

Cape Cod Chamber of Commerce Leads Group Application

Company Name *(Must be a Chamber member in good standing)* : _____

Business Address: _____ City, State, Zip: _____

Phone Number: _____ Email: _____

Business Category(s) *(As listed with your Chamber membership)*

Applicant Information

First Name: _____ Last Name: _____

How did you hear about this program?: _____

Description of Products/Services:

Are you currently part of a leads group? Yes No

Have you participated in a Leads Group before? Yes No

If Yes, please provide feedback on your experience and what you expect from the Chamber Leads Group:

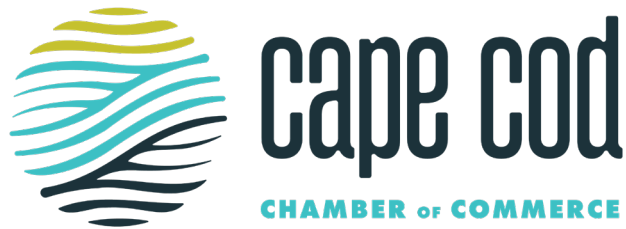
Are you interested in becoming a Leads Group leader? Yes No

Next Steps: Once we receive your application, it will be reviewed by the Membership Department. Your business category will be cross-checked with our available categories in the Leads Group, and the waiting list will be checked for any conflicts within the same category. Afterward, your application will be shared with the Leads Group officers for consideration. You will be contacted regarding the availability of your business category in the Leads Groups by the Membership Department. **Please return this completed application to: Email: membership@capecodchamber.org, Office Address: 5 Patti Page Way, Centerville, MA 02632.** For more information, contact: **Janae Mendes:** janae@capecodchamber.org and **Paige Goulet:** paige@capecodchamber.org

Acknowledgment & Agreement - By signing below, I confirm that I have read the Leads Group Guidelines (next page) and agree to abide by them.

Signature: _____ Date: _____

Preferred Leads Group: _____



Leads Group Guidelines

1. **Mission:** Leads Groups contribute to the economic growth of Chamber members through structured networking and the exchange of referrals.
2. **Organization:** Leads Groups are part of the Chamber's Membership Division. The Leads Group Committee, consisting of officers from each group, oversees the program's success.
3. **Meetings:** Groups meet once a month, with schedules set in coordination with Chamber staff.
4. **Meeting Logistics:**
 - Members are encouraged to bring meals if the meeting coincides with mealtime.
 - Biannually, groups are encouraged to host a catered meal, an off-site meeting, and a social event at a Chamber member's location.
5. **Member Qualifications:**
 - Must be a full-time employee of a Chamber member in good standing.
 - One representative per business category allowed per group.
 - New members are first recruited from the Leads Group waitlist.
6. **Member Responsibilities:**
 - Attend at least 75% of monthly meetings per quarter.
 - Hold a Chamber membership level or bundle that includes access to the Leads Group program.
 - Provide a minimum of two leads per meeting.
 - Respond to all qualified leads within 24 hours.
7. **Member Expectations:**
 - Be punctual and prepared to present your business at each meeting.
 - Give a 10-minute presentation on your business annually.
8. **Officers:**
 - **Chairperson:** Prepares agendas and leads meetings.
 - **Vice Chairperson:** Tracks attendance, leads, and ensures memberships are current.
 - **Membership Team:** Responsible for recruitment, retention, and event planning.
9. **Enforcement:**
 - Members not meeting minimum requirements may be dropped from the group.
 - Members may rejoin the group after review by the Membership Team.
10. **Guests:**
 - Prospective members may attend one meeting as a guest before joining.
11. **Communication:**
 - Group emails are sent only by Chamber officers or the Chamber office.
12. **Definitions:**
 - **Qualified Leads:** Leads where the referrer has permission to refer fellow members.