



To Concierge/ General Manager/ Accounting

This letter will serve as authentication for businesses and corporations applying for corporate membership.

Dues this year are \$250 per corporate business to include (2) persons for the period of one year from the time the application is approved. *Please provide a COI coverage, as well as a business license and letter of how you plan to support the network and hospitality community.*

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 persons(s) who will be active members. 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 or president@vscnconcierge.com

We thank you for your support of our professional organization.

Regards,
Claudia Goettig
President Valley of the Sun Concierge Network

Business Owner or Manager:

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.



Corporate Membership Application

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

Contact Information

Select one: ☐New ☐Renewal/Member _____ Corporate Member Since _____ ☐Update

Name	
Title	
Company	
Work Phone	
Home Address	
E mail	
Cell Phone	
Birthday month/day	

Person to Notify in Case of Emergency

Name	
Phone	

Dues

Corporate Members shall pay an initial fee of \$250 and \$150 per calendar year. Yearly dues are subject to change. Any new member being admitted during 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

Corporate Membership Agreement & Signature

My signature below indicates that all information given in this application is true and that I have read, understood and agreed 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 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.

Date

FOR BOARD USE ONLY:
Property Verification

Name (printed)

Signature

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

Business Type: Title on Business Card _____	
Committee Member Signature	
Date	

Corporate Membership Verification

Date	Given Membership Packet Added to Roster Connected with Concierge
Sponsor	
Membership level	<input type="checkbox"/> Associate <input type="checkbox"/> Honorary <input type="checkbox"/> Corporate

