

*Did you know there are basic courtesy rules that IFMA Associate Members should follow? Here are some helpful hints to accentuate and build the value of your IFMA membership.*

### **DO's:**

- Do become involved in committee(s) to find value in service.
- Do attend luncheons and after-hours events.
- Do build beneficial relationships within the Chapter.
- Do treat others with respect.
- Do know the Code of Ethics for IFMA.

### **DO NOT's:**

- Don't hand out business cards at luncheons, unless asked.
- Don't send email blasts to the entire list of IFMA Professional members.
- If you desire to contact a Professional Member either by email or phone, know their business and respect their time.
- Don't sell – Network.
- Don't share IFMA lists with outsiders.
- The IFMA directory is for paid membership use only.
- Don't use your phone or blackberry devices during luncheons. Respect the speaker and others at your table.