Guide to Recognition

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This BNI Guide to Recognition is designed to provide an orientation regarding the basic policies, procedures, premises and program of the BNI® System. Throughout this document, references made to a Director may refer to a Director, Director Consultant or Executive Director. However, nothing contained herein shall change or impact the relationship the Director or Director Consultant has with BNI® (where applicable) or the Franchisee.

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2.0 BNI® Philosophy & Using this Guide

1.1 Philosophy

Success in BNI® means you need to be a positive and supportive Member of an organization based upon mutual support. This requires commitment to your fellow Members as well as to the philosophy of Givers Gain®: by giving business to others, you will get business in return.

1.2 Mission

Our mission is to help Members increase their business through a structured, positive, and professional referral marketing program that enables them to develop long-term, meaningful relationships with quality business professionals.

1.3 Core Values

Givers Gain®
Building Relationships
Life-Long Learning
Traditions + Innovation
Positive Attitude
Accountability
Recognition

1.4 Using this Recognition Guide

Recognition is fundamental to every level of the organization and is one of BNI's Core Values. When we recognize people in BNI® the intention is always that they will feel valued, motivated and engaged. Acknowledging a person's, Chapter's or team's effort which has gone above normal expectations is important in BNI®.

Consistency is critical to recognition, it allows for measurement and keeping a track record of progress and performance. This guide clarifies criteria for recognition at different levels of the organization, provides easy methods to identify recipients and gives mechanisms to recognize recipients.

The guide is designed to be used by National Directors in conjunction with Director Manuals and bootcamp programs. As recognition pilots are completed, protocols updated and additional recognition methods are integrated into the BNI® program. NDs will be notified of updates in regular communications like "Fast Fives" and ND webinars.

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3.0 2.0 Member Recognition

2.1 Notable Networker Certificate

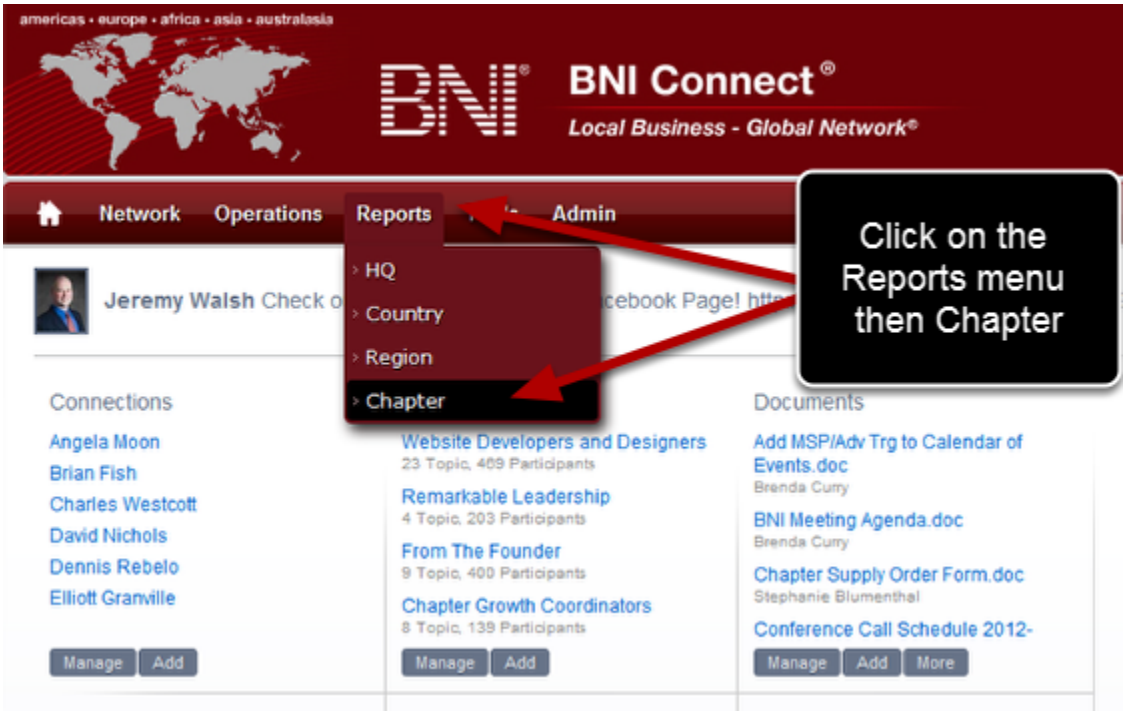
2.1.1 What is being recognized

Members are being recognized for being Network Leaders in the chapter in line with the chapter goals and vision.

2.1.2 Identifying Recipients

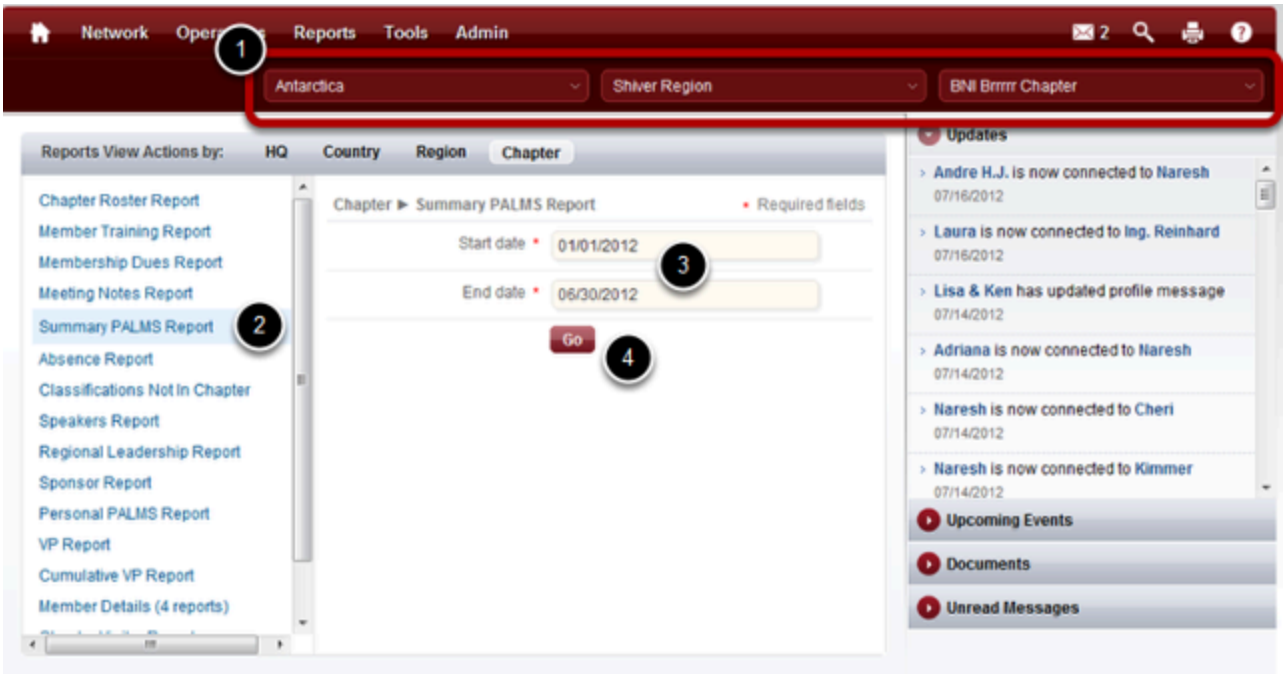
Recipients can by identified through the BNI Connect® Summary PALMS Report based on the criteria outlined by the leadership team.

