



## Attendance & Guest Policy

Local Leverage operates as a closed networking group, meaning that each member holds a unique "seat" within the group, representing a specific industry or business type. To maintain the integrity and value of each seat, we ask all members to adhere to the following attendance and guest policies:

### 1. Industry-Specific Seats

Each member holds an exclusive seat in their specific industry or business category. We do not allow competing businesses within the group to ensure that each member can maximize referral opportunities without conflict.

### 2. Attendance Requirements

Consistent attendance is crucial for building strong relationships and maintaining the group's effectiveness:

- **Tracked Attendance:** Attendance is recorded for each meeting.
- **Absences:** Members are permitted up to **three absences per quarter**. If a member misses more than three meetings within a quarter, their membership will be reviewed by the leadership team to determine if their seat should be opened up to another applicant.
- **Substitute Policy:** If a member cannot attend a meeting, they are expected to send a substitute (such as a colleague or trusted partner) to represent their business for that week. This helps maintain continuity and keeps their business top-of-mind for other members.

### 3. Guest Policy

Local Leverage welcomes guests who are interested in learning more about our group and potentially joining. To ensure a smooth and valuable experience for everyone:

- **Guest Visits:** Guests may visit up to **two times for free** to experience the group dynamics and understand the benefits of membership.
- **Application Process:** After two visits, guests who wish to continue attending must submit an application for membership. Once received, the application will be reviewed and discussed by the leadership team to determine if they are a good fit for the group.

#### **4. Expectations for Guests and Substitutes**

- **Engagement:** Guests and substitutes are encouraged to participate in discussions and networking activities to get the full experience and contribute to the meeting.
- **Preparation:** Substitutes should be briefed about the member's business and goals to represent them effectively.

#### **5. Review Process for Attendance & Membership**

Attendance and participation levels are regularly reviewed to maintain high engagement and commitment within the group. If a member's attendance falls below the required standard or engagement is lacking, the leadership team may reach out to discuss their ongoing commitment and suitability for the group.