



PORT ORANGE SOUTH DAYTONA
—CHAMBER OF COMMERCE—

MEMBERSHIP INFORMATION



Welcome

pschamber.com

3431 S. Ridgewood Avenue, Port Orange, FL 32129

386-761-1601 FAX 386-788-9165

COLLABORATE. DEVELOP. ADVOCATE.



Welcome to the Port Orange South Daytona Chamber of Commerce! Congratulations on your investment in your business and our community! We are dedicated to ensuring that our members derive direct value from their membership, and we are committed to your growth and success. Our mission is to provide a venue, a network of lasting relationships, the content, and the advocacy that accelerates your ability to grow your business. The Port Orange South Daytona Chamber of Commerce enhances the quality of life in the community by advocating for business development, building relationships, and supporting economic opportunity. The Chamber's mission centers around three words: Collaborate, Develop, Advocate.

The Chamber is an integral part of our community and helps foster economic development where all businesses succeed together. Acting as a resource, partner and advocate, the Chamber attracts businesses through strong membership alliances, innovative educational programs and creates opportunities to effectively grow business. The Chamber is the essential gateway, providing the resources, tools and access for businesses to be successful and stay in our community. I look forward to working together to strategically position the Chamber as a convener of thought leadership, a champion of small business, a vehicle for engagement, and a leader in business advocacy within the region. I am excited to build on our successes and continuously look for new opportunities for growth working with your business. The Staff, Board of Directors and I all look forward to serving your business and we Thank You for your valued support and investment in our mission.

Kind Regards,

A handwritten signature in black ink that reads "Barbara Ann Heegan". The signature is fluid and cursive.

Barbara Ann Heegan, President & CEO

Benefits of Membership

Chamber membership offers you greater access to business contacts exposure for your business and opportunities to maximize your business potential and profitability.

Chamber members are entitled to exclusive services and opportunities:

Opportunity – To build professional relationships and be at the forefront of community efforts for positive change.

Recognition – As a supporter of business and an active participant in building a better community.

Participation – The Chamber addresses many issues in the community through its committee structure. Education, and Economic Development, are only a few of the areas where the Chamber devotes resources both financial and human.

Referrals – Chamber members are referred first to the 6000+ inquiries received annually at the chamber.

Exposure – Chamber members are listed FREE in the annual Chamber Membership Directory and on the Chamber website pschamber.com. Only members may display materials in the Chamber lobby.

Lead Exchange Groups – Members can participate in a leads group where direct referrals are exchanged between members (as space is available).

Business Assistance – Seminars are provided for members on a variety of topics which have included marketing, health, financial planning, leadership, public speaking and developing business plans.

Advertising – Members have an opportunity to advertise in the *Tradewinds* e-newsletter, the pschamber.com website, and in the “Members Only” Port Orange South Daytona Community Map and Membership Directory.

Member to Member Deals – Members can log in under the membership information tab on the pschamber.com website to offer special deals available only to other chamber members.



“Perks” While You Work

- The Chamber website works for you 24 hours a day, 7 days a week. pschamber.com saw more than 35,000 visitors and 18,000 unique searches in the online Business Directory in 2022.
- Credibility – Research shows that customers think more favorably of a business that belongs to the Chamber of Commerce. Show off support for your business community with a plaque and window decal for your office.
- Receive information on issues of importance to your business.
- Send an employee – when your business is a member, all your employees receive access to events and benefits.

Enhance Your Business Presence

- Place your marketing materials in the Chamber lobby where residents & tourists come for information and referrals throughout the year.
- Place your events on the highly visited Chamber website online calendar.
- Email inquiries from your online Business Directory listing are sent to you for your follow-up.
- Schedule a Business After Hours or Morning Mix & Mingle at your business, or new members may want to schedule a ribbon cutting event. Call the Chamber for fees and scheduling.
- The Chamber offers an “Enhanced Business Web Listing” option that puts your directory listing at the top of your business category and includes your logo, photos, and video setting you apart from your competition.

Do something positive for your business, your employees, and the community.

