



## ***MISSION STATEMENT***

*To provide leadership in promoting issues and activities which meet member needs.*

*To be the principle representative and catalyst for the business and professional community's collective efforts to improve the business climate, promote economic development and value diversity while preserving and enhancing the quality of life in the Greater Jacksonville Area.*

## ***VISION STATEMENT***

*The Jacksonville Area Chamber of Commerce is the area's center of influence, bringing businesses, organizations and individuals together to develop a vibrant community where all people choose to participate and are inspired to contribute.*

# Jacksonville Area Chamber of Commerce

## MEMBERSHIP APPLICATION

Date \_\_\_\_\_

Firm Name \_\_\_\_\_ No. of employees \_\_\_\_\_

Contact Name \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_ City, ST Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ TTY \_\_\_\_\_

E-mail \_\_\_\_\_ Post on Chamber website? Y N

Website \_\_\_\_\_ Post on Chamber website? Y N

Additional Representative (e.g., local manager)

Name \_\_\_\_\_ Title \_\_\_\_\_

Complete Address \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

**Membership Investment Information:** Membership investment amounts are based on the type of business/ organization and on an average annual number of employees and/or agents in the company, e.g., two half-time employees equal one full-time employee. Please see our Business Classification list and Membership Investment Schedule for specific membership fees.

Business Classification:

- |  |   |
|--|---|
| <input type="checkbox"/> Civic Investor / Not-for-Profit                   | <input type="checkbox"/> Professional - accountants, attorneys, dentists, |
| <input type="checkbox"/> Financial - banks/savings and loans               | engineers, architects, optometrists, physicians,                          |
| <input type="checkbox"/> General Business and Service                      | real estate agents, auctioneers, stock brokers,                           |
| <input type="checkbox"/> Health Care                                       | insurance agents  |
| <input type="checkbox"/> Industrial - manufacturing, processors, utilities |   |

Description of Business (will be posted on Chamber website): \_\_\_\_\_

Applicant's Signature \_\_\_\_\_

Annual Membership Investment Amount \$ \_\_\_\_\_ Amount Enclosed \$ \_\_\_\_\_

Payment Type:  Check  Cash  Credit Card - please call the Chamber

Chamber Sponsor \_\_\_\_\_

**Chamber Divisions/Committees:** Please select your area of interest. A more complete description of committee activities can be found in the Annual Report.

- |   |   |
|---|---|
| <input type="checkbox"/> <b>Agri-Industry Division</b><br><i>Sponsor Agri-Industry Banquet and Ag related programs</i>                                      | <input type="checkbox"/> <b>Health and Community Agencies Division</b><br><i>Address health care and social service issues</i>                            |
| <input type="checkbox"/> <b>Business Division</b><br><i>Provide business assistance through counseling, seminars, and workshops; Chamber Checks program</i> | <input type="checkbox"/> <b>Membership Services Division</b><br><i>Develop and coordinate events and programs that promote networking and fundraising</i> |
| <input type="checkbox"/> <b>Education</b> - <i>Support excellence in the system</i>   | <input type="checkbox"/> <b>Steak Fry Committee</b> - <i>Plan steak fry fundraising event</i>   |
| <input type="checkbox"/> <b>Golf Outing Committee</b><br><i>Organize three fundraising golf events</i>  | <input type="checkbox"/> <b>Transportation Advisory Committee</b><br><i>Advocate improvement and construction of highways</i>                             |
| <input type="checkbox"/> <b>Government Division</b><br><i>Monitor and lobby on business issues</i>  | <input type="checkbox"/> <b>Young Professionals Network Division</b><br><i>Bringing together professionals in their 20s &amp; 30s</i>                     |

New Member Comments: \_\_\_\_\_

www.jacksonvilleareachamber.org - chamber@jacksonvilleareachamber.org  
217-245-2174, fax 217-245-0661 - 155 W. Morton, Jacksonville, Illinois 62650



