

*Gold Wing Road Riders  
Association, Inc.*



**Chapter of the Year  
2012 Program Guide  
and Score Sheet**

December 2011

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## **GWRRA Chapter of the Year History**

The Chapter of the Year Program was created and designed in 2007 to stimulate Chapters to strive for excellence within their respective District and Region. Secondly it is to find and recognize the best of the best Chapters within GWRRA.

## **GWRRA Chapter of the Year Goal**

The goal of the Chapter of the Year Program is to get more Chapters involved in all of the GWRRA programs and **FUN** activities that have been proven successful for many of the active and growing Chapters throughout GWRRA. Chapters that enter into the Chapter of the Year Program and are not selected as the District, Region or GWRRA International Chapter of the Year, will be a stronger healthier Chapter for their efforts. Many of the scoring areas are measured in percentages to ensure that small and large Chapters alike have an equal chance in winning.

### **2010 GWRRA International Chapter of the Year**



FL1-L2 - "Wings Of Wesley Chapel" - Wesley Chapel, FL  
Chapter Directors - Rick & Madalena Buck

A complete list of all previous GWRRA International Chapters of the Year can be found at <http://mep.gwrro.org/choy.html>

If a Chapter was selected as the 2011 District Chapter of the Year they cannot be selected as the 2012 Chapter of the Year. A 2011 District Chapter of the Year must wait one year to compete in this program again. All Chapters, including the 2011 District Chapter of the Year can participate in the Gold, Silver, Bronze part of this program, if the District elects to participate in this part of the Chapter of the Year Program.

## **2012 Chapter of the Year Program Guide**

### **Basics for 2012 - 1 Point for each**

- Does the Chapter have an Assistant Chapter Director?
- Does the Chapter have a Chapter Educator?
- Does the Chapter provide a Newsletter to all Chapter Participants free of charge on a monthly basis?
- Does the Chapter meet monthly at an appropriate location to promote GWRRA's motto, "Friends for FUN, Safety, and Knowledge"?
- Was the Chapter's Annual Financial Report for the previous year correctly submitted on time to the District Director?

### **A Little Extra for 2012 - 1 Point for each**

- Does the Chapter have a Chapter Mascot?
- Does the Chapter have a Chapter Banner?
- Does the Chapter have an up to date and current Chapter Scrap Book?
- Did at least 30% of the Chapter Participants attend a District Convention outside their District but within their own Region? (1 Point for each Convention attended up to a maximum of 3 Points.)
- Did at least 25% of the Chapter Participants attend their Region Convention?
- Did at least 20% of the Chapter Participants attend a Convention outside their Region? (1 Point for each Convention attended outside their Region up to a maximum of 3 Points.)
- Did at least 15% of the Chapter Participants attend Wing Ding in 2012?

**To calculate the average number of Chapter Participants...**collect all of the 2012 Chapter Monthly Gathering Sign In Sheets and determine average number of Chapter Participants as of December 31, 2012. Visitors should not be a part of the average Chapter Participants. A guideline is to count regular Chapter Participants as those Chapter Participants that attend at least 50% of the Chapter's monthly Gatherings.

### **The same person cannot be counted more than one time for attending a Chapter of the Year seminar or OCP.**

- Did the CD attend a Chapter of the Year Seminar between July1, 2011 - December 31, 2012?
- Did the ACD attend a Chapter of the Year Seminar between July1, 2011 - December 31, 2012?
- Did the Chapter of the Year Coordinator take a Chapter of the Year Seminar between July1, 2011 - December 31, 2012?
- Did the Chapter MEC take a Chapter of the Year Seminar between July1, 2011 - December 31, 2012?
- Did the ACD complete the Officer Certification Program?
- Did the Chapter Educator complete the Officer Certification Program?
- Did the Chapter Treasurer complete the Officer Certification Program?
- Did the Chapter Membership Enhancement Coordinator complete the Officer Certification Program?
- Did the Chapter of the Year Coordinator complete the Officer Certification Program?
- Did the Motorist Awareness Coordinator complete the Officer Certification Program?

### **Bonus Points for 2012 - 2 Points for each**

- Does the Chapter have a Membership Enhancement Coordinator?
- Does the Chapter have a Chapter of the Year Coordinator?
- Does the Chapter have a Motorist Awareness Coordinator?

### **District Convention Support - 5 Points**

- Did at least 35% of the Chapter Participants attend their own District Convention?

