

TipMaster's Duties

1. Read out loud and explain the definition of a Tip.

“My qualified Business Tip is for a company or person interested in a specific product or service and is expecting a call from a LeTip member.”

A TipMaster cannot emphasize strongly enough that the person is “expecting” a call from the LeTip member. People join a LeTip Chapter to receive hot leads, not cold calls.

2. Show members how to fill out all information.

Tips must be completely filled out with first and last names, dates and phone numbers. Members should not have to guess which one of the three members named John is supposed to receive the Tip because the Tipper did not take the time to write down the last name.

3. Insist “details on this tip” be filled out.

The Tipper should always provide information in the details box so everyone can see what business is being conducted. “Let’s do lunch” doesn’t tell anyone anything and could even be a bogus Tip. A lunch meeting that includes the L/H/D insurance member reviewing another member’s current life insurance policy is more to the point. A TipMaster has complete authority to question a member regarding the nature of the business and if necessary, even throw away Tips without details. (For more info on the importance of details read about Expanding Tips in #15.)

4. Explain the four types of Tips: (always give examples)

a. Inside Tip –

One member Tips another member to provide a service or product directly to them.
Example: The caterer makes an appointment with the mortgage loan member to be pre-qualified for a home loan.

b. Outside Tip –

One member Tips another member to provide a service or product for someone who is not in the chapter (friends, family, clients, neighbors or strangers).

Example: The chapter massage therapist told her client (who is ready to buy a home) about the real estate agent in her chapter. That client is interested in speaking to the real estate agent about buying a home and is now “expecting” a call.

c. Inter-Chapter Tip – A member from one chapter Tips a

member from a different chapter.

Example: The graphic artist is having a party and needs to have her carpets cleaned. Since there is no carpet cleaner in her chapter, she Tips one from another LeTip chapter.

d. Escrow Tip – Can only come from a member with a legitimate Tip for an open category, which can only be given after someone in that category joins the chapter.

Example: The chapter caterer has a Tip for the florist category which is an unfilled category. A guest who happens to be a florist and is attending a meeting can only get this Tip after he or she joins. (See more about Escrow Tips on page 9.)

5. Teach members to track their “Dollar Value.”

Members should keep a file folder of the Tips they received throughout the month. At the end of the month, they should review each Tip and put an net amount of the value of business that was concluded. Add up the total net amount for the month and report it to the TipMaster.

6. Explain at what part of the meeting Tips are passed.

The white portion of the Tips should start being passed right after the Pledge of Allegiance and LeTip Creed and continue through the meeting until all are passed. There is nothing more exciting at a LeTip meeting than Tips going around the room from the time members sit down to the ending applause as the President says “Have a great LeTip week!” Tips are the star attraction and the reason for the LeTip program.

7. Explain how to pass the Tips and the Tip Bucket.

The white portion of the Tips (without the bucket) are passed around the room until everyone has had a chance to see them before ending with the Tippee. At commercial time, each member holds the Tip Bucket and at the end of their 30 seconds puts the yellow copy into the bucket.

There are several reasons why it is important that everyone see the Tips:

- Members get excited knowing their name might be on the Tip form. Adrenaline runs high, excitement and energy is communicated throughout this process.
- Tip passing reminds members to write up their Tips and start passing them.
- A reminder of commitment – if a member does not have a Tip they (and the entire membership) are made aware