# Jacksonville Area Chamber of Commerce

## MEMBERSHIP INVESTMENT SCHEDULE

<b>GENERAL BUSINESS &amp; SERVICE</b>	
Total Number of Employees	Annual Investment
1-5	\$200
6	\$235
7	\$270
8	\$305
9	\$330
10	\$355
11-13	\$400
14-16	\$445
17-19	\$490
20-24	\$550
25-30	\$625
31-40	\$775
41-50	\$925
51-60	\$1,075
61-70	\$1,200
71-80	\$1,325
81-90	\$1,425
91 & Over	\$1,575

<b>FINANCIAL</b>
<b>Banks</b> \$26.50 per million dollars in assets
<b>Savings &amp; Loans</b> \$26.50 per million dollars in assets

<b>HOSPITALS &amp; NURSING HOMES</b>
All facilities - \$1.45 per bed \$190 minimum

<b>SCHOOLS</b>
<b>Public</b> 5 cents per student, \$190 minimum
<b>Private</b> 72 cents per student, \$190 minimum

<b>NOT-FOR-PROFIT ORGANIZATIONS CIVIC INVESTORS</b>
\$105 Non-business, e.g., clergy, civic, retired

<b>INDUSTRIAL</b>
<b>Manufacturers, Processors, Utilities</b> Please contact the Chamber Office.

<b>PROFESSIONAL</b>	<b>PROFESSIONAL FIRM MEMBERSHIP</b>
\$190 Any individual whose occupation requires specialized training or examination and licensing by the State of Illinois and is generally considered to be a professional by themselves, the public, and others of the same occupation. Included in this category are accountants, attorneys, dentists, engineers, architects, optometrists, physicians, real estate brokers/salespersons, auctioneers, insurance agents, and stock brokers.	<i>All professionals in firm must be members to qualify for this schedule.</i>
	1 professional \$190
	2 professionals \$338
	3 professionals \$460
	4 professionals \$545
	Each additional \$105

*\*Effective January 1, 2007  
Your investment is tax-deductible as a legitimate business expense.*



## Ribbon Cutting

Congratulations! You are planning a ribbon cutting. Our staff can make arrangements for the actual ribbon cutting, a free service to assist you. We use the following guidelines, which have been developed by local media, to insure the best coverage and publicity.

1. The ribbon cutting must recognize a news worthy event. Example:
  - The opening of a new business
  - The change of ownership
  - A move to a new location
  - A major remodeling
2. You must notify our office at least one week in advance, so that all parties can be notified and arrangements can be made.
3. To give you the best coverage from the media, the event should be scheduled at...best time is 2:00 – 2:30 p.m. weekdays; 2<sup>nd</sup> choice is 10:00 –10:30 a.m. weekdays.
4. The newspaper will normally use the photograph within a few days after the ribbon cutting. You may want to tie this in to other advertising, and you should make advance arrangements with your newspaper and radio-advertising representatives.
5. Don't plan the ribbon cutting and a grand opening on the same day. Do the ribbon cutting a few days in advance. It will make it easier on you and your customers.
6. Representatives for the city, the Chamber and the media usually will only spend a few minutes at the event - just enough time to have the picture taken and wish you well. The Chamber and the city rotate their representatives. Our office makes the contacts for you based on this rotation schedule.
7. The best photograph has 6 or fewer people in it. The picture will have at least you, a representative from the city, the Chamber president and another representative from the Chamber board - a minimum of four. You may want to include a few more key people, but remember that a "group type" picture is less effective.
8. Have the names of your "picture" people and their position or title written down for the photographer – be sure to include yourself.
9. Be prepared to make a brief statement (could be written but does not have to be) for the media as to why you are having a ribbon cutting, what type of business, product or services offered, and general information you want the public to know.
10. Should you need additional information or have questions, please contact us.





## Using the Chamber's Bulk Mailing Permit

Another benefit that Chamber members can take advantage of is use of the Chamber's bulk mailing permit number.

