

**Don't let your
membership
Lapse!**

**Pay Dues by
JANUARY 31**

2019



CHICAGO TOUR-GUIDE PROFESSIONALS ASSOCIATION

Membership Instructions & Application

All categories of CTPA members are listed in the online and printed 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 sent an invoice and asked to verify their data on our member website. After making any changes required, renewing members are asked to **pay their invoice either by sending a check or by using the online Affinipay system** by the dues deadline.

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 the 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 printed directory usually takes place in March. If you do not attend the meeting where directories are distributed, your directory will be mailed to you.

Important:

- Dues postmarked between November 30 (year prior) and June 30 of the current year 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.

REGULAR Annual Rate - POSTMARKED by JANUARY 31	Half Year Rate (July 1-Dec 15)
\$40 - Early Bird Individual Member	\$25.00 - Individual Member
\$75 - Early Bird Joint Member (2 ppl/same address)	\$45.00 - Joint (2 people/same address)
\$55 - Early Bird Company (Associate) Member	\$30.00 - 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. Company summaries 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 IDs & Optional Name Badge

We place our member ID card and optional name badge orders about February 7. The background color of the business card size CTPA Member ID is changed annually. **In 2019**, the color is “living coral” as shown below. This ID can be worn as a name badge. **See sample 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”.

These optional badges are ordered just once a year! If you want one, ensure the required **\$15 fee** is paid at the same time you pay annual dues. Badges are ordered around February 7 and they are usually distributed along with the directories at a March meeting. **It is not possible to accommodate late orders as we must order a minimum number of badges.**

PROVIDED **Member ID** (can use as a badge)



Optional Name Badge with Pin/Clip Back



2019 - 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, CTPA recommends that you at least include your email and/or a contact phone number, 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".

REGULAR RATE-POSTMARKED by JAN 31

HALF YEAR Rate (July 1-Dec 15)

\$40 - Early Bird Individual Member

\$25.00 - Individual Member

\$75 - Early Bird Joint Member (2 ppl/same address)

\$45.00 - Joint (2 people/same address)

\$55 - Early Bird Company (Associate) Member

\$30.00 - Company (Associate) Member

EXTRAS: \$15 **Optional** Name Badge

TOTAL ENCLOSED \$

Important – We email almost everything!

In 2019 all members will be sent a printed copy of the CTPA directory. We also maintain an online database that members can access and modify at any time. 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 ←

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