



Coordinator's Newsletter



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FORMS COMPLETION

Please take time to read the pages in the **TOPS CHAPTER MANUAL** on how to properly complete various forms. Especially important is a review of the completion of the L-003 New Member Application. I continue to receive many incomplete forms. There must be a **date** and **present weight** entered, **signed by the member**, and all boxes checked. The date enrolled and present weight must be the same date & weight that is recorded on the weight chart. Birthdate, including year, is needed for statistics. The box for information about a former member must have as much detail given as you can possibly get from the member so that I may determine whether they should be a renewal or new member and/or look up information on TOPS database on the member's history. The Renewal Forms that members receive from TOPS must be **signed** by the member and have the **date** payment was received at chapter and **weight** on that date entered. If the renewal is late but the member has been active in chapter write "backdate" in the top right above the date. If the member is renewing after a period of time out of chapter write "lapsed" in the top right above the date.

The designated officer who mails forms to me should be especially careful to make sure that all information is complete before sealing the envelope.

Along with a KOPS Registration Form L-014 for a new KOPS, Goal Change or Reinstatement always **send a copy of the member's weight chart** and \$4.00 fee. An **original goal slip** is also needed for new KOPS, Goal Change and Reinstatement at a new goal weight. Do not send me a copy—only the original.

Remember to always have two signatures on chapter checks and make them payable to me—Franki Borowski. Please don't hold renewals or new member applications in chapter - get them to me right away.

Destroy all old forms and only use the most recent revision. If you are not sure if it's the right form or ever have any questions about filling out a form please call or email your Area Captain or me.

Thanks!

Other "Stuff" that has come up:

1. If a member has lost or does not receive the renewal form mailed to them from TOPS please use a **Form L-003 Membership Application**. It is designed to be used as a renewal as well as new member. Write the member's TOPS ID number at the top left and check the box right under that. In the section in the middle right 'Complete if a former member:' please write in the date they last renewed.
2. Please send **one check** payable to me for all chapter business in a mailing. For example, if you are sending 4 renewals make one check in the amount of \$104. Or 2 memberships and a KOPS Goal Change would be \$56. The only thing that I prefer sent in a separate check is the annual Chapter Maintenance. The reason I ask this is my bank charges me 50 cents per item deposited after 150 items each month. The amount of business I receive totals well over 150 checks in a month if they are all individual checks for each renewal, new member and KOPS Registration. Thanks for your help with this.
3. I have been asked by several chapters to remove members from their Chapter Master List that can be accessed by leaders through TOPS database because they are not attending. If a member passes away notify me and I can have them removed. Otherwise, until the membership lapses without renewal for a period of one year, or they transfer to another chapter, they will remain on your chapter list.
4. The correct way to write a chapter name is now **CA 0008 Stockton**. I'm using the lowest number chapter in our area as an example. Please always use the "leading zeros" in numbers less than four digits, put a "space" between CA and the number, do not use a "#" sign or comma. TOPS HQs doesn't ask for city on many forms now but I still like to see it when you send things to me so I can keep getting familiar with chapters in the area.
5. Please always put your chapter number and city in emails to me so I can easily identify you.