### Letters, folded flyers or post cards

A bulk mailing must consist of a minimum of 200 identical pieces. Each piece must have your business return address in the upper left hand corner and the Chamber's bulk rate number must be imprinted in the upper right hand corner.

Imprint for letters, flyers, etc.

Presorted Standard  
U.S. POSTAGE  
PAID  
Jacksonville, IL  
Permit 142

Imprint for first class post cards

First Class  
U.S. POSTAGE  
PAID  
Jacksonville, IL  
Permit 142

### Sorting Instructions:

Letters (post cards, tri-folds, half-folds, letter envelopes – less than 3.3 oz & less than ¼" thick)

First Class – do not need to be in zip code order

Presorted Standard – must be in zip code order

62650 – separate trays, with 626 card on tray

(if less than 100 pieces, these can be put in order with all other 626xx)

626xx – separate trays, with 626 card on tray

(all 626xx, including 62650, are required to be separate from other zips)

627xx – separate trays, with 627 card on tray

(if less than 100 pieces, these can be put in order with all other 620xx-639xx)

620xx-639xx – separate trays, no card on tray

Other zip codes – separate trays, MXD card on tray

You must provide us with a sample piece, the total number of pieces, and the total in each zip code category.

The Chamber office will fill out the necessary paper work and tell you the amount of postage that you are required to pay. Your check must be made out to the "Postmaster".

The Chamber will not do sorting or any preparatory work on your mailing.

Call Marsha at 245-2174 if you are considering such a mailing. She will try to answer your questions.

If you borrow the Chamber's bulk rate rubber stamp – it must be returned within 24 hours.

Another member may be waiting to use it.

8-10-10: All mailings must be presented to Wayne Cunningham or David Elmore at the Post Office and can no longer be dropped off on the dock or at the window without speaking to one of these USPS employees.

5-11-09: Self-mailers without envelopes that have staples or are left open will no longer be acceptable at the "Machinable" rate. These will be subject to "Non-machinable rates". According to the letter we received from the post office, to get the "Machinable" (cheapest) rate, "All folded self-mailers and booklets mailed at the machinable prices must be sealed with tabs, tape, glue spots, or glue lines". The fold should be at the bottom.

If you have any questions, please don't hesitate to contact Marsha at the Chamber (245-2174) or Wayne Cunningham at the Post Office (245-5658).



## Business After Hours

The Jacksonville Area Chamber of Commerce offer members an opportunity to promote their products and services on an exclusive basis in a program titled BUSINESS AFTER HOURS. This program is predicated on the basis of the need for businessmen and women to get together in a social atmosphere to exchange ideas, discuss common concerns, learn about new products on the market, new techniques, and new opportunities within the Chamber membership.

**SERVICES:** Business After Hours sponsors receive the following services from the Chamber.

- An opportunity to promote your business and services to more than 900 businessmen and women who are members of the Chamber on an exclusive basis. We provide mailing labels at no cost to you!
- Free ad in the Chamber Newsletter prior to the event. Copy must be submitted to the Chamber by the 15<sup>th</sup> of the month prior to the month of the scheduled date (see next page for more information).
- Follow-Up picture and short article in the newsletter following the event.
- Listing in the Chamber Calendar of Events.
- Use of the Chamber's bulk mailing permit for the sending of invitations to Chamber members.

**EXCLUSIVITY:** Business After Hours sponsors are the only businesses spotlighted during this time. You may virtually do anything you wish with your Business After Hours including, but not limited to giving away door prizes, demonstrations, contests, etc.

**TIMING:** Business After Hours are scheduled carefully so as not in conflict with one another or other activities.

**LOCATION:** Business After Hours may be held anywhere you wish. Creativity is a factor. We recommend that you consider highlighting your place of business, and if that is not possible, think about other Chamber members' locations for your Business After Hours.

**INFORMATIVE:** Be sure that your displays, hand out materials, and other point of purchase materials include your name, company, address, phone number, hours of operation, and any special information about your business. We can't utilize your services if we don't know where or when to find you!

