



[www.prospectorsclub.com](http://www.prospectorsclub.com)

# PROSPECTORS CLUB NEW MEMBERS HANDBOOK

**Congratulations, and WELCOME** as a new member of the **Prospector's Breakfast Club**. You are now part of one of the oldest active networking breakfast clubs in the Johnson County area. This group consists of some of the best and brightest business owners and key decision makers in the city. You are now a part of this elite group.

As a new member, we are sure you have questions regarding how our Club works, its protocol, and who exactly is a part of Prospectors's. We have formulated a list of important things you need to know. We hope these are helpful in acclimating you to your new networking organization.

## Our Mission

**A group of individual business leaders, owners and executives brought together for leadership, fellowship, and business associations. Prospectors promotes both business and personal growth by practicing the highest level of business ethics and performance expertise possible. Prospectors encourages active participation in civic and community affairs in the Greater Kansas City Area.**

## **Our Meeting Protocol:**

Our meetings are held every Thursday morning. Our meeting begins at 7:00 AM. We are currently meeting at the Overland Park Marriott Hotel, 10800 Metcalf Ave., Overland Park, KS, in the ballroom or meeting room area located on the north side of the Hotel. Breakfast is served buffet style beginning around 7:25 AM. You can arrive early and this will allow valuable networking time among members.

After breakfast (around 7:45 AM), we begin our meeting officially. The usual areas covered by our President are current business announcements, committee reports on our social events upcoming, our upcoming programs or speakers, and any new member applications that come to a vote.

One of the more amazing parts of our meeting is what we call “**Thank You’s**”. This is a way to acknowledge your fellow members for some form of business or referral.

## **Speech Presentation Outline**

Shortly after becoming a member of Prospector’s Breakfast Club, you may be asked to address the members at a meeting telling them more about you and your business. Don’t be nervous! This is your chance to shine in front of everyone and let them begin to know more about you. The sooner you are able to speak to the Club, the sooner you will begin receiving referrals.

**A suggested content outline that will help make your speech presentation easier is:**

### **Your background**

Where you grew up; Your education levels ; About your Family; Hobbies and interests.

### **Your job / profession**

What you do; Responsibilities; About your business; Challenges and successes; Type of customers or referrals you look for; Type of business you look for; Future goals – short term and long term.

Remember you can interject humor or visual aids – anything that will help explain more about you, and make a lasting impression in your audience’s mind.

If you have other questions here about your presentation, be sure to contact a Board member or Membership Committee member for suggestions.

## What is a Thank You?

A **Thank You** is given when you conduct business with another Club member, or a member conducts business with you. The best business referral you can get is from a fellow Prospector's member. He or she has enough confidence in you and your abilities to recommend you. Some member's even give a **Thank You** if they just talk to or get advise from another member. This surely warrants recognition. See any of your Membership Committee members to learn more about **Thank You's**.

After all of these announcements and Thank You's are made at the meeting, we usually have a member of our Club speak, telling us about his / her business, background, and what types of business he / she may be looking for. Or we may have a guest speaker from outside the club on various business or community related topics.

We try to end the meeting around 8:30 AM, thus allowing for further networking and resourcing with your fellow members until about 9:00 AM.

# REFERRALS

## What is a Referral?

Earlier we mentioned about thanking someone for referring business your way. But a referral is more than that.

By definition, a referral is to direct someone to a source for help or information.

Of course, if someone hears that another person is in need of a product or service, and they know that a member of Prospector's (YOU) could help fill that need, they would pass along your name and phone number. This referral may also be in the form of giving your expertise or product knowledge.

**Most importantly – a referral from a fellow Prospector member should be given priority attention. The Keys to Referral success are predicated upon the following:**

- 1)- **Pre-Qualify** your referrals before giving them to a fellow Prospector to help identify the quality level of your referral.
- 2)- **Pre-Sell your referral.** The more you get to know your fellow Prospector's, both personally and professionally, the better you can pre-sell your clients. A pre-sold client that understands he will get preferential treatment and top-notch service will make for a quality referral.

## What is a Referral – Cont'd

- 3)- Act **quickly and professionally** on referrals you receive.
- 4)- If there is a problem or delay, make certain you communicate those issues to your referral source.
- 5)- **Be a good customer when referring YOU to another member.** If you, yourself, become a problem customer, the likelihood that you will receive referrals again will be diminished.

