



## 2020 DIAMOND CLUB DATES

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Qualification Month: December 2019  
Applications Close: 21<sup>st</sup> January 2020  
Season: 1<sup>st</sup> Feb – 31<sup>st</sup> May 2020

## QUALIFICATION REQUIREMENTS

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To qualify for Diamond Club, you must complete the following requirements during the qualification month. (December 2019).

- **Qualify as Premier or above in December 2019**
- **Find at least one person in your upline to sponsor you in Diamond Club.** You are allowed up to three Sponsors. Your Sponsors support you by paying 50 percent of your approved travel reimbursements (dōTERRA covers the remaining 50 percent)
- **Nominate your Mentoring Sponsor.** Your Mentoring Sponsor will be your go to person during Diamond Club. They agree to provide you with mentoring and support, as well as contributing to your travel reimbursements
- **Personally enrol three new Wellness Advocates or Wholesale Customers orders between 1 Dec 2019 and 21 Jan 2020.** Each of these newly enrolled members must have an initial enrolment order of 100+ PV.
- **Have at least ten 100+ PV Loyalty Reward orders\*\* in your personal downline in December 2019**  
Customers must live Australia or New Zealand. There are no location requirements to be satisfied.

\*\* Single orders only. Combined orders do not qualify. Each order can only be used for one Diamond Club applicant.

## MONTHLY GOALS

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Diamond Club consists of a set of monthly goals that once met, qualify you to continue in Diamond Club the following month.

For example, meeting the February goals allows you to offer the Diamond Club incentive oils at your Diamond Club events in March and to apply for travel reimbursements for your March travel.

For each month of Diamond Club, you must:

- Enrol 14 customers with a 100+PV initial enrolment order. (see Enrolments Section for more information about qualifying enrolments). Excess enrolments from a previous month do not count towards the following month's requirements. Participants who achieve 18+ qualifying enrolments in one month will have 100 Product Points credited to their account.
- Hold Diamond Club events on 6 days each month.

### GRACE MONTH

Diamond Club can be challenging, so you are allowed one 'Grace Month' during Diamond Club where you do not have to achieve 14 enrolments to continue your Diamond Club Season. To be eligible for the Grace Month, you must:

- Achieve a minimum of 8 enrolments from your Diamond Club events
- Hold Diamond Club events on 6 days each month.

If you discontinue Diamond Club, or do not meet your monthly (or Grace Month) requirements, you are not eligible to host Diamond Club events, offer Diamond Club incentive oils or apply for reimbursements for your travel in the next month.

## ENROLMENTS

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To qualify as a Diamond Club enrolment and receive Diamond Club enrolment incentives, the enrollee must:

- Live in Australia or New Zealand and open an Australian or New Zealand account
- Place an enrolment order of 100PV minimum. (Combined orders do not count)
- Physically attend a Diamond Club event, and meet the Diamond Club Member face to face. (Virtual presence via Skype, Zoom, conference call etc. does not count.) This is known as the 'Hug' rule.

To be counted as a Diamond Club enrolment and receive Diamond Club enrolment incentives the enrolment must:

- Be entered online through the Diamond Club Portal by the Diamond Club Member, or their spouse/co-applicant
- Be entered on the Portal within 5 days of the event. Day 1 is the day the event was held.

### Other information to be aware of:

- The Diamond Club incentive oil provided will be based on the date of the enrolment, not the date of the event
- Enrolments will be counted in the month they are entered into the portal, not the month of the event.
- Enrolments that are entered incorrectly, will not count. The customer will not receive Diamond Club incentive oils
- Enrolments at Diamond Club events do not have to be personal enrolments, however 70% of your total Diamond Club enrolments must reside in your downline to for you to be eligible for prizes.
- Account Transfers do not count
- Account Reactivations do not count
- If an enrolment does not meet Diamond Club requirements, the enrolment will be removed from your monthly tally and you will be invoiced for the promotional product. Your access to the Diamond Club Portal will be revoked and your Diamond Club Season will be discontinued
- The Diamond Club Support Team conducts regular enrolment audits which involve contacting enrollees for feedback about their Diamond Club event experience
- Only Diamond Club Participants, co-applicants or spouses may enter enrolments via the portal
- The enrollee must be listed as an attendee at an event on the Diamond Club Website within 48 hrs of the event.

