level is high enough contact Patti or John and set a date for a virtual demonstration meeting.
- Market the demo meeting and ask for confirmation of attendance.
- Present the demo meeting and encourage members to complete membership applications. Set date for next meeting electing officers. Select time and dates for future virtual meetings.
- Prepare furnished Excel template listing members and contact information.
- Prepare chartering Forms 1 thru 6 and submit to John for review.
- Arrange for payment, ie company credit card or individual payments.
- Submit charter forms and payment to TI.
- TI charters the club, \$50 award received.