Vendor & Grant Program Memberships

"The Way it Works"

Date: February 1, 2019
To: Executive Team, Membership
From: Marketing

A vendor/grant membership, similar to a rehab membership, will use an invoice to bill a group, company, or individual that is financially responsible for the membership. These can include membership being provided to home school students, special needs adults and children, and other memberships related to families or children.

Vendor & Grant Program Offer Instructions: (Membership)

1. Fill out the invoice located on MyTAC under Membership (also included in this TWIW.)
2. Collect documentation verification of the program or vendor responsible for the membership.
3. Fill out all new member paperwork (application, new member checklist, etc) with the client.
4. Write" Vendor & Grant" along with the responsible party across the top of the application and "VENDOR GRANT" on offer line.
5. Fax/email the invoice to the responsible party.
6. Ring out a $0 snooze payment on the snooze account on POS.
7. Send a copy of the new member paperwork, invoice, receipt, and other paperwork to accounting.
8. The membership will be terminated if payment is not received by member accounting in 14 days.
9. List Vendor/Grant on the commission sheet.
10. Book the fitness consultation on InTouch. Please note: there is no charge for the fitness consultation.
11. Also note: there is no charge for the annual fee.

This process from beginning to end takes approximately 2 weeks. If it has been longer than 2 weeks the responsible party either has not received the paperwork or did not accept the payment, or our accounting office has not received the check. It is the coordinator and membership manager's responsibility to follow up with all parties to insure that the account is active in a timely fashion.

Add-on Procedure:

If this member wishes to add a family member onto their membership, they must sign a one-year commitment, and fill out an autopay form. Unless otherwise noted by the responsible party, some vendor/grant memberships will cover the entire family for liability purposes.

Rollover to a Regular Membership:

- If a vendor/grant membership wants to rollover to normal membership, they will need to complete new membership application and 12 month addendum.

- Special offer valid 30 days *prior to and after* vendor/grant membership end date (example: end date is April 15. Offer valid from March 15 to May 15):
  - $0 Enrollment
  - 1st Month Dues Free
  - 2 Months Membership Plus Free

Notes:

- Members who wish to extend their vendor/grant membership must complete a new invoice and submit to the responsible party. The account will not be reactivated until payment has been received.
- Existing members who wish to utilize a grant or other funds available through these special programs must submit an invoice in order for our accounting office to receive payment. They do not fill out new paperwork as they are still responsible for their original membership. Any funds approved will apply to their current membership.
- Do not make any promises and lead the client to believe that this will be covered. The invoice must be accepted by the special program/responsible party before the account can be counted.
- These vendor/grant memberships do NOT count as a sale unless they are at least six (6) months in length.
- Commission for membership team is $15.00 regardless of the type of membership (family vs individual, gold vs silver).

THE ALASKA CLUB

Vendor and Grant Invoice

Claim #:		Date:	

Claimant's Name:			
Claimant's Address:			
Claimant's Phone Number:			
Responsible Party:			
Contact Person:			
Phone Number:		Fax Number:	

TAC Coordinator:	

Enrollment Fee:	
Monthly Dues:	
x # of Months:	
= Total:	

Note: Claimant can begin temporary membership when a check in the full amount has been sent to:

The Alaska Club – East
5201 E. Tudor Road, Anchorage, AK 99507
Attention: Member Accounting