Be in the Directory:

Pay Dues by JANUARY 31

2017

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. After noting any changes required, renewing members are asked to **return their customized invoice with a check** by the dues deadline. If you misplace your invoice, please email to ask us to resend you your invoice copy.

To become a CTPA member for the first time, 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 January 31—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**. **POSTMARK 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 CTPA 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 who 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 CTPA 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 a vote.

Membership Fees – IMPORTANT! Since 2013, our membership is "GREEN"—with almost all items sent via email.

EARLY BIRD-POSTMARKED by DECEMBER 31 (year prior)	REGULAR Annual Rate (Jan 1-June 30)	Half Year Rate (July 1-Dec 15)
$40 - Early Bird **Individual Member**	**$50** - Individual Member	**$25.00** - Individual Member
$75 - Early Bird **Joint Member** (2 ppl/same address)	**$95** - Joint (2 ppl/same address)	**$45.00** - Joint (2 people/same address)
$55 - Early Bird **Company (Associate) Member**	**$65** - Company (Associate) Member	**$32.50** - Company (Associate) Member

Sample Member Profiles

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

Individual Members (Guides/Friends) You may wish to include any of this type of information in your listing which must be no more than **60 words**:

- 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** started out as a Greeter. He is a dynamic guide who received his guide training at the Chicago Architecture 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.

Associate Members You may wish to include types of staff used, types of programs operated, hiring procedures, person to send resumes, etc. **Since 2014**, your company summary should be no more than **90 words**:

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

CTPA Name Badge

Usually ordered once a year, around February 1st!

We place badge orders about JANUARY 31. Although the business card size CTPA Member ID card can be worn as a name badge (see the color image of a previous year member ID below on the LEFT), members may elect to purchase an optional name badge with the CTPA logo. The $15 purchased badge is made from sturdy plastic, shows the CTPA logo and is customized with your name **in black lettering as shown below on the RIGHT**. 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 1) and they are usually distributed along with the directories at the March meeting. **It is not possible to accommodate late orders and we must order a minimum number of badges.**

PROVIDED Member ID (can use as a badge)

Optional **Name Badge with Pin/Clip Back**

2017 - CTPA Membership Application & Directory Listing – *PRINT NEATLY!*

VERY IMPORTANT - Indicate which phone number(s) is a CELL phone by placing a "C" after the number!

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 employee names appear in the directory)

Company Name:		
Contact #1	Email #1	
Contact #2	Email #2	
General Office Phone	Other Phone (who?)	
Address		Fax
City	State	ZIP Code
Website		
As a courtesy, please send emails to these additional employees:		

Member Profile – Needed for ALL members!

Individual Member Profiles should be maximum 60 words. **Associate Member Profiles must not exceed 90 words.**

❑ I am supplying my NEW Member Profile via email or 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 (Not having some of your info published in the directory)

CTPA Officers (only) have access to full member contact information. For your directory listing (which is distributed by mail and NOT posted on the internet), CTPA recommends that you at least include your email and/or a contact phone number in your listing, so that employers or other members have a way of contacting you about work or other issues. Keeping the above in mind, **I prefer that you do NOT print the following things in the directory.**

❑ Mailing Address ❑ Primary Phone ❑ Alternate Phone ❑ Fax ❑ Email

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

EARLY BIRD-POSTMARKED by DEC 31 (year prior)	REGULAR Annual Rate (Jan 1-June 30)	HALF YEAR Rate (July 1-Dec 15)
$40 - Early Bird **Individual Member**	**$50** - Individual Member	**$25.00** - Individual Member
$75 - Early Bird **Joint Member** (2 ppl/same address)	**$95** - Joint (2 ppl/same address)	**$45.00** - Joint (2 people/same address)
$55 - Early Bird **Company (Associate) Member**	**$65** - Company (Associate) Member	**$32.50** - Company (Associate) Member
EXTRAS: **$15** ***Optional*** **Name Badge**	**TOTAL ENCLOSED $**	

Important – We email almost everything!

All members are sent a hard copy of the CTPA directory in March each year. We do not send the directory electronically or via email. Since **2013, all other correspondence and meeting information is being sent VIA EMAIL ONLY.**

➔MAIL TO: CTPA Membership, c/o Sharon Sylvester, 1512 S. Prairie Ave. #D, Chicago, IL 60605🡐

OFFICE USE ONLY