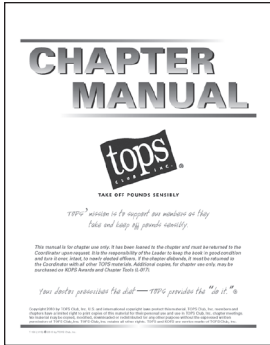
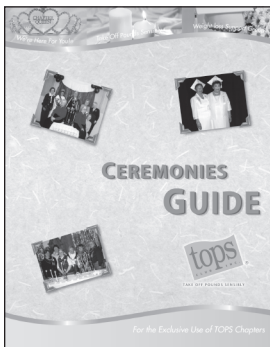


Some Materials All Chapters Should Have

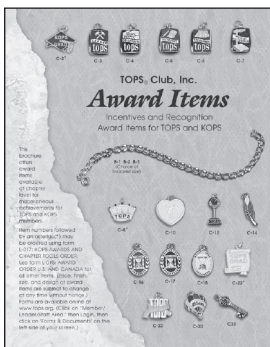
Work with your Area Captain or Coordinator to assess your chapter's needs. This is just a guide to get you started.



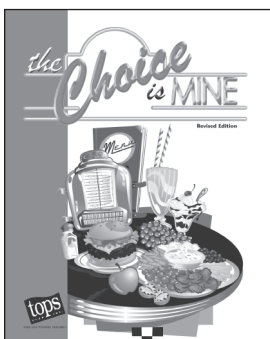
Chapter Manual—Refer to the manual when questions arise about rules, forms, procedures, awards, recognition days, and matters regarding chapter membership. This manual will help chapter officers function effectively. Following its directions will ensure your members receive the awards and recognition they earn.



Ceremonies Guide—You and your members will find this a valuable resource for recognition events and ceremonies. Sample ceremonies are included to get you started. They should help to guide you in creating customized events that are appropriate for your chapter.



L-015B—This full-color brochure illustrates each charm, pinette, or special item available for purchase by your chapter for the various incentive programs you have in place.



The Choice Is Mine and Workbook—Contain the latest information on nutrition, exercise, lifestyle change, and motivation. The chapter copy should be available for members to see. Additional copies can be ordered using L-017 KOPS Awards and Chapter Tools Order or through the TOPS website at www.tops.org.

Here are a few of the important administrative forms you'll be using:

Form L-003 Membership Application—Must be filled out in order to become a member of TOPS.

Form L-011 TOPS News Report—Use this to send Headquarters unique and interesting stories about your chapter.

Form L-012 Chapter Supplies Order—For ordering chapter forms and publicity supplies from your Coordinator.

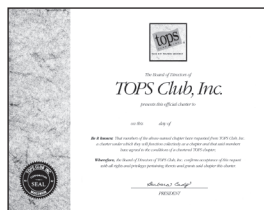
Form L-015 Award Order U.S. and Canada—For ordering charms and other incentive or award items.

Form L-017 KOPS Awards and Chapter Tools Order—For ordering TOPS books and tools, and KOPS award items.

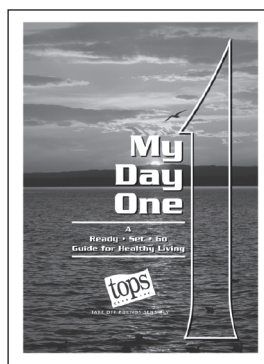
Form L-027K KOPS Weight Chart—For recording weekly weights of KOPS members.

Form L-027T TOPS Weight Chart—For recording each member's weekly weight.

Form L-027TR Transfer Weight Chart—For members transferring to another chapter.



Chapter Charter—Your chapter received this when it was formed. You may have a different version of the charter, but each chapter should display one.



M-020—Your chapter should have copies of this new member guide on hand at each meeting to give to all new members when they join. It provides the information they will need to commit to a healthy lifestyle. You may obtain additional copies for new members through your Coordinator. Replacement copies may be ordered on L-017 KOPS Awards and Chapter Tools Order.