



Dear Future Chamber Member

Thank you for your interest in the Prineville-Crook County Chamber of Commerce. We are excited to share information about membership with you.

The Prineville-Crook County Chamber of Commerce is the oldest Chamber in Central Oregon, being formed in 1919 and incorporated in 1952. Our Chamber of Commerce is a private non-profit membership organization with a focused core mission to advocate for business, to support economic development, to be a willing community partner, and to operate a visitor center for the City of Prineville.

Membership with our organization opens up many doors of opportunity for your business or organization. Throughout the year we provide discounted marketing, business and non-profit trade shows, networking functions, advocacy for local businesses at the city and county levels, and constant referrals to local community members and visitors.

Your membership dues pay for you and your employees to participate in many member-only activities and functions throughout the year. The members who prosper the most contribute to our Chamber Observer newsletter by submitting articles/events and pass each edition on to fellow employees to read; attend our Monthly Membership Meeting, Ribbon Cuttings, Business After Hours, and Network AM events; take advantage of discount promotion; and keep the Chamber informed with what's new in their business.

In this packet you will also find an application to be a Drug Free Workplace and information about our benefits and opportunities. Please let me know if I may assist you further, you may contact me at 541-447-6304 or at brandi@visitprineville.com.

Sincerely

Brandi Hereford
Executive Director

ABOUT THE PRINEVILLE-CROOK COUNTY CHAMBER OF COMMERCE

The Prineville-Crook County Chamber of Commerce is the oldest Chamber in Central Oregon. It was formed in 1919 and incorporated in 1952. Our Chamber of Commerce is a private non-profit membership organization with a focused core mission: to advocate for business, to support economic development, to be a willing community partner, and to operate a visitor center for the City of Prineville. The Chamber offers business assistance, business referrals, tourist and vacation information, relocation information and community information. The Chamber is 400+ members-strong from varied business sectors and industry. Chamber membership is open to all businesses in Prineville and Crook County and to businesses with an interest in doing business in our county. The Chamber operates weekdays, 9 a.m. - 5:00 p.m. We are closed for lunch from Noon-1:00 p.m. and on weekends and holidays.

BOARD OF DIRECTORS

The board of the Chamber is chosen by the membership through an election. Three directors are elected each year to three-year terms. The board consists of twelve members, including the Executive Director who is a non-voting Board member. The board makes decisions for the Chamber regarding policy, establishes an annual budget and program of work, elects the offices of the Chamber and hires the executive director.

The officers of the Chamber have specific responsibilities, but are no more powerful or responsible than any other board member. The officers collectively form the Executive Committee, which coordinates the board agenda and the work of the committees and establishes interim policy for the Chamber between meetings of the board. The officers of the Chamber include the president, president-elect, vice president, treasurer and past president. The executive director serves as secretary.

BUSINESS ASSISTANCE

The Chamber is a non-profit membership organization, and is not subject to public information laws. This means that your inquiries into business resources, financing, expansion or any other business-related matter is completely confidential. The Chamber is often able to cut through the bureaucracy and red tape for you, by making phone calls to introduce you to the right person or program that can give you a clear idea of the next steps to take.

The Chamber also has a 'How to Start a Business' packet that with materials provided by the Central Oregon Community College Business Development Program and the State of Oregon Business Guide. The Chamber is able to walk a potential new business through the steps of how to start a new business.

MEMBERSHIP BENEFITS

Prineville-Crook County Chamber of Commerce

390 NE Fairview, Prineville, OR 97754

541-447-6304; fax 541-447-6537

email: info@visitprineville.com

website: www.visitprineville.com



Important First Impressions. Being a member shows that your business believes in quality, customer service, and is engaged in the life of the community. As a member, you will receive a window decal that we encourage you to place on your front door or window promoting your involvement in the Chamber.

