

Full-time Equivalent Calculation

Annual membership dues are calculated using the **full-time equivalent (FTE) employee** base of the membership, include one primary and one alternate contact, and include all locations of the member business as long as the employees at all locations are figured into the FTE. Only the primary contact is eligible to cast a vote for the membership or serve on the Chamber's Board of Directors.

Total all hours worked by each employee for the year at each location to be included in the membership. Do not count more than 2085.6 hours per employee. Example: employee 1 worked 2085 hours; Employee 2, 800 hours; and Employee 3, 1500 hours.

Add together all hours. $2085+800+1500=4385$ total hours.

Divide that total by 2085.6. $4385 \div 2085.6 = 2.10$

Round the resulting number to the nearest whole number. 2.10 rounds to 2.0

The rounded result is your FTE. The FTE is 2. The category is 2-5 FTE employees for either a "Regular" or "Non-profit" membership.

Member Benefits:

- One Primary Contact
- One Alternate Contact
- Additional Contacts @ \$10 each
- 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
- Member Rates for advertising & event fees
- Event sponsorship options
- Ribbon Cutting Ceremony
- Free subscription to Chamber's newsletter
- Notices for Chamber events
- Featured on the Chamber Page
- Host a Business After Hours event
- 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

Membership Information Sections & Descriptions

SECTION 1: BUSINESS IDENTIFICATION

Membership Type

Please check the box for the appropriate membership type: Single Regular or Non-Profit, Regular or Regular Non-Profit.

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.

Section 2: MEMBERSHIP OPTIONS

These options are part of the Single, Regular or Single/Regular Non-Profit Memberships & Supporter. 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 winner 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.

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*.

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.

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.

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.

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 4th Street, Burlington, KS 66839

Please call or e-mail us if you have any questions.
(620) 364-2002 or (877) 364-2002
executivedirector@coffeycountychamber.com

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.

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

Single Regular/Non-Profit, Regular & Regular Non-profit Memberships

Investment is based on FTE of all locations to be included with the membership. Full benefits include a business listing (for each included location); one primary* and, if applicable, one alternate contact for the membership who receive notices and newsletters; low-cost advertising opportunities in the Chamber's newsletter and on the website; eligibility to host a Chamber After Hours event, have a ribbon cutting ceremony, be a "Featured Business" in the newsletter, or have significant member events promoted free of charge; and have priority option over non-member businesses for Chamber-related promotional opportunities.

*Only the primary contact is eligible to cast a vote on behalf of the membership or to serve on the Chamber's Board of Directors.

Additional Primary Contacts

Only two contacts are included with a "Regular" or "Non-profit" membership. Additional contacts are \$10 each and will only receive notices and the newsletter from the Chamber. Additional contacts have no voting privilege and no eligibility to serve on the Chamber's board.