## Event/Ride Schedule

The Chapter prepares an event/ride schedule each month and provides a copy to all Chapter Participants and the District Chapter of the Year Coordinator. The purpose of the monthly submissions is to ensure that upcoming events and rides are made available to all Participants each month. Impromptu rides should be added to the Event/Ride Schedule and the updated Event/Ride Schedule should be submitted to the District Chapter of the Year Coordinator with the final submission packet. The final Chapter of the Year packet should include a copy of each monthly schedule (monthly or revised). Although a Chapter can begin participation in the Chapter of the Year Program at any time during the year, those Chapters that begin in January will be eligible for more points than those beginning later in the year.

For example, if a Chapter starts sending their monthly Event/Ride Schedule in January and they have 3 or more rides per month they would get 2 points for January, 2 points for February, 2 points for March, etc... If a Chapter starts sending their event/ride schedule in May, May is the first month that the Chapter can start receiving points in this category. The Chapter Event/Ride Schedule must be forwarded to all levels for verification of points in this category.

Point Value.....1 - 2 monthly events.....1 Point per mo

Point Value.....3 or more monthly events....2 Points per mo

You either get 1 point for the month or 2 points for the month. Do not combine them.

## Extraordinary Chapter Events or Activities

List the outstanding and Extraordinary Chapter Events or Activities that the Chapter hosted or participated in during 2012.

Examples; Charitable rides or donations, Chapter awards received during the year, Guest speakers at Chapter Gatherings, Campouts, Festive parties, Bike Shows, Toy Rides, Parades, Adopt a Family program, Cruise-in's, visiting another GWRRA Chapter, etc... Don't be modest, toot your own horn. All Extraordinary Activities must appear on your Event/Ride Schedule to count. A minimum of 25% of the average number Chapter Participants must participate in the Extraordinary Event for it to count in this category. Extraordinary Chapter events or activities listed in this category may not be listed or counted in the Planned Chapter Recruiting Activities section.

Must have a minimum of 25% of average number of Chapter Participants taking part in each event/activity to count. Maximum 15 Points, **1 Point each**

## Chapter Web Site

Chapters that have a website and the following items are on the home/first page will be scored as follows:

- The GWRRA logo and the words "Gold Wing Road Riders Association" or the acronym "GWRRA". **1 Point**
- Region, District, Chapter designations, plus city and state will serve to identify the web page for those visiting the site. **1 Point**
- A link to the International, Region, and District web site. **1 Point**
- Monthly Gathering meeting place and time on the web site. **1 Point**

## Planned Chapter Recruiting Activities

List the date, describe each activity and what was done to recruit and record the number of Chapter Participants attending the Recruiting Activity. These Recruiting activities must be listed on the Event/Ride Schedule.

Example: 03/25/2012 - GWRRA Recruiting Table at Northgate Mall where we displayed our Gold Wings, passed out GWRRA literature and solicited new memberships. 15 Chapter Participants.

A minimum of 25% of the Chapter must participate in each planned Chapter Recruiting Activity for it to count in this category. Planned Chapter Recruiting Activities listed in this category may not be listed or counted in the Extraordinary Chapter Events or Activities. Maximum of 15 Points, **1 Point per Recruiting Activity**

### **Chapter Couple of the Year**

The Chapter selects a Chapter Couple of the Year for 2012 in accordance with the Couple of the Year Manual.

- Chapter selects a Chapter Couple of the Year - **12 Points**
- Chapter Couple of the Year participates in the District Selection Process - **8 Points**

### **Rider Education Levels Program**

Does your Chapter participate in the GWRRA Rider Education Levels Program?

0 - 24.4 % of Chapter Participants in Levels Program	1 Point
24.5% - 49.4% of Chapter Participants in Levels Program	5 Points
49.5% - 74.4% of Chapter Participants in Levels Program	10 Points
75.5 - 100% of Chapter Participants in Levels Program	15 Points

Participants must be current in their level to count.

### **Rider Education - Seminars**

Does your Chapter participate in GWRRA Rider Education Seminars? 2 points for each Seminar. A minimum of 25% of average number of Chapter Participants must attend each seminar to count.

