

## Member Benefits:

Plus (+) denotes not part of Associate membership. Asterisk (\*) denotes not part of Sponsored membership.

- One Primary Contact
- One Alternate Contact+\*
- Business listing on/in
  - Chamber Web site
  - Chamber Page (newspaper)+
  - Chamber newsletter (name only)
  - Printed Promotional materials\*
  - Information/Relocation packet
- Put business information in the Chamber office
- Chamber Member Business stickers\*
- Member Rates for advertising & event fees
- Coupon in Chamber coupon book
- Member Web page option
- Event sponsorship options
- Referral bonus+\*
- Sponsor a "Sponsored" membership+\*
- Reduced rate "Associate" membership\*
- Ribbon Cutting Ceremony+\*
- Free subscription to Chamber's newsletter
- Notices for Chamber events
- Featured on the Chamber Page+\*
- Host a Business After Hours event+\*
- M2Member discount program.\* Participation required+
- Serve on a Chamber Event Task Force+\*
- Be elected to the Chamber's Board of Directors+\*
- Vote on Chamber issues and Chamber Board+\*
- Receive an Annual report of your business activity+\*

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## Membership Information Sections & Descriptions

### SECTION 1: BUSINESS IDENTIFICATION

#### Membership Type

Please check the box for the appropriate membership type: Full, Associate, or Sponsored.

#### Business Information & Contacts

This information will be used as your "official" business information for published and printed materials and the Chamber's Web site. It will also be used to prepare a draft for your Member Web Page option, if selected.

#### Business Categories

Please write the business categories that accurately reflect the products and/or services your business provides or write the offerings your business provides

(e.g., IRAs, Personal Loans, Financial Services, etc.).  
**Indicate at least one general category.**

Also list specific categories to more clearly define your business offerings. These are the business categories under which your business information will appear in the Web-based membership category listing.

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### Section 2: BUSINESS PARTICIPATION

These options are part of the Full Membership. Please review the following participation opportunities and indicate your preference for each option.

#### Task Force Member

The Chamber organizes task forces for Chamber-sponsored events and encourages the participation of Chamber members to be involved in the planning, organization, and implementation of events. Task forces are limited to 1 board member, 3 members at large, and the Chamber's Executive Director.

Task forces begin meeting 3 months in advance of an event and disband after the event has taken place. New task forces will be created each year for each event. Placement is based on first-signed-up-first-placed basis.

#### Chamber After Hours

Chamber "Chamber After Hours" events are held to provide visibility for the hosting business and networking opportunities between Chamber member businesses.

Your Chamber After Hours event will be advertised and reported on in the newsletter, on the Web site, and on the Chamber Page (depending upon timing).

Chamber members bring a business card and \$2 for the two drawings: "Dollar Draw" and "Ad-Mania." The hosting business and the winner of the "Dollar Draw" split the Dollar Draw kitty. The two winners of the "Ad-Mania" drawing will receive free advertising on the Chamber's Web site and in the newsletter for one month.

The Chamber will contact you to schedule your After Hours event based on your selections.

### Member-To-Member (M2M)

The Chamber encourages Chamber member businesses to offer discounts or specials exclusive to other Chamber member businesses to promote reciprocal business. Each full Chamber membership, regardless of offered special, will be issued two M2M cards for use at participating Chamber member businesses each year. Associate member businesses must offer a M2M discount to participate.

An offered M2M discount is optional and can be discontinued at any time with notification to the Chamber. If you are a participating member business, please ensure that your employees are aware of your participation in the M2M discount program as well as the discount for Chamber member businesses.

#### Ribbon Cutting Ceremony

Ribbon Cutting ceremonies bring attention to your business. The Ribbon Cutting Ceremony will be publicized on the Chamber's Web site, in the Chamber's official newsletter, and on the monthly "Chamber Page" in *The Coffey County Republican*. Fee required for Associate and Sponsored memberships.

#### Member Business Coupon

The annual Coffey County Chamber Coupon Book promotes savings offered by Chamber member businesses. Coupon books are available at the Chamber office, distributed at Chamber events, put in relocation packages, in Chamber Bags, and in the Wolf Creek Outage Worker packages. The same coupon can also be placed on the Web site to make it available for visitors coming to our area.

Each coupon will bear the words "Coffey County Chamber of Commerce Coupon" for authenticity and redemption tracking purposes.

Coupons will be designed by Chamber staff.

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### Additional Information

#### Event and Activity Sponsorship

All memberships have the option to participate in and/or contribute to the success of Chamber activities and events that promote Chamber members directly to the public. Each event is an opportunity for member businesses to gain exposure to potential clients through direct funding, advertising, or participation. Participating Chamber member businesses will be provided with a year-end report that details involvement and contributions by event.

