

# PASSPORT TO SUCCESS!



*United States of America*

# Welcome!

Member name \_\_\_\_\_

**Congratulations on becoming a BNI® member!**

Welcome to BNI® \_\_\_\_\_ Chapter. \_\_\_\_\_

**It is great to have you as part of the team!**

We: \_\_\_\_\_

Meet every \_\_\_\_\_ (Day of the week)  
from \_\_\_\_\_ to \_\_\_\_\_ (Time)  
at \_\_\_\_\_ (venue)  
\_\_\_\_\_ (venue address)

\_\_\_\_\_

\_\_\_\_\_

Chapter fees \$ \_\_\_\_\_

How do I pay? \_\_\_\_\_

# My BNI® checklist

Complete the Member Success Program® within 30 days

Listen to a BNI® podcast on BNI® Business Builder

Put business cards in a business card caddy

Complete the online BNI Connect® member profile include the GAINS Exchange®

Schedule a One-to-One with fellow members using the biography sheet and GAINS Exchange®

Prepare for weekly presentations

Complete three Chapter Education Units

Arrange a substitute to join me at my meeting

Give a testimonial

Prepare my feature presentation

Bring a visitor

Give a referral

Attend training on BNI® Business Builder



## How to use your BNI® passport

Since 1985, we have learned the first 90 days are crucial to a new member's success. This Passport will allow you to create that success.

- Meet with the mentor coordinator for the names of the people you need to meet with and the topics you will cover.
- Plan on attending at least two One-to-One meetings per week.
- Have your mentor sign your passport after your one-to-one meeting.
- Use the checklist on the previous page to help you get the most out of your BNI® membership. You should be able to complete the entire passport within 60 days. Make sure to keep this passport as a reference tool.

# BNI® Core Values

**Givers Gain®**

**Building Relationships**

**Lifelong Learning**

**Traditions + Innovation**

**Positive Attitude**

**Accountability**

**Recognition**

®

*\*To learn more about each core value, review the core values course and BNI® Business Builder.*

# BNI® Code of Ethics

- 1) I will provide the quality of service at the prices I have quoted.
- 2) I will be Truthful with the members and their referrals
- 3) I would build goodwill and trust amongst members and their referrals
- 4) I will take responsibility for following up on the referrals I receive
- 5) I will display a positive and supportive attitude
- 6) I will live up to the ethical standards of my profession

*\*Professional standards outlined in a formal code of conduct for any profession supersedes the above standard.*



Talk to your Mentor Coordinator: \_\_\_\_\_

Talk to your Membership Committee: \_\_\_\_\_

Talk to your BNI® Director Consultant: \_\_\_\_\_

# BNI® Essential Websites/Apps

Log into to subscribe to or download and follow the resources:

**BNI Connect® Mobile App**  
(IOS or Android)

**bniconnect.com**  
(Log in to update your Profile, access member Resource Center, complete your Biography Sheet and enter activity, etc.)

**bnibusinessbuilder.com**  
(Log in to complete Chapter Education Units)

**BNI® Business Builder App**  
(IOS or Android)

**bni.com/thelatest**  
for networking articles and webinars

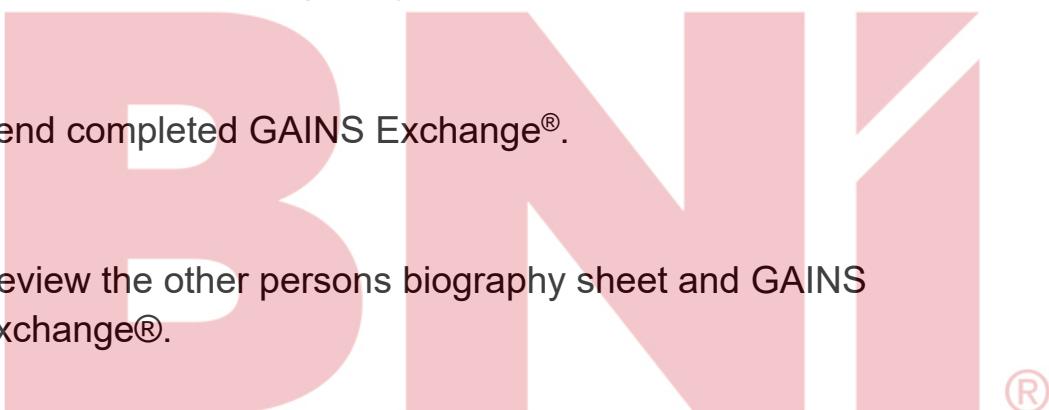
Regional Website: \_\_\_\_\_

# How to have an effective One-to-One

- Schedule and confirm One-to-Ones in advance.

- Send completed biography sheet.

- Send completed GAINS Exchange®.
- Review the other persons biography sheet and GAINS Exchange®.



- Think about what you need to know to trust the person.
- Try to identify two referrals you can give after the One-to-One.