**FUN:** Business After Hours should be fun. Remember, businessmen and women are interested in a relaxed atmosphere in which to mingle, visit and learn.



# Business After Hours Guidelines



1. The date for your Business After Hours needs to be established with the Chamber staff. The event must be spaced at least two weeks apart from a previous or a succeeding Business After Hours or major Chamber event.
2. After observing attendance for many years, the Chamber recommends setting the Business After Hours time for 4:30 to 6:30 p.m.
3. Newsletter ad – **a sample of your Business After Hours invitation must be submitted to the Chamber office on or before the 15<sup>th</sup> of the month prior to the month of the scheduled date.** Please submit in one of the following formats: JPEG, TIFF, PDF, or clear hard copy (no faxes).
4. You are responsible for ordering invitations for the Business After Hours. Normally the invitation is in a postcard format. The member is responsible for payment to the printer and the postage.
5. To insure accuracy, bring or send a copy of both sides of your invitation to the Chamber before printing.
6. Invitations are sent to all Jacksonville addresses on the Chamber’s mailing list. You may edit the out of town list. Contact Marsha at the Chamber if you wish to do so.
7. The **Chamber’s name and return address must appear in the upper left hand corner of the invitation cards.** The Chamber’s bulk mail permit imprint must appear in the upper right hand corner of the invitation cards. Example:

Return Address

Jacksonville Area Chamber of Commerce  
155 West Morton  
Jacksonville, IL 62650

For Postcards

First Class  
U.S. POSTAGE  
PAID  
Jacksonville, IL  
Permit 142

For Envelopes

Presorted Standard  
U.S. POSTAGE  
PAID  
Jacksonville, IL  
Permit 142

For Postcards Layout:

**VERY IMPORTANT:** Leave 5/8” blank space along the bottom edge of address label side of the cards. This is where the post office will print their bar codes.

8. The invitations must be delivered to the Chamber at least **14 days** prior to the event.
9. **Along with the invitations, please include a check for the postage.** Marsha, at the Chamber, will tell you the correct amount for the check. Make the check payable to “Postmaster”.
10. The Chamber staff will affix the Chamber mailing labels and deliver the invitations to the Post Office. If the invitations are not postcard format, then the envelopes must be stuffed and the flaps sealed or tucked before delivery to the Chamber. Postcards will go first class – see “postcard” permit imprint above. Envelopes will go presorted standard – see “envelopes” permit imprint above.
11. Names may be added to the Chamber mailing list and the member is responsible for typing any of the additional labels.
12. **Remember to provide the Chamber with a short article about your business for the next newsletter.**





## Newsletter Advertising Rates

The Chamber Review is published monthly and distributed to over 950 Chamber members from Jacksonville and the surrounding areas. The newsletter is mailed on the first of each month. Deadline for submission of articles and ads is the 15<sup>th</sup> of the month preceding publication.

Ads are accepted on a first-come, first served basis and are limited to space available.

Prices are:

Full page in newsletter	\$200.00
1/2 page in newsletter	\$150.00
1/4 page in newsletter	\$100.00
*Insert in newsletter (975 copies provided to Chamber)	\$200.00
Business Card ad (3 month minimum. Ad will continue to run until the member tells us to pull it.)	\$ 50.00 / 3 months

\*Inserts may be double sided, but not folded. Please use 8.5 x 11 paper.





## Business Briefs in the Chamber Review Newsletter

A regular section of the Chamber Review newsletter is called Business Briefs. This is space dedicated to you and your business happenings.

Email or fax 2-3 sentence announcements about your business to the Chamber office by the 15<sup>th</sup> of the month preceding publication. Topics may include:

- Ceremonies (ground breaking, ribbon cutting, dedications, etc...)
- Physical Site Changes (interior or exterior construction, new location, expansion, etc...)
- New Products or Services
- Internal Promotions (new management staff, honors received, etc...)
- Anniversaries (business anniversaries)
- Other Interesting Information

***These announcements are FREE!!***

Please email to [chamber@jacksonvilleareachamber.org](mailto:chamber@jacksonvilleareachamber.org)  
or fax the form below to 245-0661.

