



WYOMING Business & Industry FEDERATION

AGREEMENT

The Wyoming Business & Industry Federation Agreement (hereinafter “Agreement”) is effective as of the ___ day of _____, 202_, between the Wyoming Business & Industry Federation and the _____ Chamber of Commerce (hereinafter “Local Chamber”). Due to the following common objectives, the Wyoming Business & Industry Federation and the Local Chamber have entered into this agreement:

- Strengthen the positive and beneficial relationship that exists between state and local chambers in Wyoming.
- Through cooperative efforts, increase the legislative and political involvement and effectiveness of the Wyoming small business community.
- Through cooperative efforts, increase the opportunity to provide beneficial programs and services to chamber members in Wyoming.
- Increase membership and loyalty for both the Wyoming Business & Industry Federation, Wyoming State Chamber of Commerce and Local Chamber.

I. WYOMING BUSINESS & INDUSTRY FEDERATION MEMBERSHIP

The Local Chamber shall be a member in good standing of Wyoming State Chamber of Commerce. Upon the expiration of the membership of the Local Chamber in the Wyoming Business & Industry Federation, termination of all affinity agreements between the parties may occur. Appropriate notice will be given prior to any such removal.

II. FEDERATION MEMBERS

All active members of the Local Chamber shall be Wyoming Business & Industry Federation members (hereinafter “Federation members”) upon execution of this agreement. Each will have the opportunity to opt-out should they choose not to participate in the Federation.

III. FEDERATION COMMUNICATIONS

The Wyoming Business & Industry Federation shall ensure that Federation members receive all communications through either the “Direct to Member” option which permits the Wyoming Business & Industry Federation to manage the communication process or the “Direct to Local Chamber” option which permits the Local Chamber to manage the communication process. The Wyoming Business & Industry Federation may not alter the communication option with the Local Chamber or Federation members without written authorization. By choosing one of the communication options, the Local Chamber agrees to provide the necessary contact information as referenced in the Information Form (attached). While Federation members may voluntarily opt-in to communications from both the Wyoming Business & Industry Federation or the grassroots program of the Wyoming Business Advocates, Federation members may also opt-out of any and all contact lists at any time via communication links or by contacting the Wyoming Business & Industry Federation directly.

SELECT YOUR COMMUNICATION PREFERENCE

Direct to Member *(preferred)*

The Wyoming Business & Industry Federation will be responsible for sending communications to your business members.

The Local Chamber will send quarterly excel lists of qualified Federation members for integration into the Federation database.

Direct to Local Chamber

The Local Chamber will be responsible for forwarding Federation communications received from the Wyoming Business & Industry Federation. The Local Chamber agrees to provide the Wyoming Business & Industry Federation with specified member information quarterly and agrees that time-sensitive information and materials will be passed along to participants in time for prescribed action to be taken.

PARTNER INFORMATION FORM

NAME OF CHAMBER:	TOTAL NUMBER OF MEMBERS:

CONTACT FORMS

CHAMBER PRESIDENT/EXECUTIVE DIRECTOR, PRIMARY CONTACT

Contact Name _____
Contact Title _____
Work Number _____
Mobile Number _____
Email _____

QUARTERLY MEMBERSHIP LISTS, MEMBER COMMUNICATION

Contact Name _____
Contact Title _____
Work Number _____
Mobile Number _____
Email _____

POLICY AND ISSUE FOCUSED COMMUNICATION

Contact Name _____
Contact Title _____
Work Number _____
Mobile Number _____
Email _____

IV. LEGISLATIVE ADVOCACY

As a proactive legislative advocacy organization, the Wyoming Business & Industry Federation shall encourage Federation member involvement in communications with elected officials on legislative and regulatory matters before state and federal government. As a part of Federation involvement, the Wyoming Business & Industry Federation shall inform the Local Chamber of all communication sent to Federation members and/or include the Local Chamber in the communication.

V. FEDERATION PROMOTION

Both the Local Chamber and Wyoming Business & Industry Federation have the right to promote the benefits and structure of the Federation during the recruitment and



retention of small business membership. By choosing to participate in the Federation, the Local Chamber agrees to incorporate the benefit of “a complimentary Federation membership” into the sales process for potential and current members. The Wyoming Business & Industry Federation will develop and provide co-branded promotional material for use by the Local Chamber.

IV. TERMINATION OF AGREEMENT

Either party is permitted to terminate this agreement with 30 days notice provided in writing. The Wyoming Business & Industry Federation is permitted to continue communication and services in full to the Federation member list last provided by the Local Chamber until the Local Chamber has expressly terminated the agreement. IN WITNESS WHEREOF, the parties have executed this agreement on , 201_, and upon signature below warrant they have authority to execute this agreement on behalf of their respective parties.

