



# Networking Leads Groups Application

505 East Border  
Arlington, TX 76010  
817-543-4288  
Fax 817-261-7535  
www.arlingtontx.com

Company: \_\_\_\_\_

Business Classification: \_\_\_\_\_

Primary Representative: \_\_\_\_\_

Business Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Position with Company: \_\_\_\_\_ Length of service: \_\_\_\_\_

Date Company founded: \_\_\_\_\_ No. of employees: \_\_\_\_\_

A good lead for me would be: \_\_\_\_\_

**Alternate** from your company if you are not able to attend: \_\_\_\_\_

Professional or civic organization including offices held and dates: \_\_\_\_\_

Please list any other business involvement: \_\_\_\_\_

**Group:**  Tues-AM  Tues-PM  Wed-AM  Wed-PM  Thurs-AM  Thurs-PM

My company is a member in good standing of the Arlington Chamber.  Yes  No

**General Members - The Networking Referral Group fee is \$75.00 annually and must be submitted with application (no charge for Corporate level investors). Corporate Member?  Yes**

Amount: \_\_\_\_\_  Cash  Check  Visa  MasterCard  Discover  AmEx

Account No.: \_\_\_\_\_ Exp. Date \_\_\_\_\_ Billing Zip Code \_\_\_\_\_

*I certify that this information is correct and authorize its use and verification by the Networking Referral Groups.*

Applicant Signature:

\_\_\_\_\_ Date \_\_\_\_\_

Applicant Authorization Signature (CEO or Business Representative):

\_\_\_\_\_ Date \_\_\_\_\_

Entry into a Networking Referral Group is: Subject to approval by the Membership and/or Classification Committee of that group. Applications are reviewed to confirm Chamber membership, possible overlap of industries, and initial dues computation. *No applicant will be denied membership in any group on the basis of sex, race, color, religious creed, or national origin.*

**Return to:** Networking Referral Groups  
Arlington Chamber of Commerce  
c/o Member Relations  
505 E. Border Street  
Arlington, Texas 76010  
PH: 817-543-4288; FAX: 817-261-7535

|  |
|--|
| <b>Group action:</b><br><input type="checkbox"/> Approved<br><input type="checkbox"/> Disapproved due to:<br>_____<br>Date: _____<br>By: _____<br>Entered: _____ |
|--|

**I. MISSION STATEMENT**

The mission of the Networking Leads Groups (NLG) is to provide structured opportunities for Chamber members to develop a network of relationships designed to build each other's business through quality referrals.

**II. GENERAL INFORMATION**

- A. A member of an NLG must be a member in good standing of the Arlington Chamber of Commerce or be employed by a member in good standing of the Arlington Chamber of Commerce. (Good standing means renewal paid by due date of membership.) If employed by the member, the member of an NLG must have the formal endorsement of his/her employer.
- B. The membership used to apply for an NLG is the only business a networking group participant may self promote. If an NLG member owns or markets a second business, they may not promote this service at the meetings, unless both businesses are NLG members of that group.
- C. NLG's meet at the Chamber. Some groups may choose to meet offsite no more than once/month. The NLG Chamber NLG Representative needs to be notified at least 24 hours in advance when this occurs.
- D. Facility Needs – A Chamber staff person should be notified of any equipment needs for each meeting. We ask that only Chamber staff operate any Chamber equipment. Coffee, tea, and water will be provided for each meeting.
- E. Membership in an NLG is limited to **one business type per group**. In addition, **a Chamber member business may be represented in only one group at any one time**. This means a leads group participant may not attend other Chamber leads groups for networking purposes once a commitment has been made to a group.

1) As a corporate member, if there are no competing businesses in a NLG, the member may visit these groups until the spot is filled. Once the spot is filled, the Chair of that group is to notify the corporate member that they can no longer attend their group as a visitor.