First navigate to the chapter reports:



Then verify your chapter selection and choose your report

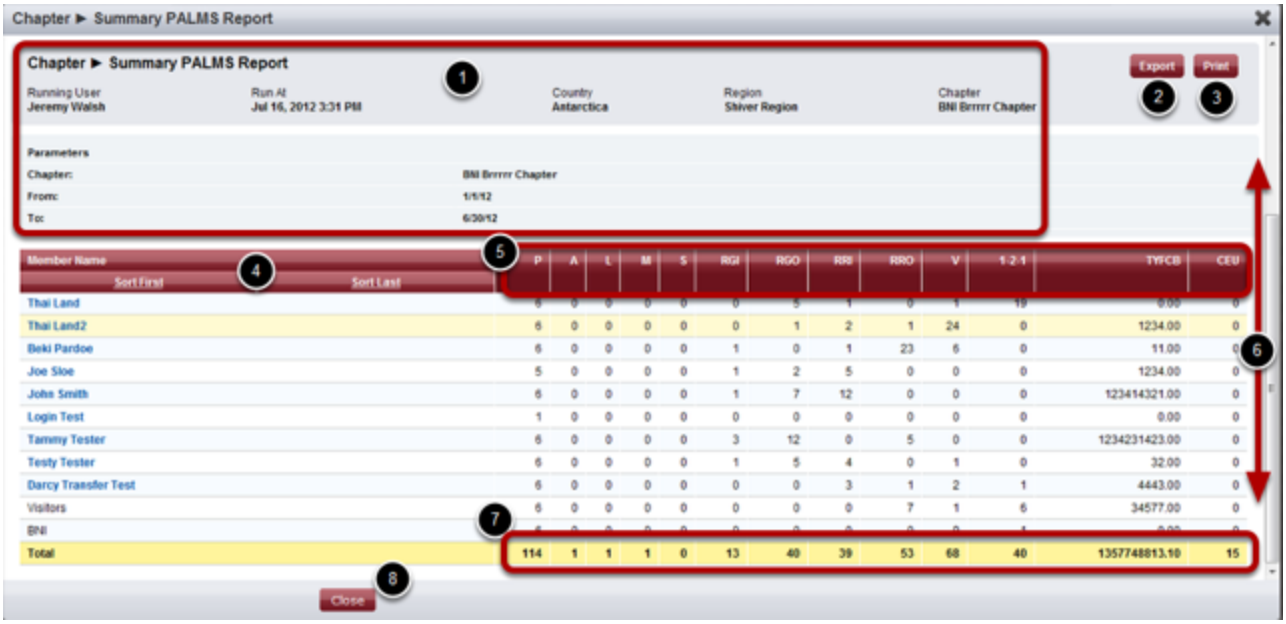
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1. Verify your country, region and chapter selection
2. Click on the Summary PALMS Report
3. Verify the date or choose a different date. By default, this report will display the previous 6 full months, though any date range may be chosen.
4. Click on the GO button

Summary PALMS Report - Header Details

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1. Report name and parameter details
2. Use the Export button to open this report in a spreadsheet format on your local computer, such as Microsoft Excel or Numbers
3. Use the Print button to print a copy of this report on your local printer.
4. This column will show the member names. This column is sortable by first or last name by clicking on the "Sort First" or "Sort Last" underlined words.
5. These Columns will show the activity detail for each member. See Legend below
6. Use the scroll bar to see the additional report details. The parameters and column headers will remain locked in place.
7. The bottom row will display the chapter totals for the time period selected.
8. When you are finished viewing the report, press the Close button to exit.

Legend:

P=Present A=Absent L=Late M=Medical S=Substitute

RGI=Referrals Given Inside (Tier 1, Member to Member Referrals)

RGO=Referrals Given Outside (Tier 2 or higher)

RRI=Referrals Received Inside (Tier 1, Member to Member Referrals)

RRO=Referrals Received Outside (Tier 2 or higher)

V=Visitors

1-2-1=Member 1-2-1 Meetings

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TYFCB=Thank You For Closed Business

CEU=Chapter Education Units\Continuing Education Units

Note: Usage and description of PALMS columns are defined by country and may vary slightly.

2.1.3 Recognition Mechanism

Item 5 on BNI® Agenda - Announce BNI® Network Leaders (1st meeting of the month): Hand out Notable Networker Certificates at the first meeting of each month

1 in referrals for the previous month

1 in visitors brought to the chapter meeting for the previous month

Chapter Leadership Teams can use these certificates to recognize other achievements of members in line with chapter goals and vision. The Notable Networker Certificate is used by the chapter and filled out by the leadership team.

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This certificate rewards positive behaviour as determined by the leadership team, visiting Director Consultant or Ambassador.

The certificates can be found on BNI Business Builder under BNI Branding.

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2.2 Gold Club Badge

2.2.1 What is being recognized

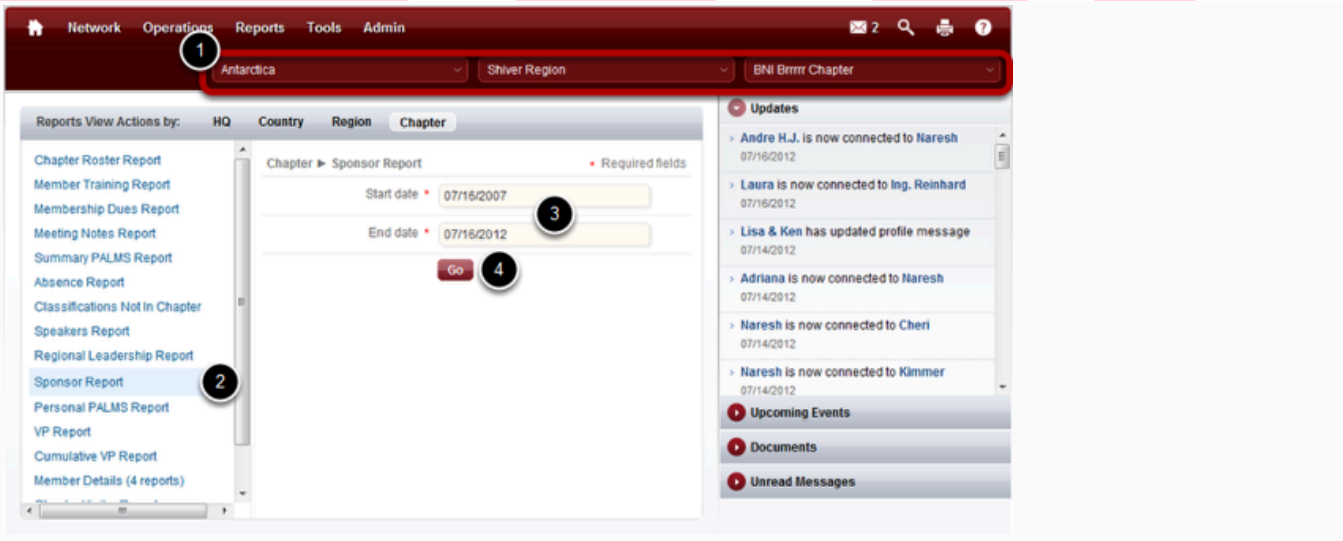
The BNI® Gold Club was established to recognize BNI® Members who go the extra mile in building their chapters by sponsoring six or more professionals into the organization who subsequently become BNI® Members. The Gold Club members add value to their chapters by increasing the referral network of every Member of the chapter, which means more business for everyone!

