

## **HOW TO PREPARE A PERFECT FORM L-010: CHAPTER RESUME IN 32 EASY STEPS**

### **Bottom half of front (DETERMINE AVERAGE LOSS PER MEMBER):**

1. Total each member's chart.
2. If you have a KOPS and TOPS chart for the same person, total on the TOPS chart the first and last weights of the year, wherever it occurs. Put the TOPS chart on top and clip together.
3. If person has a gain, it goes in red on line C *and* at the top of the page at C.
4. If a person only has one weigh in, then 1<sup>st</sup> and last weight is the same and loss is -0-
5. Net enrollment: count charts (if two charts for same person, count as one). This count is (A).
6. Now remove those charts that were KOPS all year who did not lose status or drop out. Count all of these and that is the number on line (B). Deceased KOPS member's charts **are** considered KOPS all year and **are** counted in (B). Drop outs are not counted in this number even though they never go on a TOPS chart. **Copies** of KOPS charts for members who have transferred out are not counted at all [in (A) or (B)]. Do not send these KOPS chart copies to coordinator.
7. Total net enrollment A-B=C
8. Divide the remaining charts (that were not KOPS all year) into gains and losses. KOPS charts with no TOPS chart = -0-gain/loss.
9. Add the losses and put on form.
10. Add the gains and put on form (in RED INK on all THREE copies). If photo copying, circle all gains in red.
11. Subtract and determine the chapter's net loss (D) or net gain (E) for the year.
12. Divide the net loss or gain (D) or (E) by the net enrollment (C) and round to 2 places. (5.672 = 5.67 and 5.675 = 5.68).
13. Person completing the form signs at the bottom. Enter Phone Number & Date.

### **Top half of front (CHAPTER ROYALTY):**

14. Royalty is the person who has lost the most weight from *highest weight recorded at TOPS Headquarters to goal*, and reached his/her goal for the first time in 2011, and has been registered at TOPS Club by January 31, 2012. This must be their 1<sup>st</sup> and only KOPS registration. Lost Status/Reinstatement would disqualify them. Goal may be lowered but not raised after December 31, 2011.
15. If you have more than one, put them in the order of the highest loss first. Separate by male and female.
16. List Queen (1<sup>st</sup>), Runner-Up (2<sup>nd</sup>) and Alternate (3<sup>rd</sup>) and King (1<sup>st</sup>), Runner-Up (2<sup>nd</sup>) and Alternate (3<sup>rd</sup>) on all three copies of the **same resume form**. Keep TOPS chart attached to the KOPS chart.
17. Go over not eligible list on page 51, number 3, of *Chapter Manual* to make sure all are eligible.
18. Complete all columns on all three (3) forms with KOPS date, membership number, *phone number*, *highest weight recorded at TOPS Headquarters (on a renewal)*, goal weight, and loss to goal.
19. If there is no winner in any category, write "none".

### **Backside of form (DIVISION WINNERS):**

20. Division winners. Take the charts with *losses of 10 pounds or more* (be sure to include charts that have both TOPS and KOPS charts; even those that are eligible for royalty.) *Do not* include charts that have less than 10 pounds loss, gains, are not signed, have 4 or more consecutive un-excused AB's, had a lapse of membership, or have no December weigh-in.
21. Sort eligible charts by division and then by weight loss from the highest to the lowest.
22. Transfers: count total weight loss for the year. (Chapter takes the persons loss in your chapter, and the member takes total loss for division award.)
23. Remember, at least a 10 pound loss is necessary for any award at any level.
24. List these: (male on male resume and female on female resume) 1<sup>st</sup>, 2<sup>nd</sup>, Alternate place in each division.
25. If tie, list as tie for that place. If none, write "none".
26. Teens and preteens Division 6 and Division 8: enter birth date above name and circle in red.
27. List name, membership number, phone number, first weight of year, last weight of year (must be in December), and total loss.
28. Review all copies for accuracy. Make sure the information at the very top of both sides (year, chapter, etc.) is completed.
29. Go over the *ineligible charts* and *common errors* lists on page 49 of *Chapter Manual* to check if all listed are correct.

### **Submitting Chapter Resume (STACKING AND MAILING):**

30. Fasten the weight charts of your royalty and division winners to the resume sheets with a paper clip, NO STAPLES.
31. Put weight charts of KOPS all year and all other KOPS charts, clipped to TOPS or TRANSFER charts, on top of the rest of the chapter weight charts, still divided into divisions or gains and losses.
32. Put in large manila envelope and mail weight charts, all **three copies (double-sided)** of completed resume forms and a self-addressed legal size envelope to Coordinator, first class mail, **by January 8<sup>th</sup>** Please **do not** send registered or certified that requires a signature for delivery.