



Chambers Plan Partnership Checklist

To be eligible for administration fees from Chambers of Commerce Group Insurance Plan® chambers **must be able to demonstrate** how their fees are used to support, promote and market the program to existing and prospective members by investing a portion of administration fees (10% either directly or in-kind). Below is a checklist of activities chambers should undertake to fulfill their administrative obligations:

- We **provide a one-page document** to our advisor to **assist with an effective membership hand-off.**
- Each month** my chamber **reviews** our “**Statement of Administration Fees**” to ensure all listed firms are members in good standing. Please send any outstanding members to **pam@prteam.ca.**
- We **display** the Chambers Plan **graphics banner and/or text on our website** with a link to **www.chamberplan.ca** (info at **<https://www.prchamber.support/banner-ads>**).
- We **include** Chambers Plan advertising in **newsletters and other communications** to our members. (Request from Pam or Amanda - will be specifically designed to fit your needs.)
- We **include** Chambers Plan **marketing materials** in our packages **to new and prospective members.**
- We **provide complimentary Trade Show space** to our local advisor.
- We immediately **enter any leads** on the national website **<https://www.chamberplan.ca/talk/refer>** or our local advisor to follow-up.
- We immediately **contact our local advisor** or Regional Support Team if we, or any of our participating members, have any **questions or concerns** about the Plan.
- We **provide complimentary tickets to our local advisor for all our events and functions** (understanding he/she may not be able to attend every event) and offer space for promoting/marketing Chambers Plan when it is available.
- Every six months** we review Chambers Plan “Order Form” to **ensure we have current marketing resources** on hand for promoting Chambers Plan. (Form on reverse.)
- We **meet annually** with our local **advisor** to discuss joint and cooperative marketing opportunities for Chambers Plan.
- Our chamber is **participating** in the **Monthly Membership Fee Program.**
- We **use the Internet** to access the Chambers Plan **resource site** – **www.chamberplan.ca:** “Chamber & Board Access” (bottom right) Username: **chamber** Password: **chamber**
- We add a **checkbox to our membership application** asking new members if they are interested in having someone speak to them about Chambers Plan.
- We **link to Chambers Plan social media** to follow articles and Chambers Plan can help promote our events.

Twitter

https://twitter.com/Chambers_Plan

Facebook

<https://www.facebook.com/chambersplanpr/>

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