

2010

Be in the Directory:

Pay Dues by FEBRUARY 1




Early Bird Discount
Pay by DEC 31st!

CHICAGO TOUR-GUIDE PROFESSIONALS ASSOCIATION

Membership Instructions & Application

All categories of CTPA members are listed in the directory, which is published annually and distributed only to members who have paid current dues. Periodically, CTPA Directory Addendums are published to update changes in member contact information and to introduce new members.

Each year renewing members are mailed an “invoice,” which shows the information we have in our database. Please note any changes required, and **return the form with your check** by the dues deadline.

To become a CTPA member or if you have misplaced your invoice, complete the **Membership Application and Directory Listing form**. Neatly print or type your name and contact information, as you want it to appear in the directory. Then write your Member Profile—a summary of your education, skills and training or a description about your company. If you need help composing your summary, write down your essential facts or enclose a resume and check the box that says “HELP!” Our directory editor will contact you.

The directory is compiled in early February. *If you want to ensure your listing is included in the directory, you must pay dues by February 1—no exceptions!* Distribution of the directory takes place at the March quarterly meeting. If you do not attend the March meeting, your directory will be mailed to you.

Important:

- Early Bird rates apply if your envelope is **postmarked by December 31st. NEW EARLIER DATE!**
- Dues postmarked between **January 1 and June 30** should be paid at the regular rate.
- Half year dues apply if you join after July 1 through the end of the calendar year.

Member Categories & Benefits

All members receive the member directory, a member contact sheet called the “Short List”, notification of all meetings and events as well as a membership ID card. According to the By-Laws:

- Certified Members:** are tour guides who have passed the CTPA certification test and have voting rights.
- Candidate Members:** are escorts, guides or others who have not yet passed the certification test and can vote.
- Friend Members:** are retired Certified or Candidate Members or other individuals that do NOT seek employment as guides nor wish to hire guides, but enjoy all other rights, except voting.
- Associate Members:** are organizations that work within the tourism profession or a related profession, that agree to support the goals of the association and have paid current dues (Associate Members=Destination Management Companies/DMCs, tour operators, bus or transportation companies, museums, shopping malls, or any company). Associate Members do not have voting rights.

Membership Fees

<u>EARLY BIRD-POSTMARKED by DECEMBER 31 (year prior)</u>	<u>Regular Annual Rate (Jan 1-June 30)</u>	<u>Half Year Rate (July 1-December 15)</u>
\$45 - Early Bird Individual Member	\$55 - Individual Member	\$27.50 - Individual Member
\$85 - Early Bird Joint Member (2 people/same address)	\$105 - Joint (2 people/same address)	\$52.50 - Joint (2 people/same address)
\$60 - Early Bird Company (Associate) Member	\$70 - Company (Associate) Member	\$35 - Company (Associate) Member

Other Fees \$15 - Optional Name Badge (per badge)

NOTE: These badges are only ordered each February!

Sample Member Profiles

Show your strengths! Promote yourself! What do you want people to know about you?

You may wish to include any of this type of information in your **60 word summary**:

- level/years of experience
- education or training
- special skills or abilities, age group preferences
- types of tours
- availability: anytime, weekdays, daytime, weekends only, etc.
- anything else you want potential employers/guides to know about you/your company

SAMPLES:

Alvin Capone is a dynamic guide who received his guide training at the Chicago Architectural Foundation where he has been a docent for 25 years. He wrote his master's thesis on Daniel Burnham and he fills his tours with interesting personal anecdotes about the gangster era in Chicago.

Louise Rawls was born and raised on the south side and has special insight into the musical side of the city. She has excellent knowledge of the club scene (blues, jazz, new wave, big band, etc.) and also loves to talk about films made in Chicago. Black History, ethnic tours, North Shore or city tours—she does them all!

Although a newcomer to Chicago and guiding, **Bob Busser** is an experienced transportation and program coordinator. His strength is on-site registration, hospitality desk work and airport meet and greets. If you have a large group coming in town, call Bob to handle the transportation and staffing.

In business since November 1995, **Excellent Adventures** is a full-service Destination Management Company, capable of handling all your planning and coordination needs. They prefer to hire certified guides, but will train as needed. Guides should send their resumes to: Garth.

Optional CTPA Name Badge **Ordered once a year, around February 1st!**

Although the CTPA Member ID card can be worn as a name badge (see image of ID below on the right), members may elect to purchase an optional name badge with the CTPA logo. The badge is made from sturdy plastic, shows the CTPA logo and has your name **in black lettering as shown below on the left**. The badge back is a pin-clip combo so you have options when wearing it. The approx. size is 3.5" x 1.75".

If you want a name badge, ensure the optional **\$15 fee** is paid along with your annual dues. Badges are ordered once per year (around February 1st) and they are usually distributed along with the directories at the March meeting. **It is no longer possible to accommodate late orders.**

Optional Name Badge with Pin/Clip Back



Provided Member ID (can be used as a badge)



2010 - CTPA Membership Application & Directory Listing – **PRINT NEATLY!**

INDIVIDUAL (Guides & Friends) – Applicant Information

Name #1

Type of Individual Membership: Certified Tour Guide (CTG) Candidate Guide Friend

Primary Phone

Alternate Phone

Fax

Address

City

State

ZIP Code

Email and/or Website

(Complete below if applying for discounted Joint Membership. This applies IF we can save on postage and mail for two to one address.)

Name #2

Type of Individual Membership: Certified Tour Guide (CTG) Candidate Guide Friend

Primary Phone

Alternate Phone

Fax

Address

City

State

ZIP Code

Email and/or Website

COMPANY (Associate) – Applicant Information (maximum 2 names appear in the directory)

Company Name:

Contact #1

Email #1

Contact #2

Email #2

Primary Office Phone

Alternate Phone

Address

Fax

City

State

ZIP Code

Website

Member Profile – Needed for ALL members!

Individual Member Profiles should be **maximum 60 words**. Associate Member Profiles may be slightly longer.

I am supplying my NEW Member Profile on a separate page.

I need HELP writing my profile. I am sending you my resume or a rough draft. Please call or email me at your convenience!

OPTING OUT & MAIL OPTIONS

CTPA Officers may have access to my full contact information, but I prefer that you do **NOT** list the following things in the directory.

Mailing Address

Primary Phone

Alternate Phone

Fax

Email

CTPA mail preference: I want to be GREEN & get all info (except the directory) via email! I like getting “real” USPS mail & just a few emails.

Fees – Circle the applicable fees enclosed and make checks payable to “CTPA”.

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\$15 - Optional Name Badge (per badge)	TOTAL ENCLOSED	

Optional CTPA Logo Name Badge

I want a CTPA Logo name badge and am enclosing payment (\$15). My name is neatly printed below how it should appear. (First only, First & Last, etc.) I understand that the badges are only ordered once in year around February 1st.

➔ MAIL TO: CTPA Membership, 2993 Old Tavern Rd., Lisle, IL 60532-1486 ➔

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