

Please note new procedure:

L-007: TRANSFER FORM is *discontinued*. This form no longer must be submitted to the coordinator when members change chapters.

Destroy any copies of the L-007 on hand.

Transfer weight charts contain all the information needed for the new chapter when a member transfers in.

Whenever a member transfers in to your chapter they should bring a Transfer Chart with them.

Please notify me by email or a note with chapter business mailed to me when you have a member transfer into your chapter. Include **member's name, TOPS membership number and new address if it has changed**.

I will then notify TOPS Headquarters to update the member's record to reflect they are in your chapter. The transfer member will be listed in your chapter in TOPS' iMIS database immediately and should appear on your chapter monthly Membership List that I provide within one to two months.

Please let me know if you have any questions regarding this new procedure.

Thanks!

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