Co-Riders Seminar	2 Points
Co-Rider Two Seminar	2 Points
Road Captains Course Seminar Portion	2 Points
Team Riding Seminar	2 Points
Trailing Seminar	2 Points
Motorcycling for the Mature Rider	2 Points
Motorcycle Crash Scene Response	2 Points
Level Up	2 Points
High Ride	2 Points
Riding With New and / or Inexperienced Riders	2 Points
Dealing With Different Elements	2 Points
Going, Going, Gone	2 Points
Night Riding	2 Points

### **Rider Education - Motorist Awareness Seminars**

Chapter will receive 1 point (maximum of 3 points) for each Motorist Awareness Seminar any of your Chapter Participants give to a non-motorcycle group. A roster must be prepared and submitted with Chapter of the Year Package. Each roster will include name of group, number of participants, place, instructor and date. - **3 Points**

### **Rider Education - Parking Lot Practice (PLP)**

The Chapter participates in a Parking Lot Practice (PLP) exercise in 2012. A minimum of 25% of the Chapter must participate in the PLP for it to count in this category. A list of Participants must be submitted with the packet and forwarded to all levels. This list must be signed by the Facilitator. This must be a sanctioned GWRRA PLP Facilitator. **10 Points per PLP with a maximum of 2 per year or 20 Points**

### **Written Retention Plan**

Chapter has a written action plan for the purpose of retaining existing Chapter Participants. Be sure to include any and all retention activities that the Chapter Team and/or Chapter Participants are doing to retain Members. Please note that this should be very specific to what the Chapter is doing to "RETAIN" current GWRRA Members. This is not a recruiting plan. **1 Point**

### **Area Report Lists**

Did the Chapter contact all New and Prospective GWRRA Members when they appeared on the Monthly Area Report List (ARL)? 1 Point for each month if all were contacted. Count 1 point for months that your Chapter did not have any New or Prospective Members.

\_\_\_ January    \_\_\_ February    \_\_\_ March    \_\_\_ April    \_\_\_ May    \_\_\_ June  
\_\_\_ July    \_\_\_ August    \_\_\_ September    \_\_\_ October    \_\_\_ November    \_\_\_ December

### **Written Plan to Bring Back Members with Expired Memberships**

Chapter has a written action plan for the purpose of bringing back past GWRRA Members whose memberships have expired. Be sure to include anything that the Chapter Team and/or Chapter Participants are doing to encourage these Members to rejoin GWRRA. **1 Point**

### **Chapter Director (CD) & Assistant Chapter Director (ACD) Leadership Training**

This category will score the total amount of Leadership Training Programs (Member Orientation [8 Seminars], Life Skills [8 Seminars], Chapter Life [7 Seminars], Leadership Skills [8 Seminars], Intermediate Skills [10 Seminars], Advanced Skills [8 Seminars], Instructor Development Certification Program and Horizon Program completed at any time before December 31, 2012 by the Chapter Director and/or the Assistant Chapter Director. Two of these seminars (How to Have Fun at a Rally and Self Esteem - Key To Success) are listed in two different programs. If the CD or ACD completes one of these duplicate courses, they can count it toward the completion of either or both of the programs that they are listed in. Completion Certificate and/or copy of the Leadership Training Record must be submitted as a part of Chapter packet to all levels for verification of points in this category. The CD and ACD can count points in this category if they completed LTP Programs anytime before December 31, 2012. **1 Point for each program completed**

### **Chapter Leadership Training Program (LTP) Training**

The Chapter will earn 1 point for each Leadership Training Seminar attended from the Membership Orientation, Life Skills, Chapter Life, Leadership Skills, Intermediate Skills or Advanced Skills. These seminars will count whether taken at a home Chapter or GWRRA event. Two of these seminars (How to Have Fun at a Rally and Self Esteem - Key To Success) are listed in two different programs. Each of the individual 47 seminars can only be counted one time for this category. A minimum of 25% of the Chapter must participate in LTP Seminar for it to count in this category. A Chapter will also earn 1 point if 25% of the Chapter Participants complete the Horizon Program. Points in this category can only be counted if the

## **Chapter Leadership Training Program (LTP) Training (continued)**

Chapter Participants completed these seminars and/or The Horizon Program during Calendar Year 2012. Keep attendance rosters as proof of this Chapter LTP Training and turn in with the Chapter of the Year packet. The Chapter LTP Training Attendance Roster must be forwarded to all levels for verification of points in this category. Attendance Rosters must include:

- Date of Seminar
- Name of Seminar
- Seminar Instructor
- Names of Participants

**1 Point for each individual Seminar & 1 Point for Horizon Program**

## **Chapter Level Responsibilities**

- Prepare the Chapter of the Year packet which should include:
  - Completed Chapter of the Year Score Sheet
  - All Event/Ride Schedules
  - All PLP Rosters
  - All Chapter LTP Rosters
  - All CD LTP Training Records
  - All ACD LTP Training Records
  - Copy of written Retention Plan
  - Copy of written plan to bring back Members with Expired Memberships
  - List of participants that attended each District Convention
  - List of participants that attended each Region Convention
  - List of participants that attended Wing Ding
  - All Chapter Monthly Gathering Sign-In Sheets to the District Level Only
- Determine the average number of Chapter Participants as of December 31, 2012. Visitors should not be a part of the average Chapter Participants. A guideline to determine average number of chapter participants is to count regular Chapter Participants as those Chapter Participants that attend at least 50% of the Chapter's monthly Gatherings.

Submit **hard copy** of packet to District Chapter of the Year Coordinator on or before February 1, 2013.

## **District Level Responsibilities**

- Designate someone as the District Chapter of the Year Coordinator
- Coordinate with other District Team Members & verify All Score Sheet data. This includes collecting all the 2012 Chapter Monthly Gathering Sign In Sheets from all participating Chapters to verify the average number of Chapter Participants as of December 31, 2012. Visitors should not be a part of the average Chapter Participants. A guideline is to count regular Chapter Participants as those Chapter Participants that attend at least 50% of the Chapter's monthly Gatherings. The final determination of average number of Chapter Participants will be up to the District Director. The Chapter Monthly Gathering Sign-In Sheets do not have to be forwarded to Region.
- Complete the "Verified By" Section of the Score Sheet
  - Enter the average Number of Chapter Participants as of December 31, 2012
  - Ensure the CD has completed the entire score sheet including the "Submitted By" Section
  - Sign and Date the "Verified By" Section
- Ensure the winning packet forwarded to Region includes:
  - Completed Score Sheet
  - All Event/Ride Schedules

- All PLP Rosters
  - All Chapter LTP Rosters
  - All CD LTP Training Records
  - All ACD LTP Training Records
  - Copy of written Retention Plan
  - Copy of written plan to bring back Members with Expired Memberships
  - List of Participants that attended each District Convention
  - List of Participants that attended each Region Convention
  - List of Participants that attended Wing Ding
  - Select and recognize a District Chapter of the Year
  - Recognize other Chapters that participated in the Chapter of the Year Program
  - It is suggested that each District recognize all Chapters that participate in the Chapter of the Year Program by the following designation which can be determined according to the number of total points earned.
    - Gold Level Chapters.....192 & > Points (75%) and higher
    - Silver Level Chapters.....128 to 191 Points (50-75%)
    - Bronze Level Chapters..... 64 to 127 Points (25-50%)
- (A Chapter of the Year will be named based on total points earned, regardless of what "level" they attain.)
- District Director completes the "Approved By" Section of the Score Sheet
  - Forward hard copy of the winning District Chapter of the Year packet (only one winner/packet per District) to the Region Chapter of the Year Coordinator on or before March 1, 2013. The packet should include everything listed above in the District section except the Chapter Sign-In Sheets.

### **Region Level Responsibilities**

- Designate someone as the Region Chapter of the Year Coordinator
- Select and recognize a Region Chapter of the Year
- Forward hard copy of the winning Region Chapter of the Year packet (only one winner/packet per Region) to the International Assistant Director, Chapter of the Year Program on or before April 1, 2013.
- The packet should include everything sent from the District.
- Ensure that the District has completed all requirements as listed above.
- Ensure the winning packet forwarded to GWRRA includes:
  - Completed Score Sheet
  - All Event/Ride Schedules
  - All PLP Rosters
  - All Chapter LTP Rosters
  - All CD LTP Training Records
  - All ACD LTP Training Records
  - Copy of written Retention Plan
  - Copy of written plan to bring back Members with Expired Memberships

### **International Level Responsibilities**

- Select the 2012 GWRRA International Chapter of the Year
- Announce the 2012 GWRRA International Chapter of the Year and 1st Runner Up as soon as possible
- Recognition listed below

### **Awards and Recognition**

Awards and recognition at the District and Region Level will be at the discretion of those Directors. It is suggested that recognition be given to other Chapter of the Year Participants as well as the winner.