WYOMING BUSINESS & INDUSTRY FEDERATION

CHAMBER OF COMMERCE NAME:

DATE:

NAME:

SIGNATURE:

**PLEASE RETURN THIS AGREEMENT AND LOGO WITH YOUR
FORMATTED MEMBER LIST TO:**

connect@wyfederation.com

FREQUENTLY ASKED QUESTIONS

- Which Chambers are eligible to be a Federation Partner?
 - Local Chambers who are in good standing with the Wyoming State Chamber of Commerce can opt into the Wyoming Business & Industry Federation.
- What is the cost associated with being a Federation Partner?
 - There is no cost to be a Federation Partner, provided the Local Chamber is an investor of the Wyoming State Chamber of Commerce.
- How does my Chamber become a Federation Partner?
 - Sign and complete the Wyoming Business & Industry Federation agreement, as well as a logo for co-branding and partner information form and return to 121 W. 15th St. Suite 204, Cheyenne, WY 82001 or email connect@wyfederation.com.
- Why must I sign an agreement to be a Federation Partner?
 - The agreement allows for a proper record keeping needed by the Wyoming Business & Industry Federation.
- Who is eligible?
 - Any Local Chamber that is in good standing with the Wyoming State Chamber of Commerce will be eligible to be a Federation Partner and will be able to supply their members with a complimentary membership into the Federation.
- Can my business members serve on the Wyoming Business & Industry Federation Policy Committee?
 - No. Only the leadership of the Wyoming State Chamber of Commerce and Local Chambers, including the Board of Directors & Key Staff, will be able to serve on this committee.
- Will the Federation Partners' Members be prospected by the Federation?
 - Federation member lists will not be used by Wyoming Business & Industry Federation staff as prospect lists. Investment opportunities in the Federation will only be shared by the request of the Federation Partner.
- What is your opt-out policy?
 - Each email that is sent out from the Wyoming Business & Industry Federation has an unsubscribe/opt-out feature, which when clicked on, will remove the individual from future emails. Federation members may also opt-out of any and all contact lists at any time by contacting the Federation directly.
- How will you manage the Federation information?
 - The Wyoming Business & Industry Federation has built two different communication options into this program from which local, county and regional chambers can choose:
 1. Direct to Member (preferred): The Federation is responsible for sending communications to the Federation members.

- Supply your logo in a high-resolution JPG or PNG to co-brand materials with other Federation Partners
 - 2. Email logo to connect@wyfederation.com
 - 3. Direct to Local Chamber: The local chamber will be responsible for forwarding Federation communications received to business members. The local chamber agrees that time-sensitive information and materials will be passed along to members in time for prescribed action to be taken.
- Can I control which information the Federation Members from my chamber receive?
 - If you choose option two above, Direct to Local Chamber, you can review and make decisions on information before forwarding along to your business members.
 - How often will you be sending out information to the Federation members?
 - The Wyoming Business & Industry Federation is sensitive to the amount of information that will be sent to Federation members and understands this will be in addition to information they receive from their local chamber. As with any communication schedule, this is subject to change, but routine communication would consist of the following:
 - Weekly Legislative Update email during the legislative session.
 - Communication highlighting upcoming policy events and programs.
 - As needed:
 - Legislative "Call to Action" announcements
 - Policy workshop invitation
 - Surveys/Polls
 - If I chose the Direct to Local Chamber communication option, what information do I need to provide?
 - The number of Federation members and their employee count at the time of joining the Federation, plus a yearly update so that the Federation can keep an accurate record.
 - Contact Information as listed in the agreement
 - Your chamber can change this option at any time by contacting connect@wyfederation.com.

UPON SIGNING THE AGREEMENT YOU WILL RECEIVE!

PERSONALIZED MARKETING KIT

Send your logo to connect@wyfederation.com upon signing your agreement and receive a personalized marketing kit.

DOCUMENT LIST:

Handouts and customizable handouts to share with your members

TEMPLATE:

Co-Branded Benefit Handout for Members

EXAMPLES:

- Benefit Information Email
- Event Invitation Email
- Call to Action Alert Email/Letter
- Event Invitation Email

INFORMATION FOR YOUR CHAMBER REGARDING THE FEDERATION:

- Step-by-Step Guide to promoting the Federation to your members
- Social Media Suggestions for promoting the Federation to your members
- Federation Overview and Benefits for Chambers Federation
- FAQs for Chambers
- You will also receive Federation logos in JPEG, PNG and EPS formats