Name \_\_\_\_\_ Phone \_\_\_\_\_

Business \_\_\_\_\_

Announcement \_\_\_\_\_

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# THE JACKSONVILLE AREA CHAMBER NEEDS YOU!

*Consider Joining a Committee!*

As a Jacksonville area business person, do you have an observation, opinion, or idea that you would like the Chamber to consider? How are you bringing your thoughts to the Chamber's attention? Become a member of a Chamber division or committee.

The Jacksonville Area Chamber of Commerce has a wide variety of divisions and committees that serve the interests of the community. These committees, goals, and monthly meeting times include:

<b>Agri-Industry Division</b>	Sponsor Agri-Business banquet, Day on the Farm tour, and Illinois Food Products Expo.	Call for date and time of next meeting
<b>Business Division</b>	Be a catalyst for the retention, growth, and attraction of business to the Jacksonville community.	1 <sup>st</sup> Tuesday, noon
<b>Education Division</b>	Coordinate and promote school-to-work among businesses, schools, colleges & students. Promote more involvement by businesses and volunteers in school system; support excellence in the system. Host the Student Volunteer Program and the annual Educator Appreciation Reception.	1 <sup>st</sup> Wednesday, 4 p.m.
<b>Golf Outings Committee</b>	Organize three fund-raising golf events.	Call for date and time of next meeting
<b>Government Division</b>	Monitor and lobby on business issues and arrange meetings with legislators.	Call for date and time of next meeting
<b>Health and Community Agencies Division</b>	Address health care issues, produce Health Care Provider's Guide, and sponsor annual Health Fair. Promote issues affecting area social services.	1 <sup>st</sup> Wednesday, noon
<b>Membership Services Division</b>	Promote positive Chamber image and coordinate programs that will promote networking and retention of Chamber membership.	2 <sup>nd</sup> Tuesday, noon
<b>Steak Fry Committee</b>	Plan steak fry fund-raising event	Call for date and time of next meeting
<b>Transportation Advisory Committee</b>	Address local and regional air, rail, road and street improvements	Call for date and time of next meeting
<b>Young Professionals Network Division</b>	Professional young men and women who possess a mutual interest in developing a social and business infrastructure to enhance our community, to promote and to maintain the Jacksonville area as an exciting and enticing place to live, work, and grow.	1 <sup>st</sup> Tuesday, 5:15 p.m.

The Jacksonville Area Chamber of Commerce works for you largely through the volunteers who bring their ideas and talents to division and committee meetings. Please feel free to attend these meetings, and bring your ideas with you. Your ideas and opinions are vital to the success of the Chamber in meeting the needs of its membership.





## **Jacksonville Area Chamber of Commerce Divisions**

### **AGRI-INDUSTRY:**

Agri-Business Banquet  
Day on the Farm  
Illinois Food Products Expo

### **BUSINESS:**

Assistance with Business Plans/Location/Financing  
SCORE Counseling  
Small Business Tips in *Chamber Review* newsletter  
Quarterly seminars  
Leadership Jacksonville  
Chamber Community Checks

### **EDUCATION:**

Annual Educator Appreciation Reception  
Business Education Partnership Program  
Educator Resource Directory on website  
Legislation Watch  
Student Volunteer Program  
Choices Program for high school freshmen

### **GOVERNMENT:**

Government Affairs  
Springfield Drive-In  
Transportation Advisory  
Washington Fly-In

### **HEALTH & COMMUNITY AGENCIES:**

Annual Health & Community Agencies Fair  
Economic Impact Study & Promotion  
Health Care Providers brochure  
Quarterly information in *Jacksonville Journal-Courier Health & Fitness Tab*  
Quarterly seminars  
Resource Directory for Health & Community Agencies on web site  
Volunteer Connections – volunteer opportunities database on web site

### **MEMBERSHIP SERVICES:**

Annual Meeting  
Appreciation Picnic  
Business Expo  
Golf Outings  
Membership Services  
SPA Day  
Steak Fry