The Gold Club is for members who have sponsored six new members or more into BNI® over any period of time.

2.2.2 Identifying Recipients

The BNI Connect® Sponsor Report shows all of the members of a chapter who have sponsored other members of the chapter. This report is extremely useful for recognizing Mbers who are helping the chapter to grow.

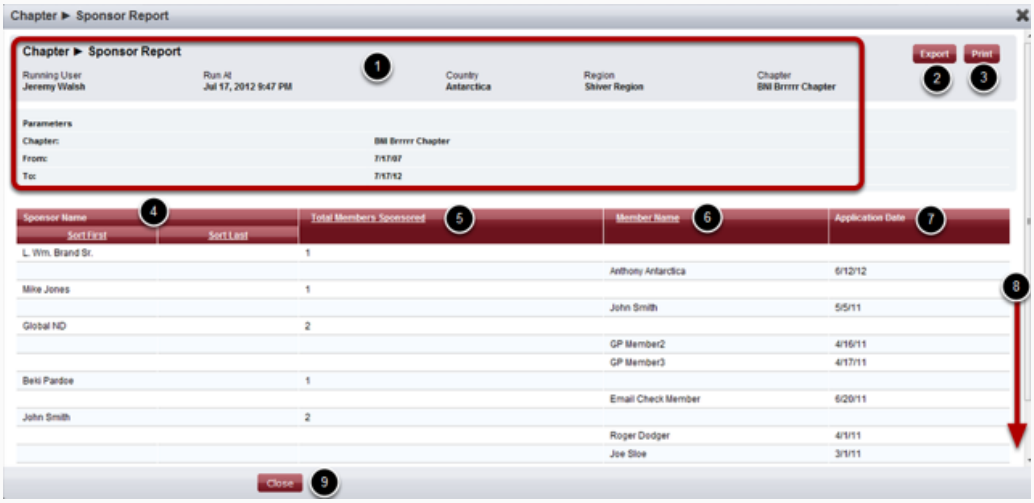
Navigate to the chapter reports (shown in 2.1.2) verify your chapter selection and choose your report:



1. Verify your country, region and chapter selection
2. Click on the Sponsor Report
3. Choose a date range. By default, the system will choose the five year period dating back from the current day. All members that were active during the date range and have a designated sponsor will be listed.
4. Click on the GO button

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Sponsor Report - Header Details



1. Report name and parameters summary
2. Use the Export button to open this report in a spreadsheet format on your local computer, such as Microsoft Excel or Numbers.
3. Use the Print button to print a copy of this report on your local printer.
4. This column lists the Sponsor Name. This column is sortable by clicking on the underlined "Sort First" or "Sort Last"
5. This column lists the total number of new members the person has sponsored. This list is sortable by clicking on the underlined "Total Members Sponsored".
6. This column lists the names of the sponsored members. This list is sortable by clicking on the underlined "Member Name".
7. This column lists the date the member applied to BNI®
8. Use the scroll bar to see additional report details.
9. When you are finished viewing the report, press the Close button to exit.

2.2.3 Recognition Mechanism

The Gold Club badge is a black badge with gold lettering announcing a member's status as a Gold Club member. The badge is available from BNIpromos.com. Director Consultants issue the badges to the President or may give them out themselves.

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2.3 Blue Badge- Notable Networker

2.3.1 What is being recognized

A Member is recognized for being a Network Leader in the chapter as determined by the BNI® Director.

2.3.2 Identifying Recipients

The special, blue Notable Networker badge is to be awarded by the BNI® Director to a member who is "caught" doing something right during a regular chapter visitation. The Leadership team may also nominate a member to be awarded with the Notable Networker Badge for outstanding contribution to the chapter, other members or to the philosophy of Givers Gain®. The focus should be on finding members who are using an effective networking technique that others should emulate.

2.3.3 Recognition Mechanism

The Director Consultant's presentation should come at the end of the meeting, during special announcements, and should be as formal as possible. It is often exciting to build the anticipation regarding who will be receiving the badge as the Director describes what it was that stood out about that member. Have the member then come forward and exchange his or her gray badge for the blue Notable Networker badge. Lead the chapter in applause for the member. Members should feel excited at the prospect of being awarded the blue badge. The goal here is recognition. Therefore, recognize the best use of networking techniques in that chapter. Notable Networker Blue Badges are available on BNIPromos.com



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2.4 Length of Membership Ribbons

