



HOW TO COORDINATE A “CHAPTER SPONSORED” ADVANCED WORKSHOP SESSION

“Chapter Sponsored” Advanced Workshop sessions are organized by a chapter to make it convenient for members to attend Advanced Workshop.

The Sponsoring Chapter will be responsible for reserving (and paying for) the training facility, promoting the training, collecting registration forms and registration fees, and reimbursing BNI Michigan for expenses. Expenses include training materials, shipping and Trainers’ time.

The Sponsoring Chapter may partner with a Sister Chapter(s) to bring together an adequate number of participants. BNI Michigan suggests a minimum of 20 participants.

The Sponsoring Chapter will be responsible for paying BNI Michigan \$30 per person or \$600, whichever is greater.

STEPS TO SUCCESS.... Allow 6-8 weeks for planning, promotion and registration.

- 6-8 Weeks out - Decide which Advanced Workshop Module will be offered & choose 2-3 possible dates for the event.
- Confirm you have a training location.
- Email or fax request form with dates to henri@bni-mi.com or 586-983-5214; Henrietta will confirm (by email) the date a trainer will be available for your session.
- Identify 1 member as your Sponsoring Champion who will act as the point of contact for the event.
- Your Sponsoring Champion will be responsible to:
 - Communicate with Sister Champions and promote the event.
 - Collect registration and payments for your chapter (and from Sister Champions).
 - Coordinate with the BNI office and BNI Trainer.
- Notify Henrietta at the BNI office of the Sponsoring Champion contact info.
- Henrietta will prepare the Registration Form and email it to the Sponsoring Champion.

NOTE: IF SISTER CHAPTERS ARE JOINING YOU FOR THIS EVENT:

1. You will need to provide consistent coaching and communication and have them **follow the same exact process outlined below.**
2. YOUR Sponsoring Champion will coach and communicate with the Sister Champions to support and coordinate the event.
3. As a start, email this document to your Sister Champions, and include an edited copy of the appropriate registration form.

CHAMPIONS: PROMOTE the training event during the announcements portion of your weekly BNI Chapter Meeting. Coordinate with your chapter President as necessary to allocate the time for this.

- 6 WEEKS PRIOR TO THE TRAINING EVENT: Begin promoting the date, time and investment. The registration deadline is 1 week prior to the event (registration means that a person has submitted a completed registration form and payment).

- Members pay the Sponsoring Chapter with Check, Cash, or by Credit Card.
- Announce this information weekly over the coming 4 weeks.

- 3 WEEKS PRIOR TO THE TRAINING EVENT: Print registration form - twice the number of copies as there are members in your chapter.

- 2 WEEKS AND THEN 1 WEEK PRIOR TO THE TRAINING EVENT: Hand out the registration forms to each member in the chapter and walk them through the registration process. **GIVE THEM TIME TO COMPLETE THE REGISTRATION FORM IN THE MEETING.** As everyone completes the form, walk around to collect them. **DO NOT COLLECT A REGISTRATION FORM WITHOUT A FORM OF PAYMENT.** (It keeps your job simple.)

- 1 WEEK PRIOR TO THE EVENT: Coordinate with your Sister Chapters how many and who will be attending.

- ⇒ Email Henrietta
- ⇒ a final headcount and registration list of those who have registered and paid.

- DAY OF THE EVENT: Give the Trainer an envelope with training fees and a list of attendees from all chapters. **VERIFY** correct payment is in the envelope - \$30 per person attending, or \$600 whichever is greater.

Sister Chapter Registrations: Sister Champions are responsible to collect and deliver their Members’ registrations and payments to the Sponsoring Champion before or on the day of the event.



Chapter Sponsored Advanced Workshop Request

Email or Fax form to henri@bni-mi.com or 586-983-5214

This section to be completed by member of Leadership

Sponsoring Chapter: _____
Your Chapter Name

LT Member making request: _____
Your Name

Contact Info – Phone: _____ **Email:** _____

Date requested: 1st Choice _____ 2nd Choice _____ 3rd Choice _____
(should be at least 6-8 weeks out)

Time for training: _____ (must be 3 hour window, example: 9am-12pm)

Advanced Module (circle one): Feature Presentations Referrals One-to-Ones Weekly Presentations

Do you have a location for the training yet? YES NO **Location Name:** _____

This section to be completed by Sponsoring Champion

Name of Sponsoring Champion: _____

Contact Info – Phone: _____ **Email:** _____

The Sponsoring Champion is responsible to:

- Lock in venue once date is confirmed (make the reservation, pay the venue and communicate final headcount to venue for room set-up)
- Promote the training within your chapter
- Promote the training to sister chapters, if you choose to do so
- Collect registrations for training (registrations must be complete with form and payment)
- Collect registrations from Sister Chapters
- Confirm with BNI office final count of registrations – 1 week before training
Sponsoring Chapter must have a minimum of 20 registrations from all participating chapters with payment of \$30 for each registration. If less than 20 registrations with payment are received, the training will be rescheduled for future date, unless chapter is willing to pay the difference to reach \$600.
- Collect registrations for training (must be complete with form and payment)
- Collect registrations from Sister Chapters
- Give envelope with complete list of attendees, registrations and payments (\$30 per person attending, or \$600 whichever is greater) to trainer before training begins

I understand the duties I am responsible for:

Sponsoring Champion Signature: _____

Date: _____