



To Concierge/ General Manager/ Accounting

This letter will serve as authentication for those hotels and resorts requiring such from member concierges for the purpose of paying dues.

Dues this year are \$50 per concierge for Social Membership the period of September 1, 2024, through August 31, 2025, and are due no later than September 30, 2024. *Dues received after October 1, 2024, but before November 30, 2024, will incur a \$20 late fee per concierge. Dues not received by November 30, 2024, will result in prior memberships being dropped from the roster.*

Please make checks payable to **VALLEY OF THE SUN CONCIERGE NETWORK** and mail to:

*Valley of the Concierge Network  
4400 N Scottsdale Rd  
Suite 9-95  
Scottsdale, AZ 85251*

Please list first and last names on the check(s) and have Human Resources sign the bottom of this sheet to verify that all concierge(s) are still active in their concierge role. Include this signed copy with payment; you can also pay via credit card.

Please address any questions to Claudia Goettig via phone at (480)320-8740 or email at [vscnconcierge@gmail.com](mailto:vscnconcierge@gmail.com) or [president@vscnconcierge.com](mailto:president@vscnconcierge.com)

We thank you for your support of our professional organization.

Regards,  
Claudia Goettig  
President Valley of the Sun Concierge Network

Active Concierge(s):

Name : \_\_\_\_\_

Signature & Date: \_\_\_\_\_

Human Resources Manager \_\_\_\_\_

Hotel Name & Phone Number \_\_\_\_\_



## Code of Ethics

**Section 1.** The Network does not endorse any individual, company, or organization for any purpose. No single member has the right to individually represent the Network.

**Section 2.** No member shall solicit money from any vendor utilized to actively perform a concierge service.

**Section 3.** No member will demand or solicit services for personal or professional gain from any vendor utilized to perform concierge services.

**Section 4.** RSVP Policy. It is the responsibility of all members to acknowledge every invitation and meeting and to respond (RSVP) to the designated individual at least 48 hours in advance unless otherwise specified. RSVP is defined as either a yes or a no response. An individual designated by the Chairman will monitor RSVP'S. All no-shows will be scrutinized with the possibility of reprimand and/or fine, or other disciplinary action.

**Section 5.** It is the responsibility of all members to send a note or letter of appreciation to the host following acceptance and / or attendance of any invitational function.

**Section 6.** When invited to resorts, hotels, and other Concierge related functions or services (i.e. tours, limousines, etc.), appropriate gratuity shall be defined and suggested by a member of the Board of Directors in accordance with the full value of the services rendered.

**Section 7.** Any member who behaves in a manner that would disgrace or embarrass the reputation of the Concierge profession will be subject to disciplinary action by the Board of Directors

*Guests are never allowed to attend VSCN functions or Concierge invitational functions unless otherwise specified. A guest is considered anyone who is not listed on the official VSCN Roster. This also includes guest service managers, bell captains, front office managers, etc. If you would prefer that the Network explain this to your management, please contact a member of the Board of Directors. **By signing this document, I also agree to abide by any new policies set forth by the VSCN committee members.***

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

Property: \_\_\_\_\_

## Disciplinary Actions

As a member of the Valley of the Sun Concierge Network, my signature above indicates that I am aware of the Code of Ethics and I will abide by the rules.

I also understand that the VSCN has the right to take disciplinary action if I do not adhere to these rules as stated in the Code of Ethics Sections 4 and 7.

**DISCIPLINARY ACTIONS ARE AS FOLLOWS:**

- A) Three (3) "no-shows" or cancellations within the 24-hour cancellation policy will result in not receiving invitations to the events for the remainder of the year and may result in future denial of membership for the next year.
- B) Full members must attend at least 3 network meetings within 6 months. Failure to do so will result in not receiving invitations to the events for the remainder of the year and may result in future denial of membership for the next year.



## Social Membership Application

The objective of social membership in the Valley of the Sun Concierge Network is to allow you the occasion to build relationships with colleagues and hospitality industry professionals who can provide you with unlimited opportunity to network. Your social membership if granted is individual and is not transferable.

### Contact Information

Select one: ☐ New ☐ Renewal/ Social Member Since \_\_\_\_\_ ☐ Update

Name	
Title	
Place of Employment	
Work Phone	
Home Address	
E mail	
Cell Phone	
Birthday month/day	

### Person to Notify in Case of Emergency

Name	
Phone	

### Dues

Social Members shall pay \$50 per calendar year. Any new member being admitted during the course of the year shall be subject to the full amount of the annual dues. Please forward dues with your application and make all checks payable to **Valley of the Sun Concierge Network**. A full refund of dues shall be made in the event your application is denied.

Dues Received	
Treasurer's Signature	

### Social Membership Agreement & Signature

My signature below indicates that all information given in this application is true and that I have read, understand and agree to abide by the Code of Ethics and the Constitution and Bylaws of the Valley of the Sun Concierge Network. Furthermore, my signature indicates that I meet or exceed all of the social membership requirements, at the time of this application, as stated in the Constitution. Should any changes in eligibility occur, I agree to notify the membership committee immediately.

Name (printed)

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Signature

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Date

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**FOR BOARD USE ONLY:**

**Property Verification**

The membership committee shall verify that the applicant fulfills all requirements for membership as stated in the Constitution.

Hotel/ Resort

Lobby Desk

Title on Business Card

\_\_\_\_ Other:

Committee Member

Signature

Date

**Social Membership Verification**

Date

Given Membership Packet

Added to Roster

Connected with Sponsor

Sponsor

Membership level

☐Associate

☐Honorary

☐Social Membership