## EVENTS

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For enrollees to be offered the Diamond Club incentive oils and for the enrolment to count towards your monthly goals, the event the enrollee attends must meet the following parameters:

### All events

- Located in Australia or New Zealand
- Diamond Club Member is present for the entire event, and personally participates in the event.
- All events must be registered on the Diamond Club Website
- You may hold more than one event per day.

### dōTERRA Corporate events

Corporate held events will not be opened as a Diamond Club events to the entire audience. If you bring your own personal guests/team members to a corporate event:

- You can count the enrolment for Diamond Club providing you meet with the person personally before or after the event. (Hug rule)
- Any other new enrolments (other than your own personal guests that come with you and your team) that come from a corporate event cannot be counted towards your Diamond Club enrolments, nor can the Diamond Club incentive oils be offered.

## TRAVEL

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Travel during Diamond Club 2020 is not compulsory. You can travel as much, or as little as you like. If you choose to travel during Diamond Club, you may be eligible to claim reimbursements for your travel expenses.

Following are the conditions that need to be met for your travel to be considered for reimbursement:

- Diamond Club events must be located in Australia or New Zealand
- You must travel a minimum of 100km (one way) from your home.
- At least one team member in the immediate event location must have a 100PV LRP order processed in the month of the event. Immediate event location means that they must live in the same, or adjoining postcode to the event. The person with the LRP order does not need to attend the event.

Even though your travel may not be eligible for reimbursement, any enrolments you secure from Diamond Club events will count towards your monthly goal.

## TRAVEL LEGS AND REIMBURSEMENTS

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Each month, you can have up to 12 travel legs approved for reimbursement. If you apply for more than 12 travel legs for approval, the Diamond Club Support team will approve the 12 that provide you with the maximum possible amount.

Travel legs have a minimum distance of 100km. Each of these can be claimed as a travel leg, providing all reimbursement requirements are met.

- Travel at least 100km from home to your event
- Travel at least 100km from one event to another event. (both events are 100km from home)
- Travel 100km from an event to your home

To be considered for reimbursement, you must have a team member in the immediate location of the destination event process a single 100PV LRP order in the month of travel.

To obtain travel reimbursements, you must finalise and upload all events, attendee lists, and reimbursement applications and receipts to the Diamond Club website by 11:59pm MST on the 1st of each month

### Driving Travel Legs:

- The maximum reimbursement available for each driving leg is \$100 AU.
- Driving leg reimbursements are calculated at \$0.30AU per km.
- Upload a **fuel receipt** from every event location to confirm that you were driving in the event location on the date of the event. You do not need to purchase a complete tank of fuel, just a couple of dollars of fuel is OK.
- Fuel receipts must come from the **immediate event location**. ie. Within the same postcode, or adjoining postcode. Before your travel, make a note of the petrol stations closest to your event and plan your day to ensure that you are able to purchase fuel from the closest station on the day of your event.
- Receipts for anything other than fuel will not be accepted.
- Receipts must show proof of payment, location of purchase, and date of purchase.
- At least one team member in the immediate event location must process a single 100PV LRP order in the month of the event.
- Only transport costs are eligible to be claimed. Food and accommodation expenses are not eligible.
- Taxis, Uber and other rideshare services etc. can only be claimed when used for travel in locations that are more than 100km from your home, where you are holding an event. Each receipt will count as one driving leg.
- Public Transport can be claimed when used to travel more than 100km from your home to an OOA event, or when travelling to and from an event that is 100km from your home. Each receipt will count as one driving leg.

### Flying Travel Legs

- The maximum reimbursement for each flying leg is \$200 AU
- Upload a Tax invoices for your flights. Boarding passes and itineraries alone are not eligible receipts
- Tax invoices must show the amount paid for the flight, flight details and passenger name. If your tax invoice does not show these details, please submit your itinerary in addition to the Tax Invoice.
- Flights purchased using points etc. are not eligible for reimbursement.

### Car Hire Reimbursements

- Car hire from your home location is not eligible for reimbursement
- Car hire can only be claimed if the place of hire is 100km from your home.
- Where it is compulsory to purchase insurance as part of your car hire agreement, you can include the insurance costs as part of your claim.
- If you are driving more than 100km in your hired car one way to your event location, you may also claim a Driving Travel Leg in addition to your Car hire.
- For information on how enter Car Hire reimbursements on the Diamond Club Website, please contact the Diamond Club Support team.