The GWRRA International Chapter of the Year will receive:

- Reserved seating at Wing Ding
- Recognition at Opening Ceremony
- Traveling Banner with their Chapter designation
- Name badges for all active Chapter Participants
- Plaque
- Wing World article
- 1/2 price registration at Wing Ding for the following year
- Meet and Greet Seminar at Wing Ding

### **Contact Information**

#### District & Region Levels

To find out who your District and Region Chapter of the Year Coordinators are, please contact your District Director.

#### International Level

Bob & Karla Greer, International Assistant Directors, Membership Enhancement Program, Chapter of the Year  
2738 Austin Lane  
Jonesboro, GA 30236

(770) 473-1316 Home  
(770) 680-0158 Cell  
CHOYcor@att.net

Webpage: <http://mep.gwrra.org> (Chapter of the Year Tab)

## ***ACKNOWLEDGEMENTS***

Jim and Sherrin Hutchens  
First & Former  
Chapter of the Year Directors

Bob & Karla Greer  
International Assistant Directors, Membership Enhancement  
Program, Chapter of the Year

Ed & Linda Johnson  
International Directors, Membership Enhancement Program



Rick & Madalena Buck  
Membership Enhancement Program Webmasters  
Manual Design & Formatting

## 2012 Chapter of the Year Score Sheet

Chapter	District	Region
<b>Basics for 2012 - 1 Point for each</b>		<b>Sub Section Score</b> _____ <i>(Maximum of 5 Points)</i>
_____ Does the Chapter have an Assistant Chapter Director?		_____ ACD's Name
_____ Does the Chapter have a Chapter Educator?		_____ Educator's Name
_____ Does the Chapter provide a Newsletter to all Chapter participants free of charge on a monthly basis?		
_____ Does the Chapter meet monthly at an appropriate location to promote GWRRA's motto, "Friends for FUN, Safety, and Knowledge"?		
_____ Was the Chapter's Annual Financial Report for the current year correctly submitted on time to the District Director?		

<b>A Little Extra for 2012 - 1 Point for each</b>		<b>Sub Section Score</b> _____ <i>(Maximum of 21 Points)</i>
_____ Does the Chapter have a Chapter Mascot?		_____ Mascot's Name
_____ Does the Chapter have a Chapter Banner?		
_____ Does the Chapter have an up to date and current Chapter Scrap Book?		
_____ Did at least 30% of the Chapter Participants attend a District Convention outside their District but within their own Region? (Max. 3 Pts.) <i>(Attach a list of Chapter Participants that attended each out of District Convention)</i>		
District Convention Attended	Dates	# of Chapter Participants
District Convention Attended	Dates	# of Chapter Participants
District Convention Attended	Dates	# of Chapter Participants
_____ Did at least 25% of the Chapter Participants attend their Region Convention?		
	_____ Dates	_____ # of Chapter Participants
_____ Did at least 20% of the Chapter Participants attend a Convention outside their Region? (Max. 3 Pts.) <i>(Attach a list of Chapter Participants that attended each out of Region Convention)</i>		

**A Little Extra for 2012 - 1 Point for each (continued)**

_____	Convention Attended	Dates	# of Chapter Participants
_____	Convention Attended	Dates	# of Chapter Participants
_____	Convention Attended	Dates	# of Chapter Participants
_____	Did at least 15% of the Chapter Participants attend the 2012 Wing Ding? <i>(Attach a list of Chapter Participants that attended Wing Ding)</i>		
_____		Dates	# of Chapter Participants

**The same person cannot be counted more than one time for attending a Chapter of the Year seminar**

\_\_\_\_\_ Did the CD attend a Chapter of the Year Seminar between July 1, 2011 - December 31, 2012?

_____	CD's Name	Location	Date
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\_\_\_\_\_ Did the ACD attend a Chapter of the Year Seminar between July 1, 2011 - December 31, 2012?

_____	ACD's Name	Location	Date
-------	------------	----------	------

\_\_\_\_\_ Did the Chapter of the Year Coordinator attend a Chapter of the Year Seminar between July 1, 2011 - December 31, 2012?

_____	Coordinator's Name	Location	Date
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\_\_\_\_\_ Did the Chapter MEC attend a Chapter of the Year Seminar between July 1, 2011 - December 31, 2012?

_____	MEC's Name	Location	Date
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**The same person cannot be counted more than one time for attending an Officer Certification Program**

\_\_\_\_\_ Did the ACD complete the Officer Certification Program?