### **YOUNG PROFESSIONALS NETWORK:**

Made up of young professionals in their 20s and 30s  
Focus is to bring together younger members of the business community by weaving social, professional, and cultural interconnections to benefit the community  
Participate as presenters for the Choices Program





## It's All Included in Your Chamber Membership

- **Networking at Chamber Events**  
Business After Hours, Steak Fry, Appreciation Picnic, Golf Outings, and others
- **Legislative Advocacy**  
Meetings with State and Federal Legislators
- **Chamber Review Newsletter**  
This newsletter goes to over 950 business men and women. Send your news / events to the Chamber by the 15th of the month before you want it published in the newsletter.  
Business Briefs - space dedicated to news or announcements about your business  
Chamber Community Calendar - only member events are listed here  
Advertise - one month or ongoing month-to-month, Chamber Review advertising is a good value
- **Use of Bulk Mail Permit**
- **Use of the Chamber Conference Room**  
No cost to members
- **Use of LCD Projector**
- **Chamber Membership List**  
Available only to members by email or hard copy
- **Business Category Handout**  
Members only are listed on this document that is included in relocation packets
- **Chamber Website**  
Add a link to your website in the online Chamber Member Directory
- **Network News**  
Share your events in this weekly email blast that goes to over 500 member email addresses
- **Ribbon Cuttings & Ground Breaking Ceremonies**
- **Business Referrals**  
Referrals made by the Chamber are for member businesses only
- **Cooperative Advertising Opportunities**  
Call to learn more about this great deal
- **SCORE Point of Service**
- **Small Business Development**
- **Seminars and Workshops**  
At reduced or no cost to members
- **Notary Public**  
This service is free of charge to members

## Chamber Checks Program

Chamber Community Checks are gift certificates redeemable at 70+ participating Chamber member businesses. They are designed to help keep shopping dollars in our local area. Since the program began in August 2008, over \$199,215 in Chamber Checks have been sold.

We invite any Chamber member to participate in the Chamber Check program. For more information about Chamber Checks, call the Chamber office.

***Please keep Chamber Checks in mind for gift giving . . .  
Special for Any Occasion!***

The image shows a sample of a Chamber Community Checks Gift Certificate. The form is titled "Chamber Community Checks Gift Certificate" and includes a "# 1" in the top right corner. It has fields for "In the amount of \_\_\_\_\_ dollars \$", "To \_\_\_\_\_", and "From \_\_\_\_\_". There is a "Business Information" section with fields for "Name" and "Business Name (please print)". A "SAMPLE" watermark is overlaid on the form. At the bottom, there is a "Visit us at: www.jacksonvilleareachamber.org" and "Questions? Call the Chamber at: 217.245.2174" line, followed by a disclaimer: "Not redeemable for cash. Not responsible for lost or stolen gift certificates. Applicable taxes are payable by presenter. Gift certificate policies of the businesses may vary. For more information, please ask the participating business."





## The Jacksonville Area on the Internet



### Jacksonville Area Chamber of Commerce

[www.jacksonvilleareachamber.org](http://www.jacksonvilleareachamber.org)

[chamber@jacksonvilleareachamber.org](mailto:chamber@jacksonvilleareachamber.org)

**Please visit the Chamber's website for up to date information!**

Chamber Events & Activities

Chamber Membership Directory

*The Chamber Review* newsletter

Chamber Calendar

Health & Community Agencies Resource Directory

Educator Resource Directory

Volunteer Connections

Local links, and more!



**[www.ExploreJacksonvilleIL.com](http://www.ExploreJacksonvilleIL.com)**

www.ExploreJacksonvilleIL.com is brought to you by an exciting community partnership between the Jacksonville Area Chamber of Commerce and the Jacksonville Journal-Courier. These organizations have joined forces on this collaborative project to bring the greater Jacksonville, Illinois region a community website that will comprehensively serve businesses and organizations, both large and small.



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