

# *Membership Packet*

***Mission Statement:*** *The mission statement of the Greater Poplar Bluff Area Chamber of Commerce is to provide leadership and service to promote economic growth and industrial development for the greater Poplar Bluff area.*

## ***Thank you!***

On behalf of the board of directors, membership and staff of the Greater Poplar Bluff Area Chamber of Commerce, thank you for taking time to consider joining our organization. We are excited to inform you of the work we do to promote not only our members but also this entire region.

The Greater Poplar Bluff Area Chamber of Commerce is a not-for-profit organization that has been helping the Poplar Bluff and Butler County area grow, since 1938. We currently have 700+ members, which not only includes businesses, but also organizations and individuals. Anyone with an interest in growing this community is welcomed to join our organization.

Our goal is to get you a RAISE! **R**epresentation within the business community, a place to voice concerns about business and civic issues. **A**ccess to a vast amount of resources throughout the membership. **I**nformation to assist in your business endeavors. **S**olutions to problems through Chamber resources. **E**conomic Development for the betterment of the community.

In this packet, you'll find the following items that will introduce our Chamber to you and your business or organization.

- A. What is your return on investment?
- B. Committees
- C. Membership Application with Investment Structure
- D. Membership Profile

Our Chamber of Commerce offers its members a wide variety of services. We not only promote your business, but we also promote the Poplar Bluff and Butler County area. When the area grows, your business grows, too. If you are interested in joining over 600 business and professional men and women who want to see the area grow and prosper, please complete the enclosed application and return it to our office. If you have any questions, please feel free to contact us at (573) 785-7761.

# What is your RETURN ON INVESTMENT?

**Administrative phone number to reach all staff : 573-785-7761.** We like to call it the “Plus 3 Program”. By investing in the Chamber, you essentially increase your staff by 3 people. Anytime you need anything, feel free to call upon our friendly, efficient staff.

**Administrative fax line: 573-785-1901**

**Administrative website: [www.poplarbluffchamber.org](http://www.poplarbluffchamber.org)**

**Advertising & Marketing** - Each year the Chamber has opportunities for it's membership to sponsor different events such as Business After Hours, Educator of the Year, etc. This is probably one of the biggest opportunities to receive a Return on your Investment. These events allow you the opportunity for “personal marketing”.

**Ambassadors** - Chamber member volunteers can serve as "goodwill" ambassadors to the community on behalf of the Chamber, welcoming new members and organizing monthly networking functions.

**Annual Banquet and Awards Ceremony** - An elegant evening gathering held every year for all members, the event is highlighted by the presentation of the Citizen of the Year award.

**Business After Hours (BAH)** - An event designed to encourage Chamber member networking within a social setting. BAH is sponsored by area Chamber members, often in conjunction with other Chamber events.

**Chamber Newsletter**- This publication is a monthly e-newsletter sent by email to our membership in an HTML format highlighting fun and informative happenings and upcoming events in the Poplar Bluff area.

**Committee & Council Participation** - The Chamber has several committees and advisory councils that help develop programs, create policies, and assist with activities and events in all areas of work. Chamber President meets monthly with City and County officials to represent the business needs in the Greater Poplar Bluff Area.

**Community Guide** - The Community Guide contains useful facts and listings especially valuable to individuals and businesses seeking relocation to the Poplar Bluff Area. The Greater Poplar Bluff Area Chamber of Commerce works closely with the local newspaper (Daily American Republic) on this project.

**Complaint Processing** - The Chamber will forward any complaints received from customers patronizing member businesses, providing members the opportunity to personally address these complaints and potentially retain the customer.

**Chamber communication** - Periodic updates of Chamber activities sent to all members by email includes important information about Chamber meetings, events, publications, etc., as well as special announcements from members businesses.

**Economic/Industrial Development**- The Chamber works on recruiting new businesses, industry and tourists into our area.

**Festivals & Special Events** - The Chamber provides information on special events to visitors and potential visitors through its “Community Calendar”; locate on the Chamber’s website.

**Improving your bottom line-** Small Business and Professional Development Seminars are held throughout the year in our Chamber Community Room; available to our membership.

**Meeting/Convention Facility-** The Chamber has a “Community Room” discounted to our membership, centrally located with adequate parking and restroom/kitchen facilities.

