



- 1.** Identify the **open sectors** within your chapter
- 2.** Invite **Prospects** to attend your FUEL or the Thinking About Joining meeting
- 3.** After a **Prospect attends** one of these meetings, then the following should occur:
 - Make sure you know the **Prospect's sector** to determine if they are eligible to join your chapter. If not, then notify Paul@IndustrialNetworkGroup.com to direct them to a new chapter.
 - Coordinator should **contact the Prospect within 3 business days** from the meeting to thank them and to answer any questions
 - For Prospects that visited your FUEL meeting, you will need to **discuss the following with them:** [a] schedule; [b] membership; [c] cost - registration; [d] annually or monthly payment of membership dues
 - Ask the Prospect to **fill out an application** for the appropriate chapter; they will be billed for registration and membership.
- 4.** If the prospect does not put in an application, then **follow back up with them in a week**
- 5.** If the prospect **does not join within 1 month from visiting** your FUEL meeting, then ING corporate will take over to continue working the prospect.