



Coordinator's Newsletter



California TOPS "Upper 52"
www.whywelovetops.com

Franki@TOPS601.com
office 916-405-6168

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cell 619-820-0601

CHAPTER RESUMES

Review of all area resumes and weight charts that I received is now complete. The Area Resume has been sent to Regional Director Nancy Marasco. We had some great losers and I'm anxious to find out who we will be honoring at SRD in May. You will receive a copy of your resume and winners certificates, along with notes about any errors made and improvements to be made in the future as soon as they are approved, by the end of this month. Please read all the notes and ask me if you have any questions or need further clarification on anything. Some of the most common errors are as follows:

1. Dark black and red ink must be used on weight charts so that they can be viewed after being scanned to file at headquarters. Please invest in some good fine tip felt or gel pens for use on weight charts right away.
2. Digital scales tenths must be converted to quarter pounds for TOPS yearly weight loss/gain. Only first weight of the year (A.), last weight of the year (B.) and net loss/gain for the year (C.) in the top right corner of the weight chart needs to be converted. Loss or gain must also be written at (C.) in the very top right of chart. Gains are to be written in red ink. All weekly weights on the chart should be entered exactly how the scale reads. Please refer to the conversion charts on pages 48 and 49 of the Chapter Manual.
3. Complete ALL information on KOPS charts regarding original KOPS date, goal changes this year, lost status and reinstatement dates. Ask me if you don't have that information.
4. Send three complete 2-sided copies, front and back, of chapter resume.
5. When a KOPS drops out enter four consecutive ABs and record a lost status and send an L-021: Notice of KOPS Lost Status form to me right away.
6. Enter EX for excused absence, AB for unexcused absence and NM for no meeting.
A weight or AB, EX, NM is the only thing that should be written in the weight column.
7. Remember to send a self-addressed envelope (#10 legal size) with your resume for your copy of resume and winners certificates to be returned.

Congratulations to all chapter winners!

REMINDER

TOPS headquarters has mailed two copies of the new **CHAPTER MANUAL** (T-199) to Chapter Leaders. Please keep one with the leader materials and give one to the weight recorder. More copies can be ordered on Form L-017.

Also effective January 1, 2011 we have new **TOPS RULES** (Form L-052). Everyone received a copy in their December/January TOPS NEWS.

Please destroy and do not refer to any old copies of either of these.

Area Captain 2011 Visits

Your Area Captain will soon be scheduling a chapter visit. Please allow her at least 30 minutes of your meeting time to present a program. The new Area Captain program is on **Super Foods** and they will have a helpful **Daily Do-It** for sale that helps with their expenses.

With the cost of gas so high these days the Area Captain fee they receive doesn't cover the expense of traveling to make chapter visits. I remind all chapters to give their Area Captain a donation from the chapter treasury to help them with gas expense when they visit.

Thank you!