Networking. Networking is the art of building your business by building relationships. This is the era of relationship marketing. Building relationships with potential clients and customers is essential to your growth and expansion. Increase your circle of influence in the business community by meeting others at Chamber functions, including: Business After Hours, Ribbon Cuttings, Network AM, Ground Breakings, Open Houses, Anniversary Celebrations, Chamber Committees, Special Annual Events, Monthly Chamber Meetings, and networking groups.

Business Referrals. Each year the Chamber staff refers thousands of walk-in customers and phone calls to Chamber members from residents and visitors seeking products and services. These inquiries are referred only to Chamber members. The online Chamber Business Directory is a complete guide to Chamber members and receives thousands of visitors per year.

Chamber Newsletter. This monthly newsletter will keep your business informed about what is happening in the Prineville-Crook County area. Members are encouraged to submit announcements, events, and articles so that other businesses can learn more about you. The newsletter also contains educational articles and a list of classes that are offered in the area that can be useful in helping your business succeed.

Education. Take advantage of heightening your knowledge by attending Chamber seminars and workshops on topics that will help you grow and better your business. These no cost and low cost seminars will keep you on the cutting edge of need to know business topics such as contracting, employee issues, marketing, advertising, and legal issues. Business tips and educational articles can also be found in our monthly newsletter and as the featured topic at our monthly membership meetings.

Support the Community. As a member of the Chamber you will be supporting community events such as the Easter Egg Hunt, the Fourth of July Celebration, the Crooked River Roundup Rodeo & Races, and the Christmas Parade. The Chamber also advertises events for its members, non-profit organizations and schools through our monthly newsletter, The Chamber Observer, and also on our website.

Cooperative Marketing. As a Chamber member, you will be invited to exclusive opportunities to cooperatively market with other members. Cooperative marketing will not only save you and your business money, but also raise awareness of your products and services.

Who is the Prineville-Crook County Chamber of Commerce?

The Prineville-Crook County Chamber of Commerce is the oldest Chamber in Central Oregon. It was formed in 1919 and incorporated in 1952. Our Chamber of Commerce is a private non-profit membership organization with a focused core mission: to advocate for business, to support economic development, to be a willing community partner, and to operate a visitor center for the City of Prineville. The Chamber offers business assistance, business referrals, tourist and vacation information, relocation information and community information. The Chamber is 400+ members-strong from varied business sectors and industry. Chamber membership is open to all businesses in Prineville and Crook County and to businesses with an interest in doing business in our county.

Why should my business join the Chamber of Commerce?

The Chamber of Commerce gives your business important exposure in a world where it can often be very expensive to out-market your competitors. Through networking, marketing opportunities, and cross-referrals, you can establish worthy contacts and your business can gain credibility and a presence in our community.

How can the Chamber help me promote and grow my business?

The Chamber of Commerce produces numerous publications which are circulated around the Prineville-Crook County area, as well as are sent and handed out to visitors and people looking at Relocating to our area. These opportunities are free with your membership and offer low cost marketing opportunities as well. As the Visitor's Center and main contact for information in Prineville, the Chamber also refers thousands of visitors and locals to our Chamber members each year, not to mention the thousands of people who use our online Business Directory to find the business they are looking for.



MEMBERSHIP MARKETING OPPORTUNITIES

Prineville-Crook County Chamber of Commerce

390 NE Fairview, Prineville, OR 97754

541-447-6304; fax 541-447-6537

info@visitprineville.com / www.visitprineville.com

FREE Networking Opportunities:

Networking is the art of building your business by building relationships. This is the era of relationship marketing. Building relationships with potential clients and customers is essential to your growth and expansion. Increase your circle of influence in the business community by meeting others at Chamber functions.

Business After Hours

Increase your visibility by hosting or attending a special event such as a Business After Hours. These social events are hosted by Chamber members.

Network AM

Network AM is a high-energy morning event which features a structured and interactive networking activity. Light breakfast & refreshments are provided by the host business.

Monthly Chamber Meetings

The Chamber Monthly Membership Meeting is a 1-hour meeting which encourages participation from Chamber members. The agenda includes a business related topic for discussion, handing out business cards, flyers, and brochures, updates from the Chamber Board and Committees, and open announcements from Membership.

