



DIAMOND CLUB

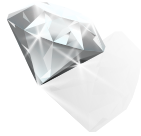
Malaysia  
2023



2023

JANUARY - JUNE

# Contents



How Does Diamond Club Help My Organization?	3
Diamond Club Schedule	4
Qualification Month	5
Preparation Month	6
Diamond Club Period	7
Online Meeting Rules	8
New Enrollment Incentives & Promotions	9
Diamond Club Points	10
Prizes	11
Reimbursements	12
How to Conduct a Meeting?	16

# How Does Diamond Club Help My Organization?

Diamond Club is a program known to:

01



Help many Wellness Advocates to grow their organization through learning good business practices

02



Improve the ranking of the participating Wellness Advocates

03



Enhance leadership skills and qualities of the participants, and nurture new leaders

04



Expand into new markets

05



Earn Diamond Club rewards

# Diamond Club Schedule

Qualification  
Month



**January  
2023**

**February  
2023**



Preparation  
Month





Diamond Club  
Month




**March-  
June  
2023**

# Qualification Month (January)









-  Have at least **1 but no more than 3 Diamond Club Sponsors** (sponsors will pay 50 percent of the participant's qualified travel reimbursements); at least one and a maximum of three DC sponsors are allowed. All sponsors must be submitted to the Diamond Club Manager before 10<sup>th</sup> February 2023.
-  Qualify as a **Silver** or higher in qualification month (January)
-  Personally enroll **3 New Wellness Advocates** and/or Wholesale Customers (each with a minimum single 100 PV enrollment order) during the qualification month (January). Wellness Advocates and Wholesale Customers need to be enrolled in Malaysia or Singapore. (Wholesale Customer upgrades and reactivations do not count)
-  Have a total of **10 Wellness Advocates from Malaysia who process an LRP order of at least 100 PV within the qualification month (January).**

These 10 WAs must be within the Diamond Club Applicant's personal organization and cannot be used by other Diamond Club Applicants to qualify for Diamond Club.
-  Diamond Club is a program designed to help Wellness Advocates build their teams and advance in rank. Wellness Advocates identify and work with potential builders to help them get going and increase their customer base.  
**Participants should personally involved throughout the Diamond Club journey to grow your team and develop necessary skill set to advance in their business.**

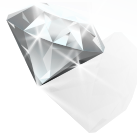
# Preparation Month (February)



-  Prepare and plan your events month-by-month  
(set the dates of your trips and then work with your leaders to fill your schedule on those days)
-  Map out your travel plans and purchase your airline tickets
-  Prepare your teams for scheduled events in their area
-  Prepare your household – set up childcare, get your family on-board
-  Watch DC training videos
-  Participate in the mandatory  
Diamond Club kick off meeting

If you have any questions about the Program Schedule, contact the Diamond Club Manager at [mydiamondclub@doterra.com](mailto:mydiamondclub@doterra.com)

# Diamond Club Period (March - June)




To continue in Diamond Club each month, participants must meet the following requirements:


## **18 enrollments per month**


- At least 8 enrollments must be from your personal organization.
- For enrollments to be count as qualify Diamond Club enrollments, they must be enroll under Malaysia or Singapore OTG account.

## **6 meetings per month**

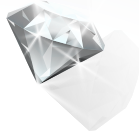
- At least 4 offline meetings, others can be online.
- To ensure your attendees are attentive at your event, we encourage each meeting should not have more than 60 people.

 Submit your **6 meetings** for the following month via Diamond Club website. All meetings must be submitted before the 25<sup>th</sup> of each month. Should there be any adjustments to meetings, you may change the details via the Diamond Club website prior to a particular event.

 At the end of every meeting, you will have 24 hours to submit your “Event Record”, together with event photos via email at [mydiamondclub@doterra.com](mailto:mydiamondclub@doterra.com). Photos should include the Diamond Club participant and attendees.

 In order for enrollees from the event to be counted among your 18 enrollments, names of the enrollees for the event must be submitted through the Diamond Club website **no more than 3 working days** after the event.

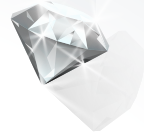
# Online Meeting Rules



1. Online meeting apps such as Zoom must be able to generate and record attendance
2. For verification purpose, participants must take photos of the online meeting together with a list of attendees
3. As the displayed name of attendees in online meeting may not be their real names, participants should have a separate attendees' record with their full name and contact number and input this information through the Diamond Club website
4. Company reserves the right to contact new enrolees to verify whether they had participated the online meeting prior to enrollment
5. Open or live meetings such as Facebook Live will not be considered as a valid online meetings qualification
6. Online meetings are not entitled for reimbursement program



# New Enrollment Incentive & Promotions



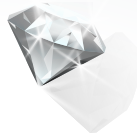
As an added bonus for individuals to enroll as a Wellness Advocate or a Wholesale Customer at a Diamond Club event, dōTERRA offers special enrollment promotions during Diamond Club. Prospective Wellness Advocates and Wholesale Customers must be enrolled by a Diamond Club participant in a registered event in order to be eligible for the promotional product.

Promotional product will be announced on a monthly basis via Diamond Club WhatsApp group. All new enrollments must have at least a single 100PV enrolling order to qualify for the promotional product.