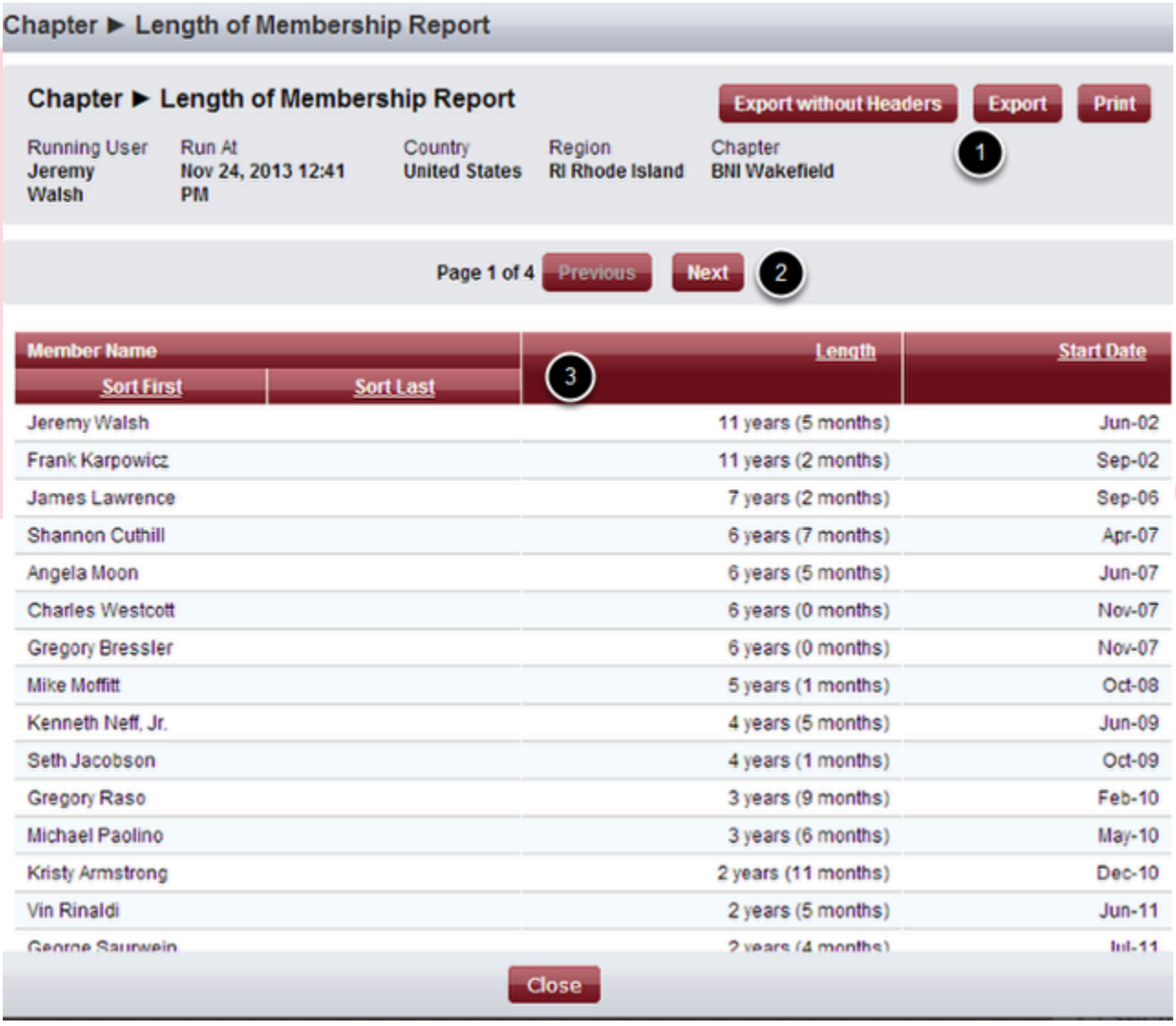
2.4.1 What is being recognized

Length of Membership Ribbons are given to members upon completing the year of membership. As an example, a member who just completed their first year of membership would be a 1-year member.

The entire BNI® membership is included in this calculation meaning if someone leaves the chapter and returns, he/she is recognized for the cumulative membership. As an example, a member is in a chapter for 9 months and leaves the chapter. When they come back to BNI®, they are recognized after 3 months as a 1-year member.

2.4.2 Identifying Recipients

To identify recipients, go to www.bniconnect.com.



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Regional Level

1. Go to Reports > Region > Length of Membership Report
2. Export the report without headers
3. Recognize anyone with 1+ year of service “(0 months)” in their Length of Membership using the ribbon correlating to the years of service.

Chapter Level

1. Go to Reports > Chapter > Length of Membership Report
2. Export the report without headers
3. Recognize anyone with 1+ year of service “(0 months)” in their Length of Membership using the ribbon correlating to the years of service.

Note: This report will only show the current length of membership for chapter members. If the member was either a member of another chapter or had left and returned, that time is not accounted for in this report.

1. Use the Export without Headers or Export button to open the details of this report in a spreadsheet compatible program. Use the Print button to send this report to your local print device.
2. Use the Previous and Next buttons to navigate through the pages of this report.
3. The data in this report can be sorted by Name, Length of Membership and Start Date.

2.4.3 Recognition Mechanism

President recognizes the membership anniversaries at the beginning of each month, the visiting Director can also recognize members with Ribbons at their visit. Ribbons with the length of membership are available at BNIPromos.com



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2.5 Length of Service Pins

2.5.1 What is being recognized

These pins are for recognizing people who have had years of service with BNI® at 5 year intervals. These pins can be used for Members, in addition the same pins can be used for Employees, Directors and Ambassadors to recognize their length of service.

2.5.2 Identifying Recipients

To identify recipients who are members with specific length of service see 2.4.2 for reports.

For recognizing directors who are not members for length of service, you can find out their assignments and history by looking them up in Tools>Power Search>Find a Person. Click the + sign to expand their history.

2.5.3 Recognition Mechanism

A lapel pin with 1 stone for every 5 years of membership is presented. National Directors are recognized at Global Conventions, Executive Directors are recognized at a National Convention or event, Directors can be recognized at a national or regional event or at the chapter level by a visiting Executive Director. Members can be presented the pin in the chapter or at a regional event or training. Employees of the national or regional offices can be recognized at a staff event or Gala event if applicable depending on the events being held in the country at its stage of development.



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2.6 Training Ribbons

Member Success Program
Advanced Training Graduate

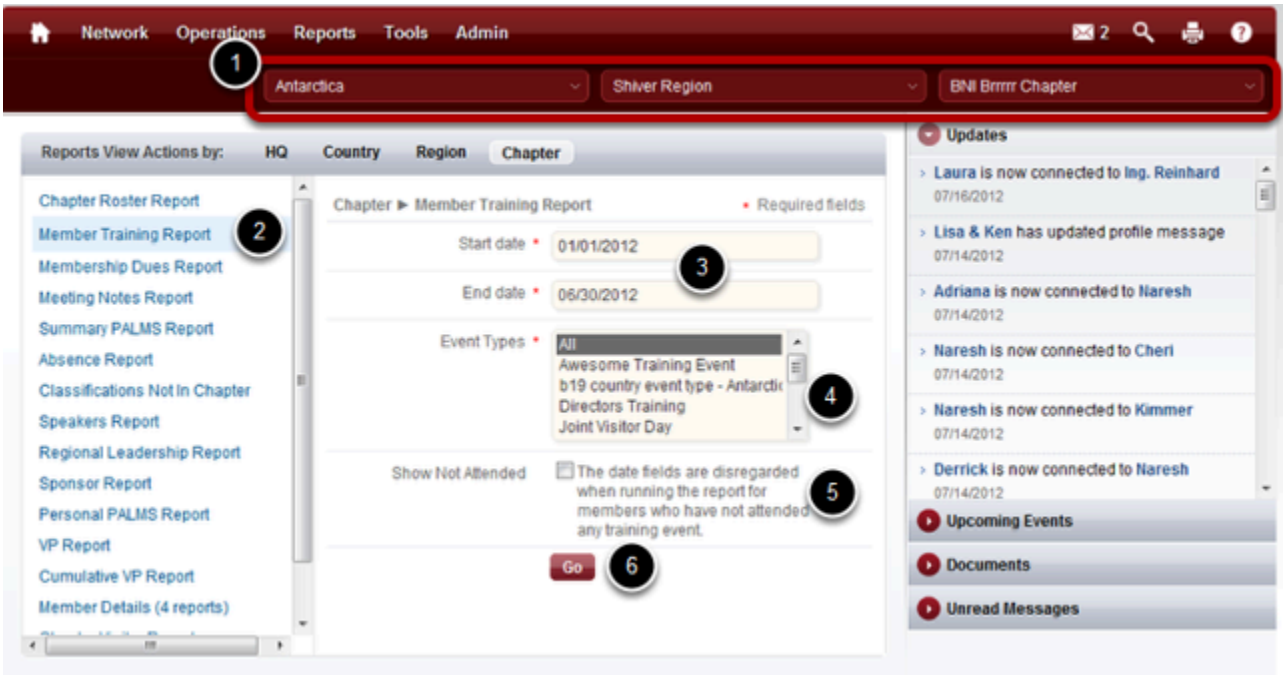
2.6.1 What is being recognized

These ribbons recognize attendance at trainings. “Lifelong Learning” is one of BNI®’s core values and the more member’s train the more likely they are to succeed in BNI®.