Ribbon Cuttings

Ribbon Cutting events are a great way to welcome a new businesses to town or a current business to a new location. These events are generally less than an hour.

Open Houses and Anniversaries

The Chamber continuously recognizes businesses who reach milestones. We will gladly help businesses plan their 1, 2, 5, 10, 15, 20 & 25 year anniversaries.

Special Annual Events

Participate or be a sponsor at one of the Chamber's special annual events such as a the Annual Awards Dinner, Easter Egg Hunt, 4th of July Celebration, or the Lighted Christmas Parade.

BROCHURE & BUSINESS CARD DISPLAY:

Since the Prineville-Crook County Chamber of Commerce also serves as the Crook County Visitor's Center, we have thousands of people stop in each year who are visiting the area, interested in relocating, or are local residents looking for information. Each member is encouraged to provide the Chamber office with brochures, flyers, posters, and business cards which can be displayed and made available for both local residents and visitors.

ONLINE BUSINESS DIRECTORY:

The Chamber Business Directory is a valuable and useful reference guide which includes a complete listing of each Chamber member.

CHAMBER NEWSLETTER:

Our monthly Chamber newsletter is circulated to over 400+ members and hundreds of employees on the 5th of each month.

- Each month there will be a "Meet The New Chamber Member" section in which your business will be introduced to the current membership (this includes all contact information, website, and brief description).
- Chamber members are also encouraged to submit free 25-50 word announcements for the "Chamber Classifieds" section, which may include job openings, introducing new employees, new products or services, or special discounts.
- Members are also welcome to submit business related articles which educate or assist membership. Credit will be given to your business for the submission.
- Advertising is also available through our newsletter ranging from \$15-45 per issue.

CHAMBER MAILING LABELS:

As a Chamber member, you will have exclusive privileges to mailing labels for all other Chamber members. Electronic versions of labels are complimentary, while if you would like the Chamber to print them for you, they are \$10 per set.

CHAMBER WEBSITE - www.visitprineville.com:

Our Chamber recently completed our new website, making it more informative and user-friendly. This new site has advantageous opportunities for marketing, including: a comprehensive Business Directory listing, a detailed event calendar, and banner advertising. The Chamber website is the #1 choice for locals and visitors to learn more about Crook County and the businesses here.

EVENT BOOTHS & SPONSORSHIPS:

The Chamber of Commerce hosts numerous community events each year, including the Annual Prineville-Crook County Award Dinner, the Prineville Easter Egg Hunt, Prineville's 4th of July Celebration, the Crook County Christmas Parade and Pictures with Santa. Sponsorship opportunities are available for any of the Chamber events and often start at \$50.

RELOCATION & VACATION PACKETS:

Members may also include a flyer, brochure, or business card in our Relocation or Vacation packets for \$100 per year. Over 300 of each type of packet is sent out each year.

MEMBERSHIP APPLICATION

Prineville-Crook County Chamber of Commerce
 390 NE Fairview, Prineville, OR 97754
 541-447-6304; fax 541-447-6537
 email: info@visitprineville.com
 website: www.visitprineville.com



*Items with a * next to them will be published in the Chamber's public Business Directory.*

***Business name:** _____

***Contact Name:** _____

***Mailing Address:** _____

***City, State, Zip:** _____

***Street Address:** _____

***City, State, Zip:** _____

***Business phone:** _____

***Business fax:** _____

***Business email:** _____

***Website:** _____

***Business Classification:** _____
 (please select 1 classification from options on the back)

I want to receive the Chamber's monthly newsletter by:

___ *Email* ___ *Fax*

Please list any additional employees and email addresses that you would like the newsletter to be sent to:

Will you be having a Grand Opening? ___ **Yes** ___ **No**

If yes, what will be the date? _____

Would you like to have a Ribbon Cutting? ___ **Yes** ___ **No**

Ribbon Cuttings typically occur on Wednesday mornings at 9:00 am and last between 30-45 minutes. This includes a short presentation by our Chamber staff, opportunities to introduce your business and employees, and light refreshments for attendees. Chamber staff will contact you to confirm the date.

