

Common errors made on WEIGHT CHARTS FOR TOPS AND KOPS

- _____ Year not entered.
- _____ Membership # not entered.
- _____ Weight Division not entered or not correct.
- _____ Female/Male box not checked.
- _____ Weight loss (C) in top right corner not completed.
- _____ Original date of joining, or highest recorded weight not completed.
- _____ A.B.C., First weight, Last weight and Total pounds lost, current year not accurate.
- _____ Birth-date for Division 6 and 8 only filled in/not filled in.
- _____ Member name, address not complete or legible.
- _____ Chapter and Coordinator information not completed or incorrect.
- _____ No signature of member.
- _____ Gains not written in red ink.
- _____ Things other than a Weight, AB, EX, or NM written in weight column.
- _____ Meeting dates not written in date column.
- _____ Transfer Chart Member Weight loss and Chapter Weight loss sections not completed accurately.
- _____ New KOPS Annual weight loss not from 1st weight on TOPS chart to last weight in December on KOPS.
- _____ New KOPS Total weight loss not figured from Highest Weight Recorded at TOPS Headquarters.
- _____ Lost KOPS Annual weight loss not from 1st weight on KOPS chart to last weight in December on TOPS.
- _____ KOPS Lost Status not recorded.
- _____ KOPS Out of Leeway not written in red ink.
- _____ Fine-tip felt pen (or approved gel or roller-ball pen) not used.

Common errors made on FORM L-010: CHAPTER RESUME

- _____ Not signed, dated or no phone number of person who prepared report on front.
- _____ All qualifying Royalty or Division Winners not listed.
- _____ Ineligible members listed as Royalty or Division Winners.
- _____ Net Enrollment count not accurate.
- _____ Net Weight Loss/Gain not accurate.
- _____ All 3 pages not completed/3 copies two-sided not sent.
- _____ Average Loss (Gain) Per Member not rounded off or calculated correctly.
- _____ GAIN not written (or circled) in red ink.
- _____ Royalty and Division Winners Names, Membership Numbers and PHONE NUMBERS not complete.
- _____ Division Winners Starting Weight of Year or Last Weight in December not accurate.
- _____ Royalty Highest Weight Recorded, Goal Weight, or Loss to Goal not accurate.
- _____ Chapter name not written in correct format (front & back) (CA_(Chapter #)____, _(Chapter City)_____).
- _____ Correct year not filled in on BOTH front and back.
- _____ Determine Average Loss Per Member section completed on more than one resume when there are two.

Supplies you will need:

All Weight Charts (TOPS, KOPS and Transfer)

Black and Red Fine-point Felt Tip or Gel Pens

Calculator and scratch paper

L-010 Chapter Resume(s)

TOPS Rules

Chapter Manual (Read Chapter 9 carefully before starting)

9" x 12" envelope