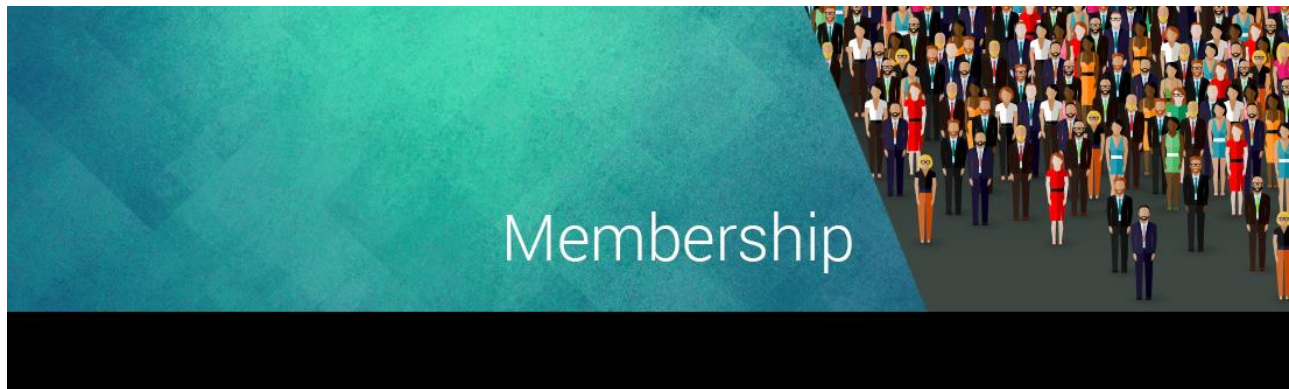


# MEMBER ONBOARDING PACKET

*Committee Members: Anivuin Xiong, Bee Vang-Moua, Kishack Vang, Lisa Xiong (Staff)*

*Version Jan. 2017*





## WELCOME LETTER

Welcome! We are very pleased to welcome you as a member of the Minnesota Hmong Chamber of Commerce. As a member, you have made a commitment to supporting the growth and prosperity of our members and the Hmong business community in Minnesota. We value your experience, knowledge, and opinion in helping us become the Chamber for Hmong businesses.

I hope that you become more familiar with the Chamber and all of our activities. You will be receiving our quarterly e-newsletter. In it will be more information on upcoming Chamber programs and events, as well as other useful information. Your Chamber offers you many opportunities to network with other members and to promote your business as well. We will offer workshops on various subjects that can benefit your business and be a resource hub connecting you to other resources that can benefit your business.

As a member, please take full advantage of your membership investment and get involved with the Chamber. We look forward to working with you and servicing you in the months and years ahead. We are confident that your investment in the Chamber is one of the best investments you can make for your business. We look forward to seeing you at Chamber functions. Please don't hesitate to contact our office if you have any questions at (651) 504-5588.

Again, thank you, and welcome!

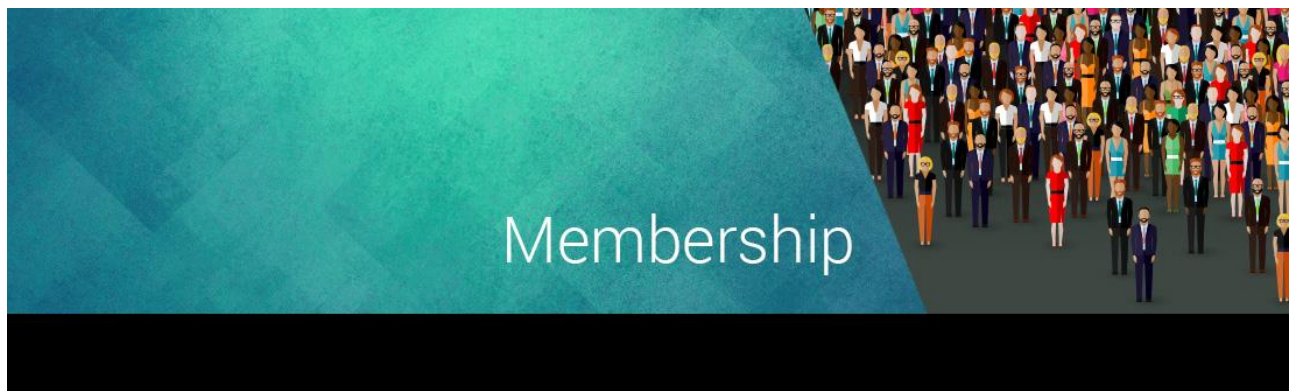
Sincerely,

**Lisa Xiong**, Interim Executive Director

*It is our mission to help sustain and grow our Hmong business community and its members.*

*We envision being the leading catalyst for a thriving Hmong business community.*





## MEMBER CHECKLIST:



### Our Onboarding Objective:

To effectively and consistently welcome all new members (businesses and/or individuals) to the MN Hmong Chamber of Commerce with timely and deliberate communication and engagement.

As a member of our Chamber, we present you with this Onboarding Packet with our promise to connect and engage with you. We want to ensure that we leave a lasting impression on you as your representative Chamber.

The following pages will describe some next step for you now that we've received your membership due and application. Please take a moment to review the checklists to ensure that you'll receive the maximum service from the Chamber as our valued member.

If you have any questions with any part of this process or about your membership, we are available at [info@hmongchamber.com](mailto:info@hmongchamber.com) or by phone at (651) 504-5588 or stop by our office.

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- Member ID:** Send your headshot to the Chamber at: [info@hmongchamber.com](mailto:info@hmongchamber.com).  
Subject Line: <Member ID Request: Your Business Name> Send JPEG or PNG image ONLY. Designate if you'll pick up when ready or address for us to mail to.
  - Member Login Account:** Visit the Chamber website: [www.hmongchamber.com](http://www.hmongchamber.com) and create your business login account, selecting the top right <Login> button to start.
  - Member Business Logo:** Email you business logo to the Chamber at: [info@hmongchamber.com](mailto:info@hmongchamber.com). Subject Line: <Member Logo: Your Business Name> Send JPEG or PNG image





# Membership

## MEMBER BENEFITS:



### MEMBER CHECKLIST:

- Quarterly E-Newsletters (You'll be automatically be added to our subscriber list)
- Monthly Member Luncheons
- Quarterly Networking Events
- Tickets to our Annual Chamber Kickoff and Gala
- Access to and added to our Business Directory
- Personalized Member Login Account to manage and receive updates



### MEMBER FEEDBACK:

As a member, we value your feedback. We believe we can only improve if our members are honest with us. So we encourage you to please share your feedback at any time throughout the year with us but highly ask that you at least complete our end of the year survey that we'll send to you with your renewal reminder.

We ask that you give us your honest feedback to help us best serve you!



### RESOURCES IN YOUR PACKET:

These are community resources that we have connections to and wanted to share with you. We hope that you'll review them and find them useful. If there are any other resources you feel would benefit your business that we may not have, please send us your suggestions and we'll find it for you.

- Neighborhood Development Center (NDC):** Offers Lending, Business Training, Real Estate Incubators, and Business Technical Assistance
- Small Business Administration (SBA):** Offers loans, loan guarantees, contracts, counseling sessions and other forms of assistance to small businesses
- Metropolitan Economic Development Association (MEDA):** Offers consulting, training, business planning, financial assistance and other services to businesses owned by ethnic minorities.

THANK YOU FOR YOUR MEMBERSHIP & ONCE AGAIN, WELCOME!

