

# BUSINESS BUILDERS NETWORK APPLICATION

DATE _____	E-MAIL ADD. _____
APPLICANTS FIRST & LAST NAME _____	WEB SITE ADD. _____
BUSINESS NAME _____	CELL PHONE _____
BUSINESS STREET ADDRESS _____	BUSINESS PHONE _____
CITY _____ STATE _____ ZIP CODE _____	FAX # _____

**Membership acceptance & continued membership is subject to the answers below & terms on reverse side.**

What is your Business Category? \_\_\_\_\_  
Please Describe your product or services: (Include any details you feel will be helpful to us. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **FEES**

There is a one time \$25 "Start Up Fee" + Lunch fees which are collected in advance at the 1st meeting of each month. There will be a \$10 late fee for each week Lunch fees are late.

## **APPLICATION PROCESS**

As a prospective member you may attend two meetings before deciding if BBN is right for you. You may make application at anytime. Once the application is completed the Membership Committee will review it, contact references and make it's recommendation of acceptance or non-acceptance within 5 business days. Upon acceptance as a new member your acceptance will be announced to the membership and you will be inducted into BBN by the President.

Yes No

### **PLEASE ANSWER THE FOLLOWING QUESTIONS**

- Are you willing to abide by the Code of Ethics, BBN Policies, & Guidelines? (reverse side)  
Are you willing to make the commitment to be an active participant of BBN by regularly attending meetings?  
Are you able & willing to arrive to our weekly meetings on time & stay throughout the full 90minute meeting?  
Are you willing to be an active participant by making a conscious effort to pass referrals to other members?  
Are you willing to invite other non-competing businesses who you feel will be valuable to our membership?  
Are you willing to enthusiastically promote your business during 60 second commercial opportunities?  
Are you willing to volunteer for a committee if asked for the betterment of the Network?  
Are you a member of another networking group that only permits non-competing businesses to join?  
Are you willing to provide proof of employment, licensing, or education required for your business category?  
Have you ever been convicted of a felony?

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

### **Business References**

1. Name: \_\_\_\_\_ Position: \_\_\_\_\_  
Business: \_\_\_\_\_ Tel #: \_\_\_\_\_ Fax #: \_\_\_\_\_  
E-mail address: \_\_\_\_\_  
Please Describe Business Relationship: \_\_\_\_\_  
\_\_\_\_\_
2. Name: \_\_\_\_\_ Position: \_\_\_\_\_  
Business: \_\_\_\_\_ Tel #: \_\_\_\_\_ Fax #: \_\_\_\_\_  
E-mail address: \_\_\_\_\_  
Please Describe Business Relationship: \_\_\_\_\_  
\_\_\_\_\_

# BUSINESS BUILDERS NETWORK CODE OF ETHICS

**As a proud member of Business Builders Network I agree to abide by the following Code of Ethics.**

1. I agree to provide excellent service at the prices that I have quoted.
2. I agree to always show a respectful attitude toward members & their referrals.
3. I agree to provide qualified referrals at every possible opportunity.
4. I agree to immediately follow up with all referrals from BBN members.
5. I agree to provide feedback to the BBN member with the results of their referral.
6. I agree to conduct my business honestly & ethically at all times.

## **BBN Policies “Keep it Simple”**

1. BBN will consider all applicants based on qualifications without regard to race, creed, color, sexual orientation, national origin, marital status, disability, age or any other criteria considered to be discriminatory.
2. BBN membership retains the right to cancel the membership of any member in violation of the Code of Ethics, Non or limited participation as a member, Negative or destructive attitude toward the Network or membership.
3. The BBN Network Volunteers are committed to creating a positive environment in which BBN membership has an excellent venue to meet and attract visitors.
4. The BBN Network Volunteers meet monthly to discuss how BBN can continue to meet the Network’s objectives for growth & effectiveness.
5. Policy suggestions to the Membership may come from the Network Volunteers but the ultimate approval or disapproval of policy will be determined by vote by the Membership.
6. As a member of BBN you will not be permitted to be a member of a competing referral organization which allows only one business category in the network. Of course the Chamber of Commerce, and all other non-competing organizations are fully acceptable.

## **BBN Guidelines “Simple & Effective”**

1. All members including existing members agree to the BBN Application approval process.
2. The meetings will be each Wednesday except for the 1st Wednesday of the month. They will run from 11:30AM to 1PM. Member attendance is critical to the success of the Network. Members will be permitted to miss one additional meeting each month. Each member & visitor will sign in upon arriving at the meeting.
3. The weekly meetings are structured & run by the Network President. A timed agenda will be adhered to as follows: 11:30 to 11:45: Networking & welcome visitors. 11:45: Call meeting to order & introduce guests & ask Network Volunteers to stand & introduce themselves. 11:50: Education segment by the Networking Educator. 11:55: The Business Card book will be circulated. 11:55: Members will present 60 second commercials. 12:20: Vice Presidents Report. 12:22: Membership Committee Report. 12:25: Secretary/Treasurer Report. 12:28 10 Minute Presentation. 12:40: Referrals, Testimonials & Referral Feedback. 12:55: Announcements & Reminders, 50/50 drawing, Quote for the week, Meeting adjourned.
4. The more successful BBN members have developed strong “Referral Teams”. A Referral Team is made up of members who naturally share in referrals during the course of the business day. The #1 goal of the Network is to help members identify & develop Strong & Effective “Referral Teams”.
5. Get to know each other. Meet “Face to Face” with members to learn more about their business. Meet either at a members business location or for coffee or lunch. The “Face to Face” frequently turns into Referrals on the spot.