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386-761-1601



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Committee Descriptions

AMBASSADORS

Meets First Thursday of Each Month at Noon

- Welcome members and guests to meetings
- Attend ribbon cutting and groundbreaking ceremonies
- Act as a “Mentor” to new members
- Welcome members to Business After Hours, Morning Mix & Mingle and other Chamber events
- Host bi-monthly New Member Receptions
- Organize annual membership campaign to recruit new members
- Encourage member participation in the Chamber

MEMBER SERVICES COMMITTEE

Meets First Tuesday Each Month at 9 am

- Develop programs and services to engage members in the Chamber
- Discuss ideas to help the Chamber retain its members

ECONOMIC DEVELOPMENT COMMITTEE

Meets Fourth Thursday Every Other Month

- Work with cities of Port Orange, South Daytona, and Daytona Beach Shores to advocate for the business community
- Assist businesses interested in relocating to or expanding in the area
- Business Retention Visits in Port Orange and South Daytona to thank retail, commercial, and industrial companies for their location in the City, provide them with a brochure of area resources for businesses, and assist with any issues they may be having.

WORKFORCE DEVELOPMENT

Meets Every Month

- Education/Training
- Employment Opportunities
- Workforce Infrastructure/Community Support

Committee Descriptions

(continued)

LEADERSHIP 2024

- Develop sessions for annual Leadership program and recruit participants.
- Communicate with Leadership Program Alumni and keep graduates informed of opportunities for community involvement. You must have attended the program to be on the committee.

LEADS EXCHANGE GROUPS I, II, III, IV

Leads I – Matt Gillikin

Meets: 8:00 am every Thursday at Copperline Coffee

Leads II – Jim Allender

Meets: Noon every Tuesday at Chili's

Leads III – Shawn Goepfert

Meets: 8:30 am every Tuesday at Weichert Realtors

Leads IV– Andrea Janson

Meets: Noon every Thursday at Miller's Alehouse

- Our four leads groups are a weekly commitment at off-site locations with the intent of creating an environment for members to share leads and network within their group. Groups are an industry-exclusive and therefore openings are determined based on demand.
- Limited to one representative per business classification

SPECIAL PROJECTS

- "A TASTEFUL AFFAIR"– Annual fundraising event held in April that showcases area restaurants and caterers
- CASINO NIGHT – Annual fundraising event to benefit the Chamber foundation
- GOLF TOURNAMENT – Assist in planning the annual Chamber Golf Tournament

Leads Exchange Groups

BUSINESS CLASSIFICATION Only one member per business classification may join a Leads Group. At the time a member joins a Leads Group, the member will be asked to declare a primary business classification for leads exchanges. Members must refer potential member guests to the chairperson to avoid duplication. In the event that a conflict arises – members will bring their concerns to the chairperson. The chairperson and Chamber will then coordinate for a resolution.

PARTICIPATION Members may participate in only one Leads Group. Once established in a Leads Group members may change to the other group only if a business conflict arises that would prevent participation.

ATTENDANCE The member, or an alternative from the same business, should attend each meeting. **Three (3) unexcused absences** per quarter will be considered a resignation and will allow the next member on the waiting list for that classification to join. Members must call the chairperson (24 hours in advance) if it is necessary to miss a meeting. Please be considerate of all members of the group and arrive promptly at the designated time.

LEADS Members **should** bring a minimum on one lead or direct business with a member per meeting. If you have a direct lead for one member of the group, share the lead with the entire group, as someone else in the group may also benefit. If you are unable to attend a meeting, leads may be emailed to the Chamber or chairperson. Leads are generally emailed out to the Leads Group members on the day of the meeting.

FEE There is a \$50 fee is to be paid in January of each year. This fee is fully earned and non-refundable should your future participation status change. New members to the group will pay a pro-rated amount for the remaining months in a calendar year.

CONFIDENTIALITY Confidential information concerning fellow Leads Group members or potential leads **will not be disclosed**. Confidentiality requested on leads will always be respected.

CHAIRPERSON A chairperson will be appointed by the Chamber Board to lead meetings and manage any administrative duties for the group. The chairperson will designate a co-chair as necessary.