## Local Trainings

Mentor Name: \_\_\_\_\_

**Topics:** BNI® Business Builder, events calendar and online registration.

Signature: \_\_\_\_\_

## Substitutes & Attendance

Mentor Name: \_\_\_\_\_

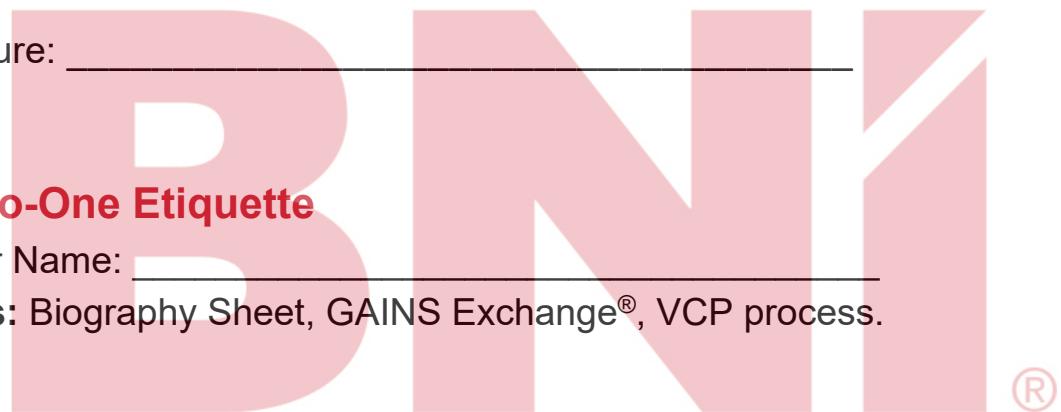
**Topics:** Expectations of Attendance and Substitute Program.

Signature: \_\_\_\_\_

## One-to-One Etiquette

Mentor Name: \_\_\_\_\_

**Topics:** Biography Sheet, GAINS Exchange®, VCP process.



Signature: \_\_\_\_\_

## Secretary Treasurer

Mentor Name: \_\_\_\_\_

**Topics:** Biography Sheet, Chapter Fees, Speaker Rotation and Membership Renewal Payments

Signature: \_\_\_\_\_

## Education Coordinator

Mentor Name: \_\_\_\_\_

**Topics:** Referral vs Leads, Chapter Education Units, BNI® Business Builder

Signature: \_\_\_\_\_

## Vice President

Mentor Name: \_\_\_\_\_

**Topics:** Rules of the game (policies) and The Power of One Report.

Signature: \_\_\_\_\_

## Chapter Tools

Mentor Name: \_\_\_\_\_

**Topics:** BNI Connect® Mobile App, Reporting Activity and your BNI® Connect Profile.



Signature: \_\_\_\_\_

## President

Mentor Name: \_\_\_\_\_

**Topics:** Roles, Agenda, Expectations and Weekly Commitment.

Signature: \_\_\_\_\_

## Gold Club Badges

Mentor Name: \_\_\_\_\_  
**Topics:** Visitors add value, Review How to Bring People and Gold Club Recognition.  
Signature: \_\_\_\_\_

## Visitor Host Experience

Mentor Name: \_\_\_\_\_  
**Topics:** Have 1, One-to-One with Visitor Host, select a date to serve alongside the Visitor Host Team.  
Signature: \_\_\_\_\_

### How to Successfully Invite

**Introduction:** What are you doing next (day) \_\_\_\_\_ at \_\_\_\_\_ time?

**Reply:** *I have a group of business professionals I am excited to introduce you to. I am certain that many of them would benefit from meeting you. Can I register you for our next BNI® meeting?*

**Say:** *I'll be wait for you at the door 10 minutes before start time so I can introduce you properly.*

**Do:** Keep it short and sweet. Always follow up!

Rather than try to sell BNI®, your goal is connecting them to a few people in the room.

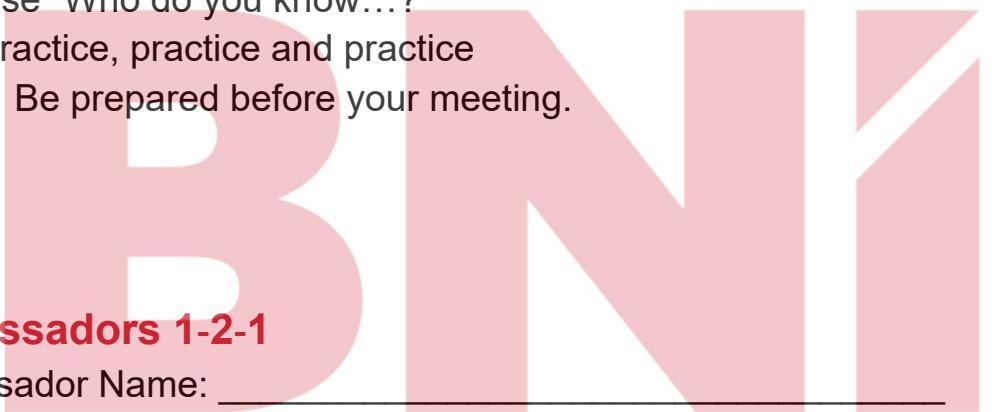
**Avoid Saying the Following:** Weekly Meeting, Join, Networking, Membership, Member Success Program and One-to-One.

## How to Ask for a Referral

Once you have built goodwill and trust within the members of your BNI® chapter use, the following techniques to increase the referrals you receive:

- 1) Be specific.
- 2) Describe your dream referral.
- 3) Use the names of people you want to connect with.
- 4) Avoid generic terms like anybody, everybody and small businesses.
- 5) Identify your ideal target market.
- 6) Tell members how you help your clients.
- 7) Use the BNI® Money Funnel.
- 8) Use “Who do you know...?”
- 9) Practice, practice and practice
- 10) Be prepared before your meeting.

### Ambassadors 1-2-1

Ambassador Name: \_\_\_\_\_  ®

Role of Regional Team

How to Network Across Chapters

Regional Events

Identify Contact Sphere Professionals

Signature: \_\_\_\_\_

*In the absence of an ambassador a director consultant may complete this one-to-one section.*

Notes:

**BNI**®