

GUNGAHLIN 'BUSINESS OVER BREAKFAST' MEMBERSHIP APPLICATION



The Gungahlin Business Over Breakfast (B.O.B) group is a referral based networking group operating out of Gungahlin but for businesses Canberra wide. We are not exclusive to Gungahlin businesses, simply a networking group based in Gungahlin.

We would love to have you as a part of our group and be one of the key providers for business referrals for your business. Like all networking and marketing activities the success is dependent on the quality of the members, and the process around selecting new members. While we don't like a lot of admin, there is some information and general guidelines to be followed and all relevant information can be found in the Application.

Should you wish to apply to join this Gungahlin based networking group, simply fill out, and sign all sections of this form and return to the Membership Team or email to Tony at tony@tonyozanne.com for processing. And of course, contact me if you need anything clarified as well. If you want me to call you, email me or sms me at +92 323 8220741 and I'll get back to you.

Thanks...Tony

| APPLICANT INFORMATION | | |
|---------------------------------------|---------|--------------|
| Name: | | |
| Date of birth: | Mobile: | |
| Current address: | | |
| Suburb: | State: | Post Code: |
| BUSINESS / EMPLOYER INFORMATION | | |
| Business Name: | | |
| Business address: | | Years there? |
| Phone: | E-mail: | |
| Suburb: | State: | Post Code: |
| Business Category Applied For: | | |
| Title: | ABN: | |

OPTIONAL QUESTIONS:

* IN YOUR OWN WORDS, WHY DO WISH TO BE A PART OF THE GUNGAHLIN BUSINESS OVER BUSINESS NETWORKING GROUP?

* WHAT SKILLS OR VALUE WILL YOU BRING TO THE GROUP AS A MEMBER?

* HOW DO YOU VIEW NETWORKING AS A PART OF YOUR BUSINESSES OPERATION?

The Information contained in this page is true and accurate and I agree to the Guidelines and principles of the group and the expectations of me as a member.

Signed: _____

Name: _____

MEMBERSHIP TYPES

A number of options exist for your business to join this group. Review the options below and find the option that best suits your situation, goals or desire for ongoing savings.

Membership default is for 4 months, then renewed every 4 months, however longer term memberships can be secured upon application to secure your spot and 'lock out' competitor categories (please select choice)

| Membership Type | Investment \$ | Tick Selection of Membership |
|-----------------------------|---------------------|------------------------------|
| Standard 4 Month Membership | \$160 | |
| 6 Month Membership | \$210 (\$30 saving) | |
| 12 Months Membership | \$400 (\$80 saving) | |

Membership Dues are Payable Upon Approval.

Your commitment to the above membership period will hold you liable for these dues, regardless of your fulfillment of the term I.e. should you leave, your membership fee will be lost). Breakfast costs are paid month by month, and no full term commitment is liable for meeting costs, apart from part of month outstanding, should you not attend a full month.

Payment is via Direct Bank Deposit or transfer at Bendigo Bank or Peoples Choice or PayPal Invoice, both due within 7 days. Failure to pay within 7 days will result in your category being opened up to waitlisted applicants for your category and your position may be lost.

Note an invoice for the monthly breakfast fee will be issued each month in advance, in addition to the membership fee. Meeting cost is \$30 per week. This invoice is due within 7 days as well, and non-payment may open up your category.

| | |
|-----------------------------------|-------------------------------------------------------------------|
| Direct Deposit to: | Gungahlin In Branch Deposits @ Peoples Choice Credit Union |
| TE & SM Ozanne Pty Ltd | T.E Ozanne |
| Bendigo Bank | BSB 805050 |
| BSB 633000 | Account 100105940 |
| Account 141087403 | |

PayPal option – if selected, an email with the PayPal invoice will be sent to you. Note an additional \$10 transaction fee will be applied for each PayPal invoice generated for monthly breakfast costs or membership fees.

Your Preferred Invoicing Option

Direct Deposit/ In branch

PayPal (note a \$10 processing fee will be added to each transaction)

Note all Amounts are GST free.

**The Gungahlin Business Over Breakfast is operated by Tony Ozanne from Business Coaching Canberra and operates under T.E Ozanne as Trustee for TSMJ Ozanne Family Trust. This Trust is not registered for GST.
ABN 24 682 612 632.**

The Information contained in this page is true and accurate and I agree to the Guidelines of the group

Signed: _____

Name: _____

GUNGAHLIN BUSINESS OVER BREAKFAST GENERAL GUIDELINES AND POLICY

Whilst this group is established as a structured referral based group following a set agenda and without too many rules, we do need to have some basic guidelines and expectations to make the group operate in accordance with the objectives set. Should any clarification to any of these points be required, do not hesitate to contact the Group Leader. The guidelines are designed to be fair and equitable to all members to ensure that the best opportunity exists for a group that provides a return on investment to its members.