## LRP ENHANCEMENT

Diamond Club enrollees who set up **a single LRP order of at least 125PV (combined orders do not count)** during the 2<sup>nd</sup> month of enrollment, will receive 25 product points on the same month.

# Diamond Club Points



dōTERRA offers some exciting prizes as part of the Diamond Club. These prizes can be earned by accumulating points that correspond with the number of enrollments, the enrollment PV, first LRP order, and achieving new rank advancements during Diamond Club. Please see the chart below. Winners of the contest will be determined by the total points accumulated at the end of the program.

Points Awarded Personal Organization	Points Awarded Outside Team	All enrollments must be completed within 3 business days of the Diamond Club event.
2	1	Enrollment with 100-249PV
3	2	Enrollment with 250-499PV
4	3	Enrollment with 500-500+PV
2	-	1st Month LRP order fulfilled (single minimum order of 125PV) for those who enrolled at a Diamond Club event.
2	-	2nd Month LRP order fulfilled (single minimum order of 125PV) for those who enrolled at a Diamond Club event. This is dependent on if they qualified for the 1st month LRP points.

Points Awarded	All enrollments must be completed within 3 business days of the Diamond Club event.
10	Achieving the new rank of Gold while in Diamond Club.
20	Achieving the new rank of Platinum while in Diamond Club.
25	Achieving the new rank of Diamond while in Diamond Club.

# Prizes



**1**  
**Winner**

## 1<sup>st</sup> Prize

SEA Incentive Trip 2024  
*x1 ticket*

*\*The winner must join the incentive trip and ticket is not exchangeable for cash, non-transferable.*

*\*T&C Apply*

**1**  
**Winner**

## 2<sup>nd</sup> Prize

Travel Voucher  
Worth Rm 4000

*\*The travel voucher will be valid for 1 year from the date of winner announcement*

*\*T&C Apply*

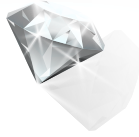
**2**  
**Winners**







## 3<sup>rd</sup> Prize

Tablet  
Worth Rm 2200

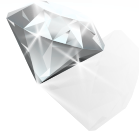
*\*T&C Apply*

# Reimbursements



-  Diamond Club participant is personally responsible for the submission of their own reimbursements by the reimbursement due date each month. Submissions will be approved or denied depending on the correct entry and the validity of the submission
-  In order to be reimbursed for flying and driving, you must submit all of your receipts. Receipts must be legible. **Any international travel outside of the Malaysia or Singapore market is not eligible for reimbursement.**
-  Only transportation, accommodation and venue rental can be reimbursed. Any other forms of claims will not be approved. You can be reimbursed per event, per day based on the area you travel to.
-  Reimbursements are based on your receipt amount, not more than Tier 1, 2 or 3 eligibility.
-  Online meeting is not entitled for reimbursements.
-  Diamond Club participant can submit maximum 3 submissions of Tier 2 or 3 in the month.

# Reimbursements

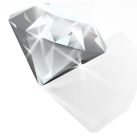


You can be reimbursed per event, per day based on the area you travel to.





Tier	Amount
Tier 1 (One way traveling below 50 km from your registered home address)	RM200
Tier 2 (One way traveling at least 50 km and above within Peninsular Malaysia/East Malaysia)	RM400
Tier 3 (Out-of-state, travelling across borders to Peninsular Malaysia/ East Malaysia/ Singapore)	RM800



# Examples of Traveling:



From	To	Distance	Tier
Seri Kembangan, Selangor	Kepong, Kuala Lumpur	36 km	1
Cheras, Kuala Lumpur	Banting, Selangor	70 km	2
Seri Kembangan, Selangor	Seremban, Negeri Sembilan	51 km	2
Ipoh, Perak	Taiping, Perak	68 km	2
Kuala Lumpur	Sarawak	-	3
Penang	Sabah	-	3

-  Itineraries, boarding passes and screen shots (computer, phone, and tablet) are not eligible receipts and the flight will not be reimbursed if the appropriate receipt is not submitted. Parking fees and any airport incidentals are not reimbursable.
-  Submit reimbursement requests by midnight MY time, before the 2<sup>nd</sup> of each month via email at **[mydiamondclub@doterra.com](mailto:mydiamondclub@doterra.com)**.
-  If you opt out of Diamond Club or do not meet the requirements to continue with the program you will be reimbursed for the months you participated in. However, dōTERRA will not continue to reimburse your travel for the following months and you will not be able to offer the Diamond Club enrollment promotions.
-  Online meetings not eligible for reimbursements.



# How to Conduct a Meeting?



01 

Submit your 6 events before the 25<sup>th</sup> of each month via Diamond Club website

02 

Travel to your meeting  
(Remember to consolidate receipts)

03 

Conduct Diamond Club meeting  
(submit Event Record and photos via email at [mydiamondclub@doterra.com](mailto:mydiamondclub@doterra.com) within 24 hours after the meeting)

04 

Enroll new Wellness Advocates within 3 working days

05 

Complete your 6 meetings and 18 enrollments requirement

06 

Submit reimbursement before the 2nd of the following month





# DIAMOND CLUB Malaysia

**dōTERRA Malaysia Sdn. Bhd.**  
201401037485 (1113630-U) (AJL 932137)  
BO3-B-05-1, Menara 3A, No 3,  
Jalan Bangsar, KL Eco City,  
59200 Kuala Lumpur, Malaysia.  
+603 2633 7888