2.6.2 Identifying Recipients

These ribbons are given out after training. They can be presented by the trainer, and the key is recognition. The trainer needs to make sure that the recipient feels special by the presentation. If the ribbon is being presented in the chapter after the training, see reports below to identify recipients who have attended the training:

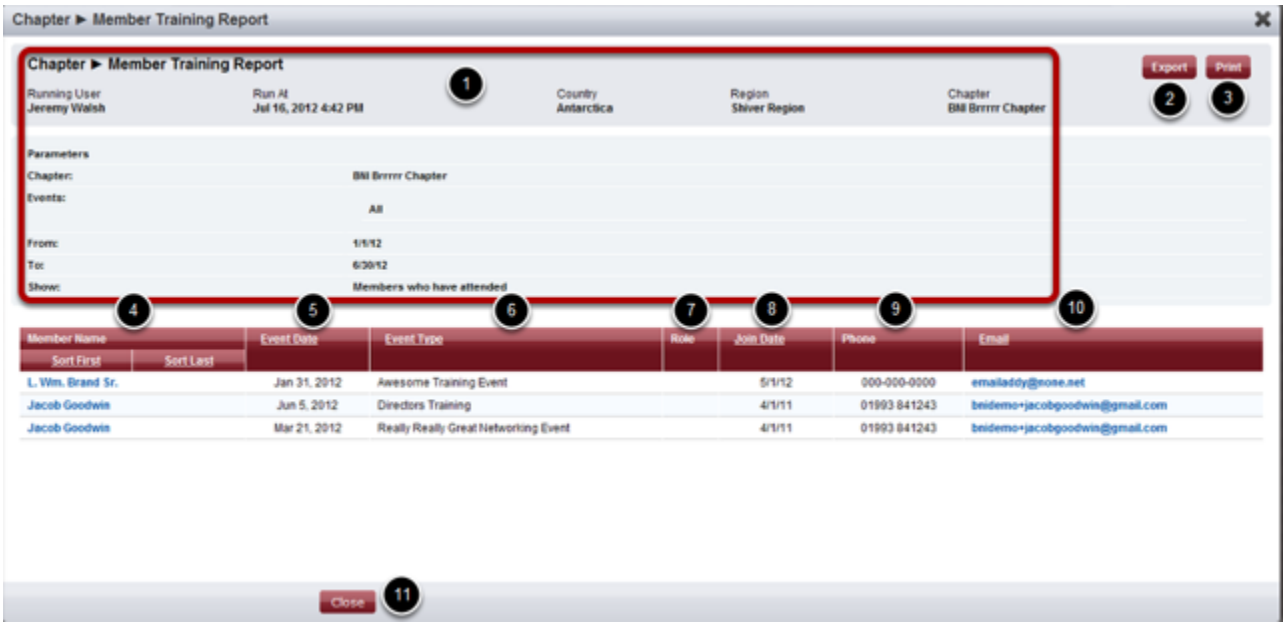
Verify your chapter selection and choose your report



1. Verify your country, region and chapter selection
2. Click on the Member Training Report
3. Choose a date range for this report. Note: If the "Show Not Attended" is chosen, this date will be ignored.
4. Choose ALL to view all event types or choose a single event type.
5. This option will show people who have not attended the selected training type(s).
6. Click on the GO button

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Member Training Report - Details



1. Report name and parameters summary
2. Use the Export button to open this report in a spreadsheet format on your local computer, such as Microsoft Excel or Numbers.
3. Use the Print button to print a copy of this report on your local printer.
4. This column will show the member names. This column is sortable by first or last name by clicking on the "Sort First" or "Sort Last" underlined words.
5. This column will show the date of the event. This column is sortable by clicking on the underlined "Event Date".
6. This column will show the title of the event. This column is sortable by clicking on the underlined "Event Type".
7. This column is only used to for Leadership Team Training if a role was selected at the time of registration.
8. This column shows when the member joined the current BNI chapter. This column is sortable by clicking on the underlined "Join Date".
9. This column shows the phone number for the member.
10. This column shows the email address for the member.
11. When you are finished viewing the report, press the Close button to exit.

2.6.3 Recognition Mechanism

Ribbons are





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3 Leadership Team Recognition

3.1 Leadership Team Ribbons

3.1.1 What is being recognized

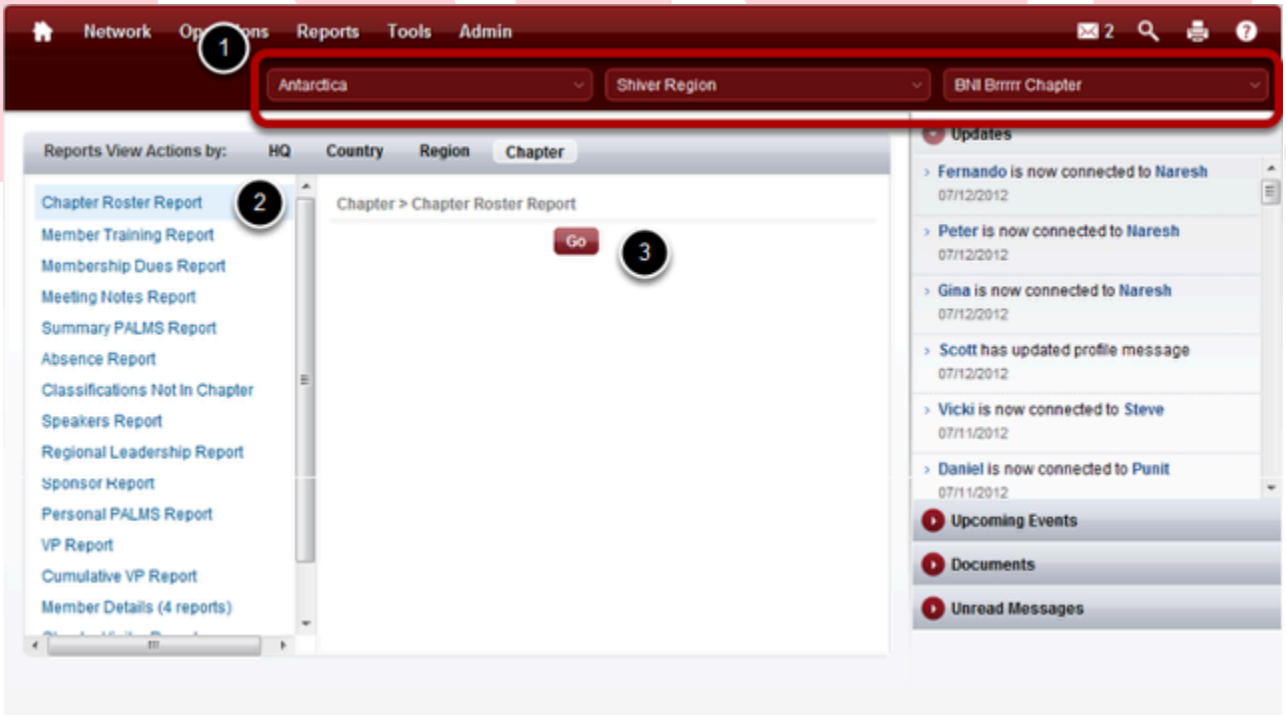
This is for recognition of a member who takes on a Leadership Team role in the chapter. There are a number of positions which can be recognized including:

- Leadership Team
- Membership Committee
- Visitor Host
- Education Coordinator
- Event Coordinator
- Mentor Coordinator
- Chapter Growth Coordinator

3.1.2 Identifying Recipients

BNI Connect® Roster Report

The chapter roster report is a great tool to use for getting easy access to your current chapter leadership teams.