**Membership Directory** - The Chamber produces a directory that lists the entire membership, by industry category, with an alphabetical index in the back. The Chamber encourages its members to use this directory when looking for goods and services in the Poplar Bluff Area. This information is also available on the Chamber’s website.

**Membership Labels** – A complete set of membership labels are available to all members annually upon renewal of their membership for a nominal fee.

**New Member Orientation-** Meetings are held regularly to orient new members to Chamber programs and activities. Each orientation will include general information and will feature staff members presenting information about their areas of work. New members will also have an opportunity to meet Chamber Ambassadors and learn about their experiences as an Ambassador.

**Relocation Packet Program** - Callers who request a relocation information packet are immediately mailed a package from the Chamber of Commerce.

**Ribbon Cuttings** - All new members are invited to host a ribbon cutting. The Chamber will perform ribbon cuttings for grand openings, ground breakings, new locations, etc. Ribbon cutting pictures are printed in the Chamber newsletter and sent to the Daily American Republic. (The local newspaper prints submissions at their discretion).

**Shop Poplar Bluff 1<sup>st</sup> Campaign-** The Chamber sells area businesses and individuals “Chamber Checks” to be redeemed at local participating Chamber members. The Chamber is consistently exploring ways to promote our “Shop Poplar Bluff 1<sup>st</sup>” program.

**Telereponse** – Our staff responds to phone, fax, mail and miscellaneous inquiries for information. When requested by the customer, the operators serve as referral agents for area businesses using rotating lists of Chamber members.

**Web Site** - The Chamber is accessible on the Internet through [www.poplarbluffchamber.org](http://www.poplarbluffchamber.org). Free business listings are available. We receive over 1,000 hits per day. If someone accesses one of our member’s information from our website, the member gets instant email notification.

**Welcome/Visitor Center** – With our wonderful central location and great visibility from Highway 60/67 junction, we receive numerous walk in visits each day. The Chamber of Commerce serves as a welcome center to tourists as well as prospective residents and business owners. All members are encouraged to display their brochures, **at no additional cost**, in the Chamber's Welcome Center.

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In business since 1938, your 700+ member strong Chamber is the only local organization that focuses 100% of it’s time and efforts on improving the quality of life for everyone in the greater Poplar Bluff area.

# *Committees*

The lifeblood of any organization is the membership and active participation by that membership. The best way for the members to get involved is through one of the many committees of the Chamber. These committees are responsible for developing and planning the Chamber programs for recommendation to the Board of Directors for approval. These committees include:

- ✓ **Ambassadors Committee** – Recruit prospective members to the Chamber, assist with monthly networking activities, new member orientation, ribbon cuttings, support member retention efforts, and conduct semi-annual membership recruitment events.
- ✓ **Education** – Focus on efforts to assist the educational community and provide partnership opportunities with the business and educational community, work with local FBLA club to further enhance the business and education link, assist with educator of the year programs.
- ✓ **Small Business Committee** – Acts as a support system for small businesses; be an information source for small businesses for any opportunities that may arise for minority owned businesses. To get merchants involved with the Chamber and to help promote their growth.
- ✓ **Transportation Committee** – Promote improvement in local transportation measures; work cooperatively with the city of Poplar Bluff and the Missouri Department of Transportation for ways that will ensure continued growth.
- ✓ **Non-Profit Alliance**—Provides a forum for civic, service, and community betterment type non profit organizations to meet and discuss concerns and projects. Offers seminars on subjects that will help them focus efforts on their areas of concern and reach their target audience. The alliance will also provide networking opportunities throughout the non profit community on joint projects they may conduct as well as prevent overlapping of events.
- ✓ **Tourism Committee**—The tourism committee works to encourage and facilitate tourism in the Greater Poplar Bluff Area by sponsoring special events, providing tourism demographics, supporting projects to increase tourism. The Committee consists of local museum facilitators, the Library, Black River Coliseum, State Park and local hotels and restaurants. The Committee meets at the Chamber on the last Monday of the month.

***If you would like to participate in any of our committees please contact the Chamber office at 573-785-7761 and speak with Steve Halter, Melody Melloy or Donna Lamberson.***



# MEMBERSHIP APPLICATION

**Membership Information** (One Representative per each minimum investment.)

Company/Organization Name \_\_\_\_\_

Rep. Name \_\_\_\_\_

Title \_\_\_\_\_

Physical Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Mailing Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

Website \_\_\_\_\_

Email Address \_\_\_\_\_

**Classification** \_\_\_\_\_

(Review enclosed classification listing. Choose one category that best describes your business.)