To make arrangements to visit a leads group, please call the chamber 386-761-1601.



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Ribbon Cutting Services

The Chamber offers a great marketing opportunity with ribbon-cutting services for new businesses or your new location!

The Chamber adds your event to the pschamber.com online calendar and as an event on the Chamber Facebook page with almost 5000 followers.

24 hours before your event the Chamber sends a text message with all the event details to almost 500 subscribers to the Chamber text message program.

The Chamber invites members of our Ambassadors group to attend your ribbon-cutting to meet you and spread the word about your business.

The Chamber brings the oversize scissors, ribbon, and takes professional quality photos of the event. We send you the final photos in the original file size for your use.

After your ribbon-cutting, we post photos to the Chamber's Facebook and Instagram. The Chamber Instagram has over 1000 followers.

The photo is also featured in The *Tradewinds* e-newsletter the following month with an embedded click-through to your website or Facebook page. Your business name, address, and contact information appear below the photo. The *Tradewinds* reaches almost 3000 email subscribers each month. We suggest serving light refreshments for up to twenty people at your event.

Ribbon-cutting services are available to members with new businesses in the community.

Ribbon-cutting services are offered on Wednesdays or Thursdays from 10am to 4pm, as time allows, at a cost of \$125.

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386-761-1601



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Ribbon Cutting Registration Form

Please complete this form and return it to the Chamber offices.

- Chamber Ribbon Cuttings must be scheduled at least 3 weeks in advance.
(Unfortunately, we cannot guarantee your day will be available.)
- Payment and paperwork must be received before Ribbon Cutting is officially scheduled.
- Requests for a Ribbon Cutting are on a first come basis and will not be considered without filling out this form.
- We're sorry. The Chamber is unable to assist with events scheduled on evenings or weekends.
- Please confirm ribbon cutting availability before submitting this form.

Event: Ribbon Cutting

Event Date: _____

Please email a logo to use for promotion of event to bheegan@pschamber.com

Company Name: _____

Contact Name: _____

Contact Phone # _____ Email: _____

Address of Ribbon Cutting: _____

Who will be speaking for your company: _____

Payment Information: Cost: \$125.00

Ck # _____ (Please make checks payable to Port Orange South Daytona Chamber of Commerce)

Credit Card # _____

Expiration Date _____ CVV # _____ Zip Code _____

For more information, contact Barbara Ann Heegan at bheegan@pschamber.com or 386-761-1601



Online Advertising Opportunities

We offer members exclusive web and e-newsletter advertising opportunities!

As a member of the Port Orange South Daytona Chamber of Commerce, your business can advertise on the most highly visited Chamber website pages.

Your banner can be featured on site pages at pschamber.com where thousands go to search for member businesses, find calendar events, and get vacation and relocation information.

- The site saw more than 35,000 visitors last year
- Visitors did about 18,000 business directory searches on the site last year

You can also place your business ad in the monthly *Tradewinds* e-newsletter that goes out to almost 3000 active emails. Your ad includes an embedded link to your website or Facebook page, driving traffic directly to you!

Both marketing opportunities are offered to members only.

[We have options for every marketing budget!](#)

Find out more by contacting us at 386-761-1601 or info@pschamber.com

pschamber.com

386-761-1601



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Starting a New Business?

Welcome to the South Halifax Area. The cities of Port Orange, South Daytona and Daytona Beach Shores are beautiful communities with an excellent quality of life. In an effort to help make the process of opening your business as streamlined and problem free as possible, the Chamber enlisted the experience of realtors, attorneys and the staff of each city to develop a simple checklist. This is designed to assist you with what to expect and how to be prepared to obtain your Business Tax Receipt with as few “bumps” as possible.

PLEASE NOTE: WE ENCOURAGE YOU TO READ AND ACQUAINT YOURSELF WITH THIS CHECKLIST BEFORE YOU SIGN A LEASE OR OTHERWISE COMMIT TO A LANDLORD.