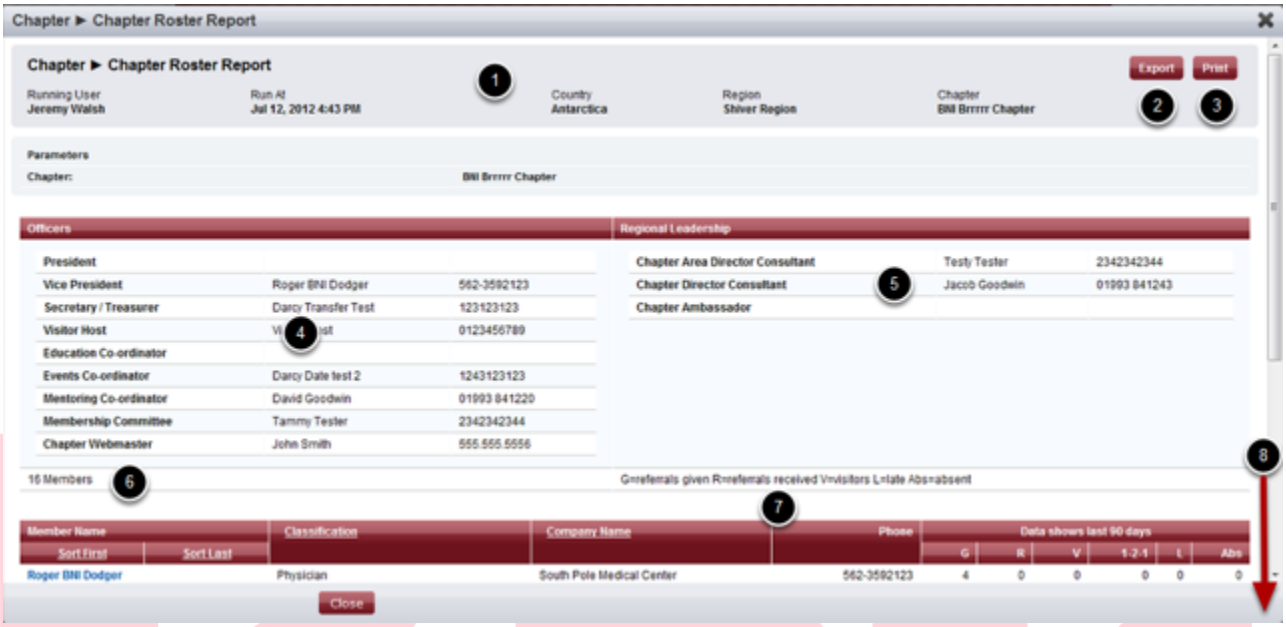


1. Verify your country, region and chapter selection

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2. Click on the Chapter Roster Report
3. Click on the GO button

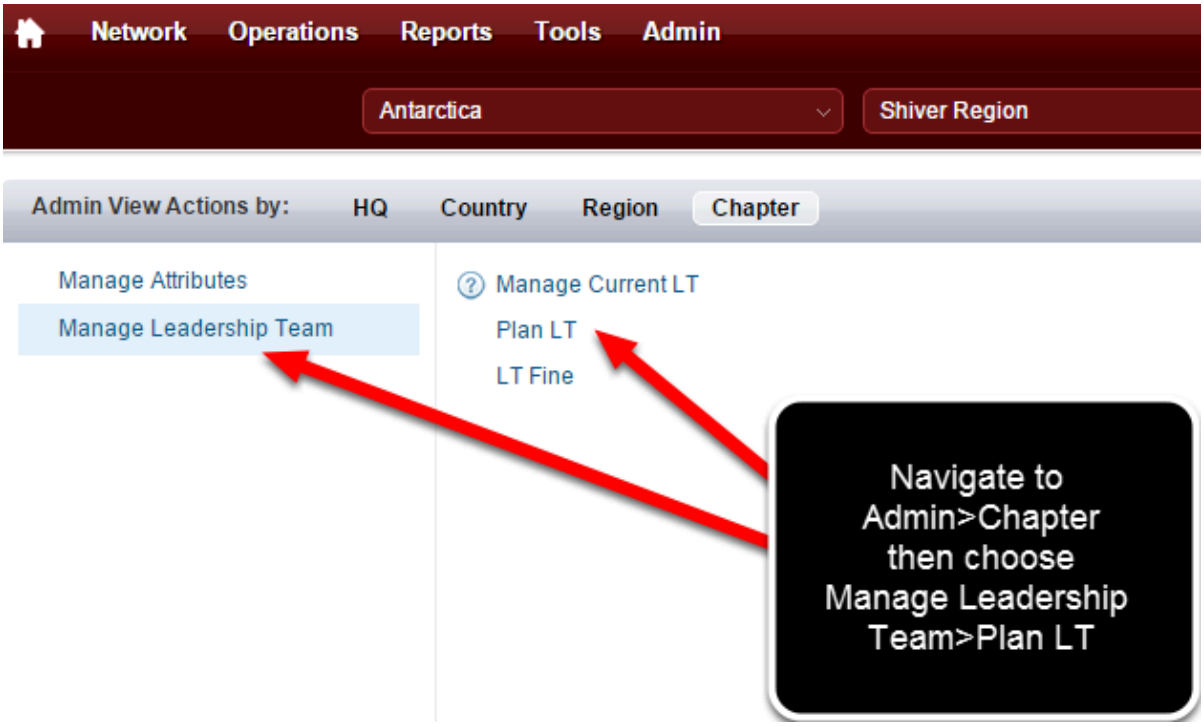
Chapter Roster Report - Header Details



1. Report name and parameters summary
2. Use the Export button to open this report in a spreadsheet format on your local computer, such as Microsoft Excel or Numbers.
3. Use the Print button to print a copy of this report on your local printer.
4. This section will show the members name and contact information for the assigned leadership team positions.
5. This section will show the names and contact information for the regional leadership members assigned to the chapter.
6. Chapter member count is listed. This will include all currently Active and Late memberships.
7. Legend for the abbreviations used for chapter statistics.
8. Use the scroll bar to see the remaining report details.

