

Dear Member,

Thank you for your commitment to sponsor a candidate for membership in Les Clefs d’Or USA.

The candidate has sent you this sponsorship document for you to complete and return as soon as possible for inclusion in his/her application.

As a sponsor, you are directly responsible for mentoring and preparing your candidate before, during, and after the application process. Please note that members may sponsor no more than two candidates per year, and candidates may have only one sponsor from their own desk.

When the candidate has completed the application, please review it carefully to make sure that everything is complete, correct and in the appropriate order. Please sign where requested and complete the checklist in Section VI of the application, indicating you have reviewed and approved the entire application.

After your candidate’s application is received and found in good order, you will be copied on the confirmation email to the candidate. If the application contains two or more errors it will be rejected.

If you have any questions or need any assistance, please contact the Assistant Director of Membership at: [assistmembership@lcdusa.org](mailto:assistmembership@lcdusa.org).

Thank you for your commitment to preserving the quality and brand of Les Clefs d’Or USA. We look forward to learning more about your candidate and wish them the best of luck during this exciting journey.

In service through friendship,

The Board of Directors

Les Clefs d’Or USA



Les Clefs d’Or USA, Ltd.

Sponsorship Document

#### SECTION I: BASIC SPONSOR INFORMATION Date:

I am a member in good standing, who meets all the requirements defined as “Member” in the Bylaws of Les Clefs d’Or USA, and whose dues are current, and who is not under current suspension or disciplinary action.

Yes No

Your Name:

Title:

Hotel Name:

Hotel Group or Corporation:

Hotel Street Address:

Hotel City/State/Zip:

Hotel Phone (with area code):

Personal Hotel Email Address:

Exact Hotel (nongeneric) Website Address:

Personal Private (nonhotel) Email Address:

Mobile Phone (with area code):

How long have you been a member of Les Clefs d’Or USA?

What is your UICH Member ID Number?

Who are you sponsoring for membership?  Mr.  Ms. Candidate Name:

Have you sponsored more than one other candidate for consideration this year? Yes  No

##### SECTION II: RESPONSIBILITIES AS A SPONSOR

* Provide a welcoming and nurturing introduction of Les Clefs d’Or to new members.
* Be a mentor and example to all members about the basics of Les Clefs d’Or USA and the art of the concierge profession.
* Encourage attendance at congresses.
* Encourage and promote interest and participation by Les Clefs d’Or USA members at both the national and local association levels.
* Foster a stronger bond between sponsors and applicants.
* Be prepared. Offer your personal assistance to your candidate should he/she have any questions regarding this process or Les Clefs d’Or.
* Be available. Your candidate will soon receive their exam, they will have two weeks to complete this exam, but you must first sign off on the exam after reviewing it.
* Be responsible. It is your responsibility as a sponsor to make sure that the exam is of the work and quality worthy of your name and signature.
* Verify that all required forms and documents are complete, including signatures, by marking each box on the checklist below:

Application (Sections I-VII), signed where requested

Sponsorship Documents (must be dated & signed within three months of application)

GM letter (on company letterhead, must be dated & signed within three months of application)

Verification of employment letters (must be on hotel letterhead stationery and list exact position(s) held); the dates on the letter(s) must match the dates listed on the application.

Photo of business card (must include title of Concierge)

Photo of applicant’s work area showing the “Concierge” sign (jpg format)

Identification Photo of applicant in uniform with a plain background (jpg format)

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*My signature above confirms I have read and understand the following sponsor responsibilities.*

##### SECTION III: Sponsorship Questions

NOTE: Please answer each question in as much detail as possible. (The form fields will expand as you type so you will not run out of room.) The committee is looking for thoughtful responses that indicate your belief in the applicant’s qualifications and your willingness to commit to and mentor the applicant through his/her provisional year and beyond.

1. How long have you known the applicant?
2. In what capacity do you know the applicant?
3. Have you worked directly with the applicant?  Yes  No
4. Have you observed the applicant at work?  Yes  No
5. How much time have you spent observing the applicant at work?
6. Have you observed the applicant’s telephone etiquette?  Yes  No
7. Have you reviewed the applicant’s email etiquette?  Yes  No
8. What is your overall impression of the applicant at work?
9. In your own words, why does the applicant wish to become a member of Les Clefs d’Or USA?
10. Is the applicant an active member of the local association?  Yes  No
11. If not, what are the applicant’s reasons for not participating?
12. Have you made sure that your applicant is networking with local members of Les Clefs d’Or USA?  Yes  No
13. How have you made the local members aware that your candidate is applying?
14. Please describe the applicant’s hotel and work environment in detail:
15. Specifically, what recommends the applicant for membership? (i.e., great comments from guests, leadership at work or in the local association, length of service as a concierge, community involvement, etc).

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Les Clefs d’Or USA will not substantiate reasons for denial of membership.

Applications are processed quarterly; deadlines are 5 pm Eastern Time

March 1st, June 1st, September 1st and December 1st