

LSK SACCO SOCIETY LTD

ONLINE PEER TO PEER RECRUITMENT CAMPAIGN

“MWENZANGU AINGIE SACCO YANGU SASA, *TUJIJENGE PAMOJA*”

Monday, December
7, 2020

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WHAT IS ONLINE PEER TO PEER RECRUITMENT

Peer to Peer online member recruitment is a campaign that enables members to get involved in the growth of LSK Sacco membership by recruiting their friends and associates to join the Sacco.

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WHY PEER TO PEER CAMPAIGN

- a) The COVID-19 pandemic has made it difficult to conduct advocates meetings and forums, therefore, our marketing team is not able to meet many potential members.
- b) Most people now days are working remotely/online the reason the Sacco wants to use technology to reach potential members.
- c) The Sacco wants to partner with existing members to recruit their friends, family members and associates.
- d) Accord members an opportunity to contribute towards the growth of the Sacco.

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HOW IT WORKS

- 1) Who can refer: Open to all members
- 2) How: Peer to peer recruitment campaign is conducted through LSK SACCO members web portal.
- 3) Members will be rewarded when their referral joins the Sacco.
- 4) Members will be required to follow-up with their referrals to make sure they have joined in order to earn.
- 5) Members will be assisted by their Customer Relationship Officer (CRO)

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WHO ARE ELIGIBLE TO BE REFERRED TO JOIN LSK SACCO?

- 1) Advocates / Lawyers;
- 2) Persons working in the Administration of Justice in Kenya;
- 3) Employees in Law firms;
- 4) Advocates' Spouses and Children
- 5) Paralegals, Court Clerks;

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PEER TO PEER REWARD TO MEMBERS

- ❑ Members who recruit new members to the Sacco **through members online portal referral** shall get a reward of Kshs 500 per member recruited.
- ❑ The reward will be in form of Sacco deposits to be credited directly into the member's Sacco account once the member is fully recruited.

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ONLINE PEER TO PEER REFERRAL PROCEDURE

- 1) Log in to LSK Sacco members' portal using the following URL:
<https://www.webportal.lsk sacco.co.ke>
- 2) On the dashboard click on “**refer potential new member to join the Sacco**” TAB (**which is green in colour**) to open.
- 3) Select the member type of the person you want to refer **Advocate/Lawyer, Advocate's Spouse or Child, Employee in Justice Sector Institution and Law Firm's or Advocate's Employee.**

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ONLINE PEER TO PEER REFERRAL PROCEDURE

- 4) Key in the intended referral's full **name, email address, mobile number and ID number** in the fields provided and **click submit** to invite.
- 5) If the person being referred is already an existing referral or is already an existing member, the System will **alert you that this member has already been referred or the person is already a member of the Sacco.**

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ONLINE PEER TO PEER REFERRAL PROCEDURE

- 6) After you click submit, the potential (invited) member will automatically get an e-mail and or SMS invitation from LSK SACCO indicating the Sacco member who has referred him/her to join the Sacco.
7. The invitation e-mail/SMS will have an attachment of and or link of the membership application form and additional information on how to join LSK Sacco Society Ltd.

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ONLINE PEER TO PEER REFERRAL PROCEDURE

8. If a member has entered incorrect information and would need to edit, one can go back to his/her referral list on the portal and edit details of their referrals and re-submit again.
9. To edit the details of any submitted referral, Click the referral list, click the referred member you would wish to edit his/her details, edit and re-submit.

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ONLINE PEER TO PEER REFERRAL PROCEDURE

10. On the portal, you can see a register of the people you have referred and their current status or their recruitment progress.
11. Once your referral has successfully joined the Sacco, you will get a an SMS alert that the person you referred has joined the Sacco.

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ONLINE PEER TO PEER REFERRAL PROCEDURE

Please note:

1. The referring member will follow-up on his/her invitations/referrals to ensure that they have received the membership application forms.
2. That the referred person has filled the member application forms and submitted with required documents in order to complete the recruitment process.
3. A video link to demonstrate the procedure is available on our **LSK Sacco YouTube channel**.
4. Additional information and guidelines is available on the members portal and website.

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FOR SUPPORT CONTACT

1. Contact your Customer Relationship Officer (CRO) through direct calls, SMS, WhatsApp or Email.

OR

2. Call our office on 0205146300 or 0728788092

Email: info@lsksacco.co.ke

Visit our website: www.lsksacco.co.ke

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