



Don't Make These Mistakes!

During a long membership campaign, it's easy to get confused. Use this information as a guide to avoid common mistakes.

Membership Renewal Form

- The Membership Renewal Form is for renewals only.
- Include your name and team name on the renewal form before sending it to a member(s).
- Forms received with no sponsoring member name **will not** receive credit.

New Member Application

- Make sure the New Member Application is filled out completely.
 - Type of Business – select Areas of Expertise (two are **complimentary**).
- CCID code and expiration date for credit cards.
- Name and company of sponsoring member (who referred you to join).
- Owner/Manager New Member Applications – submit both pages.
- Applications received with no sponsoring member name **will not** receive credit.

Payment

- **Don't assume** payment for a new member or renewal is in the mail to AAA or has been paid.
 - Follow up!
 - Someone will tell you they have sent the payment just to get you off the phone and/or to stop sending emails.
 - Confirm with AAA's Membership Team that the payment has been received.

Vendor List

- Your Vendor List **should not** be used to determine if a member has been renewed.
 - Each team will receive and have access to their assigned Renewal List.
 - The Vendor List should be used for cross-referencing purposes only to identify if a company is a non-member (prospect).