



Procedures for the New BBAV Member

1. The Regional Representative or other member shall notify the BBAV Office of the interest of a potential member. Potential new members may print required forms from the website, or new member chair can mail them to potential member.
2. The BBAV Office will contact the potential member personally by phone or email. The office will create and keep a folder for each prospective member which will contain the "checklist" for new members. This provides a framework for follow up in a timely manner.
3. There should be follow up immediately when a request for new membership occurs.
4. Once all the REQUIRED forms application fee and Internet fee have been sent in by the prospective member, the new member chair should notify the regional representative. Preferably, 2 Regional representatives or another designated innkeeper or the BBAV office will set up an appointment to conduct the initial inspection. The OFFICIAL BBAV inspection form is to be used. Prospective members can print this off from the innvirginia.com web site.
5. Once the inn has passed inspection, the inspection form should be sent to the Inspection / Standards Chair.
6. Inspection chair should then inform the prospective member inn of any serious health and safety corrections or other inspection items which need to be corrected. Prospective member has **30 days** to come into compliance. They must inform the Standards and Inspection chair that all corrections have been made **BEFORE** becoming an official BBAV member. **New members will not be placed on the web site or in the BBAV directory until they are in compliance with the standards.**
7. Once everything has been approved, the Inspection & Standards Chair is to notify New Member Chair the inn has been approved and membership is then granted providing all fees have been paid. The treasurer will invoice the new inn for dues prorated quarterly.
8. New Member chair is to notify the BBAV President of final approval. BBAV President will send a welcome letter to the new members and will send an email to all Board members announcing the new member acceptance. Membership will also be announced in the quarterly newsletter to general membership.

All new member inns MUST be completed by December 1 of the calendar year to be included in the annual directory.