



## Membership Drive Referral Program Information

### Grow the Chamber and support YOUR community & local businesses

- A referral is a new business or repeat business (a business that hasn't been a member for more than one year) that joins the Chamber as a direct result of a current member's effort. It does not apply to businesses that the Chamber is presently in contact with regarding new membership.
- How the Membership Drive works: The Chamber member asks a prospect (client, business colleague, friend or neighbor) if they would be interested in learning about membership with the Meridian Chamber of Commerce.
- Inform the business you are referring that you would like to submit them as a potential new member and have the Membership Director contact them.
- If the answer is yes, the referring Chamber member fills out the Membership Drive Prospect Referral Information Form (online or paper) and provides the prospect's name, contact information and type of business to the Chamber of Commerce for follow-up.
- The Membership Director will contact the referred business regarding their interest, share the benefits of membership and offer to be of assistance to them with joining the Chamber.
- If the referred business joins the Chamber of Commerce and their full payment is received within 10 days of the referral, the referring Chamber member will receive a \$50 gift card to The Village Meridian.

#### Terms and Conditions:

- There is no limit to the number of prospects that can be submitted. Gift card must be picked up within 15 days of the new referred member joining.
- A completed referral form for each prospect must be received by a Chamber staff member prior to, or in tandem with the new membership application. No verbal referrals. Please fill out our online form or submit your form via mail, email or fax, or by giving it to the Membership Director.
- The person making the prospect referral must be a current and active member in good standing with the Meridian Chamber of Commerce.
- The referral is only valid for 15 days from the date of submission.
- If a prospect is submitted more than once, the Chamber will honor the Chamber member who turned in the referral form first.
- When we contact the referred business, we will mention you and your company as the referring business.
- **Pay outs totaling over \$600 will require a 1099 tax form provided by the Chamber.**

**\*Continue to Page 2 for Referral form\***



# Membership Drive

Please see the attached Membership Drive Referral Program Information sheet for details, terms and conditions.

## New Member Prospect Information Form

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

Contact Name: \_\_\_\_\_

Position: \_\_\_\_\_

Full Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Why are they interested in Chamber Membership?

\_\_\_\_\_  
\_\_\_\_\_

**Chamber Member Submitting the Referral:** Chamber staff will mention your name when contacting referral about membership

Contact Name: \_\_\_\_\_

Company Name: \_\_\_\_\_ Position: \_\_\_\_\_

City \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Yes, I am willing to attend the initial sales meeting between my suggested referral and chamber staff.

**Signature:**

**Date:**

(valid 15 days from this date)

\_\_\_\_\_

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**For Internal Use Only**

Referral Received By: \_\_\_\_\_ Date: \_\_\_\_\_

Date Prospect Joined: \_\_\_\_\_ Dues Amount: \_\_\_\_\_

Date Gift Card Picked Up: \_\_\_\_\_ Picked up by: \_\_\_\_\_

Signature: \_\_\_\_\_

## Please Return Completed Form To:

**Meridian Chamber of Commerce** 215 E. Franklin Road, Meridian, Idaho 83642

Email: [membership@meridianchamber.org](mailto:membership@meridianchamber.org)

Phone: 208.577.2441 - Fax: 208-888-2682