Know this: **the typical person knows about 250 people.** Thus, every time you meet one new person, and develop a relationship based on the fact that he or she now feels as though they "know you, like you and trust you", you have actually just increased your personal prospect list a potential 250 people every single time. Do this often enough and before long, you'll cultivate a **network of endless referrals.**

**A common misnomer of business representatives who join Prospectors Club is they think that since they are a "new member", they will immediately receive referrals from the other members of the club.**

New members who have experienced the greatest success in receiving quality referrals have practiced the following:

- 1)- **Attend every meeting possible.** Using networking time before and after the meeting itself is being very pro-active.
- 2)- **Structure a "Get To Know" list** to acquaint yourself with both personal and professional attributes of your fellow Prospector's. The better you get to know each member, the better your referrals will be.
- 3)- **You need to give in order to receive.** It's simple – the more effort you make to give good referrals, the more you will receive in return.
- 4)- **Attend as many social events as you can.** This helps to better familiarize you with not only your fellow Prospector's, but with their spouses and significant others.
- 5)- **Get involved.** This means getting involved with the Board of Directors, its committees, charities, and social events that will further enhance your status within the membership.

## Referral Enhancement Program (REP)

The Referral Enhancement Program (REP) is designed to assist members in achieving optimal referrals from the membership, thus enhancing stronger business opportunities. Each and every member can benefit from the REP, but the program success is dependant upon the commitment of each individual member.

## Referral Enhancement Program (REP) – Cont’d

**As we all know, consistent effort (REP-etition) will produce consistent outcomes.** Just like with an exercise program, the more REPs you do, the greater your success.

With this in mind, the following New Member commitments are the guidelines for successful REP’s that will offer you tremendous business building success opportunities.

### Member Commitments:

A. Top Five: Members with complimentary businesses that I need to spend time with in order to better understand their business and what constitutes a strong referral. These are the members I will commit to a personal meeting (i.e. over coffee) in order to better learn how to best refer them:

- 1.
- 2.
- 3.
- 4.
- 5.

B. New Members: Bringing in new, high quality members is the “life-blood” of Prospectors. Each of us knows other small business people who could help our current membership. I will commit to bring these business professionals as my guest to a Prospectors breakfast:

- 1.
- 2.
- 3.
- 4.
- 5.

C. Giver’s Gain: It’s a known fact that successful networking begins with giving quality referrals. I will commit to actively give qualified referrals and will log in their success:

- |    |     |     |
|----|-----|-----|
| 1. | 6.  | 11. |
| 2. | 7.  | 12. |
| 2. | 8.  | 13. |
| 4. | 9.  | 14. |
| 5  | 10. | 15. |

NOTE: Your membership committee mentor will assist you in the implementation of your REPs.

## **Businesses That WE Need To Help You Grow YOUR Business And Make It More Successful**

As you look through our Membership listings, are there categories of businesses not being filled that would help grow your business?

Think of the Top 3 types of businesses that could really help **your** company reach the next level, helping build your business success, and list them here:

- 1.
- 2.
- 3.

### **Our Website – [www.prospectorsclub.com](http://www.prospectorsclub.com)**

We have a most valuable tool available to us. Our website. Here you will find important information about all our members. Their contact info, phone numbers, addresses, as well as a business and personal biography.

Take the time to visit this site often, and associate the pictures of the members with their names or businesses. This is just another way to get familiar with your fellow business associates.

**We have attached the following information for your benefit. Be sure to read this and contact anyone on the Membership Committee if you have further questions.**

### **Other important information:-**

The attached materials include:

- New Member Handbook
- Prospector's By-Laws
- Current Board Members
- Current Committee Members
- Membership Roster by Business Category  
(Use this to promote our Club and pass along referrals.)
- CONFIDENTIAL Membership Roster  
(This information is strictly for your personal use, and should not be duplicated, sold, or spammed out of respect for your fellow Prospector's).
- Sample Home Page from our Website – [www.prospectorsclub.com](http://www.prospectorsclub.com)

***Again congratulations on becoming a member of Prospector's – a group that promotes its success from the strength of its members and the trust and integrity that each of them place in their fellow members. We are glad to have you as a part of this success.***