Engineers' Club of Philadelphia
Founded in 1877

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ENGINEERING AND TECHNICAL SOCIETY
AFFILIATE MEMBERSHIP
AND
FEE FOR SERVICES PROGRAM
September 26, 2011

Any engineering or technical society within the Delaware Valley is considered an Affiliate Member of the Engineers' Club. This membership provides:

- Listing and website link to society on the ECP website
- Listing of society upcoming events on the Joint Calendar on the ECP website
- Listing of Society scholarships on the ECP website
- Invitations to the ECP Affiliate Society Summits
- Invitation to submit nominations for Delaware Valley Engineers Week awards
- Access to the Fee for Services Program

In return for providing these services, the Club requests that the society forward information from the Club (such as meeting and course announcements, electronic newsletters (or select items), etc.) to their membership as appropriate.

The Fee for Service program offers administrative services which can be tailored to the needs of the individual society. The fees for each service will also be tailored to the size and anticipated usage of the service. This program will be revised and updated as additional services become available. For information on any of these services, or to suggest additional services, contact Susan Best at 215-985-5702 or sbest@engrclub.org.

With any of the services listed below, we can include a mail drop service and use of a conference call number.

The services include:

- ***Meeting Coordination***:
  - Record meeting reservations received through the mail, phone calls, or email (reservations@engrclub.org). Credit card payments can be accepted. We will provide an Excel file listing of the reservations.
  - Meeting rooms and catering available through the Racquet Club (see Exhibit A)
  - Online reservations can be handled through the Club's PayPal account. The specific process for and location of the reservation information will be coordinated with the society.
    - Note: transaction fees for online reservation are based on the previous month's usage. If a number of societies use the Club's account, the per-transaction fees are likely to go down for everyone.
  - Additional services can be provided, such as handling the arrangements with the meeting venue, name tags, doing meeting check in, etc.

- We are checking with various Center City venues to determine if we can obtain some group discounts for the benefit of the affiliates. Based on success of this, and obtaining frequently used venues, would do the same in the suburbs.

- ***Special Event Coordination***
  Many societies have a special event that they hold once a year, such as a golf outing or sporting event (Phillies, Blue Rocks, Sixers, etc.). This type of event usually involves additional effort and coordination than the routine monthly meetings. The Club can tailor any number of services to the needs of the society, whether it's handling reservations, sponsorships, attendance lists, etc.

- ***Message Center Service***:
  - There are two basic options for the Message Center Service
    a. The society may use the Club's phone number as a message center. We will take phone calls and handle as appropriate.
    OR
    b. The society may elect to have its own phone number, with a society-specific greeting or calls can be forwarded to another number. There are three sub-options:
       i. Answered by an auto-attendant and the voice mail directed to the designated society contact(s).
       ii. Answered by an auto-attendant and the voice mail directed to the Club, who will respond to the voice message, if possible, and forward to the appropriate contact if necessary.
       iii. Answered by Club staff. If no one is available to answer the call, the voice messages will be directed to the Club staff, who will respond to the voice message, if possible, and forward to the appropriate contact if necessary.

- ***Financial Records***
  Using QuickBooks, the Club can maintain a society's financial records. This would not replace the society's treasurer; rather it would provide support to the treasurer at whatever level the society desires. This can provide continuity from year to year, particularly for those societies that change treasurer's each year.

- ***Database Management:***
  Database management of members and friends of the society is almost always a hassle and difficult to maintain on a continuous basis. For many societies, the national organization handles dues collection and now provides access to the national database for the section's use, which has helped considerably. However, this has not eliminated some of the issues, particularly the "friends of" lists that many sections wish to maintain. The Club can tailor services for database management based on the society's needs, whether it's maintaining full demographic information or just names and email addresses.

- ***Email Distribution:***
  The Club can handle the emailing of notices to the society's email list.

- ***Hard Copy Mailings***
  While many societies are using email and do not do a lot of hard copy mailing, there are times when it may still be needed. The Club can fold, stuff, seal, and add postage to hard copy mailings as needed.

- ***Public Relations***
  The Club has a relationship with a public relations specialist. Through her work with Delaware Valley Engineers Week, she is familiar with how to promote engineers and engineering. This is an expertise that most societies probably do not need on a regular basis, but would find useful for a major event. It would generally be more cost effective to use the services of someone already familiar with engineering than to search and select someone without this background.

- ***Preferred Vendor Services***
  Based on information obtained in survey of organizations, will check with various vendors (plaques, printing, etc.) for potential group discussions for the benefit of the affiliates.

Services that are being considered for the future include:

- ***Publications***
- ***Board Support***
- ***Website***
- ***Storage Space***

If there are services you would be interested in having the Club offer, let us know.

Exhibit A

Racquet Club of Philadelphia - Room and Event Information

Available through the Engineers' Club of Philadelphia++

Room	Dimensions	Capacity (people)				
		Banquet	Buffet	Reception	Theater	Classroom
Bell Room	39' x 24'	50		75	80	40
Gold Room	19' x 14'	10	8	20	20	10
Suite 37	31' x 23'	25	20	35	35	25
Grille Room	46' x 35'	100		120	120	70
Sailing Room	36' x 14'	20	12	25	25	20
Main Dining Room	59' x 47'	180		200	200	140
Lobby*	41' x 39'	N/A		200	N/A	N/A
Small Banquet Room	22' x 17'	20	12	30	30	20
Reading Room	59' x 47'	100		150	120	80

*Lobby can be rented separately from the Reading Room or the Main Dining Room, but only for a cocktail reception, not a seated dinner

++ The Club would make an introduction between the Affiliate Society and the RCOP; all further arrangements are handled directly between the Affiliate Society and the RCOP.

Note: The Racquet Club is not ADA accessible

Food Selection

Breakfast Meeting Menu Choices (All prices are subject to a 20% service charge and 8% sales tax, and also subject to change)

- International and continental breakfast ranging from $6.95-$8.95 per person
- Choice of plated breakfast and breakfast buffet ranging from $6.95-$17.95 per person (Minimum of 25 Attendees)

Lunch Meeting Menu Choices (All prices are subject to a 20% service charge and 8% sales tax, and also subject to change)

- Choice of sandwiches ($10.00 per person) including chips; lemonade; ice tea; and water.
- Choice of sandwiches with a soup choice ($12.50 per person) including chips; lemonade; ice tea; and water.
- Choice of plated lunch and lunch buffet ranging from $16.95-$23.95 per person (25 Attendee Minimum)

Dinner Meeting Menu Choices (All prices are subject to a 20% service charge and 8% sales tax, and also subject to change)

- Choice of plated dinner and dinner buffet ranging from $23.50-$43.50 per person (25 Attendee Minimum)
- Arrangements can be made for sandwiches for an evening meeting, cost based on menu choices.

Parking

There are several parking garages located near the Racquet Club. The two most convenient garages are on Chancellor Street between 16th and 17th streets. Parking rates (subject to change) for both garages are:

- Hourly Rates
  - ½ hour $4.00
  - 1 hour $10.00
  - 1 ½ hour $15.00
  - 2 hours $20.00
  - Maximum Time $21.00
- Early Bird Special $12.00
  (In by 10:00 am, Out by 6:00 pm)
- Night Rate (In after 5:00 pm, Out before 5:00 am)
  - Sunday-Thursday $8.00
  - Friday and Saturday $13.00

The Racquet Club can also provide validated parking at these garages for a flat rate of $11.00. The Racquet Club would invoice the organization for the total validation charge ($11.00 times the number of tickets).