



Coordinator's Newsletter



California TOPS "Upper 52" www.whywelovetops.com	Franki@TOPS601.com office 916-405-6168	March 2011 cell 619-820-0601
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KOPS are our Pot of Gold at the end of the rainbow. Find a KOPS Society to attend or start one in your area.

CONGRATULATIONS TO ALL NEWLY ELECTED OFFICERS!

If you have not sent your Form L-001 **Officers Chart** to me please do it right away! Officers may not be installed until the L-001 is completed and sent to me for approval. If you do not hear from me within ten days after mailing your Officers Chart to me, you may assume all elected and appointed officers of your chapter were approved to serve.

I need to send a copy to TOPS headquarters so that they may update leaders addresses for chapter mailings as soon as possible. If headquarters does not receive your new Officer's Chart by the third week of March they will not mail the April chapter mailing to your chapter. If you did not receive an L-001 please request one from me immediately, or download one from tops.org forms section.

New officers must assume duties the first meeting in April. I hope you are all planning to have a nice Installation Ceremony. The **TOPS Ceremonies Guide** has some great ideas. Also, look in the **Leaders Corner** on www.tops.org, www.whywelovetops.com and **TOPS News**. If you need further help with ideas please contact your Area Captain.

I'd like to take this opportunity to thank all of you who accept the positions to lead your chapters. Please know that your fellow members and TOPS field staff greatly appreciate all that you do. Remember—we're here for you!

APRIL WORKSHOPS

**Saturday April 2
Lakeport**

Lagoons Mobile Home Park
1800 S Main Street

**Saturday April 9
Oakdale**

Church of the Nazarene
1700 West F Street

**Saturday April 16
Cottonwood**

Cottonwood Community Library
3427 Main Street

**Saturday April 30
Bakersfield**

Church of Christ
3500 Bernard Street

Sign-in/Sales/Supplies @ 9:00 am

Workshop 10:00 am—noon

Forms completion will be reviewed.

Chapter officers discussion groups.

All chapter officers are highly encouraged to attend.

SRD REMINDERS

1. Please consider volunteering to help as a host/hostess, at registration or in the promotions room if you haven't already. We still need more help in those areas. The deadline for sending in the HELP WANTED form is March 25 so get them in.
2. Notification letters have been sent to chapter leaders of members receiving Royalty and Division awards at SRD. Please encourage your winners to attend and help them write a Success Story. Success Stories and Before Pictures should be sent to Franki right away. Also, it would be a nice gesture if the chapter paid for their state winners to attend SRD.
3. Deadline Date for pre-ordering the CA Publicity Pin "TOPS Cares" is March 25. Orders not picked up at an April Workshop will be in the Promotions Room at SRD. They will also be available for sale at SRD and Area Captains will have them when they visit your chapters.
4. Please check your SRD Bulletin for many forms with a deadline date of April 15. All KOPS participation forms should be mailed right away.
5. When you arrive at SRD please take your raffle items to the Hospitality Room.
6. Remember to bring chapter checks for ordering photos and for purchases of TOPS merchandise. Keep in mind TOPS promotional items for chapter awards and contest prizes.
7. Please take Posters & Banners to the Exhibit Hall when you arrive. After the Parade on Thursday evening they will be placed on display in the Hospitality Room. Please pick them up immediately following the last session on Saturday night.
8. Doors will open 30 minutes prior to each session and workshop. Due to unforeseen circumstances there could be delays. As a courtesy to others, please do not crowd at the doorway prior to seating time for the tea or any of the sessions. There will be assigned seating for the tea.
9. If you have any special dietary needs, for example a vegetarian meal, please list name and description of special needs in the space provided on the Registration Form and/or let Tea Chairman Karen Tinlin know asap by calling 714-533-2670.
10. Photographer desk will be in the foyer outside the exhibit hall. Pictures taken during the sessions prior to Fun Night will be on display. All photos will be available for viewing on a website following SRD. Plan to have a photo taken of yourself or your chapter group. There will be a form for ordering photos in each registration packet.
11. Remember to Register Individually when you arrive at SRD. **Please read and follow instructions in your registration envelope for participation in any events you are signed up for.** We will have an early registration time on Thursday afternoon and evening.
12. We still need **Tea Hostesses**. Please complete the sign up sheet on page 7 of the SRD Registration Package and mail to Karen Tinlin. If you want more information about it call Karen at 714-533-2670.
13. There are very few rooms still available at the Hampton Inn (559-732-3900) and more at the Lamp Litter Inn (559-732-4511). If you are staying at the Hampton Inn or Lamp Litter Inn and travelling to SRD on the train please let me know immediately **how many are in your group, which hotel and when you will arrive in Visalia**. Shuttle service will be provided from the transit center to your hotel and to/from the Visalia Convention Center. Call 916-405-6168 or email franki@tops601.com with the above information and a **contact name, phone number and/or email address**.
14. Due to an oversight there is not a place to write your chapter or contact information on the SRD Registration form. Please write your **chapter number and city** and **contact person name and phone number and email address** across the bottom of the form.