- Only one person per business category will be permitted to join the group. The Group Leader and Membership team will deal with any conflicts.
- Weekly meetings will run for 90 minutes and follow a set agenda. Members must arrive on time and stay until completion.
- Attendance is critical to the group's success and the building of relationships. Whilst day-to-day challenges do occur, your commitment to the group forms a part of your membership. If you can't make a meeting, it is encouraged that a substitute takes your place. Where this is not possible, you can have up to 3 absences per 4-month period. Consistent non-attendance may result in your position being opened up to a waitlisted applicant.
- You are required to bring legitimate referrals and qualified visitors in accordance with our group goals (1 visitor per month)
- Members should commit time outside of the meeting time to build relationships and get to know other members via one on one catch-ups. It would be recommended that each member meet each other at least once per 6 months to understand their business better.
- Weekly speakers shall provide a 'door prize' not to exceed the value of \$30 when speaking.
- Members will not use the email database of the group for unsolicited or excessive correspondence or provide to third parties without permission.
- It is expected that members participate in leadership roles during their time within the group such as Membership and Group Leadership roles. For completing such roles, membership fees will be waived for the duration of the term. Meeting costs may be applied. The role of the Group leader rotates each month; so all members will have a role for a month, and will not be charged Membership or Meeting costs for this period of time.
- The Membership team is responsible for new member applications processing, member performance issues or category conflict matters. They are the first point of contact for such matters.
- Membership fees payable in advance for 4, 6 or 12 monthly terms are non refundable. Should a member leave, or be asked to leave due to lack of commitment no refund will be issued.
- All members are to be financially current with membership and meeting fees. Failure to be current will result in category being opened and attendance of meetings will not be permitted.
- General guidelines may change from time to time, and the group leader shall communicate such changes to members.

GUNGAHLIN BUSINESS OVER BREAKFAST ADMINISTRATIVE GUIDELINES

- **Membership is due 7 days upon application approval** and failure to pay will result in application and membership being cancelled.
- Renewal notices will be sent out 7 days prior to renewal date, and due 7 days after renewal date. Members can upgrade their membership term, or downgrade, but notice **MUST** be given the Membership Team prior to invoicing.
- **Meeting costs are payable for each month in advance**. Invoicing will be sent out at the start of each month and payable within 7 days. Failure to be current may result in membership being cancelled. Members joining mid cycle will be invoiced pro rata for the month.
- Should the group size become to capacity additional groups may be established on alternate days. These will operate under the same guidelines and will be an independent group. Businesses may nominate members to represent their business at additional groups, but membership must be from a different representative of the business, not the same person.
- Tracking and recording of weekly statistics i.e. attendance, referrals passed, closed business etc. is the responsibility of the Group leader and shall be made public at each meeting in accordance to the meeting agenda.
- Promotion of the group will occur via word of mouth, online i.e. website, Facebook, LinkedIn, paid advertising etc. Members are encouraged to share and promote the group to others on their own networks, but overall responsibility comes to the Group Leader.
- All Invoicing will come from TE Ozanne as Trustee for TSMJ Ozanne Family Trust, ABN 24 682 612 632.

The Information contained in this page is true and accurate and I agree to the Guidelines of the group

Signed: _____

Name: _____

| GUNGAHLIN BUSINESS OVER BREAKFAST CODE OF ETHICS | APPLICATION PROCESS | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
| <p>Our members are the critical element to the success of the group; therefore some basic ethics are required for all members.</p> <p>By applying to be a part of this group, you agree to:</p> <ul style="list-style-type: none"> - Offer quality services at the prices quoted - Be truthful with the group and with referrals - Take ownership and follow up on referrals received - Build goodwill and trust with fellow members - Act in a professional manner in meetings - Be ethical in the standards of your profession - Participate in the meeting in accordance with the agenda and structure each week. - Participate in leadership and group running roles if required - Arrive on time each week - If unable to attend, attempt to provide a substitute to take your place. | <p>The application process is critical in ensuring that we have the best-suited members for each business category. The process of entry to the group is as follows:</p> <ul style="list-style-type: none"> - Submit Application Form Fully completed - Membership Team will review and process including contacting business references and a brief selection interview. - Once approved, the Group Leader will be advised and the group will be given the opportunity to give any objections to the application. Any issues will be addressed between the member and applicant and the outcome notified. - Once an outcome is determined, the applicant will be advised and if approved payment is due in 7 days. If not paid, category remains open. An invoice for meeting fees will also be issued and due in 7 days. | |
| MEMBERSHIP QUALIFIERS | | |
| Do you belong to any other networking groups (specify): | | |
| Are you willing to invite guests to the group in accordance with our requirements to grow the group? | | |
| Have you been convicted of any act of dishonesty or other offences? | | |
| Are you willing to participate each week as an active member? | | |
| Are you willing to take on group leadership roles if required? | | |
| PLEASE PROVIDE 2 BUSINESS/ CUSTOMER REFERENCES | | |
| Name | Address | Phone |
| | | |
| Business Name | | |
| Name | Address | Phone |
| | | |
| Business Name | | |

The Information contained in this page is true and accurate and I agree to the Guidelines of the group

Signed: _____

Name: _____

SUBMIT YOUR COMPLETED FORM TO THE MEMBERSHIP TEAM, OR VIA EMAIL TO TONY@TONYOZANNE.COM

ADMIN USE ONLY:

Date Application Received:

Received By:

Reference Checks completed by: Date:

By Whom:

Comments:

Interview conducted by/ when:

Advised of outcome by/ when:

If accepted, objection opportunity to group sent (note issues):

1st Meeting date for invoicing (note is pro rata with renewal dates):