_____	ACD's Name	Location	Date
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\_\_\_\_\_ Did the Chapter Educator complete the Officer Certification Program?

_____	C.E.'s Name	Location	Date
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**Rider Education Levels Program**

**Sub Section Score** \_\_\_\_\_  
*(Maximum of 15 Points)*

\_\_\_\_\_ Does the Chapter participate in the GWRRA Rider Education Levels Program?

- 0 - 24.4 % of Chapter participants in Levels Program 1 Point
- 24.5% - 49.4% of Chapter participants in Levels Program 5 Points
- 49.5% - 74.4% of Chapter participants in Levels Program 10 Points
- 75.5 - 100% of Chapter participants in Levels Program 15 Points

**Participants must be current in their level to count**

**Rider Education - Seminars**

**Sub Section Score** \_\_\_\_\_  
*(Maximum of 26 Points)*

Does your Chapter participate in GWRRA Rider Education Seminars? **2 points** for each Seminar. A minimum of 25% of average number of Chapter Participants must attend each seminar to count.

- \_\_\_\_\_ Co-Riders Seminar 2 Points
- \_\_\_\_\_ Co-Rider Two Seminar 2 Points
- \_\_\_\_\_ Road Captains Course Seminar Portion 2 Points
- \_\_\_\_\_ Team Riding Seminar 2 Points
- \_\_\_\_\_ Trailering Seminar 2 Points
- \_\_\_\_\_ Motorcycling for the Mature Rider 2 Points
- \_\_\_\_\_ Motorcycle Crash Scene Response 2 Points
- \_\_\_\_\_ Level Up 2 Points
- \_\_\_\_\_ High Ride 2 Points
- \_\_\_\_\_ Riding With New and / or Inexperienced Riders 2 Points
- \_\_\_\_\_ Dealing With Different Elements 2 Points
- \_\_\_\_\_ Going, Going, Gone 2 Points
- \_\_\_\_\_ Night Riding 2 Points

**Rider Education - Motorist Awareness**

**Sub Section Score** \_\_\_\_\_  
*(Maximum of 3 Points)*

\_\_\_\_\_ Chapter presents a Motorist Awareness Seminar a non-motorcycle group.

Name of Group	# in Attendance	Date	Seminar Presenter
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Rider Education - Parking Lot Practice**

**Sub Section Score** \_\_\_\_\_  
 (Maximum of 20 Points)

Must attach a list of Participants that attended each PLP, date and signed by the Facilitator. Must have a minimum of 25% of average number of Chapter Participants taking part in each PLP to count. Use additional paper if necessary.

- Chapter did not conduct a PLP in 2012 **0 Points**
- Chapter conducted one PLP in 2012 **10 Points**
- Chapter conducted two PLPs in 2012 **20 Points**

_____	_____	_____	_____
Date of PLP	Place of PLP	Print Facilitators Name	# of Participants
_____	_____	_____	_____
Date of PLP	Place of PLP	Print Facilitators Name	# of Participants

**Written Retention Plan**

**Sub Section Score** \_\_\_\_\_  
 (Maximum of 1 Points)

\_\_\_\_\_ Does Chapter have a written retention plan? (attach the plan)

**Area Report Lists**

**Sub Section Score** \_\_\_\_\_  
 (Maximum of 12 Points)

\_\_\_\_\_ Did the Chapter contact all New and Prospective GWRRA Members when they appeared on the Monthly Area Report List (ARL)? 1 Point for each month when all were contacted. Count 1 point for months that your Chapter did not have any New or Prospective Members.

_____	January	_____	February	_____	March	_____	April
_____	May	_____	June	_____	July	_____	August
_____	September	_____	October	_____	November	_____	December

**Written Plan to Bring Back Members With Expired Memberships**

**Sub Section Score** \_\_\_\_\_  
 (Maximum of 1 Points)

\_\_\_\_\_ Does the Chapter have a written plan to bring back Members with Expired Memberships? (attach the plan)

**CD & ACD Leadership Training Program (LTP)**

**Sub Section Score** \_\_\_\_\_  
 (Maximum of 16 Points)

- 1 Point for each completed program by the CD
- 1 Point for each completed program by the ACD

CD	ACD		CD	ACD	
		Member Orientation			Leadership Skills
		Life Skills			Intermediate Skills
		Chapter Life			Advanced Skills
		Instructor Development Certification Program			Horizon Program

## Chapter Leadership Training Program (LTP)

**Sub Section Score** \_\_\_\_\_

(Maximum of 48 Points)

**1 Point** per Seminar Completed by the Chapter in 2012

Must have a minimum of 25% of average number of Chapter Participants taking part in each Chapter LTP Seminar. Use additional paper if necessary. Duplicate seminars will not count. Please note that two of these seminars (How to Have Fun at a Rally and Self Esteem - Key To Success) are listed in two different programs. Since duplicate seminars cannot be counted, the maximum number of points in this section is 48. The Chapter LTP Training Attendance Roster must be forwarded to all levels of this competition for verification of points in this category.