**III. MEMBERSHIP**

- A. PAPERWORK: All membership applications and a signed copy of the guidelines must be submitted to the Chair of the NLG Chair. The Chair will (1) verify the applicant is a Chamber member in good standing, (2) review the application for possible overlap of industries (3) and approve by signing the application. Once approved, the Chair will then submit to Business Development staff for their approval, along with payment.
  - a. If there is a potential classification conflict, the affected parties, meeting with the NLG Chair, will discuss and resolve classification issues. Applicants will be notified by the NLG Chair of the action taken on the application. Please make this very clear on the application if there are businesses in your NLG that are agreeing to divide certain areas that are similar. We discourage this but this is up to the Chair's judgment.
- B. DUES: Leads Group dues are \$75 annually, in addition to the Chamber membership dues, to cover the costs of administrative expenses. After the initial (prorated if necessary) dues payment, renewals are included with the member's annual Chamber membership invoice. Leads Group dues are required no later than the due date of the membership. Members who choose to disregard the timely payment of dues forfeit their place as a member of that group and will then be considered a visitor, being subject to the same process of application as a new group member. *Corporate Members are not charged NLG fees.*
- C. PAYMENT – After all paperwork is done and turned into the Chairman, please pay at the front desk by giving them your credit card, check, or cash along with your application. They will make a copy and give you back your original. If you're off-site and want to join, please fax or email application to Chamber NLG Representative. If paying by check, you may mail or take the application along with the check directly to the front desk for processing. We ask that you not put your credit card information on the form unless you are handing directly to a Chamber staff person for processing.
- D. PROSPECTIVE CHAMBER NLG MEMBERS: It is crucial that Chamber prospective group members be invited regularly to build a solid membership. Without group members, there are no referrals. Prospective group members are allowed up to two visits per group, after which they are asked to determine if they would like to join; however, prospective members are not required to wait two visits to make application for group membership.

**IV. LEADERSHIP AND LEADERSHIP SELECTION**

- A. The NLG Chairs are selected to serve one-year terms beginning October 1 – Sept 30. The Chair will accept nominations from their group (for the next year’s Chair and Vice Chair) during the first week of September. A silent vote should be taken, with the results given to the Chamber NLG Representative at the Chamber. Once approved by the Chamber, the current Chair will be notified so that they can notify those selected. Collectively, the NLG Chairs serve as the NLG Chair Committee, which meet once/quarter. Current Chairs can be included for re-election.
- B. Corporate level members must be given priority as Chair of NLG. If no corporate member is available, then General Member level members will be considered (must be Chamber members at least 6 months).

**V. REFERRALS**

- A. Referrals are to be recorded on a form provided to members. Referrals should be given or exchanged as soon as possible, not just on meeting days. A referral form should be turned in at the next meeting if the referral was exchanged at another time.
- B. It is the NLG Chairs responsibility to keep track of the number of leads given, to be turned in to the Chamber NLG Representative at the end of the fiscal year.
- C. It is desired that good, solid referrals be exchanged between members. While it is possible what each member considers to be a good referral could vary from member to member, the following is a general guideline: Referrals are considered to be well-qualified contacts, preferably where you have spoken to the person about referring them to a member of the group.

**VI. CONFLICTS**

- A. On the occasion a conflict would develop between two group members, the issue should be discussed between the two parties for resolution. In the event the two parties cannot resolve the conflict, the issue should be addressed with the group’s Chair. If the matter still cannot be resolved, the Chairman of the group should notify the Chamber NLG Representative to help provide resolution.

**VII. ATTENDANCE EXPECTATIONS**

*Regular attendance* is vital to the success of both the individual and the group. Members are expected to attend 75% of their group’s meetings.

- A. A NLG member **should not** be absent from more than **two (2) consecutive meetings without notification** to the group leadership prior to the weekly meeting. If possible, notice should be given at the previous group meeting. Otherwise, notification by phone or email to the appropriate group member or Chamber staff member is requested. If tardy more than 15 minutes, this will be counted as an absence.
- B. Any member failing to meet minimum attendance expectations will be notified by the NLG Chair in writing, giving member a reminder of the attendance policies, putting them on notice of the violation of policy. If the attendance requirements are not met a second time, the NLG Chair will notify the Chamber NLG Representative, who will notify and meet with the member for resolution. Documentation of attendance and email will be required as proof.

**VIII. TRACKING GROUP INFORMATION**

- A. NLG Chair will document weekly attendance, along with leads exchanged at each meeting.
- B. **WEBSITE** – Leads Group members get their name on the NLG page on the Chamber website, along with a link to their email, adding more exposure to their business.

\_\_\_\_\_  
Company Name – Print

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Leads Group Member

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature of Chamber Representative

\_\_\_\_\_  
Print name

- Tuesday AM
- Tuesday Noon
- Wednesday AM
- Wednesday Noon
- Thursday AM
- Thursday Noon