



...in good company

Activity Report

A program of
The Vancouver Board of Trade





Pre-event checklist

Event: _____

Date: _____ Location: _____ Time: _____

I identified goal(s) for this event

1. _____

2. _____

3. _____

I will bring at least **21** business cards.

I know what my 21-second “tribal introduction” for this event will be.

I will have a firm handshake, smile and make eye contact.

I will repeat the name of the people I meet as I shake their hand confidently.

I will wear my name tag high on the right-hand side of my clothing.

I have invited _____ to be my tag teammate.

I plan to introduce my tag teammate to three people at this event.

I will ask another attendee about their passion.

I will not be a cling-on.

I will try to collect at least seven peoples’ business cards.

I will try to discover what I can do for someone else.

I would like to focus on:



Post-event checklist

Event: _____

Date: _____ Location: _____ Time: _____

I advanced my goals by:

1. _____
2. _____
3. _____

I gave out _____ business cards.

Do I need changes to my 21-second "tribal introduction"?

My tag teammate was: _____

I introduced my tag teammate to three people at this event.

1. _____
2. _____
3. _____

I met _____ whose passion was _____

What are the three things I am going to do as a result of this event?

What did I learn from the people I met that I can share?

I received _____ business cards. I met:

Name	Company
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What could I improve on for next time?



To fulfill the three year program, you must:

- Obtain a minimum of 25 credits per year;
- Participate on a Board of Trade Committee or Task Force for at least one year;
- Attend at least one Leadership Skills Bootcamp;
- Stay current with your membership for all three years; and
- Submit the Activity Report each year for approval of credits.

Event	Credit (per event)
Distinguished Speaker Program [®]	1
Special Speaker Program [™]	1
Managers' Toolbox [®]	2
CYP Speaker Roundtables (After DSP or SSP)	2
Women's Leadership Circle [®]	1
Economic Outlook/Forum	1
Special Events	2
Spirit of Vancouver [®] events	1
Networking Roundtable [™]	1
Business After Business [™]	1
Members' Receptions	1
Members' Orientation	1
CYP/LOT Business Objects Roundtables	2
CYP - only events	2
Shepa Circles [™]	2
Leadership Skills Bootcamp	4
Board Business Bootcamp	2
Non-VBT networking events	1
Attending a Committee or Task Force meeting	1
Contributing to a project within a Committee or Task Force	Up to a total of 10 credits for the completed project
*Chair, Co-Chair or Chief Economist must confirm involvement	



Event Confirmations

Event: _____	Credits: _____ _____ _____
Date: _____	
Type of Event: _____	
Description of Event: _____ _____ _____	

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