### Other information to be aware of:

- 50% of the approved reimbursement amount each month is paid by dōTERRA, the remaining 50% is shared by your nominated Sponsors. For example, if you have 3 Sponsors, and your approved reimbursement is \$600, each of your Sponsors will contribute \$100 and dōTERRA will contribute \$300.
- To be eligible for reimbursements, you must meet your monthly event requirements in that month. Eg. If you hold events on less than 6 days in the month of travel, you will not be able to claim travel reimbursements, even if you meet your enrolment requirements.
- One reimbursement will be provided per leg, regardless of how many events are held in that location.
- When a participant and their spouse or co-applicant travel to the same location to host Diamond Club events, only one person is eligible for reimbursement.

***There are many possible scenarios – so please contact the Diamond Club Support Team directly for any questions. That way you can be certain you are getting the correct information for your circumstances and we can help you maximise your approved reimbursements.***

## POINTS

dōTERRA offers some exciting prizes that are earned by accumulating points. Winning places are determined by adding all Diamond Club points together.

| POINTS   | CONDITIONS  |
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| <b>Enrolments (assuming all Diamond Club conditions)</b> |   |
| 2  | Enrolment with 100 - 249 PV   |
| 3  | Enrolment with 250 - 499 PV   |
| 4  | Enrolment with 500 - 500+ PV  |
| <b>Rank Advancement</b>                                  |   |
| 10   | Achieving the rank of Silver while in Diamond Club  |
| 15   | Achieving the rank of Gold while in Diamond Club  |
| 20   | Achieving the rank of Platinum while in Diamond Club  |
| 25   | Achieving the rank of Diamond while in Diamond Club   |
| 30   | Achieving the rank of Blue Diamond while in Diamond Club  |
| 35   | Achieving the rank of Presidential Diamond while in Diamond Club  |
| <b>LRP</b>   |   |
| 7  | 1st month 100PV+ LRP order fulfilled for those who enrol at a Diamond Club event. (May enrolments not eligible)   |
| 7  | 2nd month 100PV + LRP order fulfilled for Diamond Club event enrolments. (April, May enrolments not eligible)   |
| 50   | 5 Diamond Club enrolees place their first 100PV + LRP order in May  |
| 10   | After achieving 5 enrolees who place their first 100PV + LRP order in May, each additional enrolee who places their first 100PV + LRP order in May gets 10 points |
| <b>BONUS</b>   |   |
| 10   | Grace month not used  |
| 15   | <b>STRONG START</b> - 15 qualifying enrolments by the 15th of each month  |
| 50   | Between 50 and 70% of your total Diamond Club enrolments place a 100PV + LRP order in May   |
| 75   | Between 70 and 90% of your total Diamond Club enrolments place a 100PV + LRP order in May   |
| 100  | More than 90% of your total Diamond Club enrolments place a 100PV + LRP order in May  |

\*\*\* Subject to change due to updated 2020 requirements.



## CUSTOMER INCENTIVES

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dōTERRA offers special promotions during Diamond Club to customers that enrol after attending an event that meets all Diamond Club requirements. For the enrollee to receive Diamond Club incentives, their enrolment must meet all Diamond Club enrolment requirements.

### Promotional Product

Enrolees will receive the Diamond Club incentive oil/s of the month, providing all event and enrolment requirements are met. Promotional product is available for 100PV orders, and 400PV orders.

Promotional product provided will be based on the date of the enrolment, not the date of the event.

### LRP Enhancement

Diamond Club enrolees who have a single LRP order of 100PV (combined orders do not count) or more that processes the month following their enrolment will receive 25 product points on the 15th of the month following the processing of their single 100PV LRP (just like normal LRP points).

Eg. Enrol in February, process 100+PV LRP order in March, receive 25 product points in April.

## GRADUATION AND PRIZES

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- To be eligible for prizes, Diamond Club Members must achieve a minimum of 56 enrolments over the program
- To be eligible for prizes, 70% of their Diamond Club enrolments must reside in their downline.
- To graduate and be eligible for prizes, Diamond Club Members must comply with all Diamond Club Rules and requirements
- To graduate and be eligible for prizes, Diamond Club Members must achieve all monthly goals and Diamond Club requirements
- Diamond Club Members who utilise the Grace Month are eligible to graduate. However, they will not be eligible for prizes unless they achieve a minimum of 56 enrolments by the end of the program.