If you want to present these ribbons to Leadership Team Members before they take over in their term, eg. At Leadership Training, use the Plan LT reports: Navigate to Admin>Chapter

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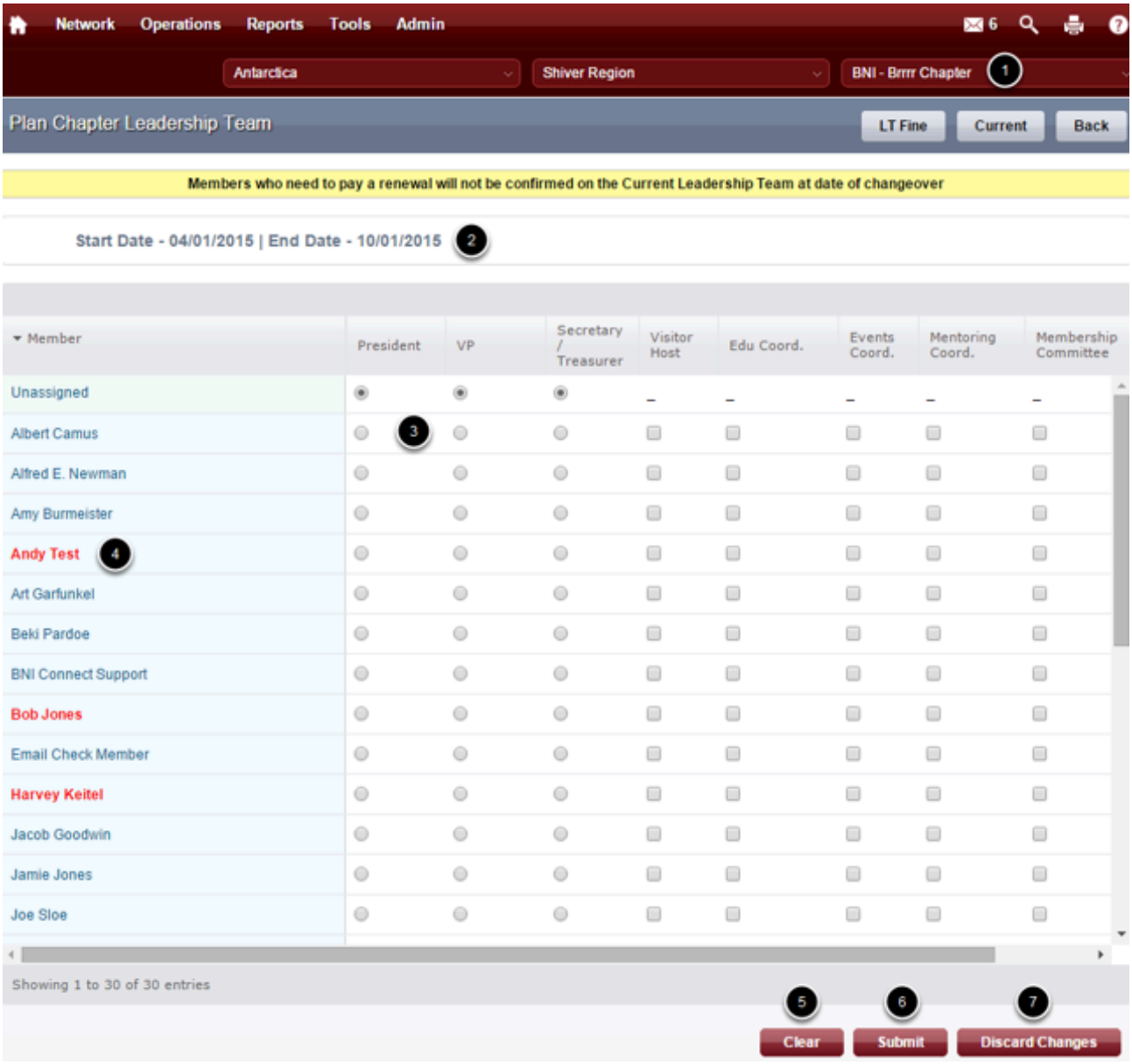


The Plan Chapter Leadership Team Screen

1. The chapter being edited will appear in the selection bar. You can switch chapters by choosing a new name from the drop down list. If you have made changes, be sure to save them first!
2. The effective term will be shown above the roster and selection list.
3. Make your team selections. A member can only hold a single role in the President, Vice President or Secretary Treasurer seat. However, a member can hold multiple support roles.
4. Members appearing in RED are due for renewal before the start of this planned term. If they are not renewed before that time, their assignment will be ignored upon the start date of the leadership term.
5. If you would like to reset the form, click the CLEAR button.
6. To submit and save your changes, click the SUBMIT button.
7. To discard current changes and revert to the previous version, click the DISCARD CHANGES button.

Note: You can review the planned leadership teams for the region by utilizing the LT Vacancies and Training Status report located under Reports>Region.

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3.1.3 Recognition Mechanism

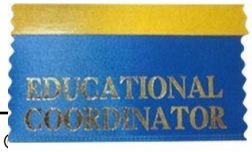
Ribbons can be presented at Leadership Team Training by the Director or can be Director or Executive visiting Director presented in the chapter by the when the Leadership team take office. The ribbons are available from BNIPromos.com.











3.2 Leadership Team Lapel Pin

3.2.1 What is being recognized

The service of the Chapter President, Vice President & Secretary Treasurer is being recognized during their term.

3.2.2 Identifying Recipients

BNI Connect® Roster Report (see 3.1.2)

3.2.3 Recognition Mechanism

A Leadership Team Lapel pin is presented by the visiting Director at the beginning of the leadership Term or it can also be presented at the end of the Leadership Team Training. Pins are available from BNIPromos.com.



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4 Chapter Recognition

4.1 Founder's Award

4.1.1 What is being recognized

The Founder's Award is given to a chapter which is in the top 5% of their country for performance relating to referrals, visitors and new members. These chapters need to be recommended by their Director Consultant and Executive Director.

4.1.2 Identifying Recipients

BNI® Traffic Light Report which is available from BNI Compass can be used to identify qualifying chapters. The recipient chapters need to meet the following criteria as a minimum: They must have 30+ members to be nominated by the local BNI® Director Consultant and the Executive Director. These chapters are specifically recognized for excellent performance relating to referrals, visitors, new members, commitment, enthusiasm and – most importantly – attitude. Director Consultants nominate chapters in their region to receive the Founder's Award. They are provided to no more than 10% of the chapters in a region in any given year.

4.1.3 Recognition Mechanism

A Founder's Award is a tabletop sign that announces the chapter's meeting at the location. It has a repositionable arrow that points the way to the meeting room. To apply for a Founder's Award, the Director Consultant needs to send in the application to BNI® Global Headquarters. The Global Support Team issues the award to the Director Consultant or Executive Director who then presents it to the chapter at their meeting or at a larger team event or training. They are also announced in *SuccessNet™ Online*.

This award is currently being reviewed and some online application processes are being put in place for Directors to apply for these awards.



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4.2 Medallion Chapter

4.2.1 What is being recognized

Medallion Chapters have the following minimum memberships for three consecutive months.