Do you want your email listed on our website?    Yes            No

**Business Description** (maximum of 25 words). This is not an advertisement.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Investment Schedule** (Review membership investment schedule)

No. of Employees: \_\_\_\_\_            Full-Time \_\_\_\_\_            Part-Time \_\_\_\_\_

Category Total \_\_\_\_\_ + Enrollment Fee \_\_\_\_\_ = \$ \_\_\_\_\_

**Method of Payment**

Make check payable to: **Greater Poplar Bluff Area Chamber of Commerce 1111 West Pine Poplar Bluff, MO 63901**

Check # \_\_\_\_\_            Cash \_\_\_\_\_

Recruited By \_\_\_\_\_            Date \_\_\_\_\_

**Membership to be approved by the Chamber's Board of Directors.**

<b>Office Use Only</b>	Amount Paid _____
	Date Recorded _____
	Staff Initials _____

## MEMBERSHIP INVESTMENT SCHEDULE

*The following dues structure is established by the Board of Directors and is based on a fair share concept. Investments are paid annually and are payable at the time of application. (A one-time administrative fee of \$15.00 is applied to all new memberships.)*

<b>Financial Institutions</b>	\$30 per million in deposits
<b>Real Estate</b>	Base - \$200 plus \$25 per agent
<b>Retired Persons</b>	\$75 per year
<b>Non-profit</b>	\$75 per year

**Retail, Service, Manufacturing Business, Professionals (Atty., CPAs, Dentists, Chiropractors, Optometrists, etc)**  
 Firm or Employer – Base \$200 plus  
 \$10 per employee first 10 employees  
 \$8 per employee next 10 employees  
 \$6 per employee next 10 employees  
 \$4 per employee next 10 employees  
 \$2 per employee for remaining employees

**On our web site, we list each member alphabetically and by category. Please circle one category that would best fit your business.**

Accounting	Courier/Delivery Services	Locks & Locksmiths	Radio Stations
Advertising	Dentists	Lumber Yards & Building Materials	Real Estate & Rental Housing
Agricultural Related	Department Stores	Manufacturers	Recreation & Entertainment
Air Conditioning & Heating	Dry Cleaners & Laundries	Medical Billing	Recreational Vehicles
Architects/Surveying/Engineering	Employment Agencies	Medical Services	Rental-Auto & Tool
Attorneys	Financial Planning	Medical Supplies	Retail
Auctioneers & Auctions	Fitness	Monuments	Restaurants-Wholesale Services
Auto/Truck-Dealers	Florists	Motels & Other Lodging	Restaurants & Catering Services
Auto/Truck-Maintenance	Funeral Home & Directors	Movers	Roofing
Banks & Credit Unions	Gift Shops	Nursing Homes	Schools & Colleges
Beauty Related	Glass Shops	Newspapers	Scrap Metals Service
Cellular Telephones	Government	Office Supplies & Services	Telephone companies
Chiropractors	Grocery Stores	Optometrists	TV-Stations, Cable & Satellite
Churches	Home Furnishings	Pest Control Services	Title Companies
Clothing & Shoes	Hospitals & Medical Clinics	Pharmacies	Towing-Automotive
Clubs & Organizations	Individuals	Photographers	Trash Services
Computers & Internet Service Providers	Insurance	Physicians	Travel
Construction-General Contractors	Jewelers	Plumbing	Trucking-General
Construction-Materials		Power Plants	Utility Companies
Construction-Sub-Contractors		Printing Services	
Convenience Stores & Gas Stations		Propane Gas Suppliers	
Counseling			

The below signed business or organization applies for membership in the Greater Poplar Bluff Area Chamber of Commerce and certifies that the information contained on this application is accurate and complete. The business or organization agrees to abide by the Bylaws and procedures of the Chamber and pay the appropriate dues, as described above. Membership dues are renewed annually on the anniversary date of this application and are non-refundable. The company understands that the business will hold membership and may change at will its designated representative. In the event of a terminated membership, any use of the Chamber's name or reference to the Chamber will be discontinued. I also understand that any information on this application may be used for Chamber press releases and other communications.

Signature \_\_\_\_\_

Date \_\_\_\_\_