

One More Referral

Policies & Procedures

(updated February 9, 2010)

Vision Statement

To provide a casual environment that sets the stage for business professionals to build and develop relationships among business professionals.

Tag Line

Building your business one referral at a time

Meeting Times

Meetings will begin at 8:00am and end at 9:30am.

Open Networking

All attendees should be standing, not sitting. Before any Open Networking begins, rooms must be set up and put back to its original settings.

Open Networking runs from 7:45am-8:00am and 9:30am-10:00am. One More Referral begins promptly at 8:00am.

Meeting Fees

Members and guests are required to pay \$5.00 per meeting, unless you have signed up to take advantage of the Incentive Membership.

Competition

One More Referral is about creating an environment of building business relationships with other business professionals, not competition.

Meetings are open to any number of business professionals per profession. For example: 3 Realtors – 3 different Agencies

Membership

To become a member of One More Referral, an application must be completed. Once reviewed, the member will be notified and eligible for the benefits of One More Referral.

One More Referral is not about distribution and mailing lists; it is about building the trust and respect of other business professionals in the local community, so that they will your business and services to their customers and clients.

Preferred & Incentive Memberships allow members to participate in the Full Member Profile, Business Spotlight, Member Discount Program, Black Box and to purchase the Membership Database for a minimal per time fee.

Membership Benefits

One More Referral offers its members the following benefits:

Basic

- * Limited profile
- * Multiple chapter meeting opportunities
- * Multiple professionals per profession
- * One on One Schmoozes
- * OMR trading cards
- * Online referral network
- * Business Professional introduction
- * Business Development series
- * Golf links
- * Spare links
- * "Getting to know the Community"
- * Community Service partner opportunities
- * Leadership Team
- * Advisory Committee
- * Upcoming Event announcements
- * Testimonials

Preferred & Incentive

- * Full profile - Name, Company, Email, Phone, Website, Photo/Logo and Description
- * Multiple meeting opportunities
- * Multiple professionals per profession
- * One on One Schmoozes
- * OMR trading cards
- * Online referral network
- * Member discount program
- * Black box
- * OMR trading cards
- * Online referral network
- * Business Professional introduction
- * Business Spotlight
- * Business Development series
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Membership Discounts

Discounts can be offered to One More Referral members of any One More Referral chapters.

A quarterly discount program will begin each quarter and is available to members of One More Referral that have registered for the Preferred & Incentive Memberships.

Attendance - Members

Attendance is suggested, but not required to keep membership with One More Referral.

Attendance - Guests

Guests are welcome to attend as many times as they feel necessary. There is a \$5.00 per meeting charge for all but Incentive members.

Professionalism & Attitude

The group's attitude directly affects the way the meeting is held. Positive attitude, professionalism, and enthusiasm generates referrals, and therefore, more business.

Refraining from side talk during meeting time shows respect for others, prevents distraction from the subject at hand and keeps our agenda on track and on time.

We also ask that you raise your hand so that the facilitator can acknowledge you, giving everyone an equal opportunity to ask questions and express their thoughts.

Black Box

Preferred & Incentive Members may put their business cards in the box alphabetically by company name. Guest business cards should not be placed in the box.

Keep the box moving. First time around, put business cards in the box, second time around pull out business cards.

Website

Each Basic, Preferred, & Incentive member will have the opportunity to have their business listed under ONE category on the website. Additional categories will be available to the member at a \$10.00 per category charge.

Preferred & Incentive members will have a Full Profile of their business.

Member List

The Member list is available to Preferred & Incentive members at a charge of \$50.00 per request and is a one time fee.

Leadership Team

The Leadership Team is comprised of the members in each chapter, that work with each other to facilitate each chapter meeting. Each member of the Leadership Team is asked to keep in contact with the facilitator and to attend the bi-monthly Leadership & Advisory meetings, which are held the 3rd Monday of each month.

- * **Chairperson or Facilitator** – takes care of running the One More Referral meetings
- * **Secretary** – scribes the notes of the meeting, sends out a list of those members and guests that attended that meeting
- * **Registration Coordinator** – takes money at each meeting, then deposits into designated bank institution
- * **Education Coordinator**– sets up business spotlight openings and introduces presenter at meeting
- * **Website Coordinator** – coordinates the website and member applications
- * **Community Service Partner** – involved with activities and updates with local community service sponsor

Professional Introduction

The professional introduction allows members and guests 45 seconds to introduce themselves to others in attendance of their business and products and services that they offer.

It is crucial that the professional introduction go no longer than 45 to allow the others that are in attendance to make their introductions. A time keeper will let the presenter know when their time has elapsed.

Business Spotlight

The business spotlight allows Preferred & Incentive members to give a 10 minute presentation to the other attendees of One More Referral, which allows for information that the 45 second Professional Introduction would not allow. Literature may be distributed to the group. Topic should pertain to networking or the business product and services that the presenter has to offer. Questions can be addressed during open networking.

The Business Spotlight presenter will not get a 45 second Professional Introduction.

One on One Schmoozes

Schmoozing can be done by a member or a guest.

At each meeting, each attendee will put a business card in a box. Each attendee will then pick a business card from the box. Prior to the next Meeting, each attendee is asked to get in contact with this member or guest to set up a One on One Schmooze. In addition, the attendee will also be contacted by another attendee that picked their business card to also set up a One on One Schmooze.

If you pick a business professional that you know or have already met with, then meet with them again, that is the way to develop business relationships with other members.

Complete these Schmoozes before the next One More Referral meeting. If you do not schmooze, you lose!!!

Ethics

Members and guests must be in good standing with the communities represented.

Advisory Committee

In addition to the Leadership Team, a committee of 10 members assembled from the chapters shall meet after the Leadership meetings, held every other month, on the 3rd Monday to discuss and deal with any issues and concerns of members and guests of the meetings.

Arbitration

If at anytime a member or guest has a disagreement or concern with a current or potential member that they cannot resolve within the group, the matter shall be brought before the Advisory Committee.

These policies and procedures are provided to keep the One More Referral a group that we are all proud to be a part of and would recommend to other business professionals.

If a member does not respect these policies and procedures, their membership can be revoked by the decision of the Founder & the Advisory Committee.

Privacy Policy

Member information is collected solely for the purpose of helping promote your business to the OMR community and to potential customers and business partners via the OMR website. In addition, the Member list is available for purchase ONLY by OMR Preferred and Incentive members. The member list is not available to anyone other than OMR Preferred & Incentive members. OMR members who **do not** wish to have their information distributed on the Member list may choose to opt out of the list by logging into the website and, in the **Edit Profile** page, checking the button **No** next to “**I give permission for my information to be included in the Membership List for sale to Preferred and Incentive OMR members only.**” and then clicking **OK** at the bottom of the form to save the changes.