Silver Chapter – 30-39 Members
Gold Chapter – 40-49 Members
Platinum Chapter – 50-74 Members
Titanium Chapter – 75-99 Members *NEW*
Diamond Chapter – 100+ Members *NEW*

4.2.2 Identifying Recipients

- BNI Connect® – Chapter Statistics Report
- Reports
- Region
- Meeting Statistics
- Chapter Statistics
- Select Region
- Input Time criteria
- Click Go

4.2.3 Recognition Mechanism

Medallion chapter lapel Pins are presented by the Director Consultant or the Executive Director to the chapter. This can be in the chapter meeting or at a larger training or conference. The lapel pins are available on BNIPromos.com.











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4.3 Hall of Fame - Kick Off

4.3.1 What is being recognized

Policy Memorandum 94/05 revised states that Hall of Fame criteria will be based on applications received and approved within two weeks of the Kick-Off/Launch meeting. Hall of Fame Kick Off awards are presented to chapters which have reached 35 or more in this period.

4.3.2 Identifying Recipients

Chapters are identified by Global Support Team and submitted annually on 1 September to the National Director for confirmation. The National Director confirms the awards during the requested timeframe following 1 September.

4.3.3 Recognition Mechanism

Annually at the Global Convention the Hall of Fame – Kick Off chapters (qualifying between 1 September – 31 August annually) are recognized. The National Director presents the Executive Director in attendance at the convention with the award. Once the chapter has reached Hall of Fame status they can also be presented with a special tablecloth for their registration desk for Hall of Fame chapters which is available at BNIPromos.com



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4.4 Hall of Fame – Platinum Kick Off (*NEW)

4.4.1 What is being recognized

Hall of Fame criteria will be based on applications received and approved within two weeks of the Kick-Off/Launch meeting. Platinum Kick Off awards are presented to chapters which have reached 50 or more in this period.

4.4.2 Identifying Recipients

Chapters are identified by the Global Support team and submitted annually on 1 September to the National Director for confirmation. The National Director confirms the awards during the requested timeframe following 1 September.

4.4.3 Recognition Mechanism

Annually at the Global Convention the Hall of Fame – Platinum Kick Off chapters (qualifying between 1 September – 31 August annually) are recognized. The National Director presents the Executive Director in attendance at the convention with the award. Once the chapter has reached Hall of Fame status they can also be presented with a special tablecloth for their registration desk for Hall of Fame chapters which is available at BNIPromos.com



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4.5 Hall of Fame – Platinum, Titanium* & Diamond* (*NEW)

4.5.1 What is being recognized

These chapters are recognized for achieving and maintaining a certain amount of members for three consecutive months or more.

Platinum Chapters – 50+

Titanium Chapters – 75+

Diamond Chapters – 100+

4.5.2 Identifying Recipients

Chapters are identified by Global Support Team and submitted annually on 1 September to the National Director for confirmation. The National Director confirms the awards during the requested timeframe following 1 September.

4.5.3 Recognition Mechanism

Annually at the Global Convention the Platinum, Titanium and Diamond chapters who crossed this milestone for the first time between 1 September – 31 August are recognized. The National Director presents the Director in attendance at the convention with the award. Once the chapter has reached Hall of Fame status they can also be presented with a special tablecloth for the registration desk of Hall of Fame chapters which are available at BNIPromos.com



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5 Regional Recognition

5.1 Ambassador Ribbon

5.1.1 What is being recognized

Ambassadors are volunteers who may visit chapters to promote chapter growth, support chapter initiatives or trainings.

5.1.2 Identifying Recipients

Ambassadors are trained in the region and can be identified as they come on the team and their role is added on BNI Connect®

BNI Connect® Admin> Region>Manage/View Roles

5.1.3 Recognition Mechanism

Ambassador ribbons are available from BNIPromos.com.



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5.2 Director Lapel Pin

5.2.1 What is being recognized

Directors who come onto the team to launch or support chapters or train members.

5.2.2 Identifying Recipients

Directors complete their training and can be identified as they come on the team and their role is added on BNI Connect®

BNI Connect® Admin> Region>Manage/View Roles

5.2.3 Recognition Mechanism

The pin may be presented at a regional training or event or at the end of the Director Training. The Director Pins are available on BNIpromos.com.



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5.3 Key Success Factor Award – First Year Retention

5.3.1 What is being recognized

This is an award presented to the Executive Director of a region with the top “first year member retention” depending of the number of new members who joined the region in the previous year.

5.3.2 Identifying Recipients

A report is generated by the Global Support Team Statistician identifying the qualifying regions in the following Bandings:

Top Region of First Year Retention who had the following number of new members join in the year:

- 35 – 100 members
- 101 – 200 members
- 201 – 300 members
- 301 – 400 members
- 401 – 500 members
- 500+ members

5.3.3 Recognition Mechanism

Awards are presented at the Annual Global Convention to attending Executive Directors.

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5.4 Hall of Fame – Top 10 Traffic Lights

5.4.1 What is being recognized

This is an award presented to the Executive Director of a region with a region in the top 10 traffic lights report cumulatively from the period of 1 September to 31 August preceding the Annual Global Convention.

5.4.2 Identifying Recipients

A report is generated by Global Support Team Statistician identifying the qualifying regions.

5.4.3 Recognition Mechanism

Awards are presented at the Annual Global Convention to attending Executive Directors.

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6 National Recognition

6.1 New Country Awards

6.1.1 What is being recognized

This is an award presented to the National Director of a country which launches between the dates of 1 September to 31 August preceding the Annual Global Convention.

6.1.2 Identifying Recipients

A report is generated by Global Support Team Statistician identifying the qualifying countries.

6.1.3 Recognition Mechanism

Awards are presented at the Annual Global Convention to attending National Directors.

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6.2 Key Success Factor Awards

6.2.1 What is being recognized

This is an award presented to the National Director of a country with the top performing countries within certain criteria based on Key Success Factors from the period of 1 September to 31 August preceding the Annual Global Convention.

6.2.2 Identifying Recipients

A report is generated by Global Support Team Statistician identifying the qualifying countries. The countries are identified as the top three countries in three bandings, countries with the following size bandings on the basis of Average Number of Members in a Chapter, Net Chapter Growth and New Membership Growth:

10 – 50 chapters

51 – 100 chapters

over 100 chapters

This criteria is due to change to a benchmarking system from November 2017.

6.2.3 Recognition Mechanism

Awards are presented at the Annual Global Convention to attending National Directors.

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6.3 CEO Givers Gain® & Founders Special Awards

6.3.1 What is being recognized

These are awards which are given for outstanding contribution to Givers Gain® and BNI®

6.3.2 Identifying Recipients

Recipients are chosen annually by the CEO and the Founder.

6.3.3 Recognition Mechanism

Specially commissioned awards are presented at the Annual Global Convention.

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7 Protocols for updates and changes to Recognition

7.1 Updates and changes

Any changes or updates which a National Director would like to make to this guide should be submitted to marketing@bni.com. Changes or updates may require approval by the Executive Council, Founders Circle, International Board of Advisors or another body. Changes or updates may also require a pilot project to take place in a country or region.

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