### Section 3: ADVERTISING OPTIONS

These fee-based options are available to ALL Chamber memberships. Please review the following opportunities and indicate your preference for each option.

#### Chamber Web Site Advertising

Advertising space on the Chamber's official Web site may be purchased by member and non-member entities.

Advertising rates for members are:

- 3 months for \$45
- 6 months for \$80
- 12 months for \$120

A 6-month commitment includes 2 ads that alternate every other month. A 12-month commitment includes 4 ads that will display for 3 months each. Ads will be designed by Chamber staff with business approval.

Ads will commence run upon payment of the desired commitment. The Chamber maintains a "No Refund" policy for Web advertising.

#### Cable One Advertising

Cable One cooperative advertising for Chamber member businesses are for shared, 30-second commercials (either 2 or 3 businesses). Ads require a minimum 3-month commitment. A shared production cost is required for each 30-second spot.

Primary coverage area includes Carbondale, Scranton, Burlingame, Osage City, Lyndon, Lebo, New Strawn, Burlington, Le Roy, Gridley, Baldwin City, Wellsville, and Edgerton. The Emporia area is available for an additional fee.

If you are interested in this option, please select "Send Information Package" and an advertising package will be forwarded for your review.

#### Chamber Newsletter Ad

Advertise your business with a spot ad in the Chamber newsletter that is distributed to over 200 members & non-members in addition to being posted to the Chamber's Web site.

Advertising rates for members are:

- 3 months for \$15
- 6 months for \$20
- 12 months for \$30

Include payment with your membership investment.

#### Member Web Page

This opportunity offers you the option to advertise your business year-round, 24-hours a day. The set-up fee (\$40) covers building and maintaining the Web page by the Chamber. An annual maintenance fee of \$10 will be due for continuing Web pages.

A \$10 per hour (1 hour minimum) fee will be assessed for major modifications to or re-writes of any Member Web page.

**This is a very cost-effective option for a small or home-based business or civic group that does not have a Web presence and does not want to invest in Web hosting and domain name registration fees or the time necessary to maintain the Web presence.**

Each Member Web Page will be unique to the member business but will display the Coffey County Chamber of Commerce information in a standard layout that promotes continuity and familiarity with the overall Chamber Web site. The Chamber reserves all rights to and maintains control over content on the Member Web Page.

NOTE: Sponsored membership Member Web Page will be removed at the end of 3 months if the membership is not converted to a full membership.

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### Section 4: MEMBERSHIP INVESTMENT

Your **membership investment** in the Coffey County Chamber of Commerce is partially deductible as a "necessary business expense." Please consult your tax advisor. All membership dues are automatically renewing and will be invoiced annually. Sponsorship funding or items may be provided at the time of the event.

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### Section 5: ACKNOWLEDGEMENT

Please sign and date the Acknowledgement section after reading the statement.

Return the completed information form along with your membership investment and any advertising costs to:

Coffey County Chamber of Commerce  
110 North 4<sup>th</sup> Street, Burlington, KS 66839

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Please call or e-mail us if you have any questions.  
(620) 364-2002 or (877) 364-2002  
[executivedirector@coffeycountycommerce.com](mailto:executivedirector@coffeycountycommerce.com)

## Coffey County Chamber of Commerce Membership Information & Benefit Options Guide

Please read through the entire application before completing the information form so you may take advantage of your member benefits. Contact the Chamber office should you have questions about any part of this form. (620) 364-2002 or (877) 364-2002

### Coffey County Chamber of Commerce Membership Investment

Full membership annual dues are based on the **full-time equivalent (FTE) employee** base of the membership; include one primary and one alternate contact; and includes all locations of the member business.

*Calculate the annual total hours worked for each employee (average hours per week x 52.14). Add total hours for all employees. Divide total by 2085.6. Round-up the resulting number to the nearest whole number. The result is your FTE.*

#### FULL MEMBERSHIP

Investment is based on FTE of all locations. Full benefits include business information (for all locations), one primary and one alternate contact. Contacts receive notices and the newsletter from the Chamber.

Additional Primary Contacts

Additional Contacts at additional locations are NOT included with a full membership. Additional contacts are \$10 each. These contacts will also receive notices and the newsletter from the Chamber.

#### ASSOCIATE MEMBERSHIP

Investment is a flat-fee with limited benefits. The Associate Membership **must be directly related** (with an identical Tax ID) **to a chamber member business having a full membership.**

#### SPONSORED MEMBERSHIP

Investment is FREE for three-months with limited benefits. At the end of the three-month period, the sponsored business either forfeits the membership or makes the investment for a full membership at a prorated amount. **This membership requires sponsorship of a Full membership Chamber member.**