Annual Dues Rates

Calculate dues based on FTE employment. Employee counts are determined by the number of employees working in the Prineville-Crook County area or at the business's primary location if outside of Crook County.

Dues are deductible to the extent allowed by law. Consult your accountant or attorney. Dues are not tax deductible as a charitable contribution.

General Businesses

1-25 employees.....	\$150.00
26-50 employees.....	\$210.00
51+ employees.....	\$275.00

Restaurants

1-49 seat	\$150.00
50+	\$210.00

Lodging, RV Parks, Campgrounds ... \$200.00

Financial Institutions \$275.00

Churches, Government, \$75.00
Schools, Non-Profits

Retired/Student Members..... \$65.00

Individual members are people who have no business affiliation and/or participation.

Dues Calculation

Base dues (see above) \$ _____

1 time set-up fee \$ 20.00

TOTAL DUE \$ _____

Dues are pro-rated so that all members renew on July 1st of each year, thus initial dues may be slightly more or less than the above prices.

The 1-time set-up fee is for business, individuals, or organizations who have never been a member of the Chamber in the past.

Reasons for joining the Chamber:

- | | |
|---|---|
| <input type="checkbox"/> Advertising/Free Publicity | <input type="checkbox"/> Learning Opportunities |
| <input type="checkbox"/> Benefits & Discounts | <input type="checkbox"/> Networking |
| <input type="checkbox"/> Community Involvement | <input type="checkbox"/> Referrals |
| <input type="checkbox"/> Credibility | <input type="checkbox"/> Support Economic Development |
| <input type="checkbox"/> Government Advocacy | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Increased Business | _____ |

Office Use Only:

Rec'd: _____ Paid: \$ _____

Cash: ___ CC: ___ Chk #: _____

RC Date: _____

**Please check off each category that you would like your business listed under;
the 1st category is free, each additional category costing only \$10 each.**