IF YOU ARE GOING TO LOCATE YOUR BUSINESS IN PORT ORANGE, SOUTH DAYTONA OR DAYTONA BEACH SHORES, CONSULT WITH THE CITY STAFF, YOUR COMMERCIAL REALTOR, LANDLORD AND BUSINESS ATTORNEY BEFORE YOU BEGIN.

This is the list of most important items which are often overlooked by prospective new businesses:

CHECK THE ZONING AND PERMITTED USES OF THE TENANT SPACE, BUILDING OR PROPERTY YOU ARE SEEKING TO RENT OR PURCHASE FOR YOUR BUSINESS.

Are you changing the use of the premises? Is the use you are proposing a permitted use under the assigned zoning classification? Are there restrictions on the number of businesses like yours that may be located in the multi-tenant building?

CHECK PERMIT REQUIREMENTS

This step causes delays and issues for those who do not check to determine which permits may be necessary in order to make the place ready to open for business. Is the property in good condition? Improvements may be required before you can receive a Certificate of Occupancy or Business Tax Receipt. Are parking spaces clearly painted? Are there holes in the pavement, peeling paint or other eyesores? Is it ADA Accessible?

Types of permits which may be required include, but are not limited to building permit, installation permit, painting permit, sign permit and electric permit.

OBTAIN YOUR BUSINESS TAX RECEIPT

City and County Business Tax Receipts are required prior to opening the business to the public.

MAKE SURE YOUR ARCHITECT AND CONTRACTORS ARE LICENSED

This is one of the most overlooked matters for new businesses. Do NOT use a friend, or a person who can “get it done cheap” if they are not licensed and do not comply with the codes in effect. Permits require the signature of a licensed contractor before a Certificate of Occupancy is issued, so short cutting this process will cost you in additional money, time, and aggravation.

INSPECTIONS MUST BE COMPLETED BEFORE YOU WILL BE ISSUED A CERTIFICATE OF OCCUPANCY TO OPEN FOR BUSINESS.

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Starting a New Business?

TIME FRAMES

Manage your expectations. Getting a business up and running often takes more time than expected. If you think you can get it done in three months, allow six. When you manage your expectations, and make those expectations reasonable, you avoid stress and disappointment.

RESPECT THE PROCESS

Realize that the requirements, permits and the process are designed to make the city safe as well as aesthetically and practically pleasing to the entire community. Every business must follow the same building codes. This not only helps create a thriving community in which to live, work and play, but also helps maintain that vibrancy.

REMEMBER:

EVERYONE INVOLVED IN THE PROCESS IS THERE TO WORK WITH YOU TO HELP YOU BECOME AND STAY SUCCESSFUL!

CONTACTS

City of Port Orange

Building Department
1000 City Center Circle, Port Orange
(386) 506-5600
port-orange.org
port-orange.org/267/Business-Tax

City of South Daytona

1672 S. Ridgewood Avenue, South Daytona
(386) 322-3020
southdaytona.org
commdev@southdaytona.org

City of Daytona Beach Shores

2990 S. Atlantic Avenue, Daytona Beach Shores
(386) 763-5377
dbshores.org

pschamber.com

386-761-1601

Membership Checklist

No	ACTIVITY	
1	Put business cards/brochures in the Chamber Offices	
2	Log into your Member Information Center and update your information	
3	Provide a link to your functioning website or Facebook page	
4	Familiarize yourself with PSChamber.com	
5	Follow us on Facebook and LinkedIn	
6	Sign up for Chamber texts and newsletters	
7	Post membership sticker in office and embed to website	
8	Attend a New Member Reception and record your introduction video	
9	Connect with an ambassador	
10	Attend a networking event	
11	Network with other members	
12	Host a ribbon cutting (if you are new or have relocated)	
13	Join a leads group	
14	Join a committee	
15	Submit events to the Chamber events calendar	
16	List member deals and job postings through the MIC	
17	Become an ambassador	
18	Send a press release or article for our Chamber blog	
19	Host a Business After Hours, Morning Mix & Mingle or Sponsor an event	
20	Participate in our Leadership program	



2400 S. Ridgewood Ave #22
So. Daytona, FL 32119
386-322-5900

Dear New Chamber Member:

You have taken a bold step in growing your business. The Port Orange South Daytona Chamber of Commerce is a valuable business tool. Please take full advantage of all they have to offer!

