



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 back a portion of administration fees (either directly or “in-kind”). Below is a checklist of activities chambers should participate in to fulfill their administrative obligations:

RESPONSIBILITY

- Each month** my chamber **reviews** our “**Statement of Administration Fees**” to ensure all listed firms are members in good standing.
- We **display** the Chambers Plan **graphics banner and/or text on our website** with a link to www.chamberplan.ca (Info at <http://resources.chamberplan.ca/links>)
- 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 **provide the name and contact information of interested members** to our local Advisor for 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.chambers.ca:
“Chambers & Boards” 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 of Commerce Group Insurance Plan®.