- | | | | |
|---|--|--|---|
| <input type="checkbox"/> Accountants, CPA's | <input type="checkbox"/> Event Facilities | <input type="checkbox"/> Landscape Care & Maintenance | <input type="checkbox"/> Resorts |
| <input type="checkbox"/> Advertising | <input type="checkbox"/> Extension Services | <input type="checkbox"/> Landscape Design & Construction | <input type="checkbox"/> Restaurant Equipment - Sales & Repairs |
| <input type="checkbox"/> Agricultural Organizations | <input type="checkbox"/> Fabric | <input type="checkbox"/> Landscaping Materials & Nurseries | <input type="checkbox"/> Restaurants |
| <input type="checkbox"/> Agricultural Supply | <input type="checkbox"/> Families & Children Services | <input type="checkbox"/> Laundry, Linens, Janitorial | <input type="checkbox"/> Retirement Living |
| <input type="checkbox"/> Antiques | <input type="checkbox"/> Farriers | <input type="checkbox"/> Library | <input type="checkbox"/> Rock Hounding - Shops & Information |
| <input type="checkbox"/> Apparel | <input type="checkbox"/> Feed & Tack | <input type="checkbox"/> Magazines | <input type="checkbox"/> Roofing Contractors |
| <input type="checkbox"/> Appliances | <input type="checkbox"/> Fence Contractors | <input type="checkbox"/> Maintenance | <input type="checkbox"/> RV & Boat Repair |
| <input type="checkbox"/> Appraisals | <input type="checkbox"/> Financial Planning | <input type="checkbox"/> Markers & Monuments | <input type="checkbox"/> Salons, Spa, Tanning |
| <input type="checkbox"/> Architects | <input type="checkbox"/> Fitness Center | <input type="checkbox"/> Massage Therapy | <input type="checkbox"/> Schools |
| <input type="checkbox"/> Assisted Living | <input type="checkbox"/> Flooring & Supplies | <input type="checkbox"/> Media | <input type="checkbox"/> Screen Printing & Embroidery |
| <input type="checkbox"/> Attorneys | <input type="checkbox"/> Florists | <input type="checkbox"/> Mediation | <input type="checkbox"/> Septic |
| <input type="checkbox"/> Auto Body & Repair | <input type="checkbox"/> Fuel, Oil | <input type="checkbox"/> Mobile Home Park | <input type="checkbox"/> Service Clubs |
| <input type="checkbox"/> Bakery | <input type="checkbox"/> Funeral Homes | <input type="checkbox"/> Mortgages & Homes Loans | <input type="checkbox"/> Signs & Banners |
| <input type="checkbox"/> Banks | <input type="checkbox"/> Furniture Stores | <input type="checkbox"/> Movie Rental | <input type="checkbox"/> Social Services |
| <input type="checkbox"/> Bed & Breakfast | <input type="checkbox"/> Garbage Collection | <input type="checkbox"/> Movie Theater | <input type="checkbox"/> Spas |
| <input type="checkbox"/> Beverage Distributor | <input type="checkbox"/> Gas Station | <input type="checkbox"/> Museums | <input type="checkbox"/> Special Events |
| <input type="checkbox"/> Bikes Sales & Repair | <input type="checkbox"/> Gifts & Collectibles | <input type="checkbox"/> Newspapers | <input type="checkbox"/> Sporting Goods |
| <input type="checkbox"/> Bookkeepers | <input type="checkbox"/> Golf Courses & Pro Shops | <input type="checkbox"/> Non-Profits | <input type="checkbox"/> Storage |
| <input type="checkbox"/> Bookstore | <input type="checkbox"/> Government - City of Prineville | <input type="checkbox"/> Nursing & Skilled Nursing Homes | <input type="checkbox"/> Stoves |
| <input type="checkbox"/> Bowling | <input type="checkbox"/> Government - Crook County | <input type="checkbox"/> Office Supplies | <input type="checkbox"/> Surveying & Engineering |
| <input type="checkbox"/> Building Supplies | <input type="checkbox"/> Government - Federal | <input type="checkbox"/> Optometrists | <input type="checkbox"/> Tanning |
| <input type="checkbox"/> Cable TV & Advertising | <input type="checkbox"/> Government - State of Oregon | <input type="checkbox"/> Paint & Supplies | <input type="checkbox"/> Taxi Cab |
| <input type="checkbox"/> Campground & RV Parks | <input type="checkbox"/> Graphic Design | <input type="checkbox"/> Painters | <input type="checkbox"/> Telephone Book Companies |
| <input type="checkbox"/> Carpet & Upholstery Cleaning | <input type="checkbox"/> Grocery & Convenience Stores | <input type="checkbox"/> Parks | <input type="checkbox"/> Telephone Service |
| <input type="checkbox"/> Catering | <input type="checkbox"/> Hair Salons | <input type="checkbox"/> Pet & Animal Supply | <input type="checkbox"/> Tire Stores |
| <input type="checkbox"/> Chambers of Commerce | <input type="checkbox"/> Hardware | <input type="checkbox"/> Pharmacy | <input type="checkbox"/> Title Companies |
| <input type="checkbox"/> Child Care | <input type="checkbox"/> Health & Wellness | <input type="checkbox"/> Photographers | <input type="checkbox"/> Tourism |
| <input type="checkbox"/> Chiropractor | <input type="checkbox"/> Heating & Cooling | <input type="checkbox"/> Physical Therapy | <input type="checkbox"/> Towing |
| <input type="checkbox"/> Churches | <input type="checkbox"/> Home Builders | <input type="checkbox"/> Physicians & Surgeons | <input type="checkbox"/> Trade Associations |
| <input type="checkbox"/> Coffee Shops | <input type="checkbox"/> Home Décor & Interior Design | <input type="checkbox"/> Plumbing Contractors | <input type="checkbox"/> Transload Facility |
| <input type="checkbox"/> Colleges | <input type="checkbox"/> Home Inspection | <input type="checkbox"/> Pond Liners | <input type="checkbox"/> Transportation |
| <input type="checkbox"/> Contractors | <input type="checkbox"/> Hospitals & Clinics | <input type="checkbox"/> Printing | <input type="checkbox"/> Travel Agency |
| <input type="checkbox"/> Copier Sales & Service | <input type="checkbox"/> Hotels & Motels | <input type="checkbox"/> Promotional Products | <input type="checkbox"/> Trucking |
| <input type="checkbox"/> Credit Unions | <input type="checkbox"/> Humane Society | <input type="checkbox"/> Property Management | <input type="checkbox"/> Vacation Rentals |
| <input type="checkbox"/> Crematory | <input type="checkbox"/> Hunting Associations & Guide Services | <input type="checkbox"/> Property Restoration | <input type="checkbox"/> Veterinarians |
| <input type="checkbox"/> Dance Studios & Supply | <input type="checkbox"/> Individual Members | <input type="checkbox"/> Publishing Company | <input type="checkbox"/> Warehouses |
| <input type="checkbox"/> Dental | <input type="checkbox"/> Insurance Agents | <input type="checkbox"/> Radio Stations | <input type="checkbox"/> Water Analysis |
| <input type="checkbox"/> Denturists | <input type="checkbox"/> Internet Service | <input type="checkbox"/> Railroad | <input type="checkbox"/> Website Design |
| <input type="checkbox"/> Economic Development | <input type="checkbox"/> Irrigation Districts | <input type="checkbox"/> Real Estate Agents | <input type="checkbox"/> Welding |
| <input type="checkbox"/> Education | <input type="checkbox"/> Jewelry | <input type="checkbox"/> Real Estate Developers | <input type="checkbox"/> Windows & Doors |
| <input type="checkbox"/> Electric Companies | | <input type="checkbox"/> Recreation | <input type="checkbox"/> Wood Products & Manufacturing |
| <input type="checkbox"/> Electrical Contractors | | <input type="checkbox"/> Remodel and Repair | <input type="checkbox"/> Youth Organizations & Centers |
| <input type="checkbox"/> Electronics | | <input type="checkbox"/> Rental Equipment | |
| <input type="checkbox"/> Employment Services | | | |
| <input type="checkbox"/> Engineering | | | |
| <input type="checkbox"/> Event & Party Rentals | | | |