### **1 Point per Completed Seminar by the Chapter**

*And 1 Point for Completion of the Horizon Program*

#### **Member Orientation (8 Possible)**

- |   |                                  |
|---|----------------------------------|
| _____ Helpful Information for New Members | _____ Structure of GWRRA         |
| _____ Horizon - What The Heck Is It?      | _____ How To Have Fun At A Rally |
| _____ How Can I Participate In GWRRA      | _____ Training The Members       |
| _____ Member Benefits Overview            | _____ GWRRA History              |

#### **Life Skills (8 Points Possible)**

- |                                    |                                 |
|------------------------------------|---------------------------------|
| _____ Remembering Names            | _____ Listening & Communicating |
| _____ Managing Change              | _____ Smart Moves               |
| _____ Public Speaking 101          | _____ Stress Management         |
| _____ Self Esteem – Key To Success | _____ Time Management           |

#### **Chapter Life (7 Points Possible)**

- |  |                                  |
|--|----------------------------------|
| _____ Chapter Structure & Organization | _____ How To Have Fun At A Rally |
| _____ What Is A CD?                    | _____ Training The Members       |
| _____ What Is The Rider Ed Program?    | _____ Planning A Chapter Event   |
| _____ Flyers For Fun & Profit          |                                  |

#### **Leadership Skills (8 Points Possible)**

- |  |                              |
|--|------------------------------|
| _____ Chapter Finances                 | _____ Leadership             |
| _____ Chapter Structure & Organization | _____ Newsletter Seminar     |
| _____ Delegating - Key To Leadership   | _____ Officer - Now What?    |
| _____ Interviewing Techniques          | _____ Staffing & Appointment |

#### **Intermediate Skills (10 Points Possible)**

- |                                       |                                    |
|---------------------------------------|------------------------------------|
| _____ Building High Performance Teams | _____ Problem Solving              |
| _____ Releasing Volunteer Leaders     | _____ Win Win Progress Reviews     |
| _____ Write Stuff                     | _____ Self Esteem - Key To Success |
| _____ Chapter Communications Plan     | _____ Motivating Volunteers        |
| _____ Financial Reporting Seminar     | _____ FUNd Raising                 |

#### **Advanced Leadership Skills Program (8 Points Possible)**

- |                                      |                                     |
|--------------------------------------|-------------------------------------|
| _____ The Nature Of Leadership       | _____ Getting To Know Yourself      |
| _____ High Impact Leadership Skills  | _____ Studies In Applied Leadership |
| _____ People Based Leadership Skills | _____ Coaching and Mentoring        |
| _____ Leadership Survival Skills     | _____ Conflict Management           |

- \_\_\_\_\_ Horizon Program (1 point possible)

**Submitted by** Chapter Director \_\_\_\_\_  
Chapter District Region

Average Number of Chapter participants as of December 31, 2012 \_\_\_\_\_

\_\_\_\_\_ Grand Total of All Points out of 257 Possible Points

\_\_\_\_\_  
Print Name of Chapter Director CD's Signature Date Submitted

**Verified by** the District Chapter of the Year Coordinator

Average Number of Chapter participants as of December 31, 2012 \_\_\_\_\_

*Chapter Monthly Gathering Sign-in Sheets do not need to be forwarded to Region or International with packets.*

\_\_\_\_\_ Total Points Verified

\_\_\_\_\_  
Print Name of District Coordinator District Coordinator's Signature Date Submitted

**Approved by** the District Director as the District's Chapter of the Year and forwarded to Region

\_\_\_\_\_  
Print Name of District Director District Director's Signature Date Submitted

**Forwarded to** GWRRA International Assistant Directors, Membership Enhancement Program, Chapter of the Year, by the Region Director.

\_\_\_\_\_  
Print Name of Region Director Region Director's Signature Date Submitted