The Hometown News Media Group welcomes you to the chamber. Whether you are new in town or established, HTNMG is committed to your growth! Here is your opportunity to partner with the most progressive and beloved media source in your community and beyond!

Our commitment to your success starts today! To help you grow, Hometown News Media Group, a full service marketing company with the best read weekly community paper in Florida, extends the following three offers to all new members of the Port Orange South Daytona Chamber of Commerce:

- 1-A free 1/8 page, full color advertisement in any One of our 15 local editions, (Valued up to \$385)
Complete with any creative or design work needed at no charge or obligation.
Our 15 editions include;, Ormond/Daytona Beach, Port Orange/Ponce Inlet/Daytona Beach Shores, New Smyrna Beach/Edgewater/Oak Hill, Deland/Lake Helen/De Leon Springs, Deltona/Orange City/Debary, Palm Bay, Melbourne, Suntree/Viera/Rockledge, The Beaches, North Brevard, Martin County, Port St. Lucie, Fort Pierce, Vero Beach, Sebastian River. You may use this offer at any time.*
- 2- A Facebook post of your print ad on our HTN page. (\$150 value)*
- 3-A full digital analysis of your business. (\$150 value)*

To take advantage of these offers, Please call our contact me at 386-589-1024 and ask to take advantage of you "New Partner Perk".

Sincerely,

Kim Milo

A handwritten signature in black ink that reads "Kim Milo". The signature is fluid and cursive, with the first name "Kim" and last name "Milo" clearly distinguishable.

Senior Multi-Media Account Executive

386-589-1024

kmilo@hometownnewsmediagroup.com

text
PSCHAMBER
to
40691



(386) 235-9652
SmallPondYP.com
ken@smallpondadv.com

Receive event reminders
and other notifications
right on your phone!

Sign up for
SMS alerts!



Office DEPOT. OfficeMax
BUSINESS SELECT

BUSINESSES SAVE MORE!

Join for just
\$49
FOR THE
ENTIRE YEAR

Valid 1/1/24 - 12/31/24. Annual fee is nonrefundable. After the first year the annual fee of \$49 will be automatically charged to your method of payment unless canceled prior to end of the annual term. See below for details.

MEMBERS GET:

Everyday Discounts

Up to **20% OFF**
thousands of business products

\$100 OFF
business services

Valid on Print Services, Packing & Shipping,
Computer Setups and Repairs

FREE Delivery

Free next-day or two-day on qualifying
purchases, with no minimum purchase required.

Excludes weekends and holidays. See below for details.

Office Depot® OfficeMax® Business Select® Valid credit card required. Offer valid 1/1/24 to 12/31/24 for the first year. Annual fee is nonrefundable. After the first year, the annual fee of \$49 will be automatically charged to your method of payment unless canceled prior to the end of the annual term. Business Select everyday exclusive discounted prices are not combinable with promotion pricing, including, but not limited to, instant savings, coupon savings and other offers/promotions unless otherwise noted. Program is not available on odpbusiness.com. Discounted pricing is not combinable with Store Purchasing or Store Discount Cards. Business Select Members are not eligible to be members of the Office Depot® OfficeMax® Rewards program, and purchases made through the Program will not earn Office Depot® OfficeMax® rewards. Visit officedepot.com/select or call 1.888.313.4851 for Terms and Conditions.

FREE Delivery: Get free two business-day delivery and free next business-day delivery on qualifying orders within our local delivery areas with no minimum purchase required. Most furniture, oversized, bulk cases of bottled water and other beverages, special-order and custom print items do not qualify. Non-qualifying orders incur a delivery charge. Marketplace products, products sold and shipped by third parties on officedepot.com, are excluded and are subject to the delivery policy of the marketplace seller. Delivery fees will be noted prior to purchase. Other restrictions apply. See officedepot.com/select/delivery, call 800.GO.DEPOT or ask a store associate for details.