MEMBERSHIP INFORMATION FORM

Prineville-Crook County Chamber of Commerce

390 NE Fairview, Prineville, OR 97754

541-447-6304; fax 541-447-6537

email: info@visitprineville.com

website: www.visitprineville.com

In order for the Chamber to publicize your business in the Chamber newsletter, in the online Business Directory, and for referrals from our office, this form must be completely filled out and returned with your Membership Application.

Business Name: _____

Owners' Name: _____

Business opened/will open: _____

Business Open Days/Hours: _____

Do you accept credit cards? Yes No

Please provide an approx. 40 word description of your business for the Chamber's website Business Directory:

The Prineville Police Department has asked for the Chamber's assistance in gathering after-hour contact information for Crook County businesses. Law enforcement who need to get in touch after hours in the event of burglary, vandalism, fire or other emergencies will use this information. **The information provided below is confidential** and will be used for law enforcement purposes only. Please contact the Chamber should any of this information change.

Business's Physical Address: _____

Primary Contact Name: _____

Home Phone: _____ Pager/Cell Phone: _____

Secondary Contact Name: _____

Home Phone: _____ Pager/Cell Phone: _____

FOR CHAMBER OFFICE USE ONLY:

Date Received: _____ Date Sent to Police Dept: _____

Type:

NEW Business: _____ Updated Business Information: _____ Please Remove from list: _____