

PASSPORT TO  
SUCCESS

**BNI**®

*United States  
of America*

# Welcome



\_\_\_\_\_ (member name)

Congratulations on becoming a BNI Member!

Welcome to the BNI \_\_\_\_\_

Chapter, it's great to have you as part of the team.

We:

Meet every \_\_\_\_\_ (day of week)

From \_\_\_\_\_ (time)

At \_\_\_\_\_ (venue)

\_\_\_\_\_ (address)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Chapter Fees \$ \_\_\_\_\_

How do I pay? \_\_\_\_\_



## How to Use Your Passport

Since 1985, we have learned that the first 90 days are crucial to a new member's success. This Passport will allow you to create that success.

- Meet with the Mentor Coordinator for the names of the people you need to meet with and the topics you will cover.
- Plan on attending at least one or two One-to-One meetings per week.
- Have your mentor sign your passport book after your One-to-One meeting.
- Use the checklist in the back of the Passport to help you get the most from your BNI membership.
- Complete the Member Success Program as prescribed by your region.

**You should be able to complete the entire Passport within 90 days. Make sure to keep this Passport as a reference tool.**



# **BNI Core Values**

 **Givers Gain<sup>®</sup>**

 **Building Relationships**

 **Lifelong Learning**

 **Traditions + Innovation**

 **Positive Attitude**

 **Accountability**

 **Recognition**



## **BNI Code of Ethics**

1. I will provide the quality of services at the price I have quoted.
2. I will be truthful with the members and their referrals.
3. I will build goodwill and trust among members and their referrals.
4. I will take responsibility for following up on the referrals I receive.
5. I will display a positive and supportive attitude.
6. I will live up to the ethical standards of my profession.

*Professional standards outlined in a formal code of conduct for any profession supercede the above standards.*



### **If you need support:**

1. Talk to your Mentor Coordinator:
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2. Talk to your Membership Committee.

3. Talk to your BNI Chapter/Member Consultant:
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## **BNI Essential Websites**

Log in to the following websites:



Regional website:

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Locate your chapter details, apply to a chapter, Regional Event Calendar, Resources, etc.



**bnipodcast.com**



Global website: **bni.com**



**bniconnect.com**

Log in to update your Profile, access the Member Resource Center, complete your Biography Sheet, enter activity, etc.



**bnibusinessbuilder.com (schoox.com)**

BNI's global online learning platform, developed with BNI Members top of mind.



## President

**Mentor Name:** \_\_\_\_\_

**Topics:** Roles, Agenda, Expectations,  
Weekly Commitment

Signature: \_\_\_\_\_



## Vice President

**Mentor Name:** \_\_\_\_\_

**Topics:** Policies and Power of One Report

Signature: \_\_\_\_\_



## Secretary/Treasurer

**Mentor Name:** \_\_\_\_\_

**Topics:** Biography Sheet, Chapter Fees,  
Speaker Rotation

Signature: \_\_\_\_\_



## Substitutes & Attendance

**Mentor Name:** \_\_\_\_\_

**Topics:** Expectation of Attendance,  
Substitute Program

Signature: \_\_\_\_\_





## Education Coordinator

**Mentor Name:** \_\_\_\_\_

**Topics:** Power of One Report, Chapter  
Education Units (CEUs), Education Resources

**Signature:** \_\_\_\_\_



## One-to-One Etiquette

**Mentor Name:** \_\_\_\_\_

**Topics:** GAINS Exchange, One-to-One  
Meeting Planner

**Signature:** \_\_\_\_\_



## Chapter Tools

**Mentor Name:** \_\_\_\_\_

**Topics:** BNI Connect App, BNI Connect® Profile, Business Builder App, Chapter

Signature: \_\_\_\_\_



## Gold Club Badge

**Mentor Name:** \_\_\_\_\_

**Topics:** How to invite People, Gold Club Badge Program

Signature: \_\_\_\_\_



## Visitor Host Experience

**Mentor Name:** \_\_\_\_\_

**Topics:** Select a date to serve alongside the Visitor Host Team

Signature: \_\_\_\_\_



## Local Trainings

**Mentor Name:** \_\_\_\_\_

**Topics:** Regional Events Calendar, Online Registration, Webinars

Signature: \_\_\_\_\_



## How to Successfully Invite

**Introduction:** *What are you doing next (day) \_\_\_\_\_ at (time) \_\_\_\_\_?*

**Reply:** *I have a group of business professionals I am excited to introduce you to. I am certain that many of them would benefit from meeting you. Can I register you for our next meeting?*

**Say:** *I'll be waiting for you at the door 10 minutes before start time so I can introduce you properly.*

**Do:** Keep it short and sweet. Always follow up!

Rather than trying to sell BNI, your goal is connecting them to a few people in the room.

### **AVOID SAYING THE FOLLOWING:**

BNI, Weekly Meeting, Join, Networking, Membership, Member Success Program, One-to-Ones and PALMS.



# My Member Success Checklist

- Complete the Member Success Program
- Download BNI App
- Complete your BNI online Profile
- Sponsor a New Member
- Give a Referral
- Complete the Passport to Success

Notes:

Signature: \_\_\_\_\_



## How to Ask for a Referral













1. Be specific
2. Describe your dream referral
3. Use names of people you want to be connected to, if possible
4. Avoid generic terms like “anybody,” “everybody” and “small business”
5. Identify your ideal target market
6. Tell Members how you help your clients
7. Use the BNI Money Funnel
8. Use “Who do you know who...?”
9. Practice, practice, practice
10. Be prepared before your meeting



# GAINS Worksheet

<b>GOALS</b>	
<b>ACCOMPLISHMENTS</b>	
<b>INTERESTS</b>	
<b>NETWORKS</b>	
<b>SKILLS</b>	
What makes them different?	
How can they help my clients?	
How can I refer them?	

## **My BNI Checklist**

-  Complete the Member Success Program within your first 30 days
-  Wear my BNI Member Name Badge
-  Arrange for a substitute to join me at my meeting
-  Bring a visitor
-  Give a referral
-  Visit another BNI Chapter
-  Prepare four versions of Weekly Presentations
-  Download all BNI related Apps
-  Complete my online BNI Connect Member Profile including the GAINS Profile
-  Schedule a One-to-One with fellow members using the GAINS worksheet
-  Prepare my Feature Presentation
-  Give a written testimonial





## Member Consultant One-to-Ones

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**Member Consultant Signature:** (#1: First 30 Days)

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**Member Consultant Signature:** (#2: 1-3 Months )

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**Member Consultant Signature:** (#3: 3-6 Months)

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**Member Consultant Signature:** (#4: 6-9 Months)

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In the absence of a Member Consultant, a Chapter Consultant may complete this One-to-One section.



# Power of One Report (Traffic Light Report - TLR)

Start with the easiest areas:

- 1. CEUs**
- 2. Attendance**
- 3. One-to-Ones**
- 4. Referrals**
- 5. Visitors**

**1**

Meeting per week	20 POINTS
Referral per week	20 POINTS
Visitor per month	20 POINTS
One-to-One per week	20 POINTS
CEU per week	20 POINTS

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**100 POINTS**

**GREEN**

**70-100 POINTS**

**YELLOW**

**50-65 POINTS**

**RED**

**30-45 POINTS**

**GRAY**

**0-25 POINTS**



“Things that are easy to do  
are easy not to do.”

~ *Jim Rohn*

*United States  
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